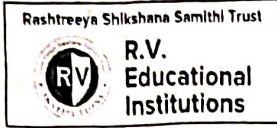


5/6/22, 4:34 PM

RVEI institutions Mail - BOE meeting (Autonomous) on 19th March 2022 at 11.30 AM



COE RVIM <coe.rvim@rvei.edu.in>

BOE meeting (Autonomous) on 19th March 2022 at 11.30 AM

COE RVIM <coe.rvim@rvei.edu.in>

14 March 2022 at 19:23

To: Anitha Dsilva <anithadsilva.rvim@rvei.edu.in>, anupama.rvim@rvei.edu.in, Dileep RVIM <dileep.rvim@rvei.edu.in>, director.rvim@rvei.edu.in, gvm.sharma@gmail.com, minu_zach.mba@bmsce.ac.in, neethamahadev@bnmit.in, nijaguna@acharya.ac.in, noorfirdoos.rvim@rvei.edu.in, Padmalini Singh <padmalinisingh.rvim@rvei.edu.in>, rajashree.k@christuniversity.in, rashmi shetty <rashmishetty.rvim@rvei.edu.in>, santhoshm.rvim@rvei.edu.in, veenaandini@pes.edu, Rajkumar Chavan <rajkumarchavan.rvim@rvei.edu.in>, jahnavim.rvim@rvei.edu.in

Dear Esteemed colleagues,

Season greetings from RVIM!!

The center for Examinations proposes to conduct the First BOE meeting for the Autonomous batch of our MBA program on **19th March 2022, Saturday at 11.30 AM at RV Institute of Management, 4th T Block, Jayanagar, Bangalore.**

The meeting will be conducted offline at the RVIM campus.

The Agenda:

1. Induction of New Members to BOE in view of 2 existing members' resignation
2. Finalisation of Database of the Examiners (Internal and External) for Examination related activities viz., Paper setting and Evaluation.
3. Question Paper Format for Semester End Examination(SEE)
4. Finalising on Modus operandi for Conducting Lab-based Examinations
5. Finalising on Modus operandi for Conducting examinations for skill Enhancement courses
6. Question Paper Format for a one-credit course (Principles of Management)
7. Any other matter with the permission of the chair.

The BOE meeting will be Chaired by Dr. Purushottam Bung, Director RVIM, and Chairman, BOE.

All the members of BOE are requested to mark this date on your calendar and make it convenient to attend the meeting and share your valuable inputs for seamless conduction of Examinations.

Thanks and regards,


Dr. Santhosh M
Controller of Examinations
R V Institute of Management
Bangalore-560041



First BOE Meeting Date – 19th March 2022

AGENDA

1. Induction of New Members to BOE in view of 2 existing members' resignation
2. Finalisation of Database of the Examiners (Internal and External) for Examination related activities viz., Paper setting and Evaluation.
3. Question Paper Format for Semester End Examination(SEE)
4. Finalising on Modus operandi for Conducting Lab-based Examinations
5. Finalising on Modus operandi for Conducting examinations for skill Enhancement courses
6. Question Paper Format for a one-credit course (Principles of Management)
7. Any other matter with the permission of the chair.


18/3/22
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(AUTONOMOUS)
4th T Block, Jayanagar, Bangalore - 560041



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(Autonomous Institution Affiliated to BCU)
CENTRE FOR EXAMINATIONS



Dr. Santhosh M
Controller of Examinations

Phone 080-42540300 EXTN - 361
E-mail : coe.rvim@rvei.edu.in

**LIST OF ATTENDEES FOR BOE MEETING HELD ON 19TH MARCH 2022 FROM
11.30 AM ONWARDS**

Sl no	Name of the Member	Signature
1	Dr. Purushottam Bung	
2	Dr. Santhosh M	
3	Dr. Rajashree Kamath	— ABSENT —
4	Dr. Veena A	— ABSENT —
5	Dr. G. V. Mruthyunjaya Sharma	
6	Dr. Neetha Mahadev	
7	Dr. Minu Zachariah	
8	Dr. Nijaguna G	
9	Dr. Noor Firdoos Jahan	
10	Dr. Anupama K Malagi	
11	Dr. Janhavi M	
12	Dr. Padmalini Singh	
13	Mr. Dileep	
14	Ms. Anita D' Silva Anika BM D'silva	
15	Ms. Rashmi Shetty	
16	Mr. Raj Kumar Chavan	

