



MARIAN COLLEGE KUTIKKANAM
(AUTONOMOUS)

ANNUAL REPORT OF THE COE 2017 - 2018



Criterion II - Teaching-Learning and Evaluation

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ACADEMIC YEAR 2017-2018

Introduction

Marian College Kuttikkanam acquired academic autonomy on June 1, 2016 and 2017-2018 is the second year under autonomy. The post graduate students who joined the College in the academic year 2016 (except MCA Regular batch) completed their programme of study and passed out of the College during this year. The tabulation register was submitted to the parent University, Mahatma Gandhi University, Kottayam and the students received their provisional and degree certificates from them.

The team of teachers who were appointed in 2016 continued to serve the office of the Controller of Examinations. Mr Biju P Mani, Associate Professor, Department of Law, and Dr Soosy Joseph, Associate Professor, Department of Hindi, continued as the Controller of Examination and Additional Controller of Examinations respectively.. Ms Amruth K John served the office as the system administrator and Ms Melby Joseph served as the Camp Officer to facilitate the valuation of answer books.

Academic/Examination Calendar

The examination calendar for the College was prepared and distributed among faculty colleagues by the Office of the Controller. The calendar proposed to hold the odd semester examinations in the month of October and the even Semester in the month of March. The academic calendar for the year 2017-2018 is given below.





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MARIAN COLLEGE KUTTIKKANAM (AUTONOMOUS)

EXAMINATION CALENDER 2017-2018

UG - 1 & 3 SEMESTER

UG First Semester Begins on June 14, 2017 UG Third Semester Begins on June 01, 2017					
WORKING DAYS			EXAM SCHEDULE		
MONTH	NUMBER OF DAYS		CA1	UG 1 SEM	UG 3 SEM
	1 Sem	3 Sem			
JUNE	13	22		July - 5,6,7,10,11,12	
JULY	21	21			June - 26,27,28,29,30 July - 4
AUGUST	21	21	CA2	UG 1 SEM	Aug - 9,10,11,14,16,17
SEPTEMBER	12	12		UG 3 SEM	Aug - 1,2,3,4,7,8
OCTOBER	20	15	CA3	UG 1 SEM	Sep - 20,22,25,26,27,28
NOVEMBER	3			UG 3 SEM	Sep - 11,13,14,15,18,19
TOTAL	90	91	SEMESTER END EXAMINATION	UG 1 SEM	2017 Oct - 26,27,30,31 2017 Nov - 2,3
				UG 3 SEM	2017 Oct - 16,17,19,20,23,24
IMPORTANT DATES					
VALUATION CAMP			UG 1 SEM	Nov - 6 To 10	
			UG 3 SEM	Oct - 26 To Nov 1	
DECLARATION OF RESULT			UG 1 SEM	2017 Nov 22	
			UG 3 SEM	2017 Nov 10-14	
LAST DATE OF APPLICATION FOR REVALUATION / SCRUTINY			UG 1 SEM	Nov-28	
			UG 3 SEM	Nov-15	
RESULT OF REVALUATION			UG 1 SEM	Dec-11	
			UG 3 SEM	Nov-30	





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EXAMINATION CALENDER 2017-2018

PG - 1 & 3 SEMESTER

PG First Semester Begins on July 04, 2017			
PG Third Semester Begins on June 01, 2017			
WORKING DAYS			EXAM SCHEDULE
MONTH	NUMBER OF DAYS		
	1 Sem	3 Sem	
JUNE		22	CA1 PG 1 SEM July - 31 Aug - 1,2,3,4
JULY	20	21	PG 3 SEM June - 26,27,28,29,30 July - 4
AUGUST	21	21	CA2 PG 1 SEM Sep - 11,13,14,15,18
SEPTEMBER	12	12	PG 3 SEM Aug - 1,2,3,4,7,8,
OCTOBER	21	20	CA3 PG 1 SEM Oct - 16,17,19,20,23
NOVEMBER	16		PG 3 SEM Sep - 11,13,14,15,18,19
TOTAL	90	96	SEMESTER END EXAMINATION PG 1 SEM Nov - 14,16,18,20,22
			PG 3 SEM OCT - 16,17,19,20,23
IMPORTANT DATES			
VALUATION CAMP		PG 1 SEM	Nov - 27 To 30
		PG 3 SEM	Oct - 26 To Nov 1
DECLARATION OF RESULT		PG 1 SEM	2017 Dec 8-19
		PG 3 SEM	2017 Nov 24-30
LAST DATE OF APPLICATION FOR REVALUATION / SCRUTINY		PG 1 SEM	2017 Dec 22
		PG 3 SEM	2017 Dec 04
RESULT OF REVALUATION		PG 1 SEM	2018 Jan 05
		PG 3 SEM	2017 Dec 09





