



THE COCHIN COLLEGE

Koovapadam, Kochi-2

Affiliated To Mahatma Gandhi University

Re-accredited by NAAC With B+ Grade



Fourth Cycle
NAAC Accreditation 2024

Criterion 2 Teaching-Learning and Evaluation

2.5 - Evaluation Process and Reforms

Metric No. 2.1.2

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Transparency in External evaluation system

Submitted to



National Assessment and Accreditation Council



THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: www.thecochincollege.edu.in

email: email@thecochincollege.edu.in

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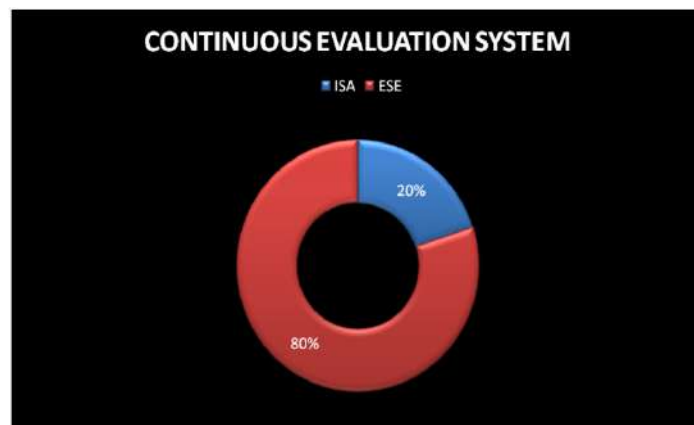
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To ensure justice, accountability, and legitimacy, The Cochin College has established a transparent external evaluation mechanism. The transparency of the assessment process is enhanced by implementing the following actions and procedures: This system covers all academic programs and courses offered by the college, adhering to the rules and regulations of Mahatma Gandhi University. It utilizes various evaluation methods conducted at regular intervals throughout the academic year to effectively measure students' progress. Within the external evaluation system, the End Semester Assessment (ESA) carries the most significant weight, contributing 80 percentage to the continuous internal evaluation system.

1 End Semester Assessment Process





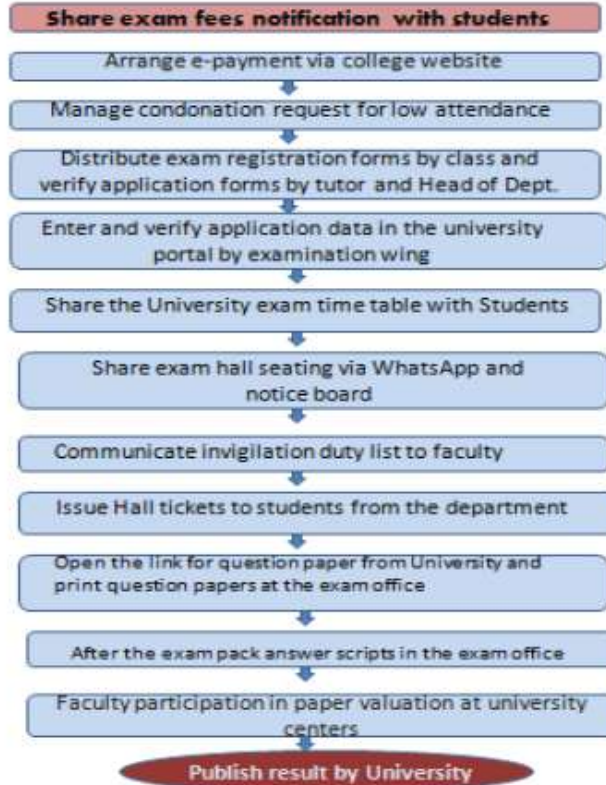
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1.1 Share fee notification with students

Notify students about the fees they are required to pay to the University for their end semester examinations.





