

# Specific Instructions for the entrance examination

of

## **“Post Graduate Diploma in Electric Mobility”**

**Date of Examination 28/07/2021, Wednesday**

**Time:11.00am to 12.30pm**

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Dear Candidates,

Greetings from COEP!!!!

Please find below the instructions for the **PGDEM Selection Process(Entrance exam) Online Test** which is scheduled on **Wednesday, 28<sup>th</sup> July 2021**.

You all are instructed to read the instructions carefully and be ready with all the specifications (hardware and software) mentioned in the instructions below

1. Duration of the examination is 90 minutes
2. There are 100 Multiple Choice Questions.
3. The question paper is of two categories. Applicants need to select question paper as per their graduation branch (BE or B.Tech Degree) and appear for the entrance examination. Institute will not be responsible and entertain the any complaint about wrong selection of question paper category.

Category -1 Mechanical and allied branches

Category-2 Electrical, Electronics and allied branches

4. The description of allied branches is already displayed in information broacher
5. The exam runs sequentially. You cannot go back to a question that you have skipped or answered.

### General Instructions

1. Using web camera is mandatory to attempt Proctored Online Exam. Web camera should be connected to the PC/Laptop/Mobile on which the exam is being attempted and it should be always in ON state.
2. If the web camera is disconnected from the PC/Laptop/Mobile any time during the exam, then exam will stop. The exam can be started only when web cam is connected again and then exam will start from the point where it had stopped earlier.
3. The candidate should ensure that during the exam no other person gets captured in the web camera preview. Candidate may get disqualified if any such activity is recorded.

4. It is expected that every candidate has taken the Mock Test at least once, figured any technical issues that exist at their end, solved them before the Main Exam. Candidate should attempt it many times to ensure that there are no technical problems at their end.
5. Candidate should position himself / herself in front web camera appropriately with his / her face being clearly visible and s/he should ensure that s/he is being properly recorded by the web camera throughout the exam.
6. During the exam, candidates should ensure that there is sufficient light to enable the camera to capture their activities clearly. Ensure that the surrounding area is well illuminated for clear visibility.
7. The action performed by candidate on exam window interface will be recorded throughout the exam duration. Also, candidate's continuous live recording shall happen while attempting the exam. IP address of candidate's PC/Laptop will also be recorded during the exam.
8. This recorded information will be used only for the purpose of ensuring fairness and transparency in conduction of the exam and this recording will be solely used for the purpose of monitoring the exam.
9. The recorded data will be automatically uploaded to server during and after the completion of the exam.
10. Make sure that there is no noise at the background during the exam.
11. While attempting the examination, no other application or webpage should be opened except provided exam software. Switching, minimizing or closing the exam window is not allowed during the exam.
12. After the candidate starts the examination, it will end automatically after the stipulated time elapses provided the candidate must be logged in to the exam system during the time elapses.
13. If candidate closes the exam window without ending the test or before Time UP, his/her result will not be considered for further process. Once the examination time is up, he/she will not be able to attempt it again.
14. Candidate needs to complete the exam in mentioned time only. Extension in time beyond stipulated time is not allowed.
15. The candidates can attempt the exam using laptop or a smartphone. On smartphone, candidates are required to attempt the exam using a browser only, and in "desktop" mode on browser. Use only latest Firefox or Chrome browser.
16. The Moodle App on smartphones does not support all features of an exam and if at all candidates use it, candidate should use it at their own responsibility.
17. The exam will remain sequential (no free navigation), randomized (with random order of questions and random questions) and there will be no change in it. The candidates are required to keep track of number of marks they have attempted, and time left, on their own.
18. Some problems like screen freeze are already known, it probably happens due to java script bugs or incomplete load of pages. The candidate has to simply reload the page or close the browser and restart. Exam always resumes from where it was. (No additional time will be given on account of this.)
19. For exams that require a calculator to be used, the candidates can use a physical calculator, assuring that their face is still covered by the camera.

20. Institute in its sole discretion may disqualify the candidate if the candidate fails to follow the pre-examination instructions or causes a breach in the terms and conditions of Proctored Online Exam or has supplied false or incorrect or incomplete information, or for any other reason the Institute finds appropriate.
21. Institute reserves all rights to change any above-mentioned rules and regulations at any stage during the entire process.
22. Availability of the Hardware, Software, Broadband Internet and Power Backup at the time of the exam is the sole responsibility of the candidate and Department / Institute will not be responsible for any delay in the exam due to failure of the above-mentioned resources at the candidate's side.
23. If due to any reason, the computer shuts down or the exam window gets closed, candidate can re-login and can continue with the exams. (No additional time will be given on account of this.)
24. If you choose, to click on "Finish Attempt", then note that on next screen you have to press on "Submit all and finish" and only then you can Manually submit the exam. You can actually click on "Return to attempt" from the page you get after clicking "Finish Attempt". (Again, note that when time is over, the exam will get submitted automatically).

**Department of Mechanical Engineering**

**College of Engineering Pune**