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EXAMINATION CALENDER 2017-2018

UG - 2 & 4 SEMESTER

UG Second Semester Begins on November 6 UG Forth Semester Begins on October 25			
WORKING DAYS		EXAM SCHEDULE	
MONTH	NUMBER OF DAYS		
	2 Sem	4 Sem	
OCTOBER		5	CA1 UG 2 SEM: Dec- 6,7,8,11,12,13 UG 4 SEM: Nov-24,27,28,29,30 Dec- 1,4
NOVEMBER	19	22	CA2 UG 2 SEM: Jan- 4,5,8,9,10,11 UG 4 SEM: Dec- 14,15,18,19,20,21
DECEMBER	16	16	
JANUARY	22	22	CA3 UG 2 SEM: Feb- 6,8,9,12,14,15 UG 4 SEM: Jan- 29,30,31 Feb- 1,2,5
FEBRUARY	19	19	
MARCH	20	20	SEMESTER END EXAMINATION UG 2 SEM: Mar- 13,15,19,21,23,27,28 UG 4 SEM: Mar- 12,14,16,20,22,26,28
TOTAL	96	104	
IMPORTANT DATES			
VALUATION CAMP	UG 2 SEM	Apr 2 to 6	
	UG 4 SEM	Apr 2 to 6	
DECLARATION OF RESULT	UG 2 SEM	2018 April 17-19	
	UG 4 SEM	2018 April 17-19	
LAST DATE OF APPLICATION FOR REVALUATION / SCRUTINY	UG 2 SEM	2018 April 25	
	UG 4 SEM	2018 April 25	
RESULT OF REVALUATION	UG 2 SEM	2018 April 30	
	UG 4 SEM	2018 April 30	





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EXAMINATION CALENDER 2017-2018

PG - 2 & 4 SEMESTER

PG Second Semester Begins on November 23 PG Forth Semester Begins on October 24					
WORKING DAYS			EXAM SCHEDULE		
MONTH	NUMBER OF DAYS		CA1	PG 2 SEM	PG 4 SEM
	2 Sem	4 Sem			
OCTOBER		6			
NOVEMBER	6	22			
DECEMBER	16	16			
JANUARY	22	22			
FEBRUARY	19	19			
MARCH	20	19			
APRIL	10				
TOTAL	93	104			
IMPORTANT DATES					
VALUATION CAMP	PG 2 SEM	Apr - 16 to 20			
	PG 4 SEM	Mar - 27,28 Apr - 2 to 4			
DECLARATION OF RESULT	PG 2 SEM	2018 April 25 and June 5			
	PG 4 SEM	2018 April 19 and 24			
LAST DATE OF APPLICATION FOR REVALUATION / SCRUTINY	PG 2 SEM	2018 April 30 and June 9			
	PG 4 SEM	2018 April 25 and 28			
RESULT OF REVALUATION	PG 2 SEM	2018 May 7 and 14			
	PG 4 SEM	2018 May 1 and 4			





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Result Summary

During the academic year 2017-2018, **154** post graduate students appeared for the final semester end examinations. Among them **148** students (**96.10** percentage) successfully completed their programmes. The programme wise result summary is given below;

