

JAI HIND COLLEGE

Basantsing Institute of Science & J. T. Lalvani College of Commerce.
and Sheila Gopal Raheja College of Management.

Empowered Autonomous

04/06/2024

Notice Entrance exam

Common Entrance Exam (JHC-CEE) for admission to FY Degree (UG) Self Financing Programs for 2024-2025

KINDLY NOTE

All students appearing for Jai Hind College Common entrance exam for admissions for 2024-2025 are required to enroll on the University portal before submitting the college admission form.

1) Click on the link below to register for Pre-admission online registration with the University <https://muugadmission.samarth.edu.in/> and obtain application / registration form number and fill in the University Registration Form.

2) After that fill up the Jai Hind Admission Form for the chosen programs.

3) **LAST DATE FOR FORM FILLING - 10TH JUNE 2024 UPTO 5.00 P.M.**

students should login to fill up the Jai Hind College Admission form, students

(<http://jaihind.radicalforms.com>)

Mock test schedule

Prior to entrance exam a mock test will be conducted for the students to get familiar with the system. Details of Mock test as follows:

PLEASE NOTE MOCK TEST MANDATORY FOR ALL STUDENTS. (For the Convenience of the Student Mock Test is taken over 2 days as per the below schedule)

Date	Time
6 th June, 2024	10 am to 4pm
7 th June, 2024	10 am to 4pm

Main Entrance exam-10th June2024

Schedule

APPLICATION NUMBER	DATE OF EXAM	EXAM START TIME (login 30 minutes before the commencement of exam)	EXAM END TIME	Exam slot
JH-CEE/2024/51812 to JH-CEE/2024/70724	10th JUNE 2024	9am	10;30AM	SLOT 1
JH-CEE/2024/70726 to JH-CEE/2024/73129	10th JUNE 2024	11AM	12;30PM	SLOT 2

NOTE:

- Students to login as per assigned slots. Check the application number carefully.
- The login details for the exam will be sent via email (Registered email and mobile number) with proper instructions. This login id will be sent before the mock test and will be used for both Mock test & Main entrance exam.
- Candidates must Login 30 minutes before the entrance exam start time to ensure a smooth process.
- Taking the Mock Test is mandatory.

**RULES AND REGULATIONS FOR COMMON ONLINE ENTRANCE EXAM
FOR ADMISSIONS 2024 IN SELF FINANCE PROGRAMS**

- a. 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.
- b. The place should be noise-free with no movement of people in the surroundings.
- c. All items except simple calculators (non-programmable/ nonscientific) should be removed from the desk. 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.
- d. Candidates must not talk to anyone during the entrance exam period or talk/read to themselves loudly.
- e. Candidates must not use head phones, earbuds, or any other type of listening equipment except the speaker of the laptop.
- f. All the computer settings need to be done much before the entrance exam time and to be tested properly. For any failure of the computer system, during the entrance exam period, JaiHind College will not be responsible and the candidate will lose his/her attempt ;no re-examination will be conducted.
- g. 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 or AI enabled system. Candidates must face the computer screen and must not look away from the laptop/desktop.
- h. 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 questions.
- i. During the online examination the IP address of the candidate will be tracked to monitor individual participation. This measure is in place to prevent multiple individuals from sitting together and taking the exam simultaneously. It is imperative that each candidate accesses the examination independently, from their own designated location. Candidates adhere strictly to this guideline to avoid any potential issues during the examination.

Action against candidates found guilty of misconduct/ use of unfair means

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination or in a subsequent admission procedure, if a candidate is(or has been) found guilty of –

- (i) Using unfair means or

- (ii) Impersonating or procuring impersonation by any person or
- (iii) disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test (s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or resorting to any irregular or improper means in connection with his/ her candidature or
- (iv) Obtaining support for his/ her candidature by unfair means, or
- (v) Carrying mobile phones or similar electronic devices of communication in the examination hall, such a candidate may, in addition to rendering himself/ herself is liable to criminal prosecution, be liable to be disqualified from the examination for which he/ she is a candidate

General Instructions

1. The possibility of occurrence of some problem in the administration of the examination can not be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problems, which may include movement of candidates, delay in tests. Conduct of a re-exam is at the absolute discretion of the test conducting body i.e. Jai Hind College. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
2. Decision of Jai Hind College in all matters relating to conduct of Jai Hind College Entrance exam will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the College on this behalf.
- 3.. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the admission process will lead to disqualification of the candidate from the entire admission process.
4. Candidates will take the entrance exam under virtual/online invigilation mode. This is also called the Remote Proctored Exam.
5. Candidates must Login 30 minutes before the entrance exam start time to ensure a smooth process.
6. Exam will go live on **10th June, 2024** as per slots assigned to respective students based on application number.
7. . Candidate has to use his/her user id and Password sent on his/her email for logging into the entrance examination system. Candidates have to click on the link sent on the candidates registered email id.

8. Once he/she logs into the system he/she will be shown the exam available for him/her. The exam will be available only during the defined time slot.

8. . Candidate needs to sit for the exam in a position so 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.

9. 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.

10 . During the entire duration of the exam, the candidate's activities will be monitored and recorded.

11. If the candidate indulges in unfair practices/suspicious acts like talking to someone else, trying to share screen, leaving their place etc. the AI Enabled system or online invigilator will intervene and cancel/stop the entrance test immediately.

