

SYMBIOSIS CENTRE FOR DISTANCE LEARNING (SCDL)

ONLINE EXAMINATION INSTRUCTION

Dear Student/Coordinator,

Please find the attached Online Examination Instructions for your information and necessary action.

SCDL shall conduct the C-PGDBA online exam within India as well as from onsite. SCDL shall make necessary arrangement (through Aptech) for students to appear for online examination at the corporate premises once a month as per the mutually agreed schedule. The corporate shall provide pre-requisite infrastructure, PC, Internet connection, administration & resource arrangements. The online exam at corporate premises will be monitored and managed by the respective program coordinator from that corporate. Students who fail to appear for monthly online examination at corporate premises or have backlog exam, for such students online exam will be conducted through designated Aptech Centre along with regular SCDL students through On-Demand Examination procedure and policies.

We are conducting the exam for onsite students in an administered mode from an authenticated location such as company, university, embassy, school, etc. The administered mode implies scheduling the said examination with SCDL and being monitored by a respectable person from above enumerated institutions/organizations. The administering authority and the scheduled examination shall require prior approval of SCDL. The online examinations will be conducted as per the rules and policies set forth by SCDL from time to time.

- Online Examination will be of 100 marks for each subject. Minimum passing marks for each subject is 50.
- **No re-evaluation/re-checking for online examination.**
- **SCDL Contact Point – Corporateexams@scdl.net**

Henceforth, SCDL will conduct the Online Exam in the following three modes.

1. **Monthly Exam – Annexure A**
Backlog Exam – Annexure B
On-Demand Exam – (Exam will be conducted at the Aptech Centre)
Semester End Exam – (Where Aptech Centre facility is not available)
2. **Onsite Student Exam – Annexure C**
Monthly Exam – (with the entire batch)
Semester End Exam (with the NRI administrative form)

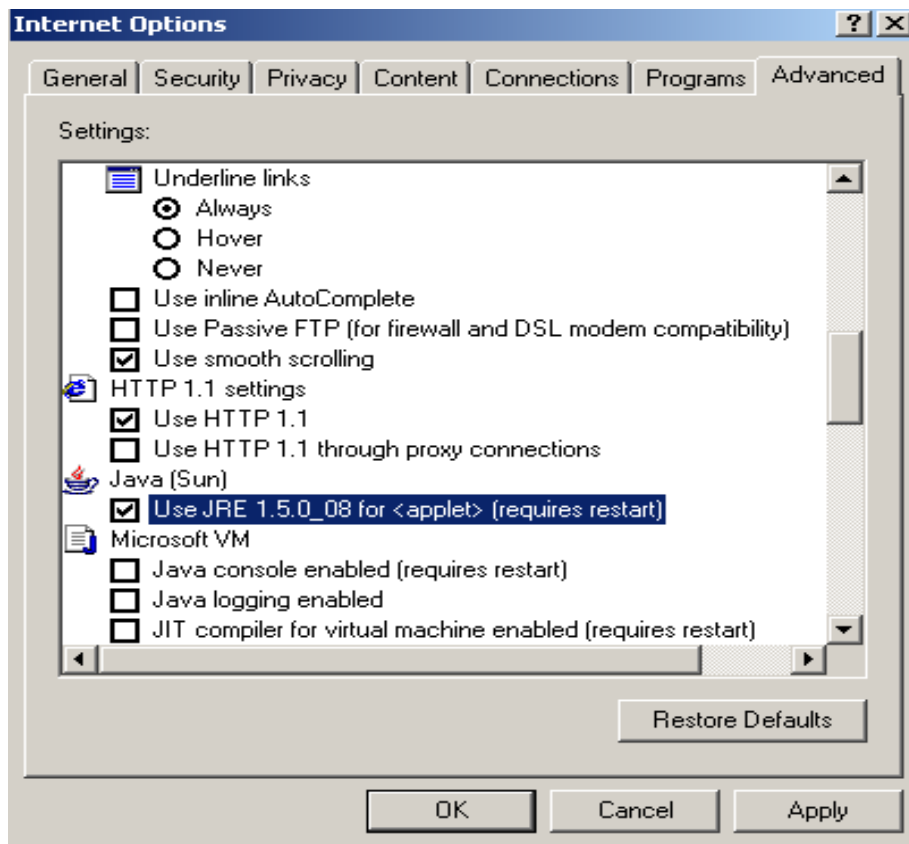
All students are advised to carefully read all the instructions and exam details thoroughly & for more details visit the website (www.scdl.net).

TECHNICAL SPECIFICATIONS FOR ONLINE EXAMS:

Guidelines to be followed while taking online exams

Checks to be done before Exam starts:

1. Client computer should have only Windows 2000 and above
2. Web browser should be Internet Explorer 6.0
3. Check for Java Virtual Machine (JVM) –
 - a. Open Internet Explorer
 - b. Click Tools – Internet Options – Click Advance Tab
 - c. Uncheck Microsoft VM and click Use JRE 1.5.0_08 under Java (Sun).



Important: If you do not see the listing of Java (Sun) in the Internet Options – Advance tab, then you need to download it using-

URL <ftp://clientsoft@203.193.134.219>

Username: clientsoft

Password: clientsoft

INSTRUCTIONS TO BE FOLLOWED DURING EXAMS:

Open URL <http://online.attest.in/scdlcorp> and click Proceed button.


