INSTRUCTIONS FOR THE STUDENTS
Guidelines for conduct of MBA (Sectoral) programmes 1st Sem.
Term End/Reappear Exams – March, 2021

1. The examination will be conducted online.

2. Question paper will be sent to the students from the official UIAMS Exam. email id i.e.uiamsexam@pu.ac.in

3. **The question paper will be sent to the students from official email i.e. uiamsexam@pu.ac.in on their registered email ids and will also be posted on the UIAMS website http://uiams.puchd.ac.in under Notice Board section at 9.40 a.m.**

4. The duration of the online examination will be 3 hours i.e. from 10.00 a.m. to 1.00 p.m.

5. The students will be required to attempt the paper in Blue Ball point pen and in his/her own handwriting.

6. Candidate will solve the question paper from their remote location on A4 size sheets (preferably lined) in his/her own handwriting.

7. **The maximum page limit is 24 sheets (A4 size) of which only one side has to be used.**

8. **There will be Ten questions for each paper having Four Units. Each Unit will contain Two or Three questions. The students are required to answer five questions in all, selecting at least one question from each unit.**

9. All questions shall carry equal marks.

10. Maximum marks for external examination in each paper will be 50.

11. **The students must ensure that they have downloaded the correct question paper.**

12. **The candidate will be required to serially number all pages of the answer-sheet and write his/her roll no., subject code, page no and sign on all pages.**

13. **Candidate will be required to scan all the attempted sheets in a serial order and merge them into a single PDF file. The merged file may be named as "Roll No-Name-Branch"**

14. **The candidate will be required to submit a single PDF file** of his/her answer sheet from their registered email address to the **link https://forms.gle/8qBcZjvLNoWD1VN48 within 90 minutes from completion of examination i.e. till 2.30 p.m. on the day of examination.**

15. **The candidate will be required to fill Google Attendance Form (session wise link will be sent on the same day) in first half an hour from the start of the examination i.e. by 10.30 a.m.**

16. Candidate will be required to write the following information on the first page of answer-sheet:

i)	University Roll No.(in figures)_____ (in words)_____		
ii)	Name of the student_____	iii)	Class/Semester_____
iv)	Name of Paper_____	v)	Code of Paper_____
vi)	Total number of pages written_____	vii)	Date of Exam:_____
	Undertaking: I am submitting my answer sheet through _____ (Online / Hard Copy) mode and will not submit the same through other mode. Answer sheet submitted only through above mentioned mode may please be considered for evaluation.		
viii)	Signature in full_____		