12. No re-examination will be conducted under any circumstances. The decision of Jai Hind college will be final and binding on the student.

13. 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

Offee Technical Support Email: support@offee.in

Jai Hind College Support Id: jhc.entrance@jaihindcollege.edu.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 the online exam module pdf


Principal
Jai Hind College





Exam Procedure on Browser

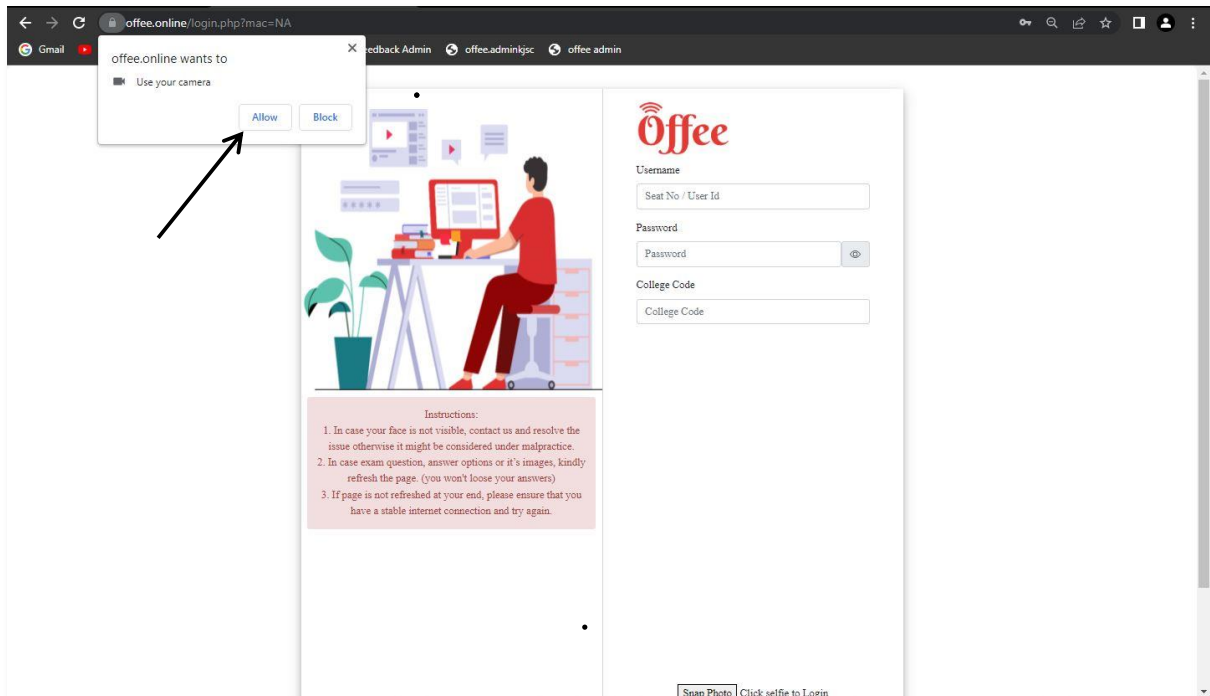
STEP: 1

Hello Everyone! To attempt exam on Offee platform, we need to install Google Chrome Browser on our phone, laptop or desktop before the scheduled exam in order to avoid last minute hassles.

Note: Screenshots provided in the procedure manual are of Google Chrome browser. We recommend using Google Chrome browser to view similar experience. (You can use other browser as well like Safari in case of Iphone/Mac)

