OFFICE OF THE CONTROLLER OF EXAMINATIONS
ANNA UNIVERSITY, CHENNAI - 25

INSTRUCTIONS TO THE STUDENTS FOR THE APRIL 2023

MBA (Online mode) PROCTORED Examinations

IMPORTANT INSTRUCTION:

- *The data of students such as Register No., Name of the students, email ID, Phone No., and the details of subjects registered by the Students (Regular / Arrear Subjects) to appear for the End semester examinations were provided to p r o g r a m m e coordinator for MBA(Online mode).*

- ❖ *The question paper will be displayed in LAPTOP device as per the time table and scheduled time (IST) in the MBA online mode Examination web link BY Entering the User Id (REGISTER NUMBER), Password:A followed by first three letters of your Name in lower case @ Date of Birth (DDMM) to get the display of the question paper as per the time table.*

  Example :

  Student name : Raja

  Date of Birth : 12.12.1988

  Password : Araj@1212

- *Student webportal (online mode) and examination web link will be used for MBA Online mode students*

- ❖ *Student login webportal (online mode students)*

  - ➢ *Pay the examination fees for the Regular /Arrear subjects*

  - ➢ *Down load Hall Ticket before examination*

- ❖ *MBA (Online mode) examination web link*

- ❖ *User Id (REGISTER NUMBER), Password:A followed by first three letters of your Name in lower case @ Date of Birth (DDMM)*

- ❖ *https://final2.exam4m.com/LoginForExam4MStudentTest.aspx?URL=Welcome*

GENERAL INSTRUCTIONS:

The following instructions contain details pertaining to various aspects of the examination you are going to attempt and important instructions about the examination related matters.

- Students will be provided the Hall ticket for admission to the examination. The Hall Tickets can be downloaded from the official web portal of the office of the Controller of Examinations, that is, from **STUDENT LOGIN.**

- The Hall ticket is issued as per the regulations and instructions issued by the University from time to time. If the student does not comply with the above requirements given in the Hall Ticket, the examination(s) taken by the student will be treated as cancelled.

  For all the theory examinations, the students should appear for examinations from their place of stay.

- Any discrepancies with regard to the spelling of name of the student or the subject for which the student is permitted to write the examination should immediately be brought to the notice of the Controller of Examinations of this University.

- Students should satisfy themselves that the correct question paper displayed in their login device before commencing to answer. Students should verify the **Subject Code, Subject Name and Regulations** given in the question paper.

- Students are instructed not to leave any pages blank in the Answer scripts. Blank pages, if any, should be struck off using a pen.

- Answers must be written legibly in blue/black ink or ball point pen.

- Writing wrong Register Number or subject code in the Answer book will entail summary rejection of the Answer book. If the student gives any special mark or writes anything not related to the examination, then it will entail summary rejection of Answer book.

- Students will have to show their hall ticket as and when the proctor request during the examination.

EXAMINATION PATTERN:

The mode of examination is online mode by displaying the Question paper for the respective scheduled examination and the subjects as per the Time Table Date and Time. The duration of the examination is 3 hours only.

The question paper will be ABC pattern type

It consists of Part A, Part B and Part C subdivision and the total marks is 100

(Part A (10x2=20marks), Part B (5x13=65marks) and Part C (1x15=15marks))

DEVICE REQUIREMENT AND SYSTEM CONFIGURATION

Students taking up the examinations shall be ready with a **Laptop only** with internet facility so that question paper will be displayed (before examination) on each day of examination after login

System configuration

Exam can be taken only in Windows Laptops (**OS Windows 7 and above versions**) with webcam and valid sound card device. Computer should have i3 processor and at least 2GB of RAM.

STATIONERIES REQUIRED FOR THE EXAMINATION:

Students should purchase all required stationery such as Cloth lined covers (preferably A4 size), Blue/ Black pen, pencil, eraser, sharpener, scale, thread, white un-ruled A4 size papers, graph sheets, Charts, drawing sheets, Calculator, tools required for the examination, Printout of annexures and other required stationery well in advance before the commencement of the examination.

METHODOLOGY TO BE FOLLOWED IN THE CONDUCT OF EXAMINATIONS:

➢ Students may get ready to write their examination after the display of question paper in their device from the place of stay.

➢ Students may be ready with all kinds of stationery required for writing the examination.

