

2.5.1 : List of documents enclosed

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

1. Duties of Invigilator
2. Duties of Room Relieving Room Superintendent
3. Guidelines to be followed by the Students During the Bengaluru City University Examinations–2021
4. Examination Calendar of Event



DUTIES OF ROOM SUPERINTENDENT (INVIGILATOR) FOR BENGALURU CITY UNIVERSITY EXAMINATIONS – 2021

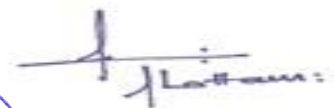
1. The Room Superintendent, who finds **it impossible to attend the examination** related work, shall take **prior written permission from the Chief Superintendent at least one day earlier to the scheduled date**, explaining the ground for his / her inability to take up the examination work. In such a case, the concerned invigilator should make the alternative arrangement for the smooth conducting of the examination.
2. The Room Superintendent **should ensure the candidate's authenticity** by verifying his / her Admission Card / ID Card etc.
3. The room Superintendent shall ensure that the candidates who enter the examination hall occupy their respective seats at least 15 minutes before the time specified for the distribution of the question paper.
4. The room Superintendent should inform the students to read out the instructions printed on the admission card, facing sheet and back sheet of the answer book. Further, he/she should inform the candidates that no additional answer book will be provided.
5. The Room Superintendent **should inform the candidates to check the accuracy of the answer booklet/question paper** and bring it to their notice immediately for necessary action if the answer book is not intact.
6. The **Room Superintendent shall not admit any candidate to the examination hall 30 minutes after** the examination and shall not allow any student to leave the same before 30 minutes after the commencement of exams.
7. The Room Superintendent shall **ensure** that every candidate has taken his / her **seat, enters his / her register number, and shade the circles in the space provided on the facing sheet of the answer book and signature of the Room Superintendent to make an answer booklet.**
8. The Room Superintendent **should not allow the candidate to converse among themselves / exchange calculators / stationary materials etc.**
9. Room Superintendent shall make the necessary entries in the Room Superintendent's Diary (Roll Number, Answer Booklet Serial Number, Absent Reg. no etc.).
10. The Room Superintendent shall **hand over 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 outsiders.**



11. The Room Superintendent is **responsible for the proper accounting of answer books** of candidates for whom he/she supervised.
12. The Room Superintendent **shall not be permitted to leave the examination hall** during the first and last half an hour (from 10:00 am to 10:30 am and 12:30 pm to 1.00 pm). During the intervening period (from 10:30 am to 12:30 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. **The Room Superintendent should report to the Chief Superintendent on the days of the invigilation work allotted at least half an hour before the examination** and shall not leave the examination center until he/she personally handovers the examination related material to the concerned authority.
14. **The Room Superintendent shall not allow any candidate in malpractice.** Further, he/she should make sure that the candidates have not detached any sheets or part of a sheet from the answer book.
15. Suppose any candidate wants to leave the examination room for some emergency. In that case, he/she should keep the question paper and answer book on the space allotted for the candidate, and the allotted staff member should accompany him/her.
16. The Room Superintendent shall ensure that every candidate personally hands over the completed answer books to the Room Superintendent before leaving the examination hall.
17. **Malpractice cases (if found any) should be referred to the Chief Superintendent / Deputy Chief Superintendent immediately.**
18. **The Room Superintendent should be watchful and active throughout the 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 to enter any examination rooms.
19. After completing the examination, the Room Superintendent should hand over the answer book to the Chief Superintendent in the order specified in the Invigilator's Diary.
20. **Use of any electronic gadget is prohibited in the examination hall.** All the invigilators are requested **not to carry their watch, mobile phones** (or other electronic gadgets) to the examination rooms.
21. The invigilators are requested to cooperate with the squad members when they enter the examination hall.
22. The members of the Examination Committee can clarify any queries relating to the examination work.
23. Full cooperation of all staff members is required for the smooth conduct of the examination.

