

S.N.M. COLLEGE, MALIANKARA

(Affiliated Mahatma Gandhi University, Kottayam)

Maliankara P.O., Moothakunnam Via, Ernakulam (DT), Kerala, India - 683516

www.snmcollege.ac.in | [0484-282386](tel:0484-282386) | principalsnmc@gmail.com

TEACHING-LEARNING & EVALUATION

2.5: EVALUATION PROCESS AND REFORMS

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





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

Assessment Process

The establishment adheres to the evaluation based on Mahatma Gandhi University Regulations, Kottayam. The college is following the implementation of Choice Based Credit and Semester System in 2017 for undergraduate programs and 2019 regulations for post graduate programs. The internal to external evaluations are weighed in the ratio of 1:5.

Through the college handbook, students are informed in advance about

1. Programme structure
2. Examinations
3. Mark Distribution for internal evaluation and external examination
4. Guidelines for internal assessment
5. Pattern of question paper
6. Grading system and award of degree

Specimen copy of the handbook displaying the scheme of External/Internal assessment

For all courses without practical

- a) Marks of External Examination : 80
b) Marks of Internal Evaluation : 20

Components of Internal Evaluation of theory	Marks
Attendance	5
Assignment /Seminar/Viva	5
Test papers (2x5=10)	10
Total	20



For all courses with practical total marks for external evaluation is 60 and total marks for internal evaluation is 15.

For all courses with practical

- a) Marks of External Examination : 60
b) Marks of Internal Evaluation : 15

Components of Internal Evaluation	Marks
Attendance	5
Assignment /Seminar/Viva	2
Test papers (2x4)	8
Total	15

For practical examinations total marks for external evaluation is 40 for internal evaluation is 10

Components Internal Evaluation of Practical	Marks
Attendance	2
Test papers (1x4)	4
Record*	4
Total	10

* Marks awarded for Record should be related to number of experiments recorded and duly signed by the teacher concerned in charge.

All three components of internal assessments are mandatory.

For Project

- a) Marks of external evaluation : 80
b) Marks of internal evaluation : 20

Components of External Evaluation of Project	Marks
Dissertation (External)	50
Viva-Voce (External)	30
Total	80



* Marks for dissertation may include study tour report if proposed in the syllabus.

Components of Internal Evaluation of Project	Marks
Punctuality	5
Experimentation/data collection	5
Knowledge	5
Report	5
Total	20

[College Hand Book](#)

[View](#)

Centralized model examination system

The Institution follows a centralized model examination system before each semester examination which is conducted by an examination cell constituted by the college every year. This will ensure the effective preparation of students for the University examinations. A complete infrastructure of the institution helps in the smooth conduct of the examination, including CCTV-facilitated examination halls, printers, computers, etc. The tentative schedule of examination dates are given in the college academic calendar as per the University academic calendar. Time table is displayed on the notice boards and circulated among departments in advance of examinations.

Link to the Academic Calendar: [View](#)



