School of Business (SOB), Sushant University (Erstwhile Ansal University), Gurugram

Standard Operating Procedure (SOP) for SUMMER 2 EXAM- September, 2020

The following SOP will be followed in the Summer 2 Exams:

1. All the exams at SOB will be conducted online.
2. There will be two categories of courses for examination:
   (A) Viva-voce/presentation based courses
   (B) Open Book System
3. For category – (A) Please refer to the **Practical/Viva-voce Summer-2 Exams, September-2020 Date-sheet** on the University website.
4. For category – (B) All other courses apart from those mentioned in (A) above. Please refer to the **Summer-2 Theory Exam September-2020 Date-sheet** on the University website.
5. **SOP for Category (A):**
   a) **The viva-voce/presentation for this category (A) will be held on 11th September, 2020. TDL Exam will be held on 26th September, 2020.**
   b) All the viva-voce/presentation will be conducted over Google Meet.
   c) Date sheet has already been issued. The panel for conducting viva-voce and the Google Meet code will be communicated to the students by **the concerned faculty.**
   d) The students will be required to appear for viva-voce through laptop/mobile with camera on.
   e) The students should appear for viva-voce in appropriate dress.
   f) Strict discipline and decorum must be maintained by the students during the exam.
   g) No student will be allowed to appear for viva-voce through non-college id (not applicable for Ex-students). The link for Viva-voce will be sent on the Email-id shared by students while applying for the exam.
   h) The viva-voce will also be conducted for reappear students if any of their subjects fall under this category-A.
   i) The result of examination will not be declared immediately. It will be declared by SU 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 SU IT cell.
6. **SOP for Category (B):**
   a) This category (B) of theory exams will be held from 14th September, 2020.
   b) The exam for this category of courses will be based on **Open Book System of Examination (60 Marks).**
   c) The format of question paper for **60 marks** is as follows:
   There will be applied knowledge based questions in the Q.P., which will be divided into two sections – A and B.

- Section A (Attempt any THREE out of the given five. Each question will be of 10 marks.)
- Section B (Attempt any TWO out of given three. Each question will be of 15 marks.)

Other important instructions:

1. The answers to the questions, written in your own handwriting on A4 size sheet/full register page, must be e-mailed as an attachment in pdf/image format to the concerned Subject Faculty.

2. 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.

3. 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).

4. On the top right hand side write your – Name, Roll Number and Date, Subject Name and Code.

5. 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.

6. Save the scanned copy of answer sheets in the following file name syntax: **<RollNo> <Name> <SubjectName> <PageNo.>**

7. **ISSUE OF QP:** 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-SOB at 9:00 am for first shift, 12:00 noon for second shift and at 3:00 pm for third shift.**

8. **SUBMISSION OF ANSWERSHEET:** The students, after completing the answers and scanning etc. as mentioned above, will have to e-mail the answer sheets on the same day to the concerned Subject Faculty by –
   - **11:45 am for first shift**
   - **02:45 pm for second shift**
   - **05:45 pm for third shift**

9. 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.**

10. The result of examination will not be declared immediately. It will be declared by Controller of Examinations (COE), SU in due course of time.

11. 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.

12. All the exam activities are under electronic surveillance by SU IT cell.