



Rashtrveeyya Sikshana Samithi Trust  
**R V Institute of Management**

CA - 17, 36<sup>th</sup> Cross, 26<sup>th</sup> Main, 4<sup>th</sup> T Block Jayanagar, Bangalore - 41

**EXAMINATION COMMITTEE**

01.04.2017

**Minutes of the Meeting**

The committee meeting was held on 01.04.2017 from 10.00am onwards in the Examination Control Room to finalise the test dates and to discuss the responsibilities of the examination committee members.

The following members of the staff were present in the meeting.

1. Mr. Manjunath.S.M
2. Mr. Gowrisha

**Minutes:**

The summary of the responsibilities shared by the committee members is as follows:

Responsibility	Faculty In charge
1. To prepare the guidelines for the tests and examinations.	Committee Members
2. To fix up the dates for Internal Tests.	Committee Members
3. Informing the faculty members about the Internal Tests and receiving the question papers from the faculty members.	Mr. Gowrisha
4. Sending the circular to the students regarding tests.	Mr. Manjunath S M
5. Conducting tests as per the schedule.	Committee Members & Office
6. Consolidation of the internal marks and sending the internal marks to the University.	Committee Members & Office
7. Informing the University Examination Time Table to the students and faculty.	Office
8. Holding the final examinations as per the University guidelines.	Committee Members & Office
9. Arrangements for conducting the tests and University Examinations (Rooms preparation and Numbering).	Office
10. Bringing the Question papers from the University, to distribute the question papers to the students, distribution of answer scripts, collection of answer scripts, bundling and	Committee Members and Office



sending the answer scripts to the University.	
11. To maintain a separate register to account question papers and answer booklets during the University examination.	Office
12. Printing the blue books, distribution and maintenance of the same in the stock register, preparation of invigilators duty chart for the tests.	Committee Members
13. To take care of visit of squad members and other authorities of the University during the examination.	Deputy Superintendent and office
14. To make any correspondence with the University relating to examination.	Office - In consultation with Respected Director Sir
15. Handling of malpractices during the Internal Tests.	Committee Members - In consultation with Respected Director Sir
16. Systematic operation of the Examination Control Room during the examination.	Committee Members
17. To inform the Director about the variations, alterations and developments relating to the examination.	Committee Members
18. Collecting the Internal Marks from the faculty and submitting the same to SIS	Mr. Manjunath S M
19. Collection of the Final Internal Marks and breakup of the same from the concerned faculty members	Mr. Manjunath S M
20. Collection of the blue books and accounting the same	Mr. Gowrisha

The process for conducting the Internal Test and the University Examination was discussed in detail:

**Internal Test Process –**

1. Making the Blue books ready for conducting the Internal Tests.
2. Intimating the faculty members and students about the Internal Tests.
3. Preparation of the Time table for the test and intimating the same to the students and faculty members well in advance.
4. Collection of the required number of question papers from the faculty.
5. Preparation of the Invigilation duty chart and intimation of the same to the faculty members.
6. Arrangement of the rooms for the test.
7. Conducting the tests as per the schedule.
8. Issue of the blue books for the verification.
9. Collection of the verified blue books and marks entry.



### University Examination Process -

1. Notification from the University about the Examination.
2. OMR and Examination Application verification, collection and submission of the same to the University.
3. Examination fee collection and submission of the same to the University.
4. Preparation and submission of the candidate list to the university.
5. Preparation and submission of the Question paper indent.
6. Preparation and submission of the Financial Statement and DD and OMR / Examination application to 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 University Examinations as per schedule (i.e. Bringing the Question papers from the university, to distribute the question papers to the students, distribution of answer scripts, collection of answer scripts, bundling and sending the answer scripts to the university).
11. Filing the Invigilators diary for the future reference.
12. Maintaining the examination related records / documents by the office.

