अखिल भारतीय गांधर्व महाविद्यालय मंडल



संदर्भ क्र. : 4508

दिनांक : 17 OCT 2026

ONLINE THEORY EXAM – COMMON INSTRUCTIONS FOR ALL STUDENTS FOR VISHARAD AND ALANKAR STUDENTS

1] **Read all INSTRUCTIONS carefully.** Do not ask same repetitive questions which have already been answered in the Instructions given below. Asking repetitive questions cause disturbance and distraction for other students.

2] **Devices Required :-** Student must join the Live Exam Link through three (3) separate devices.
Computer / Laptop :- To join the exam link for solving the theory exam
Smart Mobile Phone (1) - To join the zoom link sent by Mandal – for supervision of student.
Smart Mobile Phone (2) - To click photos of answer sheets and to upload them in the system.
DO NOT use mobile phone to solve the exam paper.

3] **Login to Zoom Supervision Link with your Name and Roll Number :-** Login to zoom link with your Name and Roll Number given on your Hall-Ticket. Student will be marked as present by checking the Name & Roll Number on the Zoom Link. If Name of student & Roll Number is not visible on Zoom Link such students will be marked as ABSENT – even if you solve the entire paper. Please join Zoom Supervision Link with your First Name and Roll Number. This is mandatory rule.

4] **Camera Position** :- Student must adjust the mobile phone camera in such a way that the entire student, his/her computer screen and entire exam desk is properly visible. (Photo is attached for example.)

5] **Sitting Arrangement** :- Student must arrange a proper writing table and chair for theory exam. Sitting on floor, bed or any other place is NOT allowed. Your desk or table must be cleared of all prohibited items. Permitted items like Rough Paper must be shown to the camera before the exam.

6] **Private, quiet space** :- Theory exam room should be given indoors in a closed room, having sufficient light and visibility, and also having wi-fi or strong internet connection. Theory exam should NOT be given from outdoor locations such as hotels, garden, travelling in any vehicle (road, railway or air). There should be no disturbance or background noise in the exam room. Student must be alone in the exam room. Parents, Teacher, siblings etc. are not allowed in the exam room.

रजिस्ट्रार कार्यालय : गांधर्व निकेतन, प्लॉट नं. 5, सेक्टर 9/ए, वाशी, नवी मुंबई 400703.
टेली. : 022 - 27659501 **Email** : vashioffice@abgmvm.org
डेप्युटी रजिस्ट्रार कार्यालय : गांधर्व निकेतन, ब्राह्मणपुरी, मिरज 416410.
टेली : 0233 - 2222526 / 8126 **Email** : mirajoffice@abgmvm.org

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7] No unauthorized communication :- Communication with any other person, during the exam time, is strictly prohibited. This includes talking, murmuring or using messaging apps.

8] Hall-Ticket, Roll-Number & Password :- Keep hard copy of your Hall-Ticket (of Nov 2026 exam) ready before the start of exam. You should sign the Hall-ticket and upload it before the start of exam. Student will have to login to exam link with Roll Number (of Nov 2026 exam) and password.

9] Prohibited items :- Use of mobile phones, smart-watches, headphones, blue-tooth and calculators is forbidden.

10] Use of unauthorized software is prohibited :- Student is NOT allowed to open any other applications, tabs, or browser windows during the exam. Suspicious activities like screen toggling or switching windows will terminate your exam.

11] Avoid Suspicious Behavior :- Excessive or continuous shifting of your eyes, head, and body, or looking away from the screen, uneasy & restless movements etc. can be flagged as suspicious behavior by the Proctors. Talking and laughing during exam, murmuring, making hand gestures etc. is NOT allowed. Such behavior will invite necessary action.

12] Stay continuously visible on camera :- Student must remain fully visible, from head to chest, on the camera of ZOOM Link for observation throughout the exam. Do not leave the camera's field of view for any reason. If student goes invisible from the camera even for a minute, he/she will be marked as ABSENT. No complaints will be considered afterwards.