Sd/-

Coordinator - Examination Committee



Director

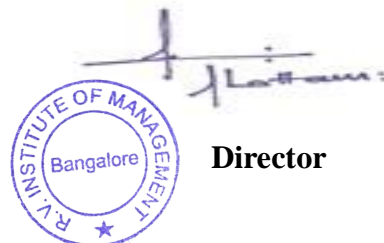


Duties of Room Relieving – Room Superintendent for Bengaluru City University Examinations – 2021

1. The Chief Superintendent shall appoint the Reliving Superintendent from among the teaching staff of his/her college before 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 the examination.
3. Relieving Superintendent shall not allow any candidate to copy from either books/paper/other candidates. They shall ensure that no candidate detaches or tears off any sheet or part of the sheet from the answer books. Every candidate hand over the answer book before he/she is permitted to leave the examination hall/room.
4. Relieving Superintendent 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.
5. 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.
6. The Relieving Superintendent shall report for duty half an hour earlier than the time scheduled for the commencement of the examination.
7. The Relieving Superintendent shall report back to the examination center at 12.45 pm for the collection of books.

Sd/-

Coordinator - Examination Committee



Director



**GUIDELINES TO BE FOLLOWED BY THE STUDENTS DURING THE
BENGALURU CITY UNIVERSITY EXAMINATIONS – 2021**

1. The students are required to wear **decent dresses (Formals)**. **No T-shirts, Jeans pants, Slippers will be allowed**. Students should have proper & clean shave, groomed hair, polished shoes.
2. The students are required to wear **uniforms on prescribed days**.
3. Students should **not carry valets, purses, wristwatches, mobile phones and other gadgets into the examination hall**.
4. Candidates should have with them their **College Identity Card** for verification by the Room Superintendent all the days of the examination,
5. **The candidate should take their place in the examination hall at least 15 minutes before the time fixed for the commencement of the examination.**
6. **The Room Superintendent will not admit any candidate to the examination hall 30 minutes after the examination and will not allow any student to leave the examination hall last 30 minutes of the exams.**
7. **Candidates who are undoubtedly suffering from serious infections/diseases of any kind will not be admitted to the examination hall.**
8. The candidate should **not leave the examination hall first half an hour, i.e. till 10.30 am** after the question paper is given.
9. **Register numbers of candidates should be written very distinctly on the cover page of the answer book**. Failure to write Register numbers will involve the rejection of the answer books.
10. **Candidates should get their entire required material for themselves such as pens, pencil, eraser, scale, calculators, sharpener etc. (No exchanges of material)**
11. The candidate should **use an only Black ink pen**. Using Multiple colours in the answer booklet is not allowed. If there is a change in the pen, get the signature of the invigilator.
12. **Write the answers on both sides of the answer book.**
13. **The answers must be legibly (readable) written.**
14. Do not leave any pages unused in the answer books in between, and ensure not to remove any unused sheets.



15. **Please cross out all the blank pages which are not used in the answer books with cross marks like X.**
16. Before answering a question, the **question number / sub-question number should be clearly mentioned** as indicated in the question paper.
17. **Hand over your answer book personally to the Room Invigilator** before leaving the examination hall.
18. **The candidate should answer only in the main answer book provided. No Additional answer booklet will be provided for answering.**
19. **No student should stand in the corridor unnecessarily and disturb the students attending the examinations.**
20. **Students should maintain discipline at all times in the examination room.**
21. **Correction fluid is not allowed into the examination hall.**

Malpractice

Candidates are prohibited from bringing into the examination room Pagers, Mobile and Digital Dairy / Electronic organizer, any book or portion of the book, manuscript or paper of any description from communicating with or copying from each other and from communicating with any person outside the examination room. Any candidate detected in the violation of these rules shall be sent out of the room forthwith. Such candidates will not be permitted to take the subsequent papers of the examination. They are liable to be debarred from the examination for not less than two years.