### Internal Tests:

As per the guidelines of the Bangalore University, it was decided in the meeting to conduct two tests in a particular semester. For II semester, one regular test (Announced) will be conducted and the other test will be a surprise test. For the IV semester, we are planning to conduct only one test and it will be surprise test. Further if the time permits, we are planning to conduct one announced test also. The tentative schedule of the internal test is as follows:

### II Semester

Test 1			Test 2		
Subject	Date	Time	Subject	Date	Time
2.1	24.04.2017	2.00 - 3.00	Subject will be informed to the students 90 minutes before the test	24.05.2017	3.30 - 4.30
2.2	24.04.2017	4.00 - 5.00		25.05.2017	3.30 - 4.30
2.3	25.04.2017	2.00 - 3.00		26.05.2017	3.30 - 4.30
2.4	25.04.2017	4.00 - 5.00		27.05.2017	12.30 - 1.30
2.5	26.04.2017	2.00 - 3.00		29.05.2017	3.30 - 4.30
2.6	26.04.2017	4.00 - 5.00		30.05.2017	3.30 - 4.30
2.7	27.04.2017	10.00 - 11.00		31.05.2017	9.30 - 10.30



**Subjects**

- 2.1. Technology for Management
- 2.3. Entrepreneurship and Ethics
- 2.5. Financial Management
- 2.7. Innovation Management

- 2.2. Management Research Methods
- 2.4. Human Capital Management
- 2.6. Quantitative Techniques & Operation Research

**IV Semester**

Test 1		
Subject	Date	Time
Subject will be informed to the students 90 minutes before the test	17.04.2017	2.30 – 3.30
	17.04.2017	4.00 – 5.00
	18.04.2017	2.30 – 3.30
	18.04.2017	4.00 – 5.00

**Subjects**

- 4.1. International Business Dynamics

**Finance Specialisation**

- 4.2.1. Investment Analysis and Management
- 4.2.2. International Financial Management
- 4.2.3. Risk Management and Derivatives

**Marketing Specialisation**

- 4.3.1. Strategic Brand Management
- 4.3.2 International Marketing Strategy
- 4.3.3 Digital Marketing

**Human Resources Specialisation**

- 4.4.1. Strategic Human Resource Management
- 4.4.2. International Human Resource Management
- 4.4.3. Talent and Knowledge Management



### Guidelines to be followed by the Students during the Internal Tests

1. Students are required to wear decent dresses (Formals). Proper attention should be paid towards one's bearings and turnout. (Wearing T-shirts, Jeans pant, Slippers will not be allowed). Students should have proper physical appearance such as clean shave, groomed hair, polished shoes and ID card.
2. Students are required to wear uniforms on all Mondays and Thursdays.
3. Students will not be allowed to use mobile phones and other gadgets within the premises of the college.
4. The candidate should be seated in the Examination Hall at least five minutes before the time fixed for the commencement of the Internal Tests.
5. Candidate will not be allowed to leave the Examination Room till the expiry of at least 45 minutes after the question paper is distributed.
6. Candidates are required to provide themselves pens, pencil, eraser, scale, calculators, and sharpener.
7. Students are informed to write the answers on both the sides of the page of the blue book.
8. The answers must be legibly written.
9. Students are informed not to remove any unused sheets from the blue book. Before commencing to answer a question, the question number / sub-question number should be clearly written.
10. If the students have used graph sheets, it should be attached to the blue book.
11. Students should handover their blue book personally to the room invigilator before leaving the examination hall.
12. No student should stand in the corridor unnecessarily and disturb the students who are attending the examinations.
13. Students should maintain discipline at all times in the examination room.
14. Attendance is compulsory for all the tests.

### **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 examination room. Such candidates are supposed to appear before the examination committee for explanation.

