



FINAL EXAM SCHEDULE

WEEKDAYS STUDENTS

JANUARY – MARCH 2025

DATE	TIME	HOURS	SUBJECTS	VENUE
MONDAY 17 TH MARCH 2025	9:30 AM – 12:30 PM	3	TAXATION 1	PERIDOT
		3	FINANCIAL ACCOUNTING 1	
		3	WEB DESIGN & PUBLISHING	
WEDNESDAY 19 TH MARCH 2025	9:30 AM – 12:30 PM	3	MANAGEMENT ACCOUNTING	PERIDOT
		3	COMPUTER ESSENTIAL	
		3	COMPUTER ARCHITECTURE	
THURSDAY 20 TH MARCH 2025	9:30 AM – 12:30 PM	3	ORGANIZATIONAL BEHAVIOUR	PERIDOT
		3	APPRECIATION OF ETHICS AND CIVILIZATION	
	1:30 PM – 4:30 PM	3	MAINSTREAM ENGLISH	
SUNDAY 23 RD MARCH 2025	9:30 AM – 12:30 PM	3	HUMAN RESOURCE MANAGEMENT	PERIDOT
	1:30 PM – 4:30 PM	3	INTRODUCTION TO MULTIMEDIA	
MONDAY 24 TH MARCH 2025	9:30 AM – 12:30 PM	3	INTRODUCTION TO BUSINESS	PERIDOT
		3	PRINCIPLES OF MARKETING	
	1:30 PM – 4:30 PM	3	PREPARATORY ENGLISH	

EXAM RULES AND REGULATIONS

1. GENERAL RULES

- 1.1 All students must bring their official student ID card to be allowed entry into the examination hall.
- 1.2 Students must be present at least **10 minutes** before the scheduled exam time. Latecomers will not be given extra time.
- 1.3 No student will be allowed to enter the examination hall **30 minutes** after the exam has started.
- 1.4 Mobile phones, smartwatches, and any other electronic devices are **strictly prohibited** inside the examination hall.
- 1.5 Students must ensure they have all the necessary writing materials (pens, pencils, erasers, rulers, etc.). Sharing of materials is not allowed.
- 1.6 Communication between students during the exam is strictly prohibited. Any attempt to do so will be considered cheating.
- 1.7 Students must follow the instructions given by the invigilators at all times.

2. EXAMINATION CONDUCT

- 2.1 Students must remain seated throughout the examination unless permitted to leave by an invigilator.
- 2.2 If a student wishes to leave the examination hall temporarily (e.g., for restroom use), do ask the invigilator permission.
- 2.3 Cheating, copying, or attempting to gain an unfair advantage in any way will result in **immediate disqualification** and disciplinary action.
- 2.4 Any disruptive behaviour will lead to removal from the examination hall and possible disciplinary action.
- 2.5 Students must write their names and student ID numbers clearly on the answer sheets.

3. MATERIALS AND PERMITTED ITEMS

- 3.1 Only approved materials such as pens, pencils, rulers, and calculators (where allowed) may be brought into the examination hall.
- 3.2 Any unauthorized materials found in a student's possession will be confiscated, and the student may face disciplinary action.
- 3.3 Open books, notes, or other reference materials are only allowed for **open-book exams**, as specified by the instructor.

4. END OF EXAM PROCEDURES

- 4.1 Students must **stop writing immediately** when instructed by the invigilator.
- 4.2 All exam papers, answer sheets, and any additional materials must be submitted before leaving the hall.
- 4.3 Students must leave the examination hall quietly to avoid disturbing others.

5. VIOLATION OF RULES

5.1 Any student found violating these rules may face penalties including:

- Immediate disqualification from the exam
- Zero marks for the paper
- Suspension or other disciplinary actions

5.2 Appeals regarding exam violations must be made in writing to the examination board within **48 hours** of the incident.

By sitting for this examination, students agree to comply with all the above rules and regulations. Failure to do so will result in strict consequences.