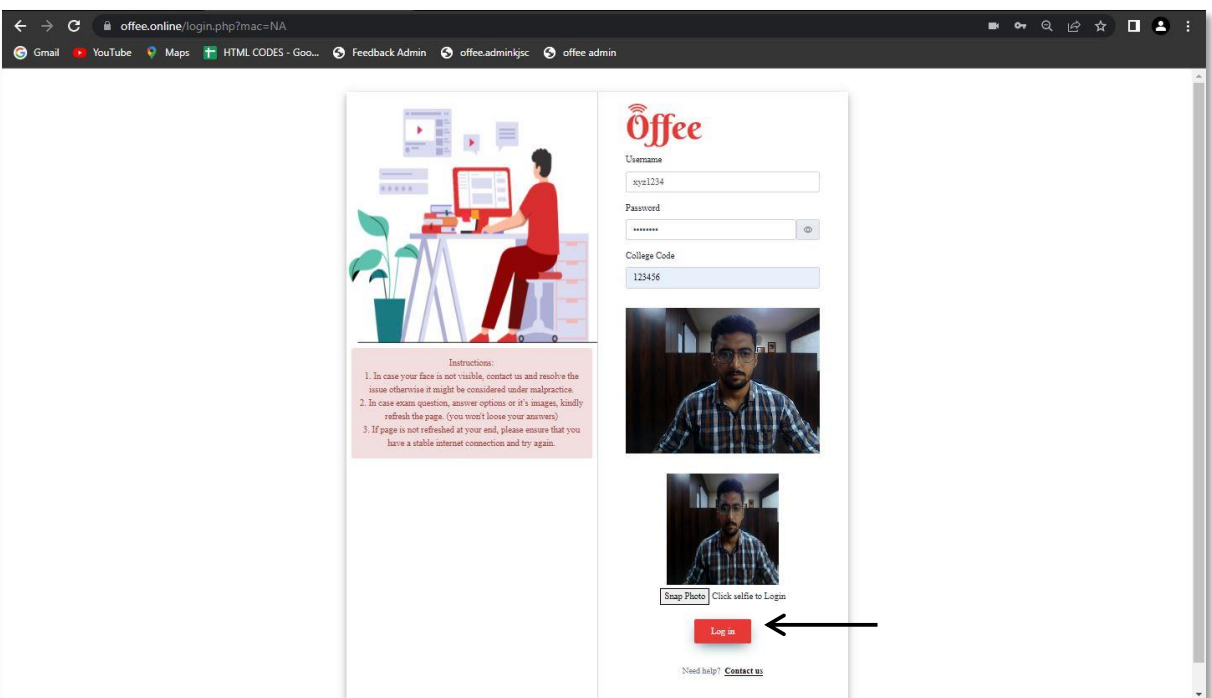
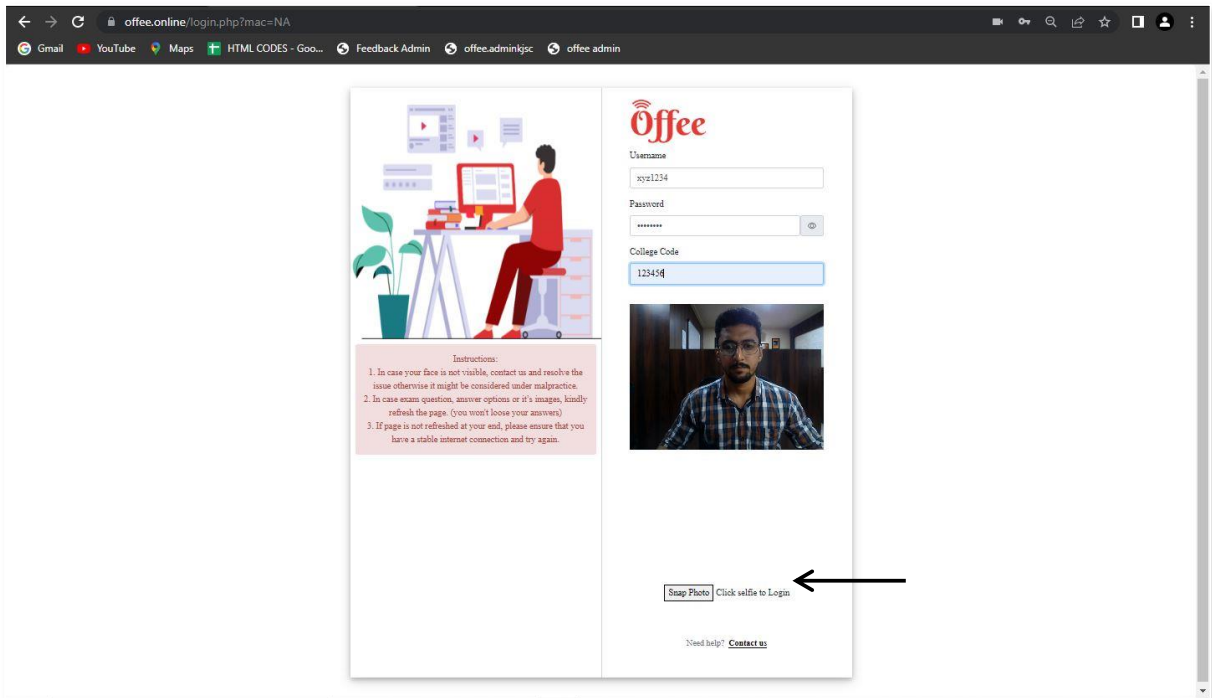
Link: <https://offee.online>

Allow permission to use camera. It is Mandatory to allow application to user camera to attempt examination. Without permission to access camera, application won't be able to conduct exam.