### Guidelines to the Faculty Members

- All the faculty members including the examination committee members will be assigned the invigilation duty for the internal tests and the faculty members are requested to perform the same without fail.
- All the faculty members are requested to prepare the test question paper well in advance based on the coverage of the syllabus. The required number of Photostat copies are to be submitted in the separate



sealed cover to the examination committee member Mr. Gowrisha at least two days in advance before the commencement of the internal test.

- The bills are to be submitted along with the copies of the question paper to the examination committee member Mr. Gowrisha without fail.
- The evaluated blue books has to be submitted to the examination committee member Mr. Gowrisha within ten days from the date of completion of the test.
- The soft copy of the internal test marks list is to be submitted to the examination committee member Mr. Manjunath within seven days from the day of completion of the test.
- The soft copy and hard copy of the final internal marks list is to be submitted to the examination committee member Mr. Manjunath within ten days from the day of completion of the second test.
  
- The **Final Internal Marks** (along with the breakup of marks in the prescribed formats) of the II semester and IV Semester are to be submitted to the examination committee member Mr. Manjunath. S. M.
  
- The following criteria is to be used while awarding the internal marks for the IV Semester students (30 Marks):
  - 05 Marks – Attendance
  - 05 Marks – Internal Tests
  - 10 Marks – Case Study Preparation
  - 10 Marks – Mini Project
  
- The following criteria is to be used while awarding the internal marks for the II Semester students (30 Marks):
  - 05 Marks – Attendance
  - 10 Marks – Internal Tests
  - 05 Marks – Assignment
  - 05 Marks – Presentation
  - 05 Marks – Book / Journal Article Review
  
- All the faculty members are informed not to disclose the final internal marks to students.
  
- The last date for the submission of the final internal marks (Both hard and soft coy in the prescribed format) is June 16, 2017.

Mr. Manjunath.S.M – *Manju*

Mr. Gowrisha - *Gowrisha*



*Director*  
Director



Rashtrveeya Sikshana Samithi Trust

## R V Institute of Management

CA – 17, 36<sup>th</sup> Cross, 26<sup>th</sup> Main, 4<sup>th</sup> T Block Jayanagar, Bangalore – 41

### EXAMINATION COMMITTEE

04.04.2017

### Kind Attention IV Semester Students

#### **Internal Tests:**

As per the guidelines of the Bangalore University, it was decided in the meeting to conduct two tests in a particular semester. For the IV semester, we are planning to conduct only one test and it will be surprise test. Further if the time permits, we are planning to conduct one announced test also. The tentative schedule of the internal test is as follows:

Test 1		
Subject	Date	Time
Subject will be informed to the students 90 minutes before the test	17.04.2017	2.30 – 3.30
	17.04.2017	4.00 – 5.00
	18.04.2017	2.30 – 3.30
	18.04.2017	4.00 – 5.00

#### Subjects

4.1. International Business Dynamics

#### Finance Specialisation

4.2.1. Investment Analysis and Management

4.2.2. International Financial Management

4.2.3. Risk Management and Derivatives

#### Marketing Specialisation

4.3.1. Strategic Brand Management

4.3.2 International Marketing Strategy

4.3.3 Digital Marketing

#### Human Resources Specialisation

4.4.1. Strategic Human Resource Management

4.4.2. International Human Resource Management

4.4.3. Talent and Knowledge Management



- The following criteria is to be used while awarding the internal marks for the IV Semester students (30 Marks):