<p>37. INTERNAL EXAMINATION CELL</p> <ol style="list-style-type: none">1. Sen. Vijj M.P.2. Sen. Anant K.L.3. Sen. Shreeji P.J. (SP)4. Sen. Shreeji P.J. (SP)5. Sr. Krishnakumar T.M. <p>38. NEWS LETTER COMMITTEE</p> <ol style="list-style-type: none">1. Convener: Sen. Shreeji Shreeji2. Sen. Vijj M.P.3. Sen. Shreeji P.J. (SP) <p>39. NCC CELL</p> <ol style="list-style-type: none">1. Convener: Dr. Rakha Parthasarathy <p>40. INMC Virtual Campus (Monitor) (Principal in charge)</p> <ol style="list-style-type: none">1. Chairperson: Dr. T.H. Jitha2. Co-ordinator: Sr. Ajay K.A.3. Dr. Krishnakumar V.R.4. Sen. Naveen S. Lal5. Dr. Nandhan M.L.6. Sen. Priya S. Sair7. Dr. Ajayath S.8. Sr. Ajayath Sair (SP) <p>41. COVID MONITORING CELL</p> <ol style="list-style-type: none">1. Convener: Sen. Prasad S.2. Dr. Shreeji P.J.3. Sen. Shreeji P.J.4. Dr. Shreeji P.J.5. Sr. Shreeji P.J.6. Sen. Shreeji P.J.7. Sen. Shreeji P.J.8. Sr. Shreeji P.J.9. Dr. Shreeji P.J.10. Sen. Shreeji P.J.	<p>38. INTERNAL EXAMINATION CELL (Principal in charge)</p> <ol style="list-style-type: none">1. Chief Supervisor: Dr. T.H. Jitha2. Senior Assistant Supervisor: Dr. Shreeji P.J.3. Sen. Shreeji P.J.4. Dr. Shreeji P.J.5. Sen. Shreeji P.J. (SP)6. Sr. Shreeji P.J. (Assistant Supervisor)7. Sr. Shreeji P.J.8. Sr. Shreeji P.J.9. Sen. Shreeji P.J.10. Sr. Shreeji P.J. <p>39. COLLECTORS @ COLLEGE (Collectors @ College in a program implemented by Kerala State Higher Education Commission to monitor the progress of students in college campus. The aim of this setup is to increase the frequency of tests in college campus.)</p> <ol style="list-style-type: none">1. Sr. Shreeji P.J. Co-ordinator2. Dr. Shreeji P.J.3. Sen. Shreeji P.J. <p>40. MIDOC CLERK (Monitor Online Open Courses)</p> <ol style="list-style-type: none">1. Co-ordinator: Sen. Shreeji P.J.2. Dr. Shreeji P.J.3. Sen. Shreeji P.J.4. Dr. Shreeji P.J.5. Dr. Shreeji P.J.6. Sen. Shreeji P.J.7. Sen. Shreeji P.J.8. Sen. Shreeji P.J.9. Dr. Shreeji P.J.10. Dr. Shreeji P.J.11. Sr. Shreeji P.J. (SP) <p>41. TRANSCEND TRANSCEND is a program to provide coaching for competitive exams like PSC, UPSC, SSC, SPPS etc. in collaboration with professional coaching.</p>
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Internal /External Examination Cell

Attendance

<p>ATTENDANCE AND LEAVE OF ABSENCE</p> <ol style="list-style-type: none">a) The working day is divided into two sessions, three hours in the F.N. (9.30 to 12.30) and two hours in the A.N. (1.15 to 3.15). Attendance will be taken at the beginning of every theory or practical session.b) No student shall absent himself from class without leave.c) Absence from class for one hour in one session will be considered as absent for half day.d) Application for leave should be made in advance in the form given in the calendar to the Principal through the Tutor.e) In the case where absence is due to unforeseen causes the application should be submitted immediately after joining the class.f) In the case of illness for more than five days the leave application should be submitted along with a Medical Certificate.g) If a student is absent himself or herself without leave for 5 consecutive working days, his/her name will be struck off from the roll unless the Principal is satisfied that the failure to obtain leave was unavoidable.h) Disciplinary action including infliction of fine will be taken against those who repeatedly absent on insufficient grounds.i) Absence without leave on the re-opening day and from test papers and NCC parades will be seriously dealt with fine or any other appropriate form of punishment according to the direction of the Principal.j) Application for exemption from attendance at examination and test papers should be made direct to the Principal. Such application should be presented in person at least two days before the commencement of the examination or test. <p>If the reason for exemption is illness, the application should be accompanied by a Medical Certificate. Absence from examination and test papers without leave will invite punishment, which may even go to the extent of holding of term certificate.</p> <p>When a re-examination is offered, absence of the concerned students from the test will be regarded as equivalent to failure.</p> <ol style="list-style-type: none">k) Students are informed that they should get 75 % of attendance of the year, and should they fall short, they will be recommended for condonation only if the Principal is satisfied that the absence was for reasons beyond the control of the student. Exemption will not be granted for more than one academic year during any course of study.

Internal Examination

- The preparation of the question paper and scheme, which is done by the corresponding faculty, is based on the percentage of the syllabus covered.
- The Department Head reviews and approves the question paper.



- To ensure a smooth CIE, printed test questions are given to the internal examination cell.
- All faculty members and students will then be given access to the internal assessment timetable and evaluation scheme that the college has prepared. During orientation programmes and at suitable times in class, students are told about the evaluation procedures and the format of the examination questions at the beginning of the academic year.
- After papers have been evaluated, the appropriate faculty members calculate students' CO-PO attainment.

Transparency of Internal Examination Process

- Exam dates set in advance on the college calendar
- Students were given an explanation of consolidation and CIE computation.
- The students receive the CIE schedule and sample test questions.
- The distributed answer scripts have been examined
- The 'internal mark' is verified by the students.

