# Criterion II

# Teaching- Learning and Evaluation

**RCMAS**

## RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

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**

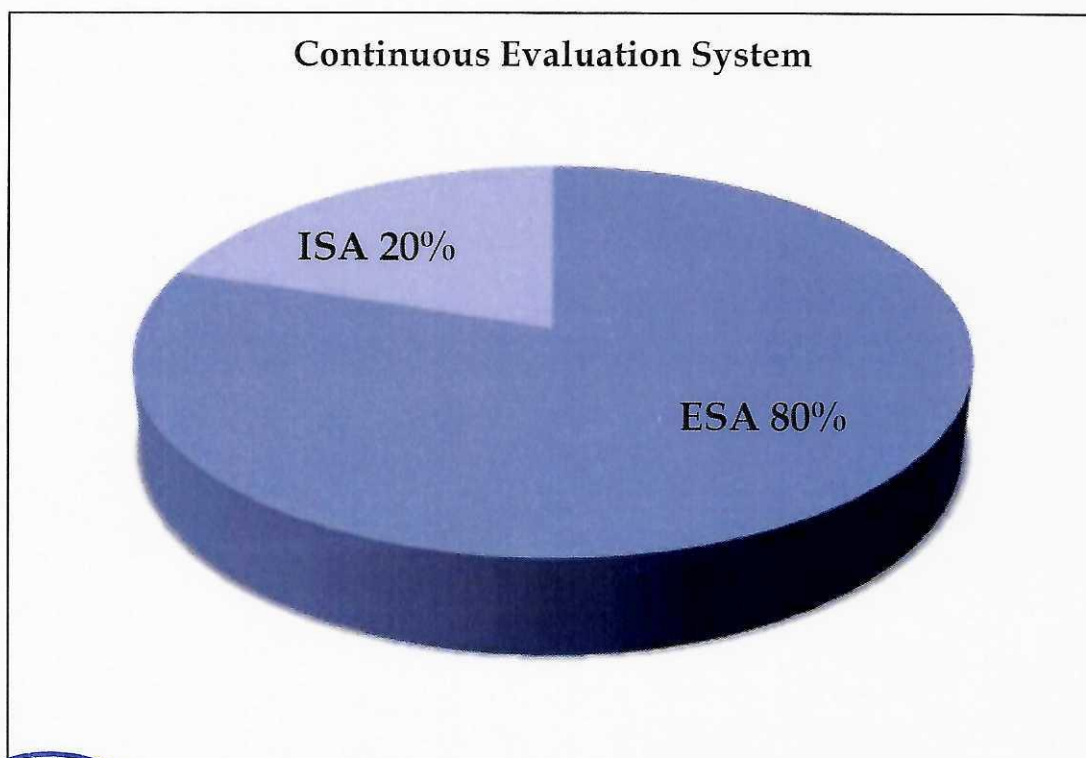### 2.5.1 Transparency in Internal Evaluation System

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1. Transparency in the Internal Evaluation System

Rajagiri College of Management and Applied Science, Kakkanad, affiliated with Mahatma Gandhi University, follows a thorough assessment framework to monitor student progress effectively. This system comprises of two primary components: End Semester Assessment (ESA), which constitutes 80% of the evaluation, and In-Semester Assessment (ISA), which makes up the remaining 20%. While the university administers the End-semester exams using college resources and personnel, the college independently manages the In-Semester Assessment or Internal Assessment Tests (IAT) under strict supervision.

**Continuous Evaluation System**



ISA 20%

ESA 80%

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## 2. Methods for Promoting Transparency in Internal Evaluation