Welcome to Online Examination

Please ensure that the browser used is Internet Explorer 6.0 and configured with Sun JVM.(Hint:Click onTools-->Internet Options-->Advance Tab-->Java(Sun)
Else [Click here to download](#)

INSTRUCTIONS

- 1.Once you click on *Proceed* button your login screen will appear on new window. If your login screen doesn't come up then disable the pop up blocker on your browser, and click on *Proceed* button.
- 3.Enter your candidate id in the "Name" field and password in the "Password" field on login screen and Click on ENTER.
- 4.Do not click on the option "Show list of any unfinished assessrment" while logging in for the first time.
- 5.In event of the examination being disrupted, one can re-login by checking on "Show list of any unfinished assessment" on login page within the stipulated exam time.
- 6.Do not Press Back-Space button on keyboard during examination.
- 7.Do not close the browser when the test is going on.
- 8.Send a mail to attestops@apttech.ac.in on completion of the test.

Wish You All The Best!!!!!!!!!!!!

Powered by  **ATTTEST**

1. **Enter username (Reg. No.) and online exam password which will be provided by SCDL.**
2. To begin with the exam, click the "**Start Exam**" button. Your time will start immediately after that.
3. If due to any reason the computer shuts down or the exam window gets closed, you can re-login and click on the square box next to “Show list of unfinished assessments” and can continue with the exams. For instance, if you started taking the exam at 8:30 a.m. but at 8:45 a.m. you had a problem and the system hung, then you can restart your computer, re-login, click on “show list of unfinished assignments” and continue the exam. **But the above option will work only till 9:30 a.m. i.e. only for the balance duration of the exam.**

Please enter your name and password below

Name:

Password:

Show list of any unfinished assessments

Do not click on the option "Show list of any unfinished assessments" while logging in for the first time.

4. Do not press backspace button on keyboard during examination.
5. Do not close the browser when the test is going on.
6. There is no negative marking.
7. If you are doubtful about any question, you can mark the question by clicking 'FLAG' icon. You can attempt that question later by clicking the flagged question number. After answering the question, you can unflag the question by clicking 'UNFLAG' icon. Flagging a question is similar to setting a bookmark and answers marked for such flagged questions will be submitted for scoring.
8. **The "FINISH" button will appear only after you have viewed all the questions, at least once.**
9. You can exit the examination anytime by clicking 'FINISH' button. If by accident you click the FINISH button, the system will prompt you and double check if you want to exit. If you confirm the FINISH action by clicking OK, the exam answers are submitted and the exam is deemed to be over.
10. Submitting the exam would mean complete and final exit from the exam, as you will not be able to come back to it. Once you click the FINISH button, the 'THANK YOU' screen will appear. In the event of the 'THANK YOU' screen not appearing, please contact the proctor who in turn shall report it to the SCDL authorities.

In case of Technical Problem Only

Note:

1. **It is mandatory to have corporate coordinator and tech. admn.**
2. **In case of any problem only, corporate coordinator can contact Aptech/SCDL, Coordinators.**
3. **No requisition of the students would be considered.**

Contact Person:

Once the exam has been scheduled by Corporate Cell (SCDL) in case of any technical issues, please send e-mail to attestops@aptech.ac.in or contact Mr. Aftab/Devyani – 022-67727400 / 67727457 / 67727460 / 67727458.

The detailed guidelines are attached herewith as per the Annexure given below.

Annexure A

MONTHLY EXAMINATION

Monthly Exam will be scheduled by the Corporate Coordinators at the corporate premises under the supervision of Corporate Coordinator. Time Slot/Date will be the same for the monthly exam. Corporate Coordinator needs to send us the online exam scheduled request for the monthly exam.

Monthly Exam schedule will be uploaded on the server and the same will be confirmed to the corporate.

Corporate needs to create the software environment as per our tech. specifications for the Monthly Online Examination.

Please find the Tech. Specifications as above (See: Page No. 2).

If corporate doesn't have the environment/infrastructure to conduct the exam at their corporate premises, then exam can be scheduled at the Aptech Centre with the SCDL confirmation for the monthly exam.

If corporate has scheduled the monthly exam at the Aptech Centre (under the Aptech Supervision), then the students need to follow all the following instructions:

Instructions for the C-PGDBA STUDENT who will be taking the monthly exam at the Aptech Centre as per the confirmation by SCDL:

1. Students are requested to report minimum 30 minutes prior to the commencement of the examination.
2. Students are warned not to use any unfair means in the examination hall.
3. Students are requested to carry their SCDL Identity Card to the exam centre. No other proof of identity shall be accepted.
4. Students would be responsible for signing the attendance sheet available at the centre without which their paper will not be assessed and the student would be marked absent for the exam.
5. **Students are not allowed to bring Digital Diary, Cell Phone, Pager, Palmtops, iPods, Jewellery, etc. in the examination hall.** SCDL or the exam centre is not responsible for the safekeeping/loss of your belongings. In case a student is found using any of the above mentioned gadgets, the same shall be confiscated and the student shall be debarred from the course. **All Cell Phones should be switched off during the examination.**
6. Smoking is not allowed in the campus area. High standards of discipline have to be maintained during the examination sessions. Defaulters will be dealt with strictly.
7. **Note:** The online exam is an objective type of examination and has to be attempted using computers provided in the Exam Hall. Students are assumed to have basic knowledge of using a computer such as scrolling up & down, some typing, clicking with mouse, etc. In the event of any force measure due to which the student is unable to attempt the exam in his/her slot or at the exam hall, SCDL will make required arrangements for such student(s) to reattempt the exam at another convenient

date/time at no cost to the student(s). Force measures are described as natural disasters, sudden/unexpected failure of electricity/computer, hardware & software, local unrest/riots, etc. In any condition, apart from those mentioned above, rescheduling of exam/slots will not be possible.

EXAM SCHEDULE REQUEST:

Corporate Coordinator has to schedule exam as per the following format and should reach us **before one week of the scheduled date for the monthly exam.**

Monthly exam: <Name of the Subject> Coordinator: <Name of the coordinator>

| Sr. No. | Corporate Name | Location | Batch | Student Name | Reg No | Exam Date | Exam Time | Subject | Bank | DD No. | DD Date | Amount |
|---------|----------------|----------|-------|--------------|--------|-----------|-----------|---------|------|--------|---------|--------|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

All fields are mandatory to be filled in the above format, else the schedule would be sent back to the corporate.

SCDL will provide confirmation of exam schedule with the Login ID and password to the Corporate Coordinator only.

ATTENDANCE FOR THE MONTHLY EXAMINATION:

Students need to sign the adequate attendance to get the result for that particular subject. Result will be declared only on the receipt of the attendance. So students are responsible to get the result.

After conducting the exam, attendance should reach to SCDL - Corporate Cell by e-mail (corporateexams@scdl.net) or by post (**Symbiosis Centre for Distance Learning Symbiosis Bhavan, 1065-B, Gokhale Cross Road, Model Colony, Pune – 411016 / Tel: 66211163/66211164 / Fax: 66211041**) through corporate co-coordinator.

Annexure B

BACK LOG Exam: On-Demand Exam

On-Demand Examination

Corporate students who have not been scheduled in Monthly exam (Corporate premises) on this day will go for the On-Demand Exam only for this particular subject. Also, exam will be scheduled only once in a month for the entire batch at a single date for that particular subject. Those that are not scheduled or scheduled but absent or have failed in the monthly exam will go for the on-demand exam mode which will be conducted at the Aptech Centre.

Corporate Coordinator needs to collect the Exam Enrolment Form with complete details, attach the DD (if applicable) and send across to SCDL.

For more details, please see the Parts I, II, and III.

All students are advised to carefully read all the instructions and exam details thoroughly and for more details visit the website (www.scdl.net).

Instructions for On-Demand Exam:

- 1. Part I: On-Demand Online Exam**
- 2. Part II: Important instructions for appearing in the exam**
- 3. Part III: Subject List and Subject Code**
- 4. Part IV: Exam Enrolment Form**

C-PGDBA Online Exam Form: Students need to download the exam form through their login id – <Exam form> and with the adequate fees (attach the payment details/DD) and send it to Corporate Cell, SCDL - through C- PGDBA Program Corporate Coordinator.

Corporate Coordinator details are mandatory on the online exam form.

SYMBIOSIS CENTRE FOR DISTANCE LEARNING
One World - One Campus

ACADEMIC DETAILS

| | |
|----------------------------|--|
| Name | Ms. Madhuri Sri Ankaraju |
| Registration No. | 200871876 |
| Course | Corporate Post Graduate Diploma in Business Administration |
| Specitization | Finance Management |
| Addnl Specitization | |
| Category | Civil |
| Admission Type | Confirmed |
| Date Of Birth | 10-1-1982 (dd/mm/yyyy) |

PERSONAL DETAILS

| | |
|--|---|
| Communication Address | Permanent Address |
| C/o.Cognizant Technology Solutions 3rd Flr,H Bldg, Auriga Block,Vanenburg IT Park, Madhapur, Hyderabad - 500 081Hyderabad Andhra Pradesh 500081 India Phone No. : 040-44514444 Email id : madhuri.ankaraju@cognizant.com | Flat No. 301, Plot No. 112, Swagraha Kalyan Apts., Kalyan Nagar, Hyderabad Andhra Pradesh 500018 India Phone No. : 09959090229 Email id : |

Left Sidebar Links: Personal details, Fee Details, Dispatch Details, OnlineAssignments, E-Learning, Post My Query, Performance sheet, **Exam Form** (circled), Book Exam Slot, Change Password, OnDemand Online Exam, FAQ's, Logout.

Taskbar: Start, Internet Explorer, Sent I..., Login, Main..., Stude..., exam..., NewJ..., EditPr..., Index..., 12:15 PM

On receipt of the form and after form gets processed, auto mail will be sent to the student regarding the same.