05 Marks – Attendance

05 Marks – Internal Tests

10 Marks – Case Study Preparation

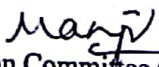
10 Marks – Mini Project

**Guidelines to be followed by the Students during the Internal Tests**

1. Students are required to wear decent dresses (Formals). Proper attention should be paid towards one's bearings and turnout. (Wearing T-shirts, Jeans pant, Slippers will not be allowed). Students should have proper physical appearance such as clean shave, groomed hair, polished shoes and ID card.
2. Students are required to wear uniforms on all Mondays and Thursdays.
3. Students will not be allowed to use mobile phones and other gadgets within the premises of the college.
4. The candidate should be seated in the Examination Hall at least five minutes before the time fixed for the commencement of the Internal Tests.
5. Candidate will not be allowed to leave the Examination Room till the expiry of at least 45 minutes after the question paper is distributed.
6. Candidates are required to provide themselves pens, pencil, eraser, scale, calculators, and sharpener.
7. Students are informed to write the answers on both the sides of the page of the blue book.
8. The answers must be legibly written.
9. Students are informed not to remove any unused sheets from the blue book. Before commencing to answer a question, the question number / sub-question number should be clearly written.
10. If the students have used graph sheets, it should be attached to the blue book.
11. Students should handover their blue book personally to the room invigilator before leaving the examination hall.
12. No student should stand in the corridor unnecessarily and disturb the students who are attending the examinations.
13. Students should maintain discipline at all times in the examination room.
14. Attendance is compulsory for all the tests.

**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 examination room. Such candidates are supposed to appear before the examination committee for explanation.

  
Examination Committee Coordinator



  
Director





Rashtreeya Sikshana Samithi Trust

## R V Institute of Management

CA - 17, 36<sup>th</sup> Cross, 26<sup>th</sup> Main, 4<sup>th</sup> T Block Jayanagar, Bangalore - 41

### EXAMINATION COMMITTEE

04.04.2017

### Kind Attention II Semester Students

#### Internal Tests:

As per the guidelines of the Bangalore University, it was decided in the meeting to conduct two tests in a particular semester. For II semester, one regular test (Announced) will be conducted and the other test will be a surprise test. The tentative schedule of the internal test is as follows:

Test 1			Test 2		
Subject	Date	Time	Subject	Date	Time
2.1	24.04.2017	2.00 - 3.00	Subject will be informed to the students 90 minutes before the test	24.05.2017	3.30 - 4.30
2.2	24.04.2017	4.00 - 5.00		25.05.2017	3.30 - 4.30
2.3	25.04.2017	2.00 - 3.00		26.05.2017	3.30 - 4.30
2.4	25.04.2017	4.00 - 5.00		27.05.2017	12.30 - 1.30
2.5	26.04.2017	2.00 - 3.00		29.05.2017	3.30 - 4.30
2.6	26.04.2017	4.00 - 5.00		30.05.2017	3.30 - 4.30
2.7	27.04.2017	10.00 - 11.00		31.05.2017	9.30 - 10.30

#### Subjects

2.1. Technology for Management

2.2. Management Research Methods

2.3. Entrepreneurship and Ethics

2.4. Human Capital Management

2.5. Financial Management

2.6. Quantitative Techniques & Operation Research

2.7. Innovation Management

- The following criteria is to be used while awarding the internal marks for the II Semester students (30 Marks):

05 Marks - Attendance

10 Marks - Internal Tests

05 Marks - Assignment

05 Marks - Presentation

05 Marks - Book / Journal Article Review



**Guidelines to be followed by the Students during the Internal Tests**

1. Students are required to wear decent dresses (Formals). Proper attention should be paid towards one's bearings and turnout. (Wearing T-shirts, Jeans pant, Slippers will not be allowed). Students should have proper physical appearance such as clean shave, groomed hair, polished shoes and ID card.
2. Students are required to wear uniforms on all Mondays and Thursdays.
3. Students will not be allowed to use mobile phones and other gadgets within the premises of the college.
4. The candidate should be seated in the Examination Hall at least five minutes before the time fixed for the commencement of the Internal Tests.
5. Candidate will not be allowed to leave the Examination Room till the expiry of at least 45 minutes after the question paper is distributed.
6. Candidates are required to provide themselves pens, pencil, eraser, scale, calculators, and sharpener.
7. Students are informed to write the answers on both the sides of the page of the blue book.
8. The answers must be legibly written.
9. Students are informed not to remove any unused sheets from the blue book. Before commencing to answer a question, the question number / sub-question number should be clearly written.
10. If the students have used graph sheets, it should be attached to the blue book.
11. Students should handover their blue book personally to the room invigilator before leaving the examination hall.
12. No student should stand in the corridor unnecessarily and disturb the students who are attending the examinations.
13. Students should maintain discipline at all times in the examination room.
14. Attendance is compulsory for all the tests.

