



Rashreeya Sikshana Samithi Trust

R V Institute of Management

CA – 17, 36th Cross, 26th Main, 4th T Block Jayanagar, Bangalore – 41

EXAMINATION COMMITTEE

The responsibilities of the examination committee are

- To prepare the guidelines for conducting the internal tests and preparatory examination and University Examination in accordance with the norms of the University.
- To fix up the dates for conducting the internal test and also for the preparatory examination after taking into consideration the completion of the syllabus and quantum of the syllabus to be covered by the respective subject teachers.
- To inform the students regarding the test dates and also preparatory examination dates.
- To inform all the faculty members about the internal test / Preparatory examination dates. Further, submission of the question papers by the respective faculty members on or before the date being fixed.
- Conducting the tests and also preparatory examination for both the semester students as per the scheduled time table.
- Issue of the answer scripts / blue books to the concerned subject faculty members for valuation.
- Submission of the test marks / preparatory marks by the subject faculty to the examination committee.
- Consolidate the marks relating to internal tests / preparatory examination and processing the same for uploading the same in SIS.
- To ascertain and inform the dates of final examinations by the University both to the faculty members and also to students.
- Consolidation of the final internal marks of the students and display of the same in the institute notice board.



- Consolidate the final internal marks and submission of the same to the University.
- To conduct the final examination of the University in accordance with the guidelines given by the University.
- To make necessary arrangements and seating pattern systematically for the preparatory examination and also for University examinations with the assistance of office superintendent and Maintenance engineer.
- To exercise maximum care to bring the question papers from the University, to distribute the question papers to the students, distribution of answer scripts, collection of the answer scripts, bundling and sending the answer scripts to the University.
- To maintain a separate register to account question papers and answer booklets during the examination.
- To exercise maximum care while printing the answer scripts and blue books. Further, distribution and maintenance of the same in the stock register.
- To take care of visits of squad members and other authorities of the University during the examination.
- To make any correspondence with the University relating to the examination
- To bring those students who indulge in malpractice in to the books during the examination.
- To keep open and systematically operate examination control room during the tests and examination.
- To inform the director about the variations, alterations and developments relating to the examination.
- Collection of the test answer scripts and preparatory examination blue books from the faculty members for the records and preserving the same in the examination control room for future reference.


 Director





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EXAMINATION COMMITTEE

DETAILS OF THE INTERNAL TESTS

Internal assessment of the students is carried out as per the regulations and norms of the Bangalore University. In consultation with the Director, the examination committee will prepare the schedule of the internal assessment test and preparatory examination for the academic year, as per the guidelines issued by the Director. The schedule will be circulated among the faculty members and the same is notified to the students.


In this academic year (2017-18), it was decided to conduct two internal tests for 25 marks each and best two test marks are considered for awarding the internal marks. The criteria taken into consideration for awarding the internal marks are Internal tests - 10 Marks, Assignments/ Presentations – 10 Marks, Attendance – 5 Marks.

Test circular was sent to the students and the faculty members one week before the schedule and the same is notified in the notice board. Two tests were scheduled per day for both the semesters and they were conducted as per the timetable. The students were asked to write the tests in the blue books provided separately for each subject.

The concerned faculty members evaluate the blue books and records the marks scored by the students in the blue book and ask the students to verify the blue book and sign the blue book. Once the students verify the blue books, the marks are updated on the Student Information System. Through SIS system, a message will be sent to the parents regarding the marks secured by the ward in the internal tests. The final internal marks are recorded in the blue books and the concerned subject faculty members have to hand over the final internal marks to the examination coordinator. At the end of the semester, a consolidated subject wise internal marks are prepared in the prescribed format and sent to the University before the prescribed date. A copy of the internal marks will be put up on the notice board for the student's information.

At the end of the semester, after submitting the final internal marks, all the faculty members have to deposit all the blue books to the examination committee. The committee has to retain the blue books for the minimum period as per the guidelines of the Bangalore University.




