SMDYPSS's

Dr.D.Y.Patil Center for Management and Research Chikhali, Pune.

CRITERIA 2-TEACHING-LEARNING AND EVALUATION

KEY INDICATOR- 2.5 Evaluation Process and Reforms

2.5.2. Mechanism of internal assessment is transparent and the grievance redressal system is time bound and efficient

INDEX

Online Examination-SPPU-Grievance Procedure Demonstration

SPPU ONLINE EXAMINATION
USER GUIDE

 Checklist/requirement:

1. Android phone or iPhone with working front camera as webcam.
2. Official Photo ID in jpg format must be kept handy (less than 100kb)
3. Make sure your using updated browser such as **(Chrome or Mozilla Firefox)**

* **Keep stationery as required (pencil, pen, rough sheet)**

- **Install Telegram and join (SPPU Support Group) to post technical queries.**

To join our Telegram channel.
Search Telegram in Google Play and Install it.
Sign up using your phone number, enter the OTP and get started.
Click on the link below and you will be added to the SPPU Online Exam Group
Immediately.
Telegram channel - https://t.me/joinchat/J8sPV05q1k3lpIYgC-cBwg

☐ **Candidate Instructions:**

1. To appear for the examination, click on this link: -
https://exam.puapps.in

Online Examination System

Sign In

Username *

1234

Password *

••••••••

Active Tests *

SPPU Online Examination

Sign In

1. Enter application number as Username.

2. Passwords will be mentioned on your hall ticket.

3. Click on Active Tests and select appropriate test from the drop-down list.

4. Click on Sign In

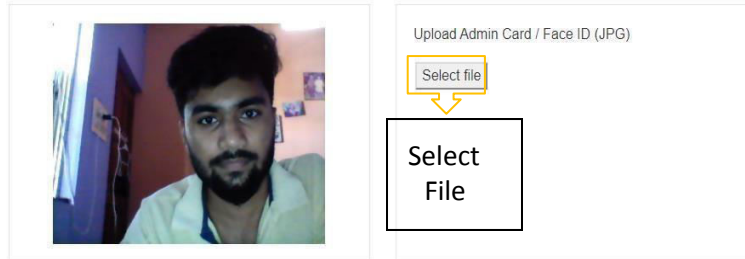5. You will be redirected to the Face Authentication Process

SPPU ONLINE EXAMINATION USERGUIDE
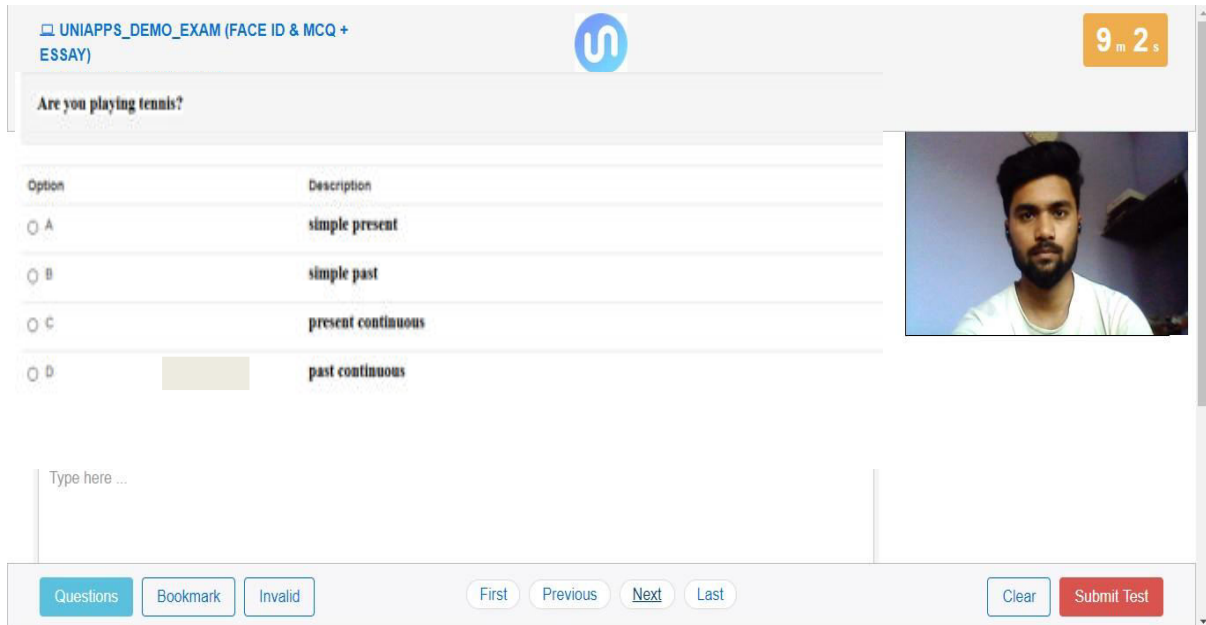
Hall Ticket Photo ID Verification

