

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039 An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

2.5

Evaluation Process and Reforms

2.5.1 Transparency in External Evaluation System





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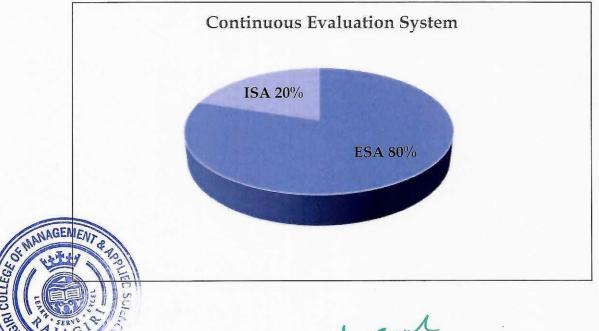
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1. Transparency in the External Evaluation System

An extensive and well-structured assessment of students' progress is guaranteed by the ongoing evaluation method at Rajagiri College of Management and Applied Sciences, Kakkanad affiliated to Mahatma Gandhi University. This system, which complies with Mahatma Gandhi University's policies, covers all of the college's academic offerings, including all courses and programmes. This technique of continuous assessment aims to provide students with immediate feedback, encourage active learning, and enable an accurate and equitable evaluation of their knowledge and abilities. The two primary parts of the continuous evaluation system are the In-Semester Assessment (ISA) and the End Semester Assessment (ESA).

As Rajagiri College of Management and Applied Sciences is affiliated with MG University, our primary responsibility is to support the university in conducting end-semester examinations transparently and smoothly. To achieve this, Rajagiri College of Management and Applied Sciences takes proactive measures and consistently manages the end-semester examination process in an organized manner. The flowchart shown below succinctly outlines the end-semester examination process.



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Flowchart of External Examination Process

Share exam fee notification with students Arrange e-payment via college website Manage condonation requests for low attendance Distribute exam registration forms in class by batch coordinator and verification of application forms by batch coordinator and HOD Enter and verify application data in the university portal Share exam timetable via student WhatsApp group and display seating arrangements in notice board Communicate invigilation duty slot booking in EXMAN software and Communicate invigilation duty list to faculty Issue Hall tickets on exam day Open and print question papers at the exam office Monitor strict exam invigilation and Pack answer scripts in the exam office immediately Faculty participation in practical's, project viva-voce and answer script valuation at university centers

End Semester Assessment Result Analysis



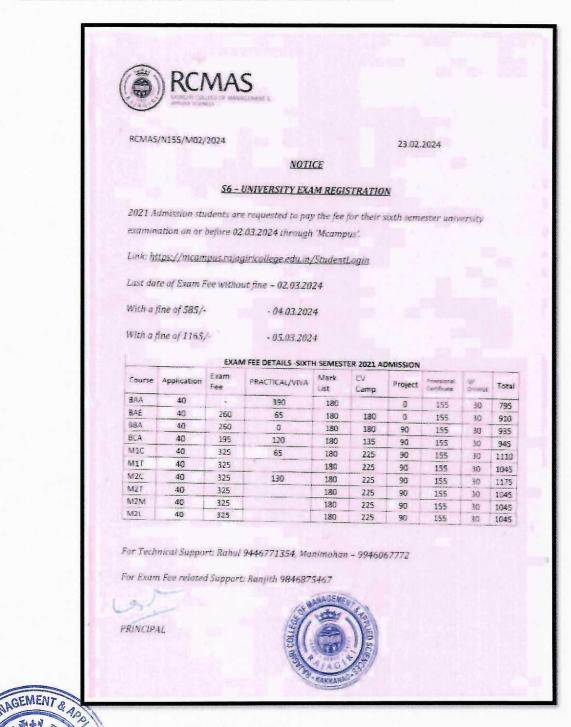


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1.1 Share fee notification with students: Informing students about the fees they need to pay at the University for their end semester examinations. A sample of the fee notification shared with the students is attached below.