13] No Snacks or Soft Drinks during exam :- Eating snacks or drinking tea / coffee or other beverages during exam time is not allowed. Only water (in a transparent water bottle) is allowed. Keep water bottle near the writing table.

14] Do not cover face :- DO NOT cover your face (eyes, ears, mouth, nose etc.) with either hand, scarf, cap or any other material. Female students must tie their hair before the exam. Entire face, ears etc. of student must be visible to Proctors.

15] Stay ready 15 minutes before the exam time :- Student must be present for the ONLINE theory exam at least 15 minutes prior to the stipulated time of actual exam – along with all necessary technical set-up such as – Computer / Laptop, Mobile Smart Phone,

Camera, Speaker, Strong and un-interrupted internet connection etc. No extra time will be given if student fails to login to the Online Exam within the specified time. Student will NOT be allowed to LOGIN to the system after 30 minutes from the start of exam.

16] **Charge all devices beforehand** :- Charge fully your Computer / Laptop, Mobile Smart phones and all other required electronic devices – before the start of exam. Keep the charger near your writing table.

17] **Light Arrangements** :- There must be sufficient light & visibility in the exam room. Face of student, Computer Screen and exam table must be properly visible.

18] **Zoom Link Camera Background :-** Camera background should not be blurred or deliberately hidden. Entire background of student and exam room must be clearly visible.

19] **Dress Code** :- Dress in proper and suitable outfit – which suits the decorum and environment of exam.

20] **Avoid unnecessary chatting in Zoom Meet chat box :-** Zoom Link chat box must be used only to raise any technical or exam related query. Avoid unnecessary chatting with other students.

21] **Penalties for violations :-** Failing to follow the above laid rules can have serious consequences for your exam such as, exam will be terminated, exam result and registration will be cancelled.

Instructions Regarding Online Theory Exam

1] **Printer & Scanner / Smart Phone :-** Printer/ Scanner/ Second Mobile phone is required for online theory exam of Visharad & Alankar students to upload the handwritten descriptive answers in the online system.

2] **Exam Time** - Question Paper timing will be for 3 hours.

3] **Negative Marking** - No negative marking is given for wrong answers. Students can solve extra questions if they want, but no extra marks will be given. All correct answers will be checked and the exact required will be given marks.

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4] **Student Dashboard Login Link** :-To login to online theory exam please bookmark this link :- https://abgmvm-exam.org

5] **Option A & B window** :- Option A window is applicable to overseas students who have chosen USA, UK, Dubai, Canada, Muscat, Qatar Exam Center.
Option B window is applicable ONLY for students who have selected 1186-IOEC center.

6] **Hall-Ticket** :- Keep all exam material ready such as – your PRN number, Roll Number Password, Soft and Hard copy of your Signed Hall-Ticket (of Nov 2026 exam session) etc. (Please note that PRN number is constant in all exams – but Roll Number is different in each exam)

7] **Sign the Hall-Ticket** (having student photo) and then upload it in jpg or pdf format in the online system.

8] **Language Selection** :- Select the language of question paper (English OR Hindi) carefully. Once you select the language, it cannot be changed. After language selection is done, question paper will be displayed on your Computer screen.

9] **Blank Answer-sheets to write descriptive answers** :- Blank answer-sheet page is given in your student dashboard. Download it and print sufficient pages before the start of exam. This will help to save printing time during the exam. **PLEASE NOTE THAT DESCRIPTIVE ANSWERS MUST BE WRITTEN ONLY ON THE OFFICIAL ANSWER-SHEET PROVIDED BY MANDAL**. WRITE THE ANSWERS USING BLUE PEN. Answers written on any other page will not be accepted or evaluated. (Use of Pencil is not allowed)

10] **While writing descriptive answers :-** Students have to write Exam Name, Subject, Roll Number and Question Number on each answer paper. Multiple papers can be used for writing answer of single questions. **Maximum 10 pages** can be uploaded for a single questions answer. After writing the answer on the page, students have to scan / take a photo of paper and upload it in a **.jpg or .jpeg or.pdf format.** Each file .jpg or .jpeg or .pdf should be **Less than 5 MB.**

11] **During the Exam** - If by mistake student comes out of the system (Logout), or due to internet connection issue or any other technical problem, student can LOGIN again by using the same PRN, Roll Number and password.