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MAHATMA GANDHI UNIVERSITY

EA /I/101/2024/CBCS P.D. Hills, 14.05.2024

NOTIFICATION

It is hereby notified that the last dates for the submission of applications/online registration for the ensuing II Semester CBCS (New Scheme - 2023 Admission Regular/ 2022 Admission improvement / 2017, 2018, 2019, 2020, 2021 & 2022 Admissions Reappearance) & II Semester C.B.C.S B.Sc. Cyber Forensic (2023 Admission Regular/ 2022 Admission improvement / 2019, 2020, 2021 & 2022 Admission Reappearance) Undergraduate examinations are as follows:

| Programme | Last date for Submission of Application by Candidates in Colleges | Last date for the online registration from Colleges |
|----------------|---|---|
| II semester UG | 24.05.2024 | 27.05.2024 |
| | Without fine | Without fine |
| | 28.05.2024 with a fine of ₹615/- | 30.05.2024 with a fine of ₹615/- |
| | 31.05.2024 with a superfine of ₹1225/- | 01.06.2024 with a superfine of ₹1225/- |

The applications for examinations should be submitted on or before the last date fixed for remittance of examination fee, itself. Applications received after the last date will be summarily rejected. The mode of payment/registration is detailed below:

Mode of Remittance

| Semester | Programme | Year of Admissions | Regular/ Reappearance | Mode of Registration | Fees |
|----------|-----------|------------------------|---------------------------|----------------------------------|--|
| II | CBCS | 2023 | Regular | Online from colleges | Through colleges college.mgu.ac.in |
| | | 2022 | Improvement/ Reappearance | | |
| | | 2021 | Reappearance | | |
| | | 2020,2019, 2018 & 2017 | Reappearance | Through exam registration portal | Available through mgu.ac.in |

P.T.O

1.2 Handling requests for condonation

Managing the processing of requests for condonation from students who have insufficient attendance to appear for end semester exams.





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Details of fees remitted CODE-80


Name of SSI/MGU Cash Counter/Friends _____
 Amount Rs _____
 Chalan No. & Date _____



MAHATMA GANDHI UNIVERSITY, KOTTAYAM

**APPLICATION FOR CONDONATION FROM SHORTAGE ON
 THE MINIMUM ATTENDANCE PRESCRIBED**

| | |
|---|---------------------------------------|
| 1. Name (In block letters) | : ASHWIN SHAJI |
| 2. College and class in which the candidate studies | : THE COCHIN COLLEGE, |
| 3. Class and academic year for which condonation is applied | : III rd year BA ECONOMICS |
| 4. Total No. of working days for the academic year | : 88 |
| 5. Total no. of days attended by the candidate: | : 60 |
| 6. Minimum number of days required for attendance certificate (75% or 80%) | : |
| 7. Shortage of attendance (No. of days) | : 28 |
| 8. Reason for absence | : statement attached |
| 9. Documents to be produced along With the application | |
| (i) Statement of absence for the whole academic year countersigned by the Principal/Director of the College | ✓ |
| (ii) Certificate from the Principal to the effect that timely application for leave was submitted and granted in time | ✓ |
| (iii) Certificate from the Principal stating that Condonation has not been granted to the student previously for the course | |
| (iv) Medical certificates (if absence on account of ill health exceeds five working days at a time) | |
| 10. Signature of applicant with date | : <i>KWB</i> 29/7/23 |
| 11. Recommendation of the Principal/Director of the College | |

Station: **KOCHI**
 Date: *29/7/23*


 Signature of the Principal







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THE COCHIN COLLEGE

KOCHI-682 002

STATEMENT OF ABSENCE

1. Name of the Student : ASHWIN SHAJI
2. Class in which Student Studies : IIIrd BA ECONOMICS
3. Total No. of working Days : 88
4. Total No. of days attended by the student : 60
5. Shortage of attendance (No. of days) : 28

| Months | No. of working days | No. of days attended | No. of days absent |
|-----------|---------------------|----------------------|--------------------|
| June | 20 | 7 | 13 |
| July | 15 | 15 | 0 |
| August | 17 | 11 | 6 |
| September | 17 | 14 | 3 |
| October | 19 | 13 | 6 |
| Total | 88 | 60 | 28 |