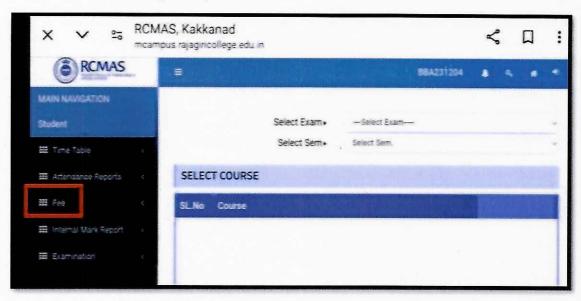
Sample of fee notification shared with students





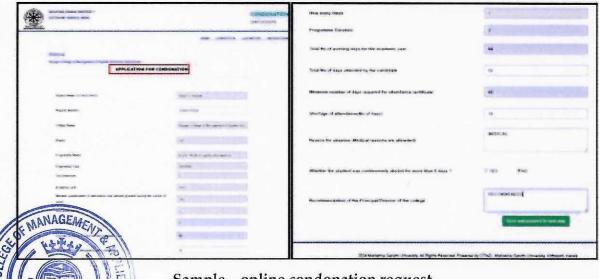
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1.2 Arrange e-payment via College website: Facilitating the payment process for students to make their required payments through the college's website, ensuring convenience and transparency.



Screenshot of MCampus for fee payment

1.3 Manage condonation requests for low attendance: Handling requests from students who have insufficient attendance and are seeking special permission (condonation) to appear for end semester examinations. A sample online condonation form is attached below.



Sample - online condonation request



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1.4 Distribute exam registration forms in class by batch coordinator and verification of application forms by batch coordinator and HOD: Organizing and distributing registration forms to students based on their respective classes. The application forms submitted by students are reviewed and approved by their respective batch coordinators and Head of Departments (HOD). A sample exam registration form filled by a student is attached below.

-		
		ANDHI UNIVERSITY
		ON TO THE CBCSS DEGREE EXAMINATION I-APRIL/OCTOBER - NOVEMBER 20 2 3
		tidates EXCEPT THE FIRST SEMESTER REGULAR
F	ermanent Register Number: 2200210	61626
ı	Name of Candidate (CAPITAL LETTERS)	ABHISTTH AS
2	Name of College	RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES
3	Name of Programme	B.Com Logistics Management
4	Name of Stream ☑	Model, II
5	Date of Birth	1a / az / 2004 Gender Male/Female
6	Address for communication with Phone number and Email	Allichisa puthanyesta kavalam po Alappazha destolosses attaliana incregnal im PIN Code 688506
• 7	Whether Eligible for Fee concession ☑	[Yes / No] If Yes, State Category
*8	State whether having Sufficient Attendance ☑	[Yes / No]. If No, State whether applied for Condonation [Yes / No] SIGNATURE OF THE PRINCIPAL.
	**DE T	MLS OF COURSES
1	Common Course I (ENGLISH)	1) Title (NGLID)
2	Common Course II (Add) Language)	Title Alway
3	Core Course 1)	Title Fenancial accounting it
		Title BUSINESS REGULATORY FRAME WORK
		Title BUSINESS MANAGEMENT
		Title PRINCIPLES OF BUSINESS DECISIONS Title
		Title
-	Choice Hased Core Course	Title
	Complementary Course	1) Title
		2) Little
	Vocational Core Optional Core Open Course Title	Tisle
	Project & Viva	
	Signature of the Candidan	Signature of the Helad of the Department.
	luma No. 7 &8 should be recommended by the	
•1	letails of courses should be attested compalsors	by the HOD to ensure that the titles of the papers are entered
OF	octly by the candidate.	18/1
	Place kakken of	
	Dute: 25/1/2623	Signature of the Principal with office scal

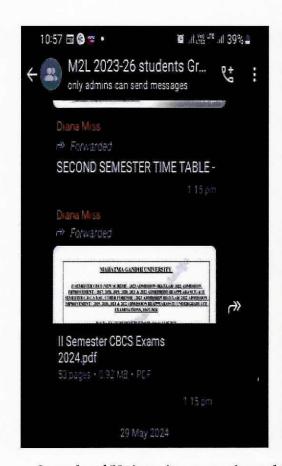
Sample - exam registration form filled by a student

