

INSTRUCTIONS FOR THE STUDENTS

Guidelines for conduct of MBA (Sectoral) 2nd (Reappear) & 4th Sem. (Regular) Term End Examination – September, 2022 for FOREIGN NATIONAL STUDENTS ONLY (SESSION 2020-22)

1. The examination of MBA (sectoral) 2nd (Reappear) & 4th (Regular) Semester will be conducted online w.e.f. September 12, 2022.
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' Notices section at 9.40 a.m.
3. The duration of the online examination will be 3 hours i.e. from 10.00 a.m. to 1.00 p.m.
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 (**Representative Sheet (24 pages) has been uploaded on UIAMS website under Students' Notices section.** The candidates may either download and print the required answer-sheet or write on any other A4 size sheets as per their choice).
6. The maximum page limit is 24 sheets (A4 size) of which only one side has to be used.
7. 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. All questions shall carry equal marks.
8. Maximum marks for external examination in each paper will be 50.
9. The students must ensure that they have downloaded the correct question paper.
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 should be named as "Roll No-Name i.e. 12345-ABC"**
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 2.00 p.m. on the day of examination.
13. The candidate will be required to fill Google Attendance Form in first half an hour from the start of the examination i.e. by 10.30 a.m.
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. 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	
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.	
ix) Signature in full_____	