



**THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES**

**DD – 36, Sector – 1, Salt Lake, Kolkata 700 064**

**☎ : 2321- 3461, 2334-6602, /Ext. 224 & 225**

**☎ Fax: 2358- 0100**

Memo No: COE/UHS/ 738 /2020

Date: 03.08.2020

From: The Controller of Examinations  
The West Bengal University of Health Sciences

To:

1. The Principal, Charnock School of Hospital Management
2. The Principal, DSMS College of Health Care Management
3. The Principal, Genesis Institute of Management and Technology
4. The Principal, Institute of Business Management and Research
5. The Principal, School of Management and Social Sciences
6. The Principal, Peerless School of Hospital Management
7. The Principal, Haldia Institute of Health Sciences
8. The Principal, Oriental Institute of Science and Technology
9. The Principal, HLG Institute
10. The Principal, Antara Institute of Health Sciences

**Sub: Revised Schedule of Master in Hospital Administration 4<sup>th</sup> Semester August, 2020 Examination**

Sir/Madam,

The Revised Schedule and Pre-exam activities along with some related issues for the above mentioned examination are notified hereinafter for all information of all concerned.

1. All the students who are to appear in the Master in Hospital Administration 4<sup>th</sup> Semester August, 2020 Examination were requested to submit their option for appearing the examination in one of the available 3- Modes viz. - Mode-A (conventional pen and paper), Mode-B (MCQ-IBT) or Mode-C (MCQ-OMR). Most of the students opted for Mode-B (MCQ-IBT) and a few for Mode-C (MCQ-OMR). Following the notified principle, the aforesaid examination would be held in **Mode-B (MCQ-IBT) and Mode-C (MCQ-OMR)**.
2. Attention of all concerned are invited to the followings:
3. For Mode-B (MCQ-IBT): Terms and conditions are as per the Annexure.
  - i. **For Mode-C (MCQ-OMR):**

Examination Centre(s) may be any of the followings to be decided by the University depending on the number of candidates opted for, availability of resources etc. to conduct the Examination for the MCQ based Test through OMR sheets. Question Paper will remain the same as to be used for MCQ based IBT.

    - a) Centrally at the University premises at Salt Lake, Kolkata and/or any other or more location(s)
    - b) Any Centre at the station of student's college/institution but not in his/her own college/institution.
  - ii. All the eligible students, who had already enrolled for the Examination scheduled earlier, shall have to re-enroll themselves for the Examination only for choosing the available Mode of Examination i.e., Mode-B (MCQ-IBT) or Mode-C (MCQ-OMR) from the drop-down list. Before selecting the Mode, the students will have to agree to the 'Terms &

Conditions' of the Mode. **No further examination fees are to be paid.** After completion of the Enrolment/Re-enrolment process, they will have to download fresh Admit Cards through the Portal during the notified time.

- iii. The eligible students, if any, who did not enroll themselves for the Examination scheduled earlier, should enroll themselves in usual manner including successful payment of usual examination fees. During enrolment the students are to select the Mode of Examination in the abovementioned manner.
4. Accordingly, this is to notify that the Portal for online Enrolment/Re-enrolment for the Master in Hospital Administration 4<sup>th</sup> Semester August, 2020 Examination will be made live and shall be available during bellow mentioned schedule. All concerned students are directed to go to the University website and click on the "Student Registration /Examination log in" tab and complete the entire process within the said time schedule.

#### 5. Pre-exam activity:

Sl. No.	Activity	Date	
		From	To
1	Online enrolment/re-enrolment of students for the examination	04.08.2020, 06:00 pm	05.08.2020, 11:59pm
2	Admit card downloading by the students	08.08.2020, 06:00 pm onwards	
4.	Downloading of Attendance Sheet and Practical Tabulation Sheets by the Colleges/ Examination centres	14.08.2020, 01:00 pm onwards	
5.	<b>Mock Test – I</b> for students enrolled for <b>Mode-B (MCQ-IBT)</b> Duration of the test: 30 minutes	10.08.2020 Reporting: 12:00 noon Commencement of the test :12:30pm	
6.	<b>Mock Test – I</b> for students enrolled for <b>Mode-B (MCQ-IBT)</b> Duration of the test: 30 minutes	12.08.2020 Reporting: 12:00 noon Commencement of the test :12:30pm	

