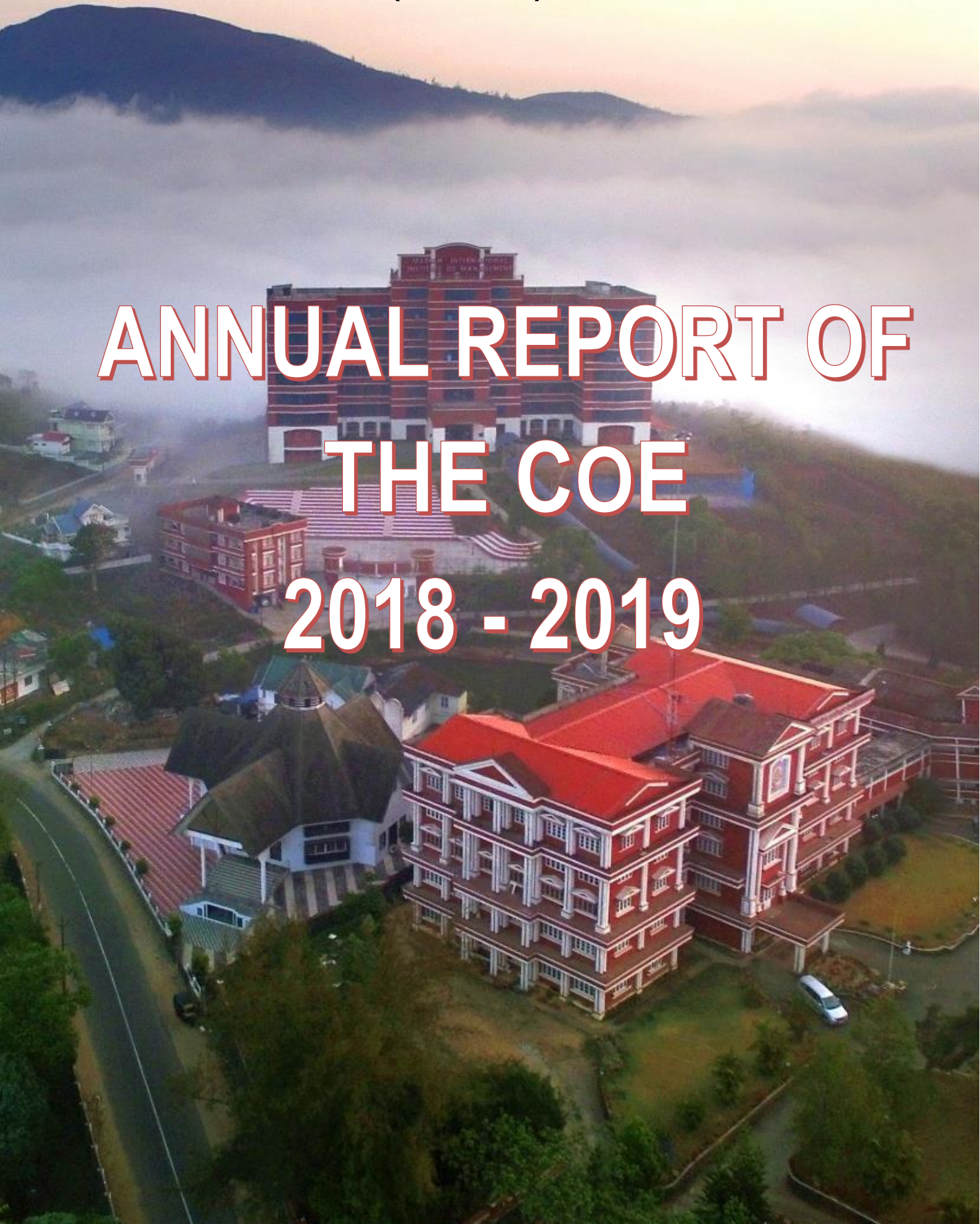




MARIAN COLLEGE KUTTIKANAM
(AUTONOMOUS)