Internal Assessment	<ol style="list-style-type: none">1. <u>Process of Continuous Internal Evaluation</u>2. <u>Academic Calendar with Internal Exam</u>3. <u>Internal Exam Timetable</u>
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Grievance Redressal Mechanism

The Institution is keen to address grievances related to internal evaluation. The grievances are classified and take appropriate action.



Image showing the college-level internal/model examination

S.N.M. COLLEGE, MALIANKARA
MA ECONOMICS
 SEMESTER IV-INTERNAL EXAMINATION, JUNE 2022
 EC800401-AGRICULTURAL ECONOMICS
 OUTCOME BASED EDUCATION

Student Name: Nisha D
 Course Code: EC800401
 Course Name: Agricultural Economics
 Class: MA Economics Roll No: _____
 University Reg No: 2105011001768
 Student Signature: [Signature] Date: 21/6/23

Q. No	COs	Bloom's Level	Max. Weightage/Mark	Weightage/Mark obtained
Q.1	CO1	L1	1	4
Q.2	CO4	L3	1	4
Q.3	CO1	L2	1	5
Q.4	CO5	L1	1	4
Q.5	CO1	L4	2	8
Q.6	CO4	L3	2	8
Q.7	CO2	L3	3	10
Q.8	CO2	L3	3	20
Grade			Total Weightage/Marks	15x5=75 63

CO1 4 CO2 25 CO3 08 CO4 12 CO5 4

Teacher's charge: Nisha D

S.N.M. COLLEGE, MALIANKARA
MA ECONOMICS
 SEMESTER IV-INTERNAL EXAMINATION, JUNE 2022
 EC800401-AGRICULTURAL ECONOMICS

TIME: 1 1/2 hours Max. Weightage:15

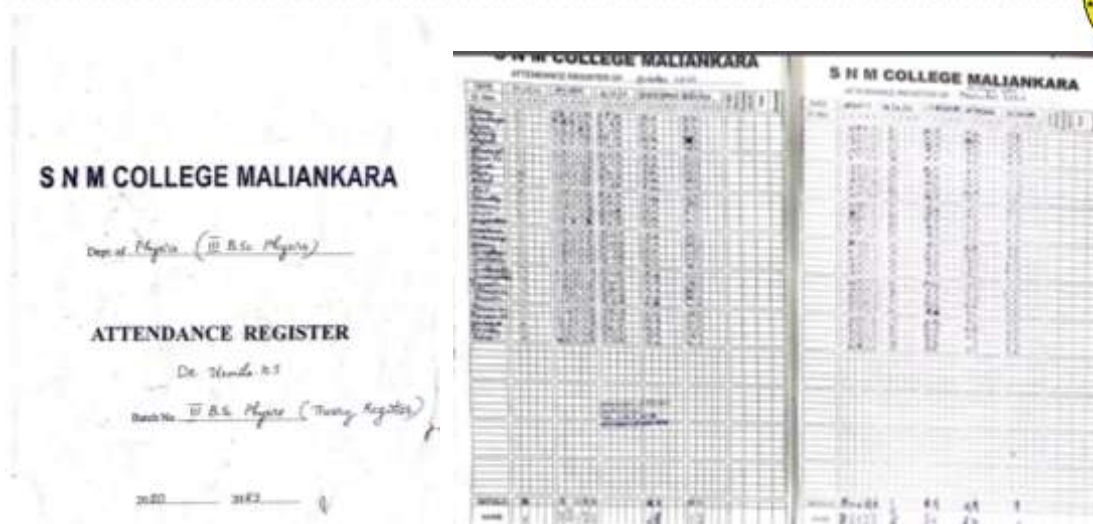
Each question is tagged with the appropriate Bloom's Revised Taxonomy Level (Remembering (L1), Understanding (L2), Applying (L3), Analysing (L4), Evaluating (L5) and creating (L6)) and the relevant course outcome (CO) number.

Course Outcomes
 CO1. Gain adequate knowledge about the relevant concepts and principles of Agricultural Economics.
 CO2. The students can assess the problems of the farm sector and can make contributions to the prosperity of villages.
 CO3. Analyse the linkages between agriculture and other sectors of the economy, including agribusiness, food processing, and rural employment.
 CO4. Students will be able to understand the real situations and the concrete problems of agriculture and economic development.
 CO5. Understanding of various models developed related to agricultural development.