Signature of the
Class Teacher

Signature of the Principal

Signature of the
Head of the Department





THE COCHIN COLLEGE

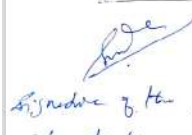



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| DATE | FULL DAY/HALF DAY | REASON |
|------------|-------------------|--------------|
| 01-06-2023 | FULL DAY | COLD |
| 07-06-2023 | FULL DAY | FEVER |
| 08-06-2023 | FULL DAY | FEVER |
| 09-06-2023 | FULL DAY | FEVER |
| 13-06-2023 | FULL DAY | STOMACH PAIN |
| 14-06-2023 | FULL DAY | STOMACH PAIN |
| 15-06-2023 | FULL DAY | STOMACH PAIN |
| 16-06-2023 | FULL DAY | STOMACH PAIN |
| 22-06-2023 | FULL DAY | COLD |
| 23-06-2023 | FULL DAY | COLD |
| 26-06-2023 | FULL DAY | LEGG PAIN |
| 27-06-2023 | FULL DAY | LEGG PAIN |
| 30-06-2023 | FULL DAY | LEGG PAIN |
| 07-08-2023 | FULL DAY | FEVER |
| 08-08-2023 | FULL DAY | FEVER |
| 10-08-2023 | FULL DAY | FOOD POISON |
| 11-08-2023 | FULL DAY | FOOD POISON |
| 21-08-2023 | FULL DAY | COUGH |
| 22-08-2023 | FULL DAY | COUGH |
| 10-09-2023 | FULL DAY | HEAD ACHE |
| 14-09-2023 | FULL DAY | THROAT PAIN |
| 18-09-2023 | FULL DAY | BACK PAIN |
| 10-10-2023 | FULL DAY | FEVER |
| 11-10-2023 | FULL DAY | FEVER |
| 12-10-2023 | FULL DAY | FEVER |
| 13-10-2023 | FULL DAY | FEVER |
| 16-10-2023 | FULL DAY | HAND PAIN |
| 17-10-2023 | FULL DAY | HAND PAIN |

1.3 Distribute exam registration forms to each class

Organizing and sending out registration forms to students according to their classes.

1.4 Verification of application forms by tutors and HODs

This involves the evaluation and approval of student-submitted forms by teachers and heads of departments.





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Downloaded
Cost of Application Form Rs.20/-

Code No. **113** **R**
Fee Remitted Rs. Receipt No. Dt.
Cash Counter/Chain/SBT/Du/Pi/Endi Janasvama Kesdram

MAHATMA GANDHI UNIVERSITY
APPLICATION FOR REGISTRATION TO THE CBCSS DEGREE EXAMINATION
SEMESTER : MARCH-APRIL/OCTOBER - NOVEMBER 2024

*PR Number should be filled in by the candidates EXCEPT THE FIRST SEMESTER REGULAR

* Permanent Register Number : 210021014543

| | | |
|-----|---|---|
| 1. | Name of Candidate (CAPITAL LETTERS) | ASHWIN SHAJI |
| 2. | Name of College | THE COCHIN COLLEGE |
| 3. | Name of Programme | B.A. ECONOMICS |
| 4. | Name of Stream (✓) | Model I / Model II / Model III |
| 5. | Date of Birth | 02/02/2004 Gender: Male/Female |
| 6. | Address for communication with Phone number and Email | ASHWIN NUNSIYAM VAMMANIYAN TO THANNIVOOOR PO: 684170 MF MO: 9668840010 PIN Code: 688722 |
| *7. | Whether Eligible for Fee concession (✓) | [Yes / No], If Yes, State Category : SIGNATURE OF THE PRINCIPAL |
| *8. | State whether having Sufficient Attendance (✓) | [Yes / No], If No, State whether applied for Condonation [Yes / No] SIGNATURE OF THE PRINCIPAL |