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EXAMINATION COMMITTEE

University Examination

The University examinations are conducted on as per the rules, regulations and guideless issued by the affiliating University from time to time. The University examination process is as follows:

University Examination Process -

1. Notification from the University about the Examination.
2. OMR and Examination Application collection , verification and submission of the same to the University by the office.
3. Examination fee collection and submission of the same to the University by the office.
4. Preparation and submission of the candidate list by the office to the University.
5. Preparation and submission of the Question paper indent to the University.
6. Preparation and submission of the financial statement and DD and OMR / Examination application to the University.
7. Preparation and submission of the Internal Assessment marks to the University.
8. Preparation of the Admission tickets and distribution of the same to the students.
9. Preparation of the invigilation duty chart and intimating the same to the faculty members.
10. Conducting the examination as per schedule (i.e. Bringing the Question papers from the university, to distribute the question papers to the room invigilators, distribution of answer scripts to the room invigilators, collection of answer scripts, verification of the invigilator diary and the answer scripts, bundling and sending the answer scripts to the University).
11. Filing the Invigilators dairy for the future reference.
12. Maintaining the examination related records / documents by the office.




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Appointment, Duties and Responsibilities of the Room Superintendent

1. The Chief Superintendent shall appoint the Room Superintendents from among the teaching staff of his PG Department / college one week in advance of the commencement of examinations under intimation to the Registrar (Evaluation). In exceptional cases where the teaching staff of an Institution is inadequate, the Chief Superintendent may with the permission of the Registrar (Evaluation) appoint Room Superintendent from the teaching staff of other institutions.

The room superintendent,

1. Who finds it is not possible to attend the examination related work shall take prior written permission from the Chief superintendent at least one day earlier to the scheduled date, his / her inability to take up the work explaining the grounds for the same. In such case the concerned invigilator should make the alternative arrangement for the smooth conducting of examination.
2. Should make sure about the authenticity of the candidate by verifying his / her admission ticket / ID cards etc.
3. Shall ensure that the candidates who enter the examination hall occupy their respective seats at least **TEN minutes** before the time specified for the distribution of question paper.
4. Should inform to the students to read out the instructions printed on the admission card, facing sheet and back sheet of answer book (only one answer book is given each candidate). Further he / she will inform the candidates that **no additional answer book will be provided.**
5. Should inform the candidates to check the accuracy of the answer booklet / question paper and bring it to the notice to the room superintendent immediately for the necessary action.



[Handwritten signature]

6. Shall not admit any candidate to the examination hall 30 minutes after the commencement of examination and shall not allow any student to leave the same before 30 minutes after the commencement of exams.
7. Shall ensure that every candidate has taken his / her seat and enters his / her register number and shade the circles in the space provided on OMR facing sheet of answer script.
8. Shall not allow the candidate to converse among themselves / exchange of calculators / stationary materials etc.,
9. He / she shall make the necessary entries in the room superintendent's diary (roll number, answer booklet serial number etc.,)
10. Shall handover the remaining question papers and blank answer books (if any) to the chief superintendent after the first 30 minutes bell. Further he / she shall not keep any question paper(s) for personal use or should not give it to outsider.
11. Shall be responsible for the proper accounting of answer books of candidates for whom he / she supervised. Further they make sure that all the related materials such as graph sheets etc, should be fastened to the main answer books.
12. Shall not be permitted to leave the examination hall during the first and last half an hour (from 11:00 to 11:30 AM and 1:30 to 2 PM). During the intervening period (from 11:30 to 1:30 PM) he/ she may leave the examination hall for a period not more than 15 minutes after handing over the charge to Relieving superintendent and acknowledge for the same in the relieving superintendent's diary.
13. Should report to the chief superintendent on the days of the invigilation work allotted half an hour before the commencement of the examination and shall not leave the examination centre until he / she personally handovers the examination related material to the concerned authority.
14. Shall not allow any candidate in malpractice. Further he / she should make sure that the candidates should not have detached any sheet or part of a sheet from the answer book.
15. If any candidate wants to leave the examination for some emergency, he / she should keep the question paper and answer book on the space allotted for the candidate, and he / she should be accompanied by the allotted staff member.
16. Shall make sure that every candidate should personally hand over the completed answer books to the room superintendent before leaving the examination hall.



