K J Somaiya Polytechnic

Vidyavihar, Mumbai-77

Ref: KJSP/Exam-Section/2020-21/06B   Date: 23/03/2021

Notice

Instruction for Online Examinations -Winter 2020

As per guidelines received from regulatory authority, K J Somaiya Polytechnic is conducting Winter 2020 examination for all eligible students (displayed on institute's website 23/03/2021).The examination will be conducted in online mode from 05/04/2021 and students can appear for exam wherever they are stationed.Examination will be conducted as per the time table displayed on the institute's website. As the examination will be conducted in online mode examinees need to follow these guidelines-

A) Instructions for pre online examination-

1) The examinee has a choice to attend this examination on any one device like:
   - Mobile phone
   - Desktop Computer / Laptop

2) Technical Requirements-

   2.1) For Mobile Phone- Android enabled Smart Mobile Phone with minimum Android ver. 5.0

   2.2) For Desktop Computer / Laptop –
   - System withbasic configuration
   - Operating system with windows 7 or higher
   - Google chrome Web Browser

   2.3) Mobile phone / Laptop

   2.4) the device must have **good Internet connection.**

3) Examinees must keep his/her device in working condition by charging it, maintaining sufficient balance (in case of prepaid), clearing outstanding dues (in case of post-paid) and equip with proper Internet pack for the exam.

In case students have any technical issue, he /she can appear for exam from institute.

4) Examination will be conducted on Google form and MCQ question paper mail will be sent through mail id **controller.polytech@somaiya.edu**

5) Institute will conduct a Mock Online Examination on 30/03/2021at 12pm to 1:00pmand to make examinee comfortable with the online examination procedure.Examinee should use the same device for Mock Test which they are planning to use for Final Exam.

6)Demo session of above instructions steps will be conducted by exam section using **ZOOMplatform** on 28/03/2021 at 7.00PM.All should join meet at sharp 06.55PM

The link to join session will be-

https://somaiya-edu.zoom.us/j/99012814203?pwd=MzJseUZ4czk1dU1Pc1JURUpYTlN4QT09

Meeting ID: 990 1281 4203

Passcode: 221976

7) Hotline Line number is **8879625123** and in case of any emergency during conduct of Examination.

Principal 23/3/2021

K.J. Somaiya Polytechnic

CC – USK – To upload on institute website