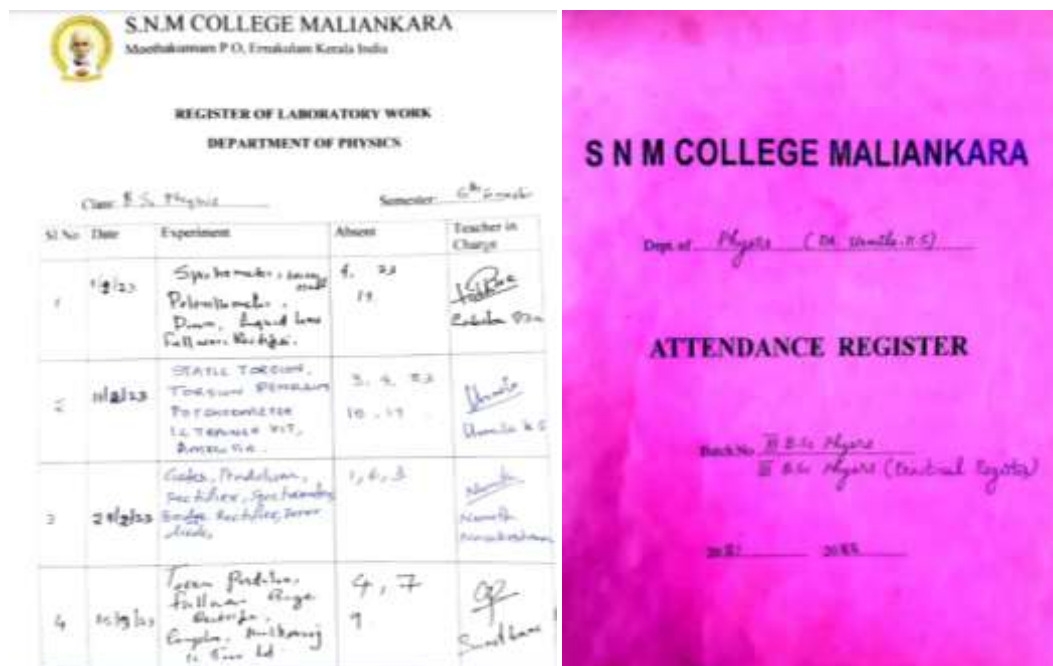
Notes:
 1. Answer all questions.
 2. W = Weightage, L = Bloom's level, C = Course outcomes.

	W	L	C
Part A (Short Answer Questions)			
Q.1 Define Agricultural Economics	1	L1	CO 1
Q.2 Explain WTO	1	L2	CO 4
Q.3 Explain Co-operative Credit societies in India	1	L2	CO 2
Q.4 Describe Schultzsian view of traditional agriculture	1	L1	CO 5
Part B (Short Essay/ Problems)			
Q.5 Examine the relevance of agro-based industry for a developing economy.	2	L4	CO 3
Q.6 Briefly Explain the present system of agricultural marketing in India.	2	L2	CO 4
Q.7 Identify major problems of Indian Agriculture	2	L3	CO 2
Part C (Essay Question)			
Q.8 Critically evaluate the role of agriculture in economic development	5	L5	CO 2

Specimen copy of the question paper and mark list of internal examination



Specimen copy of the Attendance for theory



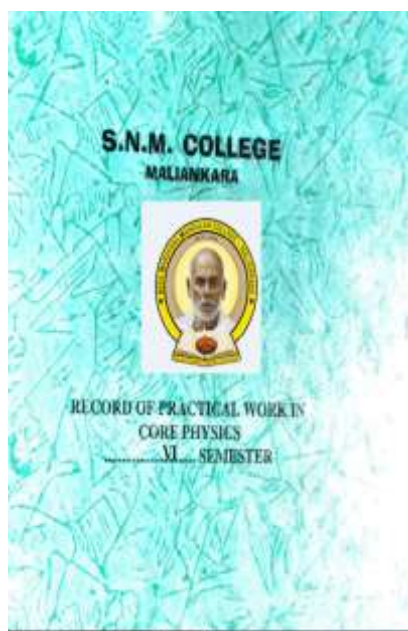
Specimen Copy of the Lab Login Register



Sl. No.	Name	Date	Theory	Practical	Viva	Total	Remarks	Attendance					Report
								Present	Absent	Excused	Others	Others	
Group 1													
1	Vijitha												Report 1 experiment
2	ADH Arindha												
3	Anusha												
4	Angika												
5	Abhishekini												
6	Charuka												Report 1 experiment
7	Devika												Report 2 experiments
Group 2													
1	Geetha												
2	Thyagaraja												
3	Lakshmi												
4	Nisha												Report 1 experiment
5	Rajya												Report 2 experiments
Group 3													
1	Sarvam												
2	Vandha												
3	Anandak												
4	Anupama												
5	Anurag												Report 1 experiment

