IIMM/EDU/2021/032

01.12.2021

NOTICE

Please note that Examinations/ Re-examinations of All semester students enrolled for PGDMM/PGDSCM&L July-December 2021 semesters (provided they have paid the fees) will be held in January 2022 in online mode in MCQ form.

Detailed guidelines for conduct of exams and Schedule for the mock test and term end examinations are attached.

All the students are requested to update their current mobile number and email id for online exam registration by sending the attached format to NHQ to: nhqde.iimm@gmail.com latest by 10th December 2021

Please note that online platform for exam will be shared only to the students who have paid fees/re-exam fees.

Sd/-

Neeta Naidu
Assistant Registrar

To,
All the students of PGDMM/PGDSCM & L students of IIMM

C.C.
1. The Course Co-coordinators of IIMM Branches
PROFORMA for students of PGDMM/PGDSCM &L for the examination to be held in January 2022

<table>
<thead>
<tr>
<th>Roll number</th>
<th>Name</th>
<th>Exam/Re-Exam fees paid</th>
<th>Whatsapp number (Compulsory)</th>
<th>Alternate contact number</th>
<th>Latest email id</th>
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NOTE: Details in Proforma must be typed and not handwritten
**EXAMINATION SCHEDULE JANUARY 2022 FOR ONLINE EXAMS**

<table>
<thead>
<tr>
<th>DAY AND DATE</th>
<th>Enrolment code</th>
<th>PAPER NO.</th>
<th>SUBJECT</th>
<th>Enrolment code</th>
<th>PAPER NO.</th>
<th>SUBJECT</th>
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<tbody>
<tr>
<td>Thursday 11.00 a.m. to 12.00 pm</td>
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<td></td>
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<td>Semester 1</td>
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<tr>
<td>Friday January 21, 2022</td>
<td>PMM, PSM</td>
<td>6</td>
<td>International Trade</td>
<td>PMM, PSM</td>
<td>2</td>
<td>Business Communication</td>
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<td>Saturday January 22, 2022</td>
<td>CPM, CPS</td>
<td>12</td>
<td>Management Information System</td>
<td>CPM, CPS</td>
<td>3</td>
<td>Business Economics &amp; Accounting</td>
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<td>Monday January 24, 2022</td>
<td>CPM, CPS</td>
<td>10</td>
<td>Strategic Management</td>
<td>CPM, CPS,</td>
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<td>Business Environment</td>
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<td>PMM, PSM</td>
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<td>Operations Management</td>
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<td>Business Ethics &amp; CSR</td>
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<td>CPM, CPS</td>
<td>5</td>
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<td>Semester 3</td>
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<td>PGDMM, PGDSCM &amp; L</td>
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<td>Supply Chain Management</td>
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<td>Business Analytics</td>
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<td>Tuesday February 1, 2022</td>
<td>CPM</td>
<td>16</td>
<td>Logistics &amp; Warehousing Management</td>
<td>CPM</td>
<td>22</td>
<td>Business Process Re-Engineering &amp; ERP</td>
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<tr>
<td>Wednesday February 1, 2022</td>
<td>PMM</td>
<td>17</td>
<td>World Class Manufacturing</td>
<td>CPM</td>
<td>23</td>
<td>Public Procurement</td>
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<td>Thursday February 3, 2022</td>
<td>CPM</td>
<td>18</td>
<td>Total Quality Management</td>
<td>CPM</td>
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<td>CPS</td>
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<td>Logistics Management</td>
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<td>Warehousing Management</td>
<td>CPS</td>
<td>23</td>
<td>Production Planning &amp; Control</td>
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<td>CPS</td>
<td>17</td>
<td>World Class Manufacturing</td>
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<td>15</td>
<td>Packaging &amp; Distribution Management</td>
<td>CPM</td>
<td>24</td>
<td>Emerging Trends in SCM &amp; L</td>
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</tbody>
</table>
PGDMM /PGDSCM &L Online examinations -January 2022

Mock test and Final Test : Instructions And Guidelines for Students :

Dear Students,

Please read the following instructions carefully.

Mock test and Final exam schedule is attached for your ready reference.

