

giBS
Gitarattan International Business School
Student Notice

Ref: GIBS/ADM/STU/20-21/0 34

Date: 19.09.2020

Student Guidelines-End Term Examination Sept-Oct, 2020 (GGSIPU)
MBA & MBA (IB) Programme

GGSIPU is conducting End Term Examination for all final year Programmes w.e.f 21st September, 2020. For the smooth conduct of examination, all students are required to go through the guidelines carefully and strictly adhere to the same.

The guidelines for the examination are divided into different sub heads as mentioned below:

1. Reporting by the Examinee

- a. All the students are required to report to the institute as per the session of their examination & date sheet attached as **Annexure A**. Entry in examination centre after specified time shall amount to forced entry and tantamount to UFM (Unfair Means) and such candidate may be charged indulging in UFM at examination.

<u>First Session</u>	<u>Second Session</u>
Examination Timings: 8:30 AM to 10:30 AM	Examination Timings: 12:00 PM to 2:00 PM
Reporting time: 7:30 AM	Reporting time: 11:00 AM
Exam commences: 8:30 AM	Exam commences: 12:00 PM
NO ENTRY AFTER: 8:15 AM	NO ENTRY AFTER: 11.45 AM

2. **Seating plan:** The room wise seating plan will be displayed on the website, at the main entrance gate and outside the examination rooms. The students are required to sit strictly as per the seating plan.

3. **Use of face mask is mandatory for all the students.**

4. **Admit Card**

- a. No student will be allowed to enter the examination centre without valid **admit card** issued by the university and **Institute ID Card by GIBS**.
- b. In case of loss or damaged admit card on the day of examination, student is required to give undertaking in prescribed format issued by the university.
- c. Further for subsequent examination, the student is required to obtain duplicate admit card from the university by submitting the relevant documents (application by candidate & FIR) and fee.

5. **Entry into the Examination Centre**

In the present situation of COVID 19, the institute has concern for its students and staff and we all are equally responsible for smooth conduct of the examination. We have built excellent infrastructure to fight against COVID 19. Since large numbers of students are going to appear for examination, it is vital to follow the preventive measures in such situation. There will be well defined steps followed as part of preventive measures to COVID 19 at the entry gate. Students are required to follow the procedure without any resistance to the same. Violation of rules at the entry gate/ indulging in argument with guards at the gate may lead to UFM case against such student.

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a. Steps for entry into the exam hall

Entry will be done from Gate no. 1.

Step:1 Show your Admit Card and Institute ID Card. Both are **MANDATORY**

Step:2 Get your fever checked.

Step:3 Sanitize your hands from the sanitizing machine placed outside the gate no 1.

Step:4 Get yourself sanitized in the Sanitizing Tunnel.

Step:5 Sanitize your hands again before entering from Gate no. 4 and further proceed to designated rooms where seat has been allocated.

Watch the Video for more details: <https://www.youtube.com/watch?v=cj3LapkaFJg>

- b. No student will be allowed to enter the examination centre/room with mobile phone, books, bags, electronic gadget and any such prohibited items. Institute will not take responsibility of any such belonging as mentioned.**
- c. Students are allowed to bring transparent box to keep their stationery and Transparent Water Bottles.**
- d. Institute has appropriate arrangements for personal protection like sanitizers and soaps but students must also bring their own sanitizers (50 ml).**
- e. Strict respiratory etiquette to be followed and it is mandatory that while coughing and sneezing a tissue is used and later disposed in dustbin.**

6. Recording of relevant details in answer sheets

- a. After receiving answer sheet the candidates are required to write on OMR page of answer sheet his /her correct name, enrollment no, paper name and paper ID correctly.**
- b. Students are required to enter his/her enrollment no. on question paper as soon as it is received by him/her.**
- c. All the entries in the OMR sheet and marking of the answers etc. should be done using **black ball point pen** only.**
- d. Students are required to handover the answer sheet to the invigilator in their respective room.**
- e. Student cannot leave the examination room before handover of answer sheet to the invigilator and no student will leave the examination room without the permission of invigilator.**
- f. In case of medical emergency, the student can leave after taking prior permission of invigilator and will report to centre superintendent at Room no. 112.**

7. Signing of Attendance Sheet & Declaration Form as per Annexure C.

- a. Student is required to submit the Declaration Form as per Annexure C duly filled & signed.**
- b. Student is required to sign the attendance sheet provided by invigilator in the examination room.**
- c. Institute shall not be responsible for any such negligence of student, if he/she leaves examination room/centre without signing the attendance sheet.**
- d. Non signing of Attendance sheet will be considered as absent & student will be marked zero for that exam. Remember it is the core responsibility of the student to sign the attendance sheet**

8. UFM Cases

- a. Student found indulging in any of the unfair means activities in the examination centre/ room/ staff, the action against such candidate will be taken as per the rules & regulations of GGSIPU.**
- b. Students are required to read the Annexure B (UFM CASES) carefully to understand the activities which comes under UFM.**