****DETAILS OF COURSES**

| | | |
|----|-------------------------------------|--------------------|
| 1. | Common Course I (ENGLISH) | 1) Title..... |
| | | 2) Title..... |
| 2. | Common Course II (Addl. Language) | Title..... |
| 3. | Core Course | 1) Title..... |
| | | 2) Title..... |
| | | 3) Title..... |
| | | 4) Title..... |
| | | 5) Title..... |
| | | 6) Title..... |
| 4. | Choice Based Core Course Title | BUSINESS ECONOMICS |
| 5. | Complementary Course 1) | Title..... |
| | 2) | Title..... |
| 6. | Vocational Core/Optional Core Title | |
| 7. | Open Course Title | |
| 8. | Project & Viva | |

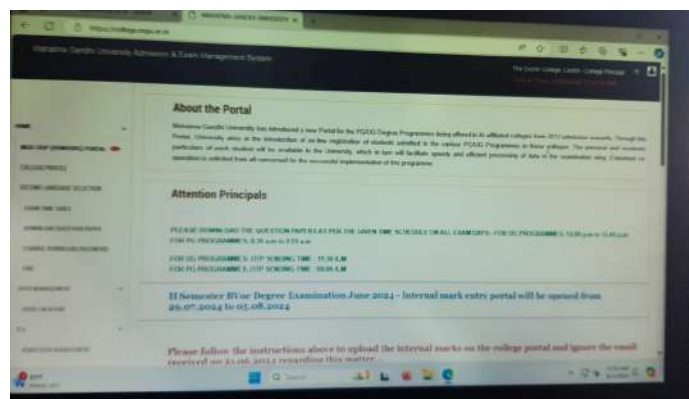
Signature of the Candidate: _____ Signature of the Head of the Department: _____

*Column No. 7 & 8 should be recommended by the Principal
**Details of courses should be attested compulsorily by the HOD to ensure that the titles of the papers are entered correctly by the candidate.

Place: Kochi
Date: _____
Signature of the Principal with office seal

1.5 Fill out and verify the application forms on the university portal

The office staff enters data from the application forms into the university's online system and the responsible faculty members cross-check the information.





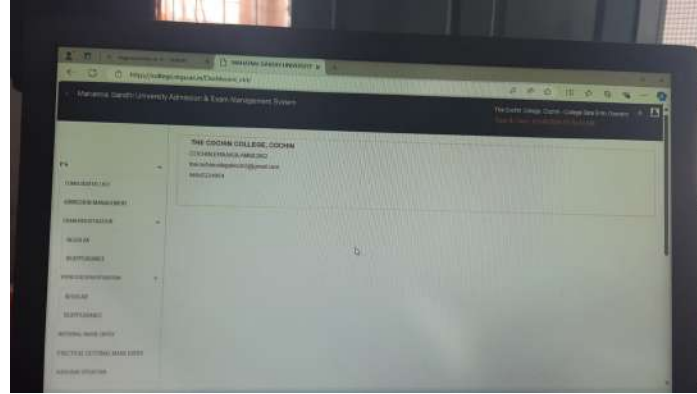
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1.6 Share the seating arrangements via notice board and WhatsApp

Exam seating arrangements are communicated to students through WhatsApp messages and are clearly posted on the notice board for easy access.

Display for the Degree CBCS Fifth Semester Examination October 2023
30.11.2023

| S.No. | Register Numbers | Room No. |
|-------|---|----------|
| 1 | 170021040746, 190021042779, 42789, 42793, 200021042955, 200021086159, 86164, 200021093207, 190021057840, 57857, 180021081615, 190021050791, 200021078880, 78915, 210021090189 to 83227, 83229 to 83233, 83235 to 83241, 210021040142 | SF 34 |
| 2 | 210021040143 to 210021040145, 40147 to 40150, 210021076208 to 76230, 210021083196 to 83227, 210021090170 to 90177, 90188, 210021090189 | SF 37 |
| 3 | 210021083243 to 210021083253, 83257, 210021090214 to 210021090221, 210021090223, 210021076253 to 210021076271 | SF 44 |
| 4 | 210021050351 to 50363, 50365 to 50371, 210021076231 to 76233, 210021083219 to 83227, 83229 to 83233, 83235 to 83241, 210021040142 | SF 39 |
| 5 | 210021050328 to 50350, 210021083203 to 83211, 83213 to 83218, 210021090178 to 90186 | SF 38 |
| 6 | 210021040133 to 210021040140, 210021083188 to 210021083195, 210021090172 to 210021090180, 210021090182 to 210021050305 to 210021050327 | SF 43 |
| 7 | 210021090190 to 90193, 90195 to 90207, 90209 to 90213, 210021076234 to 76232, 210021083254 to 83256 | SF 45 |