ANNUAL REPORT OF THE COE 2018 - 2019



Criterion II - Teaching-Learning and Evaluation

TABLE OF CONTENTS

ACADEMIC YEAR 2018-2019	4
Introduction	4
Academic/Examination Calendar	4
Result Summary	9
UG 2016-19 Batch Final Result Analysis - March 2019	9
PG 2017-19 Batch Final Result Analysis - March 2019	10
PG- Result Analysis - First And Third Semesters (October 2018)	10
PG- Result Analysis – Second And Fourth Semesters (March 2019)	12
UG- Result Analysis – First, Third And Fifth Semesters (October 2018).....	13
UG- Result Analysis – Second, Fourth And Sixth Semesters (March 2019)	15
Revaluation requests and change in marks	16
Time Taken For Publication Of Results (Last Exam Date – Declaration Of Result – No. Of Days)	
Grievances From Students	21
Convocation	21
Automation Initiatives And Significant Reforms In Procedures	21
Constitution Of Committees And Meeting Details	22
Setting Of Question Papers.....	22
Moderation/Grace Mark Boards And Decisions	23
Appointment Of Examiners.....	23
Details Of Malpractices During Examinations	23

Criterion II - **Teaching-Learning and Evaluation**

Appointment Of Observers/Squad.....	23
Evaluation Of Answer Sheets.....	23
Expansion Of Abbreviations For Programmes	24





ACADEMIC YEAR 2018-2019

Introduction

The first batch of under graduate students who joined the College in the academic year 2016 completed their third year and passed out of the College during this year. The second batch of PG students (2017-19) also completed their programme 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.

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 Mr Amal Thankachen 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 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 2018-2019 is given below.





Criterion II - Teaching-Learning and Evaluation



MARIAN COLLEGE KUTTIKKANAM (AUTONOMOUS)

EXAMINATION CALENDAR 2018-2019

UG - 1, 3 & 5 SEMESTER

WORKING DAYS				EXAM SCHEDULE				
MONTH	NUMBER OF DAYS			CA1	UG 1 SEM	UG 3 SEM	UG 5 SEM	
	1 Sem	3 Sem	5 Sem					
JUNE	10	19	19	UG 1 SEM	July - 23,24,25,26,27,30	UG 3 SEM	July - 4,5,6,9,10,11	
JULY	22	22	22	UG 5 SEM	July - 4,5,6,9,10,11	UG 1 SEM	July - 4,5,6,9,10,11	
AUGUST	14	14	14	CA2	UG 1 SEM	Sep - 17,18,19,24,25,26	UG 3 SEM	Aug - 1,2,3,6,7,8
SEPTEMBER	18	18	18	UG 5 SEM	Aug - 1,2,3,6,7,8	UG 1 SEM	Aug - 1,2,3,6,7,8	
OCTOBER	20	20	18	CA3	UG 1 SEM	Oct - 13,16,17,22,23,24	UG 3 SEM	Oct - 1,3,4,5,8,9
NOVEMBER	9	3	7	UG 5 SEM	Oct - 1,3,4,5,8,9	UG 1 SEM	Oct - 1,3,4,5,8,9	
TOTAL	93	96	98	SEMESTER END EXAMINATION	UG 1 SEM	Nov - 12,14,16,19,21,23,24	UG 3 SEM	Nov - 1,5,8,12,14,16,19,21,22
				UG 5 SEM	Oct - 29,31 , Nov - 2,5,7,9,12,15			
IMPORTANT DATES								
VALUATION CAMP				UG 1 SEM	Nov - 14 to 27			
				UG 3 SEM	Nov - 3 to 26			
				UG 5 SEM	Oct - 31 to Nov 14			
DECLARATION OF RESULT				UG 1 SEM	2018 Dec 06			
				UG 3 SEM	2018 Nov 30, Dec 3,6,7			
				UG 5 SEM	2018 Nov 23-30			
LAST DATE OF APPLICATION FOR REVALUATION / SCRUTINY				UG 1 SEM	2018 Dec 10			
				UG 3 SEM	2018 Dec 11			
				UG 5 SEM	2018 Dec 04			
RESULT OF REVALUATION				UG 1 SEM	2018 Dec 17			
				UG 3 SEM	2018 Dec 17			
				UG 5 SEM	2018 Dec 12			



