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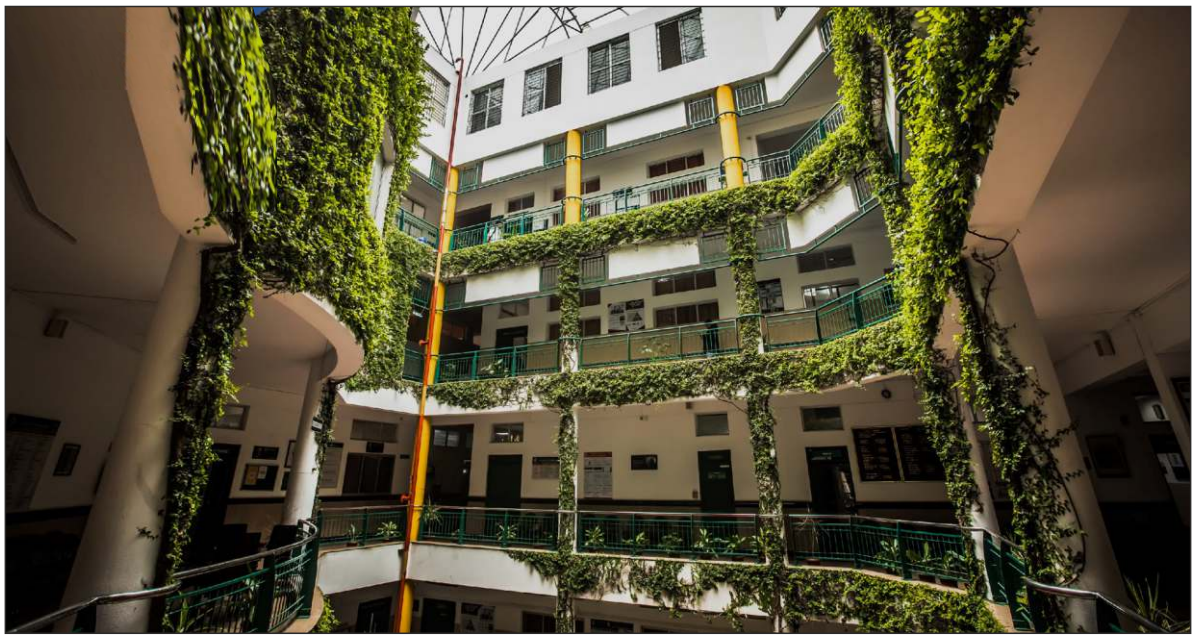
EXAMINATIONS MANUAL

GOVERNING MBA DEGREE OF RV INSTITUTE OF MANAGEMENT

(AUTONOMOUS INSTITUTION UNDER BENGALURU CITY UNIVERSITY)

2021-22 ONWARDS

Under CHOICE BASED CREDIT SYSTEM



RV Insitute of Management

CA 17, 36th Cross, 26th main, 4th T block, Jayanagar, Bangalore – 560041 Phone: 080-42540300, 26547048

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EXRG l.0 CONSTITUTION OF VARIOUS BODIES AND APPOINTMENT OF KEY POSITIONS

The Examination Board and Grading Advisory Committee shall consist of:

Chairman	Director
Convener	COE
Members	• Professors from all the Departments • Coordinator, Academic Council

The functions of the Examinations Board and Grading Advisory Committee include;

1. To call for malpractice investigating committee meetings before the announcement of results and implement their recommendations.

2. Grading and announcement of results.

3. Review the performance of evaluators, give timely feedback and recommend corrective measures.

4. Call meeting of Chairman of BOS, discuss and record important issues analyzed.

5. ***The decisions of Examination Board and grading advisory committee pertaining to award of grades and Publication of results is final and binding***.

EXRG l.1 CONTROLLER OF EXAMINATION

Controller of Examination shall be a senior faculty nominated by the Director and approved by Academic council. The tenure of Controller of examination shall be normally for three years.

All the activities of examination process will be performed under the supervision and seal of 'Controller of Examination ' (COE).

EXRG1.2 BOARD OF EXAMINERS (BOE)

The Director will be the chairman of BOE. The COE will be the convener of the BOE. The BOE comprises of 3 to 6 senior faculty members from the Institution as members of BOE and the same number of faculty members not less than the rank of Associate Professor from other Institute / University will be nominated as the members of BOE.

EXRG l.3 CHIEF SUPERINTENDENT

To conduct the Semester End Examinations (SEE), the Director will act as Chief Superintendent or shall appoint a chief superintendent from amongst the senior heads of the departments.

EXRG l.4 EXAMINATION COORDINATORS

For smooth conduct of examination two senior faculties from the cadre of Asst. Professors or above shall be appointed as examination coordinators by the chief superintendent.

EXRGl.5 APPOINTMENT OF EXAMINERS

EXRGl.5.1 APPOINTMENT OF INTERNAL EXAMINERS

a) Chairman BOE is required to submit a list of internal and external examiners to the COE.

b) A course teacher who is a post graduate and has at least Three years of experience can be appointed as internal examiner.

c) As far as possible the teacher who has taught the course shall be appointed as one of the examiner in addition to external examiner.

EXRG L.5.2 APPOINTMENT OF EXTERNAL EXAMINERS

a) Examiners in the grade of not less than Asst. Professor with a minimum experience of five years in teaching can be appointed as External examiner.

b) Specialization/ courses taught by the examiners to be exclusively indicated.

c) Address / phone numbers of examiners to be provided to COE.

d) The BOE is required to send an approved list of examiners as per the requirement put in a) and b).

e) The allotment of examiners for various tasks (setting of question paper / Evaluation) will be the sole discretion of the COE from the list provided to him.