**Malpractice**

Candidates are prohibited from bringing into the examination room Pagars, 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 examination room. Such candidates are supposed to appear before the examination committee for explanation.

  
Examination Committee Coordinator



  
Director



Rashtreeya Sikshana Samithi Trust

## R V Institute of Management

CA - 17, 36<sup>th</sup> Cross, 26<sup>th</sup> Main, 4<sup>th</sup> T Block Jayanagar, Bangalore - 41

### EXAMINATION COMMITTEE

04.04.2017

#### Minutes of the meeting - Circulation among the Faculty Members

The committee meeting was held on 08.11.2016 from 4.30pm onwards in the Examination control room to finalise the test dates and to discuss the responsibilities of the examination committee members.

The following members of the staff were present in the meeting.

1. Mr. Manjunath. S. M
2. Mr. Gowrisha

#### Minutes:

#### Internal Tests:

As per the guidelines of the Bangalore University, it was decided in the meeting to conduct two tests in a particular semester. For II semester, one regular test (Announced) will be conducted and the other test will be a surprise test. For the IV semester, we are planning to conduct only one test and it will be surprise test. Further if the time permits, we are planning to conduct one announced test also. The tentative schedule of the internal test is as follows:

#### II Semester

Test 1			Test 2		
Subject	Date	Time	Subject	Date	Time
2.1	24.04.2017	2.00 - 3.00	Subject will be informed to the students 90 minutes before the test	24.05.2017	3.30 - 4.30
2.2	24.04.2017	4.00 - 5.00		25.05.2017	3.30 - 4.30
2.3	25.04.2017	2.00 - 3.00		26.05.2017	3.30 - 4.30
2.4	25.04.2017	4.00 - 5.00		27.05.2017	12.30 - 1.30
2.5	26.04.2017	2.00 - 3.00		29.05.2017	3.30 - 4.30
2.6	26.04.2017	4.00 - 5.00		30.05.2017	3.30 - 4.30
2.7	27.04.2017	10.00 - 11.00		31.05.2017	9.30 - 10.30



**Subjects**

- 2.1. Technology for Management
- 2.3. Entrepreneurship and Ethics
- 2.5. Financial Management
- 2.7. Innovation Management

- 2.2. Management Research Methods
- 2.4. Human Capital Management
- 2.6. Quantitative Techniques & Operation Research

**IV Semester**

Test 1		
Subject	Date	Time
Subject will be informed to the students 90 minutes before the test	17.04.2017	2.30 – 3.30
	17.04.2017	4.00 – 5.00
	18.04.2017	2.30 – 3.30
	18.04.2017	4.00 – 5.00

**Subjects**

- 4.1. International Business Dynamics

**Finance Specialisation**

- 4.2.1. Investment Analysis and Management
- 4.2.2. International Financial Management
- 4.2.3. Risk Management and Derivatives

**Marketing Specialisation**

- 4.3.1. Strategic Brand Management
- 4.3.2 International Marketing Strategy
- 4.3.3 Digital Marketing

**Human Resources Specialisation**

- 4.4.1. Strategic Human Resource Management
- 4.4.2. International Human Resource Management
- 4.4.3. Talent and Knowledge Management



## Guidelines to the Faculty Members

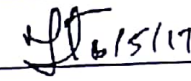
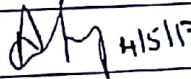
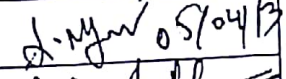
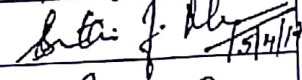
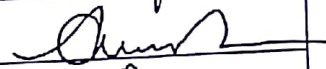