Criterion II - Teaching-Learning and Evaluation



MARIAN COLLEGE KUTTIKKANAM (AUTONOMOUS)

EXAMINATION CALENDAR 2018-2019

PG - 1 & 3 SEMESTER

PG 1st Semester Begins on July 04, 2018			
PG 3rd Semester Begins on June 13, 2018			
WORKING DAYS		EXAM SCHEDULE	
MONTH	NUMBER OF DAYS		
	1 Sem	3 Sem	
JUNE		19	CA1 PG 1 SEM August - 6,7,8,9,10 PG 3 SEM July - 4,5,6,9,10
JULY	20	22	CA2 PG 1 SEM Sep - 24,25,26,27,28 PG 3 SEM Aug - 1,2,3,6,7
AUGUST	14	14	
SEPTEMBER	18	18	CA3 PG 1 SEM Oct - 22,23,24,25,26 PG 3 SEM Oct - 1,3,4,5,8
OCTOBER	20	20	
NOVEMBER	18		SEMESTER END EXAMINATION PG 1 SEM Nov - 28,30 Dec - 3,5,7 PG 3 SEM Oct - 29,31 Nov - 2,5,7
TOTAL	90	93	
IMPORTANT DATES			
VALUATION CAMP		PG 1 SEM	Nov - 30 to Dec - 12
		PG 3 SEM	Oct - 31 to Nov -12
DECLARATION OF RESULT		PG 1 SEM	2018 Dec 20, 2019 Jan 16,30
		PG 3 SEM	2018 Nov 19, Dec 5,10
LAST DATE OF APPLICATION FOR REVALUATION / SCRUTINY		PG 1 SEM	2018 Dec 31, 2019 Jan 19, Feb 04
		PG 3 SEM	2018 Nov 23, Dec 10,14
RESULT OF REVALUATION		PG 1 SEM	2019 Jan 7, Feb 8
		PG 3 SEM	2018 Nov 30, Dec 20





Criterion II - Teaching-Learning and Evaluation



MARIAN COLLEGE KUTTIKANAM (AUTONOMOUS)

EXAMINATION CALENDAR 2018-2019

UG - 2 , 4 & 6 SEMESTER

UG 2nd Semester Begins on November 27, 2018 UG 4th Semester Begins on November 15, 2018 UG 6th Semester Begins on November 8, 2018							
WORKING DAYS				EXAM SCHEDULE			
MONTH	NUMBER OF DAYS			CA1	UG 2 SEM	UG 4 SEM	UG 6 SEM
	2 Sem	4 Sem	6 Sem				
NOVEMBER	4	11	16		Jan-14,15,16,17,18,21	Dec-13,14,17,18,19,20	Dec-10,11,12,13,14
DECEMBER	16	16	16	CA2	Feb - 1,4,5,6,7,8	Jan - 24,25,28,29,30,31	Jan - 17,18,21,22,23,24
JANUARY	24	24	24	CA3	Mar - 11,12,13,14,15,18	Feb - 28, Mar - 1,5,6,7,8	Feb - 25,26,27,28, Mar - 1,5
FEBRUARY	20	20	20	CA RETEST	MAR - 19,20,21,22,25,26	MAR - 11,12,13,15,18	MAR - 7,8,11,12,13
MARCH	20	20	20	SEMESTER END EXAMINATION	APR-2,4,9,11,16,17,29	APR - 1,3,5,8,10,12,13	MAR - 18,20,22,25,27,28,29
APRIL	12	10					
TOTAL	96	101	96				
IMPORTANT DATES							
VALUATION CAMP				UG 2 SEM	APR 4-30		
				UG 4 SEM	APR 3-17		
				UG 6 SEM	MAR 20 - APR 3		
DECLARATION OF RESULT				UG 2 SEM	2019 May 3,15		
				UG 4 SEM	2019 April 29,30		
				UG 6 SEM	2019 April 4,11		
LAST DATE OF APPLICATION FOR REVALUATION / SCRUTINY				UG 2 SEM	2019 May 7		
				UG 4 SEM	2019 May 4		
				UG 6 SEM	2019 April 13		
RESULT OF REVALUATION				UG 2 SEM	2019 May 15		
				UG 4 SEM	2019 May 15		
				UG 6 SEM	2019 April 24		