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GITARATTAN INTERNATIONAL BUSINESS SCHOOL				
FINAL DATESHEET FOR THEORY & PRACTICAL EXAMINATION (SEP-OCT, 2020)				
PROGRAMME : MBA & MBA (IB)-Regular 2018-2020				
PROGRAMME : MBA & MBA(IB) Semester-4				
Date & Day	First Session (8:30 AM to 10:30 AM) Reporting time 7.30 am Exam commences: 8.30 am NO ENTRY AFTER: 8.15 am		Second Session (12:00 PM to 2:00 PM) Reporting time 11.00 am Exam commences: 12.00 pm NO ENTRY AFTER: 11.45 am	
	PAPER CODE	PAPER NAME	PAPER CODE	PAPER NAME
21.09.2020 (MONDAY)	MS 204 MIB 202	BUSINESS INTELLIGENCE AND APPLICATION INTERNATIONAL BUSINESS STRATEGY	-----	-----
22.09.2020 (TUESDAY)	MS 206 MIB 204	STRATEGIC MGT. CROSS CULTURE CONSUMER BEHAVIOR	-----	-----
23.09.2020 (WEDNESDAY)	MS 208 MIB 206	CORPORATE SOCIAL RESPONSIBILITY, HUMAN VALUES & ETHICS INTERNATIONAL BUSINESS NEGOTIATION	-----	-----
24.09.2020 (THURSDAY)	MIB 208	WTO & INTERNATIONAL BUSINESS LAWS	-----	-----
25.09.2020 (FRIDAY)	MS 212 MIB 210	RETAIL MANAGEMENT GLOBAL COMPETITIVENESS AND STRATEGIC ALLIANCES	MS 244	GLOBAL COMPETITIVENESS AND STRATEGIC ALLIANCE
28.09.2020 (MONDAY)	MS 228	STRATEGIC HUMAN RESOURCE MGT.	MS 214	ADVERTISING AND BRAND MGT.
29.09.2020 (TUESDAY)	-----	-----	MS 222	MERGERS, ACQUISITIONS AND CORPORATE RESTRUCTURING
03.10.2020 (SATURDAY)	MS 224	FINANCIAL DERIVATIVES	-----	-----
05.10.2020 (MONDAY)	MS 232	TEAM BUILDING	-----	-----
PRACTICAL (Reporting Time at the Institute 9:00AM)				
08.10.2020 (THURSDAY)	MIB 212	PROJECT DISSERTATION		
09.10.2020 (FRIDAY)	MS 202	PROJECT DISSERTATION		
Examination Centre: GITARATTAN INTERNATIONAL BUSINESS SCHOOL MADHUBAN CHOWK, ROHINI, DELHI				
Note: BOOK, ANY OTHER PRINTED / HANDWRITTEN / COURSE MATERIAL ETC., BAGS, MOBILE PHONES, PROGRAMMABLE CALCULATORS & OTHER ELECTRONIC GADGETS ARE NOT PERMITTED INSIDE THE PREMISES OF THE EXAMINATION CENTRE, IF SUCH MATERIAL(S) FOUND, THE SAME MAY BE BOOKED UNDER UNFAIR MEANS CASE.				

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GITARATTAN INTERNATIONAL BUSINESS SCHOOL

ACTIVITIES UNDER UFM CASES

Indulging in any of the following activities of the examination centre/hall/room staff shall be deemed to be the unfair means:

- a. Writing name, roll number or putting signature or any other mark in the answer book which may disclose, in any way, the identity of the candidate .Name and /or roll no. is to be written only in the space provided for it and nowhere else.
- b. Appearing in the examination centre other than the designated examination centre allotted to the candidate, without the permission of University.
- c. Having in possession of book(s) notes, papers or any other material, connected with the examination, electronics equipments like calculators, tape recorders, cellular phones, pagers etc.
- d. Receiving or giving assistance in copying or in any other form during the course of the examination.
- e. Smuggling in or out of the examination hall of question papers, answer book etc. and tearing leaf/leaves from the question papers answer book or tempering with the answer book in any way.
- f. Using abusive/derogatory language orally or in the answer book against the centre superintendent/UR/ Examiner/Invigilator or threatening/using violence towards invigilator or centre supdt.
- g. Impersonation i.e. sending some other people to take the examination.
- h. Communicating with the examiner or any other person connected with the examination, with the object of unduly influencing him in anyway.
- i. Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
- j. Writing question or answer on any paper other than answer book.
- k. A candidate can be physically searched by the centre supdt/Invigilator/UR/Observer/Flying squad.

GITARATTAN INTERNATIONAL BUSINESS SCHOOL
COVID-19-SELF DECLARATION FORM

I understand the risk of COVID-19 infection through contact with any person (including family members, close contacts) who has been tested positive to COVID-19 infection or is a potential suspect for COVID-19. I also understand that symptoms of fever, cough, and respiratory distress may indicate infection. I am aware about the current situation of COVID-19 and the lockdown/restrictions within the country imposed for hotspots and containment zones.

I declare that:

- I do not have any symptoms of Fever, Cough or any other respiratory distress.
- I have not come under contact with any person who has been tested COVID-19 positive or is a potential suspect of COVID-19 among family, friends, housing society, etc.
- I am currently not residing in a “Containment Zone” as identified by NCT of Govt. of Delhi.
- I have not been under COVID-19 quarantine or if I had been, then 28 days have been passed after the start of quarantine.
- I have not travelled to/transited from any known COVID-19 cluster in last 28 days.
- I do not have any medical conditions or co-morbidities which puts me at a higher risk.

Name:

Contact No.:

Email ID:.....

Current Residential Address:

.....

Pin code:

Date: _____

Signature