Sl. No.	Name	Date	Theory	Practical	Viva	Total	Remarks	Attendance					Report
								Present	Absent	Excused	Others	Others	
Group 4													
1	Jithan												
2	Nisha												Report 1 experiment
3	Pranav												
4	Rohith												Report 1 experiment
5	Sampath												
6													
Group 5													
1	Vijay												Report 2 experiments
2	Vinay												Report 1 experiment
3	Vishwa												Report 1 experiment
4	Vimaya												Report 1 experiment

Specimen Copy of the Lab Attendance sheet



Certificate

NAME: KITHA LAKSHMI T S Class: PHYSICS
 Roll No: 682 Exam No: 100103021
 Institution: S.N.M. COLLEGE, MALIANKARA

This is certified to be the bonafide work of the student in the
PHYSICS Laboratory during the academic
 year 2021 / 2022.

No. of practicals certified: 1 out of 12 in the
 subject of PHYSICS

Examiner's Signature: 
 Teacher in-charge: 
 Principal: 
 Date: 11/07/22 Institution Rubber Stamp: 

(I.A. The candidate is expected to return this form to her/his parent till further notice in the subject.)

Index

S. No.	Name of the Experiment	Page No.	Date of Submission	Date of Submission	Remarks
1.	VERIFICATION OF OHM'S LAW	1			
2.	VERIFICATION OF BOYLE'S LAW	2			
3.	VERIFICATION OF CHARLES' LAW	3			
4.	VERIFICATION OF GAY-LUSSAC'S LAW	4			
5.	VERIFICATION OF NEWTON'S LAW OF COOLING	5			
6.	VERIFICATION OF STEADY STATE CONDITION	6			
7.	VERIFICATION OF STEADY STATE CONDITION	7			
8.	VERIFICATION OF STEADY STATE CONDITION	8			
9.	VERIFICATION OF STEADY STATE CONDITION	9			
10.	VERIFICATION OF STEADY STATE CONDITION	10			
11.	VERIFICATION OF STEADY STATE CONDITION	11			
12.	VERIFICATION OF STEADY STATE CONDITION	12			

(Handwritten notes and signatures are present on the index page.)

Specimen Copy of the Practical Lab Records

www.snmc.edu.in

S.N.M. COLLEGE, MALIANKARA

Higher Secondary Education

S. No.	Exp. No.	Name of Candidate	Internal Assessment (Theory)	Internal Assessment (Practical)	Total Assessment	Grade	Remarks
1	1	KITHA LAKSHMI T S	100	100	200	A	
2	2	KITHA LAKSHMI T S	100	100	200	A	
3	3	KITHA LAKSHMI T S	100	100	200	A	
4	4	KITHA LAKSHMI T S	100	100	200	A	
5	5	KITHA LAKSHMI T S	100	100	200	A	
6	6	KITHA LAKSHMI T S	100	100	200	A	
7	7	KITHA LAKSHMI T S	100	100	200	A	
8	8	KITHA LAKSHMI T S	100	100	200	A	
9	9	KITHA LAKSHMI T S	100	100	200	A	
10	10	KITHA LAKSHMI T S	100	100	200	A	
11	11	KITHA LAKSHMI T S	100	100	200	A	
12	12	KITHA LAKSHMI T S	100	100	200	A	

(I.A. The candidate is expected to return this form to her/his parent till further notice in the subject.)







Specimen copy of Internal Assessment for Practical labs



Specimen Copy of the Project Record

Assignments

Assignments are to be done in all semester and at least one assignment in each semester is to be added in the internal assessment. Assignment is given by the concerned faculty for every course in each semester and is evaluated within one week and returned to the student after mark entry.





Seminar

A student shall be present one seminar in 5th semester for UG courses and all semester for PG courses. Concerned head of the department and teaching faculty is the responsible person for conducting seminars.



Photographs of students for taking seminars as part of Internal Assessment

Display of Internal Marks

Before submitting internal marks to the University portal, internal marks are displayed on the notice board of the department. Students can check their grades and inform the faculty in charge if any complaints are there. The faculty in charge makes sure that the internal marklist must have the proper signatures of the instructors, HoDs, and the Principal before submitting it to the college office and University.

