SYMBIOSIS SKILLS & PROFESSIONAL UNIVERSITY
A Symbiosis Skills University, Pune

Symbiosis University of Applied Sciences
A Symbiosis Skills University, Indore

MBA Admissions Entrance Exam (SKILL CAT)

Information Brochure 2026-27

ONLINE PROCTORED COMPUTER BASED TEST (CBT)

FOR

ADMISSION TO FIRST YEAR OF FULL TIME 2 YEAR MBA PROGRAM

Symbiosis Skills and Professional University, Pune	*Symbiosis University of Applied Sciences, Indore*
Website: www.sspu.ac.in Admissions Office Email: admissions@sspu.ac.in Phone: +91 7796638369	Website: www.suas.ac.in Admissions Office Email: helpdesk@skill-cat.ac.in Phone: +91 9285333023

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Activities and Scheduled Dates

S. No	Event	Date
I Round Admissions		
1	Application Start Date	1st November 2025
	Application End Date	7th December 2025
	Admit Card Release	11th December 2025
2	Online Proctored MBA Entrance - Skill CAT Date	13th December 2025
	Result Declaration	15th December 2025
	Intimation of Group Discussion (GD) and Personal Interview (PI) dates	Within 24 hours of result declaration
	Conduct of GD / PI	19th December 2025
	Composite Score Merit List Declaration	Within 2 working days of GD/PI conduct
	Issue Of Provisional Admission Letter	Within 2 working days of Composite Score Merit List declaration
	Payment of fees	Within 7 working days of issue of provisional admission letter
II Round Admissions		
3	Online Proctored MBA Entrance - Skill CAT Date	10th January 2026
	Result Declaration	12th January 2026
	Intimation of Group Discussion (GD) and Personal Interview (PI) dates	Within 24 hours of result declaration
	Conduct of GD / PI	16th January 2026
	Composite Score Merit List Declaration	Within 2 working days of GD/PI conduct
	Issue Of Provisional Admission Letter	Within 2 working days of Composite Score Merit List declaration
	Payment of fees	Within 7 working days of issue of provisional admission letter

The schedule displayed above is provisional and may change under unavoidable circumstances.

The revised schedule, if any, will be notified on website. Details of further rounds if any will

be published in due course.

Information Brochure MBA Admissions 2026 Symbiosis Skills Universities

1.0 INTRODUCTION

Symbiosis Skills and Professional University (SSPU), Pune, and Symbiosis University of Applied Sciences (SUAS), Indore, offer industry-oriented MBA programs built on the model of Skill-based, Application-driven, Experiential Education.

The universities focus on developing future-ready managers equipped with domain expertise, managerial capability, and digital skills relevant to emerging sectors.

2.0 COMPETENT AUTHORITY

The respective university admissions committees of:

- Symbiosis Skills and Professional University, Pune
- Symbiosis University of Applied Sciences, Indore

  serve as the competent authority for all processes related to Skill CAT, selection, counselling, and admissions.

3.0 PROGRAMS OFFERED

MBA programs offered across the two universities:

- MBA (Banking, Financial Services and Insurance Management)
- MBA (Digital Marketing)
- MBA (Retail Management)
- MBA (Logistics and Supply Chain Management)

These programs integrate classroom learning with industry immersion, professional certifications, and hands-on training.

4.0 ELIGIBILITY CRITERIA

1. Passed minimum Three-year Duration Bachelor's Degree awarded by any of the Universities recognised by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories, Economically Weaker

Section and Persons with Disability belonging to Maharashtra State only) or its equivalent; **OR**

2. Appeared for the final year examination of any Bachelor's degree to be awarded by any of the Universities recognised by University Grants Commission or Association of Indian Universities in any discipline. **AND**

3. Candidates must appear for Skill CAT, or submit valid scores of any one: CAT / XAT / SNAP / CMAT / MAT / NMAT / GMAT / IBSAT / ATMA / MAH-CET

4. NRI/ International Students with GMAT/ GRE valid scores can apply

5. All foreign qualifications will have to be verified by the Association of Indian Universities (AIU) by the Candidate. Application format is available at https://aiu.ac.in/documents/index/downloads/evaluation%20f Candidate need to complete the verification before seeking provisional admission.

5.0 ADMISSION PROCESS

1. Submission of Online Application
2. Entrance test through Skill CAT OR national-level exam percentile
3. Shortlisting based on Normalized Percentile Score
4. Group Discussion/Assessment (where applicable)
5. Personal Interview
6. Final merit list based on Composite Score
7. Tie Breaking Criteria

6.0 SKILL CAT – EXAM STRUCTURE & SYLLABUS

Total Duration: 60 minutes

Total Marks: 50

Question Type: MCQ – Single Select

Sections (4 total):

Section	No. of Questions
Verbal Ability & Reading Comprehension	13 (7 VA + 6 RC)
Logical Reasoning	13
Quantitative Aptitude	13
Skill Ability (Specialisation-based)	11

7.0 TECHNICAL REQUIREMENTS FOR ONLINE PROCTORED EXAM

Basic Technical Requirements

Students need to make note of following technical requirements for appearing for online proctored exam:-

System Configuration Requirement

System	Desktop PC / Laptop
*Operating System**	Windows 10 & Above
Processor	Intel i3 processor or equivalent
RAM	4 GB
Screen Resolution	1024 * 768
Web browser	Latest Google Chrome
Webcam/ Mic	Mandatory & it should be functional
Disk Space	2 GB
Internet bandwidth	Stable 1 Mbps internet speed

Note: Online Proctored Examination will not work with iOS.

