

MANIPAL CENTRE FOR BUSINESS PRACTICE

INTEGRATED PROGRAM IN MANAGEMENT

End – Term Examination Guidelines

IPM 2020 – 2025 Batch - Term IV, Year 2 – End Term Exam January 2022

Manipal Centre for Business Practice (MCBP) will conduct the End Term examination in January 2022 for Term IV, Year 2 in Online mode (MS Teams platform). Date of Examination (Exam Time – table) will be available in the website too apart been send to individual student’s via email. Following Guidelines are mandatory to follow.

General Rules:

1. To ensure that all exams are conducted regularly and smoothly and avoid unforeseen events, MCBP has deliberated certain general rules
2. Students unable to attempt the exams due to unavoidable circumstances such as accidents or any other genuine reason may request approval from the Institution to grant permission to take assistance from a scribe to attempt the exam.
3. If the student faces any issue to carry out the examination either due to absolute lack of connection or due to no electricity immediately place call on the below contact number.
Dr. Neena Rani – 9886226018
Shesina Bhaskar - 7259180469
4. Ensure the laptop is well equipped with an audio system, webcam and microphone, and a well-connected Internet.
5. Your desk/table must be clear or any materials except your test-taking device
6. The room used by you during the exam must be well lighted and you must be clearly visible.
7. No use of additional applications or internet is allowed during exam.

8. Lengthy breaks are not allowed and in case students need a bio break, permission need to be taken from the invigilator.
9. Sipping in Tea or juice or having snacks is not allowed during exams
10. Avoid interacting with anyone or talking on phone during exams.
11. Avoid viewing dual screen on the monitor. Ensure only MS Teams screen is open and do not browse through study material uploaded on MS Teams for the concerned subjects.
12. In case student is unable to attempt any exam due to unavoidable circumstances kindly inform the Program Coordinator and write a mail to mcbp.office@manipal.edu

Rules during exam

1. Join the exam session (classroom on MS Teams) 10 minutes prior the commencement of the exam.
2. Attendance will be taken.
3. All exams sessions will be recorded.
4. Use only A4 sheet blank white paper and a black or blue pen for writing.
5. In case of any sickness during exam, you may inform invigilators present from MCBP.
6. In case of any communication which need to pass on to a particular student, Invigilators will use the chat box. So please check the chat box.
7. Ensure to mention your Name and Roll number on the top of the 1st page of the exam sheet and signature to be added on the last sheet.
8. Please save the examination sheet after scanning in the following naming convention – Name and Roll Number.
9. In case of any malpractice found the student will be debarred from writing any further exams and the answer script submitted for the prior examination will not be evaluated.

Note: For any query please write to the Program Co–Ordinator (neena.rani@manipal.edu) and mark a copy to the MCBP office email (mcbp.office@manipal.edu)