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12] **End of Exam** :- After solving the entire paper, check your answers once again and then click on the SUBMIT Button to save your answers. Once you click on the SUBMIT PAPER button and Logout, then system will not allow the student to Login again.

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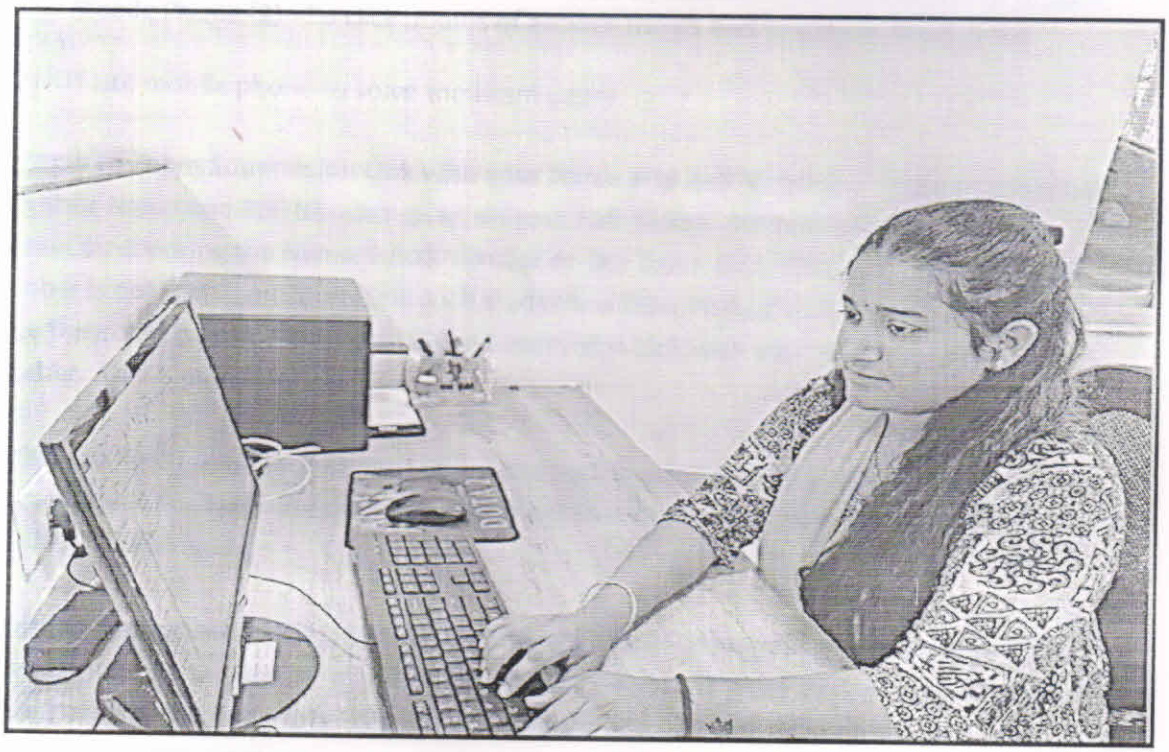
END

Siting position for Theory Exam



Please note that camera position must be arranged in such a way that the sitting position of student should be seen exactly same as shown in the given photo. Camera must cover entire computer screen, complete exam desk / table as well as entire face and surrounding area of student. Background should not be blurred. Student name and Roll Number must be displayed on screen.

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