Below mentioned is the URL for downloading secure browser (.exe file) for appearing online proctored exam.

URL : https://eduswitch.net/downloads/MyCamuEdutest.exe

Student should download, install & run (.exe file) in system. Downloading of the exe is one time activity if you are attempting the further exams from the same Desktop PC / Laptop. If you are planning to give the exams from different Desktop PC / Laptop you will have to download the exe on that Desktop PC / Laptop.

Webcam and Mic of your Desktop PC / Laptop should be Operational.

Note: Student should ensure that the above technical requirements are met, before making the exam fee payment & booking of exam slot.

8.0 RULES & REGULATIONS – ONLINE PROCTORED EXAM

<u>What is an Online Proctored Exam?</u>

Online Proctored exam refers to a digital form of assessment which enables candidates to appear for the exams from any location and from own Laptop or Desktop PC. During online proctoring, the software is used to allow students to take exams at a place of their choice. Exams given by the student in Online Proctored mode are monitored through webcam by the proctor.

Students must have Desktop PC / Laptop with an operational webcam & mic to attend the Online Proctored exam. Your exam room should be uncluttered, with no writing visible on walls or surfaces, and you must be alone in the room.

<u>Appear for the Online Proctored Exam</u>

How to start my exam ?

- Ensure that you have the Username and the proctor password.
- Ensure that the Webcam and Mic of your Desktop PC / Laptop on which the exam will be undertaken are operational
- Student will get the URL for downloading secure browser (.exe file) in an email. Install the software exe. Shortcut will be created on the desktop of your PC / Laptop. This is one time activity. If you change the Desktop PC / Laptop for future exams you will have to download the exe again.
- Execute .exe file to start taking the exam.
- After opening secure browser, system check will be automatically performed (Functionality of Camera & Mic). If system check fails, you will not be able to continue the exam.
- Student will have to enter the Login credential and accept the terms.
- Enter the User Name and Proctor Password to start the exam.
- Student will have to go through instruction page & then click on start exam button
- After Completion of exam, Student will have to click on end exam button and thereafter on the Close Exam Software button.
- The examination will get locked within 10 minutes of the actual examination start time. Students should ready themselves half an hour before the examination start time with the execution of the Symbiosis AI assessment exe file and the system check.

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Rules to be followed

Do's

- Charge the Laptop well in advance & Check the power plugs of desktop PC.
- Make sure webcam and mic of your Laptop/ Desktop PC are functional.
- Candidate to be seated using a plain background.
- You should ensure availability of proper internet connectivity on your Desktop PC / Laptop.
- You should ensure proper lighting in the room.
- The room must be as quiet as possible, sounds such as music or television are not permitted.
- Make sure you have downloaded, Installed (.exe) file and run it properly
- Make sure you have exam credentials (User Name Key & Password) ready with you before starting of exam or note it down on paper.

Don't (s)

- Do not try to navigate from exam window as your exam screen window will be proctored for entire exam. If any suspicious activity is observed during the exam, exam will stand cancelled.
- You are not allowed to talk to anyone while your exam is in process
- You are not allowed to use your mobile phone or any other material during the exam. If the same is observed, then it will be considered as malpractice.
- You are not allowed to start the exam from multiple devices at a time. If the same is observed your exam will be terminated and will stand cancelled.
- You must not use headphones, ear buds or any other type of listening equipment.
- You are not allowed to leave the test screen during exam.
- You must not leave the room for any reason during the exam time

9.0 Unfair Means-Guidelines

"Unfair means relating to assessment" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtain wrongful gain to him or to any other person or causing wrongful loss to other person/s.

For e-Proctored Examination
"Unfair means" includes one or more of the following acts of commission or acts of omission on the part of students during the assessment.