NOTE: ANY PERSON NOMINATED / APPOINTED FOR EXAMINATION WORK WHERE CONFIDENTIALITY IS REQUIRED SHALL DECLARE IN WRITING THAT HE/ SHE DOES NOT HAVE ANY BLOOD RELATIVE OF FIRST CIRCLE (CHILDREN, SISTER, BROTHER, NIECE, NEPHEW, FIRST COUSIN, WIFE, WIFE'S BROTHER/ SISTER, HUSBAND, HUSBAND'S BROTHER/SISTER) TAKING EXAMINATION.

2.0 DUTIES AND RESPONSIBILITIES

EXRG 2.l DUTIES AND RESPONSIBILITIES - COE

a) The Controller of Examinations shall be totally responsible for smooth conduct of examinations with confidentiality.

b) COE shall interact with the Director, Chairman - BOS and BOE to draw the time table of examination.

c) COE will be responsible for getting all examination stationary printed.

d) He/She shall get the Question Papers (QP) set from a panel of examiners recommended by BOE and perform other related tasks concerned with QP.

e) To get the question papers printed and handover to the chief superintendent as per the indent on the date of examination.

f) Approve the list of students taking examinations in each course that is provided by the examination section and arrange for the issue of hall tickets.

g) Shall make all preparations connected with SEE examinations like; paper setting, choosing examiners, getting valuation done, arriving at grades, announcement of results, preparation and issue of grade cards etc.

h) To call for grading advisory committee and malpractice investigating committee meetings before the announcement of results and implement their recommendations.

i) Grading and announcement of results.

j) Review of performance of valuers and prepare the short comings. Call meeting of Chairman of BOS, discuss and record important issues analysed.

k) COE shall submit the accounts for advance drawn from the Institution, to the office of the Director within 15 days of completion of examination process.

EXRG2.2 DUTIES AND RESPONSIBILITIES OF CHIEF SUPERINTENDENT

The Chief Superintendent shall remain in the Headquarters for the entire period of examinations, except in case of emergency or valid reasons.

The chief Superintendent be present in the college during the examinations time and to supervise the arrangements for the effective conduct of examinations.

Chief Superintendent shall not leave the centre of examination without prior permission of the Director, and in such cases of absence, name of the next senior most professor should be suggested for appointment well in advance.

a) Shall get the question paper indent ready and pass it on to COE as and when required.

b) Make arrangement to distribute hall tickets through respective departments.

c) The Chief Superintendent (CS) shall appoint required number of Deputy Chief Superintendents (DCS), Relieving superintendents, Room Superintendents (RS) among the faculty of the college as per the guidelines given below.

• One Deputy Chief Superintendent for every 240 candidates

• One Room Superintendent for every 40 candidates

• One Relieving Superintendent for every 100 to 240 candidates

The Chief Superintendent shall also appoint required number of office and other staff among the employees of the college.

d) The Chief Superintendent shall prepare well in advance the statement regarding seating arrangements for the candidates.

e) The Chief Superintendent shall convene a meeting of all staff involved in the examination work, two or three days prior to the commencement of examinations and explain to them the duties and responsibilities. The Chief Superintendent shall inform them to strictly follow the instructions laid down. The Chief Superintendent shall also give the instructions to the room superintendent about

the distribution of answer papers and question papers. The CS shall impress upon them the need for vigilance and prevention of any kind of malpractice during the examination.

f) The Chief Superintendent shall see that the candidates with valid admission ticket and identity card only are allowed to take the examination. If any candidate has lost the admission ticket, the Chief Superintendent shall issue a duplicate admission ticket on payment of required penal fee of Rs.100/- per admission ticket.

g) The Chief Superintendent or his/her authorized nominee shall collect the question papers of the examinations and the same shall be delivered by the office of the COE as per the arrangements made by the COE from time to time. Chief Superintendent shall be solely responsible for the security of the question papers.

h) The Chief Superintendent or his/her authorized nominee should take sufficient care to verify the question paper parcels with regards to the date, course code/title, time of examination, number of question paper etc., while collecting the question paper from the COE.

i) On the day of the examination, the relevant sealed packets of the question papers shall be opened in the office of the Chief Superintendent, not earlier than half an hour scheduled for the commencement of the examination in the presence of the Deputy Chief Superintendent(s), after carefully examining the seals, date, time etc. on the packets. He/She- shall also verify the course as per the time table and check the number of question papers written on the packets and inside the packet. In case of discrepancy, the same shall be brought to the notice of the COE.

j) After opening the question paper packets, taking the help of the Deputy Chief and Reliving Superintendent, the Chief Superintendent shall arrange to put the question papers required for each block in separate cover which shall contain actual number of papers as per the number of candidates taking the examination in that block. The packets containing question papers shall be delivered to the room superintendent not more than 10 minutes before the commencement of the examination.

k) The Chief Superintendent shall arrange to print / type the candidate seat numbers on room superintendent's report, for notice board and attendance report - Form A before issuing it to the room superintendent.

l) The Chief Superintendent shall maintain an allotment register and answer book issue register which shall be duly signed by Deputy Chief Superintendent, Reliving Superintendent and Room Superintendent.

m) The Chief Superintendent shall ensure that the desks, tables and walls are free from any written matter as otherwise the student appearing on the allotted table may be apprehended under MPC rules.

n) Immediately after the end of each examination session, the Chief Superintendent will arrange to receive and check the answer scripts brought by the room superintendent at his / her office or collection center.

o) The Chief Superintendent shall arrange to prepare the packets branch wise, semester-wise, course-wise, paper-wise in serial order. The answer scripts shall be sent to the COE in cloth bags enclosing the relevant proforma, the bag will be stitched and sealed. Also, it is to be ensured that in each bag at least two question papers of the concerned course are enclosed.

p) The Chief Superintendent shall arrange to collect the answer scripts marks list of viva voce examination in sealed covers from the examiners and send the same to the COE, maximum by subsequent day course-wise/paper-wise.