17. Ms. Payal Jindal

Payal Jindal
19/3/22

Rashtreeya Sikshana Samithi Trust
RV Institute of Management
BOE MINUTES OF MEETING

First BOE meeting was held on 19.03.2022 from 11.30 AM onwards. Following members were present;

External

1. Dr G V Mruthyunjaya Sharma
2. Dr Neetha Mahadev
3. Dr Minu Zachariah
4. Dr Nijaguna G

Internal

1. Dr Purushottam Bung
2. Dr Santhosh M
3. Dr Anupama K Malagi
4. Dr Padmalini Singh
5. Dr Noor Firdoos Jahan
6. Dr Janhavi M
7. Prof Dileep
8. Prof Anitha B M D'Silva
9. Prof Rashmi Shetty
10. Prof Payal Jindal
11. Prof. Raj Kumar Chavan

Following members were granted leave of absence as they were not able to attend the meeting

1. Dr Veena A
2. Dr Rajashree Kamath

AGENDA POINT 1: Induction of New Members to BOE in view of 2 existing members' Resignation

OBSERVATIONS

Soft skills course requires inputs from Placement department. A representation from placement department is highly solicited in BOE to integrate the industry requirements to make assessment process more fool proof and appropriate.

DISCUSSION

- The members suggested to include a representative from placement and training department in the BOE to have a fair representation from all the domains.
- Two Internal members (Dr. Bikramadithya Ghosh and Ms. Vandana Gablani) from the existing BOE panel have resigned from the Institution
- The new members should be inducted to BOE

RESOLUTION

- Three new members were inducted to BOE with immediate effect. The newly inducted members are-
 1. Dr. Jahnvi M from the area of Finance and Analytics
 2. Mr. Raj Kumar Chavan from the area of IT and Finance
 3. Ms. Payal Jindal from the area of career development and soft skills

AGENDA POINT 2. Finalisation of Database of the Examiners for Examination related activities**OBSERVATIONS**

- A comprehensive database of Examiners is prepared to use their services for Examination related activities
- The list of Examiners is prepared subject wise after taking their consent
- Minimum eligibility criteria are followed to identify the examiners to be included in the database.
- The Examiners included in the database will perform the roles of paper setters and valuers in the Examination.

DISCUSSION

- A well designed data template to capture all the vital information about an Examiner was distributed amongst all the in house faculty members, to collect the information of prospective examiners subject wise and who are willing to contribute in the Examination process such as paper setting and evaluation
- A minimum of Ten examiners are identified in each subject which includes the internal examiners as well.
- The Examiners are identified on the basis of qualification, no. of years of experience in teaching, and specialisation. Majority of the examiners are PhD holders in their respective domain and have at least five years' experience in teaching.
- The consent of all the examiners are taken before their names are included in the database.
- The members suggested the names of few Examiners subject wise who can be included in the database. It was decided to include those names after taking their consent to perform the said roles in the examinations.

RESOLUTION

- The Members approved the database of Examiners for Examination related activities such as Paper setting and Evaluation

AGENDA POINT 3: Question Paper Format for Semester End Examination(SEE)**OBSERVATIONS**

- The Semester End Examination (Theory) is conducted for 100 Marks. Later it is reduced to 50 Marks in the grade card.
- The question paper for SEE has three sections Viz., A, B and C. The section A includes 5 marks questions, Section B Contains 10 Marks questions and Section C Contains 15 Marks question. Section C is compulsory question (Case study).
- The Question paper includes Bloom's Taxonomy and course outcome (CO) Mapping.

DISCUSSION

- The members appreciated the SEE question paper format. However, suggested few changes to be made in the format to bring more parity amongst the various sections of the question paper.
- Section A of the QP contains 10 questions. Each question carries 5 marks. The students are supposed to answer any 7 questions. Section A attributes to 35 marks.
- Section B of the QP contains 7 questions. Each question carries 10 marks. The students are supposed to answer any 5 questions. Section A attributes to 50 marks.
- Section C is a compulsory question. It carries 15 marks. A case let followed by few questions forms the section C.
- The members were of the opinion that the number of questions in section A and B has to be changed in order to bring parity amongst the sections and ensure that the students will get sufficient time to answer all the questions.
- The Marks earmarked for case study needs to be revised to bring more seriousness amongst the students towards case study analysis

RESOLUTION

- It was decided to change the format of the SEE question paper as follows.
- Section A – Total no. of questions = 08. No. of questions to be answered = 06. Total marks = 30
- Section B - Total no. of questions = 07. No. of questions to be answered = 05. Total marks = 50
- Section C – Case study – Compulsory question = 20 marks.

