RULES AND REGULATIONS FOR ENTRANCE EXAM FOR ADMISSIONS

1. The students are supposed to read the notice and follow the instructions carefully, college will not be liable if the student has not adhered to the rules stated.

2. Candidates will take the entrance exam under virtual/online invigilation mode. This is also called the Remote Proctored Exam During the entire duration of the exam candidate's activities will be monitored and recorded.

3. Candidates must Login 30 minutes before the entrance exam start time to ensure a smooth process. At the exact scheduled time, refresh the page and the paper will be visible and start the test, if you delay in starting the test or login late, you will not be able to appear the same after some time. Taking the **Mock Test is mandatory.**

4. Candidate has to use his/ her user id and Password sent on his/ her email to log into the entrance examination system. Candidates have to click on the link sent on the candidate's registered email id.

5. Candidate need to sit for the exam in positions that his/her face is clearly visible in the camera of the laptop/PC. Place should have proper lighting and no one else should enter the same place in the entire duration of the exam.

6. No TOILET or other breaks will be allowed during the entire duration of the exam. Candidates are advised to keep water with them if they want.

7. If the candidate indulges in unfair practices /suspicious acts like talking to someone else, trying to share screen, leaving your place etc. the AI system or online invigilator will intervene and cancel/stop the entrance test immediately. No re-examination will be conducted under any circumstances.

8. Students are allowed to use battery-operated portable calculators. The calculators can be of any type with up to 6 functions, 12 digits and up to two memories. Scientific and programmable calculators are not allowed.

9. In case of an issue, help line numbers & email id for technical queries only for MOCK TEST & ENTRANCE EXAM are

    a)9967405634
    b)7304412543
    c)8097085787
    d)8097085784

Email id : support@offee.in

Steps for Online Exam Process:

Step 1: Click on the exam link provided to you in your registered email.

Step 2: Allow camera permission on the Offee exam portal. Please note that a functioning camera is required to proceed with the exam.

Step 3: Manually enter the login credentials sent to your registered email. Avoid copying and pasting the credentials.

Step 4: Take a clear selfie and click on the login button.

Step 5: Upon logging in, you will be directed to the exam page. The main paper will be visible only at the scheduled time, make sure you login and be ready and not be late for the exam.

Step 6: At the scheduled exam time, refresh the page to access your exam. Click on "Begin Test" to start the exam. kindly be punctual and avoid any delays.

Step 7: After completing the exam, upon submission, a popup message will confirm that your exam has been submitted successfully.

Step 8: You can view the submitted paper in the history section.

Kindly follow these steps carefully to ensure a smooth examination experience. Refer to the user manuals for detailed exam flow (User manual)

Other Important Instructions

- o The candidate will take the entrance exam from a separate place /room where there is no other person in vicinity during the entire duration of the exam.
- o The place should be noise-free with no movement of people in the surroundings. All the items should be removed from the desk.
- o Candidates must not talk to anyone during the entrance exam period or talk/read to themselves loudly.
- o Candidates must not use headphones, earbuds, or any other type of listening equipment.
- o Candidates must not set up the computer at the time of the entrance exam. All the settings need to be done much before the entrance exam time and tested properly.For any failure of the computer system during the entrance exam period, the Collegewill not be responsible and the candidate will lose his/her attempt.
- o Candidates must not switch off the webcam or mic or cover the webcam during the

entrance exam. Changing of the camera angles to obstruct views can lead to stopping of the test by the online invigilator. Candidates must not look away from the laptop/desktop screen, must face the computer screen

o   Candidates must not communicate with any other person by any means. Candidates must not seek any assistance or refer to study material/mobile/ for answering the question.