



SADHANA EDUCATION SOCIETY'S
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority

L. S. RAHEJA COLLEGE OF ARTS & COMMERCE

Estd : 1980
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SOP FOR ONLINE EXAMINATION OF SEM II, VI and V(REGULAR AND ATKT)

- MAY 2021

1. The Question banks to be uploaded by the paper setter and the undertaking of the paper setter must be obtained and sent to the senior supervisor a day prior to the day of examination.
2. The Examination should be assigned by respective **Coordinator** for SFC programs and For B.COM by **Dr.Seema Ukidve** and for BA **Mr. Rahul Dandekar**.
3. All the Exam committee members must be available on phone during the examination.
4. Senior Supervisor must log in at least 30mins prior and check whether all the exams are assigned properly and track the examination.
5. The SS report/Joint undertaking along with the paper setters declaration will be filled by SS and emailed to the Understudy of the day and then Understudy should coordinate with IT Team and obtain IT in charge signature.
6. Following faculty members are responsible for downloading answer scripts and system generated result (Marks) on daily basis.

SR. NO.	Programme	Faculty In charge
1	BA	Mr. Rahul Dandekar
2	BCOM	Dr. Seema Ukidve
3	BAF	Ms. Vaishali Pandya
4	BFM	Ms. Divya Kanchan
5	BAMMC	Ms. Kavita Makhija
6	BMS	MS Suverna Raiker / Ms. Heta Parekh
7	BBI	Ms. Jyoti Sarkar
8	BSCIT	Ms. Prajakta Joshi

IMPORTANT INSTRUCTIONS:

1. Login ID and password of the Master soft exam module should not be shared with anyone other than the Exam committee and the paper setter.
2. Do not share Question banks with students


PRINCIPAL