EXRG2.3 DUTIES AND RESPONSIBILITIES OF DEPUTY CHIEF SUPERINTENDENTS

a) The Deputy Chief Superintendents shall report 45 minutes before the commencement of examination.

b) They shall verify the code and title of question paper as per the time table published by COE and put their signature before opening the bundle /s.

c) They shall verify the Form-B and give it for typing. During the process they shall check the number of unused answer scripts and question paper received.

d) The unused answer scripts shall be returned to exam section and unused question paper to be packed back in the respective packets.

e) They shall verify Form-A and put signatures on both Form-A and Form-B

f) They shall collect the answer scripts in the collection center, verify with Form-A and get it bundled in cloth bags.

g) They shall assist the chief superintendent in the smooth functioning of examination.

h) They shall go round the blocks where examination is going on and bring any discrepancy to the notice of the Chief Superintendent

EXRG2.4 DUTIES AND RESPONSIBILITIES OF RELIEVING SUPERINTENDENT

a) Report and sign the allotment register 45 minutes before the starting of the examination

b) In case he/she is not able to take duty on the assigned day, permission from Director/ Chief Superintendent in writing should be obtained.

c) They are not expected to send substitutes at any cost.

d) Should not carry mobile phones to the Examination hall

e) They shall assist in sorting and packing question papers and answer scripts.

f) They shall assist the chief superintendent and deputy chief in the smooth functioning of examination.

g) Relieving superintendent shall give relief for a period not exceeding 15 minutes to the room superintendent. If any invigilator for some reason takes more than 15 minutes it should be brought to the notice of CS or DCS

h) Violation of any instructions by the candidate shall be immediately brought to the notice of the Chief Superintendent, failing which; the relieving superintendent shall be equally responsible for the misconduct.

i) Whenever flying squad visits, the relieving superintendent shall politely ask for identification (in case of doubt) and cooperate with them. Relieving superintendent shall not allow the invigilators to move out of the examination hall in the first and last half an hour.

j) They shall collect the answer scripts in the collection center, verify with Form- A and get it bundled in cloth bags.

EXRG2.5 DUTIES AND RESPONSIBILITIES OF ROOM SUPERINTENDENT

i. Room Superintendent is expected to report and sign the allotment register 30 minutes before the starting of the examination.

ii. In case the RS is not able to take invigilation on the assigned day, take permission from Director / Chief Superintendent in writing and make parallel arrangements and inform Director / CS

iii. The RS is not expected to send substitutes at any cost.

iv. They should check the serial number of answer scripts and their condition before issuing to candidates.

v. They should check the number of question papers, code and title of the paper as soon as it is delivered by Deputy Chief / Relieving superintendent.

vi. Do not carry mobile to the examination hall.

vii. Carry blue/ black pen and red pen.

viii. Do not use red pen for putting your signature.

ix. Put signature on answer books only after ascertaining the identity of candidate / checking admission ticket and identity card.

x. Get signature of candidate at the appropriate place in the answer script and Form-A. Put signature at the bottom of the Form-A after entering the number of absentees. For absentees, mark ABSENT in red ink in Form - A

xi. Enter the details of malpractice in Form-B (If any).

xii. Do not leave the examination hall during invigilation unless the relieving superintendent takes charge of the room.

xiii. Keep an eye on each and every student but be unobtrusive.

xiv. Announce and check that no student carries slips of any sort and/or mobile phone and/ or any electronic gadgets, Wallets other than the allowed calculators.

xv. If Handbook/ graph sheets/tables are required send word through the water boy.

xvi. Instruct the candidates to write in blue ink only in the beginning of the examination itself.

xvii. First bell: 10 minutes before the commencement of examination.

xviii. Second bell: To commence the examination/ distribution of question papers.

xix. Third bell: After half an hour of commencement indicating finalization of Form-B and not allowing late comers.

xx. Fourth bell: Ten minutes before closing time, when no student should be allowed to leave his/ her seat.

xxi. Fifth bell: Final bell to stop the examination and collect answer scripts.

xxii. Do not allow students to take question paper out of the hall if they want to leave early.

xxiii. Do not allow the students to leave in the last l0 minutes.

xxiv. Check, count and arrange the answer scripts serially before allowing the students to leave the examination hall.

xxv. Bring the answer script to the designated collection center and handover personally to the Deputy Chief / Relieving superintendent.

xxvi. The room superintendent shall be personally responsible for loss, misplacement of any answer book.

xxvii. The room superintendents are expected to take rounds and shall not engage themselves in conversation with student or fellow room superintendent unnecessarily.

xxviii. The room superintendent shall not read books/ magazines or newspaper while invigilating.

xxix. Whenever a candidate wishes to change the pen/ink, the room superintendent shall affix signature at the respective page and place.

xxx. Violation of any instructions by the candidate shall be immediately brought to the notice of the Chief Superintendent failing which the room superintendent shall be equally responsible for the misconduct.

xxxi. Whenever flying squad visits, the room superintendent shall politely ask for identification (in case of doubt) and cooperate with them.

EXRG2.6 DUTIES AND RESPONSIBILITIES OF THE STUDENTS DURING EXAMINATIONS

1. The students are required to wear decent dresses (Formals) on all the tests and examinations. No T-shirts, Jeans pant, Slippers will be allowed.

2**. Students should not carry valets, purses, mobile phones and other gadgets in the examination room.**

3. **Candidates should have with them on all the days of the examination, their Admission Cards, Identity Cards for verification by the room superintendent.**

4. The candidate should take their place in the Examination Hall at least fifteen minutes before the time fixed for the commencement of the examination.

5. A candidate coming more than half an hour after the appointed time will not be admitted.

6. Candidates who are genuinely suffering from the serious infections / diseases of any kind will not be admitted to the examination hall.