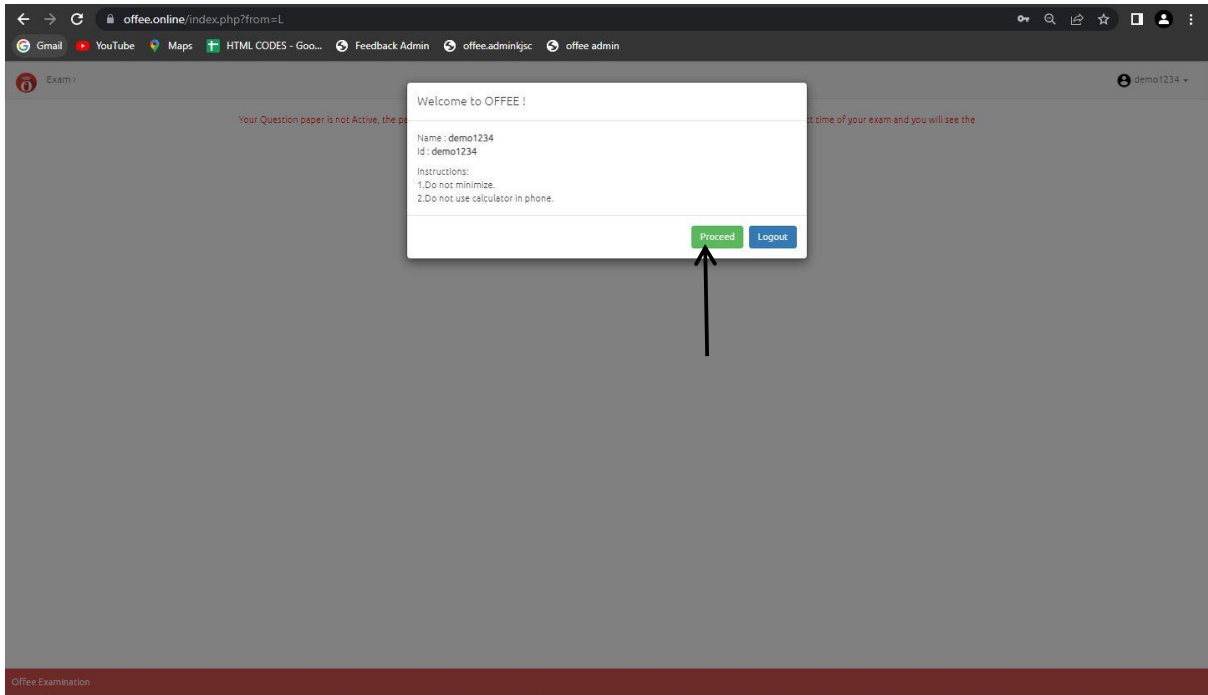
STEP: 2

Enter your Login credentials and college code. Click on Snap Photo to store your image, which is required for further processing of your result. Once this image is displayed, click on Log In to attempt your exam. If you are not able to click your photo, it means your camera is not working. In such case contact Offee [helpline number](#).



STEP: 3

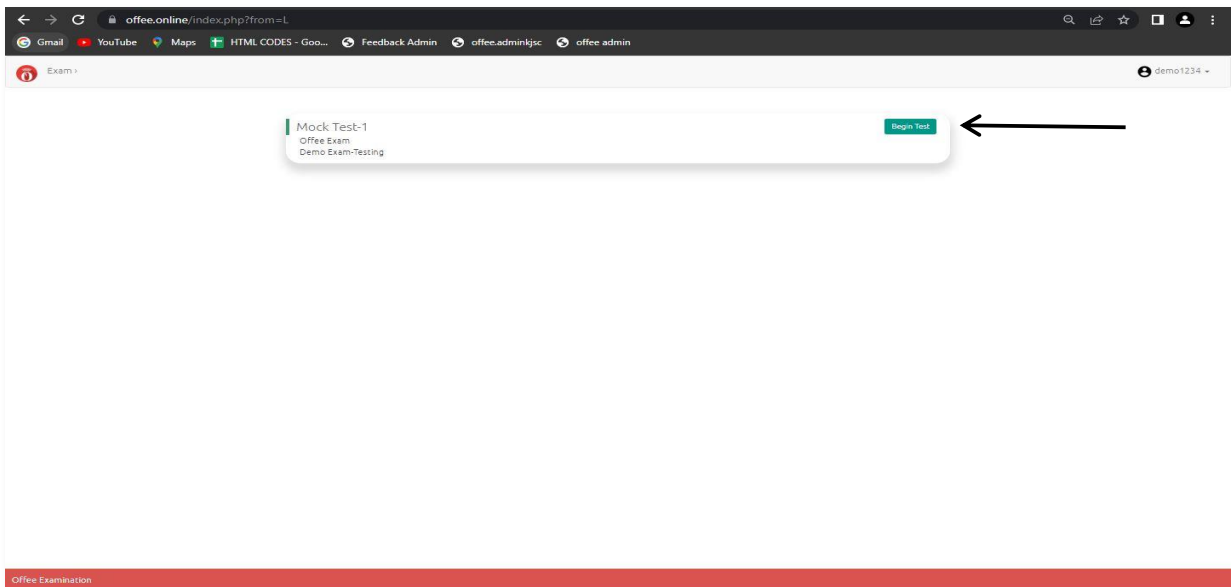
After Log In, following prompt will be shown. Kindly check your details and instructions. Click on [Proceed.](#)



STEP: 4

You can see the list of exams scheduled. To attempt a particular exam, click on [Begin Test.](#)

