ANNUAL REPORT OF THE COE

2016 -2017

CONTENTS

ACADEMIC YEAR 2016-2017

Introduction

Marian College Kuttikkanam acquired its long cherished goal of academic autonomy on June 1, 2016. The students who joined the College in the academic year 2016 became part of the autonomous stream and the rest of the students continued to be under the academic administration of the parent University, Mahatma Gandhi University, Kottayam.

Anticipating the declaration of autonomy status the College established an office for the conduct of examinations. Mr Biju P Mani, Associate Professor, Department of Law, and Dr Soosy Joseph, Associate Professor, Department of Hindi, were appointed as the Controller of Examination and Additional Controller of Examinations respectively immediately after acquiring the autonomy status. Ms Amruth K John joined the office as the system administrator and Mr Bobby K Mani served as the Camp Officer to facilitate the valuation of answer books. The administrative team comprised of Sr Sonykutty Varghese, Mr John K.S and Mr Manoj Thomas.

The first task of the office was the preparation of the Manual of Examinations. The Manual was prepared based on inputs gathered from extensive discussions with the teaching, administrative and management personnel of the College and was approved by the Academic Council and the Governing Council of the College. It was submitted to the University as provided under the Mahatma Gandhi University Act.

The Manual is broadly based on the Examination Manual of Mahatma Gandhi University, as required by the Mahatma Gandhi University Act. However, there are certain areas where the College has the discretion to make its own provisions and those areas of autonomy are made use of by the College to enrich the quality of programmes offered under the autonomy stream. The highlights of the manual of Marian College are the following;

- The proportion of marks between the Semester End Examination (SEE) and Continuous Assessment (CA) for taught courses was prescribed as 60:40. Under the University system it was 80:20 for most of the programmes. The objective behind providing relatively high weightage for Continuous Assessment is to avoid excessive weightage for Semester End Examinations which would promote an undesirable tendency among students for mugging up academic contents towards the end of the academic semester.

- The Manual provided to explore the possibility of developing a question bank for each course and to generate question papers based on the question bank. This was also a novel attempt in the context of autonomous colleges in Kerala. The traditional model for preparation of question papers for semester end exams relied on external faculty as question papers setters appointed by the Controller of Examinations. The downside of the model was the likelihood of disjunction between the teaching and assessment process.

- The Manual of the College decided to fix the components of the Continuous Assessment taking into consideration the relatively high weightage of the CA component in the assessment process. It was agreed that for all taught courses there should be three examinations namely CA1, CA2 and CA3. Five marks was awarded for attendance and two other components were Continuous Assessment for Deepening Learning (CADL) and Continuous Assessment for Research Skills (CARS). Though the components and weightage were fixed by the Manual, the faculty was given the freedom to choose the activities for the components based on approval by the respective faculty council of the department concerned.

- The College also decided to hold the valuation of answer scripts in valuation camps held in the campus and to avoid home valuation. It was also decided that there should be faculty from outside the College in each of the Board of Valuation.

Academic/Examination Calendar

One of the first task of the Office of the Controller of Examination (CoE) was to prepare an academic/examination calendar. The first semester examinations were proposed to be held in the month of November and the Second Semester in the month of March. The academic calendar for the year 2016-17 is given below.

MARIAN COLLEGE KUTTIKKANAM (AUTONOMOUS)

EXAMINATION CALENDAR 2016-2017

UG - FIRST SEMESTER

UG First Semester Begins on July 18, 2016

WORKING DAYS

MONTH	NUMBER OF DAYS
	1 Sem
JULY	10
AUGUST	22
SEPTEMBER	18
OCTOBER	21
NOVEMBER	19
TOTAL	90

EXAM SCHEDULE

CA1	UG 1 SEM	Aug - 22,23,24,25,26,29
CA2	UG 1 SEM	Oct - 3,4,5,6,7
SEMESTER END EXAMINATION	UG 1 SEM	Nov - 16,17,18,21,22

IMPORTANT DATES

VALUATION CAMP	UG 1 SEM	Nov - 28-30
DECLARATION OF RESULT	UG 1 SEM	Dec - 13.
LAST DATE OF APPLICATION FOR REVALUATION / SCRUTINY	UG 1 SEM	Dec - 19.
RESULT OF REVALUATION	UG 1 SEM	2016 Dec. 27

