



DME/MGT./NOTICE/105

08 December 2023

## NOTICE

Faculty Members, Management School, are hereby informed about the duty chart for the Internal Viva as per the following schedule:

### **Information Systems Management Lab (BBA 307), 2021-24 Batch, 5<sup>th</sup> Semester**

| Date        | Time     | Section            | Venue           | Viva Incharge    | Faculty Coordinator |
|-------------|----------|--------------------|-----------------|------------------|---------------------|
| 12 Dec 2023 | 9:30 AM  | A1 (List Attached) | Computer Lab 11 | Ms. Swati Mathur | Dr. Rashmi Chawla   |
|             | 12:30 PM | A2 (List Attached) |                 |                  |                     |
| 13 Dec 2023 | 9:30 AM  | B1 (List Attached) |                 |                  |                     |
|             | 12:30 PM | B2 (List Attached) |                 |                  |                     |
| 14 Dec 2023 | 9:30 AM  | C1 (List Attached) |                 |                  |                     |
|             | 12:30 PM | C2 (List Attached) |                 |                  |                     |

### **Business Research Methodology Lab (BBA 213), 2022-25 Batch, 3<sup>rd</sup> Semester**

| Date        | Time     | Section            | Venue           | Viva Incharge      | Faculty Coordinator |
|-------------|----------|--------------------|-----------------|--------------------|---------------------|
| 15 Dec 2023 | 10:00 AM | A1 (List Attached) | Computer Lab 11 | Dr. Shuchi Singhal | Dr. Rashmi Chawla   |
|             | 9:00 AM  | A2 (List Attached) | Computer Lab 12 | Ms. Pooja Tripathi | Ms. Roli Wadhwa     |
|             | 12:30 PM | B1 (List Attached) | Computer Lab 11 | Dr. Shuchi Singhal | Dr. Rashmi Chawla   |
|             | 12:00 PM | B2 (List Attached) | Computer Lab 12 | Ms. Pooja Tripathi | Ms. Roli Wadhwa     |
| 18 Dec 2023 | 8:30 AM  | C1 (List Attached) | Computer Lab 11 | Dr. Pooja Sharma   | Ms. Swati Sharma    |
|             | 12:00 PM | C2 (List Attached) | Computer Lab 12 | Ms. Pooja Tripathi | Ms. Roli Wadhwa     |
|             | 9:00 AM  | D1 (List Attached) | Computer Lab 11 | Dr. Pooja Sharma   | Ms. Swati Sharma    |

|  |         |                    |                 |                    |                 |
|--|---------|--------------------|-----------------|--------------------|-----------------|
|  | 8:30 AM | D2 (List Attached) | Computer Lab 12 | Ms. Pooja Tripathi | Ms. Roli Wadhwa |
|--|---------|--------------------|-----------------|--------------------|-----------------|

### IT Applications in Business Lab (BBA 111), 2023-26 Batch, 1st Semester

| Date        | Time     | Section            | Venue           | Viva Incharge     | Faculty Coordinator |                  |
|-------------|----------|--------------------|-----------------|-------------------|---------------------|------------------|
| 12 Dec 2023 | 9:30 AM  | C1 (List Attached) | Computer Lab 12 | Ms. Shruti Sharma | Dr. Rashmi Chawla   |                  |
|             | 12:30 PM | C2 (List Attached) |                 |                   |                     |                  |
| 13 Dec 2023 | 9:30 AM  | A1 (List Attached) |                 |                   |                     | Ms. Shirly Rex   |
|             | 12:30 PM | A2 (List Attached) |                 |                   |                     |                  |
| 14 Dec 2023 | 9:30 AM  | B1 (List Attached) |                 |                   |                     | Ms. Swati Sharma |
|             | 12:30 PM | B2 (List Attached) |                 |                   |                     |                  |
| 15 Dec 2023 | 9:30 AM  | D1 (List Attached) |                 |                   |                     | Ms. Swati Sharma |
|             | 12:30 PM | D2 (List Attached) |                 |                   |                     |                  |

### Comprehensive Viva, 2023-26 Batch, 1st Semester

| Date        | Time     | Section            | Venue                            | Viva Incharge              | Faculty Coordinator |
|-------------|----------|--------------------|----------------------------------|----------------------------|---------------------|
| 20 Dec 2023 | 8:30 AM  | A1 (List Attached) | Moot Court                       | Prof. (Dr.) Varsha Goyal   | Ms. Shirly Rex      |
|             | 8:30 AM  | A2 (List Attached) | Moot Court                       | Prof. (Dr.) Reenu Bansal   |                     |
|             | 10:00 AM | B1 (List Attached) | Room No. 503 (Flipped Classroom) | Dr. Stuti Jain             | Ms. Swati Sharma    |
|             | 10:00 AM | B2 (List Attached) | Room No. 503 (Flipped Classroom) | Dr. Rashmi Chawla          |                     |
|             | 9:00 AM  | C1 (List Attached) | 401                              | Prof. (Dr.) Shalini Gautam | Ms. Shruti Sharma   |
|             | 8:30 AM  | C2 (List Attached) | 402                              | Ms. Roli Wadhwa            |                     |

|         |                    |     |                    |                      |
|---------|--------------------|-----|--------------------|----------------------|
| 9:00 AM | D1 (List Attached) | 405 | Ms. Pooja Tripathi | Mr. Swaraj Manchanda |
| 8:30 AM | D2 (List Attached) | 406 | Ms. Swati Mathur   |                      |

## Guidelines

1. Internal Viva of ISM Lab, IT Lab and BRM Lab, to consist of:
  - a) practical by the student in the lab (answer sheets to be provided to the students by the VIVA In charge), and
  - b) Viva Voce.
2. Two question papers to be made by Viva In charge for each section (A, B,C, and D, respectively).
3. Viva In charge to take signed attendance of the students during the Viva.
4. Answer sheets to be submitted in the exam department after the Viva
5. Faculty In-charge to ensure discipline during the Viva.
6. Comprehensive Viva to be based on all the four Units.



**Prof. (Dr.) Poorva Ranjan**  
Head – DME Management School