- Please click on "Select File" & upload your Photo ID.
- Photo ID must be in JPG format only.(For photo ID you can upload your hall ticket or any valid ID which has your recent photograph)
- The scanned image size must be less than 100kb.
- Look into the webcam so that the system verifies your face for authentication.
- During authentication if your face does not match with the uploaded photo Id you will be not be allowed to start the examinations.
- Your exam timer will start after the successful face recognition process.

Webcam/Video Capturing

- The Webcam captures your face randomly for security purposes and verifies various aspects to ensure integrity of examinations.
- We will be monitoring the examination. Any malpractices found on your end will disallow you to continue the examinations. You will see various warnings before you disconnect.
- Please be alone in the room during the examination.
- Ensure there is no noise or talking in the room during the examination.
- During monitoring if more than one person is found in the nearby areas your examination will be put on hold and further action would be taken.

Description

Examination page is displayed to user after successful login. Following sections explain different parts of examination page.

- **Candidate's Information**

  - Candidate's full name is displayed at top-left of the page.

- **Timer**

  - Your remaining exam time will be displayed at top-right of the page.

- **Question Information**

  - Question number, marks for question, bookmark and Invalid status of question is displayed in this section which appears below the top row.

- **Question Description**

  - This section (light gray box) is the actual question displayed to user.

- **Options**
  - This section displays all options available for the question displayed above. Candidate should click on one of the options to mark their answer.

- **Navigation**
  - Bottom-center of exam page has four navigation links (First, Previous, Next, Last) to move across questions.

- **Questions, Bookmark and Invalid**
  - Bottom-left of the page has three buttons. Clicking on "Questions" buttons shows list of questions (Explained later). Clicking on "Bookmark" button adds a bookmark icon to the question in case user wants to revisit (go back to) the question later.
  - Clicking on "Invalid" button adds Invalid icon to the question in case user believes the answers are incorrect.

- **Clear and Submit Test**
  - Bottom-right of the page has two buttons. Clicking on "Clear" deselects option if candidate has selected one. Clicking on "Submit Test" button prompts candidate to confirm that candidate wants to submit/end test.

☐ **Select Option**

    ☐ Clicking on one of the radio buttons next to option selects and saves the option for the question displayed. If the option is saved successfully, a green notification bar confirming save is displayed at top of the page.

☐ **Saved Message**

    ☐ A green notification bar confirming save is displayed at top of the page. In case of any error, a red bar appears. Candidate should immediately notify administrators in case of error.

    ☐ Candidate should close his browser, post his query on the Support group to get solution for his query and login again.

    ☐ Candidate's will be allowed for maximum re-login count of 3.

Demo Online Examination
demo_1532501709149216, demo_1532501709149216

Cleared selection for question (1)

7 m **25** s

Question #1 | 1 marks

Save message
after option
selection

Are you playing tennis?