AGENDA POINT 4: Finalising on Modus operandi for conducting Lab based Examinations**OBSERVATIONS**

- IT skills is a lab based course carrying 2 credits
- The SEE will be conducted for 50 marks.
- The Examination will be conducted jointly by Internal and External Examiner
- The Examination is conducted batch wise. The size of each batch will be 10 students.
- The duration of Examination will be 1.30 hours per batch.

DISCUSSION

- The members appreciated the components included in the IT skills subject for Evaluation.

- The Components include – Lab Journal – 15 marks, Viva Voce – 05 Marks and lab Component – 30 Marks.
- The lab component includes –
Section A – Exercises on MS Word – 10 marks
Section B – Exercises on Ms Excel – 10 Marks
Section C – Exercises on MS PowerPoint, Google tools. Etc., - 10 marks
- The members suggested few changes in the marks allotment to Lab journal and Viva Voce. This will bring more parity to the components of evaluation.

RESOLUTION

- The Evaluation components of IT skills is revised as follows.
Lab journal – 10 marks
Viva Voce – 10 Marks
Execution of programs – 30 marks (Includes Section A, B and C respectively)
-

AGENDA POINT 5: Finalising on Modus operandi for conducting Examinations for Skill Enhancement courses

OBSERVATIONS

- Soft skills is a skill enhancement course carrying 2 credits in the First semester MBA program
- The SEE is conducted for 100 marks and later it will be reduced to 50 marks.
- The mode of Examination will be both Lab based and Theory Examination.
- The SEE has two parts – Part –A will be theory Examination which includes Aptitude test (MCQ based – 50 Marks) and Part - B includes Soft skills (Lab based) for 50 Marks.
- The Examination will be conducted jointly by Internal and External Examiner
- The duration of Examination will be 3 hours (Part A – 1.30 hour and part –B – 1.30 hours)
- The Part -B (Soft skills) Examination will be conducted batch wise

DISCUSSION

- The members appreciated the mode of evaluation and suggested few changes in the evaluation criteria
- The rubrics followed to evaluate soft skills needs to be revisited
- More emphasis should be laid on checking professional skills acquired by the students
- The continuous evaluation system should be in place to monitor the students' progress in acquiring the new skill sets.
- The evaluation rubrics should be defined more explicitly

RESOLUTION

- Soft Skills Exam will be Conducted as Practical Presentation with External Panellist (lab Based). It is Conducted for 1 hour 30 minutes for 50 Marks
- Aptitude Exam will be conducted as - Multiple Choice Quiz Written Quiz (MCQ). Total of 50 questions will be asked. All questions are compulsory. With no negative marking. This exam will be written exam conducted for 1 hour 30 minutes for 50 Marks.

The Rubrics for soft skills Examination –

Marking Rubrics	5 Marks	5 Marks
Mind Map- <i>(Use of the tool to prepare and show how it applies to explain the concept in their personal life)</i>	Ability to clearly use the mind map tool to develop the map and explain the concept	Ability to apply the mind map and show the personal progress
Professional Etiquette- <i>(Assess the students understanding of professional etiquette and extent of adopting these skills personally).</i>	Assessment of: Personal grooming, <ul style="list-style-type: none"> • Formal Dressing, • Greeting skills, • Ability to initiate conversation. • Ability to Converse in a group. 	Demonstrate the extent of adopting this skill in Self –grooming: <ul style="list-style-type: none"> • Personal grooming sense- personal hygiene, • Formal dressing • Demonstrate conversation skills and initiating conversation.
Presentation Skills –(Ability to prepare and present)	Preparing presentation - <ul style="list-style-type: none"> • Type of PPT (software used), • Format and layout, Ability to use animation, transition; • Insert – video, Info graphics and Data tables. 	Delivering the presentation talk – <ul style="list-style-type: none"> • Communication clarity. • Hold attention of audience • Ability to explain and relate to audience • Ability to interact and respond to questions • Ability to open and close presentation.
Resume Writing (Ability to develop resume based on the given job description)	Preparation of resume and the format used. <ul style="list-style-type: none"> • Proper details given in academic and co-curricular achievements 	Demonstrate the ability to write: <ul style="list-style-type: none"> • The covering letter and • The resume for the job description given
Personal Profile on Social media (Social media profile management).	Preparing a Social Media profile management plan – <ul style="list-style-type: none"> • State the objectives for using social media in order to build a personal profile 	Demonstrating /showing the social media: <ul style="list-style-type: none"> • Account profile pages (show the profile description and display photo added). • Show the recent activity on the profile- posts, reviews and likes and comments.