1. Impersonating any student or getting impersonated by any person for taking the tests.
2. Making a false representation pertaining to the eligibility to appear in the test;
3. Communicating or attempting to communicate with any institute personnel connected with the conduct of test, or with any paper-setter or examiner, with the object of finding out the name and address of the paper setter or examiner, or finding out the questions that have been set by the paper-setter or examiner, or with the object of influencing an examiner in the award of marks, or with the object of unduly influencing any one of them in the discharge of his/her duties in connection with the test;
4. Using any aids in connection with the test, including, but not limited to: any electronic device, any photographic device, any communications device, any smart device, mechanical pencils, mechanical erasers, pens, pagers, beepers, watch calculators, books, pamphlets, notes, unauthorized scratch paper, rulers, highlighter pens, stereos or radios with headphones, watch alarms (including those with flashing lights or alarm sounds), stopwatches, dictionaries, translators, compasses and protractors
5. Giving or receiving assistance in answering questions to or from any other student/ person during Proctored Exam during the test hours;
6. Using any obscene or abusive language in his/her answer submissions;
7. Cheating or attempting to cheat the Institute in any manner;
8. Not following instructions or abiding by the rules of the Symbiosis Skill University (SSU) - Skill CAT guidelines.
10. Moving out from exam screen.
11. Human Conversation during the exam.
12. Hiding Camera.
13. Other face detected in camera.
14. Continuous movement of eyes and head during the exam.
15. Trying to come out from exam screen again & again.
16. Trying to Open Internet Browser.
17. Screen Sharing & Screen Mirroring
18. Using any device during the exam (Mobile, Ear Phone, Ear buds etc.)
19. Use of any objects during the exam (Books, Newspaper etc.)
20. Impersonification
21. Additional person along with the student
22. Additional face detected by the camera
23. Student being prompted for the answers to the questions

Process Flow for e- Proctored Examination

The exams will be Live Proctored or AI Proctored. The exam coordinator/Proctor will mention the comment for the observations for all the exams, which fall under Medium Suspicious and High Suspicious.

- In case the exam is being Live Proctored and if the student is not visible in the camera or the student is found to be indulging in any malpractice as listed above in this policy, the exam coordinator/Proctor will inform the student accordingly and allow the student to continue with the exam only when the student is visible in the camera. Inspite of giving the instructions, if the student continues with the exam, proctor comment will be mentioned accordingly and warning email will be sent to the student informing that the identity of the student was not established and if the same is repeated, the exam will get cancelled.

- If the exam is being AI Proctored and it is observed that the student is not visible in the camera throughout the exam or is found to be indulging in any malpractice as listed above in this policy, a warning email will be sent to the student informing the student of the specific malpractice observed and the exam will be cancelled.

- During proctoring (Live / AI), if it is observed that the student is not visible in the camera or there is different application / app running at the background which is using the webcam and due to this the student is not visible in the webcam to establish the identity of the student, warning email will be sent to the student, the exam will be cancelled.

Procedure of the UFM Committee

If it is observed that the student commits Malpractice activity, following process will be followed:
- Warning email will be sent to the student informing about the malpractice activity and cancellation of the exam.
- If the student requests for the evidence of the malpractice, video clip of the activity will be forwarded to the student.
- Case History will be prepared to cancel the exam of the student.
- Depending on the malpractice activity, on case-to-case basis, decision taken by Unfair Committee constituted by university will be final and binding on the student.

Punishment

Based on severity, punishments may include:

- Cancellation of the examination and marking the student as UFM
- Debarment from one or more future examinations.
- Any other action recommended by the UFM Committee and University Policy

The decision of University unfair means committee, will be final and binding. The registrar of the University has constituted the members of the committee (Notification is also available at our website).

Appellate mechanism is the registrar of the University. Students should approach the registrar within 7 calendar days of the decision notification from the unfair means committee. Failure to do so will

result in the student foregoing the right to appeal. Your appearing in the exam indicates that you have read this document and have agreed to all the guidelines.

10.0 EXAM RESUMPTION POLICY

Exam reschedule exceptions will be granted for the following

Students may resume the exam within 5 minutes only for the following reasons:

- Laptop/ Desktop PC crash.
- Internet connectivity issues.
- Equipment failure.
- Power supply failure.

Students if not able to resume and complete the started exam due to above listed events should communicate with the email id admissions@sspu.ac.in (Pune) / helpdesk@skill-cat.ac.in (Indore) within 30 minutes from the start time of the exam along with the proof of occurrence of the listed event.

11.0 SCORE NORMALIZATION FOR MULTIPLE EXAMS

We follow a Percentile-Based Normalization System, widely used across Indian B-schools.

Normalization Steps

1. Collect official percentile scores of each exam.
2. Verify authenticity of percentile data.
3. Place candidates on a common percentile scale.
4. Prepare merit list based on percentiles.

A 99 percentile in CAT = 99 percentile in SNAP = 99 percentile in Skill CAT.

12.0 COMPOSITE SCORE CALCULATION

A holistic final score will be used for shortlisting:

Component	Weightage
Entrance Exam Percentile	50%
Group Discussion / Assessment	30%
Personal Interview	20%

