



SASMIRA'S INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH  
Samira Marg, Worli 400030

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**Online University Examination Guidelines**  
**Second Year (Semester III)**  
**Academic Year 2021-2022**

**Note: All the students are to read the complete document carefully before appearing for the examination.**

**Instructions to students:**

- All the examinations will be conducted through online mode only.
- The examination will be totally based on Multiple Choice Based questions with each question having 4 options.
- Each paper will be for 60 marks and of 01-hour duration.
- Each paper will consist of 40 questions to be attempted. Each question carries 1.5 marks.
- There will be no **MODERATION NOR REVALUATION of the answer papers.**
- The students should appear for the examinations as per the time-table scheduled by the University of Mumbai / Institute.

**Instructions to be followed before you begin with your exam-**

- Students are encouraged to use laptop/ desktop to appear for the exam.
- Get settled at a silent place with your device ready 15 minutes before the scheduled exam time.
- Make sure you are sitting alone. Turn off TV, Radio or any other sound systems that could distract you.
- Make sure your device is fully charged & you have power back-up / power bank / charging facility – in case your device drains out of charge during the exam
- All "Floating Windows" shall be closed prior to exam
- Candidates are requested to disable antivirus updates/windows updates which might create disturbance during the exam.
- Make sure there is sufficient light in the room where the candidate is appearing for the examination. (Make sure there is sufficient light falling on the face of the candidate, so the candidate can be verified and also the candidate's movements during examination can be monitored).

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## → Pre-Exam Preparation

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Getting ready for online exams:

Make sure you have

1. A Institute e-mail ID (ending with **@simsr.edu.in**) registered with SIMSR . Make sure you are able to access your emails of the email id provided by Institute as you will receive all exam related information on this Institute email id.  
This Institute email id is required to log into the Zoom/ Google Classroom during examination and further for the submission of the question paper link. In case you have not received your ID and password, you are required to contact the Exam Cell.
2. For appearing in the online exam you have to **strictly use only one of the following below mentioned devices.**
  - a. **Laptop with webcam**
  - b. **Desktop with webcam**
  - c. **Smartphone with front camera (Android phones preferred) – Prior approval to be taken.**

**WE RECOMMEND THAT STUDENTS USE ANDROID DEVICES ONLY AS SOME COMPATIBILITY ISSUES EXIST WITH iOS DEVICES**

Test your computer, laptop (which you intend to use for taking the exam) to ensure that it is working well before the examination.

Please check that the camera/ webcam of your laptop /desktop should be in proper working condition

At the beginning of the examination before you start answering your questions your photograph will be captured. You cannot proceed further for examination if your photograph is not captured. All your activities during the examination will be monitored.

3. You should have a stable Internet connectivity of at least 2 MBPS or above. You are required to make sure that you maintain a stable internet connection for all the examinations and if required arrange for alternate internet arrangement.
4. Latest version of Google Chrome browser must be pre-installed in your respective devices.
5. Google Chrome settings: - You need to allow Google Chrome to use the camera. This is mandatory without which you will NOT be able to attempt the online exam.

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## **GUIDELINES FOR JOINING THE CLASSROOMS for EXAMINATION**

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You are required to login for entering the classroom for examination.

The procedure for login and entering the classroom for examination is given below –

**Laptop / Desktop users require the latest Google Chrome Browser.**

### **STEPS FOR LOGIN (Username & Password provided by Institute)**

<b>For Computer / Laptop users</b>	<b>For Mobile users</b>
<ul style="list-style-type: none"><li><input type="checkbox"/> In Google Chrome Browser, type mail.gnims.com</li><li><input type="checkbox"/> Enter the username (login id) and password provided by College</li><li><input type="checkbox"/> You are all set.</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Open GMail App</li><li><input type="checkbox"/> Goto Add Another Account</li><li><input type="checkbox"/> Select Account as Google</li><li><input type="checkbox"/> Enter the username (login id) and password provided by College</li><li><input type="checkbox"/> You are all set.</li></ul>

