



Government Polytechnic, Pune
(An Autonomous Institute of Government of Maharashtra)
University Road, Shivaji Nagar, Pune- 411016



Dr. Vitthal S. Bandal

Principal

B.E.(Electrical) (Gold Medalist)

M.E.(Electrical) Ph.D.(IIT Bombay)

Phone : 020-25559237

Email- exam.dept@gppune.ac.in

Website- www.gppune.ac.in

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Important Circular For Students

Sub: Instructions/Guidelines for Regular & Part Time diploma students regarding Even-2019 MCQ based Online theory examination (For Foxpro & MIS system registered students who have completed the 180 credits course registration.)

Govt. Polytechnic Pune is conducting Even-2019 Online theory examinations of Regular & Part Time diploma students (who have completed 180 credit & non-credit courses registration along with term work completion for regular diploma & 180 credit courses registration along with term work completion for part time diploma) from 29th September 2020 onwards. This examination is conducted in extraordinary situations in view of Covid 19 pandemic in online mode and the students are appearing for this exam from where they are located. As the examinations are being conducted in the online mode, examinees need to follow these Instructions/Guidelines scrupulously.

A. Instructions/Guidelines about pre examination preparation

1. Examinees have already registered the mobile number with Institute for Even-2019 Examination. He/She has to keep his/her device in working condition by charging it, maintaining sufficient balance (in case of prepaid), clearing outstanding dues in case of postpaid) and equip with proper Internet pack for the exam.
2. The URL of Even-2019 examination and the User ID and password (login credentials) of the examinees appearing for the examination will be sent on the registered mobile phone in the form of SMS notification and on e-mail both. The examinee shall remember the password and shall maintain strictly confidentiality of the same.
3. The examinee shall login on the Even-2019 examination URL sent in the SMS/email notification or on Android enabled Mobile App “**GPP Exam**” available in play store, as soon as he/she receives the SMS/email notification.
4. The examinee has a choice to attend the Even-2019 theory examination on any device like desktop Personal Computer /laptop Computer with Windows 7 or higher and internet browser, OR Android enabled Smart Mobile Phone /Tablet. The device must have internet access. The Examinee can appear for exam from the comforts of his/ her residence. Hence the examinee shall choose the appropriate device according to his/her convenience and ensure access to Internet of at least 1Mbps band width for the device.
5. Govt. Polytechnic, Pune will provide an online link to conduct a Mock online examination from 26/9/2020 to 28/09/2020 make the Examinee conversant with the online examination procedures. The device used for Mock exam should preferably the same which examinee intend to use while appearing for Final Exam. Each examinee shall take the mock online examination to get used to the examination login, using all the features of the test.
6. In case the examinee does not have facility to appear for the online examination from his/her location, he / she shall contact the head of department of his/her program e.g. Civil, Mechanical etc. and request to make arrangement for the online examination.

B. Instructions/Guidelines for online examination.

1. The online theory examinations are conducted as per the time table published by Govt. Polytechnic Pune on the Website gppune.ac.in.
2. The examinee can see the list of all theory examinations he/she has to appear during Even-2019 examination in his/her login.
3. Examinee should appear for the examinations as mentioned in their hall ticket and as per the time table publish by Govt. Polytechnic Pune.
4. The online examination link for the examinee will be activated on the designated date in the time slot allocated in the time table. The examinee can login to the activated online examination link using his/her login credentials. The time slot for the online examination is **9.00 a m to 1.00 p m (Morning session- Slot I)** and **2.00 p m to 6.00 p m (Afternoon session - Slot II)** for backlog courses and **10.a.m to 2.00p.m.** for regular and backlog course appearing in same slot as given in examination Time table. An examinee logging in this slot will get 1.00 hour from the time of login.
5. Examinee shall clear the place around the examination setup in terms of;
 - a) Presence of books/written notes/photocopied matter/gadgets containing information related to examination.
 - b) Presence of persons other than examinee from around the examination setup.
- 6 In order to verify the identity of the examinee, the image of the examinee will be captured through inbuilt camera of the device during the examination.
7. After the examinee logs in for the online examination, he/she shall read and understand the instructions for online examination before starting the examination.
8. The online examination starts only when the examinee clicks on the “**Start Exam**” option on the screen.
9. The online examination comprises of 40 Multiple Choice Questions (MCQ) for 80 marks theory paper (20 Multiple Choice Questions (MCQ) for 40 marks theory paper) covering the entire curriculum of the course. Each MCQ has four answer options out of which, one option is the correct answer. Each question carries 1 Mark. There is no negative marking for the wrong answers.
10. Examinee can attempt any number of questions but will be assessed for 30 correct questions for 80 marks theory paper (15 correct questions for 40 marks theory paper) i.e. assessment will be out of 30 marks (assessment will be out of 15 marks for 40 marks theory paper) as each question carries 1 mark.

In case examinee attempts more than 30 MCQ for 80 marks theory paper (15 MCQ for 40 marks theory paper), maximum 30 correct MCQ for 80 marks theory paper (15 correct MCQ for 40 marks theory paper) shall be considered for final evaluation/marks.
11. The duration for the examination is one hour (Examinees which are marked as PWD will get extra time of 20 minutes per hour). The countdown timer for the end of examination starts when the examinee clicks on the “**Start Exam**” option.
12. The examinee can see one question at a time on the screen.
13. By default, question number 1 appears on the screen at the start of examination. The examinee can choose any one of the following actions for the question displayed on the screen;
 - a) Choose the answer option for the displayed question, save it and choosethe next question by clicking on “**Save & Next**”
 - b) Choose not to answer the question and select any other question by clicking on the question number on the dash board. He/ she can come back to the skipped question later.

14. The examinee can end the examination after he/she is convinced to have completed the examination by selecting “**End Exam**” option on the screen otherwise the online examination auto ends after the stipulated time of one hour for the examination has concluded. It should be noted that once you select “End Exam” you will not be able to take up the examination again.
15. In case, the examinee feels that any question or its answer options are not correct, he/she can note down the question number, question and the options and report it as grievance to the examination officer in charge after the online examination is over.
16. In case, an examinee receives call, notification or intends to switch browser on the device on which he/she is attempting online examination, the online examination gets interrupted. Hence candidates should strictly avoid such distractions during examination.
17. In case, the online examination is interrupted due to power failure / Internet connectivity failure / any other reason, the examinee need not panic. The online examination can be resumed from the same point where it was after the problem causing interruption is resolved. The countdown timer freezes at the moment of interruption and restarts at resumption. However, in case of frequent interruption of the online examination, the examinee has to justify the interruptions with substantiating reasons.

Examination Controller
Govt.Polytechnic, Pune

Officer-in-charge
Govt.Polytechnic, Pune

Copy to: -

- 1) Hon.Principal, Govt.Polytechnic, Pune for information.
- 2) All Program Heads of the institute with a request to convey all the above instructions to the students of the respective program and instruct them to follow these Instructions/Guidelines scrupulously.