



**EXAMINATION COMMITTEE**

16-03-2020

**Minutes of the Meeting**

A committee meeting was held with the Director on 16-03-2020 from 3.00 pm onwards in the Director room to finalize the preparatory examination dates and also discuss the responsibilities of the examination committee members for 2<sup>nd</sup> Semester (Batch 2019-21) & 4<sup>th</sup> Semester (Batch 2018-20).

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

1. Dr. Purushottam Bung
2. Mr. Dileep
3. Ms. Anitha Dsilva
4. Mr. Chethan kumar
5. Ms. Mary Reena
6. Mr. L Manjunath
7. Ms. Geetha

**Minutes:**

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

<b>Responsibility</b>	<b>Faculty In charge</b>
1. To prepare the guidelines for the tests, Preparatory examination and University examinations.	Committee Members
2. To fix up the dates for Internal Test / Preparatory examination.	Committee Members
3. Informing the faculty members about the Internal Test/ Preparatory examination and receiving the question papers from the faculty members.	Mr. Dileep
4. Sending the circular to the students regarding test/ Preparatory examination. Preparation of the test / Preparatory examination invigilation duty chart.	Ms. Anitha D'silva
5. Conducting test / Preparatory examination as per the schedule.	Committee Members
6. Consolidation of the internal marks and sending the internal marks to the University. Keening the internal marks University Portal	Mr. Chethan Kumar

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
9. Arrangements for conducting the test / Preparatory examination and University Examinations (Rooms arrangements and Numbering).	Office
10. Bringing the Question papers from the University and submission of answer scripts after the exam	Office
11. Distribution of question papers to the examination rooms, distribution of answer scripts, collection of answer scripts, bundling and sending the answer scripts to the University.	Committee Members
12. To maintain a separate register to account question papers and answer booklets during the University examination.	Office
13. Printing the blue books, distribution and maintenance of the same in the stock register.	Ms. Mary Reena
14. To take care of visit of squad members and other authorities of the University during the examination.	Deputy Superintendent and office
15. To make any correspondence with the University relating to examination.	Office - In consultation with the committee and Director
16. Handling of malpractices during the tests and examinations.	Mr. Dileep & Ms. Anitha D'silva - In consultation with Director
17. Systematic operation of the Examination Control Room during the examination.	Committee Members
18. To inform the Director about the variations, alterations and developments relating to the examination.(Schedule changes, Exam Duty Swap )	Mr. Dileep & Ms. Anitha D'silva
19. Collecting and consolidating Internal Marks from the faculty members	Mr. Dileep IV Semester Ms. Anitha D'Silva II Semester
20. Submission of final Internal marks details to students.	Ms. Anitha D'silva
21. Collection of the Final Internal Marks and breakup of the same from the concerned faculty members and compiling as per the university norms.	Mr. Dileep & Ms. Anitha D'silva
22. Collection of the blue books and accounting the same	Ms. Anitha D'silva

**The Process:**

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

**Internal Test Process:**

1. Preparation and printing of the required number of question papers by the subject faculty.
2. Collecting the answer sheets from the office to conduct the test.
3. Conducting the test in their respective classes as per the schedule.
4. Valuation of the answer scripts and submission of the same to the examination committee by respective subject faculty member.

**Preparatory Examination Process –**

1. Making the Blue books ready for conducting the Preparatory Examination.
2. Preparation of the Time table for the Preparatory Examination and intimating the same to the students and faculty members well in advance.
3. Collection of the required number of question papers from the faculty.
4. Preparation of the Invigilation duty chart and intimation of the same to the faculty members.
5. Arrangement of the rooms for the Preparatory examination.
6. Conducting the Preparatory examination as per the schedule.
7. Issue of the blue books for the evaluation.
8. Collection of the evaluated 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 Test:**

As per the discussion held with the Director, it was decided in the meeting that, we should conduct one preparatory examination and class test is for faculty discretion to conduct for the II and IV semester students. The tentative schedule for the test and the preparatory examination for the II semester and IV semester are as follows:

**II semester**

<b>Internal Test</b>
<ul style="list-style-type: none"><li>• The test should be conducted by the respective subject faculty members in their respective classes at their convenient date between April 2020 to June 2020</li><li>• The answer sheets required for conducting the test should be drawn from the Examination control by the respective faculty.</li><li>• The required number of photostat copies of the question paper should be taken at the library by the respective faculty members. The photocopy of the question papers should not be done outside the campus.</li><li>• The evaluated answer scripts and marks list should be submitted to the committee within July 2020</li><li>• The test can be in the form of open book.</li></ul>

**Preparatory Examination:**

The tentative schedule of the preparatory examination is as follows:

<b>Subject and Subject code</b>	<b>Date</b>	<b>Time</b>
2.1 Entrepreneurship and Start-ups Management	08.07.2020	9.30-12.30
2.2 Business Research Methods	09.07.2020	9.30-12.30
2.3 Managing Human Resources	10.07.2020	9.30-12.30
2.4 Business Analytics	11.07.2020	9.30-12.30
2.5 Financial Management	12.07.2020	9.30-12.30
2.6 Production and Operations Research	13.07.2020	9.30-12.30
2.7 Employability Skill Development – II	15.07.2020	9.30-12.30

#### **IV Semester- Preparatory Examination**

<b>Subject</b>	<b>Date</b>	<b>Time</b>
<b>SUBJECTS</b>		
4.1 International Business Dynamics	01.07.2020	9.30-12.30
4.2.1 Investment Analysis and Management 4.3.1 Strategic Brand Management 4.4.1 Strategic HRM	02.07.2020	9.30-12.30
4.2.2 International Financial Management 4.3.2 International Marketing Strategy 4.4.2 International HRM	03.07.2020	9.30-12.30
4.2.3 Risk Management and Derivatives 4.3.3 Digital Marketing 4.4.3 Talent and Knowledge Management	04.07.2020	9.30-12.30

#### **Guidelines to be followed by the Students during the Internal Tests / Preparatory Examination**

1. Students are required to wear decent dresses (**Formals**) on all the days of examination. Students should have proper physical appearance.
2. Students will not be allowed to use mobile phones and other gadgets within the premises of the college.
3. The candidate should be seated in the Examination Hall at least ten minutes before the time fixed for the commencement of the Preparatory examination.
4. Candidate will not be allowed to leave the Examination Room till the expiry of at least 2 ½ hours after the question paper is distributed.
5. Candidates are required bring their own pens, pencil, eraser, scale, calculators and sharpener. No exchange of any kind will be permitted in the examination hall.
6. Students are informed to write the answers on both the sides of the page of the blue book.
7. The answers must be legibly written.
8. 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.
9. If the students have used any graph sheets, it should be attached to the blue book.
10. Students should handover their blue book personally to the room invigilator before leaving the examination hall.
11. No student should stand in the corridor unnecessarily and disturb the students who are attending the examinations.
12. Students should maintain discipline at all times in the examination room and in the corridors during the examinations.
13. 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 and further disciplinary action.

## **Guidelines to the Faculty Members**

- All the faculty members including the examination committee members will be assigned the invigilation duty for preparatory examination and all 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 is to be taken as per the requirement in our office.
- The evaluated answer sheets of the tests and blue books are to be submitted to the examination committee member Ms. Anitha Dsilva within ten days from the date of completion of the test / preparatory examination.
- The soft copy of the internal test marks list is to be submitted to the examination committee member Mr.Dileep for IV semester and to Ms. Anitha D'Silva for II semester within ten 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. Dileep within ten days from the day of completion of the Preparatory examination.
- A copy of the question paper and answer sheet and blue book of the top scorer from each section /division should be handed over to the library for further reference by the students.
- The **Final Internal Marks** (along with the breakup of marks in the prescribed formats) of the I semester and III Semester are to be submitted to the examination committee member Mr. Dileep
- **The following criteria is to be used while awarding the internal marks for the IV Semester students (30 Marks):**
  - 05 Marks – Attendance
  - 05 Marks – Preparatory examination.
  - 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

05 Marks – Internal Test

05 Marks - Preparatory Examination

05 Marks – Assignment

05 Marks – Presentation

05 Marks – Book / Journal Article Review

Mr. Dileep

Ms. Anitha Dsilva

Mr. Chethan Kumar

Ms. Mary Reena

Mr. L Manjunath

Ms. Geetha

Director