AGENDA POINT 6: Question paper format for One credit course (Principles of Management)

OBSERVATIONS

- Principles of Management and team building is a One credit course
- Case study based question paper format is proposed for this subject
- SEE is conducted for 50 Marks
- The duration of the SEE is 1.30 hours.

DISCUSSION


The Members welcomed the case study based examination for this subject

RESOLUTION

- The SEE is conducted for 50 marks
- The QP contains 5 small case lets. Each case let will have two or three sub questions.
- Each case let carries 10 marks
- All questions are compulsory

AGENDA POINT 7: Any other matter with the permission of the Chair

As there was no any other point the meeting was concluded by Chairman, BOE thanking all the members for sharing their valuable suggestions for the seamless conduction of Examinations


24/3/22
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Director
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BANGALORE - 560041



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CENTRE FOR EXAMINATIONS

Dr. Santhosh M
 Controller of Examinations

Phone 080-42540300 EXTN - 361

E-mail : coe.rvim@rvei.edu.in

**APPROVAL FOR THE PROCEEDINGS OF THE FIRST BOE MEETING
 HELD ON 19TH MARCH 2022**

Sl no	Name of the Member	Signature
1	Dr. Purushottam Bung	<i>[Signature]</i>
2	Dr. Santhosh M	<i>[Signature]</i>
3	Dr. Rajashree Kamath	<i>[Signature]</i>
4	Dr. Veena A	<i>[Signature]</i>
5	Dr. G. V. Mruthyunjaya Sharma	<i>[Signature]</i>
6	Dr. Neetha Mahadev	<i>[Signature]</i>
7	Dr. Minu Zachariah	<i>[Signature]</i>
8	Dr. Nijaguna G	<i>[Signature]</i>
9	Dr. Noor Firdoos Jahan	<i>[Signature]</i>
10	Dr. Anupama K Malagi	<i>[Signature]</i>
11	Dr. Janhavi M	<i>[Signature]</i>
12	Dr. Padmalini Singh	<i>[Signature]</i>
13	Mr. Dileep	<i>[Signature]</i>
14	Ms. Anitha BM D'Silva	<i>[Signature]</i>
15	Ms. Rashmi Shetty	<i>[Signature]</i>
16	Mr. Raj Kumar Chavan	<i>[Signature]</i>
17	Ms. Payal Jindal	<i>[Signature]</i>

5/6/22, 4.35 PM

RVEI Institutions Mail - BOE meeting (Autonomous) on 7th May 2022 at 11.00 AM



COE RVIM <coe.rvim@rvei.edu.in>

BOE meeting (Autonomous) on 7th May 2022 at 11.00 AM

COE RVIM <coe.rvim@rvei.edu.in>

To: Anitha Dsilva <anithadsilva.rvim@rvei.edu.in>, anupama.rvim@rvei.edu.in, Dileep RVIM <dileep.rvim@rvei.edu.in>, 27 April 2022 at 11:56
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Dear Esteemed colleagues,

Season greetings from RVIM!!

The Center for Examinations proposes to conduct the Second BOE meeting for the Autonomous batch of our MBA program on **7th May 2022, Saturday at 11.00 AM at RV Institute of Management, 4th T Block, Jayanagar, Bangalore.**

The meeting will be conducted offline at the RVIM campus.

The Agenda:

1. Scrutiny of Question paper and scheme and Solution.

The BOE meeting will be Chaired by Dr. Purushottam Bung, Director RVIM, and Chairman, BOE. All the members of BOE are requested to mark this date on your calendar and make it convenient to attend the meeting and share your valuable inputs for seamless conduction of Examinations.