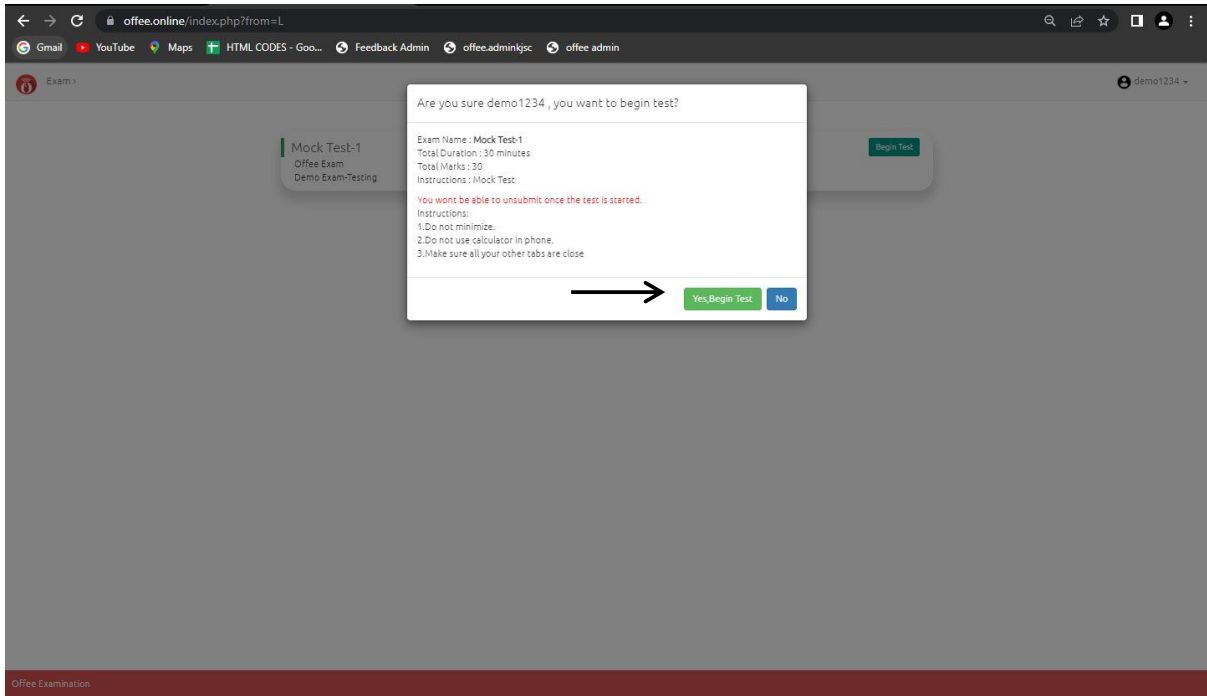
(Note: If you can see your paper and it show "Inactive paper", it means your paper will become active at scheduled exam time)





STEP: 5

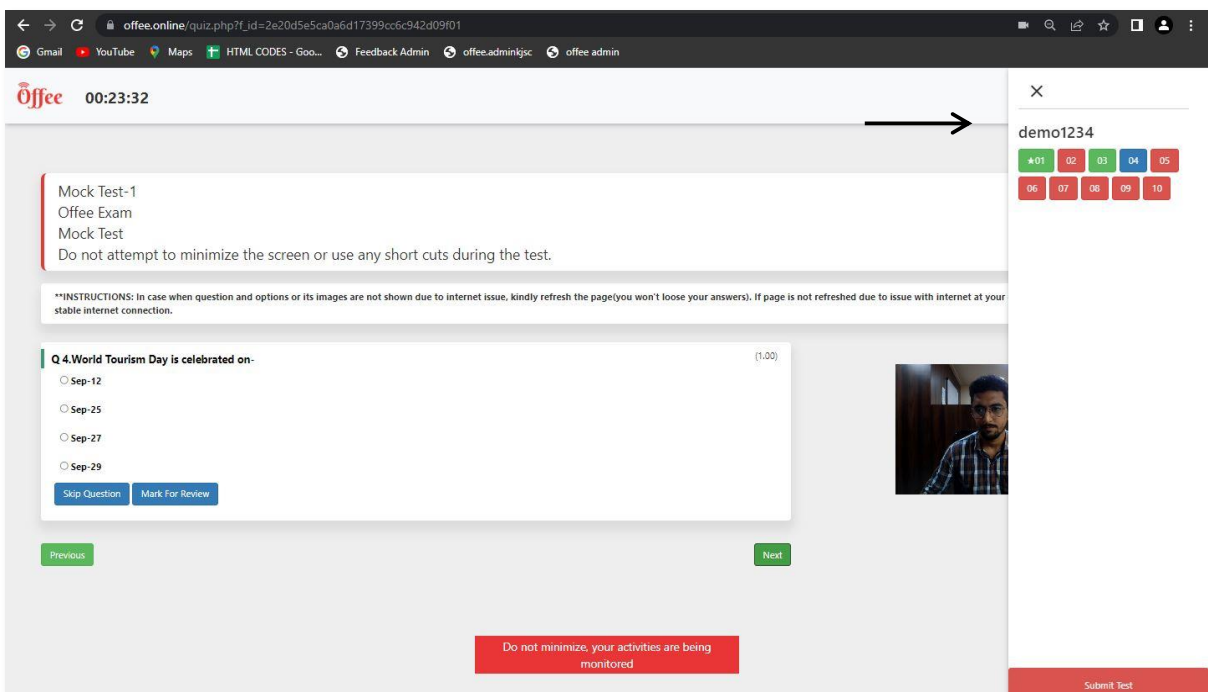
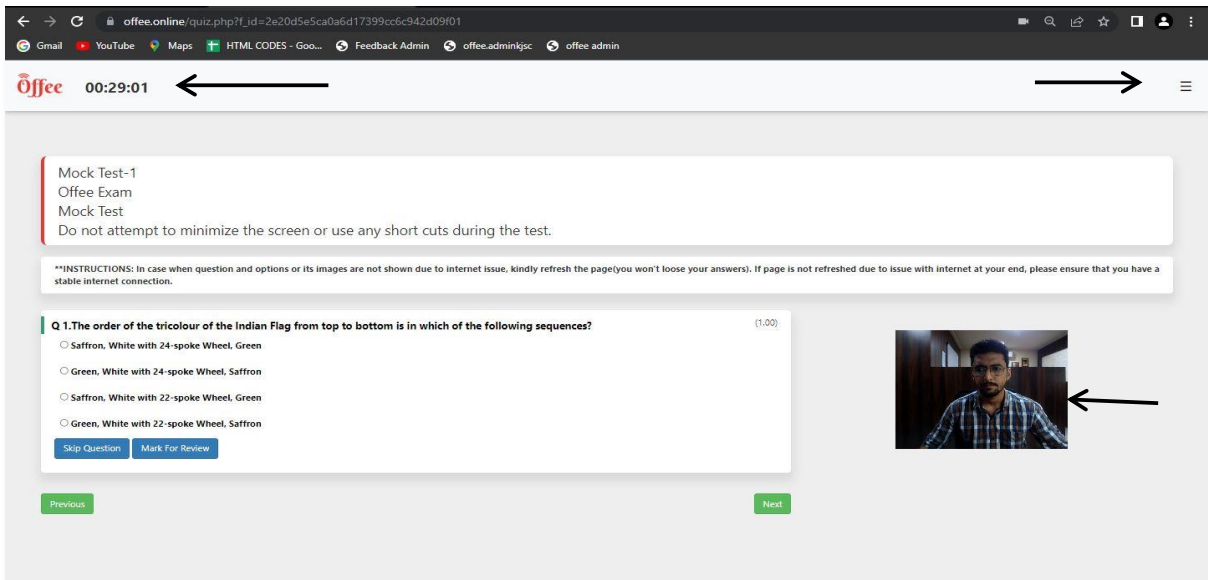
A prompt will occur for confirmation to start the examination. The prompt contains information such as Exam Name, Duration and Total Marks. Also, it contains instruction for exam. After reading and understanding, Click on **Yes, Begin Test** to begin the examination else **No**.




