

SAMBALPUR UNIVERSITY
BURLA
GUIDELINES AND PROGRAMME
FOR
BBA FINAL YEAR EXAMINATION
2020

B. CONDUCT OF EXAMINATION

1. The examination will be held in ON-LINE mode.
2. Only examinees, who have filled up forms and have issued with a valid Admit Card should be allowed to appear the examination.
3. It is **MANDATORY** for the Colleges to put up a notice for wide circulation asking the students to submit an option-cum-undertaking form preferably through email, writing that
 - a) S/he wants to appear at the examination in online mode through email id.
 - b) S/he will not forward either the question or the answer to any other email id or media
 - c) S/he will not adopt any kind of mal-practice
4. The duration of examination will be 2 hours. The number of questions to be attempted and full marks will be reduced accordingly. However, examiners will evaluate as per marks mentioned in the question paper. It will be rationalized to its full marks as per syllabus by the university during processing of final results.
5. Questions in softcopy will be emailed to students (a group of email ids should be stored separately for BBA/BCA for quick communication) 15 minutes before the schedule commencement time of the examination marking a copy "CC" to coesuniv@gmail.com for record.
6. Students will write their answers using A4 size paper (writing should be on one side only for a clear photograph).
7. The following information should be clearly mentioned on top of the Answer Sheet in **EACH PAGE**. Candidates are advised to keep ready all the information on sheets before start of examination.

Name of the Examination & Year		
Roll Number	Registration Number	Registered Email Id
Paper Code (as per Program)	Subject	Date of Examination
Page Number / Total Page	Full Signature of the Candidate	

- At the end of the examination time, the answer sheets should be converted in to soft copies (only pdf or jpg format will be accepted) either by scanning or photograph (preferably one file) and email it back to college in the same email address from which they have received the question, within 30 minutes.
9. The Answer Scripts sent by the student should be downloaded and kept in separate folders designated by roll numbers.
 10. These Answer Scripts can be evaluated in softcopies itself or by taking a printout.
 11. Colleges will compulsorily conduct a trial run of the entire online process for proper execution mainly to establish the communication between college email id and student's email id for questions & student's answer. An online mock test can be taken during the trial run.
 12. In all examination sittings, softcopies of the questions will be mailed to the college before 45 minutes.
 13. All colleges offering BBA/BCA programs will be examination centers and Principal/Principal in-charge will act as Centre Superintendent.
 14. Examination will be held on all days beginning 3rd October, 2020 enabling students to appear CPET 2020 and OJEE beginning 12th October, 2020.
 15. Colleges may decide on the schedule and method of practical/project examination (if not yet held) as per their student strength and students' convenience by appointing external examiners from nearby colleges as far as possible. The practical/project examination can be held any time before commencement of theory examination and must complete on or before 16th October, 2020.
 16. At the end of the total online examination, the candidates will send all the answer sheets (stapled paper-wise) in one envelope by speed post to the Principal of their college failing which his or her results will be withheld.



SAMBALPUR UNIVERSITY
AT/P.O.-: JYOTI VIHAR- 768 019, DIST. SAMBALPUR (ODISHA)
Accredited with 'A' Grade by NAAC
www.suniv.ac.in

No. 02396 /E.G-V

Date: 25.09.2020

NOTIFICATION

**Programme for the Final Year Bachelor of Business Administration
(BBA Traditional) Examination March, 2020.**

CENTRE :


1. DAMITS, Jagda, Rourkela -769042.
2. Imperial College, Bargarh.
3. IIPM Kansbahal, Sundargarh.
4. Rourkela Institute of Management Studies, Chhend, Rourkela.
5. CBCIT, Sambalpur .
6. Vikash School of Business Management, Bargarh.
7. S.I.I.T. & Management, Bhawanipatna.
8. Municipal College, Rourkela and..
9. CBCIT, Sambalpur (for R.K. College, Sambalpur).

Time of Examination : 11.00 A.M. to 1.00 P.M.

Third Year B.B.A. Examination, March, 2020 (Regular & Back)		
DATE	SUBJECT	PAPER
03.10.2020	Production and Quality Management	P-301
05.10.2020	Financial Management	P-302
06.10.2020	Human Resource Management	P-303
07.10.2020	Marketing Management	P-304
08.10.2020	Entrepreneurship	P-305
09.10.2020	Object Oriented Programming and E-Commerce	P-306
10.10.2020	Advertisement , Sales and Distribution	P-308

N.B.:- COVID-19 Guidelines issued by the Government of Odisha time to time must be strictly followed by the Colleges.

Paper-307 Viva-Voce of which should be completed after the completion of theory examination. Omission and Clashes, if any, should be brought to the notice of the Controller of Examinations immediately.


Asst. Controller of Examinations
25/9/20

Cont'd.....2/p.