7. Candidate shall not be allowed to leave the Examination Room till the expiry of at least half an hour after the question paper is given out. And a candidate who leaves the room once for all during the period allotted for paper, shall not be allowed to return till the completion of the exams.

8. **Candidates are prohibited from writing their names and registration numbers on any part of their answer book.**

9. Register numbers of candidates should be written very distinctly on the cover page of each book. Failure to write Register numbers will involve the rejection of the answer books.

10. Candidates are required to provide themselves pens, pencil, eraser, scale, calculators, sharpener etc.

11. Candidate should use only Blue or Black ink while writing their answers. Using the Multiple colors in the answer booklet is not allowed. If there is a change in the pen, get the signature of the invigilator.

12. Write the answers on both the sides of the page.

13. The answers must be legibly written.

14. Do not leave any pages unused

15. **Please cross out all the blank pages not used in the answer books with cross mark (X).**

16. Before commencing to answer a question, the question number / sub-question number should be clearly mentioned as indicated in the question paper.

17. If you have used graph sheets, it should be attached to the main book and should be mentioned on the cover sheet of the main answer book.

18. Handover your answer book personally to the room invigilators before leaving the examination hall.

19. **Do not write intentionally any symbol or any irrelevant figures and matter. It will be considered as Malpractice.**

20. Paper must not be detached from the answer books. The candidate should answer only in the main answer book provided. **No Additional answer booklet will be provided for answering**.

21. No student should stand in the corridor unnecessarily and disturb the students writing the examinations.

22. Students should maintain discipline at all times in the examination room.

23. Write the register number on the front sheet of the question paper.

24. Correction fluid is not allowed into the examination hall.

EXRG 2.7 ALLOTMENT OF LABORATORY BATCHES

a) Every Laboratory batch will consist of not more than 40 students.

b) The list and time table shall be prepared by the respective departments and submitted to the COE for formal approval under the signature and seal of Director / CS.

c) Any changes in batch or students should be intimated to the COE in advance and approval may be obtained.

EXRG 3.0 SETTING OF QUESTION PAPER

a) The COE will insist the examiners to set question papers for various courses as per the scheme and syllabus approved by the BOS and Academic Council (AC) of the college.

b) The paper setters shall consist of the teacher who has taught the course and external examiners proposed by the BOE.

c) The COE shall get at least four sets of question papers.

d) The COE shall send the scheme of question paper, syllabus, and list of reference/text books to the paper setters.

e) The paper setters shall be asked to send detailed scheme of evaluation in separate envelop along with question paper.

f) The question paper shall be scrutinized on a specific day under the supervision of COE keeping strict confidentiality.

g) The chairman BOE shall take a scrutinize committee of not less than three senior faculty members in whom he has confidence from different specializations to scrutinize the question paper. The name of the committee members shall be intimated to COE in advance in a confidential communication.

h) The scrutinized question paper shall contain seal 'accepted' or 'rejected' and signed by the scrutinizer and Chairman, BOE.

i) During scrutinizing only 25% of questions can be changed if found unsatisfactory. If more than 25% of questions are substandard, then the total question papers need to be rejected.

j) The scrutinized papers should be put in separate covers, sealed and handed over to the COE.

k) The COE shall get the question paper printed by random selection and he/she will be solely responsible for confidentiality of printed question paper.

1) As far as practical examination QP is concerned the internal and external examiners shall set the questions for every batch. The internal examiners shall provide all the inputs to the external examiners as to the procedure and application of tools and techniques taught to the students.

EXRG 4.0 EVALUATION PROCESS

a) The answer scripts will be coded by the examination officers under the supervision of COE, course wise. This should be done in a manner that the identity of the student is not revealed.

b) The coded papers shall be put in to the packets with 10 scripts each.

c) The above process shall be carried out for all theory answer scripts before giving to the examiners for valuation.

d) Every answer script shall be valued by two examiners (Internal and external) and the valuers are appointed by COE from among the panel of examiners provided by BOE Chairman. Deviation above 20% in First and Second valuation will be considered for Third valuation and the marks awarded by the third valuer will be final.

e) The valuers shall write marks sheets for each of the packets and hand over the same to the COE.

f) The custodian/ COE shall maintain a register to record which packet was valued by which examiner.

g) The examiners shall strictly follow the scheme given to them by the COE. In case of any discrepancy in the scheme, same will be brought to the notice of the COE.

h) Maximum of 60 scripts / day can be valued by a valuer

i) CIA exams can be Zoom proctored and on Institutional LMS (Quicklrn) platform and Semester End-term examination (SEE) can be online proctored using reliable platform if situation demands and wherever necessary.

EXRG 4.1 EVALUATION CRITERIA

Continuous Internal Assessment (CIA): 50 Marks

Semester End Examination (SEE): 50 Marks

Internal & External: **50% & 50%**

Minimum requirement to get promoted:

[Students should secure minimum of 40% marks in CIA to write the semester end exam and should secure minimum of 40% in SEE to pass the subject]

CIA:

- Attendance & Class participation- 5 Marks
- Mid – Term Test – 20 Marks
- Other Assignments & Projects - 25 Marks

*** Minimum 75% attendance is required to write the Semester End Examination**

*** Promoting to II year = Students should clear Minimum of 50% of Total credits of first Year**

EXRG 4.2 GRADING SYSTEM

EIGHT POINT ALPHA - SIGN GRADING SCALE under CBCS System

Alpha – Sign/ Letter Grade	O (Outstanding)	A+ (Excellent)	A (Very Good)	B+ (Good)	B (Above Average)	C (Average)	P (Pass)	F (Fail)	Ab (Absent)
SGPA/ CGPA	9.00 -10.00	8.00- < 9.00	7.00 - < 8.00	6.00 - < 7.00	5.50 - <6.00	5.00 - < 5.50	4.00 - <5.00	Below 4.00	00
Semester/Program percentage of marks	90.0-100	80.0- < 90.0	70.0- < 80.0	60.0- < 70.0	55.0- < 60.0	50.0- < 55.0	40.0- < 50.0	Below 40	Absent
Result/ Class description	Outstanding	First class Exemplary	First class Distinction	First class	Higher second class	Second class	Pass class	Fail/ re-appear	Absent

