

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 Internal evaluation system





National Assessment and Accreditation Council



**KOCHI - 682 002** 

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

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M 110 Me Mrudula Menon V. Principal-in-Charge **The Cochin College** 



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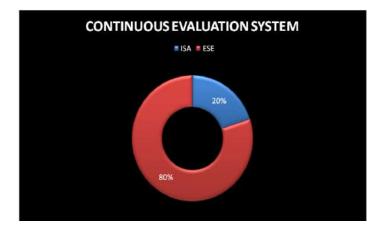
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### Transparency in Internal Evaluation Systems

The Cochin College,Kochi,an affiliated college of Mahatma Gandhi University, has a continuous evaluation system in place to guarantee a thorough and well-organized assessment of students' progress. The two primary components of the continuous assessment system are the In-Semester Assessment (ISA - 20%) and the End-Semester Assessment (ESA - 80%).

While in-semester assessments are fully controlled by the college and overseen by the university in accordance with stringent standards and rules, end-of-semester exams are administered by the university with the aid of college personnel and physical resources.



## 1 Transparency in Internal Evaluation

### **Transforming Educational Fairness**

This effort, which is part of our quest for educational excellence, consists of several important elements designed to encourage transparency and equity in the educational process. An outline of the strategies The Cochin College has put in place to promote transparency in internal evaluation may be found in the following diagram.



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### 2 Methods implemented to foster transparency in Internal Evaluation

#### 2.1 Comprehensive Orientation Initiatives

We organize an orientation program for students at the start of the first semester to familiarize them with the ongoing evaluation method. Students learn about the elements and evaluation criteria of the In-Semester Assessment as well as the End-Semester Assessment through these sessions.









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#### 2.2 Organized Internal Examination Schedule

The Cochin College places a high priority on creating an organized exam schedule in order to ease the burden on students and guarantee efficient assessment coordination. The College Diary and the College Website list the tentative dates of the internal examination. Students receive the exam schedule via a WhatsApp group prior to the exam. This facilitates more effective academic planning for both teachers and students.

Time	Date	Internal Examination
9.30am-11.00am	2-5 Sep 2019	First internal 3rd and 5th sem (BA BSc B Com BCA BBA)
11.15am-12.45pm	9-11 Dec 2019	First internal 1st sem (BA BSc B Com BCA BBA)
9.30am-11.00am	7-9 Oct 2020	Second internal 3rd and 5th sem (BA BSc B Com BCA BBA)
11.15am-12.45pm	6-8 Jan 2020	Second internal 1st sem (BA BSc B Com BCA BBA)
9.30am-11.00am	17-19 Feb 2020	First internal 4th and 6th sem (BA BSc B Com BCA BBA)
11.15am-12.45pm	11-13 March 2020	First internal 2nd sem (BA BSc B Com BCA BBA)
9.30am-11.00am	2 - 4 March 2021	Second internal 4th and 6th sem (BA BSc B Com BCA BBA)
Conducted by departments		Second internal 2nd sem (BA BSc B Com BCA BBA)
9.30 am-11.00 am/1.30 pm-3.00 pm	14-17 October 2019	First internal 1st and 3rd Sem (MA MCom MSc)
9.30 am-11.00 am/1.30 pm-3.00 pm	9-12 December 2019	Second internal 1st and 3rd Sem (MA MCom MSc)
9.30 am-11.00 am/1.30 pm-3.00 pm	27-30 Jan 2020	First internal 2nd Sem and 4th Sem (MA MCom MSc)
9.30 am-11.00 am/1.30 pm-3.00 pm	16-19 Mar 2020	Second internal 2nd Sem and 4th Sem (MA MCom MSc)

Table 1: Internal Examination Schedule

#### 2.3 Clear Communication of Assessment Rubrics

Instructors focus on ensuring that the rubrics used for internal evaluation are presented in an understandable and consistent manner at each step of the assessment procedure. This improves transparency while also giving students the ability to understand assessment criteria and move forward in their academic careers with knowledge and awareness. Students are informed about methods and rubrics via the following channels:

- Calendar for College
- First-semester orientation program
- University Website
- Classroom instruction by the course instructor

### 2.3.1 Elements of Theory and Practical Course In-Semester Evaluation for Undergraduate and Graduate Programs

The In-Semester Assessment system is composed of multiple components that account for 20% of the final marks in

Coohing and practical courses.

