



**DAYANANDA SAGAR COLLEGE OF ARTS
SCIENCE & COMMERCE**
Affiliated to Bangalore University



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INTERNAL AND EXTERNAL EXAMINATION COMMITTEE POLICY



1.0 Introduction

Dayananda Sagar College of Arts Science and Commerce (DSCASC), Department of BBA & B.Com affiliated to Bangalore University, Bangalore has made its mark in the educational landscape of higher education in Karnataka since its inception. Over these six decades, DSCASC has embraced a system which caters to the holistic development of its student community. The successful conduct of examinations depends greatly on the integrity, alertness and sincerity of all examination Committee officials and all staff and invigilators.

The examination policy and guidelines aim at setting up uniform codes of conduct for each official engaged in examinations held at DSCASC. It is therefore necessary that each one of these persons should follow the rules and guidelines strictly and meticulously. The exam Committee shall be responsible for performing three functions: Conduct of Examinations, Record Maintenance and Administration.

1.1 Exam Committee

Formation of the exam Committee and its main duties -

- a) The Examination Committee of the college is headed by the Chief Coordinator who is appointed by the Principal. The Committee will function under the leadership of the Chief Coordinator.
- b) The Committee shall comprise of six Coordinators from Bcom/BBA departments for carrying out Continuous Internal Assessment (CIA) for both regular internal and University examinations.
- c) The Committee shall meet before the beginning of the academic retreat of the college for each academic year and will decide the tentative dates of the internal examinations for odd and even semesters and will present the same in the academic retreat. If it is approved, it will be handed over to BBA/BCom department for inclusion in their academic calendar. Later, the committee will meet at least twice in a semester and will decide on the changed dates of the internal examinations, if needed, and the dates for the submission of the question papers, answer keys and completing the valuation of answer scripts. All discussions in the meetings will be recorded in the minutes book and a copy of the same will be given to the principal.



The exam Committee is also tasked to perform the following functions -

1.1.1 Conduct of two internal examinations

- Two internal examinations as part of continuous internal assessment (CIA) are conducted in each semester for the students of all the departments. For these examinations, there will be one invigilator for a maximum of 40 students.
- The schedule of internal examinations is prepared after considering the academic calendar of the University.
- The detailed schedule is displayed on the notice boards of all the BBA/Bcom department including the Exam Committee notice board, two weeks before the commencement of the examination and it will remain there till the completion of the examination.

1.1.2 Deciding the invigilators for the University examinations

University examinations are to be conducted according to the Bangalore University norms and schedule announced by the Controller of Examination of the Bangalore University. For these examinations, there will be one invigilator for a maximum of 40 students. The invigilators are appointed by the Committee. Examination coordinators should make sure that all activities related to Bangalore University examinations are done as per the schedule fixed by the exam committee.

1.1.3 Custodian of question papers and answer keys for CIA

The Head of the Examination Committee, shall be the custodian of confidential papers relating to Continuous Internal Assessment (CIA) examination. The custodian shall keep the question papers till the examinations are over.

1.1.4 Functions of the Chief Coordinator during Bangalore University Exams

- The Chief Coordinator of the exam Committee shall make all preparatory arrangements for holding examinations, including seating arrangements for candidates. He/She will have to take all necessary measures for the smooth conduct and fairness of all examinations.
- He/she shall have the administrative control over the members working under them.
- In the absence of the Chief Coordinator, the Principal will assign one of the Exam Committee coordinators to perform the functions of the Chief Coordinator.



- The faculty members shall do the invigilation duty in different halls/rooms during the specified examinations. The Duty Roster of the university examination invigilators is maintained by Chief Coordinator and that of the Continuous Internal Assessment examinations by the exam Committee coordinators of different departments.

1.1.5 Duties of the Invigilators in Continuous Internal Assessment (CIA)

The examination has to be conducted by fair means and the invigilator plays a significant role in it. Any lack of sincerity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the college.