PG 2016-2018 Batch Final Results

Department	No. of Students Appeared	No. of Students Passed	No. of Students Failed	Pass Percentage	Fail Percentage
MMH	25	21	4	84.00	16.00
M Com A	18	18	0	100	0
M Com B	30	30	0	100	0
MSW	25	25	0	100	0
MCA (L)	56	54	2	96.43	3.57

PG- Result Analysis - First and third Semesters (October 2017)

PROGRAMME	SEM	APPEARED			PASS			% PASS		
		Tot	Boys	Girls	Tot	Boys	Girls	Tot	Boys	Girls
MMH	1	25	17	8	23	16	7	92.00%	94.00%	88.00%
	3	25	18	7	25	18	7	100.00%	100.00%	100.00%
M Com A	1	15	3	12	14	2	12	93.00%	67.00%	100.00%
	3	18	6	12	17	5	12	94.00%	83.00%	100.00%
M Com B	1	25	12	13	24	11	13	96.00%	92.00%	100.00%
	3	30	10	20	29	9	20	97.00%	90.00%	100.00%
M Com C	1	30	0	30	27	0	27	90.00%	0.00%	90.00%
MSW	1	29	10	19	28	10	18	97.00%	100.00%	95.00%
	3	25	4	21	24	4	20	96.00%	100.00%	95.00%
MCA (R)	1	6	3	3	6	3	3	100.00%	100.00%	100.00%
	3	9	4	5	8	4	4	89.00%	100.00%	80.00%



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MCA (L)	3	89	42	47	80	38	42	90.00%	90.00%	89.00%
	5	56	20	36	55	19	36	98.00%	95.00%	100.00%
MCMS	1	20	11	9	20	11	9	100.00%	100.00%	100.00%
TOTAL		402	160	242	380	150	230	94.53%	93.75%	95.04%

PG- Result Analysis – Second and Fourth Semesters (March 2018)

PROGRAMME	SEM	APPEARED			PASS			% PASS		
		Tot	Boys	Girls	Tot	Boys	Girls	Tot	Boys	Girls
MMH	2	25	17	8	23	15	8	92.00%	88.00%	100.00%
	4	25	18	7	21	14	7	84.00%	78.00%	100.00%
M Com A	2	15	3	12	15	3	12	100.00%	100.00%	100.00%
	4	18	6	12	18	6	12	100.00%	100.00%	100.00%
M Com B	2	24	11	13	23	10	13	96.00%	91.00%	100.00%
	4	30	10	20	27	8	19	90.00%	80.00%	95.00%
M Com C	2	29	0	29	29	0	29	100.00%	0.00%	100.00%
MSW	2	29	10	19	28	9	19	97.00%	90.00%	100.00%
	4	25	4	21	25	4	21	100.00%	100.00%	100.00%
MCA (R)	2	5	3	2	5	3	2	100.00%	100.00%	100.00%





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	4	9	4	5	9	4	5	100.00%	100.00%	100.00%
MCA (L)	4	90	43	47	83	38	45	92.00%	88.00%	96.00%
	6	56	20	36	56	20	36	100.00%	100.00%	100.00%
MCMS	2	20	11	9	19	10	9	95.00%	91.00%	100.00%
TOTAL		400	160	240	381	144	237	95.25%	90.00%	98.75%

UG- Result Analysis - First and third Semesters (October 2017)

PROGRAMME	SEM	APPEARED			PASS			% PASS		
		Tot	Boys	Girls	Tot	Boys	Girls	Tot	Boys	Girls
BCA	1	59	32	27	49	25	24	83.00%	78.00%	89.00%
	3	67	44	23	47	29	18	70.00%	66.00%	78.00%
BBA	1	64	30	34	49	19	30	77.00%	63.00%	88.00%
	3	64	31	33	35	14	21	55.00%	45.00%	64.00%
B Com A	1	59	28	31	47	20	27	80.00%	71.00%	87.00%
	3	69	29	40	59	21	38	86.00%	72.00%	95.00%
B Com B	1	50	29	21	40	19	21	80.00%	66.00%	100.00%
	3	58	39	19	48	32	16	83.00%	82.00%	84.00%
B Com C	1	50	35	15	39	25	14	78.00%	71.00%	93.00%
BSW	1	24	10	14	14	3	11	58.00%	30.00%	79.00%