MARIAN COLLEGE KUTTIKKANAM
(AUTONOMOUS)
MAKING COMPLETE

NIRF 84 (2018)
'A' Grade with CGPA **3.52** (III Cycle)

NAAC RE-ACCREDITATION- 4TH CYCLE

Criterion II - Teaching-Learning and Evaluation

MARIAN COLLEGE KUTTIKKANAM (AUTONOMOUS)
EXAMINATION CALENDAR 2016-2017
PG - 1 & 3 SEMESTER

PG 1st Semester Begins on August 04, 2016

WORKING DAYS

MONTH	NUMBER OF DAYS 1 Sem
AUGUST	21
SEPTEMBER	17
OCTOBER	21
NOVEMBER	25
DECEMBER	6
TOTAL	90

EXAM SCHEDULE

CA1	PG 1 SEM	September - 1-7
CA2	PG 1 SEM	24-28 Oct
CA3	PG 1 SEM	21-25 Nov. (Model)
SEMESTER END EXAMINATION	PG 1 SEM	Nov - 28 to Dec - 16

IMPORTANT DATES

VALUATION CAMP	PG 1 SEM	Dec - 17 to 30
DECLARATION OF RESULT	PG 1 SEM	Jan - 03 - 2017
LAST DATE OF APPLICATION FOR REVALUATION / SCRUTINY	PG 1 SEM	Jan - 09 - 2017
RESULT OF REVALUATION	PG 1 SEM	Jan - 16 - 2017

MARIAN COLLEGE KUTTIKKANAM (AUTONOMOUS)

EXAMINATION CALENDAR 2016-2017

UG - SECOND SEMESTER

UG First Semester Begins on November 24, 2016

WORKING DAYS

MONTH	NUMBER OF DAYS 2 Sem
NOVEMBER	5
DECEMBER	18
JANUARY	22
FEBRUARY	22
MARCH	24
APRIL	1
TOTAL	**92**

EXAM SCHEDULE

CA1	UG II SEM	4 - 9 January 2017
CA2	UG II SEM	6 - 10 February 2017
CA3	UG II SEM	15 - 25 March 2017
SEMESTER END EXAMINATION	UG II SEM	**27 March to 04 April 2017**

IMPORTANT DATES

VALUATION CAMP	UG II SEM	2017 March 30
DECLARATION OF RESULT	UG II SEM	2017 April 20
LAST DATE OF APPLICATION FOR REVALUATION / SCRUTINY	UG II SEM	2017 April 24
RESULT OF REVALUATION	UG II SEM	2017 April 29

MARIAN COLLEGE KUTTIKKANAM

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NAAC RE-ACCREDITATION- 4TH CYCLE

Criterion II - Teaching-Learning and Evaluation

MARIAN COLLEGE KUTTIKKANAM (AUTONOMOUS)

EXAMINATION CALENDAR 2018-2019

PG - 2 SEMESTER

PG 2nd Semester Begins on December 08, 2016

WORKING DAYS

MONTH	NUMBER OF DAYS 2 Sem
DECEMBER	12
JANUARY	23
FEBRUARY	23
MARCH	25
APRIL	7
TOTAL	90

EXAM SCHEDULE

CA1	PG 2 SEM	2017 Jan 16-20
CA2	PG 2 SEM	2017 Feb 17-23
CA3	PG 2 SEM	2017 Mar 27-31
SEMESTER END EXAMINATION	PG 2 SEM	2017 April 04-21

IMPORTANT DATES

VALUATION CAMP	PG 2 SEM	2017 April 25
DECLARATION OF RESULT	PG 2 SEM	2017 May 05
LAST DATE OF APPLICATION FOR REVALUATION / SCRUTINY	PG 2 SEM	2017 May 10
RESULT OF REVALUATION	PG 2 SEM	2017 May 15

Result Summary – Programme wise

UG-Result Analysis - First Semester (November 2016)

PROGRAMME	SEM	APPEARED			PASS				% PASS		
		Total	Boys	Girls	Total	Boys/girls			Total %	Boys %	Girls %
BCA	1	69	45	24	57	37	20		83	82	83
BBA	1	69	35	34	46	19	27		67	54	79
B Com A	1	69	29	40	51	20	31		74	69	78
B Com B	1	62	41	21	42	24	18		68	59	86
BSW A	1	28	8	20	17	4	13		61	50	65
BSW- B	1	23	7	16	9	0	9		39	0	56
BA (Eco)	1	34	14	20	23	7	16		68	50	80
BACE	1	45	16	29	27	7	20		60	44	69
B Sc (Maths)	1	28	9	19	27	8	19		96	89	100
TOTAL		427	204	223	299	126	173		70	61.76	77

