

-: IMPORTANT NOTICE: -
END SEMESTER EXAMINATIONS SEPT. 2021

All students of PGDCA, DCA, BGD, BFD AND MBA All Branches II Semester are informed that their End Semester Exams is scheduled from 22nd October 2021 related to which the time table is displayed on University website. (www.mpu.ac.in)

SEMESTER EXAMINATION PROCEDURE:-

- The exam pattern will be Online Open Book Exam.
- The timing for the examination will be from 11:00 am to 02:00 pm Regular/Ex. Timings can change as per course requirement.
- Only students those who have filled the exams forms till last date, are eligible to appear for exams.
- As per the dates stated in time table, the said question paper for the course will be send to student mail Id. **All students are directed to provide their mail ID's to concerned deans by 05/10/2021.**
- The total duration of the paper is 03 hours i.e. 02.30 hrs (Writing Work) and extra grace time of 30 min. for uploading of answer book, after the grace time 10 marks will be deducted for every 15 minutes from total earned marks, for late submission.
- The question paper format will be of 08 Question Pattern from which you have to attempt any 05 questions. Max Marks for Question papers of is 60 Marks.
- The students are required to the answer the questions, and to write the answers on ruled good quality A4 size pages stating their Enrollment Number / Unique Number / Name of Student, Subject Name, Subject Code, page number on each of the page and to sign at the bottom of each page. At the end of writing they should clearly indicate END. **Only hand written answer books are acceptable.**
- Students are require to prepare PDF for the said answer copy, and should mail the answer copy to the concerned Dean on mail ID provided well in stipulated time i.e. maximum to 3.00 hours from commencement of exams. Any late submission will not be entertained.
- Students are required to put the file name as subject code followed with their

enrollment number or Roll no. or Unique No. (for example: DCA2012013058800001) only.

- Students are required to submit the answer copy to the office of Controller of Examination, Madhyanchal Professional University by hand or by post within one week of the completion of exam mandatorily, failing to which a strong disciplinary action will be initiated against such students.

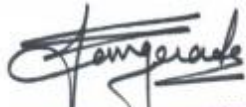
Full Address for post:-

**The Controller of Examinations,
Madhyanchal Professional University,
Ratibad, Bhopal (M. P.) PIN-462044**

- Deans / HOD can also call students for Oral Viva against the submissions he/she has given for the exam subject, and in case of any discrepancy related to knowledge of subject, or found any mala-fide intentions the decisions of the Deans / HODs in the matter will be final.
- No Repetition of examination is allowed at any stage of exam process.

PRACTICAL EXAM PROCEDURE:-

- The exam pattern will be Online Exam, through Comprehensive Viva Voce pattern.
- Only students those who have filled the exams forms till last date, are eligible to appear for exams.
- Students are required to be available as per the practical time table slots, given to them by the Concerned Deans.
- Students are required to follow instructions given by Deans / Heads.
- No Repetition of examination is allowed at any stage of exam process.
- Students must ensure proper network coverage and downloading of required necessary application as per instructions from Department, to be downloaded on their mobile / laptop / desktop well in advance before commencement of exams. Ensure availability of good quality front camera.



Controller of Examination
Madhyanchal Professional University
Ratibad, Bhopal (M.P.)
PIN- 462044

**Dr. Sandeep Gangrade
Controller of Exams**



MADHYANCHAL
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