



ROYAL INSTITUTE OF MANAGEMENT EXAMINATION HANDBOOK

JULY 2015



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ROYAL INSTITUTE OF MANAGEMENT
EXAMINATION HANDBOOK

The following notes have been set out to refer throughout the examination process.

3. EXAMINATION TIMETABLE, STUDENT'S LIST AND QUESTION PAPERS

- 3.1. Approximately two weeks before the first day of examination, Registration Unit shall call upon to submit exam timetable, student lists, question papers and attendance report.
- 3.2. The exam timetable should be provided by respective Programme Assistants duly endorsed by Course Coordinator to Registration Unit for further compilation as shown at (Appendix-17).
- 3.3. The list of students with Student Identity Card should be provided by Desktop Publisher for the purpose of desk labeling and attendance.
- 3.4. The question papers should be submitted by individual unit conveners using standard format as shown at (Appendix-4 & Appendix-5) to Registrar, Registration Unit.
- 3.5. The student's attendance report as shown at (Appendix-6) should be provided by Programme Assistant duly verified by Unit Convener, Course Coordinator and Head of Department to Registration Unit before the examination.
- 3.6. The Registration Unit shall provide the summarized list of failures to meet minimum attendance requirement as shown at (Appendix-7) to the Invigilation team in order to check eligibility of the examination entry and preparation of exam materials.

4. INVIGILATORS

4.1. Appointment of Invigilators

- 4.1.1. The management shall issue an Office Order of Invigilators for the examination.
- 4.1.2. This appointment shall be on rotation basis among faculty members & Programme Assistants of the Departments. The Registration Unit shall engaged in facilitation and organizing.
- 4.1.3. The appointed Invigilators shall fully take over the administration of the exam.

4.2. Role of Invigilators

The Invigilators shall:

- 4.2.1. Receive exam material from Registration Unit and store securely.
- 4.2.2. Layout of exam room to accommodate students.
- 4.2.3. Check students' eligibility.
- 4.2.4. Distribute papers to students.
- 4.2.5. Invigilate the exam ensuring that its integrity is not compromised in any way.
- 4.2.6. Collect completed answer booklets and question papers from students.
- 4.2.7. Return completed materials to Registration Unit in the prescribed format.
- 4.2.8. Submit exam report providing information on any activity during an exam, if any.

4.3. Avoid bad practices

The Invigilators shall:

- 4.3.1. Not open question papers before the correct day and time.
- 4.3.2. Not leave answer booklets and question papers unsupervised in an unlocked room.

- 4.3.3. Not leave students unsupervised during an exam.
- 4.3.4. Not allow students to have bags, coats and other unnecessary items in the vicinity of their desks.
- 4.3.5. Not checking the eligibility of students prior to the start of an exam.
- 4.3.6. Not distract by other activities during an exam resulting in inadequate supervision.

5. EXAM ACCOMMODATION AND ARRANGEMENT

- 5.1. The exam accommodation should meet the following specification:
 - 5.1.1. The Estate Management Unit shall arrange the examination hall as per the sitting layout as shown at (Appendix-16) provided by Registration Unit.
 - 5.1.2. The room should be quiet and have good lighting for close work.
 - 5.1.3. The room should have appropriate heating and cooling equipment to ensure students are comfortable.
 - 5.1.4. The room should be well equipped with proper sound system.
 - 5.1.5. Each student should have a separate desk, with sufficient spacing between each other.
 - 5.1.6. Each desk should be labeled with student's ID Number.
 - 5.1.7. There should be separate room or space for disable students if any.
 - 5.1.8. There should be at least one table at the front for the use of Invigilators.
 - 5.1.9. The Invigilator must be able to secure the room whenever required.
 - 5.1.10. Wash room are clean and unlocked during the examination.
 - 5.1.11. A large wall clock should be positioned so that it is visible by all students.

5.1.12. Sufficient drinking water & cups are placed in the examination hall.

6. INVIGILATION ADMINISTRATION PACKS CONTENTS

A general pack with the following contents is provided for the exam series.

