



Examination Policy

UG - Examination Procedure and Guidelines

ISME Colleges' undergraduate courses such as BBA, B.Com, and BCA are affiliated to Bangalore University, and they adhere to the rules and guidelines set by the university regarding the internal assessment and evaluation process. The college conducts continuous internal assessment systematically. The schedule for CIA Components including Exam dates are displayed in the calendar of events.

Following are the Internal assessment components for both CBCS and NEP programmes.

Internal Assessment Components

CBCS programme Batches (2019 and 2020)

For CBCS 30 marks are allotted for internal assessment in alignment with the norms of the Bangalore University. The internal assessment marks is based on

Numbers	Internal assessment Components	Marks
1	Attendance	5
2	Assignment	5
3	Seminar	5
4	First Internal Examination	5
5	Second Internal Examination	10
	Total	30

NEP programmes Batches (2021, 2022, 2023 and 2024)

For NEP programmes, 40 marks are allotted for internal assessment in alignment with the norms of the Bangalore University. The internal assessment marks shall be based on

Numbers	Internal assessment Components	Marks
1	Internal Exams (I,II and III)	15
2	Community Project work Presentation	10
3	Assignment	5
4	Open Book	5
5	Class participation/Classroom Exercise	5
	Total	40

Faculty assigns the assignments, open book activity and community project to all students with a time line to submit. Students submits the assignments through various formats such as pink books, Word documents, Excel sheets, PowerPoint presentations, or other forms. Faculty allocates the marks based on the submission of the content, creativity, quality, timeline and the presentation form.

Internal exam/test procedure

There will be two/ three internal exams for each semester. Best of the two exams marks is considered as the final. Faculty members teaching a particular subject prepare question papers for internal examinations. Questions are sourced from textbooks, the GET 100 app, or from the old question papers. The COE checks the content, quality and the division of the marks and approves the question papers.

Format of the Question Paper

3 and 4 credit course	
Break up of marks	Total mark
Section A (3*2)	6
Section B (3*4)	12
Section C (2*11)	22
Total	40 marks
2credit course	
Break up of marks	Total mark
Section A(2*2)	4
Section B(2*4)	8
Section C(1*8)	8
Total	20 Marks

Attendance eligibility for Internal Examination

- The College strictly adheres to the University regulations, which require a minimum **attendance of 75% in all subjects** as an eligibility criterion for students to appear for the internal exams. Attendance is considered from the commencement day of the semester. It is expected that the student will make every effort not to let personal circumstances preclude class attendance. This emphasizes the significance of regular attendance throughout the academic term.
- **Medical certificates are considered only for the term end examination**

Conduct of the internal examination

1. Internal exams timetable is displayed on the notice board well in advance at least 5 days before the exams
2. Whats App message is also sent to the respective class groups
3. One day prior to the examination students sitting arrangement and room number is displayed on the notice board
4. Each room will have 40 students and 1 invigilator
5. The Roll Number, Name of the student, Class, Course Code, Course Title, and the student's signature should be clearly written on the cover page of the Booklet.
6. Every student shall carry his own pen, pencil, scale, calculator, etc. Students are not allowed to borrow or exchange things with others
7. The start and end of the examination shall be indicated by ringing the bell
8. Students should keep their bags and books in the designated space provided
9. No student is allowed to leave the examination hall before the scheduled exam time
10. Internal examination will be of 1.30 min duration for 3 and 4 credit and 1.00 hour for 2 credit course
11. No students will be allowed to enter the examination hall after 10 minutes of the start of exam
12. Students are not allowed to use washrooms during the examination and hence no one is permitted to go out, except in exceptional cases

13. The invigilator must keep a strict watch on the examinees in the examination hall and prevent them from adopting any unfair means
14. Students caught adopting unfair means shall be asked to leave the examination hall quietly after submitting the examination paper and the other materials, if any
15. The unfair incident shall be reported to the COE. Any form of malpractice will be dealt with seriously and under disciplinary actions, the COE and the Principal is empowered to fine, suspend or even expel a student from the college
16. Students shall enter the exam hall in their formal attire – Business formals/ college uniform

