



INDIAN INSTITUTE OF BUSINESS MANAGEMENT AND STUDIES

APPLICATION FOR EXAMINATION

Note: Please fill up all the details to avoid Rejection of your exam application form.

Reference No: _____ Date of Admission: _____

Session:- January/April/July/October (Please Select)

Select Any One Schedule: (Tick) 1st – 10th 11th – 20th 21st – 30th

Name as per certificate: _____

Correspondence Address: _____

_____ Landmark _____

City: _____ State: _____

Country: _____ Pin Code: _____

Mobile No: _____ Landline No (with Code): _____

Email-ID: _____

Course: _____ Semester: _____ Specialization: _____

Subject Name for particular Course/Semester: 1) _____ 2) _____ 3) _____

4) _____ 5) _____ 6) _____ 7) _____

Fees Paid (INR / US\$): _____ Dues (INR / US\$ /NIL*): _____

IIBMS Branch: _____ Counselor Name: _____

Exam option : E mail (Default) / Exam Centre*

Disclaimer By The Applicant Student:

The information provided above is true to best of my knowledge. I acknowledge that I have read and understood all the Guidelines, Terms and Conditions of Examination at IIBMS and I confirm to be abiding by all norms of IIBMS.

Thanks and Regards

STUDENT (NAME AND SIGNATURE)

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The Guidelines, Terms and Conditions for Examination at IIBMS

1. Please **Read and understand all the instruction clearly & carefully** before submitting application for exam and attending the exam papers. This is **to avoid delay in paper evaluation, result, penalty, delay charges**. Exam answer papers may not be evaluated in case of any discrepancy and careless attitude over the instructions.
2. Please **fill up all the details** to avoid rejection of your exam application form.
3. E-mail exam application form does not require signature of the student.
4. For **sample question papers** or any query related to subject study etc... please contact our professors - Education Cell: edu@iibms.net
5. **Examination Schedule & Last date for Exam Application:** Flexible Examinations are conducted four times in a year i.e. January, April, July & October. Please submit your exam application form / mail before last date of exam application schedule. Exam department will not be able to process exam application form at any circumstances after the **last date of exam application**. In such case you shall apply for next exam schedule subject to maximum duration of the course. Refer below Exam schedule for Postal / Email / Case Study based examination:

Exam Date (Select Exam Dates)		Last Date to Enroll For Exam	
January	(1 to 10) / (11-20) / (21 to 30)	October	(1st To 31 st)
April	(1 to 10) / (11-20) / (21 to 30)	January	(1st to 31 st)
July	(1 to 10) / (11-20) / (21 to 30)	April	(1st to 30 th)
October	(1 to 10) / (11-20) / (21 to 30)	July	(1st to 30 th)

6. Students provided with Login ID and password may apply for exam online through online forms on our website.
7. In case of delayed exam application, **delay application charges** shall be applicable; also rights to accept or reject such application reserved by management – exam department IIBMS.
8. **Exam Centre option** is available only to the students who had selected the centre exam option **at the time of admission**. In case of centre based examination **exam schedule** i.e. exam date, time and place shall be **decided by exam department only**.
9. Exam shall be **subject to minimum & maximum course duration** (Refer Prospectus). The exams shall not be conducted if:
 - o The minimum duration from the date of registration is not elapsed / completed, whatever may be the professional or personal status of the student in respect to current qualification / level of work experience / designation in any organization / profile.
 - o The Maximum duration of the course is over, i.e. course duration is expired. In such case your admission shall be cancelled completely without any refund or transfer of fees or any other amount paid to Institute in any form. The student has to re-enroll for the course by payment of the entire fees amount applicable at the time of fresh enrollment.
10. In-case of expiry of the course maximum duration, **duration extension charges / Course fees** shall be applicable; also rights to accept or reject such application reserved by management – exam department IIBMS.

