

**SHETH T. J. EDUCATION SOCIETY'S,
SHETH N.K.T.T. COLLEGE OF COMMERCE AND
SHETH J.T.T. COLLEGE OF ARTS, THANE (W.)**

Instructions for F.Y./B.M.S./B.B.I./B.Sc.(IT)/B.A.F./B.A.M.M.C. students

(Internal Exam), March 2022

Date – 02/03/2022

1. All students have to attend **Online** Internal Exam from the college.
2. All students have to sign on attendance sheet, If student don't sign the attendance sheet and he/she is present for the exam, then student will be considered as **absent** for the exam.
3. All students have to collect ID Card from college office before exam , Students will not be allowed to attend Exam without ID Card.
4. Keep Your Device (Mobile/Laptop/Tablet) which ever you would be using fully charge on the day of the Exam.
5. Ensure you have enough data Balance.
6. Exam will be conducted through Google Form and you will be allowed to submit your form only once, hence be careful while handling your form.
7. Use good web Browser while giving the exam
8. Students have to report to college 15 minutes before exam time.
9. Students have to sit for exam as per seating arrangement only.
10. No student will be allowed to leave the examination hall till both the papers for a day are over.
11. If student are giving Exam from Home through Google form then students will be mark as absent.
12. Form will be Deactivated Exactly at the end time as given in time table.
13. Submit your form before the time ends
14. If any student have any query related to exam then student should contact to Examination section of the college before exam.



Chairperson, Examinations



Principal