



Government of Maharashtra
GOVERNMENT POLYTECHNIC, PUNE

(An Autonomous Institute of Government of Maharashtra)

University Road, Shivaji Nagar, Pune - 411016



Phone: 020-25676818, 25559200

Email: principal.gppune@dtmaharashtra.gov.in

OUTWARD NO.-GPP/Exam/ODD-2022/MCQ EXAM GUIDELINES/2023/ 20

Date- 17 JAN 2023

**Instructions/ Guidelines for student regarding ODD 2022 MCQ based
online examination at Government Polytechnic, Pune.**

The Online examination of GPP ODD 2022 is scheduled on 25-1-2023, 27-1-2023 and 30-1-2023. This examination is MCQ based and in online mode for which the students has to appear for exam at Government polytechnic, Pune. The examinees are expected to strictly follow the Instructions/Guidelines as under-

A. Instructions/Guidelines about pre examination preparation

1. The Examinee has to give exam from Government Polytechnic, Pune.
2. **Every student should compulsorily use his/her SmartPhone/Tab/Laptop for giving the exam.**
3. The examinee has to attend the ODD 2022 ONLINE examination on any device like:
 - i. Camera enabled-laptop computer with Windows 7 or higher operating system and Google chrome internet browser.
 - ii. Camera enabled Android Smart Mobile Phone / Tablet.
4. The examinee shall keep the device (Smart phone / Tablet / Laptop) he/she intends to use for the online examination ready with:
 - a. Adequate battery charge / backup power supply.
 - b. Access to Internet, with adequate bandwidth of at least 2 MBPs (5 MBPs preferable)
 - c. Access to internet data balance of at least 1.5 GB per day (Preferably 5 G B per day).
5. Examinee's mobile number must be:
 - a. Registered with GPP Examination ODD 2022 event this is duly confirmed by the examinee (as per MIS login).
 - b. The URL of ODD 2022 examination, details about the Android enabled Mobile App "**GP Pune Exam**", User ID and password (login credentials) of the examinee will be made available in MIS Student's login or sent through SMS to the registered mobile phone number of the examinee.
 - c. In case, the examinee fails to get the login credentials due to any reason (like non-working of registered mobile phone / change of mobile number / inadvertent deletion of SMS etc.), the examinee can approach exam section and get the URL of ODD 2022 examination. The examinee shall preserve these details for the entire duration of ODD 2022 examination.

6. The online examinations are conducted as per the time table for ODD- 2022 published on GPP Web portal and send to department for student circulation.
7. Student should ensure that his/her device should have correct date, time and clear the browser history before starting the examination.
8. Online examinations for which the examinee has registered for ODD- 2022 will appear in date wise manner in the ODD- 2022 examination login of the respective examinee. The examinee shall ensure that the schedules on the published time table for GPP ODD- 2022 examination and the details in login match exactly. Otherwise, the examinee shall contact the exam section for necessary clarification.
9. Examinee shall also compare the scheduled examinations in his/her login with those indicated on his/her hall ticket and ensure that both are matching.