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11. The exam shall be conducted only after, confirmation of clearance of **100% fees** plus any other outstanding charges, penalty etc... In case any outstanding amount is due & not cleared or the status is not confirmed from the account department. Even a single exam cannot be conducted without NOC received from the account department.
12. You shall receive the **confirmation of acceptance of your exam application** in **written format** from exam@iibms.net only. In case the confirmation is not received for the institute it shall be considered as exam application rejected. If no reply has been received please contact undersigned or forward the same mail to head@iibms.net with subject as "Ref.No: _____: **Exam Application - Complain**"
13. In case of **default in fees payment, expiry of course duration, incomplete exam application forms... etc** the exam application can be considered as rejected. In case you do not receive confirmation please contact exam department IIBMS Mumbai Exam department.
 - Email: exam@iibms.net
 - Mobile: **092222 10 223**
14. Application for exam has to be sent to our official **exam department email ids (exam@iibms.net) only**. Application for exam made to any other department of IIBMS is liable to rejection without intimation.
15. Application for exam once made **cannot be revoked or canceled**. If the exams are **not attended** it shall be marked **absent in the result**. The same exam needs to be attended in next exam session. The same exams will be considered as **re-examination** & charges will be applicable for the same Rs.500/- per paper.
16. All queries related to exams terms & conditions, exam application etc... shall be addressed to exam@iibms.net only.
17. Verbal communication will not be accepted for any queries related to exams. All queries during exams shall be addressed to examquery@iibms.net only.

Best Regards,
IIBMS - Examination Cell
IIBMS, A-203, Suryakiran Apartment,
2nd Floor, S.V.P. Road, Near Chamunda Circle,
Borivali (West), Mumbai – 400092.
Contact: 0922-22-10-223.
Email: exam@iibms.net

GUIDANCE FOR EXAM PAPERS

1. Please **Read and understand all the instruction clearly & carefully** before submitting application for exam and attending the exam papers. This is **to avoid delay in paper evaluation, result, penalty, delay charges**. Exam answer papers may not be evaluated in case of any discrepancy and careless attitude over the instructions.
2. Immediately upon receipt of **question papers**, kindly send us a **confirmation mail to: exam@iibms.net**; with subject line as: "**Ref. No: _____: Confirmation – Received - Exam Question Papers**". Verbal confirmation will not be accepted for confirmation. In case of non receipt of question paper on the scheduled date by email, please intimate the same by e-mail on same day with subject line "**Ref. No: _____: Not Received - Exam Question Papers**". In case of non receipt of confirmation mail, exam would be considered as started from the scheduled date without any intimation.

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3. In case of case-study based examination, attempt **minimum four case studies** per subject. If only four case studies are given then all the cases are compulsory.
4. Answer papers has to be submitted in **self hand-writing on plain paper or paper with horizontal linings** across the page. **E-mail option** enables you to access the question papers even when you are not available at your correspondence address. Still you have to submit answers in your **own handwriting along with print outs of question papers** only.
5. Kindly make sure that the answers are written in **legible handwriting**, answers written in illegible, untidy handwriting may be marked zero. Handwriting of answer papers are subject to audit & analysis by professors / experts. In case of differences found in hand writing the examination shall be considered as void. In such case the student needs to apply for re-examination with due fees of re-examination. The admission may be considered cancelled without any refund of fees in case of malpractices in examination.
6. The answers needs to be submitted in **specified duration (days)** as per the course eligibility days of exams from the date of commencement of exam schedule. E.g. 10 days for MBA each Semester or single semester. The **answer submission date cannot be extended** even in case of delay in delivery of question papers by courier service under email option as the question paper sent through email will be received by student exactly in time.
7. You shall have to attempt the papers within stipulated time; making late submission shall be liable to submit **Rs.200/- per day delay charge for a maximum period of Eight (8) days.** The examination shall stand **cancelled** if the answers are not received up to ten extra days. Subsequently, shall have to apply for **re-examination**. The re-examination charges shall be **Rs. 500/- per paper** and the **delay charge of Rs.1600/-** shall also be charged, (for example re-examination of three subjects fees to be paid will be: $1600 + (500 \times 3) = 3100$). This is to inform you beforehand so that you avoid late submission of answer sheets.
8. You shall submit **Student Details for individual answer sheets** in separate envelopes for each subject with student details on the top of each subject papers.
9. You shall submit the **question papers along with the answers** else your answers may not be evaluated.
10. Send your handwritten answer sheets, question papers, student details for each subject papers to exam department directly via courier / speed post. Strictly do not submit your answers to any of the branches / staff / executives. Institute shall not be responsible for loss of the same.
11. Please make **Xerox copy** of entire set of documents **question paper, answer papers** for your future reference.
12. Any query pertaining to examinations during examination shall be entertained on examquery@iibms.net only. You are advised not to rely on any instructions given on telephone by any person claiming to be IIBMS representative.
13. For any unresolved queries and complaints you may mail to the head of student service department at: head@iibms.net
14. **Backup Copy:** Please maintain one backup copy of all originals viz. question papers, answer papers, projects, presentations, student details form, courier / speed post sent receipt before dispatching courier / speed post. This is to avoid inconvenience incase of misplace of courier by courier company.
15. **Dispatch Intimation:** Immediately upon dispatch of courier / speed post, intimate dispatch along with details single soft copy of student details to exam department by mail to the mail id from which the question paper has been received by mail.