The following methods have been implemented to promote transparency in Internal Evaluation:
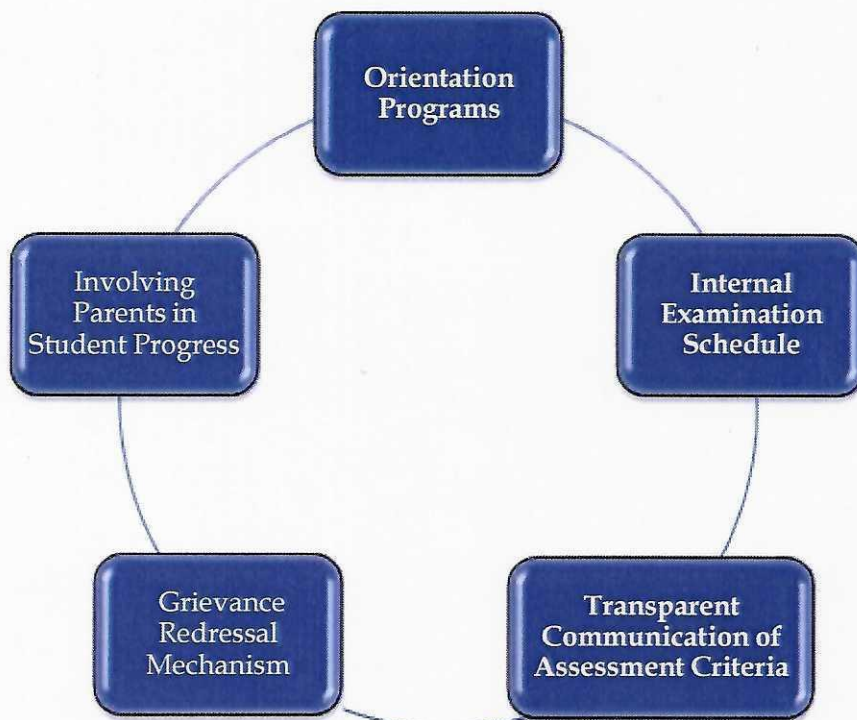


### 2.1 Orientation Programmes

Orientation programmes are organized at the beginning of every semester to familiarize newcomers with the continuous evaluation system. These sessions introduce the assessment criteria of both the End-Semester Assessment and the In-Semester Assessment to students.

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Orientation program for first year students

## 2.2 Internal Examination Schedule

RCMAS prioritizes organizing a cohesive exam schedule to reduce student stress and to ensure smooth assessment coordination. The tentative dates for internal examinations are published in the college handbook as shown below. The finalized schedule is communicated to students through the student WhatsApp groups prior to the exams.

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**EXAM CALENDAR**

### RCMAS Examination Calendar 2023-24

| Sl. No. | Programme & Sem. | SEMESTER | | Examination Dates 2023-24 | | Last Date of Assignment |
|---|---|---|---|---|---|---|
| | | START | END | IAT1 | IAT2 | |
| 1 | UG S1 (23-26 Batch) | 10.07.2023 | 31.10.2023 | Aug 7,8,9,10,11,14 | Oct 9,10,11,12,13,16 | 01.10.2023 |
| 2 | UG S2 (23-26 Batch) | 01.11.2023 | 27.03.2024 | Dec 4,5,6,7,8,11 | Mar 4,5,6,7,8,11 | 01.03.2024 |
| 3 | UG S3 (22-25 Batch) | 05.06.2023 | 31.10.2023 | Jul 18,19,20,21,24,25 | Sep 18,19,20,21,25,26 | 01.10.2023 |
| 4 | UG S4 (22-25 Batch) | 01.11.2023 | 27.03.2024 | Dec 4,5,6,7,8,11 | Feb 15,16,19,20,21,22 | 01.03.2024 |
| 5 | UG S5 (21-24 Batch) | 05.06.2023 | 31.10.2023 | Jul 18,19,20,21,24,25 | Sep 18,19,20,21,25,26 | 01.10.2023 |
| 6 | UG S6 (21-24 Batch) | 01.11.2023 | 31.03.2024 | Dec 4,5,6,7,8,11 | Feb 15,16,19,20,21,22 | 01.03.2024 |
| 7 | PG S1 (23-25 Batch) | 10.07.2023 | 31.10.2023 | Aug 7,8,9,10,11 | Oct 9,10,11,12,13 | 01.10.2023 |
| 8 | PG S2 (23-25 Batch) | 01.11.2023 | 27.03.2024 | Dec 4,5,6,7,8 | Mar 4,5,6,7,8 | 01.03.2024 |
| 9 | PG S3 (22-24 Batch) | 05.06.2023 | 31.10.2023 | Jul 18,19,20,21 | Sep 18,19,20,21 | 01.10.2023 |
| 10 | PG S4 (22-24 Batch) | 01.11.2023 | 27.03.2024 | Dec 4,5,6,7 | Feb 15,16,19,20 | 01.03.2024 |

