



# ITM Vocational University

## Examination Department Instructions for Examinee

1. Date-sheet for End Term Examination December 2019 has been issued. This time Main & re-appear examination has been arranged together. Examinee are advised to note down date & timing of the examination.

Main & Reappear examination of 1<sup>st</sup>, 5<sup>th</sup> & 9<sup>th</sup> semester has been arranged in morning shift & Reappear Examination of 2<sup>nd</sup>, 4<sup>th</sup> & 8<sup>th</sup> Semester has been arranged in Evening shift in a day. Simultaneously Main & reappear examination of 3<sup>rd</sup> & 7<sup>th</sup> semester has been arranged in Morning shift and reappear examination of 6<sup>th</sup> semester has been arrange in evening shift in next day.

In case of any doubt, they may approached to the examination department / HOD.

2. At present, Examination department is not issuing admit card / hall ticket to the examinee. University Identity card is their identification, hence, they must carry their identity card during their examinations. No examinee will be allowed to appear in the examination without I.D card.

3. Examinee shall reached to the campus well on time & especially those, who are coming to campus by their own vehicle. After reaching to campus, they shall confirm their seating arrangement on routine basis. They shall occupied allotted seat before 15 minutes of start of the examination.

4. After occupying seat & receiving answer sheet, examinee shall read the **instructions for candidate** carefully & listen the instructions of invigilators as well. They shall fill the required information in the answer booklet carefully.

5. Maximum 15 minutes late entry will be allowed and afterwards late comers will not be allowed to appear in the examination.

6. Examinee are advised to use washroom facility well in time as they will not be allowed to use washroom facility during 1st one hour of the examination.

7. Examinee shall not involved themselves in Unfair Practice, especially, keeping Unfair material in washroom. This is to inform to all examinee that all washroom & possible areas where unfair material may be kept, will be inspect immediately after start of examination & found material (if, any) will be destroyed.

8. Examinee will not be allowed to exchange stationery or calculators etc. Only scientific calculators are allowed. Programming calculators are not allowed. Using Programming calculator will be understood equal to using Unfair Means.

9. After receiving the Question paper, examinee must ensure that they have been supplied correct question paper.

10. Examinee shall not complained about context of Question paper that it has not been taught to them & shall not ask the invigilator to call the faculty of that particular question paper. Question paper has been set by the external examiners based on complete syllabus.

11. Examinee shall not forget to fill information in attendance sheet. In case of missing of information, their result may be withheld.

12. Examinee will be allowed to take only writing material inside the examination room e.g. writing board, pen, pencil, geometry box, eraser, sharpener, scientific calculator. Mobile phone, smart watches, reading material, any electronic device, eating material or beverages are strictly prohibited in the examination room.

**Examinee will not be allowed to keep their bags inside the examination room & can keep it outside of the examination room. ITMVU will not be responsible for lost of anything. It is advisable not to carry expensive mobile phones, watches, excess cash into the campus.**

13. Examinee shall ensure to submit answer sheet to the invigilator before leaving the examination room. In any circumstances, they shall not take answer sheet with them. In violation of such cases, F.I.R may be lodged against examinee.

14. As soon as examinee hand over their answer sheet to the invigilator, they shall leave the dome area / examination area immediately & their re-entry is not allowed. They will not be allowed to go to Account department / Placement department / Registrar Office /Examination department / Faculty Staff office during examination timing.

15. Once submitted answer sheet will not be return to the examinee for editing or adding something, hence, they shall submitted their answer to the invigilator after verifying everything.

16. Examinee are required to maintain the absolute silence in & out side of examination room.

17. Writing anything on the question paper is prohibited except their complete roll number / enrollment number (as per ID card).

**Assistant Registrar**  
**Examination**

**ITM Vocational University, Vadodara**

**Website: <https://www.itm.ac.in>**

**Date Sheet End Term Examination December-2019 (Regular)**

**1st Semester (Executive MBA)**

<b>Date</b>	<b>Timing</b>	<b>Course Code</b>	<b>Course Name</b>
21/12/2019 Saturday	05:00 pm to 07:00 pm	ECN811	Basics of Economics
22/12/2019 Sunday	10:00 am to 12:00 noon	HRM811	Organizational Behaviour
	02:00 pm to 04:00 pm	FIN811	Business Maths & Statistics
28/12/2019 Saturday	10:00 am to 12:00 noon	ACC811	Basics of Accounting
29/12/2019 Sunday	10:00 am to 12:00 noon	MGT812	Principles & Practices of Management
	02:00 pm to 04:00 pm	MGT813	Problem Framing

**Note:**

1. Student shall entered in the examination room 15 minutes before the start of exam.
2. Any electronics device Such as Smart / Digital Watches, mobile phones, Bluetooth devices, head phones (including micro & wireless), buttonhole cameras, scanner, storage devices, I-Pod, Pager / etc. are not allowed in the examination room.
3. Above date sheet is available on University Notice Board also.

**Asst. Registrar (Exam)**

**ITM Vocational University, Vadodara**

**Website: <https://www.itm.ac.in>**

Date Sheet End Term Examination December-2019 (Regular)

**3rd Semester (Executive MBA)**

<b>Date</b>	<b>Timing</b>	<b>Course Code</b>	<b>Course Name</b>
21/12/2019 Saturday	05:00 pm to 07:00 pm	FIN931	Financial Market ,Instruments and Market Risk
22/12/2019 Sunday	10:00 am to 12:00 noon	MKT935	Advance Market Research
	02:00 pm to 04:00 pm	MKT931	Marketing Strategy
29/12/2019 Sunday	10:00 am to 12:00 noon	FIN932	Corporate Finance
	02:00 pm to 04:00 pm	HRM933	Manpower Planning and Recruitment

1. Student shall entered in the examination room 15 minutes before the start of exam.
2. Any electronics device Such as Smart / Digital Watches, mobile phones, Bluetooth devices, head phones (including micro & wireless), buttonhole cameras, scanner, storage devices, I-Pod, Pager / etc. are not allowed in the examination room.
3. Above date sheet is available on University Notice Board also.

**Asst. Registrar (Exam)**