

GANPAT UNIVERSITY

Student Guidelines for Practical/Viva Examination

Requirements:

- Laptop, desktop, smart phone, ipad, tab or similar Device
- Good internet connectivity
- Sufficient power supply / electricity backup.
- Platform to be used : Google Class/Moodle/Inpods
- For Schedule of Practical/VIVA Examinations visit University website. For any difficulty contact your respective institute.

Modality of Practical/Viva Online Examinations:

- Part – I Multiple Choice Questions (MCQ) type Questions; 50% of End Semester Examination i.e. 30 marks in case of 60 marks End Semester Examination and vice versa.
- Part – II Practical Work/ Viva voice; 50% of End Semester Examination i.e. 30 marks in case of 60 marks End Semester Examination and vice versa.

The considering final marks in Regular Practical Examinations following formula will be considered;

1. 50% marks to be taken from the marks secured through online examination (MCQ + VIVA Questions).
2. 50% marks to be taken from performances of previous semesters; CGPA of previous semesters i.e. In 60 marks of external examination. if the CGPA of previous semester is 6.5 (equivalent 60%), marks allocate can be 18 in each subjects and vice versa. (For calculation of marks the general rule of rounding the marks will be used).
3. In case, the Previous Performance is not available i. e. Students of Semester – I & lateral entry, the marks secured in Online Examinations will only be considered.

Part – I Multiple Choice Questions (MCQ) type Questions

- There shall be four options with one correct answer.
- Each Question shall carry one Marks
- The time for answering MCQ shall be equal to number of MCQ.
- Student has to mark correct answer in the system. On answering all the MCQ, student has to submit the answers. No extra time to be permitted than the mentioned above.
- Only one browser window needs to be open while MCQ examination. All other windows should be closed.
- The use of any other electronic devices, except the device use for the examination is prohibited.
- Ensure Recording of screen while MCQ examination (preferable).

Part – II Practical Work/ Viva voice

- VIVA Examination shall be online.
- Questions shall be asked by Examiners online.
- Student shall fulfillment of the examiner question like Draw figure/chart/write equation, etc. Students shall have to keep pen and paper during the viva.
- Group of Students to be ready for VIVA as instructed by Examiners.
- Student shall remain available on WhatsApp/e-mail for instructions from Examiners.
- Based on the performance of the VIVA marks shall be awarded.

General Guideline for Online Practical/VIVA Examinations:

- The candidate shall be permitted to appear for examinations only for the subjects as per authorized Scheduled.
- Candidates are advised to check college website and university web site for the time table/examination Schedule.
- Candidate is advised to verify his/her subject along with specified time slot. In case of discrepancy candidate is advised to contact the institute.
- Candidates are advised to check online Examination Link for specified subject. In case of discrepancy, it should be brought to the notice of concern authority.
- The candidate is expected to be present online 10 minutes before the commencement of examination. No separate reminder will be sent. Failing so will be considered as ABSENT
- Candidate must produce identity when demanded, without which he/she shall not be allowed to appear in the examination.
- Candidate shall submit answers along with correct information. (e.g. enrolment number, name of examination, subject, date and time of examination).
- No Submission will be granted after the scheduled time of examination. In case of any discrepancy contact to concern authority.
- Submission from improper email id (which is not register earlier) will entail rejection of the answer submission.
- Candidates should not share any type of examination material with other candidates.
- Any issues related to the online examination must be immediately reported with valid proofs by the candidate to the concern teacher/examiner. Any matter presented out of time will not be considered.