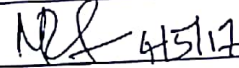
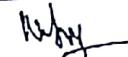

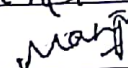
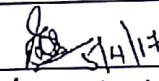
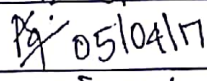
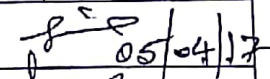
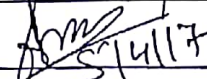

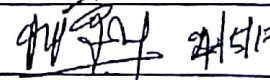
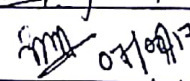
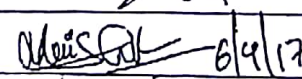
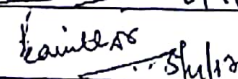

- All the faculty members including the examination committee members will be assigned the invigilation duty for the internal tests and the faculty members are requested to perform the same without fail.
- All the faculty members are requested to prepare the test question paper well in advance based on the coverage of the syllabus. The required number of Photostat copies are to be submitted in the separate sealed cover to the examination committee member Mr. Gowrishya at least two days in advance before the commencement of the internal test.
- The bills are to be submitted along with the copies of the question paper to the examination committee member Mr. Gowrishya without fail.
- The evaluated blue books has to be submitted to the examination committee member Mr. Gowrishya within ten days from the date of completion of the test.
- The soft copy of the internal test marks list is to be submitted to the examination committee member Mr. Manjunath within seven days from the day of completion of the test.
- The soft copy and hard copy of the final internal marks list is to be submitted to the examination committee member Mr. Manjunath within ten days from the day of completion of the second test.
- The **Final Internal Marks** (along with the breakup of marks in the prescribed formats) of the II semester and IV Semester are to be submitted to the examination committee member Mr. Manjunath. S. M.
- The following criteria is to be used while awarding the internal marks for the IV Semester students (30 Marks):
  - 05 Marks – Attendance
  - 05 Marks – Internal Tests
  - 10 Marks – Case Study Preparation
  - 10 Marks – Mini Project
- The following criteria is to be used while awarding the internal marks for the II Semester students (30 Marks):
  - 05 Marks – Attendance
  - 10 Marks – Internal Tests
  - 05 Marks – Assignment
  - 05 Marks – Presentation
  - 05 Marks – Book / Journal Article Review
- All the faculty members are informed not to disclose the final internal marks to students.
- The last date for the submission of the final internal marks (Both hard and soft copy in the prescribed format) is June 16, 2017.

  
Examination Committee Coordinator



  
Director

### Teaching Staff List

Sl. No.	Name	Signature
1	Dr. Noor Firdoos Jahan	 6/5/17
2	Dr. S. S. Venugopal	
3	Dr. Anupama K Malagi	 4/5/17
4	Dr. A. Narasima Venkatesh	 05/04/17
5	Dr. Shruthi. J. Mayur	 5/4/17
6	Mr. N. Suresh	
7	Ms. Anitha. B.M. D'Silva	 AD.
8	Mr. G. Mahesh	 4/5/17
9	Mr. Nagasubba Reddy	
10	Mr. A. Chandran	 4/5/17
11	Mr. Manjunath S. Menedhal	
12	Ms. Sowmya. D. S	 5/4/17
13	Ms. Pavithra. S. T	 05/04/17
14	Mr. Gowrisha	 05/04/17
15	Ms. Rashmi Shetty	 5/4/17
16	Ms. Payal Jindal	
17	Mr. Pradeep M.P.	 4/5/17
18	Mr. S.K. Manjunath	 05/04/17
19	Ms. Maithri R	 6/4/17
20	Ms. Kavitha. D.A	 Kavitha D.A 5/4/17
21	Ms. Ramya. S	 Ramya S 05/4/17