➢ The question paper will be displayed on the day of each examination MBA (Online mode), for the PG Programme MBA (Business Analytics) as per the Time Table and scheduled Time (IST) by the COE Office.

➢ Students must fill up ANNEXURE-I for each examination and keep it as the first page of all the answer scripts.

➢ Students have to write the answers with correct question nos clearly in the A4 size paper on both the sides limited to 40 pages (20 sheets) excluding ANNEXURE-I.

➢ Students should use thread to tie up the answer script.

➢ Students must write the examinations in blue or black pen and they are not allowed to type the answer in the paper and they are also not permitted to copy & paste the images from books in their answer scripts.

➢ **Register Number, Name of the Student, Subject Code and Name of Subject shall be written on the top of each page.**

➢ In the bottom of the each page of the answer script the student has to sign which is necessary to verify all the answer papers.

Single PDF file

The student shall scan the all the answer papers and convert it as a single PDF file with file name: **Register Number-Subject Code.pdf** and send to email id answer@exam4m.com

TIME DURATION

The allowed time duration for scanning and sending mail is as follows

Forenoon session is between**1pm to 1, 30 pm** and for the Afternoon session between **5.30 pm to 6.00 pm** .

Mail received after the stipulated time will not be considered for valuation.

The mail should be sent from the student registered mail id only.

ATTENDANCE

➢ After verification of the received soft copy of answer script as single PDF file and the attendance of the student will be marked as **PRESENT** on the day of Exam otherwise if not received in the stipulated time student will be marked as **ABSENT** .

➢ The student shall enclose the answer script preferably in a cloth-lined A4-sized cover by pasting the details filled in ANNEXURE-II and dispatch the sealed cover by Speed Post / Register Post / Courier Service addressed to - **The Coordinator for MBA (Online mode) Distance Education Anna University,Chennai -600025 .**

➢ The Student shall dispatch by retaining all the written subjects of hard-copies of the answer scripts of the examinations held between 24-04-2023 TO 02-05-2023 (that is all the examinations as per the End semester Time Table) by Speed Post / Register Post / Courier Service. Failure to do so shall be treated as being absent for those examinations. **The dispatch details of the hardcopies shall also be scanned and mailed to the Programme co-ordinator for reference and perusal.**

➢ Submitting more than one copy of answer script for a particular subject shall be considered as malpractice activity. Further, the students' handwriting shall be verified with the existing handwriting available with the office of Controller of Examinations and any mismatch in handwriting shall be considered as impersonation.

➢ **There should not be any mismatch of soft copy and hard copy of the answer script. Both should be same. If any additional A4 sheets and answers found in the hard copy it shall be considered as malpractice**.

➤ Since the examinations are conducted in online mode, the students have to attend the examination only from their place of stay and dispatch their answer scripts by Speed-Post/ Registered-Post/ Courier Service to The Coordinator for MBA (Online mode) Distance Education Anna University, Chennai -600025 **.**

STUDENTS SHOULD NOT VISIT THE INSTITUTION TO HAND OVER THE ANSWER SCRIPT IN PERSON.

➤ For any examination related queries, the students may contact the Programme Coordinator MBA (Online mode), Centre for Distance Education.

EXAMINATION:

Examinations will be conducted both in **Forenoon session** and **Afternoon session** The timings are as follows:

FORENOON SESSION		
Activity	**Timings**	
Display of Question Paper in the given student login Id and password in the MBA Online mode examination webportal	10.00AM	1.00 PM
Time of Examination (Students are not allowed to login after 10.15AM)		
Uploading Softcopy of the Answer Script in the examination portal	1.00PM	1.30 PM

AFTERNOON SESSION		
Activity	**Timings**	
Display of Question Paper in the given student login Id and password in the MBA Online mode examination webportal	2.30 PM	5.30 PM
Time of Examination (Students are not allowed to login after 02.15 PM)		
Uploading Softcopy of the Answer Script in the examination portal	5.30 PM	6.00 PM

COVER PAGE OF THE ANSWER SCRIPT:

The cover page of the answer script should be in the format as in ANNEXURE-I. The students appearing for the examinations must fill the information in this sheet for each examination and leave the back side of the cover page (ANNEXURE-I) as blank.

DISPATCHING OF THE ANSWER SCRIPT:

The Label given in ANNEXURE-II should be printed, filled and pasted on the cloth lined cover while dispatching the hard copy of the Answer Script to the Coordinator MBA(Online mode),Centre for Distance Education, Anna university ,Chennai -25 .