 $\mathcal{N}$ Mrudula Menon V. Principal-in-Charge The Cochin College

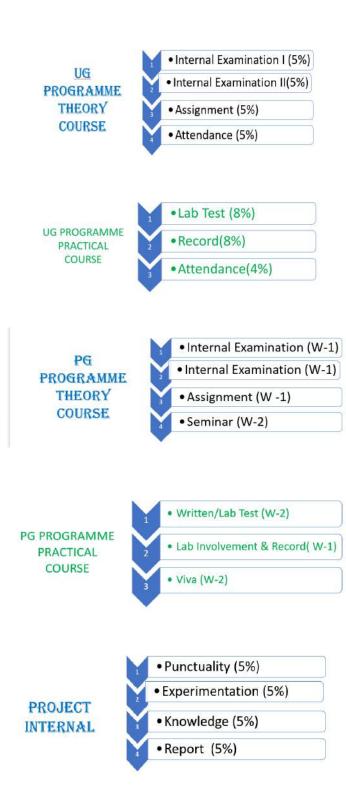


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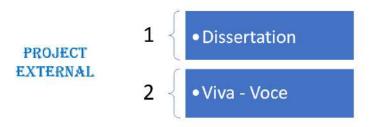


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#### 2.4 Implementing and Evaluating Internal Assessment Components

All academic programs and courses offered by the institution are covered by the in-semester assessment method, which is based on the outcome-based education (OBE) policy. Through a variety of assessment techniques, it evaluates students' progress on a regular basis during the academic year. Our college's "Conducting and Assessing Various Components of Internal Evaluation" employs a methodical approach. Internal exams are administered centrally to guarantee uniform evaluation practices, and assignments and seminars are held in the classrooms to provide a more individualized education. Marks for attendance and other assessment components are awarded in accordance with university policies with a focus on fair evaluation procedures and the utmost standards of academic integrity. The main goals of the insemester assessment are to support equitable and accurate evaluation of students' knowledge and abilities, stimulate active learning, and give students timely feedback. This thorough procedure reaffirms our dedication to an impartial and open evaluation system that advances our students' general academic progress.



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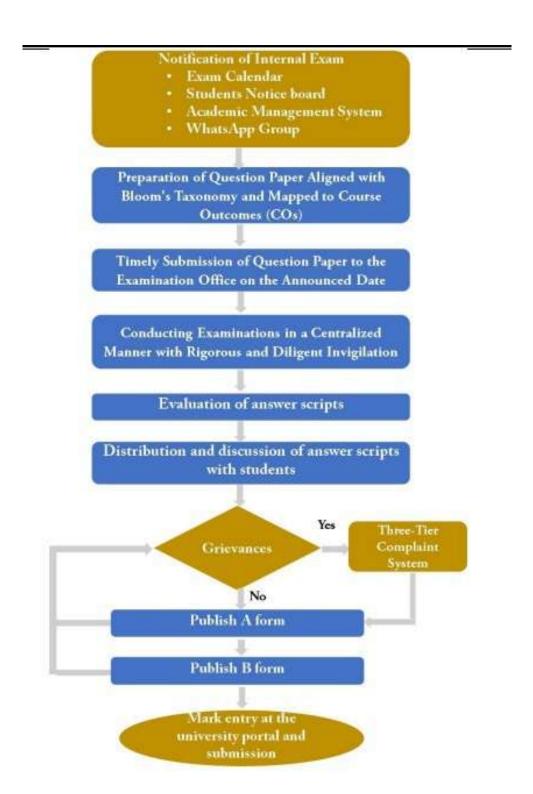


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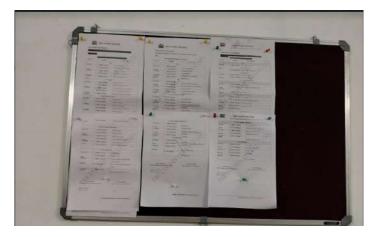
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#### 1. Notification of Internal Examinations:

- Exam calendar
- Student's notice board
- WhatsApp group

20	2019-20	0
Time	Date	Internal Examination
9.30am-11.00am 11.15am-12.45pm	2-5 Sep 2019	First internal 3rd and 5th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	9-11 Dec 2019	First internal 1st sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	7-9 Oct 2020	Second internal 3rd and 5th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	6-8 Jan 2020	Second internal 1st sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	17-19 Feb 2020	First internal 4th and 6th sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	11-13 March 2020	First internal 2nd sem (BA, BSc, B Com, BCA, BBA)
9.30am-11.00am 11.15am-12.45pm	2 - 4 March 2021	Second internal 4th and 6th sem (BA, BSc, B Corn, BCA, BBA)
4	Conducted by departments	Second internal 2nd sem (BA, BSc, B Com, BCA, BBA)
9.30am- 11.00am/1.30pm- 3.00pm	14-17 October 2019	First internal 1st and 3rd Sem (MA, MCom, MSc)
9.30am- 11.00am/1.30pm- 3.00pm	9-12 December 2019	Second internal 1st and 3rd Sem (MA, MCom, MSc
9.30am- 11.00am/1.30pm- 3.00pm	27-30 Jan 2020	First internal 2nd Sem and 4th Sem (MA, MCom, MSc)
9.30am- 11.00am/1.30pm- 3.00pm	16-19 Mar 2020	Second internal 2nd Sem and 4th Sem (MA, MCom, MSc









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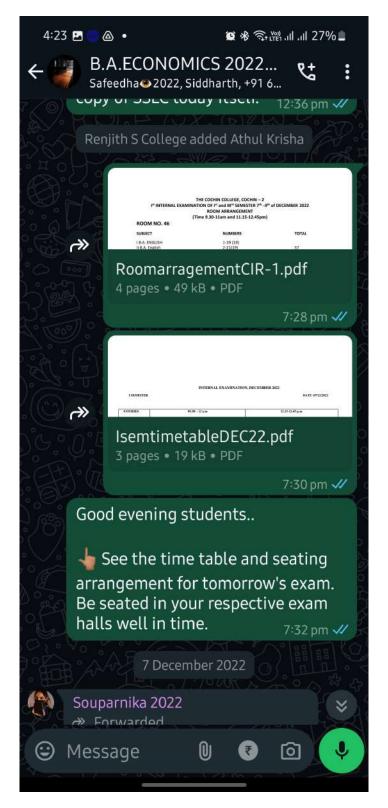
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Notice board with Displayed Internal Exam Time Table









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- 2. Question Paper Preparation and Evaluation: Faculty members are responsible for preparing the question papers for internal examinations. By integrating Bloom's Taxonomy into the software, faculty members effectively map their question papers to the respective course outcomes ensuring a comprehensive evaluation of student learning.
- 3. Invigilation and Evaluation: The invigilation and evaluation processes mirror those used in the end-semester examinations ensuring consistency and fairness.
- 4. **Results Verification and Publication:** After exams, teachers evaluate answer sheets and students review and revise their grades. Furthermore, each department posts the A form (which includes the grades for each individual course) and the B form (which includes the total grades for all courses taken in a semester) on their notice boards and distributes them to students' WhatsApp groups so that they may be verified prior to the end-of-semester exams. With this open approach, students may independently confirm their grades and cross-check their overall performance. If they discover any inconsistencies or have grievances regarding the evaluation outcomes, the college offers a three-tier complaint procedure to resolve their issues.



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## Second Internal Examination November 2023

Programme Name: B	Sc Chemistry		
Course Code: CH5CRT05	Course Title: Environment, Ecology and	d Human Rights	Semester: V
Faculty In Charge: Priy	ra M	Max marks: 30	Duration: 1.5 hrs
the need for public CO2. Classify natu problems with their	ral resources as renewable and non-renew use and exploitation. analyse land resources, water resources, f	vable and understar	nd the associated
	he fundamental ideas of pollution and po sures of various types of pollution (air, w	•	
CO6. Evaluate the	socio-economic and geopolitical dimensi	ons of poverty and	the impact on

**CO6**. Evaluate the socio-economic and geopolitical dimensions of poverty and the impact on environmental issues.

**CO7.** Understand various environmental protection acts and the importance of human rights in environmental issues.

#### SECTION - A (Answer any 5 of the following. Each carries one mark)

- 1. Define Human Rights. (2. UnderstandOutcomes Relevant: CO7)
- 2. What is a Keeling curve? (4. Analyze Outcomes Relevant:CO3)
- 3. What is Eutrophication. (4. Analyze Outcomes Relevant: CO3)
- 4. What are the materials which comes under RoHS directive? (2. Understand Outcomes Relevant:CO7)
- 5. What is TSCA? (1. Remember Outcomes Relevant: CO7)
- 6. Name any two primary air pollutant. (1. Remember Outcomes Relevant:CO4)