A handwritten signature in black ink, appearing to be "S. Srinivas" or similar, written over a horizontal line.

17. Malpractice cases (if found any) should bring it to the notice of the chief superintendent immediately.
18. Should be watchful and active throughout the period of examination, he / she shall not relax or show indifference in the examination hall. The room superintendent should not indulge in conversation with other staff members. The staff member for whom invigilation work is not assigned is requested not enter any examination room.
19. Should handover the answer book in the order specified in the invigilator's work diary to the chief superintendent after the completion of the examination.
20. Use of any electronic gadget is prohibited in the examination hall. All the invigilators are requested not to carry their mobile phones (or any electronic gadgets) during the examination.
21. Requested to cooperate with the squad members when they enter the examination hall.
22. Any queries relating to the examination work can be clarified from the head or members of examination committee.
23. Full cooperation of all staff members are required for the smooth conducting of examination.




Director



Rashtriya Sikshana Samithi Trust

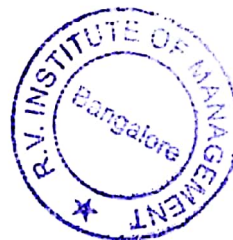
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Relieving – Room Superintendent

1. The Chief Superintendent shall appoint the Reliving Superintendent from among the teaching staff of his/her college one week in advance of the commencement of the examination under intimation to the Registrar (Evaluation).
2. The Relieving Superintendent who finds it not convenient to attend to the work assigned shall intimate in writing to the Chief Superintendent regarding his inability to attend work at least 24 hours earlier to the time scheduled for the commencement of examination.
3. There shall be one Relieving Superintendent for every six Room Superintendent. If there are 5 Room Superintendents and less, the Deputy Chief Superintendent, shall act as Relieving Room Superintendent.
4. He/She shall not allow any candidate to copy from either books/paper/other candidates or he/she in his possession or in his desk any book or papers not issued in the examination hall/room. He shall further ensure that no candidate detaches or tears off any sheet or part of the sheet from the answer book additional book(s) and that every candidate hands over his answer book before he/she is permitted to leave the examination hall/room.
5. He/ she shall at once report to the Chief Superintendent of any case of malpractice and prevent the candidate from writing any further answer of removing/ dispatching or destroying the material from which the candidate was copying. Unless it is evitable, he shall not take possession of such materials till the Chief Superintendent takes charge of the case.
6. The Relieving Superintendent shall give relief to the Room Superintendent for about 15 Minutes and be in charge of the duties of Room Superintendent during that period and discharge all the duties and responsibilities of the Room Superintendent. He/she shall return the Relieving Superintendents diary duly filled to the Chief Superintendent at the end of the day's examination.
7. The Relieving Superintendent shall report for duty half an hour earlier to the time scheduled for the commencement of examination.




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Guidelines to be followed by the Students during the University Examinations

1. The students are required to wear decent dresses (Formals) on all the tests and examinations. Proper attention should be paid towards one's bearings and turnout. (No T-shirts, Jeans pant, Slippers will be allowed. Students should have proper and clean shave, groomed hair, bindi, polished shoes).
2. The students are required to wear uniforms on prescribed days.
3. Students should not carry valets, purses, mobile phones and other gadgets in the examination room.
4. Candidates should have with them on all the days of the examination, their Admission Cards, Identity Cards for verification by the room superintendent.
5. The candidate should take their place in the Examination Hall at least fifteen minutes before the time fixed for the commencement of the examination.
6. A candidate coming more than half an hour after the appointed time will not be admitted.
7. Candidates who are undoubtedly suffering from the serious infections / diseases of any kind will not be admitted to the examination hall.
8. Candidate shall not be allowed to leave the Examination Room till the expiry of at least half an hour after the question paper is given out. And a candidate who leaves the room during the period allotted for paper shall not be allowed to return with in that period.
9. Candidates are prohibited from writing their names and registration numbers on any part of their answer book.
10. Register numbers of candidates should be written very distinctly on the cover page of each book. Failure to write Register numbers will involve the rejection of the answer books.
11. Candidates are required to provide themselves pens, pencil, eraser, scale calculators, sharpener.