STEP: 6

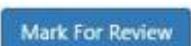
Exam will be started, and one question at a time will be displayed. Also count down timer is running at top left corner to show the remaining time. You can see your live Video on the screen, if you are notable to see your video, it means your camera is not working. In such case contact Offee [helpline number](#).



Click on menu icon (top right corner) to see total number of question.



STEP: 7

 This button is used to Skip this question.

 This Button is used to Mark for Review to pin the question to review the question.

  These buttons are used to go to previous and next question respectively.



1. **Green Button with star** means the question is answered and you have marked it for review (If you have answered a question and have marked it for review as well, irrespective of you mark for review your selected answer will be submitted).
2. **Red Button** means the question is NOT Answered.
3. **Green Button** means the question is Answered
4. **Blue Button** show the current question



Submit Test: After attempting all the questions click on **Submit** button to end the test. Once you have submitted the test you **can't make any changes** .

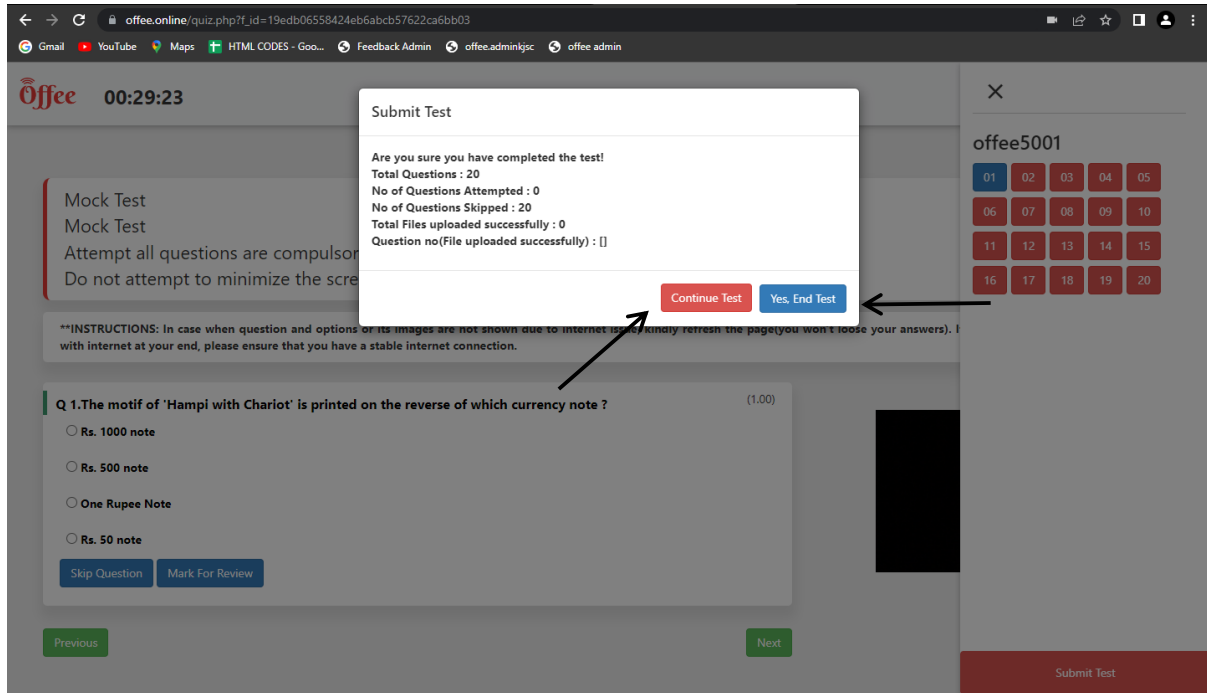
 This represents Marks of that particular question