PAYMENT NORMS

To re-appear (Exam attempted but not clear) for any subject, student will have to pay Rs. 150/- towards online exam fee per subject for Monthly Examination/On-Demand Examination. If the student remains absent for the exam, then again he/she needs to repay for the same subject. Student can pay the fees in Cash at SCDL Cash Counter or by Demand Draft (DD). DD should be drawn in favour of “The Director, SCDL, Pune” and must be payable at Pune. (Fees in dollars (\$) will not be acceptable).

If student was absent in the monthly exam which was scheduled for 2nd attempt, he/she needs to go for the on-demand exam without payment. But if he/she again remains absent, then student needs to pay for the reattempt. (2 times absent for that particular subject)

IMP Instructions:

- 1) DD in excess amount would be consumed. Excess amount will not be transferred or refunded.
- 2) It is mandatory to write correct SCDL reg. no. behind every DD along with the subjects for which exams are to be given.
- 3) Being first come first serve basis, SCDL will not be responsible if slots are not available as preferred. So students need to book the slot ASAP.
- 4) In case a student could not take up the exams for the reappearing due to technical reasons, he needs to give a fresh DD. So it is mandatory to have your corporate technical support for all the exams.

SCDL - Microsoft Internet Explorer

Address: http://www.scdl.net/miscasp/ExamChallan.aspx?error=0

SYMBIOSIS CENTRE FOR DISTANCE LEARNING
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Exam Form

Personal details
Fee Details
Dispatch Details
Online Assignments
E-Learning
Post My Query
Performance sheet
Exam Form
Book Exam Slot
Change Password
OnDemand Online Exam
FAQ's
Logout

Please note : Exam Fees are non-refundable/non transferable.

Student ID : 200871876
Program : Corporate Post Graduate Diploma in Business Administration

| Subject Code | Name | Payment | Select Subject |
|--------------|--------------------------------------|---------|--------------------------|
| 107 | Production and Operations Management | 0 | <input type="checkbox"/> |
| 108 | Financial Management | 0 | <input type="checkbox"/> |
| 109 | Human Resource Management | 0 | <input type="checkbox"/> |
| 110 | Marketing Management | 0 | <input type="checkbox"/> |
| 112 | Management Information Systems | 0 | <input type="checkbox"/> |

Submit

On receipt of the duly filled online exam enrolment form to SCDL, the online exam details for the students will get updated in our data base within 3 working days. Students can do their online exam slot booking in the same month as per the slot availability for the next two months. SCDL does not guarantee availability of specific slot/specific day/specific centre. For Online Exam, the data will get updated in our data base for the students whose enrolment forms are processed after 20th at SCDL.

Slot Booking: Online Booking will be open from 1st to 28th of two consecutive months.

For those students, whose exam forms have been processed between 1st Jan 2009 to 20th Jan 2009, the exam slot booking can be done in 2 months i.e. January & February 2009 respectively. Students can do their exam slot booking from 1st Jan to 28th Jan 2009 for Feb & March 2009 & again from 1st Feb 2009 to 28th Feb 2009 for March & April 2009 without any payment.

We wish students all the best for the forthcoming **ON-DEMAND ONLINE** Examination.

Part I: ON-DEMAND ONLINE EXAM

- 1) **ON-DEMAND ONLINE EXAMINATION** is the examination wherein students can appear for their unattempted/uncleared subjects during the online exam session, every month.
- 2) Students are required to send their duly filled online exam enrolment form along with due exam fees to SCDL as per instructions given in previous pages.
- 3) On receipt of the duly filled online exam enrolment form at SCDL, the online exam details for such students will get updated in our database. After updating online exam details of the students in our database, the online exam slot booking access will get released for respective students in 24 hours.
4. **SLOT BOOKING: ONLINE BOOKING will be open from 1st to 28th of two consecutive months.**

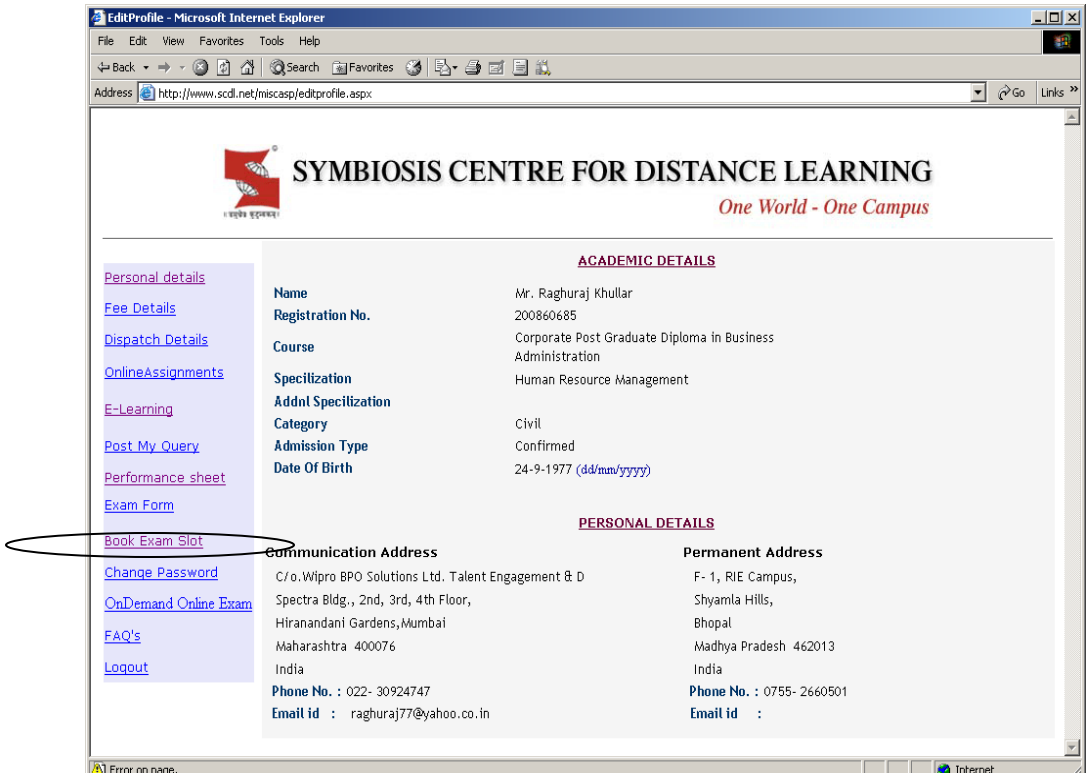
Availability of Slots is on **“FIRST COME FIRST SERVE BASIS”**. **Students should take a print of the hall ticket immediately after booking slots.** Students are requested to book exam slots within **3 working days**, after the exam fee details have been uploaded by SCDL on its website, to avoid the non-availability of slots. The online exam booking **SHALL NOT** be extended beyond **28th of two consecutive months from the month when the form is processed and slots once confirmed or booked will not be changed or rescheduled in any condition.**