Criterion II - Teaching-Learning and Evaluation

Result Summary

During the academic year 2018-2019, **239** post graduate students and **404** under graduate students appeared for the final semester end examinations. Among them **590** students (**91.76** percentage) successfully completed their programmes. The programme wise result summary is given below;

UG 2016-19 Batch Final Result Analysis - March 2019

PROGRAMME	PROGRAMME WISE										
	No. of Students Appeared	No. of Students Passed	No. of Students Failed	Pass Percentage	Fail Percentage	A+	A	B	C	D	E
BCA	65	56	9	86.15	13.85	9	16	16	14	1	-
BBA	64	56	8	87.50	12.50	8	14	18	15	1	-
B Com A	68	64	4	94.12	5.88	10	25	18	10	1	-
B Com B	58	54	4	93.10	6.90	1	16	15	17	5	-
BSW	26	20	6	76.92	23.08	1	3	8	8	-	-
BA (Eco)	32	26	6	81.25	18.75	5	7	10	4	-	-
BACE	42	33	9	78.57	21.43	1	6	23	3	-	-
B Sc (Maths)	28	27	1	96.43	3.57	4	12	11	-	-	-
BSW	21	18	3	85.71	14.29	-	1	6	9	2	-





Criterion II - Teaching-Learning and Evaluation

PG 2017-19 Batch Final Result Analysis - March 2019

Department	No. of Students Appeared	No. of Students Passed	No. of Students Failed	Pass Percentage	Fail Percentage
MMH	23	23	0	100.00	0.00
M Com A	15	15	0	100.00	0.00
M Com B	24	24	0	100.00	0.00
M Com C	29	29	0	100.00	0.00
MSW	29	29	0	100.00	0.00
MCA (R)	9	8	1	88.89	11.11
MCA (L)	90	88	2	97.78	2.22
MCMS	20	20	0	100.00	0.00

PG- Result Analysis - First and Third Semesters (October 2018)

PROGRAMME	SEM	APPEARED			PASS			% PASS		
		Tot	Boys	Girls	Tot	Boys	Girls	Tot	Boys	Girls
MMH	1	24	16	8	18	10	8	75.00%	63.00%	100.00%
	3	23	15	8	23	15	8	100.00%	100.00%	100.00%
M Com A	1	15	4	11	13	2	11	87.00%	50.00%	100.00%
	3	15	3	12	13	3	10	87.00%	100.00%	83.00%
M Com B	1	25	7	18	25	7	18	100.00%	100.00%	100.00%



Criterion II - Teaching-Learning and Evaluation

	3	24	11	13	24	11	13	100.00%	100.00%	100.00%
M Com C	1	30	11	19	26	8	18	87.00%	73.00%	95.00%
	3	29	0	29	29	0	29	100.00%	0.00%	100.00%
MSW	1	29	6	23	28	5	23	97.00%	83.00%	100.00%
	3	29	10	19	26	8	18	90.00%	80.00%	95.00%
MCA (R)	1	9	3	6	8	3	5	89.00%	100.00%	83.00%
	3	5	3	2	5	3	2	100.00%	100.00%	100.00%
	5	9	4	5	9	4	5	100.00%	100.00%	100.00%
MCA (L)	3	79	44	35	67	38	29	85.00%	86.00%	83.00%
	5	90	43	47	77	34	43	86.00%	79.00%	91.00%
MCMS	1	19	6	13	18	6	12	95.00%	100.00%	92.00%
	3	20	11	9	20	11	9	100.00%	100.00%	100.00%
TOTAL		474	197	277	429	168	261	90.51%	85.28%	94.22%