Please refer to the paper number against your Enrollment code i.e CPM/CPS, PMM, PSM given in the time table (Paper number may not be same for all enrollment numbers)

SYSTEM AND CONNECTIVITY REQUIREMENTS

1. Equipment
   Laptop with webcam &with working microphone
   Desktop with webcam &with working microphone
   Smartphone with front camera (Android phones ONLY)

2. Internet connectivity
   At least 1 mbps or above (1GB recommended).
   You can check your internet speed on this link - https://www.speedtest.net/.
   The maximum bandwidth required per day is 1 GB for attending the Exam successfully.

3. Browser
   Google Chrome browser version (Version 84.0.4147.89)
   Please check the version of Google Chrome – Go to the top right corner of the browser and click the : option settings – About Browser (Left corner) – if the version is lower, can download chrome from:- https://www.google.com/intl/en_in/chrome/

4. Email and Phone Number
   Make sure that your registered mail ID &mobile number are working and you may receive Calls and/or check your spam mail also to get information sent by University / Eklavvya - the assessment platform Help@eklavvyain

Tech Support Numbers All Candidates Will Get Over Another Mail And Before Examination Too
SETTING AND CHECKING TO BE DONE

1. Please Watch EXAM DEMO Video Completely: Click Here

2. **Google Chrome settings**: - You need to allow Google Chrome to use camera & microphone when the application asks for. This is mandatory, without which you will NOT be able to attend the EXAM.

   **Smart phone users can**: Go to Settings -> Go to Applications -> Google Chrome -> Permissions -> Allow permission for Camera & Microphone.

3. **Laptop / Desktop users** will need to allow permission to Chrome browser to use camera & microphone on the pop-up window.

4. Please **test** your Webcam / front camera using the link below:

   https://assessment.eklavvya.com/Student/webcamtest (test this link in Google Chrome browser only)

5. **Important**: Make sure there is sufficient light in the room where you sit to attend the exam. The AI Invigilator will identify you & monitor your movements during exam. If the AI Invigilator fails to identify you before the exam, due to low light and/or any other reasons, you will not be allowed to continue the exam.

6. **Turn off notifications in apps and browser popup** to avoid examination termination.* You have to turn off notifications from all apps that could possibility distract you during exam- such as, WhatsApp, Facebook, Instagram, Telegram and all such other apps.

   * Smartphone users can go to settings -> Applications -> Select the App -> Notifications -> Turn off all notifications.

7. **Inform** all your family members and friends that they should not call you during the examination hours.

8. Please note that notifications and incoming calls would be considered as warning alerts and may cause termination of exam.

EXAMINATION DAY PREPARATION:-

Instructions to be followed at least 45 minutes prior to the examination

- Get settled at a silent place with your device ready- **before 30 minutes** of scheduled examination time.

- Make sure you are sitting alone. Turn off TV, Radio or any other sound systems that could distract you.

- Make sure your device is fully charged & have power back-up / power bank / charging facility – in case your device drains out of charge during the examination.

- Test your computer, laptop or smart phone (which you intend to use for taking the exam) to ensure that it is working well.

(Please note, you may not be able to appear for the examination if web camera OR microphone attached with your system is non-functional)
Instructions to be followed before 30 minutes prior to the exam

1. Go to your registered email and open the email received from University / Eklavyya (check in the spam mail box also). Click on the examination page link to login to your examination page. In case you face any issue in opening the link, copy the link and paste it in a chrome browser.

2. Upon clicking the link, examination login page will open in your Chrome browser. You need to login with user id & password you have received/mentioned in the email.

3. Upon Exact Exam Time Starts you can see proceed button you can click on same and you will directed toward Instructions page And upon agreeing the instructions you can start exam

INSTRUCTIONS TO BE FOLLOWED DURING THE EXAM

You are required to login 30 min prior to the examination time. So if any technical problem persists you can call helpdesk and sort that out.

1. During the exam, you should not switch to any other screen, move out of the web camera and/or open any other applications/browser. **Attempt to do any of these will be treated as unfair means and you will be immediately terminated from the examination** and will not be allowed to resume. In case disconnected due to genuine network connectivity issues, you may connect back to the examination immediately within exam duration.

2. If examination is discontinued because of any network connectivity issues, you are requested to re-login immediately by using the same login credentials. When you resume the examination it will start from the last question you were viewing. All the previously attempted answers including the exam’s remaining time will be saved in the system automatically.

3. If you minimizing examination browser during the course of examination you will be terminated from the examination. You will not be allowed to resume again.

4. You can complete the examination before the duration and/or the examination will be closed when the time duration of the examination gets over. It will automatically save all the questions you have answered.

