



**Bharati Vidyapeeth**  
(Deemed to be University)  
**INSTITUTE OF MANAGEMENT & RESEARCH NEW DELHI**  
A-4, Paschim Vihar, Rohtak Road, New Delhi - 110063

Ref: BVIMR/ND/ 148 /2021-22

Dated: 09-06-2021

**Notice**


To All Students of BBA-IInd-Sem (2018 Course) - Regular Students

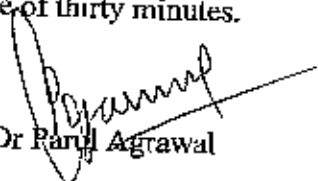
Dear Students,  
Greetings of the Day!

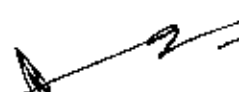
This is to inform you that your **second internal examination of BBA-IInd Semester (2018 Course)** shall start from **28<sup>th</sup> June, 2021**. Second internal examination will be conducted on Moodle platform, as it was in your first internal last time. Detailed schedule of Moodle Quiz examination is being shared with you on our institute's ERP and Website both.

**Guidelines for 2<sup>nd</sup> Internal Examination (Moodle Quiz)**

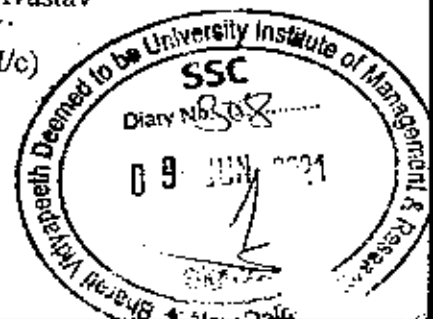
1. Check your schedule of Moodle Quiz properly and get ready on time for your online examination on Moodle Quiz.
2. Check your Moodle Login ID in advance, whether it's working or not. If there is any problem, contact Mr Pawan Rohilla at 9718070729 to get your problem resolved.
3. **Login on MS Teams is mandatory with camera device on for the entire duration of your examination, failing which you may be removed from the class and can be marked absent by Invigilator.**
4. Don't skip any questions as you will not be able to go back and attempt that question again.
5. Moodle Quiz will be of 40 questions. Each question will appear on a different page. Attempt the question and move to the next page.
6. After attempting last question you need to submit quiz.
7. After submitting the quiz, your grades will be displayed on the screen. Make sure to log out after seeing your grades.
8. Duration of quiz will be of thirty minutes.

  
Dr Nishith Mishra  
(Exam-I/c)

  
Dr Parul Agrawal  
(HOD)

  
Dr A K Srivastav  
(Director-I/c)

CC: ERP and Website





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/2021-22

Dated: 09-06-2021

**Notice**

**To All Faculty Colleagues (Regular & Visiting)**

Dear Colleagues,

Please be informed that second internal examination of BBA-II Sem shall start from 28<sup>th</sup> June, 2021 and detailed date sheet for the same is being released by examination department. Second internal examination will be conducted on Moodle Platform as we have done in the past. It is our collective responsibility to conduct internal examination with due diligence and full responsibility. Following are the guidelines to be followed for conduct of examination.

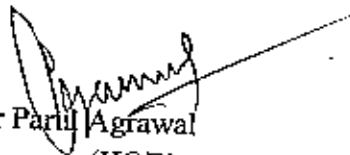
**Guidelines for 2<sup>nd</sup> Internal Examination (Moodle Quiz)**

1. It is the collective responsibility of the course instructors and course leaders of a particular subject to prepare 120 MCQs as per the desired format in Notepad only.
2. It is the responsibility of course instructors to work in coordination with the course leaders in the process of framing the questions, scheduling and uploading the quiz. **The desired questions (MCQs) of Moodle Quiz are to be framed as per the guidelines only given by our IT cell.** A sample copy of quiz and other instructions are being attached herewith for your reference.
3. It is the responsibility of course instructor **to schedule the quiz and upload the desired questions (MCQs) on the Moodle Platform latest by 5 PM on or before 24<sup>th</sup> June, 2021.**

4. It is the responsibility of the course instructor to share the quiz password with students of their respective classes on the day of internal examination. To avoid mistakes course instructors are hereby requested to follow the date sheet of internal examination which has been released on ERP and Website both.
5. Students have to logon mandatorily on MS Teams with camera device on for the entire duration of the examination.
6. After scheduling and uploading of the Moodle Quiz, the course instructors will update this information to their respective course leaders.
7. It is the responsibility of Mr. Pawan Rohilla to prepare award list (Grades of Moodle Score) of each examination and send it to the concerned course instructors for their record and onward submission to exam cell.
8. It is the responsibility of course instructor to verify the award list sent by Mr. Pawan Rohilla and sends it to exam cell (Ms Anupam Dhingra) in a prescribed format for onward action on ERP. Grades (Out of 10) and marks (Out of 40) both are required on Moodle Quiz award list.