- 6.1.1. A copy of Conduct of Examination Handbook. All Invigilators will be provided a copy of this handbook to conduct the examination in order.
- 6.1.2. 4 copies of 'Quiet Please' sign. Two copy of 'Quiet Please' signage should be placed at the entrance and two copies inside the examination hall.
- 6.1.3. 4 copies of Mobile phone signage. Two copies of 'Mobile Phone' signage is placed at the entrance and two copies inside the examination hall to inform that no mobile phone is allowed inside the examination hall.
- 6.1.4. 4 copies of sitting layout. Two copies of sitting layout should be placed at the entrance and two copies in the notice board inside the examination hall.
- 6.1.5. 4 copies of Exam Timetable. Two copies of examination timetable should be placed at the entrance and two copies in the notice board inside the examination hall.

7. EXAM ADMINISTRATION MATERIALS

- 7.1. Before start of an exam, Invigilators will receive all the materials required for that unit from Registration Unit.
- 7.2. Invigilators must complete handing/taking over examination materials before and after exam.
- 7.3. The material contains:
 - 7.3.1. Student Identity Card, so that seating arrangements can be pre-planned.

- 7.3.2. Attendances register to be marked present or absent by the Invigilator.
- 7.3.3. Answer booklets for each student which must be used by the students for whom they are intended.
- 7.3.4. Additional sheets for each student which must be record in the prescribed form as shown at (Appendix-9).
- 7.3.5. An exam question paper for each unit sealed in envelops/security packs.
- 7.3.6. Other materials such as envelopes, scissors, cello tape, glue, papers, stapler etc.)

8. ADMINISTRATION OF THE EXAM

8.1. Before the Exam

- 8.1.1. The Invigilator should be present in the exam room at least 30 minutes before the start times of the exams, i.e. 9.30 am in the morning and 2 pm in the afternoon.
- 8.1.2. Students are asked to arrive 20 minutes prior to these start times.
- 8.1.3. Reception should be provided with instructions on how and where to direct students, and signage in the building should be clear and visible.
- 8.1.4. Invigilators should have the following items available at the start of each morning or afternoon session. All items should be provided by Registration Unit or Invigilator as appropriate.
 - ✓ Student Identity Card
 - ✓ Attendance register for each unit exam

- ✓ Question papers for each unit exam
- ✓ Answer booklets corresponding to the attendance registers
- ✓ Continuation additional sheet
- ✓ 'Quiet please' signage
- ✓ 'Mobile phone' signage
- ✓ Other required signage for directions etc
- ✓ Clock which should be visible to all students
- ✓ Scissors for opening envelopes/security seals
- ✓ Elastic bands for securing completed answer booklets
- ✓ Room/Sitting layout plan
- ✓ Examination Handbook

8.2. Room/Sitting Layout

8.2.1. Invigilators are advised to pre-plan the seating of all students using the color code student identity cards provided. These are to help distinguish between the different units being offered and to assist the correct distribution of question papers. The corresponding answer booklets can be laid out at the same time, but only if the room is under constant supervision or securely locked. Question papers should only be opened and distributed shortly before the start of the exam and strictly supervised until the exam closes.

8.2.2. Invigilators must be able to provide a detailed room/sitting layout for each session showing where each student sat.

8.3. Students Eligibility

8.3.1. For each unit, students are required to produce their Student Identity Card for identification. Invigilators must check these documents each time and establish

the identity of student before allowing them to take their place in the exam room.

- 8.3.2. Invigilators should tick the present column on the appropriate attendance register and write the word 'absent' against a student who has failed to appear.
- 8.3.3. Invigilators are not authorized to permit any student to enter an exam who is not on the register or who cannot provide proof that their entry has been accepted for that specific unit. If a student, who is not eligible, has been allowed to submit an answer booklet, this will not be marked.
- 8.3.4. Students are asked to arrive at least 20 minutes prior to the start time of an exam and should be admitted at least 10 minutes before the start time. However, larger group may need more time to ensure proper registration and identity procedures are carried out and, therefore, admission times will be at the discretion of the examiner.
- 8.3.5. Late arrivals can be admitted at the discretion of the Invigilator but additional time may not be necessarily being given if it is impractical. The student should be advised accordingly. Any instances should be recorded.

9. STUDENTS' REGULATIONS FOR EXAM

The students' regulation for exam as shown at ([Appendix-3](#)) shall be distributed to students before the exam. The same copy should be placed at the entrance during the examination.

9.1. On the day of each exam, you must bring with you:

- 9.1.1. Student Identity Card. These should be presented to the Invigilators before taking your seat.
- 9.1.2. Pens, pencils, rulers, erasers, calculators as required.