Director



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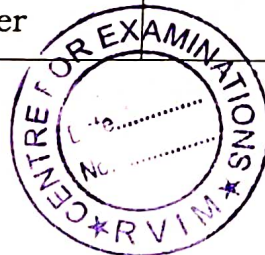
DATE :27 April 2022

CIRCULAR

This is to inform all the Faculty members engaging classes for first semester MBA to note the following **Calendar of Events** with respect to first semester (2021-2023 Batch)

| Sl.No | Particulars | Date |
|-------|------------------------------------|--|
| 01 | Term of First Semester | 27-01-2022 – 18-05-2022 (90 Working Days) |
| 02 | Last working day | 18-05-2022 |
| 03 | I A Review Meeting | 10-05-2022- 11-05-2022 |
| 04 | Summative Feed Back | 14-05-2022 |
| 05 | Final I A Display | 17-05-2022 |
| 06 | Semester End Exam (LAB) | 21-05-2022 & 23-05-2022 |
| 07 | Semester End Exam (Theory) | 25-05-2022 To 08-06-2022 |
| 08 | 821-Business Immersion project | 13-06-2022 – 27-07-2022 (45 Days) |
| 09 | Commencement of Second Semester | 01-08-2022 |

[Signature]
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Controller of Examinations



[Signature] 27.04.2022
Dr. Purushottam Bung
Director

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Ref.no -RVIM/COE/2022/Exam/013

DATE :24 August 2022

Calendar of Events - 2nd Semester (2021-2023 Batch)

| Sl. No | Particulars | Date |
|--------|---|--|
| 1 | Term of Second Semester | 08-08-2022 – 30-11-2022 (90 Working Days) |
| 2 | Commencement of Second Semester Classes | 08-08-2022 |
| 3 | Formative Feedback by Students | 02-09-2022 |
| 4 | Mid-term Examination | 10-10-2022- 13-10-2022 |
| 5 | Review of Student Performance & Dispatch of Progress Report | 22-10-2022 |
| 6 | Parents - Teachers Meeting | 29-10-2022 |
| 7 | Summative Feedback by Students | 19-11-2022 |
| 8 | Finalisation of CIA | 26-11-2022 |
| 9 | Last Working Day | 30-11-2022 |
| 10 | Semester End Examinations | 05-12-2022-17-12-2022 |

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DATE :24 August 2022

Calendar of Events – 3rd Semester (2021-2023 Batch)

| Sl. No | Particulars | Date |
|--------|---|---|
| 1 | Term of Third Semester | 26.12.2022 TO 15.04.2023 (90 Working Days) |
| 2 | Commencement of Third Semester Classes | 26.12.2022 |
| 3 | Formative Feedback by Students | 01.02.2023 |
| 4 | International immersion / Social immersion (15 days) | Between 2 nd week of Jan to 2 nd week of Feb 2023 |
| 4 | Mid-term Examination | 01.03.2023 TO 06.03.2023 |
| 5 | Review of Student Performance & Dispatch of Progress Report | 18.03.2023 |
| 6 | Parents - Teachers Meeting | 25.03.2023 |
| 7 | Summative Feedback by Students | 01.04.2023 |
| 8 | Finalisation of CIA | 08.04.2023 |
| 9 | Last Working Day | 15.04.2023 |
| 10 | Semester End Examinations | 17.04.2023 TO 29.04.2023 |

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DATE :24 August 2022

Calendar of Events – 4th Semester (2021-2023 Batch)

| Sl. No | Particulars | Date |
|--------|---|---|
| 1 | Term of Fourth Semester | 02.05.2023 To 31.08.2023 (90 Working Days) |
| 2 | Commencement of Fourth Semester Classes | 02.05.2023 |
| 3 | Formative Feedback by Students | 01.06.2023 |
| 4 | Mid-term Examination | 05.06.2023 – 07.06.2023 |
| 5 | Review of Student Performance & Dispatch of Progress Report | 10.06.2023 |
| 6 | Summative Feedback by Students | 17.06.2023 |
| 7 | Last Working Day | 24.06.2023 |
| 8 | Semester End Examinations | 26.06.2023 TO 05.07.2023 |
| 9 | Internship (45 Days) | 10.07.2023 TO 26.08.2023 |
| 10 | Viva Voce Examination | 02.09.2023 |

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