5. If you face any problems during the examination or have any queries with regard to the examination, Please call helpdesk

    **Tech Support Numbers All Candidates Will Get Over Another Mail And Before Examination Too**

Other important instructions:

1. **You must keep in mind that your video and audio are recorded by a remote AI invigilator.** Therefore, it is strictly advised that you do not leave the seat during the examination. Such instances will be immediately recorded as a violation and examination will be suspended.

2. **If any you receive/ accept any phone calls and/or open any other notifications/ windows/ browser during the examination and/or found during the verification of the recorded information, it will be considered as a violation examination rules and you will be terminated from the examination and/or your examination will not be considered for qualifying the admission.**
3. You must complete the examination within the time frame allotted for the exam.
4. You will receive an alert before last 15 minutes of the examination duration.
5. **No washroom breaks and snack breaks are permitted during the exam.**
6. In case of assistance before the exam: If you have any technical queries or challenges before Logging into the examination, please contact the numbers provided above.
7. Once examination starts - all queries will be handled by technical team

**Common Problems encountered and its solutions**

**Q1. Any specific smart phones suggested?**
**Ans** : All Android smart phones are supported. It is found there are some problems sometimes while using iOS, so would suggest **NOT to use any iOS devices like iPhones, MACs, IPads etc.**

**Q2. What are the settings to be done before exam?**
**Ans** : - Install latest version of Google Chrome Browser (**Version 84.0.4147.89**) ([https://tinyurl.com/ya3fdq58](https://tinyurl.com/ya3fdq58)) - Turn off notifications from apps and pop-ups in browser

**Q3. Can I make or receive phone calls during the exam?**
**Ans** : No. Any incoming, outgoing call received/attended by you would be considered as a violation of EXAM rules and you will be terminated from the examination.

**Q4. Can I use any other application or receive notifications during exam?**
**Ans** : No. All notifications will be considered as violation of Exam rules and you will be terminated from the examination, so it SHOULD be kept off.

**Q5. If my internet connectivity is not good, what will happen?**
**Ans** : You may still be able to appear for the exam, but you may face issues in terms of loading of the questions, answer submissions etc. You are required to appear from a place where there is a good connectivity. We suggest that you should have 1GB data before starting the examination to have a good examination experience.

**Q6. What actions can cause system warnings/ terminations during the exam?**
**Ans** : System warnings are shown to you:
- When you switches the window and moves to another application
- When you receives or makes any phone calls
- Notifications on mobile device from other apps like WhatsApp etc.
- Pop-Ups from the browser, including antivirus popups, grammar apps, news popups etc.
- Ctr Alt & F5 key and browser refresh button are used while attending examination
- Minimizing browser window can also terminate your examination
- All applications on the device must be closed before starting the examination
Q7. If the online examination gets stuck during the exam, what should I do?

Ans: You can restart the device and login with the same credentials.

Q8. Can I change the device during the exam?

Ans: Yes, you can change your device and login with the same credentials with the consent of the AI Invigilator and the same will be recorded for verification. Without the consent, it will be treated as violation of the examination rules and your examination will not be considered for qualifying EXAM.

Q9. If I am not able to log into the examination application, what should I do?

Ans: If you face any technical difficulty while logging in the application, you can call the examination helpline numbers Tech Support Numbers All Candidates Will Get over another Mail and Before Examination Too.

Q10. If I have some difficulty DURING the exam, what should I do?

Ans: Once examination starts - all queries will be handled by Helpdesk ONLY.

Q11. I have updated the Chrome browser but I am still facing a problem accessing the examination system. What should I do?

Ans: If you face any issues on Updated chrome browser then please try once with Updated Mozilla firefox browser. Please ensure it is working during the mock exam.

Q12. Can I use office laptops for taking the exams?

Ans: Not recommended. Office laptops sometimes have restrictions and will not allow access of all sites. So it needs to be avoided or tested in advance for compatibility.

Q13. At what time should I login to the examination system?

Ans: You are supposed to log in to the examination system 30 minutes before scheduled time for Safer side (if any technical issue persists > can be solved in these 45 minutes before exam.

Mock test schedule – 17th January 2022
(12:00 PM To 12:30 PM)

NOTE –
"Being MCQ examinations, there will not be revaluation scheme for the candidates"

NOTE –
Tech Support Numbers All Candidates Will Get over another Mail and Before Examination

ALL THE BEST!

Date: 01.12.2021
Asst. Registrar