9.2. Please note the following very carefully:

- 9.2.1. Mobile telephones and other electronics devices, such as music players, are not permitted in the exam room.
- 9.2.2. Any reading materials or pre-prepared notes must be left in a bag and placed at the front of the exam room.
- 9.2.3. All bags, coats and other items not specifically required or permitted during the exam must be placed at the front of the room.
- 9.2.4. You are not permitted to eat or smoke during an exam, but you may be permitted to drink water or a soft drink which you must supply yourself. Alcohol is not permitted.
- 9.2.5. You should not attempt to communicate in any way or collude with any other student during an exam.
- 9.2.6. You should not attempt to start writing or make any notes on your answer booklet or question paper until the Invigilator has officially started the exam.

9.3. Breaches of regulations

- 9.3.1. Any breach of these regulations will be taken seriously and will result in disciplinary action as per Academic Policy Handbook of the RIM.

10. STARTING AN EXAM

- 10.1. Invigilators should ensure that all bags, coats, papers and other items not required during an exam are removed from the vicinity of students and placed at the front of the room. A script has been prepared for all Invigilators to read prior to starting an

exam and this is shown at (Appendix-1). Invigilators must emphasize that the possession of a mobile telephone during an exam is a disciplinary offence. Eating is not permitted and drinking may be allowed at the discretion of the Invigilator provided that such activity does not disturb other students.

10.2. It should be emphasized to students that sanctions for breaching the rules could result in receiving no marks for exams taken in that particular unit.

10.3. Every effort should be made to start the exam session promptly and the full allocated time must be allowed. Where there has been an excessive delay, this should be reported fully on the activity report on the reverse of the attendance registers and supplemented where necessary by a separate report.

10.3.1. Registration Unit does not provide scrap paper and students are not permitted to provide their own. Students should use the back of their answer booklets, crossing out any work which they do not wish to be marked.

10.3.2. Rough notes can also be made on question papers, although these will be collected by the Invigilators at the close of each exam but not submitted as part of the student's answers.

11. DURING THE EXAM

11.1. Invigilators may only answer questions which relates to the administration of the exam or the interpretation of the instructions to student. Under no circumstances should they enter into any discussion about the content of a question paper. However, if genuinely required, the Invigilator shall contact the Unit Convener.

11.2. Invigilators must monitor and observe students to ensure that there is no collusion, collaboration or cheating taking place through the use of hidden notes or mobile

telephones. Any incident should be recorded on the activity record on the reverse of the attendance register and, if necessary supplemented by an additional report.

11.3. Invigilators should note any other issues which may be of concern or may have affected students' performance, such as fire alarms, excessive noise or illness.

11.4. Invigilators should record all students' toilet breaks in the prescribed format as shown at ([Appendix-10](#)) noting the student's identify number wherever possible.

11.5. Students should be discouraged from leaving the room during the exam but, where this cannot be prevented; all absences should be noted and timed. Excessive absences should be reported. No more than one student should be permitted to leave the room at any time and, if it is their intention to return, they should not take any of their personal belonging with them. Answer booklets and question papers should never leave the room until after completion of the exam and they are collected by the Invigilator.

11.6. In the event of a fire or similar incident, where students are required to leave the room, the safety of the students and Invigilators is paramount. Exam question papers and answer booklets should not leave the room and students should be instructed not to talk to each other. If it is safe to return to the room within a reasonable length of time and the Invigilator believes that the integrity of the exam papers has not been compromised, the exam can continue. A full report should be submitted detailing the incident.

12. Closing an Exam

12.1. Invigilators should announce the time remaining 15 minutes before the close. When the allocated time has elapsed, Invigilators should advise students to check that they have completed the instructions on the front of the answer booklet and to stop writing. A script has been prepared for invigilators and this is shown at ([Appendix-2](#)).

Students should be advised to pick up all their personal belongings and leave the room quickly and quietly.

- 12.2. Invigilators should collect all answer booklets and question papers, check the answer booklets against the appropriate attendance register and where the student has failed to appear mark those answer booklets with 'A'. The number of answer booklets being returned should be recorded at the bottom of the register and signed.
- 12.3. The invigilator should also complete the record of exam activity on the reverse of the attendance register before attaching it to the relevant answer booklets for return to Registration Unit.
- 12.4. Answer booklets should be arranged in the order of the attendance register, packed and held securely until they are returned to Registration Unit. Question papers should be kept under storage, after which they can be destroyed or released to students.
- 12.5. Invigilators must ensure that they have clear instructions from Registration Unit about their responsibilities for the security of the answer booklets and question papers and for the return of answer booklets from their exam hall. Any breach of security which compromises exams could invalidate all exams in that unit.