Criterion II - Teaching-Learning and Evaluation

PG- Result Analysis – Second and Fourth Semesters (March 2019)

PROGRAMME	SEM	APPEARED			PASS			% PASS		
		Tot	Boys	Girls	Tot	Boys	Girls	Tot	Boys	Girls
MMH	2	24	16	8	24	16	8	100.00%	100.00%	100.00%
	4	23	15	8	23	15	8	100.00%	100.00%	100.00%
M Com A	2	15	4	11	14	3	11	93.00%	75.00%	100.00%
	4	15	3	12	14	3	11	93.00%	100.00%	92.00%
M Com B	2	25	7	18	25	7	18	100.00%	100.00%	100.00%
	4	24	11	13	21	9	12	88.00%	82.00%	92.00%
M Com C	2	30	11	19	24	5	19	80.00%	45.00%	100.00%
	4	29	0	29	24	0	24	83.00%	0.00%	83.00%
MSW	2	29	6	23	29	6	23	100.00%	100.00%	100.00%
	4	29	10	19	28	9	19	97.00%	90.00%	100.00%
MCA (R)	2	9	3	6	7	3	4	78.00%	100.00%	67.00%
	4	5	3	2	5	3	2	100.00%	100.00%	100.00%
	6	9	4	5	9	4	5	100.00%	100.00%	100.00%
MCA (L)	4	79	44	35	71	37	34	90.00%	84.00%	97.00%
	6	90	43	47	83	40	43	92.00%	93.00%	91.00%
MCMS	2	19	6	13	18	6	12	95.00%	100.00%	92.00%





Criterion II - Teaching-Learning and Evaluation

	4	20	11	9	20	11	9	100.00%	100.00%	100.00%
TOTAL		474	197	277	439	177	262	92.62%	89.85%	94.58%

UG- Result Analysis – First, Third and Fifth Semesters (October 2018)

PROGRAMME	SEM	APPEARED			PASS			% PASS		
		Tot	Boys	Girls	Tot	Boys	Girls	Tot	Boys	Girls
BCA	1	60	37	23	52	30	22	87.00%	81.00%	96.00%
	3	59	32	27	50	26	24	85.00%	81.00%	89.00%
	5	65	42	23	56	37	19	86.00%	88.00%	83.00%
BBA	1	60	35	25	46	23	23	77.00%	66.00%	92.00%
	3	63	28	35	47	18	29	75.00%	64.00%	83.00%
	5	63	31	32	57	27	30	90.00%	87.00%	94.00%
B Com A	1	60	25	35	45	17	28	75.00%	68.00%	80.00%
	3	58	28	30	47	20	27	81.00%	71.00%	90.00%
	5	67	27	40	63	23	40	94.00%	85.00%	100.00%
B Com B	1	48	20	28	39	13	26	81.00%	65.00%	93.00%
	3	50	29	21	41	21	20	82.00%	72.00%	95.00%
	5	58	39	19	51	34	17	88.00%	87.00%	89.00%