STEP: 8

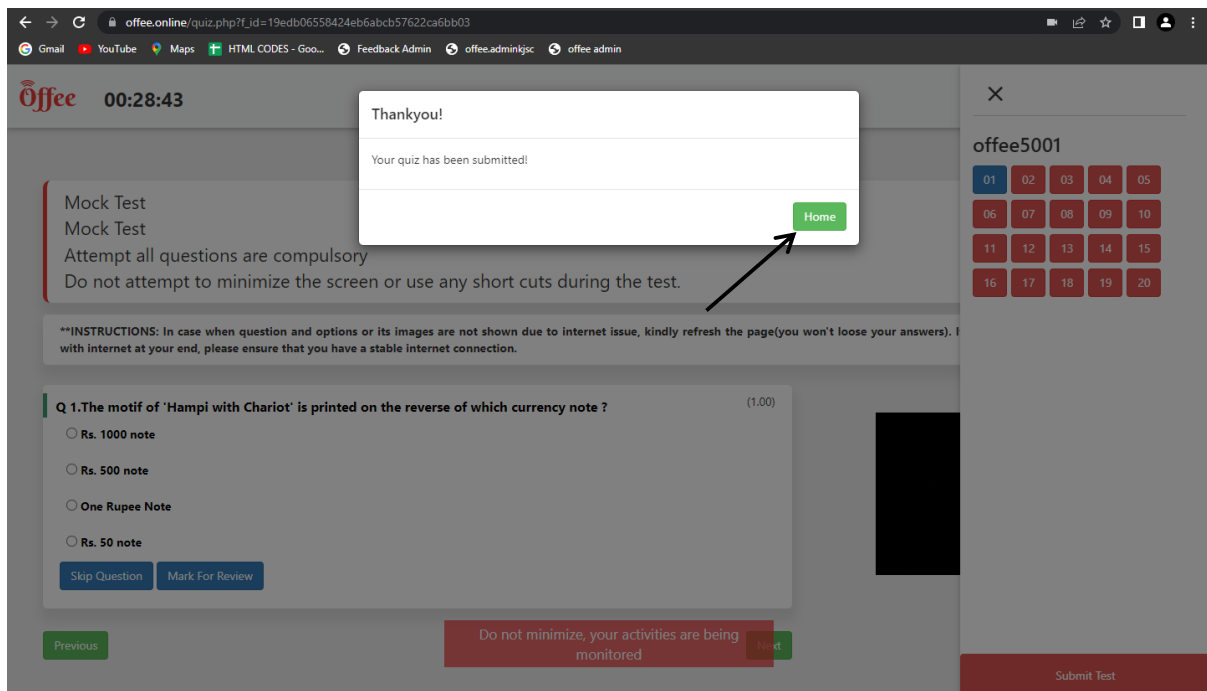
Note: Do not Minimize the Screen once you begin the Test, your activities are being monitored (or "it will be considered as copy case"). If you minimize your screen, you will a popup warning.

STEP: 10

After clicking on **Submit Test**, following prompt will appear. Click **Continue Test** to continue with the exam. To submit the test, click **Yes, End Test**.