- An invigilator is expected to be alert at every moment - beginning from the entry of the candidates till such time that all answer scripts are collected from them.
- An invigilator is under the control of the Chief Superintendent during the invigilation time and he/she should not leave the Examination Centre without the permission of the Chief Superintendent
- An invigilator should report at the exam Committee at least half-an-hour before the time fixed for the commencement of the exams.
- It shall be the duty of the invigilators to guard against all kinds of malpractices or misconduct on the part of any candidate in the exam hall. He/she will report such malpractice or misconduct to the Chief Superintendent and render their assistance to the Chief Superintendent/Chief Coordinator, as required, in regard to the smooth conduct of the examinations.



1.1.6 Responsibilities of the Invigilators in Bangalore University Exams

- To ensure that the examinees occupy their allotted seats in the exam hall in time.
- To distribute amongst the examinees, answer booklets and question papers.
- To make announcements asking the examinees:
 - a) To produce their ID cards
 - b) To announce that books, notes, study material, wireless communication sets, mobile phones etc. are placed outside the exam hall to conduct a malpractice-free examination.
 - c) To announce that examinees should write roll numbers on the question paper and any other markings on it will not be permitted.
 - d) To check whether students attending the examination is using only non-programmable calculator.
 - e) To ensure the examinee writes the correct subject name, question paper number, registration number, semester and year in the allotted spaces in the answer script,
- To take attendance of students in the exam hall
- To sign in the appropriate place on the answer booklets within half an hour of starting of the examination.
- To check their ID cards
- To ensure that answer booklets and question papers of absentees are returned safely to the Chief Superintendent immediately after half an hour.
- To deny permission to any examinee to enter the examination hall after thirty minutes of commencement of the examination.
- To make sure that no examinee shall, in any case, be allowed to leave the exam hall before the expiry of the stipulated time (thirty minutes after the examination begins).
- To collect answer scripts from the examinees as soon as the examination is over and to hand over the same to the Chief Superintendent in sequential



order of their roll numbers after duly counting and tallying these with students' attendance sheet.

- To return surplus additional answer sheets to the Chief Superintendent immediately after the examination.

1.1.7 Attendance Register

The Registration number and signature of the all students appearing in the examination shall be recorded in the daily attendance roll call/attendance register and duly countersigned by the invigilator.

The consolidated list of absentees is sent to the Principal and Head of Departments once examination is over. Sufficient care should be taken while preparing this statement.

1.1.8 Misconduct/Malpractice

- Inside the examination hall, if examinee is found to be in possession of any book, or page of any books, or scribbling, or written notes or any printed material related to the exam it will be considered as malpractice.
- If she/he writes answers on another candidate's answer script or they in any other manner tries to obtain or take help from any other candidate or any other person inside or outside the examination hall will be considered as misconduct.
- She/he leaves the examination hall without submitting answer-script will be judged as malpractice.
- It will be considered as misconduct if she/he allows somebody else to write answers on his/her behalf during examination
- It will be considered as malpractice if she/he leaves the examination hall without recording his/her attendance on the attendance roll
- If she/he is found to be in possession of any question paper or any other paper containing relevant answer or answers written on it will be considered as misconduct.
- If she/he indulges in any kind of misbehavior, or intimidate or attempt to assault the invigilator or any other person connected with the conduct of the examination either inside or outside the examination hall, or damage, or



Principal,
Dayananda Sagar College of Arts,
Science & Commerce
K.S. 1

attempts to damage, articles or furniture, equipment, stationery or any other property in the venue will be seen as serious misconduct on part of the examinee.

- It will be considered as a misconduct if he/she creates disturbances in the venue or refuses to comply with the instruction of the invigilator regarding seating arrangements in the examination hall
- If any pages of the written answer-script of the candidate are found to be replaced/torn/mutilated or found to contain handwriting different from that of the candidate will be deemed as malpractice.