UG RESULT ANALYSIS – Second Semester MARCH 2017

PROGRAMME	SEM	APPEARED			PASS			% PASS		
		Tot	Boys	Girls	Tot	Boys	Girls	Tot	Boys	Girls
BCA	2	69	45	24	51	33	18	74.00%	73.00%	75.00%
BBA	2	66	32	34	44	17	27	67.00%	53.00%	79.00%
B Com A	2	68	28	40	57	22	35	84.00%	79.00%	88.00%
B Com B	2	62	41	21	40	24	16	65.00%	59.00%	76.00%
BSW A	2	28	8	20	21	5	16	75.00%	63.00%	80.00%
BSW B	2	23	7	16	12	1	11	52.00%	14.00%	69.00%
BA (Eco)	2	34	14	20	17	3	14	50.00%	21.00%	70.00%
BACE	2	44	16	28	30	7	23	68.00%	44.00%	82.00%
B Sc (Maths)	2	28	9	19	25	7	18	89.00%	78.00%	95.00%
TOTAL		422	200	222	297	119	178	70.38%	59.50%	80.18%

PG- Result Analysis - First Semester (November 2016)

PROGRAMME	SEM	APPEARED			PASS			PASS %		
		Total	Boys	Girls	Total	Boys	Girls	Total %	Boys %	Girls %
MMH	1	25	18	7	19	13	6	76	72	86
M Com A	1	18	6	12	17	5	12	94	83	100
M Com B	1	30	10	20	30	10	20	100	100	100
MSW	1	27	4	23	26	4	22	96	100	96
MCA (R)	1	9	4	5	9	4	5	100	100	100
MCA (L)	3	56	20	36	47	14	33	84	70	92
		165	62	103	148	50	98	89.7	80.65	95.15

PG- Result Analysis - Second Semester (March 2017)

PROGRAMME	SEM	APPEARED			PASS			PASS %		
		Tot	Boys	Girls	Tot	Boys	Girls	Tot	Boys%	Girls%
MMH	2	25	18	7	24	17	7	96.00%	94.00%	100.00%
M Com A	2	18	6	12	18	6	12	100.00%	100.00%	100.00%
M Com B	2	30	10	20	30	10	20	100.00%	100.00%	100.00%
MSW	2	25	4	21	21	4	17	84.00%	100.00%	81.00%
MCA (R)	2	9	4	5	6	3	3	67.00%	75.00%	60.00%

MCA (L)	4	56	20	36	44	14	30	79.00%	70.00%	83.00%
TOTAL		163	62	101	143	54	89	87.73%	87.10%	88.12%

Revaluation requests and change in marks

During the academic year 2016-17 589 students belonging to the first year batch of UG and PG appeared for their SEE under the autonomy stream. The summary of revaluation requests are given below;

	2016 November	2017 March	Total
PG	3	5	8
UG	3	10	13
Total requests during the year			21

Time taken for publication of results (Last exam date and date of declaration of results)

2016 – 2017

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Bachelor of Arts in English Literature, Communication and Journalism	UCE	Sem - I	22/11/2016	13/12/2016
Bachelor of Arts in Applied Economics	UEC	Sem - I	22/11/2016	13/12/2016
Bachelor of Business Administration	UBB	Sem - I	22/11/2016	13/12/2016
Bachelor of Commerce	UBM	Sem - I	22/11/2016	13/12/2016
Bachelor of Computer Applications	UBC	Sem - I	29/11/2016	13/12/2016
Bachelor of Science in Mathematics	UMA	Sem - I	22/11/2016	13/12/2016
Bachelor of Social Work	USW	Sem - I	22/11/2016	13/12/2016
Master of Computer Applications (Lateral)	PMC	Sem -III	14/12/2016	03/01/2017
Master of Computer Applications (Regular)	PMC	Sem - I	15/12/2016	03/01/2017
Master of Commerce (Finance)	PMM	Sem - I	08/12/2016	03/01/2017
Master of Management in Hospitality	PMH	Sem - I	09/12/2016	03/01/2017