4.2.1 CLASSIFICATION OF SUCCESSFUL CANDIDATES: SEMESTER WISE

The Grade Point Average (GPA) in a Semester and the Cumulative Grade Point Average (CGPA) at the end of fourth semester shall be computed as follows:

EXRG 4.2.2 COMPUTATION OF GRADE POINT AVERAGE (GPA)

The grade points (GP) in a course shall be assigned based on the basis of actual marks scored in that course. They shall be generally percentages divided by 10 and rounded off to next 0.5 level. The Grade Point Weights (GPW) shall then be calculated as the product of the grade points earned in the course and the credits for the course. The total GPW for a semester is obtained by adding the GPW of all the courses of the semester.

ILLUSTRATION 1 (20 CREDITS)

PAPERS	PI	P2	P3	P4	P5	P6	P7	**TOTAL**
MAX. MARKS	100	100	100	100	100	100	100	700
% MARKS OBTAINED	77	73	58	78	64	67	83	500
GRADE POINTS EARNED (G.P.)	8.0	7.5	6.0	8.0	6.5	7.0	8.5	-
CREDITS FOR THE COURSE (C)	3	3	3	3	3	3	2	**20**
TOTAL GPW = GP X C	24	22.5	18	24	19.5	21	17	146

- **Semester Aggregate Marks: 500 / 700 = 71.43%**
- **Classification of Result: First Class Distinction.**
- **The SGPA = Total CP/Total Credits = 146/20= 7.3**
- **Semester Alpha Sign Grade: A**

EXRG 4.2.3 CALCULATION OF CUMULATIVE GRADE POINT AVERAGE (CGPA)

The Cumulative Grade Point Average (CGPA) at the end of the fourth semester shall be calculated as the weighted average of the semester GPW. The CGPA is obtained by dividing the total of GPW of all the four semesters by the total credits for the programme.

ILLUSTRATION 2

SEMESTER	I	II	III	IV	TOTAL
Total marks per Semester	700	700	750	750	2900
Total marks per Scored	500	560	676	570	2306
Semester alpha sign grade	A	A	A+	A	-
Semester GPA	7.3	8.0	9.0	7.6	-
Semester credits	20	26	27	27	100
Semester GPW	146	208	243	205.2	802.2

- **Aggregate Percentage of Marks = 2306 / 2900 = 79.51%**
- **First Class with Distinction**
- **Cumulative Grade Point Average (CGPA) = Total of Semester GPW / Total Credits for the programme =802.2/100= 8.022**
- **Programme Alpha Sign Grade: A+**

EXRG 4.2.4 MINIMUM GRADE FOR A PASS

- A candidate shall be declared to have passed the MBA program if he/she secures at least a CGPA of 4.0 and qualify all the prescribed courses including Audit course(s).
- The candidate who pass in all the papers in first attempt in all four semesters is eligible for ranks provided they secure minimum CGPA of 7.0 (Alpha-Sign Grade A).
- The results of the candidates who have passed the fourth semester examination but not passed the lower semester examinations shall be declared as NCL (Not Completed Lower semester examinations). Such candidates shall be eligible to receive the degree only on completion of all the lower semester examinations.
- A candidate who passes the semester examinations in parts is eligible for only Class / CGPA and Alpha Sign Grade but not be eligible for rank.

EXRG 4.3 SUPPLEMENTARY EXAMINATION

Supplementary Exams are conducted for Odd semester along with Odd semester and Even semester with Even semester

EXRG 4.4 PAPER VIEWING PROCESS (PVP)

After the provisional results are announced, the candidate can view his answer scripts for any discrepancy found. Paper viewing process eliminates issue of Photostat copying of answer scripts and bring total transparency in the evaluation process and practice.

PVP involves the following steps:

Step – I: Registration for PVP

The registration dates will be announced by the COE office once the provisional results have been announced. For each course for which the student wishes to verify the answer script, the student needs to register for the course in the prescribed format along with the Rs. 200 fee.

Step – II: Schedule for PVP

The schedule to view the answer scripts will be announced and the student should be present personally to view the answer scripts. If student is willing to apply for revaluation of the answer script, he may do so by applying for Re valuation by paying the fee of Rs. 5000 per subject.

Step – III: Valuation by Expert

The Revaluation will be done by an expert (External examiner) and student will have to accept an increase or decrease in marks after revaluation whichever is awarded by the evaluator. This will be final.

EXRG5.0 MALPRACTICE

a) Whenever, the Chief Superintendent receives a report of any candidate's indulging malpractice he/she shall immediately take action as per the manual.

b) A candidate booked under MP (EXRG 6.3 (l to9)) shall be permitted to write all subsequent examination papers except for the one in which he/she was booked.

c) The chief superintendent shall send the seized answer books along with evidence to the office of the COE on the same day, in a separate sealed cover with suitable label.

EXRG 5.1 PROCEDURE FOR BOOKING MALPRACTICES BY THE STUDENT DURING EXAMINATION

Any one or more of the following acts by the candidate during the examination shall be considered as Malpractice.

a. Possession of any books, portion of a book , manuscript , Xerox or any other material pertaining to the course of the ongoing examination or bringing into examination hall other relevant materials which are not permissible.

b. Disclosing identity by making peculiar marks or writing their registered numbers in the answer books while answering.

c. Copying from any other materials to answer script in the examination.

d. Communication with any other candidate or any other person inside or outside the examination hall to obtain /give help or assistance for writing answers in the examination (both the candidates will be booked.)

e. Copying from the material or answer book of another candidate or assisting another candidate to copy from his/her material or answer paper (both the candidate will be booked)

f. Supply of copying materials.

g. Inserting paper written outside the examination hall into the answer book.

h. Tearing of answer scripts.