### M G University Examination Calendar 2023-24

| Sl. No. | Programme & Sem. | Date of Notification | Date of Commencement | Date of Completion |
|---|---|---|---|---|
| 1 | UG S1 (23-26 Batch) | 08.11.2023 | 08.12.2023 | 20.12.2023 |
| 2 | UG S2 (22-25 Batch) | 24.04.2023 | 26.05.2023 | 16.06.2023 |
| 3 | UG S3 (22-25 Batch) | 17.10.2023 | 03.11.2023 | 15.11.2023 |
| 4 | UG S4 (21-24 Batch) | 25.05.2023 | 26.06.2023 | 18.07.2023 |
| 5 | UG S5 (21-24 Batch) | 03.10.2023 | 17.11.2023 | 06.12.2023 |
| 6 | PG S1 (23-25 Batch) | 12.10.2023 | 13.11.2023 | 27.11.202 |
| 7 | PG S2 (22-24 Batch) | 19.06.2023 | 19.07.2023 | 04.08.2023 |
| 8 | PG S3 (22-24 Batch) | 09.11.2023 | 06.12.2023 | 20.12.2023 |

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*Rajagiri College of Management and Applied Sciences*

Exam calendar published in college handbook

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## 2.3 Transparent Communication of Assessment Criteria

The batch coordinator clearly communicates the assessment criteria at every stage of the assessment process in classrooms. This approach enhances transparency and empowers students to grasp the evaluation criteria, allowing them to make informed progress throughout their academic journey. The assessment criteria are also conveyed to students through the following mediums:

- Orientation programme in the first semester
- College Handbook
- Programme instruction by the batch coordinator

### 2.3.1 Components of In-Semester Assessment for Theory and Practical Courses in the UG and PG Programmes

For both theory and practical courses, the In-Semester Assessment system consists of various components, contributing a total of 20 marks towards the final marks in case of UG students and in case of PG students a weightage of 10 for theory courses and a weightage of 5 for practical courses. The components of internal evaluation for all courses are detailed below:

i) **UG Programme (without practical)**

| Components of Internal Evaluation | Marks |
|---|---|
| Attendance | 5 |
| Assignment /Seminar/ Viva | 5 |
| Internal Assessment Test – I | 5 |
| Internal Assessment Test – II | 5 |

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ii)    UG Programme (with practical)

| Components of Internal Evaluation | Marks |
|---|---|
| Attendance | 5 |
| Assignment /Seminar/Viva | 2 |
| Internal Assessment Test – I | 4 |
| Internal Assessment Test – II | 4 |

iii)    UG Programme (Project)

| Components of Internal Evaluation | Marks |
|---|---|
| Punctuality | 5 |
| Experimentation /Data collection | 5 |
| Knowledge | 5 |
| Report | 5 |

iv)    PG Programme (Theory course)

| Components of Internal Evaluation | Weightage (W) |
|---|---|
| Assignment | 2 |
| Seminar | 4 |
| Best Two Test Papers | 4 (2 each) |

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v)    PG Programme (Practical course)

| Components of Internal Evaluation | Weightage (W) |
|---|---|
| Written/Lab Test | 2 |
| Lab involvement & record | 1 |
| Viva | 2 |

vi)    PG Programme (Project)

| Components of Internal Evaluation | Weightage (W) |
|---|---|
| Relevance of the topic & analysis | 2 |
| Project content & presentation | 2 |
| Project viva voce | 1 |

Weblink – University UG and PG regulations regarding assessment

UG Regulations
https://www.mgu.ac.in/uploads/2017/09/UG-_CBCS_-Regulagtions-2017-2.pdf?x50738

PG Regulations
https://www.mgu.ac.in/uploads/2019/11/css-regulations.pdf?x50738

PG Regulations (PGCSS 2019 Regulations Amendment-Theory internal weightage modification)
https://www.mgu.ac.in/uploads/2022/02/815-AC_A_9-2022-.-.-.pdf?x50738


## 2.4 In-semester Assessment – Conduct and Evaluation

In each semester two assessment tests are conducted – First Internal Assessment Test (IAT-1) and Second Internal Assessment Test (IAT-2). Marks for attendance and

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assignments/seminars are awarded in accordance with university policies, with a focus on fair evaluation procedures. The main goals of the semester-long evaluation are to foster active learning, give students timely feedback and promote a fair and accurate assessment of their knowledge and skills.

### 2.4.1 Internal Examination Process

The various steps involved in internal examination process are detailed below.

