

Appendix A

(Refers to para 9
of Prospectus - 2024)

MODALITIES FOR ATTENDANCE AND MOCK TESTS DURING OPSC

The modalities for offers to attend classes on line and mock tests including corrections are as under: -

- (a) The detail trg pgme along with the links for all the days will be sent to all offers registered for the course, well before the commencement of the course. Please note that this link is exclusively for your personal use and Neither Transferable nor for sharing.
- (b) The course will commence with the lecture of the CI on guidance for preparation, answering technique and other issues related to improving the performance, at the specified time. All student offers are requested to log in 30 minutes before that. The set of DS conducting the session will also log in 30 min before the scheduled time. This 30 mins is to cater for sudden comptr sys updates etc. There will be four sessions per day, to include lectures, presentations, discussions, guidance and doubt clearing sessions. The details of subjects and timings will be given in the trg pgme, which will be issued in advance.
- (c) Three mock tests (one each for MH, SMT and CA) will be conducted on Saturday/ designated day. The question papers for each subject will be dispatched by email to offers, who have subscribed for it, on the day of exam 15 mins prior to the scheduled time for mock tests. Please be ready with your writing material to appear in the exam as soon as you get the email.
- (d) Offer having appeared for mock test will dispatch their notebooks by speed post imdt for correction. While sending the note book for correction, please mention your mob No and email address on the notebook for DS to contact students, if reqd.
- (e) The answer sheet will be corrected and sent back to the offers at the earliest. USI will send the suggested answers on completion of each online course by email. In your own interest, please do not delay dispatching answered notebooks to enable timely return/ discussion on your corrected answered notebook.
- (f) The corrected Notebook sent to the offers will have the mobile No of the DS on it. The offer on receipt of the notebook will tie up with the DS and org a video call/google meet to discuss his notebook with the DS, who has corrected it, on one-to-one basis.
- (g) All DS correcting the of answer book of Online Student are requested to put their mob No and keep a snap shot of the general comments for subsequent discussion with the offer as per their convenience. The date and time of the google meet/video call to be as per convenience of the DS, which will be org by the students themselves through a phone call. Snapshots of corrections can also be exchanged between students and DS through WhatsApp to facilitate discussion.