

PONDICHERRY UNIVERSITY – DIRECTORATE OF DISTANCE EDUCATION MBA TWINNING PROGRAM - IV SEMESTER EXAMINATION GUIDELINES – AUGUST 26 -31, 2021

BACKGROUND:

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 conduct IV end semester examination through blended model/online/offline

I earnestly appeal and pray to all the IV semester students to take-up your examination 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 1010 students are given opportunity to administer/write examination from your respective residence; therefore, kindly demonstrate professionalism and extend empathy to all the personnel's who have involved in examination process.

PROCESS:

All the Students 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 IV Semester University fees and fulfilled all the academic, attendance and administrative formalities of Twinning Program are expected to pay your examination fees on or before 21 August, 2021 before 12:00 PM

STEP 2: ONLINE EXAMINATION PAYMENT PORTAL AND PROCEDURE

Eligible students are requested to kindly login to www.sjput.collegephins.com . Register with your enrollment and create a pass word. After completing this process kindly fill in all the details appropriately and pay your examination fees. Acknowledgement for the same will be given by the system by default

Note: 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 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

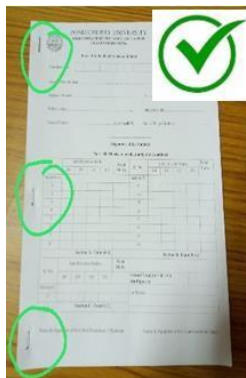
BEST PRACTICES AND GUIDELINES

- Students are expected go through the time table and accordingly take-up your examination with complete preparedness and confidence
- Question papers for each exam will be sent to the students on MS Teams/personal email between 9.45 AM to 10.00 AM
- Should are expected to give your attendance by clicking turn option available in MS Teams
- Students should check the Question paper first, its Subject Code/Title etc. before answering the questions
- Any query/grievance related to your Question Paper; you may contact institution between 10.00 to 10:15 AM. No Phone calls or Emails will be answered after 10.15 AM strictly.
- Down load the cover page of the answer booklet from the website and take appropriate number of photocopies ready for use
- Cover page should be printed and attached as first page of Answer Script after filling the relevant information (Enrolment Number, Degree/Branch, Subject Code & Title, Year/Semester, Date of Examination)
- Answers should be written on A4 white sheets/ruled sheets and must be legibly written in Ink (Blue, Black or Blue Black). Use both side of the paper for answering questions.
- Answers should reflect the understating of the concept not verbatim copying from different sources.
- If any deviations found, students should immediately send Email to examgrievances21@gmail.com OR Please contact the following number: 8762193728
- 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 outcome
- Students are requested to take photocopy or soft backup for future reference or claim for loss of answer paper during transit
- It is the sole responsibility of students to ensure that written answer booklets are delivered by the Indian Postal Service to the Chief Superintendent (Twinning Office)
- 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 for any emergency
- Answer Scripts will not be accepted/submitted to institution
- Each student shall send the Answer Script in individual envelopes and envelop should contain only one set of Answer Script.
- Answer Scripts in original are to be submitted on the same day of examinations by SPEED POST/REGISTERED POST(Only).
- The Answer Scripts should be sent in A4 size cover. The cover should contain the following information as shown below:

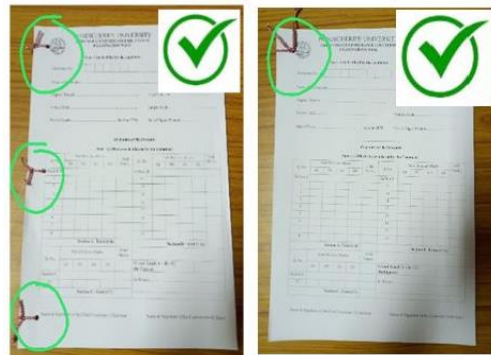
	<u>BY SPEED POST</u>
ENROLLMENT NO.:	
COURSE NAME :	
SUBJECT NAME :	
SUBJECT CODE :	
DATE :	
	<p style="color: red;">Students are expected to post your answer script in the A4 envelop addressing to</p> <p>DR. KANISHKA K Chief Superintendent MBA Twinning Program-Pondicherry University 25, Museum Road, St. Joseph's Evening College Campus Bangalore, Karnataka, India Mobile: 8762193728</p>
From	
NAME:	
ADDRESS:	

The Answer Scripts should be knotted properly by using thread or staple pins. Correct procedure for attaching answer sheets is as follows:

Stapling



Knotted



The Answer Scripts should not be spiral bind or hard bind. These answer scripts will not be considered for valuation.



Spiral Binding



Hard Binding

Note: The institution will not issue any acknowledgement for receipt of Answer Script hence students are requested to keep the Speed Post / Registered Post receipt safely for future reference.

Note: Answer booklets of examination conducted on Saturday (28) and Sunday (29), August 2021 should be posted through any standard courier services (Blue Dart/Professional) couriers. Kindly make prior arrangement with courier services to ensure effective service

***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 has the breach of examination code of conduct leading to withholding of results or considering that examination null and void**

Wishing you all the best

Dean and Coordinator