Tie-Breaker: XII Grade Marks

Rounds: As stated in the section titled "Activities and Scheduled Dates", the specific dates for each round is mentioned. All students are encouraged to apply in the earlier rounds . In every round preference will be given to people who have appeared for Symbiosis SKILL CAT. Only people who have appeared in SKILL CAT are eligible for MBA Scholarships.
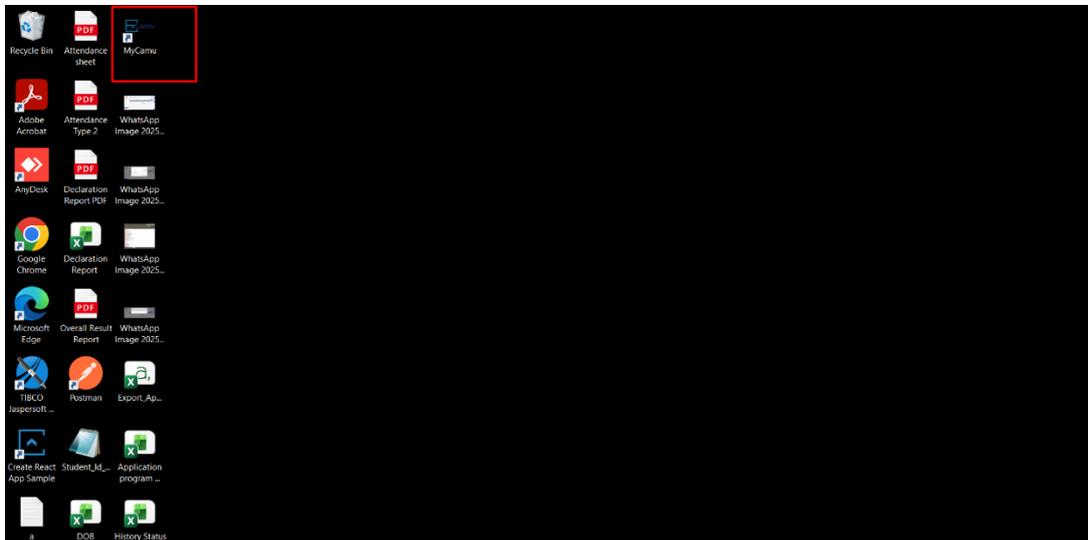
13.0 STEP-BY-STEP GUIDE – HOW TO TAKE SKILL CAT EXAM

Step 1

Click the below link for the exam application

https://eduswitch.net/downloads/MyCamuEdutest.exe

Step 2:

Once you open the link, it will download the application to your system. After opening the application, all other applications will automatically close.

Step 3

Enter your username and password, then click Login.

Symbiosis Skills & Professional University

Not from Symbiosis Skills & Professional University?

Username

panchakshikar12ss3@gmail.com

password

••••••••

Forgot password?

Login

OR

Step 4

- After logging in, on the left side of the screen, the candidate will see the Assessment module.
- Click on Assessment, and the scheduled assessment will be displayed. Click on Take Exam.
- At this stage, proctoring will begin, and the candidate will be monitored.
- Proctoring begins immediately.

SSPU A M
Symbiosis Skills & Professional University
Semester 1 | A | 2026-2027

Assessment

Entrance Exam-I
Duration: 26-Nov-2025 09:00 AM, to 30-Nov-2025 06:00 PM

Exam started | Take exam

Search

Assessments

Assessment

SSPU M (3200)

ENTRANCE EXAM-I

Duration: 1hr 0 min   Questions: 10 nos

Abort Exam   Start Exam

Assessment

SSPU M (3200)
ENTRANCE EXAM-I

Abort Exam   Submit Exam

Questions (10)
Skipped (0)

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

1: If the ratio of two numbers is 3:5 and their sum is 64, what is the smaller number?

CHOICES

- 24
- 40
- 38
- 36

ATTACHMENT

Drag 'n' drop some files here   OR   Choose a file

Step 5

After completing the exam, click Submit.

14.0 GENERAL EXAMINATION GUIDELINES

1. The exam is computer-based and must be attempted on a desktop/laptop only.
2. E-Proctoring is compulsory; camera must remain ON.
3. Use Chrome/Mozilla latest version only.
4. Stable internet connectivity is mandatory.
5. Mobile App is not supported.

15.0 SAMPLE QUESTIONS

VERBAL ABILITY & READING COMPREHENSION

Q1. (Critical Reasoning – Assumption)

A technology company claims that its new AI-based hiring tool eliminates human bias. Critics argue that because the AI is trained on historical data, it may replicate the same biases that existed earlier.

Which of the following is an assumption made by the critics?

A. Human hiring managers are always biased.
B. AI tools cannot be used effectively without human supervision.
C. Historical hiring data contains patterns of bias.
D. The company's AI model is less accurate than human recruiters.

Q2. (Sentence Correction)

Identify the grammatically correct and most effective sentence:

A. The committee, after reviewing all the proposals, have decided to postpone the funding round.
B. The committee has decided to postpone the funding round after reviewing all the proposals.
C. After reviewing all the proposals, the committee have decided to postpone the funding round.
D. After reviewing all the proposals, it was decided by the committee to postpone the funding round.

Q3. (Reading Comprehension – Inference)

Passage:
Companies increasingly rely on predictive analytics to make decisions, assuming that data patterns of the past will remain stable in the future. However, during periods of economic disruption, consumer behavior becomes erratic, reducing the reliability of such models. Some firms are now blending intuition-driven decision-making with data analytics to mitigate risk.

Which of the following can be inferred from the passage?

 A. Predictive analytics always fails during economic disruptions.
 B. Intuition-driven decision-making is more accurate than analytics.
 C. Firms solely dependent on past data may face challenges in volatile markets.
 D. Consumer behaviour is predictable only when data is accurate.