Criterion II - Teaching-Learning and Evaluation

B Com C	1	47	26	21	34	15	19	72.00%	58.00%	90.00%
	3	50	35	15	38	24	14	76.00%	69.00%	93.00%
BSW	1	23	7	16	18	7	11	78.00%	100.00%	69.00%
	3	24	10	14	19	5	14	79.00%	50.00%	100.00%
	5	23	5	18	18	3	15	78.00%	60.00%	83.00%
BACE	1	40	14	26	27	6	21	68.00%	43.00%	81.00%
	3	30	8	22	27	6	21	90.00%	75.00%	95.00%
	5	42	15	27	30	7	23	71.00%	47.00%	85.00%
B Sc (Maths)	1	26	9	17	26	9	17	100.00%	100.00%	100.00%
	3	29	9	20	26	8	18	90.00%	89.00%	90.00%
	5	27	9	18	26	8	18	96.00%	89.00%	100.00%
BSW	1	35	15	20	24	8	16	69.00%	53.00%	80.00%
	3	24	8	16	19	5	14	79.00%	63.00%	88.00%
	5	19	4	15	16	1	15	84.00%	25.00%	100.00%
BA (A E)	1	28	13	15	25	12	13	89.00%	92.00%	87.00%
	3	27	11	16	20	7	13	74.00%	64.00%	81.00%
BA (Eco)	5	33	13	20	26	7	19	79.00%	54.00%	95.00%
Total		1238	584	654	1013	427	586	81.83%	73.12%	89.60%





Criterion II - Teaching-Learning and Evaluation

UG- Result Analysis – Second, Fourth and Sixth Semesters (March 2019)

PROGRAMME	SEM	APPEARED			PASS			% PASS		
		Tot	Boys	Girls	Tot	Boys	Girls	Tot	Boys	Girls
BCA	2	59	36	23	46	26	20	78.00%	72.00%	87.00%
	4	58	31	27	53	28	25	91.00%	90.00%	93.00%
	6	65	42	23	60	38	22	92.00%	90.00%	96.00%
BBA	2	59	35	24	38	17	21	64.00%	49.00%	88.00%
	4	60	26	34	52	24	28	87.00%	92.00%	82.00%
	6	63	30	33	57	26	31	90.00%	87.00%	94.00%
B Com A	2	58	24	34	48	20	28	83.00%	83.00%	82.00%
	4	58	28	30	54	26	28	93.00%	93.00%	93.00%
	6	67	27	40	61	23	38	91.00%	85.00%	95.00%
B Com B	2	48	20	28	35	12	23	73.00%	60.00%	82.00%
	4	50	29	21	46	25	21	92.00%	86.00%	100.00%
	6	58	39	19	51	33	18	88.00%	85.00%	95.00%
B Com C	2	45	24	21	39	16	23	87.00%	67.00%	110.00%
	4	50	35	15	40	26	14	80.00%	74.00%	93.00%
BSW	2	23	7	16	19	7	12	83.00%	100.00%	75.00%
	4	24	10	14	20	7	13	83.00%	70.00%	93.00%





Criterion II - Teaching-Learning and Evaluation

	6	23	6	17	20	4	16	87.00%	67.00%	94.00%
BA (A E)	2	28	13	15	21	7	14	75.00%	54.00%	93.00%
	4	27	11	16	22	9	13	81.00%	82.00%	81.00%
BA (Eco)	6	32	12	20	27	8	19	84.00%	67.00%	95.00%
BACE	2	38	13	25	32	10	22	84.00%	77.00%	88.00%
	4	30	7	23	29	7	22	97.00%	100.00%	96.00%
	6	42	15	27	36	10	26	86.00%	67.00%	96.00%
B Sc (Maths)	2	26	9	17	26	9	17	100.00%	100.00%	100.00%
	4	29	9	20	26	8	18	90.00%	89.00%	90.00%
	6	28	9	19	23	6	17	82.00%	67.00%	89.00%
BSW	2	35	15	20	27	9	18	77.00%	60.00%	90.00%
	4	24	8	16	19	5	14	79.00%	63.00%	88.00%
	6	21	6	15	21	6	15	100.00%	100.00%	100.00%
Total		1228	576	652	1048	452	596	85.34%	78.47%	91.41%

Revaluation requests and change in marks

During the academic year 2018-19, 1719 students belonging to the UG and PG programmes appeared for their SEE under the autonomy stream. The summary of revaluation requests are given below;

	2018 October	2019 March	Total
PG	17	6	23
UG	29	28	57
Total requests during the year			80



Criterion II - Teaching-Learning and Evaluation

Time Taken For Publication Of Results (Last Exam Date – Declaration Of Result – No. Of Days)