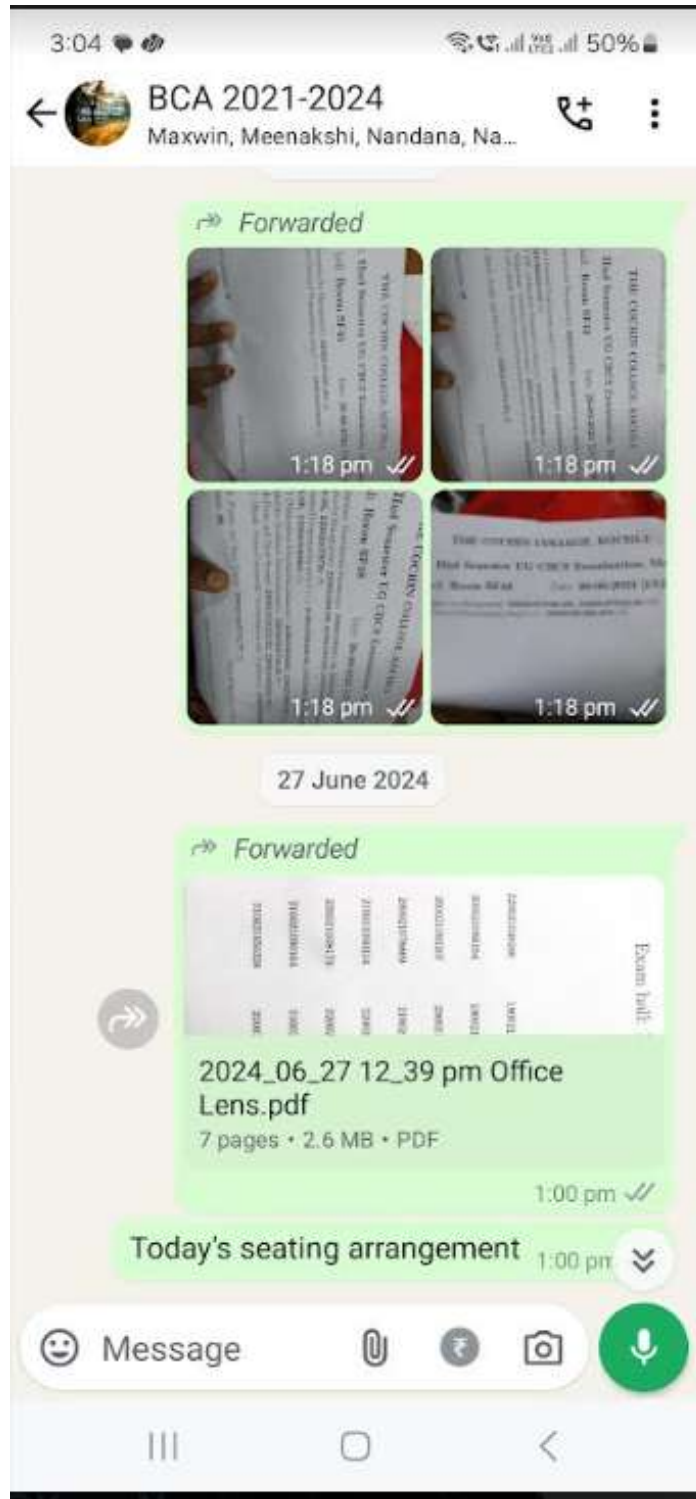
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1.7 Notify faculty members of the invigilation duty list

Informing faculty members about their responsibilities for supervising exams.