#### 6. Revised Schedule of Master in Hospital Administration 4<sup>th</sup> Semester August, 2020 Examination:

##### Theoretical:

Date of Examination	Subject	Time
18.08.2020	Biomedical Waste Management and Hazards in Hospital	From 12.00 noon to 2.00 p.m.
19.08.2020	Entrepreneurship and Consultancy Management	
20.08.2020	Health Insurance and Medical Tourism	
21.08.2020	Specialty	

##### Practical:

Date of Examination	Subject	Time	Mode of Examination
24.08.2020	Dissertation	From 10.00 a.m. onwards	(i) <u>For Mode-B Candidates:</u> web-based video-conferencing
25.08.2020	Internship-Evaluation on Major Projects		



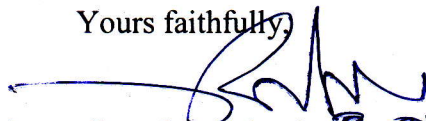
26.08.2020	Grand Viva	(ii) <u>For Mode-C Candidates:</u> At respective Colleges
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You are requested to circulate the above to all concerned. Your active co-operation in this respect is earnestly solicited.

Encl:

1. Annexure- I
2. Annexure-II

Yours faithfully,




Controller of Examinations  
The West Bengal University of Health Sciences

Memo No: COE/UHS/ 738/2020

Date: 03.08.2020

Copy forwarded for favour of information and necessary action to:

- (1) The Dean, Faculty of Modern Medicine, WBUHS
  - (2) The Registrar, WBUHS
  - (3) The Finance Officer, WBUHS
  - (4) The Asstt. Controller of Examinations, WBUHS
- along with a copy of the Schedule of Examination



Controller of Examinations  
The West Bengal University of Health Sciences

## **Guidelines for Candidates for Internet based Online Examinations (IBT)**

### **I. Important requirements for IBT for Candidates:**

1. Exam PC/Laptop with 4GB RAM
2. Webcam and Microphone Enabled
3. Adequate Internet speed for exam (min 512 kbps)
4. Power backup
5. Updated version of Google Chrome along with below extension to be installed before starting of exam

<https://chrome.google.com/webstore/detail/think-exam/bbebbhmelpcfmijoanocdliephmoahln?hl=en>

### **II. General Instructions to be followed for the Examination (IBT)**

6. Student should make sure s/he has taken a print out of her/his admit card. **The print out of the admit card and any other valid photo ID card** for verification purposes available with her/him before starting the examination.
7. The examination will be conducted through the internet and it requires internet access throughout the examination. Student should ensure that s/he has good internet connectivity while appearing the examination.
8. S/He should choose a separate room, if possible, while taking the examination. If no separate room is available, s/he should make sure to choose a corner with no external disturbance and sufficient lighting, during the examination.
9. His/her space should be uncluttered, with no writing visible on walls or surfaces.
10. Although at home, the test has to be taken with same seriousness as at a test centre, so s/he should prepare her/his room as if it is a live test centre. S/He should make sure to maintain the sanctity of the test.
11. S/He should ensure the **webcam and microphone** are in working condition and s/he has allowed the application to access them, when notified.
12. S/He should make sure to wear a proper attire while taking the examination, as s/he will be continuously monitored during the examination.
13. S/He should not leave the room during the test; if s/he does, her/his test will be terminated.
14. S/He should ensure not to make much movements and focus her/his attention on the screen during the course of the exam or else the examination will be revoked without any warning.
15. To secure the integrity of the tests, no breaks (including Bio-breaks) will be allowed

during the during the course of examination/test. S/He should make sure to remain seated after the start of exam till completion.

