

EXAMINATION AND EVALUATION

RV Institute of Management has been doing the groundwork for autonomy since 2018. The institute has taken incremental steps towards reframing policies and procedures to prepare itself for autonomy. Some of the measures taken are:

EXAMINATION & EVALUATION PROCESS


The institution follows very systematic mechanism for internal assessment which is transparent in terms of frequency and variety in assignments. A separate committee comprising of Director, selected faculty members and Administrative Officer called "Examinations Committee" was in existence to oversee the implementation of CIE and SEE in true spirit of assessing/evaluating students uniformly without any subjectivity. Committee meets frequently to brainstorm, discuss and deliberate on the reforms to be brought-in. Some of the reforms that are brought-in include;

a) **Compulsory conduct of Preparatory Test:** The institute treats preparatory test at par with final semester exams and hence all the arrangements and conduct of the preparatory test is done following stringent examination rules & regulations. In order to standardize the exam process, all students have to write examinations in the specially designed bluebook. The bluebook has a coverpage describing the vision, mission and values of the institute along with student and course information. The second page is designed for a systematic question wise score sheet.

Evaluation of the preparatory test is similar to the final semester end examination. CO-PO mapping is done based on this and attainment levels are measured.

b) **Flexibility in designing CIE pattern:** To prepare for autonomy, the institution gives lot of flexibility to the faculty members in designing CIE pattern to include case analysis presentations, Live projects, Mini projects, Research projects, online quiz through Quicklearn LMS platform, Video profiling of the entrepreneurs/CEOs Participating in the events/competitions like "Venture Fest" in Entrepreneurship Development course. Some of the other prominent reforms are:

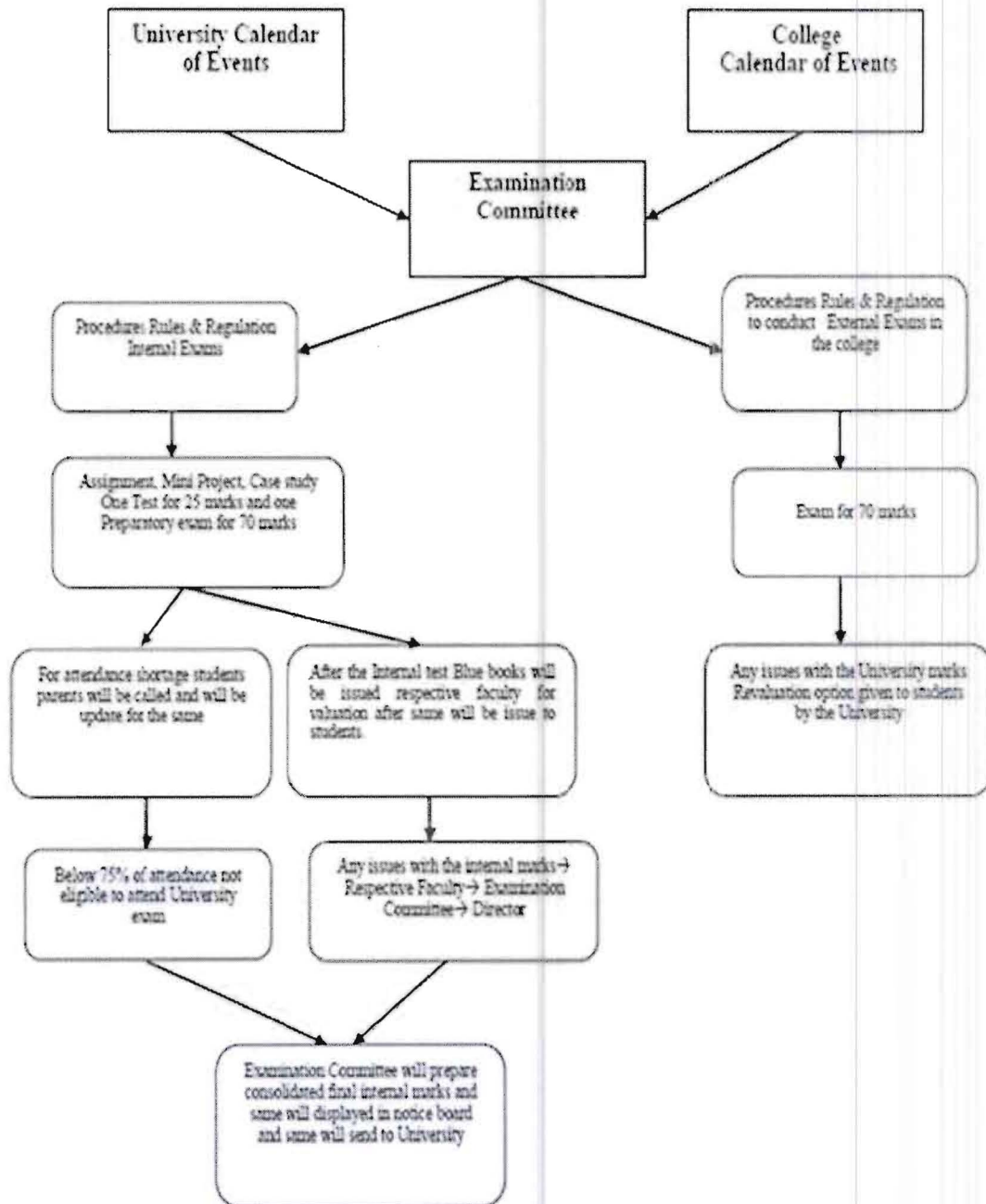
- Encouraging the faculty members to conduct open book examinations
- Setting a common exam paper where more than one faculty member is offering the same course.
- Encouraging the faculty members to conduct surprise test and include the performance in CIE.
- Timely finalization of CIE marks and announcing well before the deadline and giving students a chance to look at their bluebooks and raise grievances, if any
- Any evaluation related grievances are resolved by the examination committee.
- Examinations/CIE guidelines are framed/altered as and when required and circulated to all the faculty members to follow.


