

Term End Examination
(December 2011)

**Post Graduate Certificate in
Project Management
(PGCPM)**

**INSTRUCTIONS & GUIDELINES FOR THE
STUDENTS FOR TEE, DECEMBER 2011**



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Dear Student,

This booklet contains the some relevant information of Term End Examination of Post Graduate Certificate in Project Management (PGCPM) of the University. In this examination, you will have to appear in four courses, namely MPM-001, MPM-002, MPM-003 and MPM-004.

The examination will be **OMR Based Computer mediated Semi-online** where the question paper will be available on computer screen and you have to answer on specially designed OMR response sheet to be made available in the Examination Hall. In the beginning of each exam, password will be announced by the centre to open the question paper on computer. The question paper will be displayed in Acrobat Reader 9.0.

Since the format of the Term End Examination is a bit different from conventional pen and paper exam, it is necessary for you to know in advance the format of question paper and about the way in which you are required to answer the questions appearing on the computer screen. This handout will help you in this respect.

ABOUT THE TERM END EXAMINATION AND ITS QUESTION PAPER

1. Students have to download the Hall Ticket before the exams and paste a recent passport size photograph and produce in the examination centre.
2. In the examination centres, the students are to produce the I-Card issued by the university along with **any one** of the following documents :
 - Passport issued by Govt. of India
 - Election I Card issued by Election Commission
 - PAN Card issued by Income Tax Deptt.
 - Driving License issued by Transport Authority
 - UID Card issued by Unique Identification Authority of India (UIDAI)
 - Photo identity card issued by employer
3. The examination will be **OMR based Computer mediated Semi-online** where the question paper will be available on computer screen and you have to answer on the physical OMR Sheet provided by the exam centre. In the beginning of each exam, password will be announced by the centre to open the question paper on computer. The paper will be displayed in Acrobat Reader 9.0.
4. There will be two sessions, i.e. Morning and Afternoon Sessions. Each session will have examination for two courses. There will be 30 min break between the two courses in each session. The timings for the sessions will be as follows :

Morning Session

MPM-001 9:30 AM-11:00 AM

MPM-002 11:30 AM-1:00 PM

Afternoon Sessoin

MPM-003 2:00 PM-3:30 PM

MPM-004 4:00 PM-5:30 PM

5. Students are allowed inside the Examination Hall at 9:00 AM and must be seated by 9:15 AM so that they may fill up their particulars on OMR sheet and spend time in reading the instructions carefully. In case a candidate comes after 30 min from the schedule time of exam(s), (s)he will not be allowed to appear the examination in that course.
6. Supplementary answer script will be given to each student at the beginning of examination for each course for doing rough work. This will be retained at the examination centre.
7. The use of **scientific non-programmable calculator** is allowed in the exam.
8. There will be **no negative marking**.
9. The maximum marks for each question paper of each course will be 70.
9. There will be three sections of questions with following details :
 - Section A** : Multiple Choice Questions with 1 mark each
 - Section B** : Multiple Choice Questions with 2 marks each
 - Section C** : Multiple Choice Numerical Questions with 5 marks each.
10. **Section A** will have from Q. No. 1-25, **Section B** will have Q. No. 26-35 & **Section C** will have Q No. 36-40 in MPM-001 & MPM-002
11. There will be only **Section A** and **Section B** in MPM-003 & MPM-004. Out of which 10 questions will be from **Section A** and 30 Questions will be from **Section B**.
12. There will be no subsection within a Question.
13. For clearing a course, one has to secure 50% marks in CAC and TEE separately with overall aggregate of 60%.

HOW TO FILL-UP THE INFORMATION ON THE OMR SHEET ?

You may fill up your own information in this answer sheet so that you may correctly fill up the actual OMR examination answer sheet in the examination hall. While filling up the OMR examination answer sheet, you should follow the following guidelines :

1. On Side B of the OMR Sheet, write your complete Enrolment Number (also your login ID) in 9 digits. This should correspond to the Login ID already supplied to you. Also write your correct name, address with pin code in the space provided, in ink. Put your signatures on the OMR Sheet with date, in ink. Ensure that the invigilator in your examination hall also puts his/her signatures with date on the OMR Sheet at the space provided.
2. On Side A of the OMR Sheet, write correct information in numerical digits in Enrolment Number, Course Code, Examination Centre Code, Month and Year Columns. **The column of Course Code should be filled as 0001, 0002, 0003 and 0004 for MPM-001, MPM-002, MPM-003 and MPM-004 respectively. The column of Programme Code may be left blank.** The corresponding circle should be darkened

enough and filled-in completely. For example, suppose your Enrolment No. and Examination Centre Code are 145786159 and 1246 respectively. This information is indicated on sample OMR answer sheet attached with this handout. You should use only HB pencil to make the answers of the questions on the Side A of OMR Sheet.

3. Do not make any stray marks on the OMR Sheet.
4. Each question is followed by four probable answers, which are numbered 1, 2, 3, and 4. you should select and show only one answer to each question considered by you as the most appropriate or the correct answer. Select the most appropriate answer. Then by using **HB** pencil, blacken the circle bearing the correct answer number against the serial number of the question. You are also advised to write with the pencil the Sl. No. of selected answer in the rectangle provided on the top. **If you find that answer to any question is none of the four alternatives given under the questions you should darken the circle 'O'.**
5. If you wish to change your answer, ERASE completely the already darkened circle by using a good quality eraser and then blacken the circle bearing your revised answer number. If incorrect answer is not erased completely, smudges will be left on the erased circle and the question will be read as having two answers by the **Optical Mark Reader (OMR)** and will be ignored for giving any credit.
6. No credit will be given if more than one answer is given for one question.
7. You should not spend too much time on any one question. If you find any particular question difficult, leave it and go to the next. If you have time left after answering all the questions, you may go back to the unanswered ones.

GENERAL INSTRUCTIONS

1. Mobile phones, books, notebooks or written notes etc. are not allowed inside the examination hall.
2. You should follow the instructions given by the Centre Superintendent, Observers and by the Invigilators at the examination venue. If you violate the instructions, you will be disqualified.
3. Any candidate found copying or receiving or giving assistance in the examination will be disqualified.
4. The OMR Sheet would be supplied to you by the Invigilators. **After the examination is over, you should hand over the OMR Answer Sheet to the Invigilator before leaving the examination hall.** Any candidate who does not return the OMR Sheet will be disqualified.

5. Candidate arriving after 30 min. of scheduled commencement of the examination will not be permitted to enter the examination hall.
6. All rough work is to be done on the supplementary answer booklet supplied by the centre and not on any other paper. Scrap paper is not permitted.
7. The University reserves the right to cancel scores of any candidate who impersonates or uses malpractices. The examination is conducted under uniform conditions. The University would also follow a procedure to verify the validity of scores of all examinees uniformly. If there is substantial indication that your performance is not genuine, the University may cancel your score.

SOME IMPORTANT INFORMATION

Here is some important information, which you will require at the time of you test.

Programme	:	PGCPM
Course Name	:	0001 for MPM-001 0002 for MPM-002 0003 for MPM-003 0004 for MPM-004
Enrolment No.	:	Same as Login ID supplied to you in Hall Ticket by the University
Examination Centre Code	:	As indicated in the Hall Ticket downloaded from IGNOU website
Programme Code	:	To be left blank.
Month	:	Month of the test in two digits, viz. 06 for June or 12 for December
Year	:	Year of the test in four digits, viz. 2010 or 2011