



WILLIAMS INTERNATIONAL COLLEGE

(Affiliated to Bengaluru City University & Recognized by Govt. of Karnataka & AICTE)
(#163, 1st Main, 5th Cross, Bhuvaneshwari Nagar, Sultanpalya Main Road, R.T Nagar Post, Bangalore-32)

Ref.No:WIC/Students/2024-2025/02

Date: 25/11/2024

EXAMINATION REFORMS

This is to inform all the faculty members that continuous Internal Assessment Test has been scheduled from 28.11.2024 to 06.12.2024. All the HOD's are required to submit their respective subject question papers along with scheme of valuation through email to principal@williamsinternationalcollege.com on or before 23.11.2024 by 9AM. Hard copy of the question paper along with subject teachers signature for proof reading should be submitted to the Principal on 25-11-2024 by 09:00 am after taking printout if there is any correction respective teachers will be fined for paper cost and printing cost of the entire class. Faculties are hereby informed not to take leave during the examination session. If anyone applies for leave, it will be considered as two days LOP. The paper valuation must be done and submitted to the HOD by 10.12.2024 before 3.00 PM and the paper correction must be done within the college premises only.

If you need Question paper format for 1st Year courses kindly refer to question paper pattern as per SEP (2024-25) pattern only which is prescribed in the respective subject syllabus copy and for 2nd Year & 3rd Year courses kindly refer to previous year question paper as per NEP (2021-22) pattern only. If any queries regarding marks allotment for B.Com and BBA Question paper pattern, kindly contact Mrs.Shabeena J K, Vice Principal in her absent contact Miss.Swapna. If any queries regarding marks allotment for BCA Question paper pattern kindly contact Mrs.Dorathy Manjula HOD of Computer Science.

HOD's are hereby informed to tabulate the marks & attendance and progress card of the students in the given format by 11.12.2024 before 2:00 pm and submit to the Principal.

The PTM of the students will be conducted 13.12.2024 so the all-faculty members are request to co-operate with us and adhere to the above said rules.

Instructions to be followed while typing the format of the question paper.

1. No voice to text app should be used for typing question paper.
2. While preparing question paper up to 25% question can be taken from previous year question papers. Remaining 75% question paper content should be taken from exercise or which has not asked in previous year question papers. If found any such repeated question from previous year above 25% it will not be accepted and you have to pay the entire cost of the question paper which are printed for the entire class strength.
3. All faculty members are required to send the question paper in the MSWORD format to the HOD's.



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4. Practical Papers should not exceed 4 pages try to do alignment from your end.
5. If there is any table in the question paper you need to insert table then select number of columns and rows in MS word avoid drawing the table.
6. Section and Heading of each sub section should be in Bold
7. To prepare Question paper and cover 70% of the syllabus for internal and 100% of the syllabus for Pre Final Exam.
8. Type the question paper using Bookman old style font ,font size should be 12 and line spacing 1.0
9. The question paper should be sent in PDF format only.
10. HOD's are informed to collect question paper from the subject teachers semester wise and course wise and make folder and zip file and send the file to principal@williamsinternationalcollege.com. The zip file should contain semester and course name with academic year.
11. Controller of examination are hereby informed to maintain examination file ,maintain continuous internal assessment test file ,the file should include examination timetable, arrangement of invigilator duties, invigilator diary room allotment details, scheme of valuation key, record of answer book collection from invigilator, one set of question papers ,portion of the concerned examinations

Controller of Examiner
Prof. Dorathy Manjula

PRINCIPAL
Dr Sridhar D



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Circular

Guidelines for Internal & Pre-Final Examination

1. Students should bring the Identity Card without fail. No student will be allowed to write examination without Identity Card.
2. College will provide answer Booklet (Blue Books) for writing Examinations.
3. Students should bring their own stationeries. Borrowing of writing materials, calculators or others Stationeries are not allowed.
4. Students coming late are not allowed to write the exams.
5. Students should be present in the Examination Hall 15 minutes before the commencement of the examination.
6. UUCMS Register No., Name of student, Class, Course Code, Course Title & Signature of the student should be written legibly in the cover page of the Booklet.
7. Malpractice of any sort will be seriously dealt with necessary action.
8. Scribbling in the Question Paper is not allowed. This is considered as an act of malpractice.
9. Students are not supposed to carry Electronic gadgets to the campus during examination days.
10. Students are not allowed to go out of the Examination Hall during examination for reasons like drinking water, Restrooms, etc.
11. Students can keep their bags and books inside the examination hall (near the Black Board).
12. Control Room for the examination is Vice Principal Room (Ground Floor).
13. No students are allowed to leave the examination hall till the end of the examination.
14. Students should hand over the Answer Scripts to the invigilator before leaving the examination hall.

Controller of Examiner
(Prof.Dorathy Manjula)

PRINCIPAL
(Dr.Sridhar D)