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c) The Mechanism for Internal Assessment to ensure robustness

Mechanism of internal assessment is transparent and robust in terms of frequency and variety



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EXAMINATION REFORMS

The examination reforms focused towards autonomy for which the institute consulted the sister institutions such as RVCE (RV College of Engineering) and NMKRV. These institutions are practicing autonomy since 15 years. There has been a deliberate effort to visit these institutions frequently to take their inputs to streamline the examination process and system to prepare for autonomy. **(Annexure-19-Visit to RVCE)**

The youtube link of the visit to RVCE-

https://www.youtube.com/watch?v=uRx35U9WV0s&feature=emb_logo

The visits provided valuable inputs regarding physical infrastructure, design and preparation of examination manual **(Annexure 20 -Examination centre Layout plan, Annexure 21 – Work order for examination centre)**.

The institution has been implementing the valuable inputs from RVCE and NMKRV in phased manner that is described below:

- The first and foremost thing was the creation for the Centre for Examination and as well as dedicated infrastructure.
- The examination committee has been appropriately reconstituted and roles and responsibilities of the members have been clearly defined. The members of the committee are as follows:

Sl. No.	Name	Designation
1.	Dr. Santhosh M	Controller of Examination
2.	Prof. Anitha D'Silva	Coordinator
3.	Prof. Dileep	Coordinator
4.	Mr. Chetan Kumar B	Administrative Officer
5.	Mrs. Mary Reena	Office Assistant
6.	Mr. Manujanth L	Office Assistant

a) Preparatory Question paper setting

The question paper for the preparatory examination is set by the external faculty members. The examiners will be selected from the database. Consensus of the external examiner is sought for Preparatory examination question paper setting and evaluation. The examination committee sends a written requisition to the examiners to accept the paper setting task along with the documents such as model question paper, detailed syllabus, details on remuneration and question paper template. All the external examiners are explicitly informed to set the question paper using

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Bloom's Taxonomy. The committee pay the remuneration to the external examiners for their services.

Question paper setting and evaluation from external faculty members help the examination committee to mock the university examinations and provide a holistic experience to our students to face the university examinations more confidently.

b) Seating arrangement

The institute has initiated the practice of seating the students facing the wall to avoid any distractions during exam.

c) Swapping the blue books among faculty for evaluation

To ensure fair evaluation and avoid average scores, swapping of blue books has been implemented.

d) Normalization of the internal marks

To avoid the extreme bias of internal marks, normalization of internal marks is being practiced in the institute.

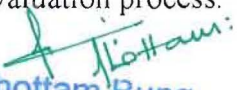
e) Robust CIE process through assignments & rubric system

The Examination committee ensures the quality of the internal examination and the marks allotted to the students. The Internal assessment marks in each subject is awarded after a rigorous scrutiny of the examination committee. All the faculty members produce the supporting documents such as blue books, assignments, case study presentation, MOOCs certificates, Mini projects etc., to examination committee and the rubrics followed to award the internal assessment marks. This exercise helps to remove ambiguity (if any) in the evaluation process. The final IA marks is displayed on the College notice board for the perusal of the students, before it is uploaded in the university portal. The students can contact the examination committee for any grievances related to examinations; the same will be addressed within the stipulated timeframe.

The committee has taken adequate measures to improve and control the quality of internal examinations conducted at institute level. The marks scored by the students in the preparatory examination are attributed to final internal assessment marks sent to university.

The Examination committee holds a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of the invigilators to ensure smooth and fair conduction of examinations. The examination committee will liaison with university officials on regular basis to get updated on examination time table, IA marks submission deadlines and other matters of importance. The committee with the help of administrative staff of the institute facilitates the students to make examination fee payment through the university portal. The examination committee is completely responsible for the end to end process of the examination related matters.

RVIM has initiated the discussions for procurement & installation of **bar coding machines** to ensure fool-proof evaluation process.


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