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	3	26	7	19	20	5	15	77.00%	71.00%	79.00%
BA (A Eco)	1	27	11	16	23	9	14	85.00%	82.00%	88.00%
BA (Eco)	3	34	14	20	25	7	18	74.00%	50.00%	90.00%
BACE	1	34	9	25	13	2	11	38.00%	22.00%	44.00%
	3	43	16	27	41	14	27	95.00%	88.00%	100.00%
B Sc (Maths)	1	29	9	20	26	8	18	90.00%	89.00%	90.00%
	3	28	9	19	25	8	17	89.00%	89.00%	89.00%
BSW	1	24	8	16	14	4	10	58.00%	50.00%	63.00%
	3	22	7	15	19	4	15	86.00%	57.00%	100.00%
TOTAL		831	397	434	633	268	365	76.17%	67.51%	84.10%

UG- Result Analysis – Second and Fourth Semesters (March 2018)

PROGRAMME	SEM	APPEARED			PASS			% PASS		
		Tot	Boys	Girls	Tot	Boys	Girls	Tot	Boys	Girls
BCA	2	59	32	27	48	25	23	81.00%	78.00%	85.00%
	4	67	44	23	52	34	18	78.00%	77.00%	78.00%
BBA	2	63	29	34	38	16	22	60.00%	55.00%	65.00%
	4	64	31	33	54	25	29	84.00%	81.00%	88.00%



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B Com A	2	58	28	30	48	22	26	83.00%	79.00%	87.00%
	4	68	28	40	62	23	39	91.00%	82.00%	98.00%
B Com B	2	50	29	21	42	21	21	84.00%	72.00%	100.00%
	4	58	39	19	48	31	17	83.00%	79.00%	89.00%
B Com C	2	50	35	15	41	26	15	82.00%	74.00%	100.00%
BSW	2	24	10	14	15	2	13	63.00%	20.00%	93.00%
	4	26	7	19	20	6	14	77.00%	86.00%	74.00%
B A (A Eco)	2	27	11	16	23	9	14	85.00%	82.00%	88.00%
BA (Eco)	4	32	13	19	24	8	16	75.00%	62.00%	84.00%
BACE	2	32	8	24	24	5	19	75.00%	63.00%	79.00%
	4	42	15	27	33	9	24	79.00%	60.00%	89.00%
B Sc (Maths)	2	29	9	20	28	9	19	97.00%	100.00%	95.00%
	4	28	9	19	27	8	19	96.00%	89.00%	100.00%
BSW	2	24	8	16	18	5	13	75.00%	63.00%	81.00%
	4	21	6	15	19	4	15	90.00%	67.00%	100.00%
TOTAL		822	391	431	664	288	376	80.78%	73.66%	87.24%





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Revaluation requests and change in marks

During the academic year 2017-18 1224 students belonging to the first and second year batches of UG and PG programmes appeared for their SEE under the autonomy stream. The summary of revaluation requests are given below;

	2017 October	2018 March	Total
PG	10	11	21
UG	31	28	59
Total requests during the year			80

Time taken for publication of results (Last exam date – declaration of result – No. of days) 2017 – 2018

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 - III	25/10/2017	10/11/2017
Bachelor of Arts in Applied Economics	UEC	Sem - III	27/10/2017	14/11/2017
Bachelor of Business Administration	UBB	Sem - III	27/10/2017	14/11/2017
Bachelor of Commerce	UBM	Sem - III	27/10/2017	10/11/2017
Bachelor of Computer Applications	UBC	Sem - III	25/10/2017	10/11/2017