Thanks and regards,

Dr. Santhosh M
Controller of Examinations
R V Institute of Management
Bangalore-560041



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CENTRE FOR EXAMINATIONS

Dr. Santhosh M
Controller of Examinations

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E-mail : coe.rvim@rvei.edu.in

**LIST OF ATTENDEES FOR BOE MEETING HELD ON 7th May 2022 FROM
11.00 AM ONWARDS**

Sl no	Name of the Member	Signature
1	Dr. Purushottam Bung	
2	Dr. Santhosh M	
3	Dr. Rajashree Kamath	
4	Dr. Veena A	
5	Dr. G. V. Mruthyunjaya Sharma	
6	Dr. Neetha Mahadev	
7	Dr. Minu Zachariah	
8	Dr. Nijaguna G	
9	Dr. Noor Firdoos Jahan	
10	Dr. Anupama K Malagi	
11	Dr. Janhavi M	Absent
12	Dr. Padmalini Singh	Absent
13	Mr. Dileep	
14	Ms. Anitha BM D'Silva	
15	Ms. Rashmi Shetty	
16	Mr. Raj Kumar Chavan	
17	Ms. Payal Jindal	

18. Ms. Gohila devi
(Special Invitee)



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CENTRE FOR EXAMINATIONS

Dr. Santhosh M
Controller of Examinations

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E-mail : coe.rvim@rvei.edu.in

**APPROVAL FOR THE PROCEEDINGS OF THE SECOND BOE MEETING
HELD ON 7th MAY 2022**

Sl no	Name of the Member	Signature
1	Dr. Purushottam Bung	
2	Dr. Santhosh M	
3	Dr. Rajashree Kamath	
4	Dr. Veena A	
5	Dr. G. V. Mruthyunjaya Sharma	
6	Dr. Neetha Mahadev	
7	Dr. Minu Zachariah	
8	Dr. Nijaguna G	
9	Dr. Noor Firdoos Jahan	
10	Dr. Anupama K Malagi	
11	Dr. Janhavi M	Absent
12	Dr. Padmalini Singh	Absent
13	Mr. Dileep	
14	Ms. Anitha BM D'Silva	
15	Ms. Rashmi Shetty	
16	Mr. Raj Kumar Chavan	
17	Ms. Payal Jindal	

18. Ms Gohila devi
(Special Inviter)

Payal Jindal
Gohila

Rashtreeya Sikshana Samithi Trust
RV Institute of Management
BOE MINUTES OF MEETING

First BOE meeting was held on 07.05.2022 from 11.00 AM onwards. Following members were present;

External

1. Dr G V Mruthyunjaya Sharma
2. Dr Neetha Mahadev
3. Dr Minu Zachariah
4. Dr Nijaguna G
5. Dr. Rajashree Kamath
6. Dr. Veena A

Internal

1. Dr Purushottam Bung
2. Dr Santhosh M
3. Dr Padmalini Singh
4. Dr Noor Firdoos Jahan
5. Prof Dileep
6. Prof Anitha B M D'Silva
7. Prof Rashmi Shetty
8. Prof Payal Jindal
9. Prof. Raj Kumar Chavan
10. Prof. Gohila Devi (Special Invitee)

Following members were granted leave of absence as they were not able to attend the meeting

1. Dr Anupama K Malagi
2. Dr Jahnvi M

AGENDA POINT 1: Scrutiny of Question Paper and scheme and solution

OBSERVATIONS

- The Question papers and scheme and solutions for SEE were mobilised from the Examiners approved by BOE.
- 4 sets of QP and Scheme and solutions were taken from Each subject
- Both Internal and External members were requested to send the QP and scheme and solution

- All the QP and Scheme and solution obtained were barcoded to conceal the Identity of the examiners
- The BOE members were divided into subject wise groups comprising of both Internal and External members for scrutiny of QP and Scheme and solution
- The Question paper format was duly approved by BOE.
- The CO mapping for each question was scrutinised by the members of BOE
- The Bloom's taxonomy – Cognitive levels were followed for setting the QP
- The BOE modified, Replaced and added new questions where ever required

RESOLUTION

- **2 sets of QP and scheme and solution for each subject was APPROVED.**
- **The remaining set of QP and scheme and solution remained as part of Examinations Repository**