In case of any queries, **coordinator** may send an email at corporateexams@scdl.net. Please note, any queries related to online exam sent on other email addresses of SCDL shall not be replied.

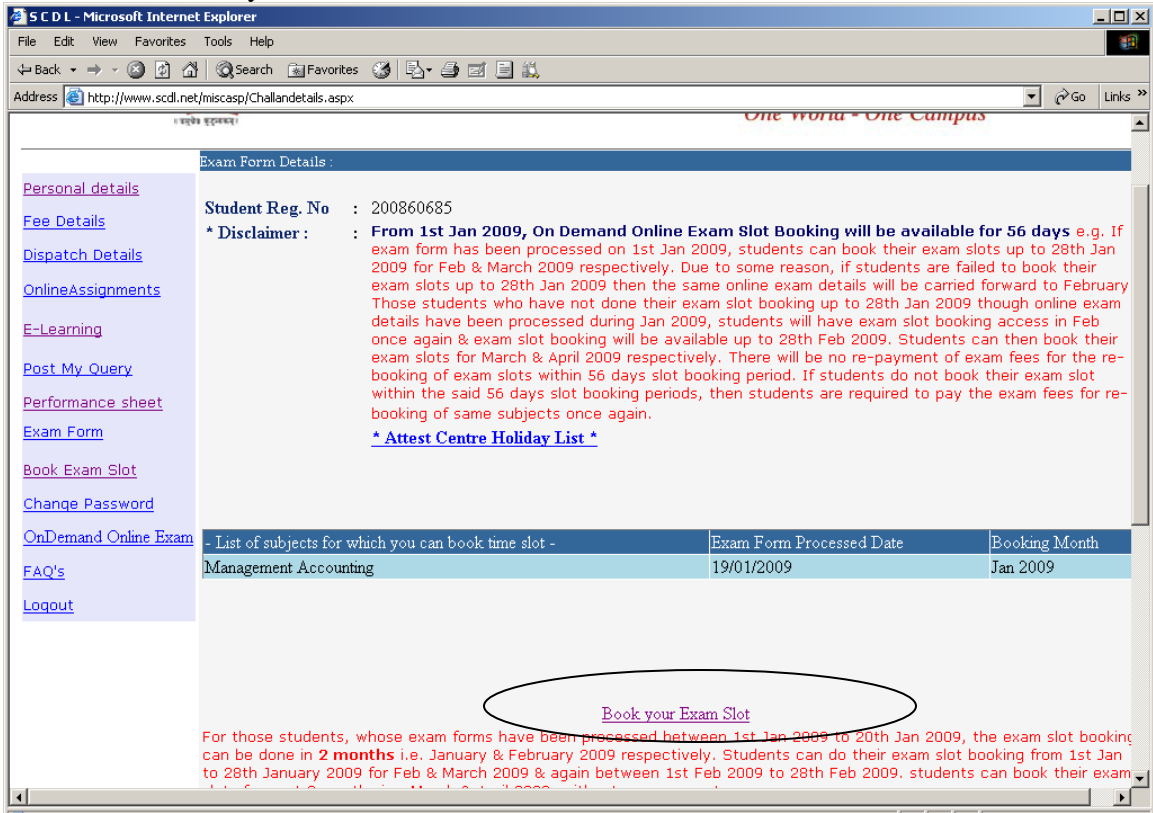
We wish students all the best for the forthcoming **ON-DEMAND ONLINE** Examination.

Slot Booking:

- a. Login through the student's login id
- b. Click on book exam slot



c. Click on – book your exam slot



d. Click on the centre list. And select the centre,

e. Click on **CLICK HERE**

And below mentioned screen will appear.