### a. Notification of internal examinations

Two internal assessment tests are conducted for theory courses. Students are informed about the examination dates well in advance via college handbook and the examination cell notifies examination timetable through student WhatsApp group and college notice board.
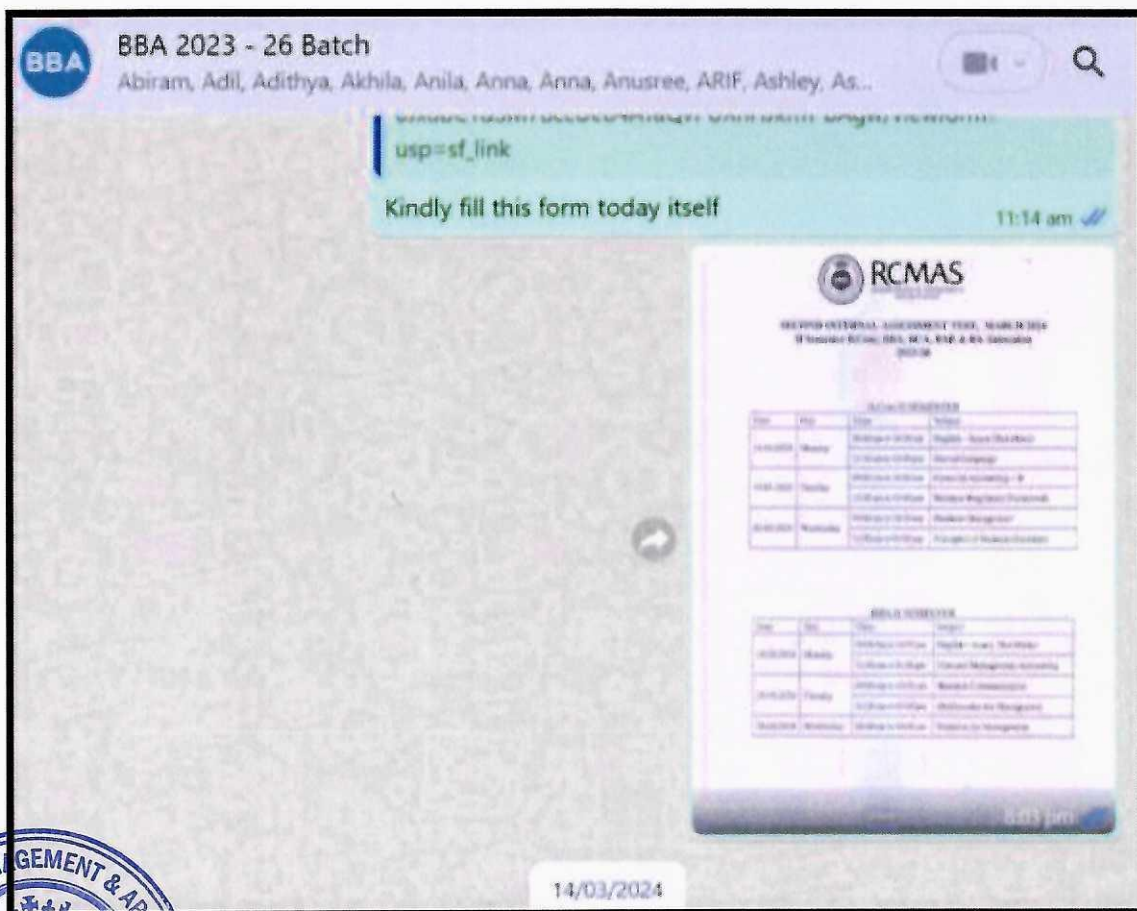