1.1.9 Registration for Bangalore University Examination

Student shall pay the examination fees according to the university norms. Failing to comply on the above rule will result in deregistering from both current and arrear papers of the upcoming semester examination.

1.1.10 Web Portal Entry of Continuous Internal Assessment (CIA)

Details of Continuous Internal Assessment (CIA) web portal entry have to be submitted as per the schedule announced by the college. It is the duty of the class animator/mentor to make sure the internal marks of the students are entered correctly in the web portal.

Sample Copies of Documents related to Attendance, Allotment of Room, Time Table and Circular



DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND
COMMERCE
Department of Commerce & Management (BU)-BBA/B.Com

CIRCULAR

17-08-2022

This is to inform that all the students of BBA/B.COM Department, the Second Internal Test will be held from 25th August 2022 to 29th August 2022.

Detailed Time Table will be communicated.

All the students are instructed to attend without fail.


Internal Test
Committee Head


HOD B.COM


HOD BBA


PRINCIPAL



DAYANANDASAGAR COLLEGE OF ARTS, SCIENCE & COMMERCE (COE)

Department of Commerce and Management-BBA/B.Com BU (UG)

First Internal Test - Time Table- November-2023

COURSE	24-11-23	27-11-23	28-11-23	29-11-23	29-11-23	29-11-23	01-12-23
	1:30 pm - 2:30 pm	2:30 pm - 4:20 pm	10:30 am - 12:30 pm	2:30 pm - 4:20 pm	1:30 pm - 2:30 pm	2:30 pm - 4 pm	2 pm - 3 pm
B.Sc. BBA	Monetary and Accounting	Kannada/Hindi/Stocks	Business Statistics	General English	Organizational Behaviour	Artificial Intelligence	Case Training
B.Sc. B.COM	Corporate Accounting	Kannada/Hindi/Stocks	Indian Financial Services	General English	Company Law and Administration	Constitution of India	Economics of Insurance
V Sem. BBA	Income Tax	Production and Operations Management	Banking Law and Operation	Consumer Behaviour	Digital Marketing	Employability Skills	Advanced Corporate Financial Management/Case studies and Performance Management
V Sem. B.COM	Income Tax	Principles and Practices of Auditing	Indian Accounting standards	Retail Distribution and Mktg	Human Resource Management	Employability Skills	Goods and Service Tax


Internal Committee Head


HOD BBA


HOD B.Com


Principal

Dayanandasagar College of Arts, Science & Commerce
M.S. Layout, Bangalore - 560 078



Dayananda Sagar College of Arts, Science and Commerce
BBA/B. Com Department

Room Allotment for 1st Internal Assessment-III & V Sem B. Com and BBA

Sl NO	REG NO	STREAM & SECTION	ROOM NO
1	U03CJ21M0002 - U03CJ21M0040 U03CJ22M0001 - U03CJ22M0022	V BBA 'A' III BBA 'A'	201 A 201 B
2	U03CJ21M0042 - U03CJ21M0089 U03CJ22M0023 - U03CJ22M0043	V BBA 'A' III BBA 'A'	202 A 202 B
3	U03CJ21M0090 - 19CQC26042 U03CJ22M0044 - U03CJ22M0014 U03CJ22M0061 - U03CJ22M0066	V BBA 'A' III BBA 'A' III BBA 'B'	203 A 203 B 203 B
4	U03CJ21M0004 - U03CJ21M0052 U03CJ22M0067 - U03CJ22M0087	V BBA 'B' III BBA 'B'	204 A 204 B
5	U03CJ21M0054 - U03CJ21M0108 U03CJ22M0088 - U03CJ22M0107 U03CJ22C0027K - U03CJ22C0028Y	V BBA 'B' III BBA 'B' III B. Com 'D'	205 A 205 B 205
6	U03CJ21M0110 - 20CQC26036 U03CJ22M0108 - U03CJ22M0120 U03CJ22M0122 - U03CJ22M0132 U03CJ21C0003 - U03CJ21C0029	V BBA 'B' III BBA 'B' III BBA 'C' V B. Com 'A'	206 A 206 B 206 B 206 A
7	U03CJ22M0133 - U03CJ22M0156 U03CJ21C0030 - U03CJ21C0038	III BBA 'C' V B. Com 'A'	207 A 207 B
8	U03CJ22M0157 - U03CJ22M0181 U03CJ21C0099 - U03CJ21C0184	III BBA 'C' V B. Com 'A'	208 A 208 B
9	U03CJ22M0182 - U03FS22M0106 U03CJ21C0187 - U03CJ21C0273 U03CJ22C0001 - U03CJ22C0023	III BBA 'C' V B. Com 'A' III B. Com 'A'	209 A 209 B 209 B
10	U03CJ21C0283 - U03CJ21C0283 U03CJ21C0085 - U03CJ21C0047 U03CJ22C0025 - U03CJ22C0051	V B. Com 'A' V B. Com 'B' III B. Com 'A'	210 A 210 A 210 B
11	U03CJ21C0049 - U03CJ21C0132 U03CJ22C0052 - U03CJ22C0039	V B. Com 'B' III B. Com 'A'	211 A 211 B