16. S/He should refrain from making any gestures, noise (like repeating questions) during the examination. Camera and Microphone must not be covered under any circumstances, or the exam access will be revoked.
17. Once started, the test window will fill the entire screen and the candidate will not be able to move out of it until the end of examination. Attempting to do so will submit/end the test.
18. Remember, every action of the students during the test is monitored by the system. If any of the student is found guilty of any unlawful means, later on, the exam may stand cancelled upon verification of the evidence found.
19. Time/Duration of the Examination will be mentioned in the Question Paper/Instructions.
20. The test will contain the total number questions as will be mentioned in the Question Paper.
21. The student should not click the button "Submit test" before completing the test. A test once submitted cannot be resumed.
22. If the test window fails during examination, it will resume from the same instance where it had been left. Do not panic during such events.

### **III. Certain Terms & Conditions**

23. Only one question in chronological manner would appear in the screen and after the student submits the answer or skip the question, the next question would appear in the screen. If the student skips any question, he/she would not be able to get it back for answering.
24. The start, duration and end of the examination would be predefined. In case of any unfortunate event of disruption of connectivity or any other breakdown for any reason or other, the concerned student may have chance to get back to the IBT session and re-start from where he left but the session will run up to the predefined end-time and no extra time would be allowed.
25. The marks of the student would be calculated only on the answers he could make. There would not be any proportionate marking or the like.

### **IV. Suspicious behaviours during an Online Test (IBT)**

- i. Looking at calculator (when not allowed) /mobile phone/tablet other than the computer
- ii. Systematically looking around room
- iii. Systematically looking up or down
- iv. Systematically looking to the left or right
- v. Systematically looking under desk
- vi. Leaving room



- vii. Reading questions out loud (note some reading may be expected as a nervous habit, but system reading is not allowed)
- viii. Looking at hands or wrists
- ix. Accessing any web pages
- x. Accessing other applications such as Word, Excel, PowerPoint, or their folders/windows explorer
- xi. Other people entering the room
- xii. Using multiple screens
- xiii. Looking at pre-written notes/cheat-sheets unless notes are allowed or the exam allows an open book exam
- xiv. Looking at post-it notes around the room (should be removed)
- xv. Wearing sunglasses or smart glasses (without a need to do so)
- xvi. Wearing a watch – and looking at it systematically
- xvii. Playing music
- xviii. If the webcam or laptop or face becomes obscured
- xix. Opening drawers or cupboards in your test room
- xx. Any other behaviour that is odd or arouses suspicion

#### **V. Steps to be Followed by Candidates for IBT during Examination**

Steps to be followed by the Candidate have been detailed in the **Annexure-II**

**XX-X-X-X-X-X-X-X-X-X-X-X-XX**

## **ANNEXURE-II**

### **Steps to be Followed by Candidates for Internet Based Online Test (IBT)**

## I. Important requirements from Online Exam Candidate:

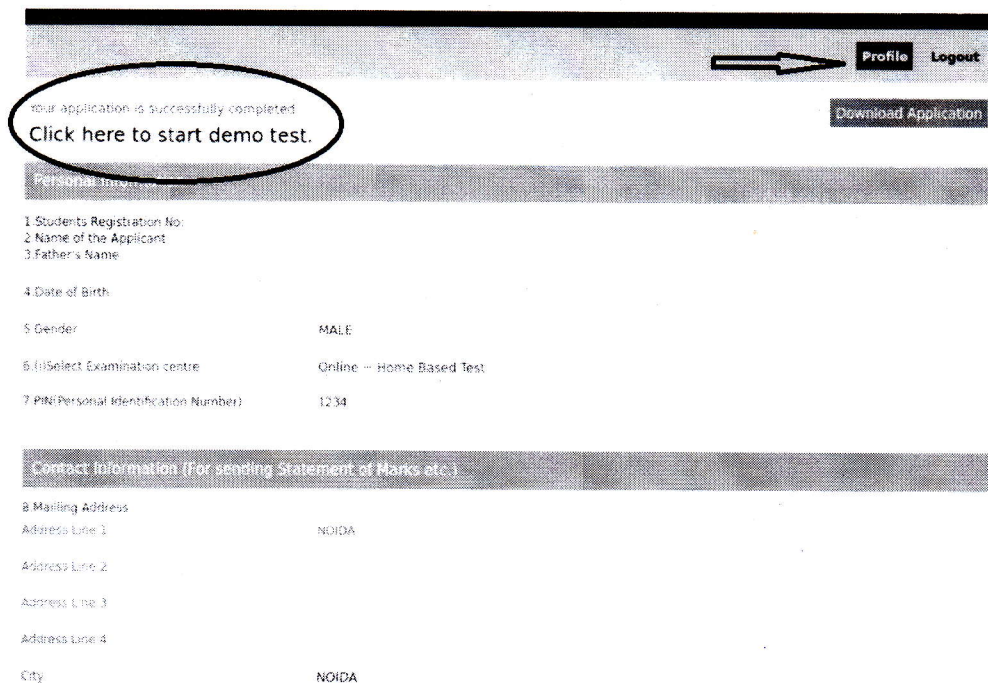
1. Exam PC/Laptop with 4GB RAM
2. Webcam
3. Adequate Internet speed for exam (min 512 kbps)
4. Power backup
5. Updated version of Google Chrome along with below extension to be installed before starting of exam