Dr Nishith Mishra  
(Exam- I/c)



Dr Parul Agrawal  
(HOD)

Dr. A K Srivastav  
(Director-I/c)

Encl: Appendix A & B

cc: CRAS (to all faculty colleagues)

## Appendix-A

### Faculty Instructions for Preparing Moodle Quiz

*Keep note of the following while preparing MCQ's for Moodle Quiz:*

- \* Prepare MCQ's in notepad
- \* Avoid options like "All of the above" or "both A & B"
- \* Don't use special characters i.e  
<& \* # % \ € \$ -
- \* Moodle quiz sample file is mailed to you...follow the exact formatting as in sample file
- \* Don't put S.No before any question
- \*Keep every question in one line

## Appendix-B

### Sample Quiz for your reference

Which of the following is not an inventory?

- A. Machines
- B. Raw material
- C. Finished products
- D. Consumable tools

ANSWER: A

Maintenance consist of the following action

- A. Replace of component
- B. Repair of component
- C. Service of component
- D. All

ANSWER: D

Ref: BVMR/ND/148 / 2021-22

Date: 09/06/2021

Moodle Quiz Schedule (Second Internal Examination-June-2021) BBA-IInd Semester-2018 Course  
Regular Course- BBA-II Sem- Section (A & B)

S.No	Subject Name	Name of Paper setter & Invigilator	No. of MCQs Required	Quiz Date	Quiz Time
1	Business Statistics	Dr Indu Bani/ Ms Bhavika Bara	120	28.06.2021	9.50-10.30 AM
2	Swachh Bharat Abhyaan	Ms Neha Guliyani/ Ms Preeti Tanuja	120	29.06.2021	9.50-10.20 AM
3	Management Accounting	Dr Bhawna Duggal/ Mr Amit Grover	120	30.06.2021	9.50-10.30 AM
4	Environmental Studies	Ms Preeti Tangla/ Ms Mukta Goel	120	01.07.2021	9.50-10.20 AM
5	Macro Economics	Ms Rupam Jyoti Das/ Dr Neetu Jain	120	02.07.2021	9.50-10.20 AM
6	Principles of Management	Ms Anuradha/ Ms Sonal Singh	120	03.07.2021	9.50-10.20 AM

**Regular Course-BBA-II Sem- Section (C & D)**

S.No	Subject Name	Name of Paper Setter & Invigilator	No. of MCQs Required	Quiz Date	Quiz Time
1	Business Statistics	Dr Nancy Goel/ Dr Indu Bani	120	28.06.2021	10.40-11.20 AM
2	Swachh Bharat Abhyaan	Dr Sunita Kaul/ Ms Neha Guliyani	120	29.06.2021	10.30-11.00 AM
3	Management Accounting	Dr Archana Kataria/ Dr Bhawna Dhawan	120	30.06.2021	10.40-11.20 AM
4	Environmental Studies	Ms Shivani Yadav/ Ms Ankita Sawhney	120	01.07.2021	10.30-11.00 AM
5	Macro Economics	Ms Swati Roshni/ Ms Monika	120	02.07.2021	10.30-11.00 AM
6	Principles of Management	Ms Minakshi/ Ms Anuradha	120	03.07.2021	10.30-11.00 AM

**Regular Course-BBA-II Sem- Section (E & F)**

S.No	Subject Name	Name of Paper Setter & Invigilator	No. of MCQs Required	Quiz Date	Quiz Time
1	Business Statistics	Ms. Bhavika Bara/ Dr Nancy Goel	120	28.06.2021	11.30 AM-12.10 PM
2	Swachh Bharat Abhyaan	Ms Tripti Tiwari/ Dr Sunita Kaul	120	29.06.2021	11.10-11.40 AM
3	Management Accounting	Ms Deepshikha Gandhi/ Mr Rajul Gupta	120	30.06.2021	11.30 AM-12.10 PM
4	Environmental Studies	Ms Neha Guliyani/ Ms Akansha Sonshi	120	01.07.2021	11.10-11.40 AM
5	Macro Economics	Ms Rupam Jyoti Das/ Dr Neetu Jain	120	02.07.2021	11.10-11.40 AM
6	Principles of Management	Ms Minakshi/ Dr Pankaj Saini	120	03.07.2021	11.10-11.40 AM

Note: Please note that if time requirement is more in case of practical papers, faculty members can increase the time from 30 minutes to 45 minutes for practical papers.

Dr Nishith Mishra  
(Exam V/c)

Dr Pankaj Saini  
Dr Nancy Goel  
(Program Coordinators)

Mr. Pawan  
(IT Section)

Dr Parul Kataria  
(HOD)

Dr A K Srivastav  
(Director-I/c)