BVIMR

Bharati Vidyapeeth
(Deemed to be University)
INSTITUTE OF MANAGEMENT & RESEARCH NEW DELHI
A-4, PaschimVihar, Rohtak Road, New Delhi – 110063

Dated: 21-06-2021

Notice

Viva Voce Examination (June 2021) of MBA-II Regular Students
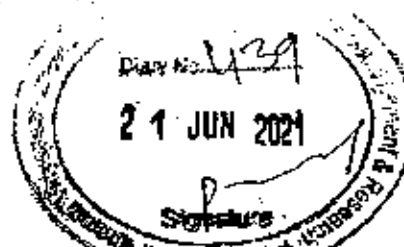
Dear Students,

Greetings!

Please note that your viva voce examination of **Business Ethics and Corporate Governance** will be conducted on **26 June 2021** on virtual platform via Microsoft Teams. You are required to submit your projects to your concerned course instructors, if it has not been submitted so far. You are hereby instructed to prepare yourself for viva voce examination.

Guidelines for Viva-Voce Examination

1. Your viva voce examination will be conducted online, therefore you must have to ensure uninterrupted power supply, stable internet connectivity and laptop or PC having facility of audio and video etc.

2. The link of the meeting will be shared with you on the date of viva voce examination by your respective class coordinators on official class WhatsApp group.

3. It is mandatory for all to remain in the official WhatsApp class group till your entire academic activities comes to an end.

4. Each student is required to join Microsoft Team Meeting through links shared by the Examiner before 5 to 10 minutes. No separate reminder will be sent. Failing so will be considered as ABSENT.

5. In case of any technical issues you can write us Email to Student Support Cell at ssc.bvimr@bharatividyapeeth.edu and alternatively you can be in touch with your course instructors and your Programme coordinators **Dr. Arushi Kataria (84478 10000)**, Dr Anjali Sharma (9811666169) or Exam Incharge Mr. Sanjoy Roy (9811698780)

6. In case of missing the time slot, the student shall be marked absent.

7. The students will be awarded total 60 marks by the examiner
   Project Report marks =20
   Viva Marks   =40

8. Students are requested to be prepared for questions from syllabus and Project report as well.

9. Viva would be recorded.

Note: It is mandatory for student to appear in viva else you will be marked absent. Final Result will be shared by subject faculty on WhatsApp group and will be uploaded on ERP.

2 1 JUN 2021

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Dr. Anjali Sharma
(HOD- MBA)

Mr. Sanjoy Roy
(Exam In-charge- MBA)

Dr. A K Srivastav
(Director In-charge)

CC: CMS, ERP & Website

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Dear Students, Greetings of the Day!

Bharati Vidyapeeth is gearing up for various initiatives for online Teaching, Learning and Evaluation during this Challenging time of COVID-19. At present we are successfully using Microsoft Teams for conducting Live Webinars and online classes for students through proper Classroom Environment

Evaluation of students through online environment is a challenge for an educational organization and the students also. Additionally evaluation of Practical and Project examination is comparatively more challenging than Theory Examination.

On the other side, this pandemic has given us the opportunity to explore the ICT infrastructure to cope up with all difficulties and bridge the gap of Physical location of Teacher and Student.

Following are the guidelines regarding online Project/ Practical Examination.

Guidelines for online Project/Dissertation Presentations

Requirements:

- Laptop, desktop, smart phone, IPad, tab or similar Device where user can share documents (PPT/Word/PDF/ Screen) required for presentation.
- Good internet connectivity (Minimum 2 Mbps)
- Sufficient power supply / electricity backup.
- Platform to be used: Microsoft Team
- Students must submit the **Softcopy of Project Report/Thesis,** to respective Internal Guide at Institute/college. Student must submit softcopy at least 15 Days before the commencement of Examination.
  Students should get approval certificate from their respective internal project guides.
- Internal/External Examiner will Conduct the Viva of the student only if the certificate duly approved by their Guide and Director will be made available at the time of Viva.
- No Students will be allowed to appear for Project/Dissertation Examination unless all the Eligibility conditions are fulfilled.
- The Examination Department of respective institute/college (Dr. Vinod Ingawle and Dr. R.V.Mahadik in case of IMED) will get the Subject Wise Student List.
- All the rules and regulations of the University must be strictly followed by all concerned.

Guidelines for Dissertation/Project Presentation:

- Internal Examiner will be responsible for creating Microsoft Teams meeting link. Internal Examiner will share the meeting link with External examiner and Students.

- Each student is required to join Microsoft Team Meeting through links shared by the Examiner before 15 minutes. No separate reminder will be sent. Failing so will be considered as ABSENT.
- Student has to check WhatsApp and e-mail regularly for instructions from Examiners.
- Each student will be asked to share and present their work by sharing their Computer Screen immediately after joining MS Team meeting. Note that Internal examiner will do screen recording of the entire presentation.
- The total duration of Viva for each student shall be 05 to 10 minutes.
- Any issues related to the Viva must be immediately reported with valid proofs by the student to the Internal Examiner. Any matter presented out of time will not be considered.
- Make sure before appearing in the viva, all of your dissertation/project work must be completed, reviewed and endorsed by your internal guide.
- Try to take a seat in a peaceful, isolated place in home for better concentration and peaceful recordings.
- Ensure Good internet connectivity and a Laptop / desktop / Smart Phone equipped with the same. Also use good quality headphones for better voice quality.
- Keep alternative sources of Internet connectivity to avoid any hurdle, it will be highly appreciated.
- If your Internet connection becomes unstable, disable your webcam (stop video) and enable it only when you need to speak.
- Keep AUDIO and VIDEO of device in ON status (unmute) during the entire presentation. You can turn on/off if instructions are given by examiners.
- Turn off non-essential software that may be using the internet while you are in a meeting.
- Demonstration of Application/System/Source Code/Data/Statistics/diagrams/case study and related material as case may be should be ready on your system individually.
- Don't argue for extra time to setup an environment needed for your Dissertation/Project during the viva.
- To finish the presentation on time, plan and prepare your PPT adequately.
- Avoid too many slides in your presentation and unnecessary contents which are least relevant to your dissertation/project work.
- Try to answer very short and precisely to save time during your presentation.

- For all queries related to presentation, please contact your Internal examiner through Chat during the meeting or do WhatsApp communication. The students shall raise their query in this chat by raising hand.

Note:- Students are required to submit the project report in PDF format through google form link to the concerned subject faculty (link will be provided by faculty only). Please be in contact with your respective subject faculty with regard to your Viva-Voce Examination.