Mrendula Menon V.
Mrudula Menon V.
Principal-in-Charge
The Cochin College



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DUTY LIST FOR 05/09/2023 FORENOON

| SL NO | NAME OF INVIGILATOR | ROOM NO |
|-------|----------------------|-------------------|
| 1 | Prabha C S | 46 |
| 2 | Neena Simon | 44 |
| 3 | Reethi | Chemistry Lab A |
| 4 | Sarah Santhosh | 27 |
| 5 | Asmin N | 11 |
| 6 | Dr Rekha P G | 36 |
| 7 | Dr Lakshmisree R | 13 |
| 8 | Dr Kochuthresia Jose | 6 |
| 9 | Dr Anu L | 11 |
| 10 | Saumya Ashraf | Botany Class room |
| 11 | Shilpa Joshy | 41 |
| 12 | Sreelakshmy Udayan | 46 |
| 13 | Veena Nair | Chemistry Lab B |
| 14 | Saumya Jos | 29 |
| 15 | Dr Paulbert Thomas | 28 |
| 16 | Alphonsa Rani T A | 25 |
| 17 | Greeshma Mohan | 9 |
| 18 | Dr Manju S | 14 |
| 19 | Dr Vineeth Kumar | 15 |
| 20 | Dr Suprabha G Nair | 21 |
| 21 | Dr Jayesh Kuriakose | 9 |
| 22 | Sainabha A A | 44 |
| 23 | Arya K V | 13 |
| 24 | Dr Nalinam | 22 |
| 25 | Renjith S | 23 |
| 26 | Dr Kavitha | 24 |

1.8 Issue hall tickets on or before exam day in the department

Distributing examination hall tickets to students on the day of the exam or prior typically handled at the department level.





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1.9 Print question papers at the exam office

Downloading the exam questions from the website and printing them at the designated exam office before the exam.





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1.10 Ensure strict exam invigilation

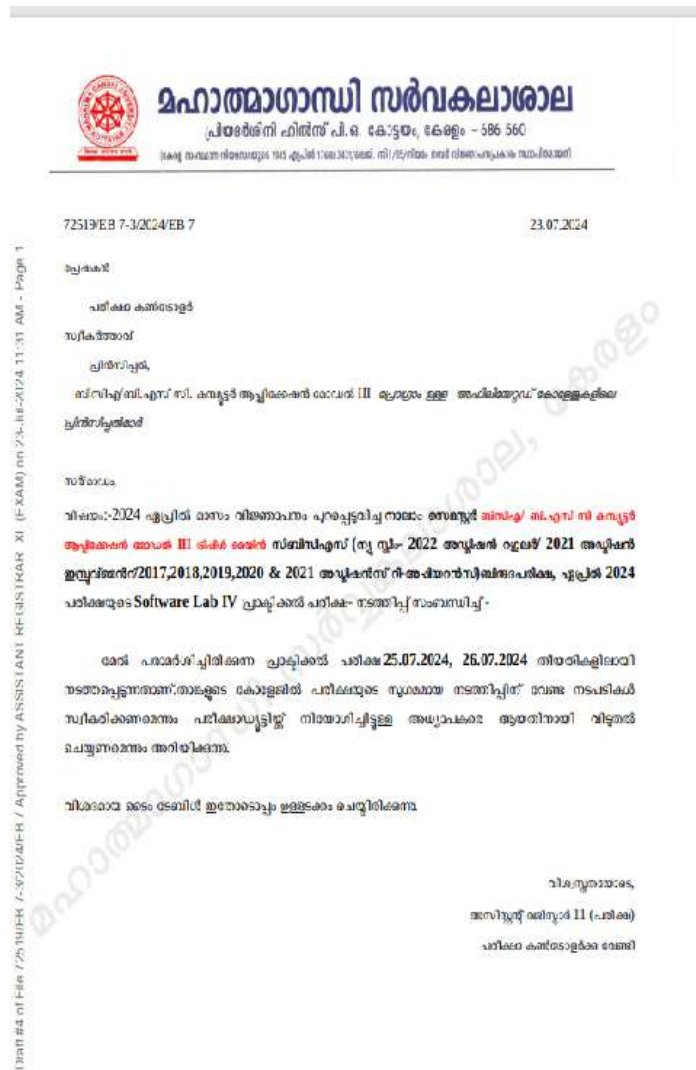
This involves closely monitoring the exam to ensure adherence to all guidelines and attention to detail.