Specimen Copy of Internal Marks



UNIVERSITY OF KERALA
GENERAL REGULATIONS FOR THE PUBLIC PROGRAMMES OF DISTANCE EDUCATION
S.N.M. COLLEGE, MALIANKARA
Programme: B.A. POLITICAL SCIENCE
Semester: III

Sl. No.	Reg. No.	Name of Candidate	Theory and Practical Marks		Internal Assessment		External Assessment		Grand Total		Remarks
			Max.	Obt.	Max.	Obt.	Max.	Obt.	Max.	Obt.	
1.	100000001	ABHIRAM K	100	75	100	85	100	80	260	240	
2.	100000002	ADARSH K	100	80	100	90	100	95	295	265	
3.	100000003	ADITHYAN K	100	85	100	95	100	100	300	280	
4.	100000004	ADITHYAN K	100	90	100	100	100	100	300	290	
5.	100000005	ADITHYAN K	100	95	100	100	100	100	300	295	
6.	100000006	ADITHYAN K	100	100	100	100	100	100	300	300	
7.	100000007	ADITHYAN K	100	100	100	100	100	100	300	300	
8.	100000008	ADITHYAN K	100	100	100	100	100	100	300	300	
9.	100000009	ADITHYAN K	100	100	100	100	100	100	300	300	
10.	100000010	ADITHYAN K	100	100	100	100	100	100	300	300	
11.	100000011	ADITHYAN K	100	100	100	100	100	100	300	300	
12.	100000012	ADITHYAN K	100	100	100	100	100	100	300	300	
13.	100000013	ADITHYAN K	100	100	100	100	100	100	300	300	
14.	100000014	ADITHYAN K	100	100	100	100	100	100	300	300	
15.	100000015	ADITHYAN K	100	100	100	100	100	100	300	300	
16.	100000016	ADITHYAN K	100	100	100	100	100	100	300	300	
17.	100000017	ADITHYAN K	100	100	100	100	100	100	300	300	
18.	100000018	ADITHYAN K	100	100	100	100	100	100	300	300	
19.	100000019	ADITHYAN K	100	100	100	100	100	100	300	300	
20.	100000020	ADITHYAN K	100	100	100	100	100	100	300	300	

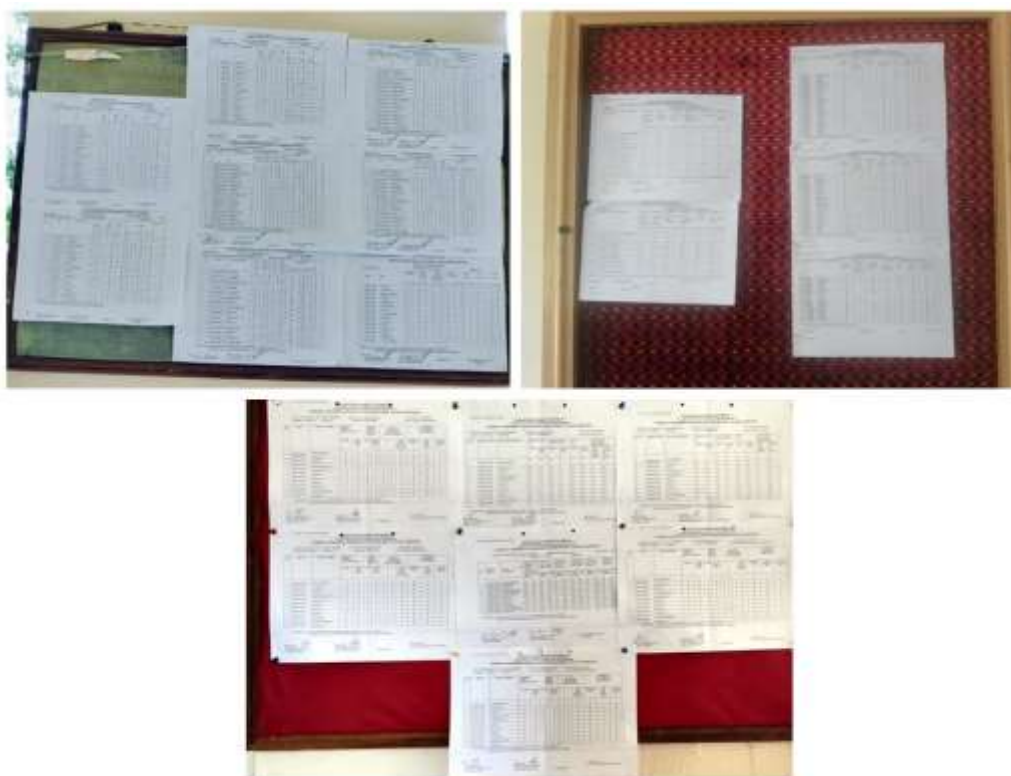
Coordinator: A. The authority verified with the records and found to be correct.
B. These marks are subject to verification by the students.