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Bachelor of Science in Mathematics	UMA	Sem - III	23/10/2017	10/11/2017
Bachelor of Social Work	USW	Sem - III	25/10/2017	10/11/2017
Master of Computer Applications (Lateral)	PMC	Sem - v	26/10/2017	24/11/2017
Master of Computer Applications (Regular)	PMC	Sem - III	26/10/2017	24/11/2017
Master of Commerce (Finance)	PMM	Sem - III	26/10/2017	24/11/2017
Master of Management in Hospitality	PMH	Sem - III	27/10/2017	24/11/2017
Master of Social Work	PSW	Sem - III	26/10/2017	30/11/2017
Bachelor of Arts in English Literature, Communication and Journalism	UCE	Sem - IV	27/03/2018	18/04/2018
Bachelor of Arts in Applied Economics	UEC	Sem - IV	27/03/2018	18/04/2018
Bachelor of Business Administration	UBB	Sem - IV	28/03/2018	19/04/2018
Bachelor of Commerce	UBM	Sem - IV	27/03/2018	18/04/2018
Bachelor of Computer Applications	UBC	Sem - IV	26/03/2018	17/4/2018
Bachelor of Science in Mathematics	UMA	Sem - IV	27/03/2018	18/04/2018
Bachelor of Social Work	USW	Sem - IV	26/03/2018	19/04/2018
Master of Computer Applications (Lateral)	PMC	Sem - IV	04/04/2018	24/04/2018
Master of Computer Applications (Regular)	PMC	Sem - IV	30/03/2018	19/04/2018
Master of Commerce (Finance)	PMM	Sem - IV	29/03/2018	19/04/2018





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Master of Management in Hospitality	PMH	Sem - IV	30/03/2018	19/4/2018
Master of Social Work	PSW	Sem - IV	23/03/2018	19/04/2018
Bachelor of Arts in English Literature, Communication and Journalism	UCE	Sem - I	02/11/2017	22/11/2017
Bachelor of Arts in Applied Economics	UEC	Sem - I	02/11/2017	22/11/2017
Bachelor of Business Administration	UBB	Sem - I	03/11/2017	22/11/2017
Bachelor of Commerce	UBM	Sem - I	03/11/2017	22/11/2017
Bachelor of Computer Applications	UBC	Sem - I	03/11/2017	22/11/2017
Bachelor of Science in Mathematics	UMA	Sem - I	03/11/2017	22/11/2017
Bachelor of Social Work	USW	Sem - I	02/11/2017	22/11/2017
Master of Computer Applications (Lateral)	PMC	Sem - III	05/12/2017	19/12/2017
Master of Computer Applications (Regular)	PMC	Sem - I	05/12/2017	19/12/2017
Master of Commerce (Finance)	PMM	Sem - I	24/11/2017	08/12/2017
Master of Management in Hospitality	PMH	Sem - I	28/11/2017	08/12/2017
Master of Social Work	PSW	Sem - I	29/11/2017	13/12/2017
Master of Arts in Communication and Media Studies	PMS	Sem - I	25/11/2017	11/12/2017
Bachelor of Arts in English Literature,	UCE	Sem - II	28/03/2018	18/04/2018





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Communication and Journalism				
Bachelor of Arts in Applied Economics	UEC	Sem - II	28/03/2018	18/04/2018
Bachelor of Business Administration	UBB	Sem - II	29/03/2018	19/04/2018
Bachelor of Commerce	UBM	Sem - II	28/03/2018	18/04/2018
Bachelor of Computer Applications	UBC	Sem - II	28/03/2018	17/04/2018
Bachelor of Science in Mathematics	UMA	Sem - II	29/03/2018	19/04/2018
Bachelor of Social Work	USW	Sem - II	26/03/2018	18/04/2018
Master of Computer Applications (Lateral)	PMC	Sem - IV	17/04/2018	25/04/2018
Master of Computer Applications (Regular)	PMC	Sem - II	17/04/2018	25/04/2018
Master of Commerce (Finance)	PMM	Sem - II	18/04/2018	26/04/2018
Master of Management in Hospitality	PMH	Sem - II	28/05/2018	05/06/2018
Master of Social Work	PSW	Sem - II	14/04/2018	25/04/2018
Master of Arts in Communication and Media Studies	PMS	Sem - II	10/04/2018	25/04/2018





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Grievances from Students

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

Convocation

The Convocation ceremony for UG batches was held on 06 March 2018. Principal, Rev Dr Roy Abraham P was the Chairman of the meeting. Dr. K. Alexander former Principal St. Dominic's College, Kanjirappally and former syndicate member was the Chief Guest. Dr. Jose James, former Registrar of Mahatma Gandhi University gave a message to graduating students. The Manager of the College Fr. James Kozhimala, Vice principals, Heads of various departments, graduating students and parents of graduating students attended the function.

