

PIONEER INSTITUTE OF PROFESSIONAL STUDIES, INDORE

Address: Sector – R, Mahalaxmi Nagar, Near Bombay Hospital, Indore – 452010, Madhya Pradesh

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Guidelines for Open Book Examination September 2020

(REGULAR AND ATKT BOTH)

Applicability: PG IV Semester (MBA and PGDM), UG VI Semester, UG III Year students and having ATKT in any of the previous semester(s) / previous year (s)

As per the orders of Higher Education Department, M.P. dated 18/08/2020 keeping in mind the COVID-19 situation prevailing in the state of MP, it has been decided to conduct “Open Book System Examination” as per the Guidelines as detailed and outlined below:-

1. This Notice is applicable only to those students who have submitted Tuition Fees, Examination Fees and Examination Form. Only those students will be considered for this examination, who have given Internal Examination, Submitted Assignments and appeared in Viva Voce (if applicable).
2. The Examination for the **PG IV Semester (MBA and PGDM), UG VI Semester, UG III Year students (and also for having ATKT in any of the previous semester / previous year)** will be conducted under the ‘**Open Book System**’ as per the guidelines issued by MP Higher Education Department.
3. The question papers of **all the subjects for all the programs** will be made available to the candidates in a PDF file separately for regular and ATKT subjects for each program (containing all questions papers including specialization papers for particular program) on Institute website: www.pioneerinstitute.net under category Students Area → Open Book Examination by 7th September 2020.
4. Each question paper will contain 5 questions and have no choice. In cases where group is applicable, there will be 5 questions for each paper i.e. Paper – 1 and Paper – 2.
5. Candidates will receive **single question paper for each group (in case applicable to a program)**. For example, in management group of B.Com. Final year the first paper Auditing will be uploaded with the second paper Management Accounting. Separate answer sheet to be used for answering each paper of a particular group.

6. Candidates will **download all the question papers of all the subjects together (contained in PDF files)** and will be able to write answers from their residence through the open book examination system.
7. Candidates will have to use separate answer sheets for each subject of **A4 size white pages / ruled pages / register** to write the answers in the open book examination.
8. Candidates will use **blue or black ball pens** to write answers.
9. Candidates will compulsorily enter their **College Name, Course/Exam Name, Roll Number, Enrolment Number, Subject/ Question Paper title, Paper Code, Question Paper Code on the first Page as per format. Also write page number on each page and the total number of written pages on the front page.**
10. Candidates are strictly instructed **not to write their name or make any identification mark** which can reveal their identity, anywhere on the answer sheets.
11. It is mandatory to submit **separate set of answer sheets for each subject's question paper** under the Open Book Examination.
12. Candidates are instructed to **be specific in their answers** avoiding unnecessary points.
13. Candidates after completion of all answer books are required to scan / take pictures of each page (make one PDF for each subject) and send the same by a single email at openbookexam@pioneerinstitute.net **before sending hard copy by post.** The main body and subject of the email should mention **Course Name and Roll Number.**
14. Candidates are compulsorily required to send their Answer Books by Speed Post / Courier / By Hand delivery at College Address and keep the acknowledgement of sending the answer book by post at their end. All the copies should be send / submit in one single Speed Post / Courier / By Hand delivery after completion of examination.
15. Answer Books should reach as per schedule mentioned. If the answer sheets are not received by the due date, it will not be acceptable and result will not be processed.
16. Candidates should not resort to any un-ethical methods including but not limited to cheating, un fair means, out sourcing, copying in the open book examination. Schedule of examination should be strictly followed. Answer books should be in own handwriting.

17. For any **query** regarding the examination contact the following our team **during the office hours (9:00 AM – 4:00 PM):**

Mr. Samar Sen **7723930504**

Dr. Kumkum Sinha **9755808101**

Dr. Mona Tawar **9685475921**