LOGICAL REASONING

Q4. (Analytical Puzzle – Scheduling)

A consultant must schedule meetings with four clients: A, B, C, and D in one day. Conditions:

   1. A must meet before B.
   2. C cannot meet first or last.
   3. D must meet after C.

Which of the following is a valid order?
A. C, A, D, B
B. A, C, B, D
C. A, D, C, B
D. C, B, A, D

Q5. (Statement & Conclusion)

Statement:
"Every product that is environmentally sustainable is gaining consumer preference, but several products currently labeled as sustainable do not meet international standards."

Which   conclusion   logically   follows?
A. Consumers   always   verify   sustainability   standards   before   purchasing.
B. Some products preferred by consumers may not be genuinely sustainable.
C. Only products meeting international standards should be labeled sustainable.
D. Sustainability standards are the only driver of consumer preference.

Q6. (Data Sufficiency)

What is the value of integer **x**?

1. 2x+5=y
2. 4y−10=8x+10

A. Statement 1 alone is sufficient
B. Statement 2 alone is sufficient
C. Both together are sufficient
D. Neither statement is sufficient

QUANTITATIVE APTITUDE

Q7. (Algebra – Equation solving)

If

$$\frac{1}{(x-3)} + \frac{1}{(x-5)} = \frac{1}{2}$$

then the value of **x** is:
A. 4
B. 7
C. 8
D. 9

Q8. (Number System – Remainders)

Find the remainder when
$7^{222} + 5^{111}$ is divided by **12**.
A. 0
B. 2
C. 4
D. 8

Q9. (Arithmetic – Time & Work)

A and B together can complete a task in 12 days. A works twice as efficiently as B. If they work together for 4 days, and the remaining work is completed by B alone, how many total days will the work take?

A. 13
B. 14
C. 16
D. 18

SKILL ABILITY (Specialisation-based)

Students are expected to answer questions based on the chosen specialisation. For more details refer to the FAQ on how to prepare for this section.

Q10. (Logistics and Supply Chain Management)

RFID helps with:

A. Tracking goods automatically

B. Entertainment

C. Cooking

D. Driving

Q10. (Retail Management)

RFID helps with:

A. Tracking goods automatically

B. Entertainment

C. Cooking

D. Driving

Q11. (BFSI)

What is the primary function of a bank?

A. Selling consumer goods

B. Mobilising deposits and lending money

C. Managing social media

D. Conducting elections

Q12. (Digital Marketing)

The primary goal of digital marketing is to:

A. Increase offline footfall only
B. Reach, engage, and convert target audiences online
C. Create radio advertisements
D. Reduce internet usage

16.0 ONLINE PROCTORED EXAM FAQs

Q. What is Online proctored exam?
A. Online Proctored exam refers to a digital form of assessment which enables candidates to take exams from any location. During online proctoring, the software is used to allow students to take exams at a place of their choice. Online Proctored exam monitors student exam through webcam and mic. While you take the **exam**, the **proctoring** software monitors your computer, including any software that is running

Q. Can I take a proctored exam at home?
A. Online **proctored** (OP) **exams** allow **you** to conveniently and easily **take** an **exam** in the comfort of your **home** or office while being monitored by an offsite **proctor**. The internet connection must not be behind a corporate firewall as the remote proctoring session will not work.

Q.   What   does   Online   proctored   exam   do?
A. The Online proctored exam ensures the security and integrity of the exam process & captures the suspicious activity and malpractice.

Q. How do I register for an online proctored test?
A. Student will have to go through with technical requirement & step by step as per the document provided.

Q. Are online proctored exams secure?
A. We're committed to protecting the integrity of our exams, regardless of how they are delivered. When you take an online proctored exam, you must first install a secure browser that enforces rigorous safeguards throughout the testing process. In addition, SSPU/SUAS monitors you at all times during the exam, via webcam and microphone.

Q. Are exams delivered via online proctored more difficult than exams delivered at test centers?
A. No. The type of examination is the same. The only difference is that the student can attempt this examination from the comfort of their home while being monitored by an e-proctor. The duration of e-proctored examination is 60 min instead of 80 min.

Q. Do I have to prepare my exam area?
A. During the Online Proctored Exam, student should ensure that your desk is not cluttered and you are not within arm's reach of books, notepads, post-it notes, papers, pens, pencils or other writing instruments/objects. Items on the wall such as wall art, posters and whiteboards will be inspected, we recommend you to appear for the exam with plain background.

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Q. Can I have a break during the exam?
A. No, breaks are not allowed during the exam nor student is supposed to leave the exam area.

Q. Can I contact someone during the exam?
A. You are only allowed to get in touch with the technical team or SSPU helpline number.

Q. Can I use external materials such as pen, and paper for rough work etc.?
A. No

Q. How can I start my exam?
A. You will receive an email from SSPU with detailed instructions immediately on booking your exam slot. The student will also receive the student activation key and proctor password required to start the examination in the same email. Student must note down the details on a piece of paper and keep it with him/her while starting the examination.