1.11 Promptly pack answer scripts at the exam office

Answer sheets are collected and securely sealed at the exam office after the test for evaluation and documentation.

1.12 Faculty participation in project viva-voce answer script evaluation and practicals at university centers

Faculty members travel to designated centralized university evaluation camps to assess and grade exam papers. They also actively engage in the evaluation of practicals and project assessments across various MG University colleges.



Mrudula Menon V.
Mrudula Menon V.
Principal-in-Charge
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|  MAHATMA GANDHI UNIVERSITY KOTTAYAM | | |
|--|---|-------------------------|
| 72519/EB 7-3/2024/EB 7 | | 23.07.2024 |
| IV Semester BCA/B.Sc.Computer Application M III Tripple Main CBCS (New Scheme-2022) Admission Regular/2021 Admission improvement/ 2017,2018,2019, 2020 & 2021 Admissions Reappearance),April 2024 | | |
| <u>PRACTICAL SCHEDULE</u> Course Name: Software Lab IV Time of Examination: 9.30 am onwards | | |
| Sl. No. | Name of College | Date of Examination |
| 1 | Al-Azhar College of Arts and Science, Thodupuzha. | 25.07.2024 & 26.07.2024 |
| 2 | Arafa College of Arts and Science, Pezhakkappilly. | 25.07.2024 |
| 3 | Baselios Poulose II Catholicose, Piravom. | 25.07.2024 & 26.07.2024 |
| 4 | Baselios Poulose Second College, Pirmadam. | 25.07.2024 |
| 5 | Ilahia College of Arts and Science, Pezhakkappilly. (Batch -1 & Batch -2) | 25.07.2024 & 26.07.2024 |
| 6 | Indira Gandhi College of Arts and Science, Nellikuzhi P O, Kothamangalam | 25.07.2024 & 26.07.2024 |
| 7 | KMP College of Arts & Science, Perumbavoor | 25.07.2024 |
| 8 | Mar Elias College, Kottappady. | 25.07.2024 & 26.07.2024 |
| 9 | MES College, Kothamangalam, Kuttilanji, Eramaloor. (Exam centre: St. Kuriakose College of Management and Science, Kurruppampady) | 25.07.2024 |
| 10 | Mount Carmel College, Karakadom | 25.07.2024 & 26.07.2024 |
| 11 | Nirmala College, Muvattupuzha | 25.07.2024 & 26.07.2024 |

Draft#16 of File 72519/EB 7-3/2024/EB 7 Approved by ASSISTANT REGISTRAR - XI (EXAM) on 23-Jul-2024 11:19 AM - Page 1

2 Key Services Provided by the Exam Office

2.1 Evaluation of Student Registration

One of the Exam Office's key responsibilities is to inform students about the end-of-semester examination registration process. They provide essential deadlines rules and guidance to ensure students register for their exams on time. This service ensures that all eligible students are aware of the exam schedule and can participate in the assessment process smoothly.

2.2 Managing Special Cases and Providing Support

The Exam Office is responsible for addressing the needs of students with special requirements such as disabilities or health issues. They adhere to established policies and procedures for managing these cases. By providing necessary





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support the Exam Office ensures that every student can fully participate in the examination process regardless of their individual circumstances.

2.3 Feedback Systems

The Exam Office plays a crucial role in the second tier of a comprehensive three-tier complaint system recognizing the importance of fairness and transparency in the evaluation process. This structure allows students to voice their concerns and report any discrepancies they encounter in their evaluation results.

3 Conclusion

The transparency of the External Evaluation System particularly in the End Semester Evaluation Process is essential for ensuring justice and accountability in assessing students' academic performance. The various steps involved from faculty participation in paper evaluation to the dissemination of fee notifications The Cochin College staff work together to create an efficient and transparent evaluation system. Additionally the integration of a three-tier complaint system provides a feedback mechanism that ensures ongoing improvement and responsiveness to student needs.