B. Instructions / Guidelines for online examination:

1. Examinee shall clear the place around the examination setup so that there shall not be:
 - a. Presence of books/written notes/photocopied matter/gadgets containing information related to examination.
2. Examinee has to come to respective examination hall at Government Polytechnic Pune according to seating arrangement displayed on the notice board on the day and time of exam.
3. Once examinee comes to his/her exam hall, he/she will be provided with **Test Code** by exam hall invigilator. Examinee will appear for exam using login id, password and exam Test Code.
4. **The examinee login for the online examination is activated once he/she receives his/her login id and password. However, the "start examination" option is activated on the designated date and time slot as per the time table for ODD- 2022.**
5. The examinee should be present in examination hall before 30 min of exam time. Examinee coming in exam hall will not be allowed if he /she come 30 minutes delayed according to scheduled date and time. The examinee shall login using his / her login credentials. The time slot for the online examination is 10.00 AM (Morning session- Slot I) and 2.00 PM (Afternoon session - Slot II). The duration for the examination is one hour for 40 Marks paper and two hours for 80 Marks paper (Divyang(PH) examinees who have formal approval of exam section of GPP for extra time shall get additional time 15 min for 40 marks paper and 30 min for 80 marks paper). The countdown timer for the end of examination starts when the examinee clicks on the **"Start Exam"** option.
6. The enrollment number and Name as on GPP records for the examinee along with instructions for online examination are displayed on the screen once the examinee logs in for ODD- 2022 online examination. The examinee shall:
 - a. Ensure that the enrolment number and name are of him / her.
 - b. Not proceed further if the enrolment number and name does not belong to him / her and contact the institute authorities for rectification of the error (Appearing for the online examination of any examinee other than self is a malpractice with serious punishment).
 - c. Read and understand the instructions for online examination before starting the examination.
7. The online examination starts only when the examinee clicks on the "Start Exam" option on the screen.
8. The examinee can see one question at a time on the screen.

9. 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 by clicking on the radio button of appropriate option and proceed to the next question by clicking on "Save & Next" option. The answer chosen is saved and next question in the chronological order appears.
 - b. Choose the answer option for the displayed question by clicking on the radio button of appropriate option and then pick any question number of his/her choice from the dash board of the questions. The answer chosen is saved and next question as chosen from dash board appears.
 - c. Choose not to answer the question and select any other question by clicking on the question number on the dash board. The question remains unanswered and next question as chosen from dash board appears.
 - d. The dash board of the question numbers is colour coded to indicate "answered" and "unanswered" questions.
 - e. Examinee can navigate through questions by clicking on the question number on the dashboard and can pick unanswered questions for answering and answered questions for modifying the answer.
10. In case, the-examinee prefers to end the examination prior to allocated-time ,he/she shall:
 - a. Click the "End Exam" option on the screen which results in confirmation popup to appear on the screen.
 - b. Reconfirm "End Exam" to end the examination.
 - c. Examinee shall logout from the online examination App / Brower before closing the browser/window/App.
 - d. **Note:** Once the examinee ends the examination, he/she will not be able to take up the same examination again during ODD- 2022 exam event.
11. 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 Exam section after the online examination is over.
12. The examinee shall not receive call, notification or try to switch browser on the device on which he/she is attempting online examination. Such an action leads to interruption of examination.
13. In case, the online examination is interrupted due to power failure / Internet connectivity failure / failure of device / any other reason, the examinee need not panic. It is to be noted that:
 - i. The countdown timer for online examination freezes at the moment of interruption and restarts at resumption. Hence, examinee does not lose any time in the online examination.
 - ii. The questions attempted and saved till the time of interruption will remain intact. Hence, the examinees answers till the time of interruption remain intact.
 - iii. However, in case frequent interruptions are observed in case of any examinee, it may be treated as an attempt to malpractice and the examinee has to justify the interruptions with substantiating reasons.
14. The online examination is supervised through exam hall invigilator. The invigilator on noticing suspicious actions on part of examinee can book the copy case against the examinee as per Institute rule and regulations.

15. Examinee should not carry any kind of copy material, smart watch, headphone or any additional electronic media. If found with above mentioned devices, will be booked under copy case.
16. The examinee appearing for ODD- 2022 examination shall note that:
- The credibility and reliability of the results of any examination depends on the sanctity of the examination process.
 - The sanctity of examination comes by strict adherence to rules and regulations.
 - Social media platforms propagate distracting information misleading innocent students to indulge in unfair practices.
 - Hence do not indulge in any sort of unfair means while attempting the online examination.
 - Any malpractice done during examination will be punished under copy case rules.**

Note: Online Exam Control Room Location is Computer Department Laboratory No.1


17/11/23
Controller of Examination,
Govt. Polytechnic, Pune

Copy to:

- Hon. Principal for Information.
- All HOD's requested to inform their department students.
- HOD computer to publish on website.