

**Jai Hind College (Autonomous)**  
**Notice for Students**  
**First Year Semester End Exams (January 2022)**

**All students are expected to follow the instructions given below for the First Year Semester End Exams (January 2022):**

1. Semester End Exam for the FY students of all programs is scheduled to take place from 4<sup>th</sup> January 2022.
2. Students should refer to the Semester End Examination Time Table displayed on the college website
3. If there are any changes in the Examination Time Table, it will be notified on the college website only
4. The exams will be conducted online. **All students will receive the exam log-in id and password on the email address and mobile number provided by them in the admission form (Radical Forms).**
5. For the benefit of the students a mock test will be conducted to familiarize them with process of the online exam and **it is mandatory for all students to take the Mock Exam.** Mock test for BA, BSc and BCom will be on 28<sup>th</sup> December, 2021 and for BSc IT, BSc Biotech, BVoc TTM & SD, BMS, BMM, BBI, BAF, BFM, BBA on 29<sup>th</sup> December 2021.
6. 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.**
7. Students need to check their mail carefully for the credentials. They should also check their spam and promotion folders for the same as the mail can sometimes be found there.
8. **Students who do not receive the login credentials, should send an email to [jhc.exam.support@jaihindcollege.edu.in](mailto:jhc.exam.support@jaihindcollege.edu.in) and [support@offee.in](mailto:support@offee.in) at least two days prior to the mock exam. It is the responsibility of the student to report it on time to avoid any problems on the day of the exam.**
9. Students should read all the instructions given in the email carefully.
10. **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.**
11. **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.
12. **Use of headphones, earphones, bluetooth earbuds, airpods, smart-watches, or similar devices is strictly prohibited.**
13. Students are expected to keep their device fully charged for the examination. They are advised to keep another device as standby.
14. **Please note that all WhatsApp notifications, anti-virus pop-ups, etc. should be disabled before the exam begins. Multiple tabs/ switching tabs/ notifications will be counted as unfair means.**

- 15. Students should make a note of the exam commencement time and login on time as the question paper will be disabled after 15 minutes.**
16. Students should ensure that they “**submit**” the paper and not close their browser as that will lead to unsuccessful submission.
- 17. Students should not use incognito mode in Google Chrome and private browsers in case of iPhone or MAC devices.**
18. 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.