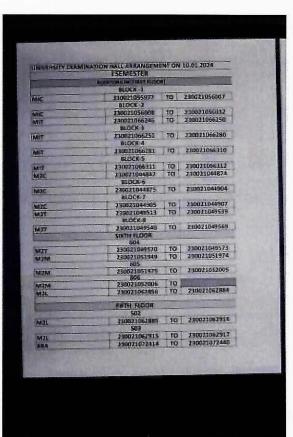


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- **1.5** Enter and verify application data in the university portal: This involves entering the information from application forms in the university's online system by the office staff and cross-checking the same by the faculty in charge
- 1.6 Share exam timetable via student Communication group and display seating arrangements on notice board: Communicating the exam timetable and seating arrangements for exams to students through WhatsApp messages. The seating arrangements are displayed on the Smart screen at the College Reception.





Sample of University exam timetable shared in students WhatsApp group and seating arrangements displayed on Smart screen at the College Reception

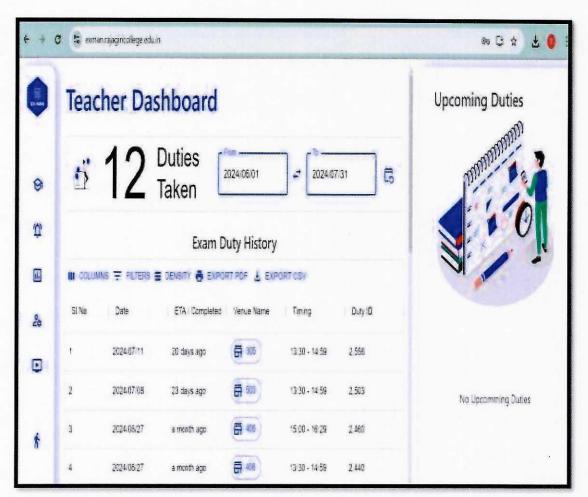




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1.7 Communicate invigilation duty slot booking in EXMAN software and communicate invigilation duty list to faculty: Notifying faculty members about booking exam duty slots through the college exam software (EXMAN) and then publishing the duty list. EXMAN is a software developed by our Alumni for managing examinations.



Sample of invigilation slot booking in EXMAN software



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Exam Duty Allocation

Exam Remarks, First Sem UG Date, 2024/02/13 13:30 Venues, 22 Reliever Yes Generated By chandralalvs@rajagincollege.edu.in (Admin) Generated At: February 12th 2024, 4 06:01 pm

SINo	Venue Name	FIRST HALF: 01:30 PM - 02:59 PM	SECOND HALF: 03:00 PM - 04:29 PM
1	201	SHWETA ALEX	DR AJOSH GEORGE
2	202	ANILA VARGHESE	AMALA LINUS
3	301	SIJO JACOB	ASHL N MARIA JOSEPH
4	302	AMRUTHA ANTONY	SHWETHA ROY
5	303	AJISH V NAIR	ANNU JAMES
6	304	NDU G KRISHNAN	JUBY GEORGE
7	305	VEENA RENJINI S	SUNITHA VARGHESE
9	306	MINU S KUMAR	MINNU JOSEPH
9	401	SREELAKSHMIK S	CHRISTY BABU LUKOSE
10	402	MEGHA MOHAN	BRIDIN ROCHA
11	403	KAVITHA KRISHNADAS	MARY ANTONY
12	404	SAI PARVATHY I R	ASWATHY K M
13	405	ANUFA STANLY	PRIYA P GOPINATH
14	406	ANEESHA K JOSE	MARTINA A A
15	502	MARIYA PAUL	NILEENA SASIDHARAN
16	503	TESSYMOL MATHEW	DEVIKA R
17	504	JOTTY JACOB	AQUINA JOSEPH
18	505	ELSA JACOB	RENJU A C
19	506	MARIA ATHIRA SHALET	ABBIN JOSEPH THOMAS
20	604	BILIN BABY ELIZABETHU	NEENU KURIAKOSE
21	605	MERLEENA ANTONY	SREEJA KUMAR
22	506	DONA MARIA MANI	HEERA B