2018 – 2019

Bachelor of Arts in English Literature, Communication and Journalism	UCE	Sem - V	09/11/2018	25/11/2018
Bachelor of Arts in Applied Economics	UEC	Sem - V	09/11/2018	26/11/2018
Bachelor of Business Administration	UBB	Sem - V	10/11/2018	26/11/2018
Bachelor of Commerce	UBM	Sem - V	10/11/2018	26/11/2018
Bachelor of Computer Applications	UBC	Sem - V	15/11/2018	30/11/2018
Bachelor of Science in Mathematics	UMA	Sem - V	12/11/2018	26/11/2018
Bachelor of Social Work	USW	Sem - V	12/11/2018	26/11/2018
Bachelor of Arts in English Literature, Communication and Journalism	UCE	Sem - VI	27/03/2019	09/04/2019
Bachelor of Arts in Applied Economics	UEC	Sem - VI	28/03/2019	09/04/2019
Bachelor of Business Administration	UBB	Sem - VI	28/03/2019	09/04/2019
Bachelor of Commerce	UBM	Sem - VI	27/03/2019	09/04/2019
Bachelor of Computer Applications	UBC	Sem - VI	29/03/2019	11/04/2019
Bachelor of Science in Mathematics	UMA	Sem - VI	28/03/2019	09/04/2019
Bachelor of Social Work	USW	Sem - VI	27/03/2019	09/04/2019





Criterion II - Teaching-Learning and Evaluation

Bachelor of Arts in English Literature, Communication and Journalism	UCE	Sem - III	12/11/2018	30/11/2018
Bachelor of Arts in Applied Economics	UEC	Sem - III	14/11/2018	30/11/2018
Bachelor of Business Administration	UBB	Sem - III	15/11/2018	30/11/2018
Bachelor of Commerce	UBM	Sem - III	22/11/2018	06/12/2018
Bachelor of Computer Applications	UBC	Sem - III	16/11/2018	30/11/2018
Bachelor of Science in Mathematics	UMA	Sem - III	21/11/2018	07/12/2018
Bachelor of Social Work	USW	Sem - III	19/11/2018	05/12/2018
Master of Computer Applications (Lateral)	PMC	Sem - V	23/11/2018	07/12/2018
Master of Computer Applications (Regular)	PMC	Sem - III	05/12/2018	20/12/2018
Master of Commerce (Finance)	PMM	Sem - III	12/11/2018	19/11/2018
Master of Management in Hospitality	PMH	Sem - III	24/11/2018	10/12/2018
Master of Social Work	PSW	Sem - III	24/11/2018	05/12/2018
Master of Arts in Communication and Media Studies	PMS	Sem - III	10/11/2018	19/11/2018
Bachelor of Arts in English Literature, Communication and Journalism	UCE	Sem - IV	08/04/2019	30/04/2019
Bachelor of Arts in Applied Economics	UEC	Sem - IV	11/04/2019	30/04/2019





Criterion II - Teaching-Learning and Evaluation

Bachelor of Business Administration	UBB	Sem - IV	10/04/2019	29/04/2019
Bachelor of Commerce	UBM	Sem - IV	10/04/2019	29/04/2019
Bachelor of Computer Applications	UBC	Sem - IV	13/04/2019	30/04/2019
Bachelor of Science in Mathematics	UMA	Sem - IV	11/04/2019	30/04/2019
Bachelor of Social Work	USW	Sem - IV	10/04/2019	29/04/2019
Master of Computer Applications (Lateral)	PMC	Sem - IV	29/03/2019	03/04/2019
Master of Computer Applications (Regular)	PMC	Sem - IV	29/03/2019	03/04/2019
Master of Commerce (Finance)	PMM	Sem - IV	29/03/2019	03/04/2019
Master of Management in Hospitality	PMH	Sem - IV	30/3/2019	03/04/2019
Master of Social Work	PSW	Sem - IV	29/3/2019	03/04/2019
Master of Arts in Communication and Media Studies	PMS	Sem - IV	20/03/2019	03/04/2019
Bachelor of Arts in English Literature, Communication and Journalism	UCE	Sem - I	23/11/2018	06/12/2018
Bachelor of Arts in Applied Economics	UEC	Sem - I	23/11/2018	06/12/2018
Bachelor of Business Administration	UBB	Sem - I	23/11/2018	06/12/2018
Bachelor of Commerce	UBM	Sem - I	17/11/2018	06/12/2018
Bachelor of Computer Applications	UBC	Sem - I	23/11/2018	06/12/2018