<https://chrome.google.com/webstore/detail/think-exam/bbebbhmelpcfmijoanocdliephmoahln?hl=en>

## II. Steps for Candidate

6. Candidate has to go to the examination portal(*will be notified later on*) and login into the portal using the charaka credentials. please note that below extension must be installed in chrome before starting login process:

<https://chrome.google.com/webstore/detail/think-exam/bbebbhmelpcfmijoanocdliephmoahln?hl=en>



The screenshot shows the Think Exam portal interface. At the top right, there are links for 'Profile' and 'Logout'. A message in the center states: 'Your application is successfully completed. Click here to start demo test.' Below this, there is a section titled 'Personal Information' with a list of details:

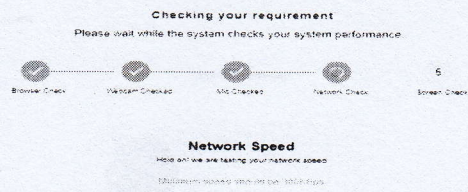
Personal Information	
1. Student's Registration No.	
2. Name of the Applicant	
3. Father's Name	
4. Date of Birth	
5. Gender	MALE
6. (i) Select Examination centre	Online -- Home Based Test
7. PIN (Personal Identification Number)	1234

Below the personal information section, there is a section titled 'Contact Information (For sending Statement of Marks etc.)' with a list of details:

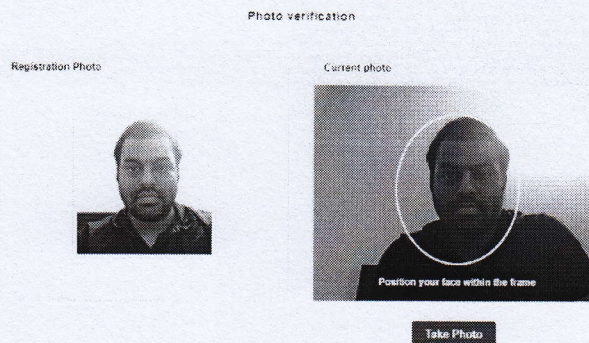
Contact Information (For sending Statement of Marks etc.)	
8. Mailing Address	
Address Line 1	NOIDA
Address Line 2	
Address Line 3	
Address Line 4	
City	NOIDA