Sample of invigilation duty list shared with faculty



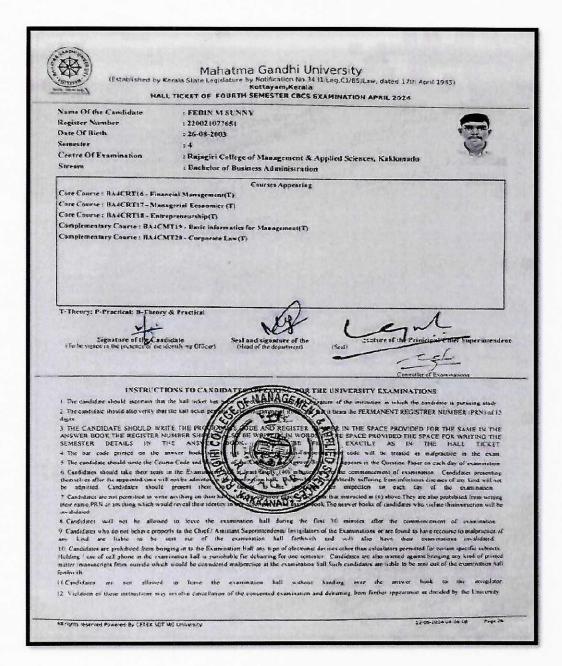


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1.8 Issue of hall tickets on exam day: The distribution of examination Hall tickets to students on the day of the exam, typically done at the department level.



Sample of university exam hall ticket issued to the students





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1.9 Open and print question papers at the exam office: Accessing the website link of the university for question papers and printing the exam question papers at the designated exam office before the examination.







Photo of university exam question paper printing area & examination cell





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1.10 Monitor strict exam invigilation: It means ensuring that the examination is supervised with vigilance and adherence to all examination rules and regulations.

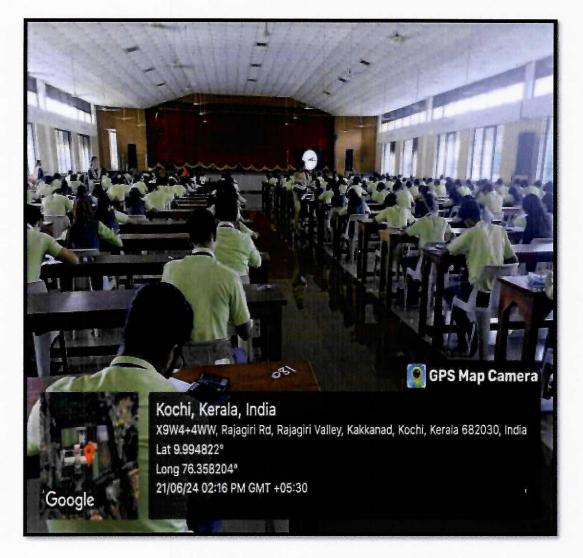


Photo of an examination hall



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1.11 Pack answer scripts in the exam office: After the exams, answer scripts are gathered and securely packed in the examination cell to be sent to the University. The answer paper packets are properly bundled and kept ready for dispatch along with the statement to accompany the answer papers for each subject.