Criterion II - Teaching-Learning and Evaluation

Bachelor of Science in Mathematics	UMA	Sem - I	23/11/2018	06/12/2018
Bachelor of Social Work	USW	Sem - I	23/11/2018	06/12/2018
Master of Computer Applications (Lateral)	PMC	Sem - III	12/12/2018	20/12/2018
Master of Computer Applications (Regular)	PMC	Sem - I	12/12/2018	20/12/2018
Master of Commerce (Finance)	PMM	Sem - I	12/12/2018	20/12/2018
Master of Management in Hospitality	PMH	Sem - I	22/01/2019	30/01/2019
Master of Social Work	PSW	Sem - I	08/01/2019	16/01/2019
Master of Arts in Communication and Media Studies	PMS	Sem - I	07/12/2018	20/12/2018
Bachelor of Arts in English Literature, Communication and Journalism	UCE	Sem - II	17/04/2019	03/05/2019
Bachelor of Arts in Applied Economics	UEC	Sem - II	17/4/2019	03/05/2019
Bachelor of Business Administration	UBB	Sem - II	17/4/2019	03/05/2019
Bachelor of Commerce	UBM	Sem - II	29/04/2019	15/05/2019
Bachelor of Computer Applications	UBC	Sem - II	17/4/2019	03/05/2019
Bachelor of Science in Mathematics	UMA	Sem - II	17/4/2019	03/05/2019
Bachelor of Social Work	USW	Sem - II	16/4/2019	03/05/2019
Master of Computer Applications (Lateral)	PMC	Sem - IV	27/05/2019	13/06/2019





Criterion II - Teaching-Learning and Evaluation

Master of Computer Applications (Regular)	PMC	Sem - II	27/05/2019	13/06/2019
Master of Commerce (Finance)	PMM	Sem - II	27/05/2019	25/06/2019
Master of Management in Hospitality	PMH	Sem - II	23/05/2019	13/06/2019
Master of Social Work	PSW	Sem - II	23/05/2019	13/06/2019
Master of Arts in Communication and Media Studies	PMS	Sem - II	07/06/2019	29/06/2019

Grievances From Students

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

Convocation

The Convocation ceremony for PG and UG batches was held on 31 May, 2019. Principal, Rev Dr Roy Abraham P was the Chairman of the meeting. Mr.Kush Ahuja, Head of Business Relations, ACCA India, was the Chief Guest. 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 high light of this year was the roping in of the question paper generation software (SmartENsi). An inspection team from the parent University were impressed by the working of the software and the College entered into a consultancy agreement for question paper generation.

The first version of campus ERP *mcka.in*. was launched during this academic year. The admission process of the College was administered through *mcka.in*.

Moodle LMS was updated to latest version and teachers were given training to familiarize the new features of the latest version.





Criterion II - Teaching-Learning and Evaluation

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
4	Mr Siju P T	Member

The following are the members of the Malpractice Prevention Committee.

SI No.	Name of the Member	Position in the Committee
1	Dr Ajimon George	Chairman
2	Mr Kiran V Nath	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.
- An average student could easily understand the meaning of the questions.



Criterion II - Teaching-Learning and Evaluation

- 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

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

Dr Jobi Babu and Ms Minu Sadasivan 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.





Criterion II - Teaching-Learning and Evaluation

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