

ST. JOSEPH'S – PONDICHERY UNIVERSITY MBA TWINNING PROGRAM OPEN BOOK EXAMINATION – EXAMINATION GUIDELINES (CIA)

This communication is issued to ensure the smooth conduct, discipline, and fairness of the CIA Open Book Examinations. Open Book Examinations are designed to help students **understand, apply, and interpret concepts effectively**, thereby enhancing learning outcomes. All students are instructed to strictly adhere to the guidelines mentioned below.

1. OPEN BOOK EXAMINATION SCHEDULE (CIA DATES)

✔ **Sunday, 26th April 2026**

Time: 7:20 AM to 1:30 PM

Papers: 4 Examinations

✔ **Sunday, 3rd May 2026**

Time: 11:00 AM to 3:30 PM

Papers: 3 Examinations

2. TIME TABLE & VENUE INFORMATION

The detailed **Time Table and Venue** is circulated. Students are advised to verify the schedule carefully and report to the examination venue on time.

3. MANDATORY COMPLIANCE (DOCUMENTS & MATERIALS)

All students must compulsorily carry the following items to the examination hall:

- **Valid College Identity Card**
 - **University-issued prescribed study materials**
 - **Required stationery and examination essentials**
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4. ANSWER BOOKLETS

Answer booklets will be provided by the institution **before the commencement of the examination**. Students are expected to maintain neatness, clarity, and proper presentation while writing.

5. QUESTION PAPER DISTRIBUTION

A **soft copy of the question paper** will be shared through the **official class group** as per the scheduled timing.

6. EXAM DURATION, TIME ALLOCATION, AND ACTIVITY SEQUENCE:

Uploading of the Question Paper (5 minutes), copying the preferred questions from the soft copy into the answer booklet (5 minutes), answering the questions (40 minutes), and submission of the answer booklets (5 minutes).

7. PERMITTED STUDY MATERIALS (OPEN BOOK POLICY)

Students are permitted to refer **only to the prescribed study materials issued by the University**.

⚠ Any sharing of materials, notes, or answers during the examination will be considered a **serious violation of the Open Book Examination Code of Conduct**.

8. STRICTLY PROHIBITED ACTIVITIES (MALPRACTICE POLICY)

The following activities are strictly prohibited and will be treated as malpractice:

- Use of **mobile phones** inside the examination hall
- **Mobile phones may be used only for the first 5 minutes to copy the required questions from the soft copy of the question paper uploaded in your respective groups.**
- Use of **question banks, guidebooks, or any unauthorized reference materials**
- Talking, peeping, copying, or any form of disturbance
- Receiving or providing assistance to others

⚠ Any violation will result in debarring the concerned student/s from examination.

9. ATTENDANCE REQUIREMENT

Attendance for the CIA Open Book Examination is **compulsory**. Students must be present for all scheduled papers without fail.

10. EVALUATION CRITERIA

Students will be evaluated based on:

- **Quality and relevance of answers**
- **Accuracy and clarity in presentation**
- **Appropriate application of concepts with reference to prescribed study materials**

Students are strongly advised to write **well-structured, concept-oriented answers**, demonstrating understanding rather than copying content directly.

11. MARKS ALLOCATION (OPEN BOOK EXAMINATION)

- **First Year Students:** Open Book Examination will be evaluated for **17 Marks**
 - **Second Year Students:** Open Book Examination will be evaluated for **15 Marks**
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12. CIA MARKS DESCRIPTION (MAXIMUM INTERNAL MARKS: 25)

For 2nd Semester Students

- **Attendance:** 5 Marks
- **HR Conclave:** 3 Marks (*Total = 21 Marks*)
- **Open Book Examination:** 17 Marks

For 4th Semester Students

- **Attendance:** 5 Marks
 - **Written Viva Voce:** 5 Marks (*5 × 7 = 35*)
 - **Open Book Examination:** 15 Marks
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13. IMPORTANT NOTE (ABSENCE & NON-SUBMISSION POLICY)

Students who are **absent** will be awarded **0 (Zero) Marks**.

14. OUTCOME

Students are encouraged to make responsible use of this Open Book Examination opportunity to demonstrate conceptual clarity, improve academic performance, and enhance your overall percentage in respective subjects.

DEAN & COORDINATOR

St. Joseph's – Pondicherry University MBA Twinning Programme