Centre Name: V.P. Institute of Management Studies and Research, Miraj

Course: - 7799 – Diploma in Taxation (DIT)

Sem. No. : - II

Subject Name	Day & Date	Time
69667-Income Tax Paper - III	Thursday, 29/10/2020	03.00 PM to 04.00 PM
69668-Income Tax Paper – IV	Saturday, 31/10/2020	03.00 PM to 04.00 PM
69669-Indirect Taxes-II	Monday, 02/11/2020	03.00 PM to 04.00 PM
69670-Financial Accounting & Analysis-II	Tuesday, 03/11/2020	03.00 PM to 04.00 PM
69671-Communication Skills	Wednesday, 04/11/2020	03.00 PM to 04.00 PM
69672-Principles of Auditing	Thursday, 05/11/2020	03.00 PM to 04.00 PM

Place: Miraj

Date: 23/10/2020   **Principal**

Centre Name: V.P. Institute of Management Studies and Research, Miraj

Course: - 707 –Diploma in Business Management (DBM)

Sem. No. : - II

Subject Name	Day & Date	Time
33346-Management Concepts and Organizational Behaviour	Thursday, 29/10/2020	01.30 AM to 02.30 PM
33347-Business Environment	Saturday, 31/10/2020	01.30 AM to 02.30 PM
33348-Accounting for Managerial Decision	Monday, 02/11/2020	01.30 AM to 02.30 PM
74996-Fundamentals of Management	Thursday, 29/10/2020	01.30 AM to 02.30 PM
74997-Tally, GST and ERP	Saturday, 31/10/2020	01.30 AM to 02.30 PM
74998-Digital Marketing	Monday, 02/11/2020	01.30 AM to 02.30 PM
74999-Employee and Labour Relations	Tuesday, 03/11/2020	01.30 AM to 02.30 PM
74500-Operations Management	Wednesday, 04/11/2020	01.30 AM to 02.30 PM

Place: Miraj

Date: 23/10/2020   **Principal**

Centre Name: V.P. Institute of Management Studies and Research, Miraj

Course: - 799 – Post Graduate Diploma in Computer Application (PGDCA)

Sem. No. : - II

Subject Name	Day & Date	Time
66506-Office Automation Tools	Thursday, 29/10/2020	11.00 AM to 12.00 PM
66507-Web Designing with PHP and MySQL	Saturday, 31/10/2020	11.00 AM to 12.00 PM
66508-Visual Programming Part –II	Monday, 02/11/2020	11.00 AM to 12.00 PM
66509-Advanced Programming using 'C'	Tuesday, 03/11/2020	11.00 AM to 12.00 PM
66510-RDBMS with Oracle Part – II	Wednesday, 04/11/2020	11.00 AM to 12.00 PM

Place: Miraj

Date: 23/10/2020   **Principal**

<u>**IMPORTANT INSTRUCTIONS FOR CANDIDATES**</u>

As per the guidelines given by Shivaji University, Institute has decided to conduct the examination of Diploma/PG Diploma students in off-line mode. However Institute will implement Social Distancing measures as per Shivaji University guidelines in the current scenario of COVID-19 to ensure health & safety of the candidates. Adequate measures are implemented for safety of all without compromising the high standards, sanctity and fairness in conduct of the examination.

Preparation at Exam Centre
- Standard Operating Procedures for implementing safety precautions and for maintaining required standard of hygiene are getting implemented.
- Before each paper starts Seating Area will be thoroughly sanitized-Desk and the chair.
- Gap between 2 seats will be maintained as per Social Distancing norms.
- Hand sanitizer will be available at entry and inside the exam venue at various places for candidates.
- It is ensured that all the processes are touch free to ensure Social Distancing norms.

Candidates are also required to adhere to guidelines for Social Distancing and hygiene to ensure safety & health of their own and fellow candidates. For safety purposes, Institute strongly advises candidates to follow the guidelines mentioned below.
1 Candidates are advised to check time table and exam details on Institute's web site. They should also check mailbox on their registered E-mail address and SMS in their registered Mobile No.
2 Candidates are advised to reach centre **one hour before** to avoid any crowding at the centre and to maintain social distancing.
3 No candidate shall be permitted to enter **after 10 minutes** from commencement of examination.
4 Candidate need to maintain a space of at least 6 feet from each other at all the time.
5 Candidate has to wear mask for entire examination period up to leaving the campus.
6 Candidate must carry **"Any one of the original and valid Photo Identification Proof issued by the government"**- PAN card/Driving License/Voter ID/Passport/Aadhar Card (With photograph)/Ration Card. IDs in mobile phone will not be considered as valid ID proof.
  No candidate would be allowed to enter the Examination Centre without valid ID proof.
7 Candidates are advised to carry only the following items with them into the examination Hall:
   - **Valid ID Proof.**
   - **A Simple Blue Ball Point Pen.**
   - **Personal hand sanitizer (50 ml)**
   - **Personal water bottle.**
8 Candidates are **NOT allowed** to carry any personal belongings including electronic devices, mobile phones and other banned/prohibited to the examination centre. Institute will not be responsible for safe keep of personal belongings.

9   Nature of examination will be as follows-
*   **Examination will be based on MCQ type question paper.**
*   **Duration of examination is 1 hour.**
*   **50 marks are allotted for each question paper.**
*   **There will not be negative marking.**
*   **Candidate has to write correct option in a box provided in front of respective question.**
*   **Seating arrangement has been done in Multipurpose Hall. (Auditorium Hall)**
10 No candidate should adopt any unfair means or indulge in any unfair examination practices as the examination hall is under surveillance of **CCTV.**
11 Candidates are strongly advised not to turn the pages of question paper using saliva.
12 Candidates are advised to model good practices such as sneezing or coughing into their elbow and sanitizing their hands.
13 No candidate shall be permitted to leave the examination hall before the end of examination.
14 On completion of the examination, candidates will be permitted to move out one at a time.
15 If any candidate violates the examination guidelines including COVID-19 directives, permission will be denied to appear for examination.

Place: Miraj

Date: 23/10/2020   **Principal**