Following is the simple procedure for Answer Script Dispatch:

- Cover page – Filled annexure - I plus all the answered A4 papers tied together and enclosed in the cloth lined cover .

- The Label given in ANNEXURE-II should be printed, filled and pasted on the cloth lined cover while dispatching the hard copy of the Answer Script.

NOTE: A flowchart is provided IN THE NEXT PAGE as quick reference for the students appearing for the examinations.

ALL THE STUDENTS ARE REQUESTED TO FOLLOW THE ABOVE INSTRUCTIONS STRICTLY.

ANNA UNIVERSITY :: CHENNAI – 600025

APR-MAY 2023 EXAMINATIONS

Online Proctored Examination

INSTRUCTIONS TO STUDENTS

STEP 1: HALL TICKET

Download Hall Ticket – COE Web Portal Students Section – MBA (Online mode)

STEP 2: STATIONARY ITEMS

Cloth lined covers, Blue/ Black pen, pencil, eraser, sharpener, scale, white un-ruled A4 size papers, graph sheets, Charts, drawing sheets, Calculator, tools required for engineering drawing, tools required for architecture design, **Printout of annexures** and other required stationery well in advance.

STEP 3: DISPLAY OF QUESTION PAPER

QP will be displayed in the MBA Online mode examination web portal between 10.00 am to 1.00 pm

(FN session) & 02.30 pm to 5.30 pm (AN session).as per the Time table

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STEP 4: DURING EXAMINATION

1. The cover page of the answer script should be in the format as in ANNEXURE-I.
2. Write the answers in the A4 size paper on both the sides limited to 40 pages (20sheets) excluding ANNEXURE-I.
3. Register Number, Name of the Student, Subject Code and Name of the Subject and other details shall be written on the top of each page.
4. Signature of the Student should be written onthe bottom of each page.
5. Send the scanned softcopy in single pdf format of the Answer Script with the File name : Register Number-SubjectCode.pdf within 30 minutes after completion of the examination MBA Online mode examination to the mail id answer@exam4m.com

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STEP 5: AFTER EXAMINATION

1. Dispatch the answer scripts by retaining the hard-copies of the answer scripts of the examinations held in all the eight days in a cloth lined cover by Speed Post / Registered Post/Courier Service addressed to the Programme coordinator MBA, online mode centre for Distance Education.
2. The Label given in ANNEXURE-II should be printed, filled and pasted on the cloth lined cover while dispatching the hard copy of the Answer Script.

Students should not visit the Institution to hand over the answer script in person.

ANNEXURE – I
MBA (Online Mode)
ANNA UNIVERSITY
CHENNAI - 25

College Code	
Institution Name	Centre for Distance Education
Register Number	
Name of the Candidate	
Degree	MBA
Branch	Business Analytics **Semester**
Question Paper Code	
Subject Code	
Subject Name	
Date	DD MM YY **Session** FN AN
No. of Pages used	In words
All particulars given above by me are verified and found to be correct	
Signature of the Student with date	

For Office Use Only

Instructions to the Candidate: Put Tick mark (✓) for the questions attended in the tick mark column against each question

PART – A			PART – B & C									
Question No.	✓	Marks	Question No.		(i) ✓	(i) Marks	(ii) ✓	(ii) Marks	(iii) ✓	(iii) Marks	Total Marks	Grand Total (in words)
1			11	a								
2				b								
3			12	a								
4				b								
5			13	a								
6				b								
7			14	a								
8				b								
9			15	a								
10				b								Grand Total
			16	a								
				b								
Total												

Declaration by the Examiner: Verified that all the questions attended by the student are valued and the total is found to be correct

Date	Name of the Examiner	Signature of the Examiner

MBA – ONLINE MODE

ANNA UNIVERSITY:: CHENNAI

END SEMESTER EXAMINATIONS

APR. / MAY. - 2023

Register Number	Name of the Candidate	Programme	Branch of Study	Semester

Sl. No.	Question Paper Code	Subject Code	Date / Session	Sl. No.	Question Paper Code	Subject Code	Date / Session
1				9			
2				10			
3				11			
4				12			
5				13			
6				14			
7				15			
8				16			

To

THE PROGRAMME COORDINATOR

MBA (Online mode)
Centre for Distance Education
 Anna University
Chennai 600025.

From
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