You will see this below mentioned screen where you will have the booking history if you have booked the exam earlier and wish to take the hall ticket printout.

Also, you will have the 2nd window for the book slot where you need to select subject, country, state, centre, date, time as well.

After selecting all the fields, your confirmation admit card will display on the site. You need to take a printout of the same to show it at the Aptech Centre. **Flash is required on the machine to get the printout of the same.**

| Booking History | | | | |
|-----------------|-------------|----------------------------|---------------------------------|-----------------------|
| Date | Time | Centre | Subject | Hall Ticket |
| 04 Feb 2009 | 09:00-10:00 | ATTEST-KOLKATA-NEW ALIPORE | Human Resource Management (New) | Print |
| 24 Mar 2009 | 09:00-10:00 | ATTEST-KOLKATA-NEW ALIPORE | Management Accounting (New) | Print |

| Book Slots | |
|----------------|---|
| Select Subject | <input type="button" value="Select Date"/> <input type="button" value="Select Time"/> |
| Select Country | |
| Select State | |
| Select Centre | |

- 5) Students whose exam forms with due exam fees are received & processed at SCDL after due date i.e. **(20th of every month)**, such students’ data will be uploaded on the website and booking access released by **1st week of next month** & students will be able to book the exam slot for **next 3 months**.
- 6) If online exam form has been processed for the subject applied by the said student and if the student **fails to book the exam slot or does not attempt the online examination inspite of exam slot booked, he/she will be required to re-pay the due online exam fees at the time of re-booking.**
- 7) **Online Exam Fees once paid are Non Refundable & Non Transferable.**
- 8) **Students who have booked the exam slot but not appeared or have attempted the online exam of particular subject but failed, will not be able to re-attempt the same subject until the declaration of exam results i.e. till the 12th of next month. If applied for any such subject(s), the form will not be processed and will be kept on hold. In this case, student needs to contact at corporateexams@scdl.net**

ON-DEMAND EXAMINATION TIME TABLE

| Activity | Date |
|--|--|
| Receipt and processing of duly filled Online Exam Enrolment Forms at SCDL | 1st through 20th of Present Month |
| Slot Booking for forms processed up to 20th of present month | From 1st to 28th of two consecutive months from the date where form is been processed |
| Result Declaration on SCDL website | 12th of every month for the previous exam month |

Part II: INSTRUCTIONS FOR THE C-PGDBA STUDENTS

- 1) Students are requested to report minimum 30 minutes prior to the commencement of the examination.
- 2) Students are warned not to use any unfair means in the examination hall.
- 3) Students are requested to carry their Exam Hall Ticket and SCDL Identity Card to the exam centre. No other proof of identity shall be accepted.
- 4) Students would be responsible for signing the attendance sheet available at the centre without which their paper will not be assessed and the student would be marked absent for the exam.
- 5) **Students are not allowed to bring Digital Diary, Cell Phone, Pager, Palmtops, iPods, Jewellery etc. in the examination hall.** SCDL or the exam centre is not responsible for the safekeeping/loss of your belongings. In case a student is found using any of the above mentioned gadgets, the same shall be confiscated and the student shall be debarred from the course. **All Cell Phones should be switched off during the examination.**
- 6) Smoking is not allowed in the campus area. High standards of discipline have to be maintained during the examination sessions. Defaulters will be dealt with strictly.
- 7) **Note:** The online exam is an objective type of examination and has to be attempted using computers provided in the Exam Hall. Students are assumed to have basic knowledge of using a computer such as scrolling up & down, some typing, clicking with mouse, etc. In the event of any force measure due to which the student is unable to attempt the exam in his/her slot or at the exam hall, SCDL will make required arrangements for such student(s) to reattempt the exam at another convenient date/time at no cost to the student(s). Force measures are described as natural disasters, sudden/unexpected failure of electricity/computer, hardware & software, local unrest/riots, etc. In any condition, apart from those mentioned above, rescheduling of exam/slots will not be possible.
- 8) **Procedure of Online Slot Booking:**
 - a) Login to SCDL website: **www.scdl.net**.
 - b) Login into the student centre with your student username and password.
 - c) Click on the link “Book Exam Slot” below your exam subject details.
 - d) You will be linked to the Aptech Booking page.
 - e) Follow the instructions clearly while booking your slots.
 - f) Ensure that you print the Hall Ticket once your slots are booked. (Slots once booked cannot be changed/modified.) Please attach your photo on the hall ticket.
- 9) Please carry your Exam Hall Ticket & SCDL Identity Card with you to the exam centre. No other proof of identity shall be accepted. The exam centre representative does not have the authority to admit you in the exam centre, if you fail to carry SCDL Identity Card.
- 10) **You are advised to visit our website www.scdl.net regularly for any information/updates regarding online examination.**

Annexure C

Exam for Onsite Student

The students who are onsite for short term duration or transfer to onsite during course validity period, for such student online examination will be conducted by the following guidelines.

The online exam can be administered at any Embassy or corporate premises. **The exam cannot be given from an Internet Café or Library.**

Note: The form should be filled up and sent through the corporate coordinator to SCDL, Pune only according to below mentioned exam guidelines with the respective form.