7. Candidate's system configuration check will be done.

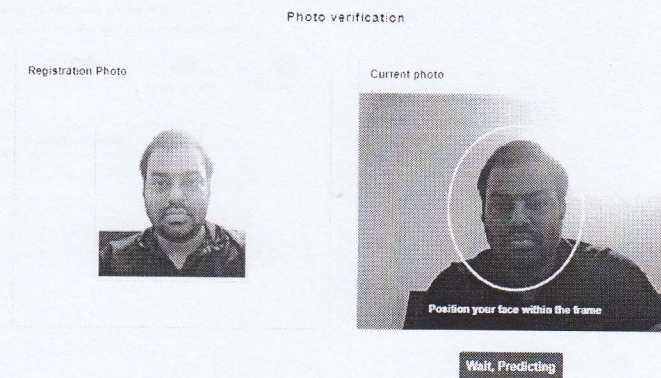


8. Candidate has to take photo of ID card and has to click his picture from webcam

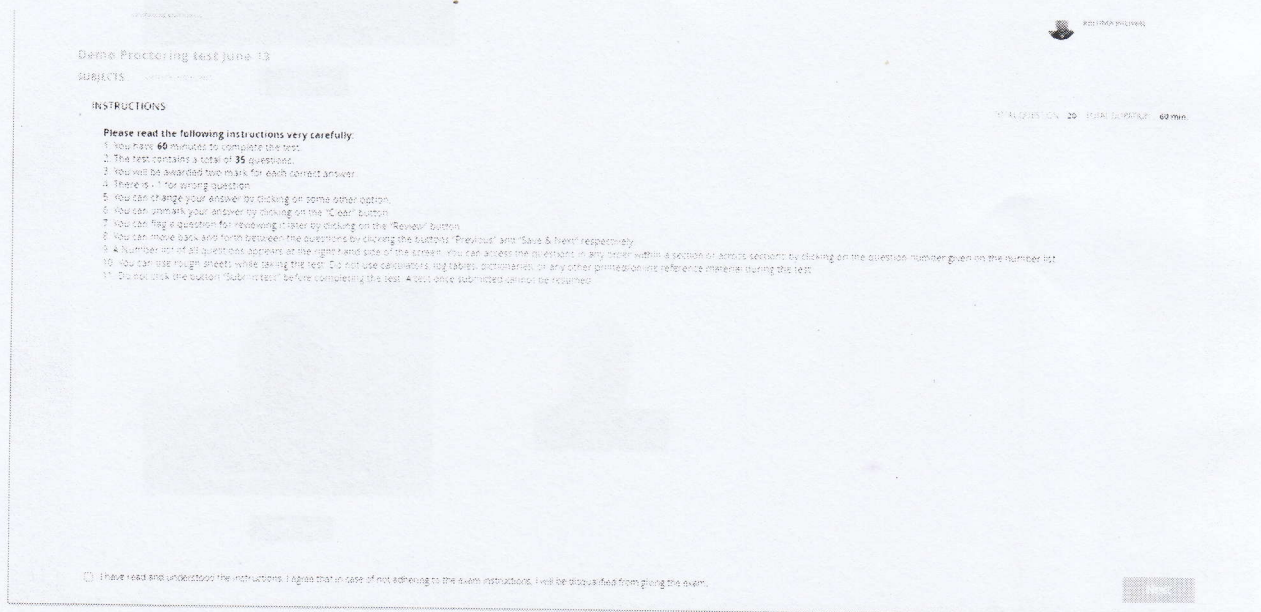




9. Candidate has to wait for authentication



10. Instructions page will come and candidate has to read and proceed further



*The Picture depicted above is only for indicative demonstration purposes. Original Instructions will change according to the regulations of the particular examinations.*



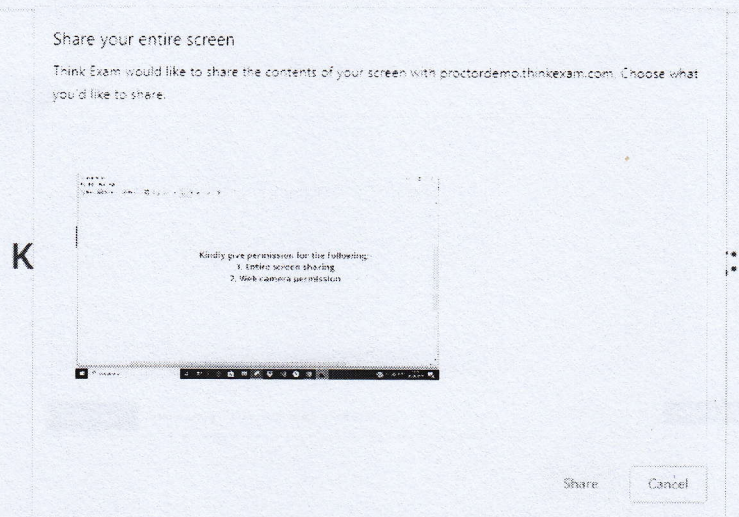
11. Candidate has to give permission of Screen sharing