(Signature) Head and Supervisor of the Examinations
(Signature) Head of the Institution

Additional get and send a consolidated mark list with all the marks sheet - 10/10

Continued Page 2

Specimen Copy of Consolidated Internal Marks Verification by Students for University Submission



Specimen Copy of Internal marklist displayed on notice board



Mahatma Gandhi University Admission & Exam Management System

SNM College, Maliankara P.O - College Data Entry Operator

Date & Time : 06/10/2023 10:46:18 AM

INTERNAL MARK ENTRY

Exam * : --Select--

Programme * : --Select--

Subject * : --Select--

SNo	Programme	Total Students	Registered Count	Approved Count	Internal Mark Entry	Status
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Internal mark submission to university

Grievance Mechanism

Internal assessment shall not be used as a tool for personal or other type of vengeance. A Student has all rights to know, how the teacher calculated the marks. In order to address the grievance three level grievance redressal mechanisms is envisaged. Students can approach the upper level only if grievance is not addressed at the lower level.

Level 1: Dept. Level: The department cell chaired by the Head; and Department Coordinator, Faculty Advisor and Teacher in-charge, as members.

Level 2: College level: A committee with the Principal as Chairman, College Coordinator, HOD of concerned Department and Department Coordinator as members.

Level 3: University Level: A Committee constituted by the Vice-Chancellor as Chairman, Pro-Vice-Chancellor, Convener - Syndicate Standing Committee on Students Discipline and Welfare, Chairman-Board of Examinations as members and the Controller of Examination as member-secretary.

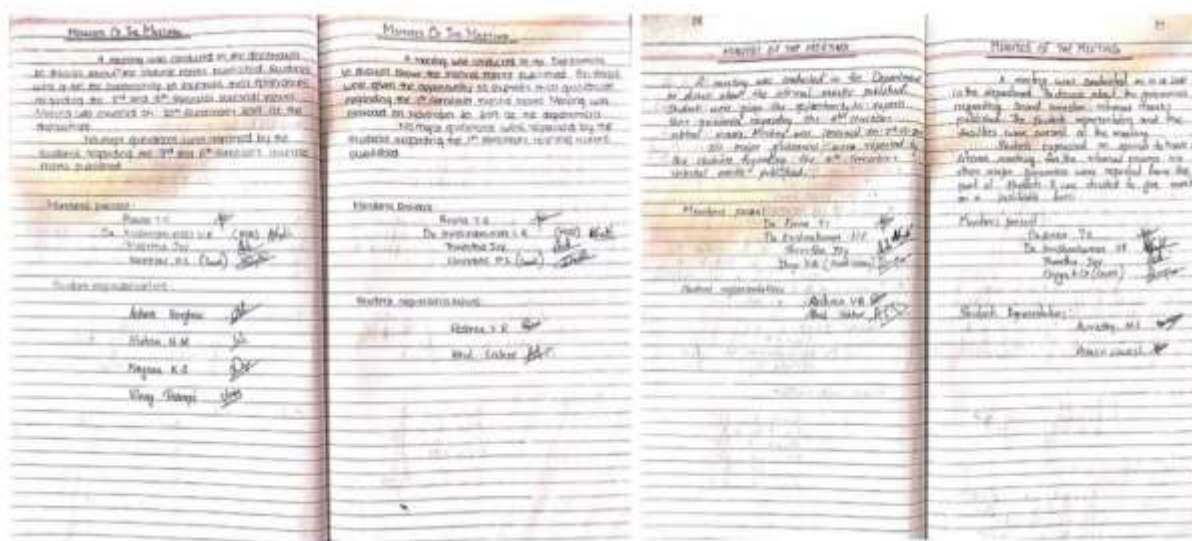
The college council shall nominate a Senior Teacher as coordinator of internal evaluations. This coordinator shall make arrangements for giving awareness of the internal evaluation components to students immediately after commencement of I semester

The internal evaluation marks/grades in the prescribed format should reach the University before the 4th week of October and March in every academic year.