EVALUATION OF EXAMINATION PAPERS

1. The examination office shall send the answer papers to the concerned in house faculty for evaluation on the same day of the examination, for visiting faculty – when they visit the campus for classes. At emergencies, we may send the answer scripts to their respective places.
2. The faculty shall collect all the answer papers as and when given by the examination office
3. The faculty shall evaluate the answers written by the examinee in the answer script
4. The marks allotted to each answer will be entered in the respective columns on the front page only in the space allotted and totalled.
5. The evaluating faculty shall enter the total in the appropriate box and shall sign in the place indicated
6. Faculty evaluates the answer scripts and the same is shown to the students within 7+3 days of the completion of the exams.

RESPONSIBILITIES OF FACULTY

1. The faculty shall be responsible for the security of all examination papers in his/her possession whether completed or not until handing them over to the examination office
2. The COE shall be responsible for ensuring that examinations are conducted in the required procedure and the requirements of the regulatory body, recording, and notifying the Principal in the event of problems.
3. The COE is responsible for the allocation of invigilation duty to faculty.
4. The safe retention of all course records including examination blue books to be managed by the examination office safely
5. The invigilation duty roster shall be prepared in advance and circulated among the faculty members
6. The faculty members should carefully observe the roster and discuss with the COE if they have any issues before the start of the examination. If nothing is heard from any faculty, it shall be assumed that the faculty members agree with the roster
7. The faculty appointed for invigilation duty shall not avail leave during his/her duty day. However, they may interchange mutually with other faculty with the permission of the COE.

DUTIES & RESPONSIBILITIES OF THE EXAM INVIGILATORS

1. Report to the Exam Control Office at least 10 minutes prior to the commencement of the exam
2. Each invigilator will be provided with Seating Plan, Attendance Sheet, Question Papers, Blue Books
3. Check and count the number of question papers and Blue Books. All of these have to be accounted for at the time of handing over

4. After collecting the exam materials, one should go directly to the exam hall; going elsewhere is not permitted
5. Please reach the exam hall at least 5 minutes before the start of the examination. Avoid carrying newspaper, book or mobile phone to the exam hall.
6. Make sure that students are seated as per the seating plan, carrying their IDs and formally dressed (no footwear other than a pair of shoes and jeans are not allowed). Students not sitting in their allotted seat amounts to unfair practice.
7. Make sure that students are having only pen, pencil, eraser, scale, and non-scientific calculator. Possessing mobile (even if switched off mode), papers etc., amounts to unfair means. Students are not allowed to borrow or exchange these things during the progression of examination.
8. Distribute the Blue Books to the students once they are seated in their respective seats; don't place them on the empty seats. Also distribute the Question papers (on time) with a careful note only to the respective exam writing students; don't place them on the empty seats.
9. Collect the students' signature in the attendance sheet personally; do not pass it on.
10. If you notice any student is involved in malpractice, his / her Blue Book should be confiscated and the student should be sent out of the Exam Hall immediately and this case should be reported at the Exam Control Office as soon as the exam gets over; action will be taken accordingly.
11. Sign on the Blue Book in the space provided for after making sure that the student has filled in all the required data.
12. Ensure that the students should stop writing once the stipulated time of the exam gets over and the Blue Books have to be collected. No extra time is to be permitted.
13. Check and count the Blue Books before leaving the exam hall. Submit the collected Blue Books and other exam materials at the Exam Control Office at the earliest once the Exam gets over.
14. Please be patient in the Exam Control Room for the executives to receive the books from you. This may take few minutes.
15. Be unbiased, fair, objective in your actions and act with integrity and honesty.
16. Keep a roving eye on the candidates. They are ingenious and may adopt novel means of unfair practices. Stay alert!