

### **Notice**

This is hereby, informed to all the concerned that following instructions need to be followed for MBA Final Year End Semester Examination:

- Modality for Examination will be based on 35 MCQ's for 70 Marks.
- Examination will be conducted from 20<sup>th</sup> to 27<sup>th</sup> July (including Sunday) through online mode.
- Form fill up for examination will start from 15<sup>th</sup> to 17<sup>th</sup> July 2020 before which students need to clear their dues (fee) by 17<sup>th</sup> July otherwise their Admit cards will not be generated from 18<sup>th</sup> July 2020 onwards and further which will not be allowed to sit for exam.
- Form fill up and admit card will be generated on new ERP link: [sbu.mastersofterp.in](http://sbu.mastersofterp.in) whereas fee deposit will be done on old ERP link: <http://students.sbu.ac.in>.
- Final Year students MBA have to deposit their fee and submit all their necessary documents as per admission policy of SBU before the commencement of exam at any cost otherwise they will not be allowed to sit for exam.
- Students will be given the provision of unlimited attempts while giving test within the time span allotted but advised not to close the browser (use only Google Chrome) or change device as there can be technical issues.
- Appearing for End Semester Examination is obligatory otherwise fine will be imposed on respective students of Rs 2000 per paper.
- Duration for conducting End Semester Examination will be 2hrs and is schedules from 10.00 AM to 12.00 PM.
- To attempt the online exam for End Semester each student must have access to a personal computer/android phone with high speed internet connectivity.
- On the day of Exam, all students of the respective program must be online 30 mints early before the commencement of exam so, that ERP can be tested well in advance and allow time to correct any technical problems namely login in, view test (like if questions not visible) etc.
- Students need to clear their browser history, cache, cookie etc. and are barred from closing their browser during online examination session. This may lead to automatic submission of their test. Even checking WhatsApp, test messages, opening of another tab in same browser, taking calls, sharing screens etc. are considered as unfair means.
- Students are not allowed to take screenshot during online exam; otherwise session may be terminated.
- Students using phone/laptop/computer should change the screen sleep/locking setting, so that the screen does not get locked during exam.
- Students need to attempt all questions in sequence and will not jump the questions.

- Students those who would not be able to connect due to any kind of network/server error must inform the respective coordinator and Prof Chandan Kumar (Examination Department) through mail with proof and can contact on: 7070474875.
- Result will be published on 30<sup>th</sup> July 2020.

**Note:** For any query and assistance regarding ERP contact Mr Praveen Kumar & Mr Aditya Ranjan (AR Exam)

Contact No:7257003458, 9905750115

Email: [pao@sbu.ac.in](mailto:pao@sbu.ac.in), [aditya.ranjan@sbu.ac.in](mailto:aditya.ranjan@sbu.ac.in)

Sd/-  
Prof. (Dr.) V. K. Singh  
Registrar

**Copy to:**

1. Hon'ble CEO/VC for kind information
2. Controller of Examination
3. Manager (P&A)/CAO
4. Dean (Academics)/Dean (ID&CS)
5. All HODs / Persons Concerned
6. Notice Board
7. Guard File

By the order of Vice-Chancellor



Prof. (Dr.) V. K. Singh  
Registrar