**Kindly give permission for the following:-**

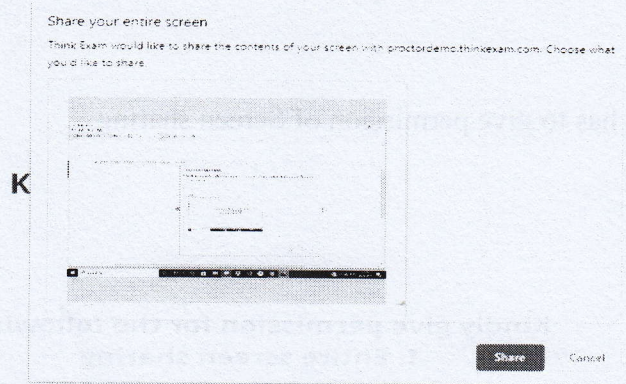
- 1. Entire screen sharing**
- 2. Web camera permission**

Waiting for liveproctoring.thinkexam.com...

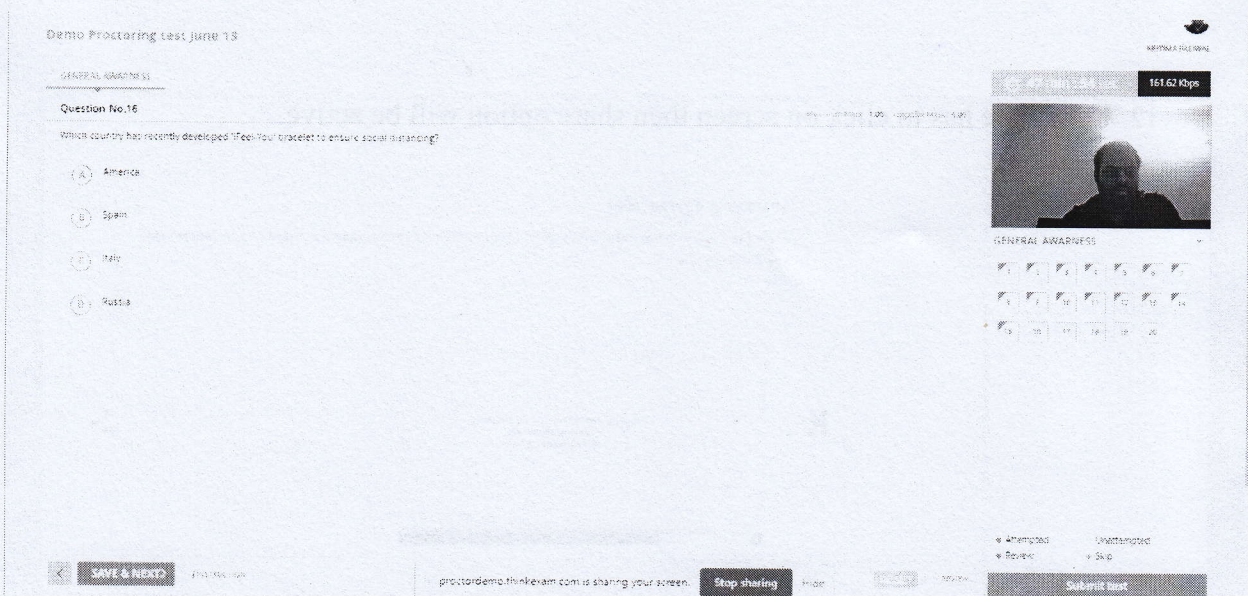
12. Candidate has to click on screen then share option will be active.







13. Exam will be started and candidate has to give his/her exam:



### III. If Exam stopped due to Internet issue or PC related issue:

14. Candidate should open the exam URL again and follow the above described login process in order to resume his exam. Please note that exam will be resumed from same point where it was disrupted for any reason.
15. In any case Examination will close at the pre-fixed end-time and no extra time will be allowed under any circumstances.
16. Candidate will get marks only on the answer(s) s/he could make.