13. EXAMINATION FEEDBACK

- 13.1. Considering the students' feedback as invaluable input for future improvements, feedback forms are placed at the exit of the examination hall.
- 13.2. Students are encouraged to fill up the feedback form as shown at ([Appendix-12](#)) and leave it in the feedback box.
- 13.3. The constructive feedback will be use for improvement in the future examination.

14. HANDING TAKING OVER EXAMINATION MATERIALS

- 14.1. All the Answer Booklets should be packed with envelope and duly signed on the submission of answer booklet form as shown at (Appendix-11).
- 14.2. All the examination materials should be return to Registration Unit in the prescribed format as shown at (Appendix-8).

15. SUBMISSION OF UNIT ASSESSMENT MARKS

- 15.1. All Unit conveners shall submit their marks in duly approved form as shown at (Appendix-13) to Registration Unit upon verified by Head of Department.
- 15.2. The marked answer booklets must be made available for collection by Registration Unit within 21 days of the submission date.

16. DECLARATION OF RESULT

- 16.1. Exam results shall be declared upon sitting of the Academic Committee meeting.
- 16.2. The term result shall be computed and declared in the standard form as shown at (Appendix-14) as approved by the Academic Committee.
- 16.3. The final passing out result shall be computed and declared in the standard form as shown at (Appendix-15) as approved by the Academic Committee.
- 16.4. Students may access their own results through RIM moodle or Trainee Notice Board.

Appendix-1 (Invigilators' Script)

(To be read out to Students at the start of the Exam)

Note to Chief Invigilator:

- Please make sure that all students can hear you clearly before you read out the script.
- Please ensure you have the fire and emergency evacuation procedures for the venue and that these are read out to the students.
- In order to preserve the integrity of the exam in the event of an evacuation from the room, students should leave their answer booklets and question papers on their tables and should not be allowed to talk to each other. If the integrity of the exam is preserved, the exam can continue.

Instructions to students

1. The only items you should have on your desk are your answer booklet, question paper, student identity card, pens, ruler and calculator. You are not allowed to use highlighters. Please ensure that all coats and bags are left at the front of the room. There should not be any books, printed or blank papers, pre-prepared notes or revision notes or any other materials on your desk unless allowed by unit convener. You are not allowed to start writing or make any notes until I have officially started the exam.
2. Mobile telephones and any other electronic devices are not allowed in the exam room. If you have brought any such items into the room they must be switched off, any pre-set alarms cancelled, you must place them at the front of the room in your bag or with me.
3. If you are found to have a mobile telephone on you during the exam, you will be considered to be in breach of exam rules.
4. You are not permitted to communicate in any way with any other student, or to act in any way which might annoy or disturb other students.

5. Cheating, or attempting to cheat, is a very serious offence. Students found cheating are in breach of Academic Regulations and will not be awarded marks for any answers submitted in the unit and dealt as per Academic Rules & Regulation.
6. You may not eat during the exam, but you may have water or soft drink.
7. You should not leave the room. If you do, you must leave your answer booklet and question paper on the table. Any such absences will be recorded and timed, and reported to Registration Unit. Only one person will be allowed to leave the room at any one time. If at any time you feel ill and require assistance, please raise your hand. If you leave the room and do not intend to return, please let me have your answer booklet and question paper. All other answer booklets and question papers will be collected at the end of the exam.
8. Please check that you have been given the correct question paper, also check that the student identify number, secret code and exam unit title on your answer booklets are correct.
9. Before starting the exam, please read the Instructions to Students on the front of your answer booklet and do not write in the margins.
10. You can use the back of the answer booklet or your question paper to make any notes. Do cross out any work you do not wish to be marked.
11. Continuation answer sheet is available, if required, and you should ensure that each sheet shows your RIM ID Card No. and the Secret Code. You must not remove any paper from your answer booklet.
12. I will advise you when there are 15 minutes of exam time left and would ask you not to leave the exam room during that time.