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MAHATMA GANDHI UNIVERSITY

STATEMENT TO ACCOMPANY ANSWER PAPER PACKET SENT TO THE CONTROLLER OF EXAMINATIONS BY THE CHIEF SUPERINTENDENT

Centre RAJAGIRI COLLEGE OF MANAGEMENT & APPLIED SCIENCES, KAKKANAD

Examination: FIFTH SEMESTER M1C CBCS OCTOBER 2023

(as in question paper)

	A0050505000000000000000000000000000000	No. DAY SURPRISED TO A SECRETARION PROBLEM CONTRACTOR AND AND AND		REGULAR
Date	Hours	Subjects	Code No of Question paper	Total No. of Answer Books
06.12.2023	01:30 -	COMPUTERISED ACCOUNTING	231 33475	63

		D-4.2	12		ACCRECATION OF THE				1		
				REGISTE	RNUN	IBE	R OF BOOKS				
SI No	Reg.No.	Present/ Absent	SI No	Reg.No.	Present/ Absent	SI No	Reg No.	Present/ Absent	SI No	Reg.No.	Prosent/ Absent
1	210021064171	р	30	210021064202	p	59	210021064232	Р			
2	210021064172	р	31	210021064203	i3-	60	210021064233	р			
3	210021064173	Р	32	210021064204	P	61	210021064234	Р			
4	210021064174	р	33	210021064205	ρ	62	210021064235	P			
5	210021064175	Р	34	210021064206	9	63	210021064236	p			
5	210021064176	Р	35	210021064207	p.						
7	210021064177	р	36	210021064208	ρ	()(UES					
8	210021064178	p	37	210021064209	ρ						
9	210021064180	р	38	210021064210	ρ						
10	210021064181	р	39	210021064211	P						
11	210021064182	p	40	210021064212	Р						
1.2	210021064183	р	41	210021064213	l)a						
1.3	210021064185	р	42	210021064214	P						
14	210021064186	ρ	43	210021064215	р						
15	210021064187	Р	44	210021064216	р						
16	210021064188	р	45	210021064217	Р						
17	210021064189	Р	46	210021064218	ρ						
18	210021064190	Þ	47	210021064219	p						
19	210021064191	Р	48	210021064220	Р						
20	210021064192	Р	49	210021064221	P						
21	210021064193	P	50	210021064222	р						
22	210021064194	P	51	210021064223	р						
23	210021064195	Р	52	210021064224	р						
24	210021064196	p	53	210021064225	P						
25	210021064197	р	54	210021064226	β						
26	210021064198	Р	55	210021064227	la la						
27	210021064199	P	56	210021064229	P						
28	210021064200	Р	57	210021064230	p						
29	210021064201	p	58	210021064231	P						

Total Absent NIL

KAKKANAD 06.12.2023

Chief Superintendent

NB. This statement should accompany the answer papers for each subject and should be carefully verified with the answer

books by Chief Superintendent before despatch.

Additional Sheet used: 2/0021964196, 221,-

NAGEMEN Sample of Statement accompanying answer paper packet sent to the Controller of Examinations by the Chief Superintendent





1.12 Faculty participation in practical's, project viva-voce and answer script valuation at university centers: This task involves the faculty members traveling to designated centralized university valuation camps to participate in the evaluation and grading of examination papers. According to the university orders, faculty actively participate in the practical and project evaluation at various colleges under MG University.

MAHATMA GANDHI UNIVERSITY KOTTAYAM

33681/EB 7-2/2023/EB 7

17.04.2023

From,

The Controller of Examinations.

To.

Anila Varghese

Rajagiri, Kakkanadu , 8891652930

Madam .

Sub : VI Semester BBA CBCS (2020 Admission Regular / 2019 ,2018 & 2017 Admissions Supplementary) Under Graduate Examination, March 2023- Conduct of Project Evaluation/ Viva Voce-reg.

I am to inform you that you are appointed as External Examiner for conducting the cited examination, as per the schedule given below:

Time: 9.30 am Onwards

Date of Examination		Centre of Eaxmination
24.04.2023 25.04.2023	Project Evaluation & Viva	MES College, Marampally
26 .04.2023	Voce	

You are requested to contact the Chairman and conduct the examination as per schedule.

Chairman: Dr. Eby N Elias,

Professor, BPC College, Piravam,

Mob: 9447353821.

