

Sushant School of Business, Ansal University, Gurugram

Standard Operating Procedure for SSB End Semester Examination: May - June 2020

The following SOP will be followed in the ESE May-June-2020:

1. All the exams at SSB will be conducted online.
2. There will be two categories of courses for examination:
 - (A) Viva-voce/presentation based courses
 - (B) Open Book System + Viva-voce based courses
3. For category – (A) the courses are – OESM, IT Tools, Business Analytics Elective in MBA and CIS papers.
4. For category – (B) all other courses apart from those mentioned in (A) above.
5. SOP for Category (A):
 - a) All the viva-voce/presentation will be conducted over Google Meet.
 - b) Date sheet has already been issued. The panel for conducting viva-voce and the Google Meet code will be communicated to the students by 16th May, 2020.
 - c) The students will be required to appear for viva-voce through laptop/mobile with camera on.
 - d) The students should appear for viva-voce in appropriate dress.
 - e) Strict discipline and decorum must be maintained by the students during the exam.
 - f) No student will be allowed to appear for viva-voce through non-college id. Hence, please get your college email id activated (if not done so far) by writing to: ithelpdesk@ansaluniversity.edu.in (Ex-students may appear through their personal email id).
 - g) You must also get your TCSiON ERP login activated (if not done so far) by writing to: ithelpdesk@ansaluniversity.edu.in (Not applicable for ex-student).
 - h) The viva-voce will also be conducted for reappear students if any of their subjects fall under this category.
 - i) The result of examination will not be declared immediately. It will be declared by AU Controller of Examinations in due course of time.
 - j) The students are advised to keep their Laptop/Mobile fully charged/connected to uninterrupted power supply with good Internet connection. No excuse will be entertained in this regard.
 - k) All the exam activities are under electronic surveillance by AU IT cell.
6. Category (B):
 - a) The exam for this category of courses will be based on Open Book System of Examination (40 Marks) + Comprehensive Viva-voce (20 Marks).
 - b) Final marks will be based on both online written exam and Comprehensive Viva-voce.
 - c) After the online written exams are over, the Comprehensive Viva-voce will be conducted on the lines of category (A) courses. The date sheet has already been shared.
 - d) The panel for conducting Comprehensive viva-voce and the Google Meet code will be communicated to the students three days before.
 - e) The format of question paper for 40 marks is as follows:

There will be two sections in the Q.P. – A and B

- i. Section A (Applied knowledge based questions, where the student will have to attempt any TWO out of the given three. Each question will be of 10 marks.)
 - ii. Section B (Compulsory question of 20 marks. The student will not have any choice here.)
 - f.) The contents of the question paper will be such that the student is able complete the same in 1 hour 20 minutes.
 - g.) Other important instructions:
 - i. The answers to the questions, written in your own handwriting on A4 size sheet/full register page, must be mailed as an attachment in pdf/image format to the concerned Subject Faculty.
 - ii. Your answers to the questions should not match with that of other students. If found so, it will be treated as a case of UFM.
 - iii. The answer sheets must be sent to the concerned Subject Faculty within the stipulated time period through college email id only. (Ex-students may submit their answer sheets through their personal email id).
 - iv. On the top right hand side write your – Name, Roll Number and Date, Subject Name and Code.
 - v. Before scanning, the student must write on the top right hand corner the following:
 - Semester, Roll No., Name,
 - Date, Exam shift – Morning/Afternoon
 - Course Code, Course Name
 - Page No.
- From 2nd page onwards on each page the student must write:
- Roll No., Name
 - Course Name, and
 - Page No.
- h) Save the scanned copy of answer sheets in the following file name syntax: **<RollNo>,<Name>,<SubjectName>,<PageNo.>**
 - i) On the day of examination, the QP in pdf will be e-mailed (marking a copy to the concerned Subject Faculty) to the concerned students by the Dean-SSB at 10:00 am for morning shift and at 2:00 pm for afternoon shift.
 - j) The students, after completing the answers and scanning etc. as mention above, will have to e-mail the answer sheets on the same day to the concerned Subject Faculty by 2pm and by 6pm for morning and afternoon shifts respectively.
 - k) No request for extension of time for completing/e-mailing the answer sheets will be entertained in any circumstances. Hence, no submission will be accepted by the Subject Faculty after the stipulated time period is over.
 - l) The result of examination will not be declared immediately. It will be declared by AU Controller of Examinations in due course of time.
 - m) The students are advised to keep their Laptop/Mobile fully charged/connected to uninterrupted power supply with good Internet connection. No excuse will be entertained in this regard.
 - n) All the exam activities are under electronic surveillance by AU IT cell.