

K J Somaiya Polytechnic

Vidyavihar, Mumbai-77

Ref: KJSP/Exam-Section/2021-22/06D

Date: 14/01/2022

Notice

Instruction for Online Examinations – Winter2021

As per guidelines received from regulatory authority, K J Somaiya Polytechnic is conducting Winter 2021 examination for all eligible students (displayed on institute's website **14/01/2022**). The examination will be conducted in online mode from 24/01/2022 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 version. 7.0 and above**

2.2) For Desktop Computer / Laptop –

- System with basic configuration
- Operating system with windows 7 or higher
- Web Browser

2.3) Mobile phone / Laptop should have working camera.

2.4) the device must have **good Internet connection (at-least 4mbps). Institute will not be responsible if student appear in poor network/wi-fi 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.

4) It is recommended to use mobile phone/Laptop only.

5.1) Online examination using mobile phone-

a) Examinees appearing from Mobile Smart Phone have to download “**MAHAGP**” App from Google Play.

After installation if your mobile phone is asking to enable certain permissions, enable those permissions.

b) After that examinees have to Login using the **Enrolment No** (User ID) and default Password **Test@123**. After first time login examinees need to reset their password. Password should be an alphanumeric and combination of capital letters, small letters, and numbers with

special characters-@, #, &. The examinee shall remember the password and shall maintain strictly confidentiality of the same.

Student has to remember password; in case he forgets the OTP for resetting of password will be sent to registered mail id given in eligibility list.

C) Update the app regularly, specially check for any update half an hour before exam.

5.2) Online examination using Desktop Computer /Laptop-

a) Examinees appearing from PC or Laptop will be provided with URL- <https://www.phoenixinfotech.in> to attend Online Examination along with Enrolment No (User ID) and default Password **Test@123**.

b) After that examinees have to Login using the **Enrolment No** (User ID) and default Password **Test@123**. After first time login examinees need to reset their password. Password should be alphanumeric and combination of capital letters, small letters, numbers & special characters @, #, &. The examinee shall remember the password and shall maintain strictly confidentiality of the same.

5.3) After resetting password, examinees need to verify his / her timetable displayed on home page.

5.4) If any examinees encounter any problem during login activity or find any discrepancies in displayed timetable on their home screen, they should report the same to exam cell through email- **exam.polytech@somaiya.edu**

5.5) Examinee is not supposed to reset other examinee's password. As password reset activity keeps tracks of IP Addresses, if any examinee found resetting password of other candidate, appropriate malpractice norms will be applied to his/her case.

6) Institute will arrange a Mock Test Online Examination on 17/01/2022, 20/01/2022 and 22/01/2022 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.

7) Demo session of above instructions steps will be conducted by exam section using **ZOOM platform** on 16/01/2022 at **7.00 PM**. All should join meet at sharp **6.50PM**

The link to join session will be-

<https://somaiya-edu.zoom.us/j/99987222872?pwd=WnlEceFzRzZlVmZPYldoanFtaXAvQT09>

Meeting ID: 999 8722 2872

Passcode: 122254

B) Instructions for online examination-

- 1) The online examinations are conducted as per the timetable displayed on institute's website.
- 2) **The students will be continuously proctored online during examination by supervisor and if they find any malpractices, warning will be sent and their examinations will be terminated. The students caught doing malpractices has to compulsory come to institute for giving rest of exam papers with NOC from parents. The student will be**

punished as per malpractices norms for online exam displayed on institute website, no excuse will be entertained.

- 3) The students, having technical issue can appear exam from institute, they should inform in advance so that necessary arrangements can be done. NOC has to be obtained from parents for that purpose.
- 4) There should be at-least 6GB free space in the mobile. Student should delete all other unwanted files from mobile. There mobile screen will also be proctored hence opening of any other app/files during exam will also be considered as malpractices.**
- 5) Student should have separate mobile/laptop as spare device compulsorily, that may be use in emergency during examinations. In case student face problems and has no spare device, then student will be responsible for it.
- 6) The link to start the examination will be enabled 5 minutes prior to the start time of examination.
- 7) The Examinee is supposed to login with his/her User ID and password on only one device during examination.
- 8) Examinee shall clear the place around examination setup such as reference books, notes, gadgets, and any other person than examinee.
- 9) In order to verify identity of examinee image of examinee will get captured through inbuilt camera of device during examination.
- 10) MCQ guidelines related to exam paper format are already displayed on institute's website.
- 11) Examinee has to read instruction carefully and give declaration before attempting exam. Examinee need to click on "Start Examination" to start the examination. Time of 60 minutes (1 Hour) starts only after examinee select "Start Examination" button.
- 12) By default, question number 1 appears on the screen at the start of examination. The examinee can answer questions in any sequence, he/she wants.
- 13) After selecting right answer option, examinee must select "Submit Answer" button displayed at the left bottom to submit the answer, otherwise his/her answer will not be saved.
- 14) A question once submitted, will be removed from the screen and its number will be disabled.
- 15) 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 and may get closed. Hence examinee should strictly avoid such distractions during examination.
- 16) If examinee completed answering all the questions and wants to end the Examination, can do so by clicking "End Examination" button. Examination will be automatically terminated if the total time set to solve the exam is over.
- 17) In case the examination terminates due to Software/ Hardware issues (if the PC/Laptop/Mobile software hangs), power/internet failure etc. examinee need not

panic. In such a case examinee can continue exam from the point where it is left during the given exam time duration. If this is happening frequently then examinee has to justify the same later. In such case, the elapsed time, question record, i.e. solved and unsolved questions, and answers, till the time of exam termination will be maintained by the examination software. Remaining questions and time will be displayed when examinee logins again.

18) For Theory Course Mechanical Engineering Drawing (M13BB13) oral examination will be conducted through Google Meet as per time table. Kindly contact with Mr.C.R.Khaire through email id (crkhaire@somaiya.edu) for same (or contact HOD - Mech)

19) Hotline Line number is **8879625123** and in case of any emergency can contact it only during conduct of Examination (24/01/2022 onwards only at exam hours).

20) All students who had installed earlier MAHAGP app should delete the app remove all the data of app and reinstall app again.

**Principal
K.J. Somaiya Polytechnic**

CC – USK – To upload on institute website.