FINAL ASSESMENTS SCHEDULE

WEEKENDS & DIPLOMA IN MANAGEMENT (ODL)

STUDENTS

JANUARY – MARCH 2025

DATE OF QUESTIONS RELEASED IN LMS AND A-LEARN PLATFORM	SUBJECTS	DUE DATE FOR SUBMISSION
SUNDAY 16 TH MARCH 2025	Introduction to Business	SUNDAY 30 TH MARCH 2025
	Business Communication	
	Security Analysis	
	International Management	
	Business Ethics	
	Microeconomics	
	Computer Essentials/Intro to Information Technology	
	Macroeconomics	
	International Marketing	
	International Business	
	Business Law	
	Strategic Management	

RULES AND REGULATIONS FOR FINAL ASSESSMENTS

1. General Guidelines

- All final assessment questions will be uploaded to the Learning Management System (LMS) on **16 March 2025**.
- Students are required to download the assessment documents from the LMS within the stipulated time.
- The assessments must be completed individually unless otherwise specified.
- Any form of plagiarism, collusion, or unauthorized assistance will result in disciplinary action.

2. Submission Guidelines

- Completed assessments must be uploaded to the LMS by the specified deadline.
- Late submissions will only be accepted under extenuating circumstances and with prior approval from the faculty.
- Ensure that the file format is as specified in the assessment instructions (e.g., PDF, Word, etc.).
- File names should follow the given format: **StudentID_CourseCode_AssessmentTitle**.

3. Academic Integrity

- Students must adhere to the institution's academic integrity policies.
- Use of AI tools is restricted to a maximum of **50% of the total work** unless explicitly permitted.
- Use of online solution platforms or unauthorized resources is strictly prohibited.
- Any violations will be subject to academic misconduct procedures.

4. Technical Issues

- Students must ensure they have a stable internet connection for downloading and uploading their assessments.
- Any technical issues encountered should be reported to the IT support team immediately.
- It is the student's responsibility to keep a backup copy of their work.

5. Communication and Assistance

- Any queries regarding the assessment should be directed to the respective course instructor via official communication channels.
- Responses to inquiries will only be provided within the designated consultation hours.

6. Special Considerations

- Students requiring accommodations due to medical or personal reasons must inform the academic office in advance.
- Any request for extensions must be supported with valid documentation.

Failure to comply with these regulations may result in penalties, including a reduction in marks or further academic action. Ensure you read and understand the requirements before attempting your take-home final assessments.



FINAL EXAMINATION

ODL (ODIA)

JANUARY – MARCH 2025

DATE OF QUESTIONS RELEASED IN A-LEARN PLATFORM	SUBJECTS	FINAL DATE FOR SUBMISSION
SUNDAY 16 TH MARCH 2025	Business Communication (ODL)*	21 ST MARCH 2025 FRIDAY
	Microeconomics (ODL)*	
	Macroeconomics (ODL)*	
	Business Law (ODL)*	

*You will have three hours to complete each subject. The timer will start when you click the 'Attempt' button.

Online Exam Rules and Guidelines

1. **Time Limit:** You will have a specified time to complete each exam. The timer starts once you click the "Attempt" button.
2. **Device and Browser:** Ensure you use a stable device (laptop, desktop, or tablet) and a supported browser for the best experience.
3. **Internet Connection:** A stable internet connection is required. Any disconnection issues must be resolved within the given exam time.
4. **No External Help:** The use of books, notes, online resources, or assistance from others is strictly prohibited unless stated otherwise.
5. **Camera and Microphone (If required):** If the exam is proctored, ensure your webcam and microphone are turned on throughout the exam duration.
6. **No Multiple Logins:** You are allowed to log in from only one device at a time. Switching devices during the exam may result in disqualification.
7. **No Leaving the Exam Window:** Do not navigate away from the exam page. Leaving the exam window multiple times may result in automatic submission or disqualification.
8. **Submission:** Ensure you submit your answers before the time expires. Unsubmitted responses may not be counted.
9. **Technical Issues:** If you face technical difficulties, report them immediately to the exam administrator or support team.
10. **Academic Integrity:** Any attempt to cheat, copy, or manipulate the exam system will lead to strict disciplinary action, including possible disqualification.