EXAM ADMINISTRATOR UNDERTAKING (Annexure I)

EXAM ADMINISTRATOR/STUDENT VERIFICATION FORM (Annexure II)

1. An embassy official, lab instructor, professor, lecturer or immediate supervisor, manager in your company can act as an 'Exam Administrator'. The exam administrator must be a disinterested third party. The exam administrator cannot be a fellow student, subordinate, co-worker, peer, friend or relative.
2. The student should communicate through corporate coordinator to SCDL the place/location where he would like to appear for the exam, subject and semester, etc. and IST timings for the exam booking.
3. The student will make the initial contact with the 'Exam Administrator' and inform the name and designation of the official acting as the exam administrator to SCDL. The student will also provide a letter proving the credentials of the 'exam administrator' on an official letterhead.
4. The student can download exam administrator undertaking and send it across to SCDL (In prescribed format – Annexure B uploaded on the website message board).
5. SCDL will verify the undertaking and confirm the exam schedule. Schedule will include the time, date, duration and course of the said examination.
6. SCDL will send a login (user name and password) to the exam administrator only.
7. SCDL will send the exam result/mark statement directly to the student within two days from exam completion and the same will also be uploaded inside the 'Student Centre Login' on the SCDL Website.

Please ensure that the exam administrator e-mail ID is current and valid. SCDL will communicate with the exam administrator with reference to your examination.

On completion of the exam, the exam administrator will be required to validate your exam online. Please ensure that the administrator's e-mail would be the Organization ID (Official e-mail ID) and not a personal (e.g. hotmail/yahoo/rediffmail, etc.) e-mail ID.

The details will be sent to the exam administrator's email ID at the appropriate time. However, a student will have to ensure that the exam administrator completes the procedure laid down within the stipulated time.

**SYMBIOSIS CENTRE FOR DISTANCE LEARNING
ONLINE EXAMINATION – INTERNATIONAL STUDENTS**

EXAM ADMINISTRATOR UNDERTAKING (Annexure I)

THIS UNDERTAKING MUST BE RETURNED TO SCDL PUNE, INDIA BY MAIL OR FAX IN ORDER TO VALIDATE THE EXAMINATION.

STUDENT NAME: _____

REGISTRATION #: _____

COURSE NAME: _____

EXAM ADMINISTRATOR NAME: _____

EXAM ADMINISTRATOR EMAIL: _____

NAME OF EXAMINATION: _____

DATE OF ADMINISTRATION OF THE EXAM: _____

LOCATION OF EXAM TO BE ADMINISTERED:

(FOR EXAMPLE: UNIVERSITY, COLLEGE, OFFICE, LIBRARY, ETC.)

STUDENT NAME: _____

STUDENT SIGNATURE: _____

I (NAME OF THE EXAM ADMINISTRATOR) AGREE TO ACT AS AN EXAM ADMINISTRATOR FOR (NAME OF THE STUDENT) AS PER THE EXAM DETAILS MENTIONED ABOVE.

SIGNATURE OF THE EXAM ADMINISTRATOR: _____

CREDENTIAL OF THE EXAM COORDINATOR: _____

NOTE: IF THE LOCATION OF THE EXAMS OR THE EXAM ADMINISTRATORS ARE DIFFERENT FOR THE SUBJECTS, THEN MULTIPLE EXAM ADMINISTRATOR UNDERTAKING HAS TO BE SUBMITTED.

**SYMBIOSIS CENTRE FOR DISTANCE LEARNING
ONLINE EXAMINATION**

EXAM ADMINISTRATOR/STUDENT VERIFICATION FORM (Annexure II)

THIS COMPLETED FORM MUST BE RETURNED TO SCDL PUNE, INDIA BY MAIL OR FAX IN ORDER TO VALIDATE THE EXAMINATION.

STUDENT NAME: _____

REGISTRATION: _____

COURSE NAME: _____

EXAM ADMINISTRATOR'S NAME: _____

EXAM ADMINISTRATOR'S EMAIL: _____

NAME OF EXAMINATION: _____

DATE OF EXAMINATION ADMINISTERED: _____

TIME WHEN EXAMINATION STARTED: _____

TIME WHEN EXAMINATION FINISHED: _____

LOCATION OF ADMINISTERED EXAMINATION: _____

(FOR EXAMPLE - UNIVERSITY, COLLEGE, OFFICE, LIBRARY, ETC.)

EXAM ADMINISTRATOR GUIDELINES:

PLEASE CHECK THE FOLLOWING GUIDELINES THAT YOU ADHERED TO:

- I HAVE VERIFIED THE STUDENT'S IDENTITY WITH A PHOTO IDENTIFICATION ISSUED BY SCDL, PUNE, INDIA.
- THE STUDENT DID NOT VIEW THE ONLINE EXAMINATION PAPER PRIOR TO TAKING IT.
- THE STUDENT DID NOT USE ANY RESOURCES, UNLESS INSTRUCTED TO IN THE DIRECTION OF THE EXAMINATION.
- I DID NOT LEAVE THE STUDENT UNATTENDED AT ANY TIME DURING THE EXAMINATION.
- THE STUDENT DID NOT COPY DOWN ANY QUESTIONS TO TAKE FROM THE EXAMINATION ROOM.
- THE STUDENT HAS NOT RECEIVED ANY HELP/ASSISTANCE FROM ANY SOURCE (INCLUDES COURSE MATERIALS, HELP FROM OTHER PERSONS, PREPARED NOTES, AND ACCESS TO OTHER WEBSITES VIA SIMULTANEOUS SESSIONS) DURING THE ENTIRE EXAM.
- THE STUDENT ADHERED TO THE TIME LIMIT RESTRICTIONS.
- THE EXAM WAS ADMINISTERED IN REPUTED UNIVERSITIES/COLLEGES, INSTITUTES, EMBASSIES OR ORGANIZATIONS AND NOT AT HOME.