Master of Social Work	PSW	Sem - I	08/12/2016	03/01/2017
Bachelor of Arts in English Literature, Communication and Journalism	UCE	sem - II	31/03/2017	19/04/2017
Bachelor of Arts in Applied Economics	UEC	sem - II	31/03/2017	19/04/2017
Bachelor of Business Administration	UBB	sem - II	01/04/2017	19/04/2017
Bachelor of Commerce	UBM	sem - II	01/04/2017	19/04/2017
Bachelor of Computer Applications	UBC	sem - II	06/04/2017	18/4/2017
Bachelor of Science in Mathematics	UMA	sem - II	31/03/2017	18/04/2017
Bachelor of Social Work	USW	sem - II	01/04/2017	20/04/2017
Master of Computer Applications (Lateral)	PMC	Sem - IV	17/04/2017	02/05/2017
Master of Computer Applications (Regular)	PMC	Sem - II	15/04/2017	01/05/2017
Master of Commerce (Finance)	PMM	Sem - II	21/4/2017	01/05/2017
Master of Management in Hospitality	PMH	Sem - II	15/04/2017	02/05/2017
Master of Social Work	PSW	Sem - II	10/04/2017	01/05/2017

Grievances from Students

During this academic year no grievances were received regarding the conduct of examinations.

Automation initiatives

- A team of faculty members developed a software for generating question papers for the Semester End Examinations. The software was named as SmartE. Question papers were generated using the software right from the first examination itself.

- The College successfully developed and implemented a software for the collection of fees and registration of examinations during this year for the first examination (November 2016) itself. The software was integrated with the website of the College and students could log in and make payments of examination fees online.

- The result processing of the examinations conducted during this year was done by a proprietary software named Rovan. The Rovan team customized the product to suit the requirements of the College. The software was hosted in intranet using a server which was located in the Office of the Controller of Examinations to ensure maximum security for the data.

- Moodle LMS was customized by the faculty of the College and was made use of for the purpose of the conduct of various continuous assessment examinations. Students were asked to upload their assignments into the LMS and the CA scores were published by the teachers in the LMS.

Moderation/Grace mark Boards and decisions

No moderation was granted during this academic year for any programme. Grace marks were awarded by the Examination Committee to deserving students. As per the provisions of the Examination Manual of the College the norms regarding the award of grace marks are based on the norms provided by the parent university. The changes in grace marks norms, if any, effected by the Mahatma Gandhi University is enforced in the College after due approval by the Academic Council.

Appointment of examiners

Examiners for valuation are appointed by the Controller of Examinations based on the recommendation of the Chairman of the respective Board of Studies.

Details of malpractices during examinations

5 cases of malpractices were reported during this academic year. Based on the gravity of the offence due punishments were recommended by the MPC and those recommendations were effected without any change by the office of the Controller of Examinations.

Appointment of Observers/Squad

Mr Robbins A Kattoor and Mr Jaison Mathew served during this year as members of the Examination squad for overseeing the conduct of Semester End Examinations.

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NAAC RE- ACCREDITATION- 4TH CYCLE

Criterion II - Teaching-Learning and Evaluation

Evaluation of Answer Sheets

Evaluation of answer scripts was conducted in valuation camps held in the College in which duly appointed faculty from within the College and outside the College participated.

Expansion of Abbreviations for Programmes

Sl No	Under Graduate Programmes	Abbreviations
1.	Bachelor of Computer Applications	BCA
2.	Bachelor of Business Administration	BBA
3.	Bachelor of Commerce (Aided)	B Com A
4.	Bachelor of Commerce (Self-financing; Batch 1)	B Com B
5.	Bachelor of Social Work (Aided)	BSW A
6.	Bachelor of Social Work (Self-financing)	BSW B
7.	BA Communicative English	BACE
8.	B Sc Mathematics	B Sc (Maths)
9.	B A Economics	B A (Eco)

Sl No	Post Graduate Programmes	Abbreviations
1.	Master of Management in Hospitality	MMH
2.	Master of Commerce (Aided)	M Com A
3.	Master of Commerce (Self-financing; Batch 1)	M Com B
4.	Master of Social Work	MSW
5.	Master of Computer Applications (Lateral entry)	MCA (L)
6.	Master of Computer Applications (Regular)	MCA (R)

Controller of Examinations

Principal