



PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

ISO 9001 : 2015 Certified

NOTICE


26th September'2020


Standard Operating Procedure for Backlog Exams

- Students are requested to ensure good internet connectivity, smart phone, laptop or desktop with webcam for appearing the exams.
- Students kindly rename your gmail account display name as Programme Seat No. Roll No. Last Name First Name
For eg. SYBAF 2001 Tiwari Raj
- Join the google meet link before 20 minutes on the day of the exam. **Ignore the google meet link mentioned on time table.**
- Join the whatsapp group <https://chat.whatsapp.com/JS7nwNSqEGa8QmA1M3TUsn>
PLEASE NOTE DAY TO DAY GOOGLE MEET LINK WILL BE POSTED IN THE ABOVE GROUP.
- Exam paper google form link shall be posted in the google meet itself.
- The google form will ask for the permission to capture your photograph please select allow. **(It is compulsory)**
- Exam is timer & proctor based
- Your movement would be tracked constantly so avoid moving out of camera, opening new tab or any other unfair means activity.
- Please note there is a tracker id which is automatically generated. Avoid doing any changes in the tracker id generated.

Students can contact the helpdesk i.e. your respective Co-ordinator or send an email to sfcexam@dalmialionscollege.ac.in with their queries. The helpline will be open from 09am to 1pm from 28th September 2020 to 17th October 2020.


Prof. Durgesh Kenkre
Exam Convener


Prof Subhashini Naikar
Vice Principal SFC


Dr. Kiran Mane
I/C Principal

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