12	U03CJ21C0134 - U03CJ21C0196 U03CJ22C0080 - U03CJ22C0112	V B.Com 'B' III B.Com 'A'	212 A 212 B
13	U03CJ21C0199 - U03CJ21C0295 U03CJ22C0382 - U03MY22C0013 U03CJ22C0113 - U03CJ22C0132	V B.Com 'B' III B.Com 'A' III B.Com 'B'	405 A 405 B 405 B
14	U03CJ21C0182 - U03DB21C0011 U03CJ21C0001 - U03CJ21C0043 U03CJ22C0133 - U03CJ22C0160	V B.Com 'B' V B.Com 'C' III B.Com 'B'	406 A 406 A 406 B
15	U03CJ21C0046 - U03CJ21C0162 U03CJ22C0161 - U03CJ22C0201	V B.Com 'C' III B.Com 'B'	407 A 407 B
16	U03CJ21C0165 - U03CJ21C0276 U03CJ22C0202 - U03CJ22C0373	V B.Com 'C' III B.Com 'B'	408 A 408 B
17	U03CJ21C0277 - U03MY21C001 U03CJ21C0027 - U03CJ21C0070 U03CJ22C0375 - U03CJ21C0139 U03CJ22C0240 - U03CJ22C0261	V B.Com 'C' V B.Com 'D' III B.Com 'B' III B.Com 'C'	409 A 409 A 409 B 409 B
18	U03CJ21C0074 - U03CJ21C0169 U03CJ22C0262 - U03CJ22C0303	V B.Com 'D' III B.Com 'C'	410 A 410 B
19	U03CJ21C0170 - U03CJ21C0256 U03CJ22C0304 - U03CJ22C0347	V B.Com 'D' III B.Com 'C'	508 A 508 B
20	U03CJ21C0260 - U18HV21C0001 U03CJ22C0348 - U03CH22C0117	V B.Com 'D' III B.Com 'C'	601 A 601 B
21	U03CJ22C0009 - U03CJ22C0115 U03CJ22C0005 - U03CJ22C0159	III B.Com 'D' III B.Com 'E'	202 A 202 B
22	U03CJ22C0119 - U03CJ22C0197 U03CJ22C0170 - U03CJ22C0276	III B.Com 'D' III B.Com 'E'	203 A 203 B
23	U03CJ22C0204 - U03CJ22C0272 U03CJ22C0302 - U03CJ22C0352	III B.Com 'D' III B.Com 'E'	204 A 204 B
24	U03CJ22C0272 - U03HW22C0267 U03CJ22C0353 - U03CJ22C0288	III B.Com 'D' III B.Com 'E'	705 A 705 B



DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE
Department of Commerce & Management (B.U)-BBA/B.Com
First Internal Test June 2022
Invigilation duty List

Sl. No	Faculty Name	27-06-2022				28-06-2022				29-06-2022				30-06-2022	
		9-10am	11-12am	1-30-2.30pm	3-4pm	9-10am	11-12am	1-30-2.30pm	3-4pm	9-10am	11-12am	1-30-2.30pm	3-4pm	5-10am	11-12pm
1	Mrs Rakha MP	Yes		Yes		Yes	OK	Yes	OK			Yes		Yes	Yes
2	Ms. Sangeetha Dayanand		Yes				Yes				Yes	✓			Yes
3	Mr. Mukesh Sani	Yes	Yes		Yes					Yes	Yes		Yes	Yes	
4	Mrs. Usha C R.	Yes	Yes	Yes		Yes	Yes	Yes		Yes	Yes			Yes	
5	Mrs. Ashwini Basavaraju	Yes		Yes	Yes		Yes	Yes		Yes	Yes	Yes		Yes	
6	Ms. Shreya Shaheen		Yes	Yes	Yes	Yes	Yes		Yes	Yes		Yes			Yes
7	Mrs. Rashmi S	Yes			Yes	Yes	Yes	Yes		Yes	Yes			Yes	Yes
8	Mr. Shreemath H P					Yes	Yes		Yes	Yes	Yes			Yes	
9	Ms. Meghana C	Yes	Yes		Yes	Yes		Yes		Yes	Yes	Yes			Yes
10	Ms. Shalini Kumari Gowari	Yes	Yes		Yes		Yes	Yes		Yes			Yes	Yes	Yes
11	Mrs. Vidhya Shree S		Yes		Yes	Yes	Yes		Yes	Yes	Yes		Yes	Yes	
12	Mrs. Vinita K	Yes	Yes			Yes	Yes		Yes	Yes		Yes	Yes		Yes
14	Mrs. Jeecha Begum	Yes	✓	Yes		Yes	✓	✓		Yes		Yes	Yes	Yes	

Sl.	Faculty Name	27-06-2022				28-06-2022				29-06-2022				30-06-2022	
		9-10am	11-12am	1-30-2.30pm	3-4pm	9-10am	11-12am	1-30-2.30pm	3-4pm	9-10am	11-12am	1-30-2.30pm	3-4pm	5-10am	11-12pm
15	Ms. Deepika H C	Yes		Yes		Yes	Yes		Yes	Yes	Yes		Yes	Yes	
16	Mr. V R Rajendra Kumar	Yes	Yes		Yes	Yes		Yes		Yes	Yes			Yes	Yes
17	Mrs. R. Pavitra	Yes		Yes	Yes	Yes		Yes	Yes	Yes			Yes	Yes	
18	Ms. Anshu A	Yes	Yes		Yes	Yes		Yes	Yes	✓	Yes	Yes		Yes	
19	Mr. Yashraj K S	Yes	Yes		Yes	Yes	Yes	✓			Yes	Yes	Yes	Yes	Yes
20	Mr. Lakshmi Kumar	Yes	Yes	Yes		Yes	Yes		Yes	✓	Yes	✓	Yes	Yes	Yes
21	Mr. Pavitra H P								Yes	Yes		Yes		Yes	Yes
22	Mrs. Khushi Deepa	Yes	Yes	Yes		Yes	Yes		Yes	Yes		Yes		Yes	Yes
26	Dr. Deepika	Yes	Yes	Yes		Yes	Yes		Yes	Yes		Yes		Yes	Yes
27	Ms. Ananth	Yes	Yes	Yes		Yes	Yes				Yes				
28	Dr. Kancha Anand						Yes				Yes				
29	Mrs. Sushma Shree M S		Yes				Yes				Yes				
30	Mrs. Gunika S		Yes				Yes				Yes				
31	Ms. Manish H		Yes				Yes				Yes				
32															
33															
34															