#### SECTION - B (Answer any 3 of the following. Each carries 5 marks)

- Explain briefly the causes and effects of acid rain. (1. Remember Outcomes Relevant: CO5)
- 8. Write a note on abiotic transformation process of pesticides. (2. Understand Outcomes Relevant: CO7)
- 9. Write a note on phytodegradation?. (2. Understand Outcomes Relevant: CO7)
- 10. Write a note on mineral resources. (2. Understand Outcomes Relevant: CO2)





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- 11. Briefly explain the sources, effects and control measures of noise pollution. (4. Analyze Outcomes Relevant: CO4)
- 12. Write a note on a) Chipko movement b) Silent valley movement (1. Remember Outcomes Relevant: CO2)



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		t	DEPARTMENT OF COMMERCE			
			SECOND INTERNAL			
ROLL NO	NAME OF THE STUDENT	Cost Accounting -	Environment Management and Huma	Income Tax -	Financial Management	OPEN COURSE
	1 AISWARYA T.S	25	Alment	21	22	23
	2 AKSHAY KUMAR	24	20	23	21	22
	S ALEXIVA ROY	24	22	21	22	23
	# ASWINE N V	24	Absent	22	22	23
	5 ATHIRA P.R	-24	23	22	22	23
	6 DERNIDUS ANTONY	.24	- 23	22	22	23
	7 LAKSHMI PRIYA KIP	25	22	21	22	22
	8 M K SREERAM	24	23	21	21	.21
	9 MARY SHIN	24	17	22	21	22
	10 MEGHA V P	23	23	22	22	Absent
	11 MIDUN BENADICT K.V.	13	Absent	Alment	Absent	Alisent
	12 MOHAMED SHAMEER S	Absent	Alisent	Absent	Absent	Absent
13	13 MUHAMMED VA2N K.S	24	22	21	22	18
	14 NADIYA M J	2.4	21	21	22	23
	15 NEHA FAIZAL	24	17	24	22	23
	IE # 5 MOHAMMED VALLED	23	22	21	21	21
	17 PRACHITHA K FALARI	22	Alment	21	23	23
- 1	18 RAKHERAMESH	25	24	22	23	25
6	19 TEENA BUU	24	18	20	23	23
	20 ABHIN RALE R	24	23	7	18	29
	21 ABHIRAMI S	23	15	23	20	25
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	29 ASHIE BIO	24	21	21	20	19
	ID ASHNA ANILKUMAR	24	23	22	22	22
	B1 ÁSHWIN JOSEPH	24	22	21	22	21
	E2 ATHURNA P 5	24	25	21	21	23
	13 CASHMIN BEVERA	23	22	22	22	23
	HE DRISHYA MARY K. G.	24	24	22	23	23
	15 HAMMAZ K LATHEEF	28	Alivent	Alternt	Alsent	Absent
	IS HASHIM, P.H.	22	Absent	21	21	18
	37 HISHAMIN A	24	25	21	19	19
	18 IRFANA NAZEER	24	25	21	23	23
	19 KEVIN S	24	22	20	22	23
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	41 MILAN P.M	23	25	22	22	22
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	46 RINTA DENIL	25	20	22	20	21
	47 STEFIN SARMON	24	Absent	21	23	23
	48 SUHANA P.E.	24	Alment	21	22	23
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#### $\mathbf{2.5}$ Internal mark submission

Faculty members submit the internal marks to the principal after completing this process by entering them in the uni-

internal examination portal. The university receives the verification from the faculty members in charge of the

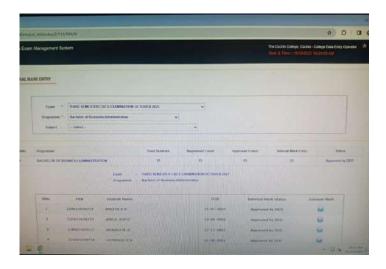




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internal exams. A printout of the A and B forms is retained in the relevant department for three years for verification purposes.