Option	Description
○ A	simple present
○ B	simple past
○ C	present continuous
○ D	past continuous

Selected
Clear
Option

Questions | Bookmark | Invalid | First | Previous | Next | Last | Clear | Submit Test

Clear
Button

- **Clear Option**

  - Clicking on "Clear" button deselects the option for the displayed question if the candidate has selected one. If no option was selected, this button does not have any effect.

- **Clear Message**

  - A light-yellow bar confirming clear appears on top of the page if the option was cleared for the question successfully.

Demo Online Examination
demo_1532501709149216, demo_1532501709149216

2 m 26 s

List of Question

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15			

List of Question with its state

| Questions | Bookmark | Invalid | | First | Previous | Next | Last | | Clear | Submit Test |

Question
Button

- **Questions Button**

  - Clicking on "Questions" button display's candidates' responses to each question.

- **List of Questions**

  - This section/table shows all questions along with option selected by the candidate for each question. It also shows bookmarks if any. Question numbers are clickable and will take the candidate directly to the clicked question.

Demo Online Examination
demo_1532501709149216, dem

1 m 52 s

Question #9   1 marks

Bookmark Icon, it indicates
question is bookmark for review

Tanya is older than Eric.Cliff is older than Tanya.
Eric is older than Cliff.
If the first two statements are true, the third statement is

Option	Description
○ A	true
○ B	false
○ C	uncertain
○ D	Don't know

Questions   Bookmark   Invalid   First   Previous   Next   Last   Clear   Submit Test

Bookmark
Button

☐ **Bookmark Button**

☐ Clicking on "Bookmark" button marks the displayed question
with the bookmark icon. Bookmarks are useful if the candidate
wants to revisit (go back to) a question later.

☐ **Bookmark Icon**

☐ Bookmark icon is displayed in the question information
section of the page alongside question number and marks.

□ **Invalid Button**

- Clicking on the "Invalid" button marks the displayed question with Invalid icon. Invalid is useful if the candidate believes the answers are incorrect.

□ **Invalid Icon**

- Invalid icon is displayed in the question information section of the page alongside question number and marks.

⬜ **Submit Button**

- Candidate may click on the "Submit Test" button if he/she wants to submit/end the test before the timer expires. If time expires, the exam will be submitted automatically candidate exam is submitted automatically.

Submit Test
Confirmation

☐ **Submit Confirmation Message**

● A confirmation message is displayed before submitting the test. Candidate should choose carefully. **Tests once submitted cannot be re-opened.**

THANK YOU

PRARAMBH-2K23

A Journey towards a Buoyant Management Career

INDUCTION - MBA 2023-25 BATCH

Date: 26th August, 2023

Event Schedule
Day-I

	Program	Time
INAUGURAL FUNCTION	Registration and Tea	10:00 am
	National Anthem	10:30 am
	Saraswati Vandana	10.40 am
	Introduction and Felicitation of Guests	10:50 am
	Welcome speech by Dr. Sunil Dhanawade, Director , DYPCMR	11:00 am
	Speech by Mr. Abhay Kotkar Sir, President , Shikshan Maharshi Dr.D.Y.Patil Shikshan Sanstha	11:15 am
	Address by Guest of Honor Mr. Kalyan Pawar, Vice President, Corporate ER , Endurance Group	11:30 am
	Address by Guest of Honor Mr. Haider Alam, Managing Director & CEO, SEIMITSU Factory Automation Pvt. Ltd.	12 noon
	Vote of Thanks	12:30 pm
	Lunch	01:00 pm to 01:45 pm
SESSION -I	Resource Person : Dr Jahanaara Pathan Topic : Winning your fear Chatter Monkey Theory	02:00 pm
SESSION -II	MBA Syllabus Orientation (Briefing PO's, PSOs, CO's, examinations, Academic Calendar , etc)	4.30pm

Director
DYPCMR