### **STEPS FOR JOINING THE CLASSROOM**

#### **Google Chrome Browser required**

1. In Google Chrome Browser, type the class room link.
2. Enter the username and password provided by the Institute (*if needed*)
3. On entering you shall see your examination classroom/s assigned to you as per your examination schedule in which your class and the respective subject will be mentioned ***(In-case you are not able to view the classroom, then you may have to switch to institute email account)***
4. Click on **“Join”** on all the classroom(s) visible.  
**(This process is compulsory and must, which will enable you to enter the respective classroom, this should be done before you attempt the mock test)**

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## **How to give Examinations Online -**

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1. Zoom meeting link will be shared on the Google Classroom. You are to join the meeting and keep your device on mute and camera ON.
2. Login should be done at 11.00AM on the day of the exam.
3. Attendance link will be shared at 11.15AM, this link will remain active for 20 minutes, after which no candidate will be allowed to join and appear for exam.
4. Examination Question paper link will be shared at 11.30AM sharp.
5. Students have 1 Hour to attempt and answer the paper.
6. Any minimizing or shifting of screen is recorded in the system and will be considered as violation of the rules of exam.
7. Candidates are allowed to submit their responses between 12.30PM and 12.45 PM. No responses submitted before and after the duration will be considered for evaluation.
8. Submission of response marks the end of your examination.

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## **IMPORTANT POINTS**

1. Photo Capture is required to proceed for examination so please ensure that your webcam or front camera of mobile is in proper working condition.
2. The students are required to keep updated Chrome Browser as the default browser and the Institute email id as the default email id.
3. The students should click the **submit button** on the Google Form to submit your answer before the time out. Otherwise your exam won't be submitted and hence invalid.

### **Frequently Asked Questions**

**1. Can students make or receive phone calls during the exam?**

Ans : Any incoming, outgoing call would be considered as a violation. If violated, the candidate can be terminated from the exam.

**2. Can students use any other application or receive notifications during exam?**

Ans : All notifications will be considered as violation, so it SHOULD be kept off as the activities are being monitored. If violated, the candidate can be terminated from the exam.

**3. If my internet connectivity is not good, what will happen?**

Ans : The student may still be able to appear for the exam, but he/she faces some problem in opening the webpage. Students need to appear from a place where there is good connectivity. We suggest that the student has 1 GB data before start of the exam to have an excellent exam experience

**4. Can I change the device during the exam?**

Ans: No, you cannot change your device.

**5. I have updated the Chrome browser but am still facing a problem accessing the exam system. What should I do?**

Ans: If any student faces issues on Updated chrome browser then please try once with Updated Mozilla Firefox browser.

**6. Can I use office laptops for taking the exams?**

Ans: Office laptops sometimes have restrictions and will not allow access to all sites. So it needs to be avoided or tested in advance for compatibility.

**7. At what time should the student login to the exam system?**

Ans : Students are supposed to log in to the exam system 15 minutes before scheduled time for examination.

**FOR ANY QUERIES REGARDING THE EXAM - BEFORE AND DURING THE EXAM YOU HAVE TO CONTACT THE EXAM CELL on [exam@simsr.edu.in](mailto:exam@simsr.edu.in)**

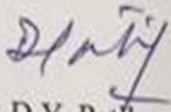
Attached Time Table

**UNIVERSITY OF MUMBAI**  
MU EXAM MISSION - 2022  
(CLUSTER 2)

**EXAMINATION TIME TABLE, 2022**  
MMS Sem III (Choice Based)

Day & Date	Time	Paper
29 <sup>th</sup> Jan , 2022 - Saturday	11:30 am to 12:30 pm	Strategic Management

Place: Mumbai  
Date: 12<sup>th</sup> Jan. , 2022

  
Dr. D.Y. Patil  
Group Director  
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