



EXAMINATION PROCESS AT RV INSTITUTE OF MANAGEMENT

1. Examiners' Database:

The examiners' database comprises the details of the Examiners such as name, designation, Qualification, area of Interest, Affiliation, Contact details, Total experience in Teaching, and Bank details. Subject subject-wise list of examiners is prepared by sourcing the data from individual faculty members. The Examiners' database was presented before the members of BOE and their approval was accorded.

2. Question Paper Setting

- The Question Paper shall consist of three Sections viz., A, B and C. Section A carries 5 marks questions, Section B Carries 10 marks Questions and Section C is a Compulsory question which carries 20 marks. The QP is set for 100 Marks.
- Examiners were provided with the Model question paper for setting the question paper.
- The distribution of marks to each question should be indicated in the question paper along with Cognitive Level (CL) and Course outcome (CO)
- The question paper should cover the entire syllabus with proper distribution and Weightage of marks for each question or a part thereof. The question paper should cover all the units to discourage selective study and cramming. No question should be set outside the syllabus.
- To maintain the standard, the language of questions should be simple, direct, and worded clearly and unequivocally. So that the candidates may have no difficulty in appreciating the scope and purpose of the questions
- Sketches, figures, and tables if any should be drawn.
- It is preferable to set the question paper according to Bloom's Taxonomy (Refer to Bloom's Taxonomy Action Verbs), Examiners should furnish the Scheme and solution in the sheets provided. A question paper without a scheme and solution is liable for rejection.
- The Scheme and Solution should contain detailed step-by-step solutions along with the distribution of marks accounting for the total marks allotted for the question. Question seeking descriptive answers, the important points to be covered are to be mentioned. The mere breakup of marks will not be sufficient.
- Examiners should provide Instructions on the Issue of Tables, charts, etc., when necessary
- ♣ Examiners were informed to fill in all the details in the Bill of remuneration and return



by placing them in the outer cover and also provide Bank details, Account Number, IFSC code and PAN number in the space provided in the Remuneration bill.

- An invitation to set QP and Scheme and the solution was sent to the Examiners from the approved list. A total of 4 sets of QP and scheme and solution were obtained from each subject. The QP setting was sent to both Internal and External Examiners.
- The QP setting invite along with necessary stationery was dispatched to examiners on 12th April 2022 and a time frame of 15 days was provided to complete the task.

3. Scrutiny of Question Paper

- 4 sets of Manuscripts of Question papers and schemes and solutions along with Remuneration bills were received from the Examiners' (Internal and external) by 26th April 2022.
- The QP scheme and solution were barcoded to conceal the identity of the Examiners.
- The Barcoded QP scheme and solution were scrutinized by the Members of BOE.
- A separate team of BOE members was formed subject-wise and all 4 sets of QP and scheme and solutions were thoroughly examined.
- The questions were modified, replaced, and corrected wherever required.
- 2 sets of QP and the corresponding scheme and solution were selected by BOE and handed over to COE for the final selection of QP.
- The COE selected one set of QP from each subject
- The QP was typed within the closed doors of the Centre for examination.
- The soft copy of the QP was checked for typographic errors and other possible mistakes by an External reviewer to ensure that the QP is error-free.
- The highest level of confidentiality was maintained throughout the process.
- The QP was printed on the day of the Examination in the Centre for Examination 45 minutes before the commencement of the examination.

4. Examination and Evaluation Process

- The Examinations were conducted as per the calendar. The SEE included both Theory and Practical Examinations.
- The External Examiners for the conduction of Practical Examinations were sourced from the list of Examiners approved by BOE.
- The appointment orders and the instructions to Examiners for the conduction of practical examinations were issued from the Office of COE.



- The Theory examinations were conducted by the examinations committee headed by the Chief superintendent and assisted by DCS.
- The Answer scripts were bundled and sealed in the cloth bag subject-wise along with Form A and Form B and handed over to the office of COE immediately after every examination by the Examination Committee. The Answer scripts were coded using the Bar coding technique. The unique bar codes were generated by SAP The External evaluators for the valuation of answer scripts were sourced from the list of examiners approved by BOE.
- All the answer scripts were subjected to TWO valuations. Each answer script was valued by the Internal Examiner (Faculty of RVIM) and the External Examiner.
- The final marks for each student were calculated based on the average of two valuations. The deviations between the first and second valuations of more than 20 marks were subjected to the Third valuation. The marks awarded by the valuator of the third valuation are final.
- All the Examiners (Internal and external) entered the marks, and questions wise in the SAP portal after the evaluation. Each Examiner was given an ID and password to enter the marks in the SAP portal and This process completely eliminated the total mistakes and incomplete valuation.
- A maximum of 60 scripts were assigned to each Examiner per day for valuation.