1. Impersonation or making any other person to appear in the examination in place of a real candidate.

J. Making request for help, giving threat or reporting of bribery to any of the officials of the College or institution for favors in the examination.

k. Having any written matter on scribbling pad, Calculator, palm, hand, leg, hand kerchief, cloths, socks., Instrumentation Box, Identity Card, Hall ticket, Scales etc.,

I. Bringing mobile phone or any other communication/ messaging system in to the examination hall.

m. Takes with him/her any answer book written or blank while leaving the examination hall.

n. Attempting to use any unfair means.

o. Destroying any evidence of malpractice.

p. Making any appeal in the answer paper for more marks.

q. Misbehavior with the officials or any kind of rude behavior in or near the examination hall, using obscene or abusing language.

r. Any act enlisted above or such act, which may be deemed as unjustifiable by the Malpractice Enquiry Committee.

As soon as the candidate is booked under MP, the answer scripts (of the course booked under malpractice shall be marked as MP on cover sheet of the answer book and sent separately to the office of the COE in sealed cover along with concerned documents. **(See Format of Annexure I to V)**

The candidates booked under Malpractice shall be allowed to write the subsequent papers. Subsequent papers shall be dispatched to valuation center just like any other answer booklet of the candidate.

If any examiner suspects malpractice, while valuing the answer scripts, he /she shall report the same to the Custodian / COE and send the script(s), giving reasons for suspicion. The marks of such candidate shall not be entered in the regular Marks List in which the marks awarded to other candidates are furnished but, entered in a separate list which is to be placed in a sealed cover and forwarded to the COE for further action.

The Examiner shall, if he/she suspects malpractice while valuing the answer scripts or other material such as insertion of answer sheets, revealing of identity or enclosures, such as currency, shall return the answer script with reasons in writing to the COE by name and detest from further valuation If that script is already valued, marks shall not be entered in the regular marks lists in which the marks are awarded to other candidates. The answer script and details shall be furnished to the COE in a separate sealed cover with a note.

The decision pertaining to above activities of the candidate may be communicated to the Director for further action.

Malpractice shall also include any form of Malpractice committed/abetted(including prior to/during/post exams) by any person other than the candidate either booked for malpractice or writing the exam will also be subjected to/face Enquiry by Malpractice Enquiry Committee(MPEC).

All the cases of malpractice will be placed before the Malpractice Enquiry Committee constituted as prescribed hereunder and read with Regulation No.9 in the Academic Regulations for consideration of MP cases and for recommending punishment to the candidates. The recommendations of the MP committee will be placed before the Examination Board for its consideration and final resolution.

EXRG 5.2 SETTING UP OF MALPRACTICE ENQUIRY COMMITTEE

The Controller of Examination shall set up a committee with himself (as Chairman), Coordinator (Student Welfare), Coordinator (Academics), two senior professors from among the faculty from RVIM and Chief Superintendent of Examinations as Special Invitee.

Any/Every Enquiry conducted by the Malpractice Enquiry Committee(MPEC)shall commenced and completed within a period of either Fifteen Days from the date of last date of the exam .

EXRG 5.3 GUIDELINES FOR RECOMMENDING PENALTIES AND PUNISHMENTS TO THE STUDENTS INVOLVED IN MALPRACTICE DURING THE EXAMINATION

Nature of Malpractice	Penalty to be imposed
l. Revealing the identity of the candidate	Candidate has to re-appear for the Examination in the next Odd / Even semester and a minimum fine of Rs. 2000/-
2.Possessing of mobile/ iPod /iPhone which are prevented from examination	Candidate has to re-appear for the Examination in the next Odd / Even semester and a minimum fine of Rs. 5000
3. Using of mobile and other electronic gadgets	Candidate has to re-appear for the Examination in the next Odd / Even semester and a minimum fine of Rs. 5000
4. Possession of Manuscript / printed or typed matter, books or notes and written matter on calculator , instrument box etc., or having any other written matter on the person (For Example , palm, hand , leg cloths, socks etc.,)	
5. Detection of candidate/s allowing a candidate to copy from his/her answer scripts	Allow the students to appear for that course in the subsequent Odd / Even semester and a minimum fine of Rs. 5000/-
6. Appeal to the examiner with money as enclosures to the answer book / use of abusive / obscene language or threatening remarks in the answer book	Candidate has to re-appear for the Examination in the next Odd / Even semester and a minimum fine of Rs. 5000/-
7. Found giving or receiving assistance at the examination, passing the question paper with written answer / formulae / answer script/	Candidate has to re-appear for the Examination in the next Odd / Even semester

additional sheet / graph sheet for the purpose of copying	
8. Destroying the documentary evidence	Candidate has to re-appear for the Examination in the next Odd / Even semester and a minimum fine of Rs. 5000.
9. Insertion of additional sheets/ graph sheets, use of answer book which are not issued at the examination hall	
10. In case of Impersonation or found guilty of deliberate prior arrangements to cheat in the Examination	Denial of performance of all courses for which student has registered. Debarring the student(s) from registering for two subsequent years. Both the impersonator and the student to be handed over to the police OR Both the impersonator and the student to be handed over to the police. Rusticate the student(s) from college
11. Abusing, threatening, manhandling the Examination authorities at the examination hall or in the premises of the Examination centre , as well as misconduct of a very serious nature	
12. Any other malpractices connected with the Examination	Committee shall recommend suitable penalties and punishment

IMPORTANT NOTE:

1. The above indicated punishments are only guidelines and the committee shall judiciously take appropriate decisions.

2. Repeated malpractice by a student (more than once), the punishment shall be more severe.

3. The punishment can even lead to rustication based on the severity of malpractice.

4. Enquiry under malpractice cases is independent of the criminal proceedings if any in the appropriate court of law.

EXRG 6.0 GUIDELINES FOR THE APPOINTMENT OF AN AMANUENSIS FOR THE DISABLED CANDIDATE APPEARING FOR EXAMINATION

Differently abled candidates writing the university Examination can take assistance from another person who is nominally called as Amanuensis. An Amanuensis can be appointed by the COE to the candidate who is really disabled to write his / her examination with his / her own hand. While appointing an Amanuensis the following guidelines are to be followed:

Guidelines

a) An Amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his own hand. This includes candidates who have met with an accident disabling him/her to write on his /her own.

b) A candidate seeking the assistance of an Amanuensis shall submit an application to the COE through the Director / Chief Superintendent of the college attaching the following documents;

i. Medical certificate from the Medical Officer of the Government District or higher- grade hospital showing the inability to write the examination with his / her own hand, which shall be forwarded by the Director

ii. No relation certificate, which is showing there is no relation between the candidate and the Amanuensis, which shall be attested by Gazetted Officer.

iii. Attested copies of testimonials (Educational qualification, ID Proof, etc.,) of an Amanuensis.

iv. Declaration from the candidate and the Amanuensis, which are attested by the Director of the college.

v. One A4 size paper hand written matter, which is written by the Amanuensis to be used as proof.

vi. Three recent Passport size Photos of Amanuensis attested by the Director.

c) An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in MBA / PGDM or related course

d) The Chief Superintendent shall arrange a suitable room for the candidate and the Amanuensis and appoint a room superintendent for the candidate who are to be changed daily.

e) If the disabled candidate (temporarily disabled) begs to write the examination with his/her own hand he / she shall submit an application to the Director / Chief Superintendent of the college through the COE seeking grant of extra time (30 minutes for 3 hours examination) to write the examination, with concerned medial certificates justifying the same.

EXRG 7.0 GUIDELINES TO TAKE UP IMMERSION PROJECTS / INTERNSHIP/ MANAGERIAL RESEARCH SKILL LAB

EXRG 7.1 SOCIAL IMMERSION PROJECT

All the students are required to take up a social immersion project for a period of two weeks after Second semester. The students are expected to study socially relevant problems in Rural, semi urban, NGO or Government agencies. The students are supposed to prepare a report on the findings of the study and submit the same to Social immersion project committee. The Social Immersion Project carries one credit and is attributed in Third semester. The detailed evaluation guidelines will be issued by the Social immersion project committee.

EXRG 7.2 INTERNATIONAL IMMERSION PROJECT

All the interested students are required to take up an International Immersion project for a period of two weeks after Second semester. The students will have an opportunity to visit an International university/ agency and take up a short term certificate program in the selected areas of Management. The students are supposed to prepare a report on the learnings during their visit to an International university and submit the same to International immersion project committee. The detailed guidelines will be issued by the International immersion project committee.

Note: The students can either take up an International Immersion project or Social immersion project after second semester. One of the projects is mandatory after second semester.

EXRG 7.3 MANAGERIAL RESEARCH SKILLS LAB

The Managerial research skills lab aims at building research capabilities amongst the students. This project is spread across third and fourth semesters. All the students are required to select an area for conducting research under the guidance of a faculty and publish the findings of their study as a research paper in a peer reviewed national / International journal/ magazines/ newspaper /

conference / seminar by the end of fourth semesters. It must be a group assignment. The Managerial research skills lab carries two credits and is attributed in fourth semester. The detailed guidelines will be issued by Managerial research skills lab committee.

EXRG 7.4 INTERNSHIP PROJECT

The objective of the Internship is to help the student develop managerial ability to apply multi-disciplinary concepts, tools and techniques learnt during the course to solve the organizational problems. Under this programme, every student is required to undertake an Internship project for a period of Eight weeks after III semester under the guidance of a recognized Faculty Guide. An executive in the host organization could guide as co- Guide. It must be individual based but not as group project. The Internship project carries three credits and is attributed in fourth semester. The detailed guidelines will be issued by Internship Committee.

EXRG 7.5 BUSINESS IMMERSION PROJECT

The objective of the Business Immersion is to help the student develop managerial ability to apply multi- disciplinary concepts, tools and techniques learnt during the course to solve the organizational problems. Under this programme, every student is required to undertake a Business Immersion for a period of Six weeks after I semester under the guidance of a recognized Faculty Guide. An executive in the host organization could guide as co- Guide. It must be individual based but not as group project. The Business Immersion project carries three credits and is attributed in Second semester. The detailed guidelines will be issued by Business Immersion Committee.

EXRG 8.0 CORRECTION IN GRADE CARD

The COE will issue the grade card through the Examination committee after the completion of every examination. Students are required to check the grade card for name corrections and any other discrepancy. A request by the student to rectify the mistake in the grade card should be submitted in a prescribed format along with prescribed fee of Rs 200/= per grade card to COE. Such request must be supported by original grade card and supporting documents within one month from the date of issue of the grade card. If the request is made at a later date, an additional penal fee will be levied by COE.

EXRG 9.0 ISSUE OF DUPLICATE GRADE CARD

There is provision of issue of duplicate grade card in cases where the grade card are lost or mutilated.

1) For applying for Duplicate grade card, an affidavit on Rs 20/- stamp paper giving details such as, Registered number , Month & Year of passing, and how the original grade cards were lost along with a fee of Rs. 500/- per grade card.

2) The candidate has to lodge a complaint to local police station of the area where it was lost and submit the original copy of acknowledgement of complaint along with the above Affidavit. The candidate who is in need of the same shall forward their applications along with the relevant documents to the office of the COE.

