



VJTI

Veermata Jijabai Technological Institute

वीरमाता जिजाबाई तंत्रज्ञान संस्था (Estd. 1887)

(Central Technological Institute, Maharashtra State, INDIA)

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DIPLOMA EXAMINATION SECTION

Instructions to students for appearing Online End Semester Examinations Nov-Dec 2021

A. Before the Examination:

1. Online examination will be conducted as per the timetable notified by the COE (Diploma)
2. Students should ensure that there is proper internet and electrical connectivity at the location from where he/she is appearing for the examination.
3. If student is using a mobile phone he/she should confirm sufficient balance in prepaid connections or no dues in case of post-paid connections.
4. Students should ensure the proper charging and working of the device viz. laptop/cell phone well before every examination.
5. Students who have registered for the examinations and have proper email id of the institute will only be permitted to appear for examinations.
6. Student having any difficulty in registration or seeking email id of institute should contact the Diploma examination section immediately.
7. No student will be permitted to attend the examination without proper registration and identity proof. The final authority for permitting the students to appear for the examination will be the Controller of Examinations (Diploma).
8. **Students should download the Google Classroom and Google meet applications in the device, which they want to use for appearing in the examinations.**
9. Students should join their respective Google classrooms immediately after receiving invitation on their respective emails, from the Departmental examination coordinators.
10. Students facing any difficulty in joining the classroom or who have not received the invitation to join should immediately contact the Departmental Exam coordinator/HOD/faculty in charge/COE.
11. **Students should have to switch on the camera continuously during the examination**

B. During the Examination:

1. On the day of exam, the students should first login to the respective Google Classroom at least 20 minutes before the start of the examination for online attendance. Then from the Google classroom join the Google meet for offline attendance and again return back to Google classroom where the link for joining the examination through Google Quiz will be made available. **In Google Quiz form the test will be conducted for 35 Marks, for that there are 40 MCQ's are available out of which 05 questions are optional. Each question carrying 1 Marks and there is NO NEGATIVE Marking.**
2. Initial attendance of the students will be collected by a question from the Google classroom. Students should respond to the Question on attendance as **Yes**, as the question is asked in the Google classroom. **However only those students who have done final submit of the quiz will be considered to have appeared for the examination.**
3. The examination question paper will be made available to the students through Google Quiz link from the Google classrooms as per the time table. Students should click on the link and start the examination. Please note that the link will become active exactly at the time of start of the examination and will stop collecting responses at the end time of examination.
4. Students should keep three applications Google classroom, Google meet and Google Quiz active in the device Viz. mobile phone, laptop etc. throughout the examination. No other application should be active throughout the examination.
5. If there is any difficulty in joining the Google classroom, and Google meet, student should immediately inform the exam coordinator/HoD/faculty in charge/CoE about the same.
6. Students must have their institute Identity card ready with them for every examination and show it to the supervisors when asked.
7. Students will keep their videos on and audios mute, during the examination.
8. The space around should be clear from presence of other persons
9. Students adjust camera and be seated in such a position to give a clear view of them to supervisors.

10. Students are not supposed to refer study material or visit other applications/websites during the examination. If any such activity is detected the examination of such students will be cancelled.
11. Student should enter appropriate email Id, Roll number, Name and contact number at the start of the examination in the Google quiz.
12. The fields which are compulsory such as roll number etc will be having a red asterisk at the end. If it is left unfilled you will not be able to proceed any further to the quiz and will not be able to submit the quiz.
13. Students should be aware that the process of examination is being observed/recorded by the invigilators.
14. In case of electrical or network failures, student can relogin into the examination. However you will have to re answer all the questions from the beginning. Every time you relogin, the question and options order may be reshuffled.
15. At the end of every page there is a Next button, except the last page, which has Submit button.
16. **Once you click on the Submit button the exam gets over and your response is submitted. You will not be able to edit your responses after clicking the submit button.**
17. **Fifteen minute additional time will be given to students who are eligible as dyslexia students as per list approved by COE.**
18. **If you do not click the submit button before the scheduled end time of the exam, your response will not be recorded in the system and you will be considered as absent for the exam.**
19. Any suspicious activity found by the supervisors during the examination by a student will lead to the cancellation of that examination.
20. If there are any doubts about the questions, it should be brought to the notice of the Invigilators/Exam coordinator /HOD/faculty in charge/COE for clarifications.
21. After final submission of the online examination student should leave the Google meet.
22. Student unable to appear for the exam due to any of the reasons such as disruption in electric supply, internet connectivity etc. will be given an opportunity to appear in the re-examination.

Examination Schedule :

Sr. No.	Activities	Practical / Oral / TW	MCQ Based Online Theory Exam
1	For Regular and Ex Students of Semester III & V	December 13 – 18, 2021	December 20 – 31, 2021

MALPRACTICE CASES CORRESPONDING WARNINGS AND PUNISHMENTS AS PER SPECIAL COMMITTEE (SPC) RECOMMENDATIONS AND APPROVAL BY M.S.BTE

Malpractice Number	Suspicious Action	Warning message	QUANTUM of PUNISHMENT as per SPC Recommendations & approval
1	a) Examinee Not visible on camera due to bad or improper light	You will be booked for malpractice if you do not adjust light so that your image is visible in the window on the examination screen.	In case, the examinee fails to comply in spite of being warned for more than 3 times under Malpractice Number-1, during the online examination of a subject/course; He / She shall be liable to a punishment of Cancellation of the performance of the examinee in that subject/course for the ongoing examination. Punishment Nomenclature : (Subject/Course)
	b) Examinee not seen on the screen.	You will be booked for malpractice if you are not seen on screen again.	
	c) The camera turned away from the face of examinee	You will be booked for malpractice if you do not correct camera position.	
	d) Camera covered to obstruct vision.	You will be booked for malpractice if you do not remove the cover over camera.	
2	a) Examinee observed in possession and use of communication device / electronic gadget/ mobile phone / smart watch / tablet / I pad / earphone etc. during the examination	You will be booked for malpractice if you are again seen in possession of electronic device / gadget not permitted during the examination.	In case the examinee fails to comply even after being warned for more than 2 times under Malpractice Number-2, he/she shall be liable to a punishment of Cancellation of the performance of the examinee in that subject/course in the ongoing examination. Punishment Nomenclature : (Subject/Course)
	b) Examinee observed in possession and referring to books, notes, web-sources or any other material or means to retrieve answers during the examination	You will be booked for malpractice if you are again seen in possession of book/notes/web sources not permitted during the examination.	
3	Additional person/s apart from the examinee is/are seen collaborating with examinee during the examination.	You will be booked for malpractice if you are again seen with additional person/s during the examination.	In case the examinee fails to comply even after being warned for more than 2 times under Malpractice Number-3, he/she shall be liable to a punishment of Cancellation of the performance of the examinee in all the subjects/courses for which he/she appeared in the current examination. Punishment Nomenclature: (1+0) (Applied on the Seat Number of the examinee.)

4	A person other than the designated examinee as shown in photograph on the hall ticket is seen attempting the examination.	You will be booked for serious malpractice of impersonation in the examination if person other than designated examinee is noticed on the screen again.	In case the examinee fails to comply even after being warned once, he/she shall be liable to a punishment of Cancellation of the performance of the examinee in all the subjects/courses for which he/she appeared simultaneously, as regular/ex-student in the current examination. Punishment Nomenclature: (1+0) (Applied on the enrollment Number of the examinee.)
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DEAN - DIPLOMA



CONTROLLER OF EXAMINATIONS - DIPLOMA

A handwritten signature in blue ink, appearing to be a cursive name, positioned above the Controller of Examinations title.