Appendix-2 (Invigilators' script 2)

(To be read out to students at the close of the exam)

1. This is the end of the exam. Please close your answer booklets now.
2. Please check that you have completed the front of your answer booklet correctly, in accordance with the instructions given.
3. If you have used additional sheet, please make sure your student identity number and secret code are clearly shown on each page.
4. You must stop writing now.
5. Do not remove any unused paper from your answer booklet.
6. Exam question papers will be collected for security reasons. However, these will be available on the website later.
7. Exam results shall be declared upon sitting of the Academic Committee meeting only. Students can access their own results through RIM moodle by logging on with their user name and password.
8. I will now collect your answer booklet and question paper from you and then you may leave.
9. When leaving the room, please make sure that you do so quickly and quietly and that you take all your belongings with you.

Appendix-3

STUDENTS' REGULATIONS FOR TERM EXAMS

Please read carefully before attending an exam

You should report to your exam venue at least 20 minutes before the exam is due to start. Late arrivals are admitted at the discretion of the Invigilator and it may not always be possible to give extra time. If you need directions, please ensure that you contact the Registration Unit beforehand.

On the day of each exam, you must bring with you:

- ✓ Student Identity Card (i.e. RIM ID Card). These should be presented to the Invigilators before taking your seat.
- ✓ Pens, pencils, rulers, erasers, calculators as required.

Please note the following very carefully:

- ✗ Mobile telephones and other electronics devices, such as music players, are not permitted in the exam room.
- ✗ Any reading materials or pre-prepared notes must be left in a bag and placed at the front of the exam room.
- ✗ All bags, coats and other items not specifically required or permitted during the exam must be placed at the front of the room.
- ✗ You are not permitted to eat or smoke during an exam, but you may be permitted to drink water or a soft drink which you must supply yourself. Alcohol is not permitted.
- ✗ You should not attempt to communicate in any way or collude with any other student during an exam.
- ✗ You should not attempt to start writing or make any notes on your answer booklet or question paper until the Invigilator has officially started the exam.

Breaches of regulations

Any breach of these regulations will be taken seriously and will result in disciplinary action as per RIM Academic Policy.

Appendix-4

QUESTION PAPER COVER PAGE

(To be inserted at the beginning of your question paper)

ROYAL INSTITUTE OF MANAGEMENT

TERM EXAMINATION PAPER

Student ID Card No. _____ Secret Code: _____

Unit :

Time Allowed :

Marks for this paper :

Course :

Term :

INSTRUCTIONS FOR STUDENTS

1. Do not open this question paper until you are told to do so.
2. Write your Student ID Card No. and Secret Code in the above spaces.
3. Read the instructions carefully before answering the questions.
4. Write your answers in the answer booklet.
5. At the end of the exam, hand over the question paper and answer booklet.

Prepared for Conduct of Examination in RIM

Appendix-5

SUBMISSION OF QUESTION PAPER

(To be filled in by unit convener who is setting the question)

NAME OF THE UNIT CONVENER :	
UNIT CONVENER'S MOBILE NO.	
NAME OF THE COURSE :	
NAME OF THE UNIT:	
NUMBER OF STUDENTS :	
DATE OF EXAMINATION :	
DURATION OF EXAMINATION :	
TIME OF EXAMINATION :	
DO YOU NEED ANSWER SHEETS (<input type="checkbox"/> YES <input type="checkbox"/> NO
ANY OTHER REQUIREMENTS :	

Signature of Unit Convener

Signature of Registrar

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Appendix-6

REPORT OF ATTENDANCE BY DEPARTMENT

Department : _____
Course : _____
Unit : _____
Unit Convener : _____

REPORT OF ATTENDANCE BY DEPARTMENT

Sl. No.	Name	No. of Leave	No. of Absentee	Total No. of Absent	Total No. of Session (Unit)	Total No. of Present	Percent of Attendance (100%)

Prepared by: PA
Date: Unit Convener
Date:

Verified by: Course Coordinator
Date: Head of Department
Date:

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Appendix-7
LIST OF FAILURE TO MEET MINIMUM ATTENDANCE REQUIREMENT

From : Registration Unit

To : Invigilation Team

Sl. No.	Name	Course	Unit	Percent of Attendance	Date of Examination	Remarks

Registrar
Registration Unit

Chair
Academic Committee

Appendix-8
HANDING/TAKING OVER EXAMINATION MATERIALS

Date of Examination: _____

TO BE FILLED IN BEFORE EXAM					
Courses	Unit	No. of Question papers	No. of Answer Booklets	Signature of Invigilators	Remarks, if any
Total					
Handed over by Registrar			Taken over by Chief Invigilator		
TO BE FILLED IN AFTER EXAM					
Courses	Unit	No. of Question papers	No. of Answer Booklets	Signature of Invigilators	Signature of Unit Convener while receiving materials
Total					
Handed over by Chief Invigilator			Taken over by Registrar		

