

# PONDICHERRY UNIVERSITY – DIRECTORATE OF DISTANCE EDUCATION

## MBA TWINNING PROGRAM

### 2<sup>ND</sup> AND 4<sup>TH</sup> SEMESTER END EXAMINATION – JAN to FEB 2021

All the students who have enrolled for Masters in Business Administration under Twinning Model with Pondicherry University – Directorate of Distance Education through The Bangalore Jesuit Educational Society, Bangalore center are expected to strictly adhere to the following procedure.

#### STEP 1: ELIGIBILITY TO PAY EXAMINATION FEES

All the students who have enrolled and paid the II, III and IV End Semester fee fulfilled all the academic, attendance and administrative formalities of Twinning Program are expected to pay your examination fees on or before 28<sup>th</sup> December, 2020 after fulfilling all the formalities has mandated by the MBA BJES-PUDDE Twinning Bangalore Center requirements

#### STEP 2: ONLINE EXAMINATION PAYMENT PORTAL AND PROCEDURE

Examination fees for II, III and IV MBA End Semester and the students who have arrears/backlog/pending papers to be completed are expected to pay your examination fees via online portal after logging to [www.sjput.collegephins.com](http://www.sjput.collegephins.com).

Each paper should be paid Rs. 250/- and accordingly you have to calculate based on the numbers of papers you are eligible to write. Example: II Semester (maximum of 5 papers), I (maximum of 5 papers) and I Semesters backlog (maximum of 5 papers). In this case, all the three semesters totals to 15 papers: payment calculation, 15x250=3750 plus 50/- rupees for marks card. The total amount to be paid in the case is Rs. 3800/-in total

Kindly fill all the fields/components prescribed in online examination form and pay the examination fees to ensure eligibility to take-up examinations. Any discrepancy will lead to disqualification at any juncture or your examination results will be withheld.

#### STEP 3: TIME TABLE SCHEDULE

Students are expected to go through the time table upload on the [www.sjput.in](http://www.sjput.in) carefully and be prepared to take-up examination as per the schedule.

#### STEP 4: ANSWER BOOK COVER PAGE

Students are expected to down load the cover page of the main answer booklet from the website and fill all the details 15 minutes before the commencement of examination and attach the same after completing the examination. Without the cover page affixed to the answer sheets will not be evaluated

## STEP 5: QUESTION PAPER PATTERN AND EXAMINATION DURATION

Question paper pattern and time duration of examination remains unchanged. Question paper pattern and examination duration is has follows:

QUESTION PAPER PATTERN		EXAMINATION TIME DURATION: 3 HOURS	
SECTION A	SECTION B	SECTION C	
5X6=30 SHORT ESSAY	5X10=50 LONG ESSAY	SECTION C - 1X2=20 MARKS CASE STUDIES	

## STEP 6: QUESTION PAPER DOWNLOADING PROCEDURE

All the students have to login to MS teams using the same credentials shared to you for online classes 10 minutes before the commencement of the examination (9:50 AM) and download the question paper from assignment segment. In case, students do not receive the question paper before 10:05 AM, you are expected to contact the examination control room to receive the question paper through any other online platform.

EXAMINATION CONTROL ROOM		
Email	Mobile	Landline
csmba2021exams@gmail.com	8762193728	08022225288

## STEP 7: BEST PRACTICE TO GET BEST OUTCOME IN EXAMINATION

- ✓ Students are advised to use A 4 white sheets and black point pen to write the examination. Attempt all the questions and answer them clearly, neatly and present it effectively.
- ✓ Ensure that you have written the answer on both the sides of the answer sheets and mark all the sections and question numbers carefully.
- ✓ Content of the answers should reflect the fundamental understanding of the subject concept not verbatim copying from different sources.