EXRG 10.0 STANDARD OPERATING PROCEDURE (SOP) FOR RETENTION AND DISPOSAL OF EXAMINATION PAPERS AND RECORDS

This guideline is intended to ensure that students' examination scripts and related records are retained for sufficient period of time to address any examination related grievances by the students and dispose the examination scripts and related records in an appropriate manner after the end of such time.

10.1 Retention:

The schedule below outlines the minimum storage requirements for Semester End Examination answer scripts, Blue books and related documents.

	Type of Record	Retention Period
a)	Examination scripts (used answer booklets/Answer sheets),Blue books, Assignment records, Project reports, lab records(Journals)and Attendance Registers etc.,	A minimum period of **Thirty six months** from the date of announcement of results
b)	Invigilators diary, Observer's report, Tabulation check lists, Marks sheet submitted by examiners, Coding slips, Examination application, Subject wise Course file and attendance statement etc.,	
c)	Original Question Paper, Scheme and solution etc., submitted by examiners (Used)	

Note: Where results are disputed or due to other administrative requirements or pending legal action, answer scripts and other related papers shall be retained until the matter is finalized or all available appeal avenues are exhausted.

10.2 Disposal

Records that are ready to be disposed must go through the following procedures:

a) Shifting of all answer sheets/booklets and other records to the store-room after the expiry of period given above.

b) Answer sheets/ /Mark lists/Evaluation sheets/ Question Booklets etc. are arranged and bundled systematically kept in racks in the store room.

c) An Authorized person(s) appointed/approved by the Director shall be responsible for the destruction of records.

d) Records must be destroyed by shredding or any other appropriate means.

e) Destruction must be handled in a secure and confidential manner.

f) Once the destruction is completed, destruction certificates signed by the Authorized person(s) shall be transferred to permanent archive.

g) The shredded paper bits shall be sold for recycling to approved paper merchants.

ANNEXURE-1

To

Prof. / Dr. ……..

COE, R V Institute of Management, Bangalore - 560041

Sir,

Subject: Malpractice Case.

I am sending herewith a case of Malpractice detected on ----------. The candidate involved was ---------- ----------son / Daughter of ---------- who has appeared for the ---------- semester of ---------- Course examination from this centre with registered number -------. All the relevant documents and materials are enclosed herewith.

Signature of Chief Superintendent

Enclosures:

1. Answer paper of the candidate along with Question paper
2. Materials seized from the candidate attested by me and the Room Superintendent.
3. Admission ticket of the candidate.
4. Plan of seating arrangement indicating the sitting position of the candidate in the block
5. The statement of the candidate.
6. Report of the concerned Room Superintendent.
7. Report of the Deputy Chief Superintendent
8. Report of the Chief Superintendent.
9. Report of the flying squad
10. Copy of the memo issued to the candidate to attend the meeting of the MPCC.

ANNEXURE –II

REPORT OF THE CHIEF SUPERINTENDENT

Examination: ……..Date: …… Time ……..

Name of the Student: ……. Regd. No ……..

Course with code: …….. Room No: ……..

Nature of Malpractice: ……

Case detected by: …….

Brief Report of Malpractice:

Signature of the Chief Superintendent

(With seal)

ANNEXURE- III

Examination: …….Date:…… Time:…….

Name of the Student:…….. Regd. No…… Course with code:…….. Room No: …….

REPORT OF THE ROOM SUPERINTENDENT/EXAMINER

Brief Report of Malpractice:

……

Signature of Room Superintendent/Examiner

REPORT OF THE DEPUTY CHIEF SUPERINTENDENT

Brief Report of Malpractice:

……

Signature of Deputy Chief Superintendent

REPORT OF THE SQUAD (IF DETECTED BY THE SQUAD MEMBER)

Brief Report of Malpractice:

…….

Signature of the squad member/s

ANNEXURE-IV

STATEMENT OF THE CANDIDATE

The Chief Superintendent shall obtain the statement of the candidate. The candidate shall be asked to give the statement in the presence of responsible witness like Deputy Chief Superintendent or Senior Staff member. It shall be in the handwriting of the candidate and shall be signed by him/her and attested by the examination officials.

If candidate refuses to give the statement, the same shall be recorded duly, witnessed by two members of the supervisory staff and one of them will be deputy chief superintendent.

Statement by Candidate:

……

……

Witness:

1. Name and Designation / Signature

2. Attested by Examination Official / Signature

Signature of the Candidate.

ANNEXURE-V

R. V. INSTITUTE OF MANAGEMENT

Affiliated to Bengaluru City University

CA 17, 36th Cross, 26th Main, 4th 'T' Block, Jayanagar, Bangalore – 560041

MEMO

Mr./ Ms. …….bearing Registered number ……Booked under Malpractice during……. Examinations in the subject…….

-------On ------- Is hereby directed to appear before the Malpractice Cases Consideration Committee meeting convened on …… at the Director Office, R V Institute of management , Bengaluru. If you fail to appear before the committee, exparte decision will be taken.

Chief Superintendent of RVIM Exams

To

Mr. /Ms. …….

Signature of the candidate for having received the Memo……

Copy to Exam section

VISION

To become a world-class management institute of eminence.

MISSION

To nurture global thought leaders by offering holistic management education fostering business intelligence, innovation, and entrepreneurship for inclusive growth and sustainable development

and

to provide value-added services to business, government, and society through staff empowerment and collaborative engagement.

VALUES

(TRIPH)

Trust
Respect
Integrity
Professional
Humane

QUALITY POLICY

To remain an industry-relevant and student-friendly institution, we constantly strive to achieve excellence in various fields such as academics, research, industry and institutional collaborations, training and placements, accreditations, and alumni relations.