## NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE AND SCIENCE

NMFC/COM-161/SEPT 2024

16th September, 2024

## **NOTICE**

## FOR FIRST-YEAR STUDENTS REGARDING ONLINE INTERNAL ASSESSMENT

All students using Android and iOS devices are informed that the upcoming Internal Assessment will be conducted online in the college, it is mandatory to come to college and attempt the exam following the exam timetable. It is important to take the exam according to your assigned schedule and ensure you are aware of your seating arrangement and block number, which have already been shared.

## **Internal Assessment Exam Guidelines**

- 1. Install and update Google Chrome and Google Lens apps on your device.
- 1. Log in to your Gmail account through Google Chrome to access the exam portal.
- 2. Remember your Gmail ID and password to avoid login issues.
- 3. Sign the attendance sheet during the exam; failure to do so will result in disqualification.
- 4. Manually submit your answers by clicking the submit button before the exam time ends.
- 5. Avoid refreshing the exam page, as it will require refilling all details and may result in lost time.
- 6. The college will not be responsible for issues arising from failure to follow guidelines, including login problems, app installation, or missed exams.
- 7. Attend the mock drill on 19th September 2024 to ensure you're prepared for the actual exam.

I/C Principal

Vice-Principal

**Examination Chairperson** 

Mullal