

INSTRUCTIONS FOR THE FOREIGN NATIONAL STUDENTS

Guidelines for conduct of MBA (sectoral) programmes 4th Semester MST Exams – August, 2022 for the FOREIGN NATIONAL STUDENTS ONLY (session 2020-22)

1. The MST examination will be conducted online w.e.f. **August 29 – September 2, 2022** as per date-sheet.
2. 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 Students Notice section at **9.40 a.m.** (for Morning Session exam.) and at **2.10 p.m.** (for Evening Session exam.)
3. The duration of the online MST examination will be 2 hours i.e. from 10.00 a.m. to 12.00 noon. (Morning Session) and from 2.30 p.m. to 4.30 p.m. (Evening Session).
4. The students will be required to attempt the paper in Blue Ball point pen and in his/her own handwriting.
5. Candidate will solve the question paper from their remote location on A4 size sheets (preferably lined) in his/her own handwriting.
6. **The maximum page limit is 16 sheets (A4 size) of which only one side has to be used.**
7. **There will be five questions for each paper. The candidate will be required to attempt any 3 questions.**
8. All questions will carry equal marks.
9. Maximum marks for MST examination in each paper will be 15.
10. **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.**
11. **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 “Class Roll No-Name-Branch”**
12. The candidate will be required to submit a single PDF file of his/her answer sheet from their registered email address to the link [provided for the purpose](#) within 60 minutes from completion of examination i.e. till **1.00 p.m.** (for Morning Session exam.) and till **5.30 p.m.** (for Evening Session exam.) on the day of examination.
13. **Please note that the scanned answer-sheets as a single pdf document are to be submitted within 60 minutes of completion of examination.**
14. **The candidates are also required to send the single PDF of their Answer-sheet to their own email ID mandatorily on the day of examination and within stipulated time of 60 minutes of completion of examination. In case of any discrepancy, the candidate would be asked to forward the time- stamped email at uiamsexam@pu.ac.in**
15. **It is the responsibility of the candidate to ensure that a proper PDF of duly scanned answer-sheet is sent as a single complete file. Students are advised to check that file is complete in all regards and is legible before its submission to the provided Google Form link.**
16. 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.** (for Morning Session Exam.) and by **3.00 p.m.** (for Evening Session Exam.).

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

i) Class 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:_____
viii) Specialization: ° Marketing ° Finance ° Human Resource ° Operations	
<p>Undertaking: I am submitting my answer sheet through _____ Online mode and will not submit the same through any other mode. Answer sheet submitted only through above mentioned mode may please be considered for evaluation.</p>	
ix) Signature in full_____	