STATEMENT OF VERIFICATION:

I, THE ABOVE NAMED STUDENT, HEREBY VERIFY THAT I HAVE INDEPENDENTLY COMPLETED THIS EXAMINATION UNDER THE SUPERVISION OF MY DESIGNATED EXAM ADMINISTRATOR. I COMPLETED THIS EXAMINATION WITHOUT THE USE OF ANY BOOKS, NOTES, OR ITEMS, EXCEPT THOSE SPECIFICALLY PERMITTED BY SCDL, PUNE INDIA, FOR USE DURING THIS PARTICULAR EXAMINATION.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

DATE OF EXAMINATION: _____

I, THE ABOVE NAMED EXAM ADMINISTRATOR, HEREBY VERIFY THAT I HAVE SUPERVISED THE ADMINISTRATION OF THIS PARTICULAR EXAMINATION. THE ABOVE NAMED STUDENT HAS COMPLETED THIS EXAMINATION FOLLOWING ALL REGULATIONS AND GUIDELINES AS OUTLINED BY SCDL, PUNE, INDIA.

EXAM ADMINISTRATORS NAME: _____

EXAM ADMINISTRATORS SIGNATURE: _____

DESIGNATION: _____

ADDITIONAL REMARKS IF ANY: _____

- THE STUDENT WAS ABSENT FOR THE EXAM. IN SUCH A CASE, THE STUDENT WILL RE-REGISTER FOR THE EXAM AND FOLLOW THE PROCEDURE ONCE AGAIN.
- THERE WERE PROBLEMS WITH THE WEBSITE OR EXAM COULD NOT BE ADMINISTERED DUE TO POWER FAILURE/ANY SOFTWARE OR HARDWARE PROBLEM.
- IF THE STUDENT FAILS, HE WILL HAVE TO RE-REGISTER FOR THE EXAM AND FOLLOW THE PROCEDURE ONCE AGAIN.

Part III: Subject List and Subject Code

| Subject Code | Subject Name | Batch |
|---|---|--------------|
| 1st Semester | | |
| 101 | Principles and Practices of Management | 2007 & 2008 |
| 102 | Organizational Behaviour | 2007 & 2008 |
| 103 | Management Accounting | 2007 & 2008 |
| 104 | Managerial Economics | 2007 & 2008 |
| 178 | Business Communication | 2007 & 2008 |
| 2nd Semester | | |
| 107 | Production and Operations Management | 2007 & 2008 |
| 108 | Financial Management | 2007 & 2008 |
| 109 | Human Resource Management | 2007 & 2008 |
| 110 | Marketing Management | 2007 & 2008 |
| 112 | Management Information System | 2007 & 2008 |
| SPECIALISATION SUBJECTS (3RD SEM) | | |
| Finance | | |
| 129 | Project Finance | 2007 & 2008 |
| 130 | Capital Market | 2007 & 2008 |
| 132 | Financial Institutions and Banking | 2007 & 2008 |
| 135 | Strategic Finance | 2007 & 2008 |
| IT | | |
| 155 | Software Engineering and Project Management | 2007 & 2008 |
| 156 | Object Oriented Analysis and Design | 2007 & 2008 |
| 159 | Database Management Systems | 2007 & 2008 |
| 160 | E-Business | 2007 & 2008 |
| Operation | | |
| 138 | Production Planning and Control | 2007 & 2008 |
| 139 | Techniques for Operations Efficiency | 2007 & 2008 |
| 141 | Supply Chain Management | 2007 & 2008 |
| 142 | Quantitative Techniques | 2007 & 2008 |

| HRM | | |
|-------------------------------------|--------------------------------------|-------------|
| 121 | Personal Administration | 2007 & 2008 |
| 122 | HR Development and Training | 2007 & 2008 |
| 123 | Industrial Relations and Labour Laws | 2007 & 2008 |
| 126 | Performance and Potential Management | 2007 & 2008 |
| Marketing Management | | |
| 113 | Consumer Behaviour | 2007 & 2008 |
| 114 | Sales and Distribution Management | 2007 & 2008 |
| 117 | International Marketing | 2007 & 2008 |
| 119 | Services Marketing and Brand Mgmt | 2007 & 2008 |
| Customer Relation Management | | |
| 174 | Customer Relationship Management | 2007 & 2008 |
| 189 | Advance CRM | 2007 & 2008 |
| 199 | B2B Markets and CRM | 2007 & 2008 |
| 198 | CRM in Service Industry | 2007 & 2008 |