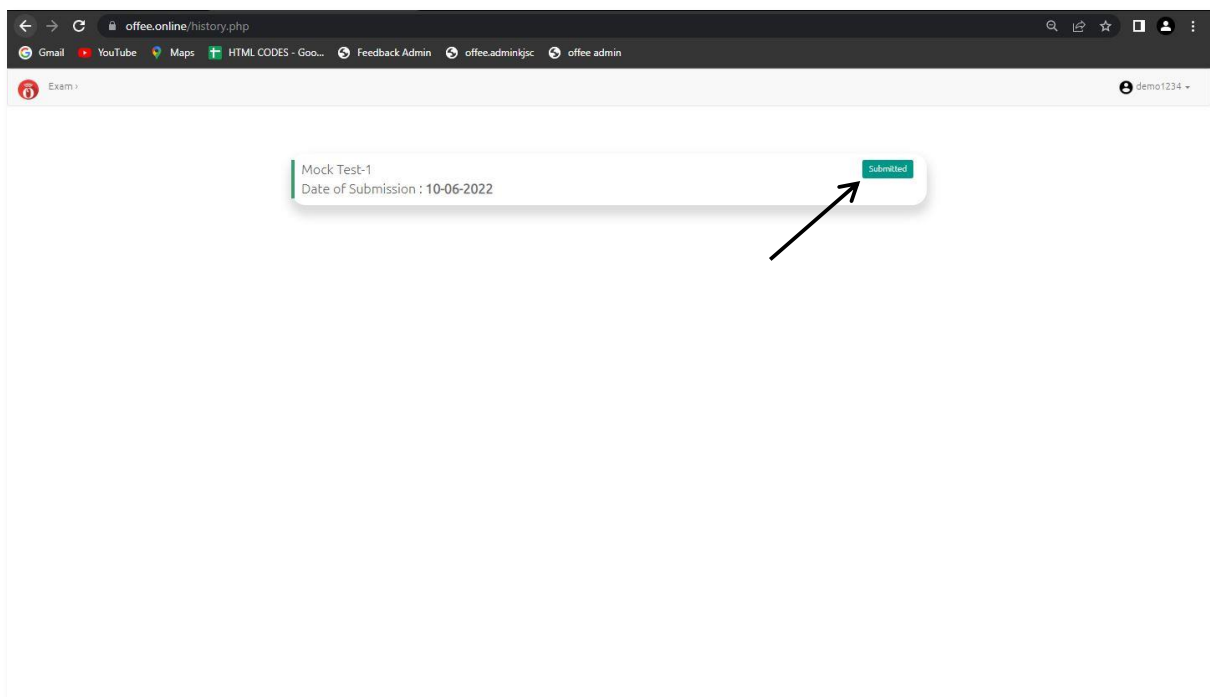
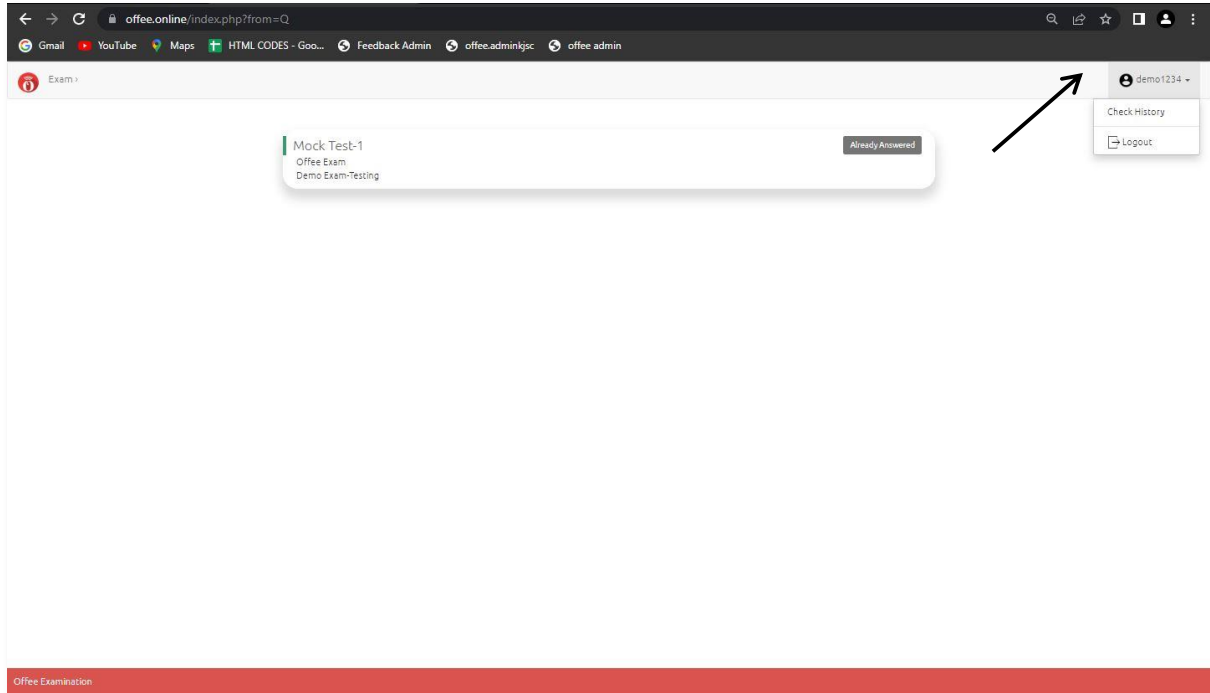


If you click **Yes, End Test**, your quiz will be submitted and see a "Thank You" Pop up.



STEP: 11

Submission can be verified by selecting Check History, available under username. It will show the list of submitted exam till date.



FAQ Questions

Q. I'm trying to login, but it says already logged in, logout from other devices

Ans. " This problem generally occurs when you try to relog in from different device and/or browser. Try again with the same device and/or browser. If you are unable to login, please contact office helpline number. "

<https://youtu.be/459DPBftNVY>

Q. I'm writing the exam continuous Popup is coming to Allow Camera, I have already given the camera permission.

Ans." Sometimes the browser needs the permission from the settings of the default browser. Try giving permission from the default browser setting and refresh the page. If still the issue exists, please contact Offee helpline number. "

<https://youtu.be/eheraqSJ98>

Q. I am trying to login on the Offee Portal, and I am getting an invalid password.

Ans. " Check the password received on your mail ID. Do not copy paste the password, instead try typing it manually. Also, the password is case sensitive, so confirm each and every character "

<https://youtu.be/rGfFO3U-LDI>

Q. How to Upload answer sheets written on paper.

Ans." While giving the exams if you're having subjective questions which requires to write down on paper and upload it then you must click the image of answer sheet and then go to choose file and select the correct file to upload, after selecting the file you have to click on Upload file button and then you will get a message that Uploaded successfully. If your answer is in multiple pages, then you have click the images and convert it into pdf and then upload. Please note that maximum file should not exceed 20 MB. "

<https://youtu.be/74FHjzzZqss>

Q. I went to the Offee Portal, and I am getting Your questions paper is not active, it will be active at exact time.

Ans. " Please check your Exam Timetable to verify that exam schedule and then Contact any of Offee helpline numbers "

<https://youtu.be/xgfnlR1Dbc8>



Q. My phone/ laptop hanged while I was giving the exam

Ans." Generally this problem occurs when network connection is not good. You have to switch your network connection to Wi-Fi or mobile data, then you have to refresh and reload the Page, if it still does not happen then restart your Phone/Laptop and login again with same browser. Your response will be saved if you haven't done it in Incognito. "

Q.I am trying to submit my paper, but it is not getting submitted

Ans. " This problem occurs when network connection is not good then you have to just refresh and reload the page or change your network connection to Wi-Fi or mobile data. If you are not able to submit, then contact helpline numbers. "