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16. **Packing Envelopes:** Separate envelop should be used for each subject papers and all subject envelopes to be inserted in one considerable size non durable, preferably waterproof envelop.
17. **Order of papers to be arranged** in file / stapled / spiral biding (from bottom/last to top)
- a) Original Answer papers / Original Project
 - b) Original question
 - c) Result evaluation details form
 - d) Student details form
18. Please specify your admission reference number (ALL CAPS) in subject time of any of your communication.

**Best Regards,
IIBMS - Examination Cell**

Declaration by student:

I hereby confirm to accept all the terms of examination at IIBMS.

STUDENT SIGNATURE

STUDENT DETAILS FOR INDIVIDUAL SUBJECTS EXAM PAPERS

(Print and affix on top of each subject papers)

REFERENCE NUMBER	
NAME	
CONTACT NUMBER	
EMAIL ID	
COMMUNICATION ADDRESS	
COURSE	
SUBJECT	
EXAM STARTING DATE	
EXAM LAST DATE	
ACTUAL SUBMISSION DATE	
DELAY IN SUBMISSION (DAYS)	
DELAY CHARGES (INR / US\$)	
DD NO/ BANK / AMOUNT (INR/US\$)	

CHECK LIST FOR STUDENTS BEFORE DESPATCHING COURIER / SPEED POST

- Original Answer papers
- Original Question papers
- Original Project (if any)
- Original soft copy presentations (if any)
- Student detail form on each subject papers
- Xerox copy / Backup for future reference.
- Proper address printout affixed on the courier / speed post.
- Immediate intimation of exam papers dispatched with courier / speed post details. (Please specify your reference number (all caps) in subject line.
- DD for amount of delay submission charges (in case of any delay) (INR 200 per day) in favor of "Indian Institute of Business Management and studies" payable at Mumbai.

Declaration by student:

I hereby confirm to have checked the entire above checklist.

STUDENT SIGNATURE

RESULT EVALUATION DETAILS FORM
(Print and affix on 2nd from top of each subject papers)

STUDENT DETAILS	
STUDENT REFERENCE NUMBER	
NAME	
SUBJECT	
FOR OFFICE USE ONLY	
PROFESSOR DETAILS	
EVALUATED BY PROFESSOR (NAME)	
ACTUAL DATE SENT TO PROFESSOR	
ACTUAL DATE RECEIVED BY PROFESSOR	
ACTUAL DATE RECEIVED BACK FROM PROFESSOR	
RESULT / MARKS / REMARK DETAILS	
MARKS OBTAINED	
CASE 1	
CASE 2	
CASE 3	
CASE 4	
CASE 5 (If any)	
CASE 6 (if any)	
PRESENTATION	
TOTAL MARKS OBTAINED	
TOTAL MARKS OUT OF	100
REMARK BY PROFESSOR	

EVALUATED BY

PROFESSOR - STAMP & SIGNATURE

Printout to be affixed on the courier / speed post:

To Address:

Exam Department: IIBMS
The Indian Institute of Business Management and Studies
IIBMS, A-203, Suryakiran Apartment,
2nd Floor, S.V.P. Road, Near Chamunda Circle,
Borivali (West), Mumbai – 400092.
Contact: 0922-22-10-223.
Email: exam@iibms.net

From Address:

Note: For IIBMS Exam Department only.

Enclosed: Important exam question papers and answer papers.

Reference Number: _____

Name: _____

Email Id: _____

Mobile Number: _____