Q. What can I do if I do not get an email for Online Proctored Exam?
A. In this case, you will need to contact SSPU helpline number or you can write to Email alongwith with your Hall Ticket.

Q. What technical infrastructure do I need to take my test?
A. You will need: a computer/laptop, strong internet connection, Functional Webcam and Mic, Symbiosis AI assessment exe file.

Q. What technical requirement do I need?

System Configuration Requirement

System	Desktop PC / Laptop
Operating System*	Windows 10 & Above
Processor	Intel i3 processor or equivalent
RAM	4 GB
Screen Resolution	1024 * 768
Web browser	Latest Google Chrome
Webcam/ Mic	Mandatory & it should be functional
Disk Space	2 GB
Internet bandwidth	Stable 1 Mbps internet speed

Note: Online Proctored Examination will not work with iOS.

Below mentioned is the URL for downloading secure browser (.exe file) for appearing online proctored exam.

URL : https://eduswitch.net/downloads/MyCamuEdutest.exe

Information Brochure MBA Admissions 2026 Symbiosis Skills Universities

Student should download, install & run (.exe file) in system. Downloading of the exe is one time activity if you are attempting the further exams from the same Desktop PC / Laptop. If you are planning to give the exams from different Desktop PC / Laptop you will have to download the exe on that Desktop PC / Laptop. **Webcam and Mic of your Desktop PC / Laptop should be Operational.**
Note: Student should ensure that the above technical requirements are met.

Q. Do I need a specific browser?
A. Online Proctored Exam platform requires you to use the latest version of Google Chrome.

Q. What about my internet connection?
A. A decent internet connection is required and we recommend you use an Ethernet cable to ensure a more stable connection. We recommend a stable internet bandwidth of 1 Mbps.

Q. How can I check if my webcam is working?
A. Simply visit https://webcamtests.com/ and follow the instructions. If you see your image, you're all set!

Q. How can I check if my microphone is working?
A. Simply visit https://www.onlinemictest.com/ and follow the instructions If you can see a wave, you're all set!

Q. How can I check if downloaded, installed safe browser is working?

A. Symbiosis AI Assessment shortcut will be created on system desktop. Once student clicks on this shortcut, safe browser will automatically do the system check activity
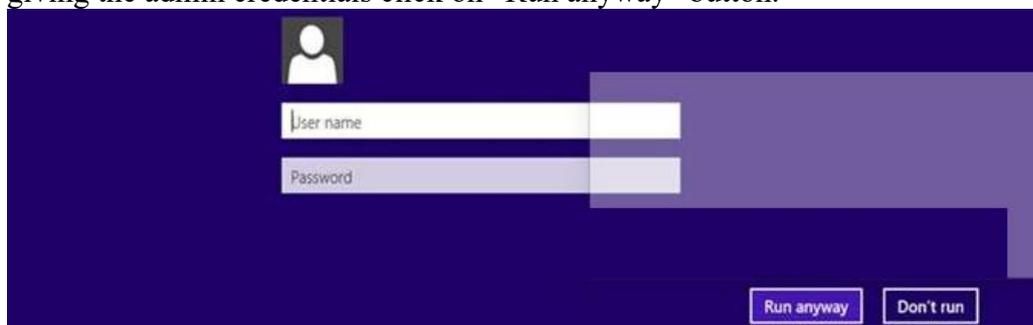   1. If system check fails then student will get the error on page.
   2. If system check successfully done then student will get the exam login page.

Q. To run the exe file is it necessary to disable the antivirus and firewall ?
A. Although exe file will run without any specific requirement , but in some cases you may have to disable your antivirus and firewall to run the exe.

Q. To run the exe file is it necessary to login with admin credentials?
A. Generally it will not ask for any admin privileges, it will run with any normal user privilege. But if it asks, please give the admin user and password in dialog box as mentioned below. After giving the admin credentials click on "Run anyway" button.

Q. Can I have something to eat and / or drink or take medications during the exam and therefore have these items on my desk?
A. We have restricted the maximum duration of an online proctored exam , so there should be no need for water, snacks or visits to the toilet.

Q. Do I need a printer at home to take exams ?
A. No, a printer is not required

Q. Do I need to do anything in order for my webcam / microphone to function properly during online proctoring ?
A. We get questions about cameras and/or microphones that do not function in certain applications. In some cases, this appears to be due to the privacy settings: 'Allow apps to access your microphone/camera' if it is turned off. Switch this option on again to be able to use them.

Q. May I go to the toilet during an Online proctored exaimantion?
A. No, you're not allowed to go to the bathroom during an online exam.

Q. What are the requirements for my laptop or desktop?
- A sufficiently powerful laptop/desktop for running the required software on one screen; any additional screens must be disconnected as it will be detected by the software and you will not be able to start the examination.
- A working webcam (internal or external)
- A working microphone (internal or external)
- A working keyboard and mouse (or another suitable device for indicating purposes).
- A stable internet connection with good download and upload speed.