Mail: ebyneliasbpc@gmail.com

Sd/-

Assistant Registrar XI (Exams)

For Controller of Examinations

Order of appointment of a faculty member as External Examiner for conducting sixth-semester project viva



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Mekha Sebastian, Rajagiri College of Marye month & Applied Survived, Kakkanad (aurope memory) 19/10/2023 to 27/10/2013 roomson)
Tonform there of norm II'' tem K IV bern C.V. Camp or monographing your
mices Thripport have autorized autorized autorized

Duty certificate issued to faculty for attending MG University CV Camp

1.13 End- Semester Assessment result analysis:

Once the University result are being published the Heads of the Department conduct result analysis in the college prescribed format.

				В	BA 20	23-26	i								
REG NO.	NAME	ENGLESH	GRADE (Auto Cakulation)	КОМ	GRADE (Auto Cakulation)	BUSSINESS	GRADE (Auto Cakulation)	MATHEMATICS	GRADE (Auto Cakulation)	STATISTICS	GRADE (Auto Cakulation)	Total	÷.	SCPA	GRADE (Auto Cakulation)
230021072414	A C DANIEL JAMES	38	8	50	A	50	3	43	c	34	c	301	120	6	8
230021072415	A M MUHAMMED AJMAL	63	5+	78	A	61	3	50	3	49	c	313	128	5.4	5
230021072416	ABHIRAM P.V	43	c	53	8	46	c	48	9	47	c	233	100	3	c
230021072417	ADHIL MUHAMMED F	63	8+	77	A	33	3	97	5	59	3	301	142	7.4	8+
230021072418	ADITHYA HARI	81	A	87	A÷	17	24	92	A+	78	A	425	172	3.5	Δ+
230021072419	AKHILA BUU	66	8+	77	A	36	3	61	3	68	54	328	136	6.8	8+
230021072420	ANNA SHIBY	70	84	93	Δ+	30	44	100	5	34	A	437	172	2.6	A+
230021072421	ANUSHRI R NAIR	81	A	94	24	69	5+	97	5	77	A	418	168	3.4	A
230021072422	ARIF MUHAMMED	74	84	77	A	57	3	35	A÷	25	24	351	144	7.2	8+
230021072423	ASHLEY RACHEL MATHEW	85	A÷	94	A+	33	A	100	S	35	Д	443	176	2.3	A÷
230021072424	ASHNA S R	68	8+	93	A÷	31	A	84	A	75	3+	397	156	7.8	A
230021072425	ATHUL KRISHNA	57	8	55	8+	66	54	62	3	31	c	301	124	6.2	8
230021072426	ATHUL KRISHNA S	75	A	93	A+	32	4	33	5	32	A	431	172	2.6	A+
230021072427	BASITH MOHAMMED K A	53	c	44	0	40	D	33	9	33	ם	207	34	4.2	D
230021072428	CHAITHANYA KRISHNAN C	45	c	69	3+	42	D	at	D	36	D	233	96	4.8	c
230021072429	CHRISTINE MARY PAUL	54	c	30	2		F		F	39	D				F
230021072430	DEVIKRISHNA S		F		F	2	F		F	armitises:	F	-111000			F
230021072431	DHANUSH D. VARRIER	66	3+	67	8+	49	c	97	5	74	34	353	144	7.2	B+
	ELDYOSE Y ANIMON	114.00		100		44	-	**	-	20	2	***	93	16	

A	15
B+	17
В	10
C	9
D	1
FAIL	9
WH	0
Total	70

nd- Semester Assessment result analysis done by the Department of

Management





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2. Conclusion

Transparency of the External Evaluation System especially during the End Semester Evaluation Process, is vital for ensuring fairness and accountability in student assessments. The process remains well-structured and transparent due to steps such as fee notifications and faculty participation in grading. Additionally, the three-level complaint system acts as a feedback mechanism, driving continuous improvement and responsiveness to student concerns. An efficient and transparent External Evaluation System, backed by the faculty and the Examination Cell, maintains academic standards and builds trust and integrity within the educational institution. It highlights a dedication to excellence and fairness in higher education.



PRINCIPAL

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