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Appendix-9
RECORD OF ADDITIONAL ANSWER SHEET USAGE
(To be entered by Invigilator while issuing additional answer sheets)

Name of Invigilator: _____

Date of Exam: _____

No.	Student Identity No.	Name of Student	Course	Student's Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Total No. of additional sheet Issued by Chief Invigilator: _____

Total No. of additional sheet Used by Students: _____

Total No. of additional sheet Returned by Invigilator: _____

Name & signature of Chief Invigilator

Name & signature of Invigilator

Appendix-10

RECORD OF STUDENTS' TOILET BREAK

(To be filled in by Invigilator while going out and coming from break)

Date of Exam: _____

Venue: _____

No.	Students' Identity No.	Student Name	Time Out	Time In	Total Break time	Signature of Student

Signature of Chief Invigilator

Signature of Invigilator

Appendix-11

SUBMISSION OF ANSWER BOOKLET (ENVELOPE COVER)

(To be filled in by Chief Invigilator & team)

NAME OF THE UNIT CONVENER :		
NAME OF THE COURSE :		
NAME OF THE UNIT:		
NUMBER OF STUDENTS :		
DATE OF EXAMINATION :		
DURATION OF EXAMINATION :		
TIME OF EXAMINATION :		
SIGN OF INVIGILATORS		
1. NAME :	DESIGNATION :	SIGN
2. NAME :	DESIGNATION :	SIGN
3. NAME :	DESIGNATION :	SIGN
4. NAME :	DESIGNATION :	SIGN
5. NAME :	DESIGNATION :	SIGN
6. NAME :	DESIGNATION :	SIGN
7. NAME :	DESIGNATION :	SIGN
REMARKS :		

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Appendix-12

EXAMINATION FEEDBACK

(To be completed by students)



Your feedback is invaluable to us, giving us information needed to provide future improvements to conduct our examination. If you have any feedback, please complete the box below and leave it in the feedback box. Thank you.

Appendix-13

SUBMISSION OF UNIT ASSESSMENT MARKS

(To be completed by Unit Convener in Excel format)

Name of the Course							
Name of the Unit							
No. of Session							
Term							
Name of Unit Convener							
Date of Submission							
SUBMISSION OF UNIT ASSESSMENT MARKS							
Sl. No.	Code	Assessment 1	Assessment 2	Assessment 3	Assessment 4	Exam	Final marks obtained (100%)

Prepared by:

PA

Date:

Unit Convener

Date:

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Appendix-14

DECLARATION OF TERM RESULTS

(To be completed by Registration Unit/Dept for Declaration of Result in Excel format)

Name of the Course							
Term							
Period							
Date							
DECLARATION OF TERM RESULTS							
Sl. No.	Code	Unit 1	Grade	Unit 2	Grade	Unit 3	Grade

Prepared by:
(RU/Dept)

Registrar
Registration Unit

Chair
Academic Committee

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Appendix-15

DECLARATION OF FINAL EXAMINATION RESULTS

(To be completed by Registration Unit/Dept for Declaration of Result in Excel format)

ROYAL INSTITUTE OF MANAGEMENT
INSERT NAME OF THE COURSE

DECLARATION OF FINAL EXAMINATION RESULTS

Sl. No.	Name	CID No.	Unit 1	Grade	Unit 2	Grade	Unit 3	Grade	Grand Total	AVG (100%)	Result	Rank	SUPW Grade