Q. Does Proctor watch my screen?
A. Yes ,proctors have the ability to view the **screen**

Q. Can software detect mobile/book/any object in front of the camera?
A. Yes , software is very much capable of detecting mobile/book/any object in front of the camera. Do not even try to to do so , it will immediately detect the same and popup a message on the screen as well as to the proctor. In this case strict action will be taken by SSPU.

Q. What happens when due to technical issues I can't take my exam?
A. If for some technical reason (mentioned below) you can't start your exam, it's necessary.

Q. Within how much time should I login to give exam ?
A. The examination will get locked within 10 minutes of the actual examination start time. Students should ready themselves half an hour before the examination start time with the execution of the Symbiosis AI assessment exe file and the system check.

Q. If due to technical issues I lose time from the exam session, can I have additional time to finish my exam?
A. Despite the time-loss that you might face due to technical issues, it is possible to continue the exam from where you have left before the exam end time.

Q. Can I still take my exam via online proctored exam if my system does not pass the system test?
A. No. You should not proceed for exam fees payment & booking time slot process for online proctored exam if the system technical requirement does not meet.

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Q. If I have technical issues before, during, or after exam, who do I contact?
A. Before the exam, Student may reach to SSPU student helpline number or write an email to us for Online Proctored exam queries on admissions@sspu.ac.in / 7796638369 (SSPU)

If you encounter a technical issue during exam time, you may contact to student helpline number.
After the exam, Student may reach to SSPU student helpline number or write an email on email if you faced any technical problem during the exam.

Q. How do I prepare for the Skill CAT examination?

A. To prepare for the exam, one needs to focus on time management, analysing mistakes through different mock tests and preparing for specific sections.

For specific section on verbal ability and reading comprehension, one can look at building vocabulary, grammar and daily reading of newspaper articles

For logical reasoning, strengthen basics first—practice key topics like arrangements, puzzles, coding-decoding, series, directions, and syllogisms every day. Build speed through timed sets and sectional tests, then analyse mistakes to improve accuracy. Regular mock tests + revision of solved patterns is the fastest way to score high.

For quantitative aptitude build strong fundamentals in arithmetic, algebra, geometry, and numbers, then practice topic-wise questions daily to improve accuracy. Solve timed sectional tests and full mocks to build speed and identify weak areas. Revise key formulas and shortcut techniques regularly for maximum score improvement.

For skill ability (Specialization Based) For the Skill Ability section, focus on basics, current trends, and applied concepts related to the chosen specialization.

For MBA Logistics & SCM, awareness of topics like supply chain fundamentals, warehousing, transportation, inventory, Incoterms, and simple case-based reasoning would be helpful. Practice short scenario questions that test practical decision-making, industry awareness, and analytical thinking in logistics contexts.

For MBA BFSI, awareness of topics like fundamentals of banking, financial markets, insurance, basic accounting, and simple numerical reasoning would be helpful. Stay updated on RBI policies, digital finance trends, and common banking products. Practice scenario-based questions that test financial awareness, risk understanding, and decision-making ability.

For MBA Retail Management, strengthen basics of retail formats, merchandising, store operations, customer behaviour, and supply chain in retail. Stay updated on retail trends like omnichannel, e-commerce, and visual merchandising. Practice scenario-based questions that test decision-making in pricing, inventory, layout, and customer service.

For MBA Digital Marketing, focus on fundamentals of SEO, social media, content marketing, analytics, and digital advertising. Stay updated on current tools and trends like Google Analytics, PPC, and influencer marketing. Practice scenario-based questions that test campaign planning, targeting, and performance analysis skills.

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Q) What instructions will I see at the start of the MBA Entrance Exam, SKILL-CAT?

Online Proctored Examination Instructions
Section A

1. Identity Verification:
   Before the commencement of the examination, please display your admit card to the online proctor by holding it at an appropriate distance from the camera without obstructing camera visibility.
2. Candidate Authentication:
   Your identity will be verified by the online proctor based on the ID document submitted during your entrance examination application.
3. Environment Check (Mandatory):
   Before the start of the examination, the candidate must show the online proctor, using the laptop camera, that:
   - No one else is present in the room, and
   - The table is clear and does not contain any additional device, book, notes, or any other unauthorized material.
4. Malpractice & Suspicious Activity:
   If any suspicious activity or malpractice is observed/detected, your examination will be immediately cancelled, and your performance will be treated as null and void.
   You will receive on-screen notifications for suspicious behavior detected either by AI or by the human proctor monitoring you.
   The proctor will issue three warnings before cancelling the exam and marking it as null and void.

Section B

High-Severity Malpractices (Zero Tolerance)

The following actions are strictly prohibited:

Suspicious Activities

- Moving away from the exam screen.
- Human conversation during the exam.
- Hiding or covering the camera.
- Presence of another face in the camera view.
- Continuous eye or head movement.
- Repeated attempts to exit the exam screen.
- Trying to open an internet browser.
- Screen sharing or screen mirroring.
- Talking to yourself or others.

Malpractice Activities

- Using any device during the exam (mobile phone, earphones, earbuds, smartwatches, etc.).