The Convocation ceremony for PG batches was held on 30 June 2018. Principal, Rev Dr Roy Abraham P was the Chairman of the meeting. Prof. Dr. K.S. Radhakrishnan (Former Vice-Chancellor) was the Chief Guest. H.E. Mar Mathew Arackal, the Manager of the College Fr. James Kozhimala, Vice principals, Heads of various departments, graduating students and parents of graduating students attended the function.

Automation initiatives and significant reforms in procedures

- The functionality of SmartE software was enhanced and module for question paper generation was updated.
- Facility provided for regulating continuous assessment process. Faculty were required to complete the CA evaluation within specified time schedules set by the examination office and the portal was closed based on these deadlines. This facility ensured progressive evaluation and timely completion of the evaluation process.
- An IMS from Rovon Software was used for facilitating the admission process of students and this ensured data accuracy and avoided duplication of data entry tasks in the examination office.
- For monitoring the attendance of students a software was developed (mcka).



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Constitution of Committees and meeting details

For ensuring smooth conduct of examinations the College constituted the following committees. They are;

- Examination Committee, and
- Malpractice Prevention Committee.

The members of the Committees are nominated by the Principal of the College. The following are the members of the Examination Committee during this year.

SI No.	Name of the Member	Position in the Committee
1	Dr Rajimol A	Chairman
2	Mr Win Mathew John	Member
3	Ms Melby Joseph	Member

The following are the members of the Malpractice Prevention Committee.

SI No.	Name of the Member	Position in the Committee
1	Dr Jojo K Joseph	Chairman
2	Ms Amruth K John	Member
3	Ms Suzanna Oommen	Member
4	Mr Nebu Cherian	Member

Setting of Question Papers

The question papers were generated from the question bank with the help of the the software named SmartE. The teachers in charge of each course were entrusted with the task of preparing question banks for each course. To ensure quality of the question bank they were subjected to peer vetting by faculty from inside the College and outside the College. The vetting process ensured that the question bank adhered to the norms set for preparation of questions. The following are the norms set by the College for question bank.

- The question bank should uniformly cover entire syllabus prescribed for the course.



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- An average student could easily understand the meaning of the questions.
- There should not be any typographical and grammatical errors.
- There should be a mix of questions from different taxonomy levels.
- Question Bank should ensure a mix of easy, moderate and challenging questions.

The teachers entrusted with vetting of the question bank were asked to give a general comment on the quality of the question bank. Moreover they were asked to give a feedback on any specific questions which required improvement/modification.

Moderation/Grace mark Boards and decisions

During this academic year moderation was not awarded to any of the students in the College. Grace marks were awarded to deserving students on the basis of the recommendation of the Examination Committee.

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

8 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 Win Mathew John and Mr Jaison served during this year as members of the Examination squad for overseeing the conduct of Semester End Examinations.

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.





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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 Commerce (Self-financing; Batch 2)	B Com C
6.	Bachelor of Social Work (Aided)	BSW A
7.	Bachelor of Social Work (Self-financing)	BSW B
8.	BA Communicative English	BACE
9.	B Sc Mathematics	B Sc (Maths)
10.	B A Applied Economics	B A (A Eco)
11.	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 Commerce (Self-financing; Batch 2)	M Com C
5.	Master of Social Work	MSW
6.	Master of Computer Applications (Lateral entry)	MCA (L)
7.	Master of Computer Applications (Regular)	MCA (R)
8.	M A (Communication and Media Studies)	MCMS

Controller of Examinations



Principal