#### 2.6 Assignments/Seminar

Assignments and seminars are used as tools for evaluating writing and presentation skills. Seminars are optional for UG programs and compulsory for PG programs. These assignments and seminars are evaluated according to the following rubrics:

- Timely Submission 25%
- Content of the Subject 50%
- Clarity of Writing Skills/Presentation Skills 25%



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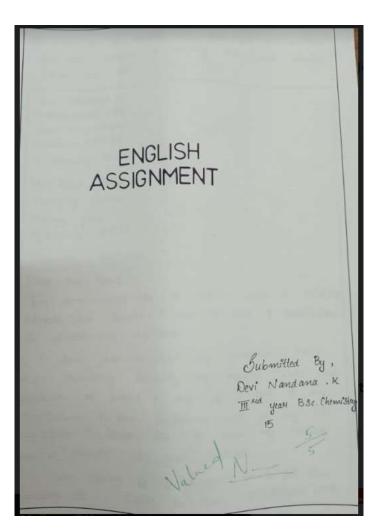


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#### 2.7 Attendance

The distribution of marks for attendance typically involves awarding points or grades to the students based on their regular presence in class or other academic activities. These marks are often used to assess a student's commitment to their studies and their level of engagement in the course. The goal is to encourage students to participate actively in their education by attending classes and fulfilling their academic obligations. The following table shows the distribution of marks for attendance

Percentage of Attendance	Marks
90 and above	5
85 - 89	4
80 - 84	3
76 - 79	2
75	1



Table 2: Distribution of Marks for Attendance

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IH	E COCHIN COLLEGE
SI No. 4409	ABSENTEES SLIP
Class 11 B A	English
First Period	Subject.
	Signature of Teacher
Second Period	Subject Figurnh
2,45, 5,5 9	10, 17,23, 28,00, 30, 30,35
31. 水町 45	
- de la persona de la	
	Signature of Teacher
Third Period	Subject Renard
CONTRACTOR OF CONTRACTOR	
CONTRACTOR OF CONTRACTOR	Subject Secrical 17, 23, 28, 36, 43, 45, 47 Signature of Teacher ASK
5, 8, 9, 10,	Subject Green for 17, 23, 28, 36, 43, 45, 47 Signature of Teacher ASK
5, 8, 9, 10,	Subject Secrical 17, 23, 28, 36, 43, 45, 47 Signature of Teacher ASK
5, 8, 9, 10,	Subject Green for 17, 23, 28, 36, 43, 45, 47 Signature of Teacher ASK
5, 8, 9, 10,	Subject Secret 17, 23, 28, 36, 43, 45, 47 Signature of Teacher ASK Subject Influenticals 7, 23, 28, 34, 36, 443, 45, 47,
5, 8, 9, 10, Fourth Penod 5, 8, 10, 1-	Subject Secrical 17, 23, 28, 36, 43, 45, 47 Signature of Teacher ASK Subject Affletionitsale 7, 23, 28, 34, 36, 1443, 45, 47, Signature of Teacher N-

#### 2.8 Strong Grievance Resolution Mechanism

The Cochin College is dedicated to ensuring that students have diverse channels to voice their concerns and grievances. Our three-tier complaint system provides a structured approach for addressing the issues related to internal evaluation. Whether students choose to approach their Tutors/Mentors, Heads of Departments (HoDs), or the Principal's office, or prefer the convenience of using the complaint boxes strategically placed around the campus, we are committed to resolving their concerns promptly. Additionally, the college's digital platform further enhances accessibility, offering students a convenient way to submit grievances and contribute to an environment of continuous improvement and transparency.









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#### 2.9 Involving Parents in Student Progress

Engaging Parents in Student Progress emphasizes the importance of a strong partnership between parents and educators to support students' growth. This collaborative approach involves sharing and discussing students' academic development with parents ensuring transparency in the internal educational system. By involving parents in the educational process, we aim to provide a comprehensive understanding of their child's progress and encourage their active participation in shaping the student's success.



1 Manon Mrudula Menon V. Principal-in-Charge The Cochin College



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#### 2.10 Constructive Feedback and Improvement Discussions

Constructive feedback aims to highlight students' strengths and identify areas for improvement. By receiving detailed actionable feedback, students gain a clear understanding of what they did well and what aspects require further attention. This process helps them build on their successes and address their weaknesses effectively.

### 3 Conclusion

Cochin

Transparency in the continuous internal evaluation process of internal exams is crucial for ensuring fairness, accountability, and trust among students, faculty, and stakeholders. A transparent evaluation system not only upholds the integrity of academic assessments but also fosters a positive learning environment where students feel confident about

he impartiality of their evaluations. By clearly communicating assessment criteria, maintaining open communication,

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providing timely feedback, and upholding ethical standards, we create a transparent evaluation system that supports student success and fosters a positive academic environment.



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