



# Indira Gandhi Delhi Technical University for Women

Kashmere Gate, Delhi-110006 (Examination Division)

End-Term Date Sheet MBA (For 2021 batch only) (31.01.2022 to 14.02 2022)(Theory)

**Online Mode**

Date/Day	Session-II : 2.00 PM – 3.45 PM* (End-Term Examination)(Subjective Mode)
28.01.2022 (Friday)	<b>MOCK TEST</b>
31.01.2022 (Monday)	MMS 101 Management Process and Organizational Behavior(MBA)[32]
02.02.2022 (Wednesday)	MMS 103 Financial Reporting and Analysis (MBA)[32]
04.02.2022 (Friday)	MMS 105 Marketing Management(MBA)[32]
07.02.2022 (Monday)	MMS 107 Decision Sciences(MBA)[32]
09.02.2022 (Wednesday)	MMS 109 Legal Aspects of Management (MBA)[32]
11.02.2022 (Friday)	AMC 151 Managerial Economics (MBA)[32]
12.02.2022 (Saturday)	AMC 153 Business Communication(MBA)[32]
14.02.2022 (Monday)	MMS-111 Management Accounting(MBA)[32]

### Important Instructions:

1. For authenticity of any information, always visit the University Website [www.igdtuw.ac.in](http://www.igdtuw.ac.in).
2. Student must check and ensure **internet connectivity** laptop/desktop/smart phone computing facility before the start of examinations and also ensure proper charging of the device. If any students have issues related to computing facility or internet facility, she can come to University campus for offline mode (pen & paper) of examination. The examination timing for offline mode of examination is 1 hr 15 minutes.
3. *The pattern/format of Subjective question paper (Online)(Note: Only **single pdf** file of complete answer sheet will be uploaded)*
  - Q. 1 is compulsory (15 marks).
  - Attempt one question from Q No-2 and Q.No-3 (15 marks each).

- Total Duration 105 minutes (75 minutes for writing the answers and 30 Minutes for scanning and Uploading).
- Total Marks 30.

4. Examination Helpline number(activated from 10:00 A.M to 5 P.M during examination days):-+91-8287112358

5. The examinations will be held through Online **AI Proctoring with web based application** in a close book mode.

6. All the Students will receive the **login credentials through your registered email id**. Login id and Password will be same for both Mock Test and Final Exam. Student must check and ensure **internet connectivity** laptop/desktop/smart phone computing facility before the start of examinations and also ensure proper charging of the device.

7. Please appear for the applicable test(s) by going to <http://igdtuonline.in/> .

8. For Guideline & Help - <http://igdtuonline.in/guideline.html>

9. For Check Device/System Suitability for Online - <http://igdtuonline.in/check.html>

10. **Login Time- Login 30 min prior as per test schedule timing.**

11. For End-Term Examination, if any student will face any **Technical Glitch** during this examination, they are suggested to email their **not uploaded answer(Single PDF file)** at **support.exam@igdtuw.ac.in** immediately in a specified format (for Example “**paper code\_date\_enrollmentno\_Q\_No**” ) within stipulated time period of that session. **No email will be accepted after the time duration of that session.** No excuses will be entertained.

#### A. How to take assessment:

##### STEP BY STEP INSTRUCTIONS FOR TAKING THE ONLINE TEST

Please follow the steps below, IN ORDER, to ensure that you meet the requirements and properly register for the test.

##### Step 1

Print the **EMAIL content** received through email ,which contains all the requirements / instructions for the test. It also contains your username and password. Go through the student guideline to become familiar with the Test procedure and the Testing application. Also read the general tips for having a good testing experience.

##### Step 2

You will need to make sure you meet the basic requirements for taking the proctored test as given in the student guide. You can check the device you want to take the test from by clicking on the "TEST MY SYSTEM" button given below. You can perform this check anytime you want. The system check will go smoothly if you are [a] Using the latest chrome browser [b] System has a working camera , microphone attached. [c] Time zone is set to India and time is auto synchronised. [d] You have a 4G / Broadband internet connection.

### Step 3

On the day of the test go to the Exam portal page [\[http://igdtuonline.in\]](http://igdtuonline.in) one hour before the test time. This time is to make sure you complete system / camera verification well before the exam start time. On the portal you will be shown a link to start the test based on your course. Click on the same to launch the online test application. Use the username / password given in your Email (**mailer content**) for logging into the online test application.

### Step 4

Once you login, you will be shown instructions , currently available paper and also all the scheduled papers for the future on the screen. Make sure you check all your scheduled papers and if there is any error in the same report it immediately on the helpdesk. If you are not able to see your papers then you would not see them during the live date also so do verify them properly.

### Step 5

Now click on the current paper. You will be shown all details about the paper and a button for doing the camera / system verification. Please click it and have the system check completed. The system check will go smoothly if you are [a] Using the latest chrome browser [b] System has a working camera , microphone attached. [c] Time zone is set to India and time is auto synchronized. [d] You have a 4G / Broadband internet connection.

### Step 6

Once you finish the verification you will see the **START EXAM** button. The button will get activated only at the start time of the examination. After the start time of the paper press this button to start your test. Read the Student guide to become familiar with the test interface.

### Step 7

Answer the questions and proceed forward. On the last question you will be shown a button to Finish and Submit. Once you press this button your examination will be submitted and you will not be allowed to answer any more. Make sure you do not press this in error.

### Step 8

In case of any issues call the **Helpline number** given on this portal. There is an **IVR system** which will connect you to a Technical Support person. If you get logged out you can login and resume the test [your earlier responses will remain saved] but you will need to complete the verification process again.

## Step 9

Once you have finished your test you can logout of the test and close the system.

### **B. Please read the following instructions thoroughly before you start the examination–**

1. The candidate will be allowed to take the exam as per the allocated subject.
2. Please ensure that you are seated alone in a room for taking the examinations. Also ensure that you are seated in a well illuminated area for taking the examination.
3. An online Proctor (Invigilator) will be monitoring your test throughout the entire duration. Proctor can Pause your test, Take Snapshot remotely and send message to you in case of any suspicious activity. The online examination system bears Artificial Intelligence (AI) features which will be continuously monitoring the students during the entire duration of examination. It will continuously view your Video, your Images and the movement of your browser/screen.
4. Please make sure that your Laptop is fully charged before appearing for the examination as a measure against unexpected power outages.
5. There is a navigation count, if it will be exceeded the test will be auto submitted.
6. Please make sure you make the final submission only after completing the examination. You will be asked to confirm in case you accidentally try submitting the examination before the completion of the duration. Please note that once you make the final submission, you will not be able to take up the examination again.
7. In case if you are facing any technical issues during the examination, please reach out to below Support team.

For any technical support, you can drop a mail to : [onlineexamssupport@igdtuw.ac.in](mailto:onlineexamssupport@igdtuw.ac.in)

**Support Number +91-7314854150/8287112358(Exam)/011-41063124(exam)**

**Examination Division**