- Using any physical materials (books, notes, printed materials, newspapers, etc.).
- Impersonation of the candidate.
- Presence of any additional person in the examination area.
- Receiving prompts or assistance for answers from any source.

Section C

Note (for Logical Reasoning & Quantitative Aptitude Sections):

If you need to perform rough calculations:

- Show both sides of the blank sheet of paper to the proctor before starting, by holding it in front of the camera silently.
- After completing your rough work, show the used sheet again to the proctor before submitting your answer.
- Ensure the camera visibility is not blocked while showing the rough work.

Q) How do I prepare for the Group Discussion?

Understand the purpose of a group discussion. A Group Discussion is meant to assess your clarity of thought, basic domain awareness, communication skills, and ability to work in a team. The panel will be looking for: awareness of the subject, logical thinking, clear communication, listening and teamwork.

Build basic domain awareness. Before the GD: Read basic concepts of your chosen specialisation. Logistics & SCM: logistics role, e-commerce, supply chain basics, Retail: customer experience, omnichannel, store formats, BFSI: banking basics, digital payments, financial inclusion, Digital Marketing: SEO, social media, content, analytics. Follow current business news (last 6–12 months). Clarity is more important than jargon.

Practice structuring your thoughts. Use a simple structure when you speak: What is the topic about? Why is it important? How is it impacting the industry? Examples (Indian/global, if possible). This helps you sound confident and organised.

Learn how to speak in a group discussion. How to Speak in a GD. Enter the discussion politely. Speak clearly and briefly (30–45 seconds per turn). Add value instead of repeating others. Support your points with simple examples. Build on others' ideas. Do not interrupt. Do not dominate. Do not argue emotionally. Do not remain silent throughout.

Listening is as important as speaking. Panelists notice: Whether you listen carefully. Whether you acknowledge others' points. Whether you connect ideas logically. A good listener often scores higher than a loud speaker.

Handling disagreements. Disagree politely: "I see your point, but I feel…". Avoid personal attacks. Keep the discussion professional and respectful.

Body Language Matters. Sit upright. Maintain eye contact. Avoid unnecessary hand movement. Look confident, not aggressive.

If You Don't Know the Topic Well. Speak on related areas. Ask a clarifying question. Summarise what others have said. Add a common-sense perspective. Silence is worse than a simple, relevant contribution.

Final Tips. Be calm and confident. Quality > Quantity. Respect time and group members. Be honest—don't fake knowledge. Remember: A GD tests how you think and interact.

Q) How long will a group discussion be?

Depends on the size of a group. For a group size normally 30 Minutes could be sufficient.

Q) Are there any Personal Interview (PI) Guidelines for Candidates?

The Personal Interview is conducted to understand your career intent, basic domain awareness, communication skills, and overall suitability for the MBA programme.

Purpose of the Personal Interview. The interview panel will assess: Your motivation for pursuing an MBA, Your interest in the chosen specialisation, Your communication and thinking ability, Your attitude, maturity, and learning orientation.

Documents to Carry. Candidates must carry: Interview call letter / Admit card. Valid Government Photo ID (Aadhaar / PAN / Passport / Driving Licence). Updated resume (4 copies). Academic certificates & mark sheets (original + photocopy). Recent passport-size photographs.

Dress Code. Formal attire is mandatory. Men: Formal shirt, trousers, formal shoes. Women: Formal Indian or Western wear. Avoid casual clothing, flashy accessories, or loud colours. Maintain a neat and professional appearance.

Reporting & Time Management. Report at least 30 minutes before the scheduled time. Late reporting may result in cancellation or rescheduling at the University's discretion. Follow instructions given by staff and coordinators

Interview Conduct & Etiquette. Greet the panel politely. Maintain eye contact and sit upright. Listen carefully before responding. Answer clearly and honestly. Avoid interrupting panel members.

How to Answer Questions. Be honest and concise. Structure your answers logically. Use simple examples where relevant. If you do not know an answer, politely admit it.

Topics You Should Be Prepared For. "Tell us about yourself". Why MBA? Why this specialisation? Basic awareness of your chosen domain. Your academic background and interests. Career goals (short-term and long-term). Situational or behavioural questions.

What the Panel Does NOT Expect. Deep technical expertise. Perfect answers to every question. Memorised definitions. Aggressive or overconfident behaviour.

Behaviour to Avoid. Arguing with panel members. Giving false or exaggerated information. Using inappropriate language. Displaying arrogance or disinterest.

Final Advice to Candidates. Be calm and confident. Be yourself. Focus on clarity, sincerity, and intent. Remember that the interview is a two-way interaction. Key Reminder. The Personal Interview evaluates your potential and readiness to learn—not just what you already know.

Q) Will the Group Discussion and Personal Interview take place on the same day?

Yes. In all likelihood the group discussions and personal interview will take place on the same day. Plan on spending the day at the Campus. Take a tour of the campus.

Q) Will the group discussion and personal interview happen online?

We expect all students in normal circumstances to be present physically in our campus. This gives you an opportunity to feel the pulse and excitement of campus life. Our learning factories and centres of excellence are worth visiting.

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