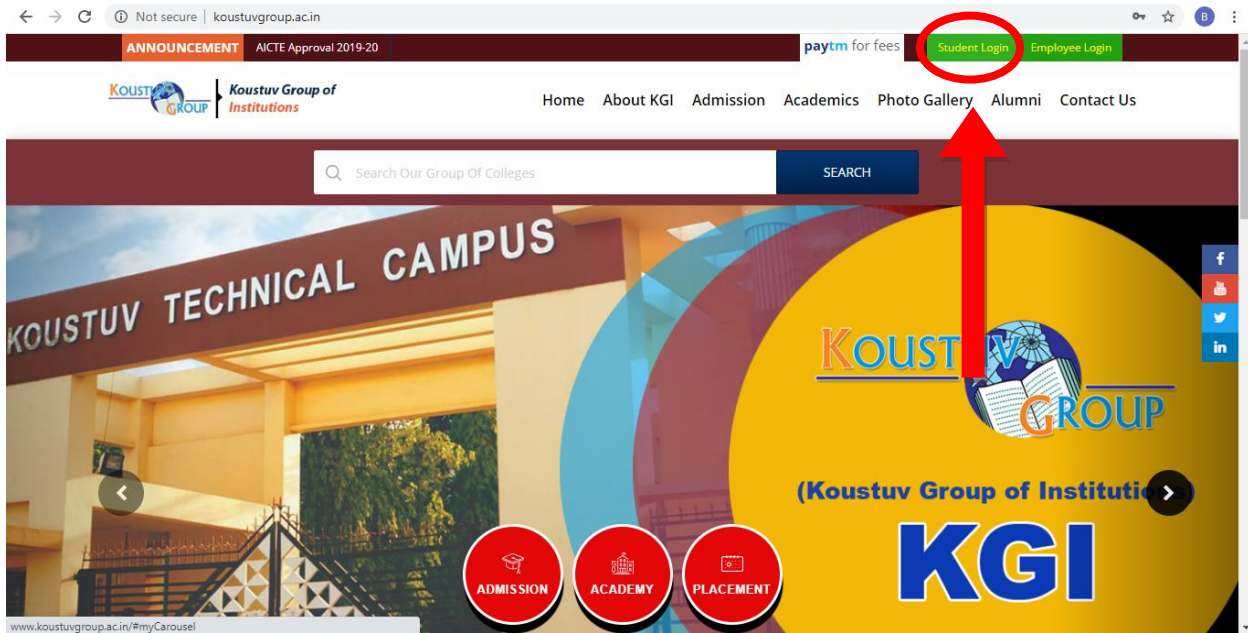


# NOTICE

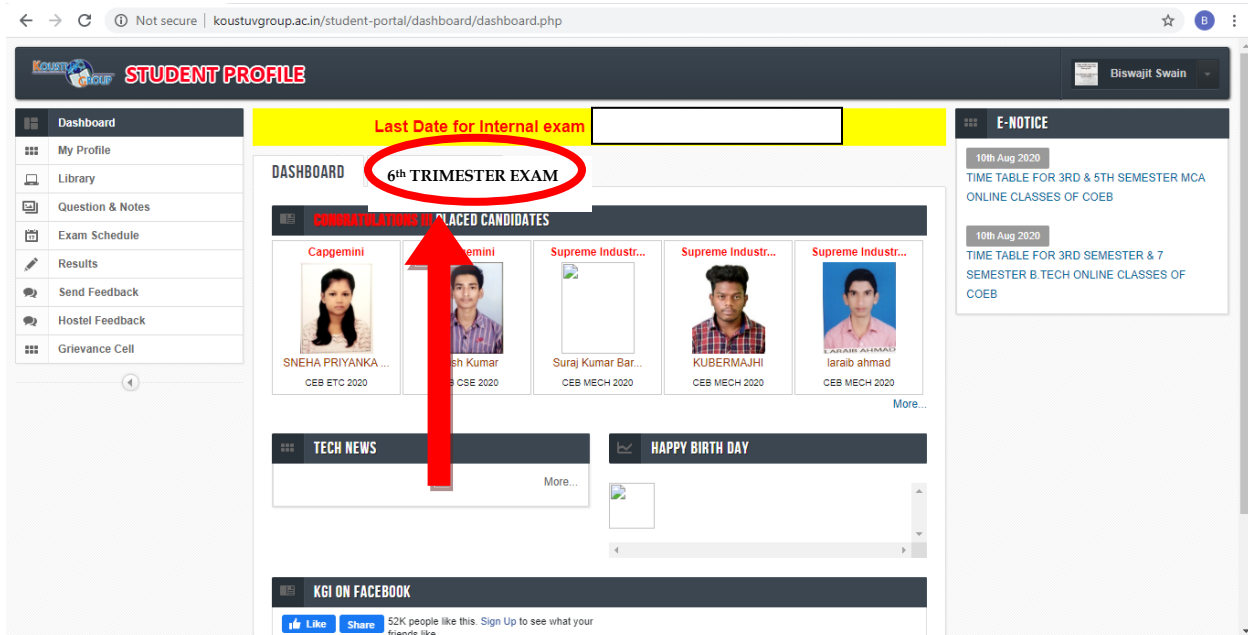
11 August 2020

## **GUIDELINES FOR 6TH TRIMESTER PGDM EXAMINATION**

1. Students can appear the examination by logging in to the student portal: [www.koustuvgroup.ac.in](http://www.koustuvgroup.ac.in)



2. After login, click on the **6<sup>th</sup> TRIMESTER EXAM** button.



3. In the terms & condition page, click on **"I HAVE READ AND UNDERSTOOD THE INSTRUCTIONS & READY TO START"** button.

The screenshot displays the examination interface. On the left, there are four logos for different institutions: COEB (College of Engineering Dhubaneswar), KISD (Koushtiv Institute of Self Domain), KBS (Koushtiv Business School), and KSE (Koushtiv School of Engineering). On the right, there are several instructions with green checkmarks:

- You will be awarded 1 marks for each of correct answer.
- There is NO negative marks each of wrong answer.
- Please adjust the your system time with our current Server time (12:32 PM)
- The Count down timer at the top corner of the screen will show the time left to complete the exam.
- Click one of the answer option buttons to select your answer.
- To change an answer, simply click the changed option button.
- Click on "SAVE & NEXT" button to save your answer before moving to the next question.
- Click on MARK FOR REVIEW to review your answer at later stage.
- To go for a particular question, click on the question number on the right or bottom of the screen.
- The color coded diagram on the right of bottom of the screen shows the status of the questions :

Below the instructions, there is a legend for the color-coded diagram:

- Gray - you have not visited question no 3.
- Red - you have not answered question no 5.
- Green - you have answered question no 7.
- Blue - you have answered question no 8.

A red arrow points from the legend to a button at the bottom of the screen that says "I have read and understood the instructions & Ready to Start". This button is circled in red.

4. Select the subject to start the examination
5. Examination will commence from 12th August 2020 (10.00 am onwards) till 14th August 2020 (Midnight). In this duration student can take their Examination at any time for 2hrs for each subject.
6. Students are allowed to appear the examination within these 3 days as per their respective specialization (Two papers only eg. Mktg/HR, HR/Fin, Mktg/Fin etc.)
7. Students are advised to use their Laptop or Smart phone with proper power backup & uninterrupted internet connection.
8. Students have to attend 100 questions out of 120.
9. For any technical support, Students are advised to contact: Mr. Biswajit (9040023204).