Departmental grievance mechanism

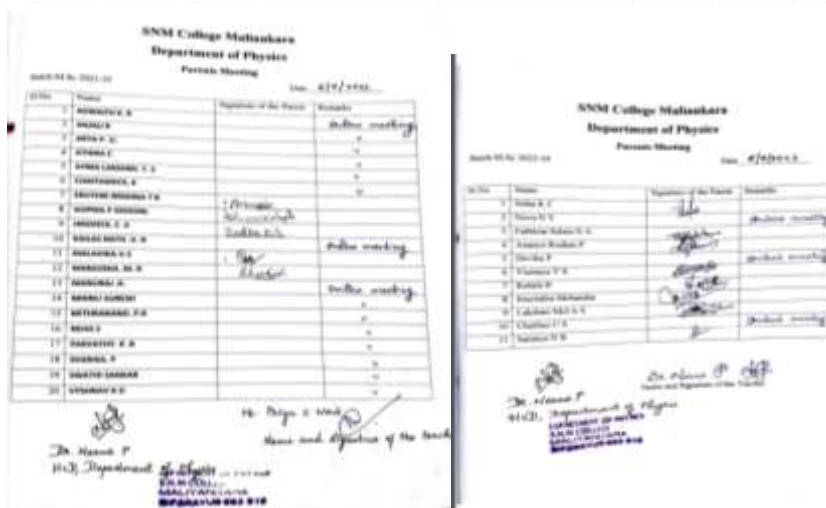
Students who have grievance about the internal examination can speak with the relevant department right away. The majority of complaints were settled directly inside the department. The responsible teachers perform a number of tests and promptly provide the valuable response scripts in order to prevent objections. Effective talks about the response patterns were also taken into account in order for the students to settle disagreements. A meeting is also conducted after publishing the marklist of internal assessment to rule out any grievances from the students. Any discrepancies in the assessment method raised by the students are properly addressed and rectified. The students can also submit the disagreements to internal assessment at a higher level if they weren't entirely addressed at the departmental level.



Specimen copy of the minutes of department grievance meeting

Parent-Teacher Student Meeting

In every semester, a parent-teacher-student meeting is conducted department wise. The internal marks are informed to parents while meeting and collect the grievance at the time of meeting.



Specimen copy of Parent-teacher-student meeting

Internal Assessment Grievances Redressal cell

To handle all problems submitted by the departmental committee, the institution establishes a specific internal assessment grievance redressal cell. There are seven faculty members in it, representing various departments. The committee moves to provide the decisions after receiving the Grievance Redressal Form, which is available in the campus or may be downloaded on the college website. The right investigation of the issues is the basis for decisions. They might add additional relevant people in addition to the committee members based on the grievances received.



Specimen copy of the College handbook displaying the Internal Assessment Grievance Redressal Cell



College Grievance Submission

The **Grievance Redressal Cell (GRC)** aims to look into the complaints lodged by any student and redress it. The students can state their grievance regarding any academic and non-academic matter within the campus as well. Students may approach the cell to voice their grievances regarding academic matters, library and other services. Any form of discontent or dissatisfaction on the part of the students can be informed to the cell. Grievances may also be sent through e-mail to the co-ordinator of the Students' Grievance Cell. The cell redresses the grievances promptly and judiciously. As a result of this scenario, our College has a pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the students.

The screenshot displays the website of Sree Narayana Mahavidyalaya, Maliankara. The header includes navigation links: ALUMNI, STUDENT CORNER, CELLS & CLUB, FACILITIES, FORMS / DOWNLOADS, CONTACT US, 360°, and LOGINS. The main banner features a photograph of the college building and a red circle highlighting the contact information: principalsnmc@gmail.com, 0484-2412385, and 24x7 Grievances. Below the banner, the text reads: WELCOME TO SNM COLLEGE MALIANKARA, Enlightenment Through Education, -Sree Narayana Guru. A small portrait of Sree Narayana Guru is visible on the right. The footer contains news updates and contact numbers: 9946852272 - 9747696644 - 9497797482, and a note about a rank list published by an Assistant Professor in Physics and a Librarian.

Link for Online Grievance submission: [View](#)

Complaint Box

Students who wish to voice their complaints by keeping their identity as anonymous can use the complaint box, which is located in front of the campus and is routinely checked. On the pertinent complaints, the necessary steps were taken.



Photograph of the complaint box

University Student Grievance Redressal cell

According to UGC guidelines, Mahatma Gandhi University has established an online student grievance redressal cell. To handle the issues at hand, a nodal officer has been selected. At the university level, students can submit their complaints using this online site. The issue is redirected by the University based on its relevance.



Home page of the University Grievance portal

T H Digitally signed
by T H JITHA
Date:
2023.10.06
14:08:03 +05'30'