## STEP 8: SUBMISSION OF ANSWER SCRIPTS IN ORIGINAL

Answer scripts in original is expected to be dispatched /submitted on the same day before 2:30 pm. Via speed post (Indian Postal Service only) addressing to Dr. Kanishka, Chief Superintendent, St. Joseph's Evening College Campus, MBA Twinning Program office, 25 Museum Road, Bangalore

## BEST PRACTICES AND GUIDELINES

In adherence to COVID 19 pandemic protocol and subsequent predicament, all administrative, academic and examination process are administered through online to ensure overall wellbeing of stakeholders. In the light of COVID 19 background, The Pondicherry University Twinning Program Bangalore center will take-up II and IV end semester examination through blended model/online/offline

I earnestly appeal and pray to all Students community who are taking-up II, III and IV semester examination and I, II, III and IV semester arrears/backlog/pending papers process judiciously and adhere to all the following best practices for your own good and the overall wellbeing of students and the institution at large.

Kindly understand that over 2000 students are taking-up examination from your place of residence; therefore, kindly demonstrate professionalism and extend empathy to all the personnel's who have involved in examination process.

- Students are expected go through the latest revised time table and accordingly be prepared to take-up examination with complete preparedness and confidence
- Late submission of answer scripts or any other violation of guidelines will be treated as malpractice and the decision of malpractice committee is final
- Do not appoint any representatives to engage in examination or any other academic related activities
- Do not engage or involve in multiple commitments / activities during the examination. Keep your commitment focused to ensure optimum outcomes
- Students are request to take photocopy or soft backup for future reference or claim for loss paper during transit
- Down load the cover page of the answer booklet from the website and take appropriate number of photocopies ready for use
- Keep all the following examination related **stationaries, technical, internet and logistics** operational effective ( Cover page has prescribed by the University, A 4 White sheets, Black pen, graph sheets ( Operational paper), stapler, tag, high speed consistent network, table, chair, conducive environment with sufficient ventilation with lighting, water etc)
- late submission of answer scripts or violation of guidelines will be treated has mal practice and decision of the malpractice committee is final
- Ensure that all the examinations are taken-up from your respective residence or any other place which is appropriate and conducive for administrating examination effectively
- Identify the Indian postal service ( post office ) which is closest to your residence, where you can reach within 30-60 minutes from your place of writing examination
- All the students are expected to stay in Bangalore in order to access the college campus in order avail any examination related services: receiving question paper, submission of answer

booklet, conforming for having received answer booklets, any other grievance related to examination.

- The students who are staying outside Bangalore or abroad are permitted to write their examinations from their respective places. However, these students are expected to take prior permission from the coordinator after submitting all the necessary supporting documents. These students can submit their answer scripts via online to the following mail id: [csmbapudde2021exams@gmail.com](mailto:csmbapudde2021exams@gmail.com)
- Attendance Shortage: Students who have shortage of attendance (80% attendance in respective subjects) are expected pay the fine before collecting your marks cards of II or IV Semester or Program completion or Study certificate to MBA Twinning office.
- **Backlog students are expected to meet the MBA Twinning program office between 9:30 am to 4:30 pm on all working days from 12th to 28th December, 2020 and complete your formalities with reference to taking up backlog papers**
- **MBA Twinning Program office is closed on 24<sup>th</sup> and 25<sup>th</sup> of December 2020 to celebrate Christmas**
- **\*Kindly note: Students are expected to demonstrate professionalism during the conduct of examination process and while engaging in various examination formalities mentioned below. Minutest deviation of any nature will be considered as the breach of examination code of conduct leading to withholding of results or considering that examination null and void**
- Students are expected to post your answer script in the A4 envelop addressing to  
**DR. KANISHKA K**  
**Chief Superintendent**  
**MBA Twinning Program-Pondicherry University**  
**25, Museum Road, St. Joseph's Evening College Campus**  
**Bangalore, Karnataka, India**  
**Email: csmba2021exams@gmail.com**  
**Mobile: 8762193728 / Landline: 08022225288**

**Dr. Kanishka K**  
**Chief Superintendent**