Registrar
Registration Unit

Chair
Academic Committee

Director General

Appendix-16 Sample of Sitting Layout

**ROYAL INSTITUTE OF MANAGEMENT
SITTING ARRANGEMENT FOR TERM EXAMINATION - MAY 4 - 8, 2015 AT MP HALL**

STAGE														
Courses	PGDFM	DNL	PGDFM	DNL	DFM-B	PGDPA	DFM-B	PGDNL	PGDPA	PGDNL	DFM-P	DIMS-19	DFM-P	DIMS-19
RIM ID NO.	2522-2524/2449-2465	2314-2333	2466-2585	2334-2353	2354-2368	2486-2503	2369-2383	2413-2430	2504-2521	2431-2448	2383-2397	2285-2299	2398-2412	2300-2313
Column/ Row	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K	Column L	Column M	Column N
Row 1	2522	2314	2466	2334	2354	2486	2369	2413	2504	2431	2383	2285	2398	2300
Row 2	2523	2315	2467	2335	2355	2487	2370	2414	2505	2432	2384	2286	2399	2301
Row 3	2524	2316	2468	2336	2356	2488	2371	2415	2506	2433	2385	2287	2400	2302
Row 4	2449	2317	2469	2337	2357	2489	2372	2416	2507	2434	2386	2288	2401	2303
Row 5	2450	2318	2470	2338	2358	2490	2373	2417	2508	2435	2387	2289	2402	2304
Row 6	2451	2319	2471	2339	2359	2491	2374	2418	2509	2436	2388	2290	2403	2305
Row 7	2452	2320	2472	2340	2360	2492	2375	2419	2510	2437	2389	2291	2404	2306
Row 8	2453	2321	2473	2341	2361	2493	2376	2420	2511	2438	2390	2292	2405	2307
Row 9	2454	2322	2474	2342	2362	2494	2377	2421	2512	2439	2391	2293	2406	2308
Row 10	2455	2323	2475	2343	2363	2495	2378	2422	2513	2440	2392	2294	2407	2309
Row 11	2456	2324	2476	2344	2364	2496	2379	2423	2514	2441	2393	2295	2408	2310
Row 12	2457	2325	2477	2345	2365	2497	2380	2424	2515	2442	2394	2296	2409	2311
Row 13	2458	2326	2478	2346	2366	2498	2381	2425	2516	2443	2395	2297	2410	2312
Row 14	2459	2327	2479	2347	2367	2499	2382	2426	2517	2444	2396	2298	2411	2313
Row 15	2460	2328	2480	2348	2368	2500	2383	2427	2518	2445	2397	2299	2412	
Row 16	2461	2329	2481	2349		2501		2428	2519	2446				
Row 17	2462	2330	2482	2350		2502		2429	2520	2447				
Row 18	2463	2331	2483	2351		2503		2430	2521	2448				
Row 19	2464	2332	2484	2352										
Row 20	2465	2333	2485	2353										

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Appendix-17 Sample of Exam Timetable

TERM EXAMINATION TIMETABLE
PGD - TERM I / DIPLOMA - TERM III
(May 4 - 8, 2015)
VENUE: MP HALL

Days/ Course	AM/PM	PGDPA	PGDFM	PGDNL	DNL	DFM-P	DFM-B	DIMS
Monday, May 4, 2015	9:30 - 12:30	Research Methods (Sonam Choiden/Sonam Chuki)	Research Methods (Sonam Choiden/Sonam Chuki)	Thrim 1 (Dasho Sonam Rinchen)	Ngegyel thrim (Dasho Sonam Rinchen)	Government Accounting - I (Pema Drupchen)	Government Accounting I (Pema Drupchen)	Computer Networking (Skill test) Venue: Lab
	PM							
Tuesday, May 5, 2015	9:30 - 12:30	Off	Off	Sumtag (Resource Person, High Court)	Office Management (Mani Tshering)	Personnel Management (Chandra Kumar)	Personnel Management (Chandra Kumar)	Off
	PM							
Wednesday, May 6, 2014	9:30 - 12:30	Organizational Behaviour (Thinley Namgay)	Public Finance (Chonga Zangpo)	Ngagdroen (Gedung Peizang)	Cherjug (Gedun Peizang)	Tally Commercial Accounting II (Pema Dorji) Venue: Lab	Tally Commercial Accounting II (Pema Dorji) Venue: Lab	Computer Networking (Online Examination) Venue: Lab
	PM				Yigkur Namzha (Dasho Sonam Rinchen)			
Thursday, May 7, 2015	9:30 - 12:30	Off	Financial Accounting (Namgay Dem)	Dzongkha Unicode (Mani Tshering) Venue: General Lab	Basic Bookkeeping (Kinley Om)	Off	Off	Web Programming (Project Presentation) Venue: Class room
	PM							
Friday, May 8, 2015	9:30 - 12:30	Economic Principles & Application (Phuntsho Wangmo)	Procurement Management (Singhye Wangchuk)	Tshema (Gedun Peizang)	Jawai Neychoed (Dasho Sonam Rinchen)	Companies Act (Singhye Wangchuk)	Companies Act (Singhye Wangchuk)	Web Programming (Online Examination) Venue: Lab
	2:00-5:00							

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