Notification of internal exam timetable in students WhatsApp group

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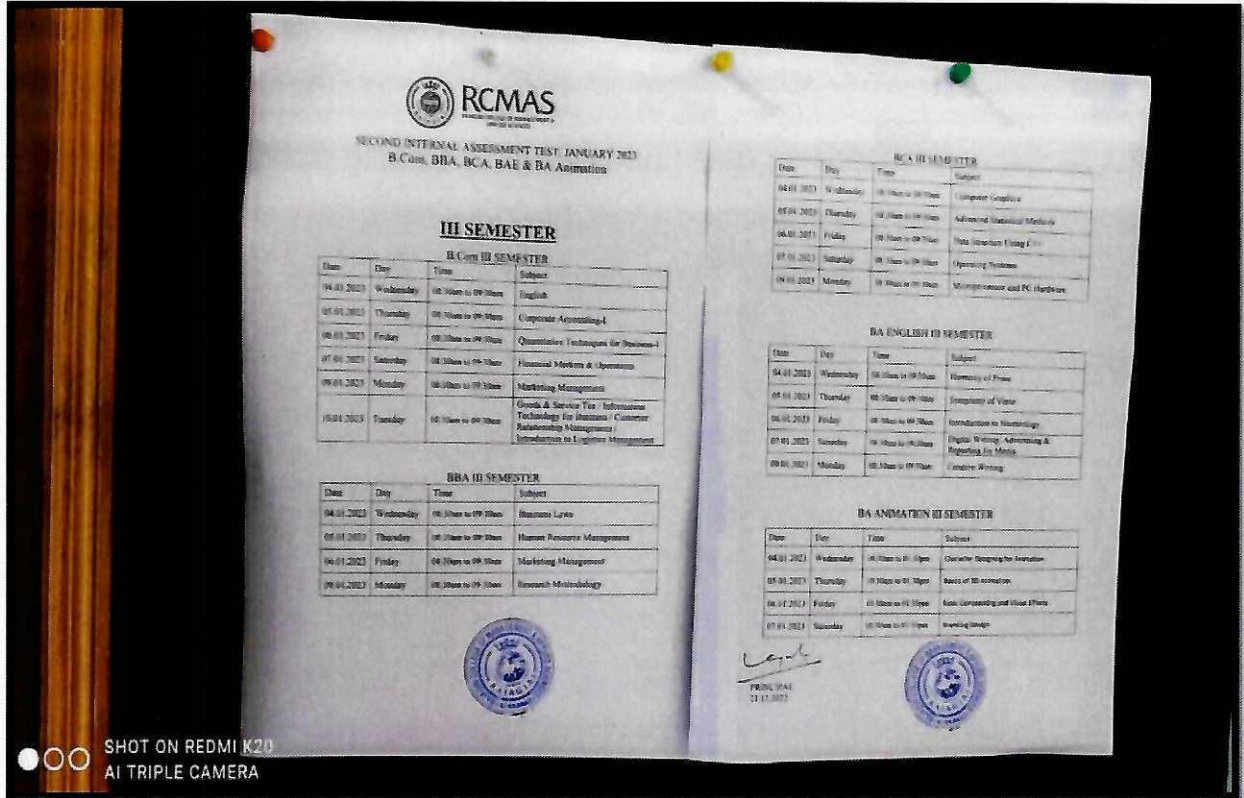
Internal Exam time-table published on notice board

## b. Preparation of question papers & timely submission to the Examination cell

Faculty members are tasked with preparing the question papers for internal examinations and shall submit them to the respective Heads of Departments who will then forward it to OBE Committee ten days prior to exam. The OBE Committee after verification will be forwarding question paper to the Examination Cell.

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Roll No ...............

Name ...............

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### FIRST INTERNAL ASSESSMENT TEST, MARCH 2023

### BBA SEMESTER - IV

### BASIC INFORMATICS FOR MANAGEMENT

Time: 1 ½ Hour          Max. Marks: 30

#### PART – A

##### Answer all questions. Each carry 2 marks.

1. What are the advantages of electronic spreadsheet?

2. What is goal seek?

3. What is a macro?

4. Explain any two statistical functions.

5. Explain bar chart.          (2x5 = 10)

#### PART – B

##### Answer any 2 questions. Each carry 5 marks.

6. Explain the screen components of Excel.

7. Define formulas in excel with an example.

8. Explain the steps for creating a chart in Excel? List out at least 5 charts.

9. Explain Sort and filter options in Excel.          (5x2 = 10)

#### PART – C [Course Outcome: CO-1]

##### Answer any one question. Each question carries 10 marks

10. a) XYZ Corporation has provided you with quarterly sales data for its four regional offices over the past two years. Using Excel, create a comparative analysis chart that effectively displays the performance of each region across the quarters.

OR

b) Using Excel's conditional formatting, highlight the top 10%, bottom 10%, and any sales below a $10,000 threshold from a monthly sales report. Explain the steps you took and how this helps in managerial decision-making.      (10x1=10)

## Sample Question Paper

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### c. Conducting exams with strict and vigilant supervision

The invigilation process is consistent with that used in end-semester examinations, ensuring fairness and uniformity. Internal exams are conducted with strict and vigilant supervision.
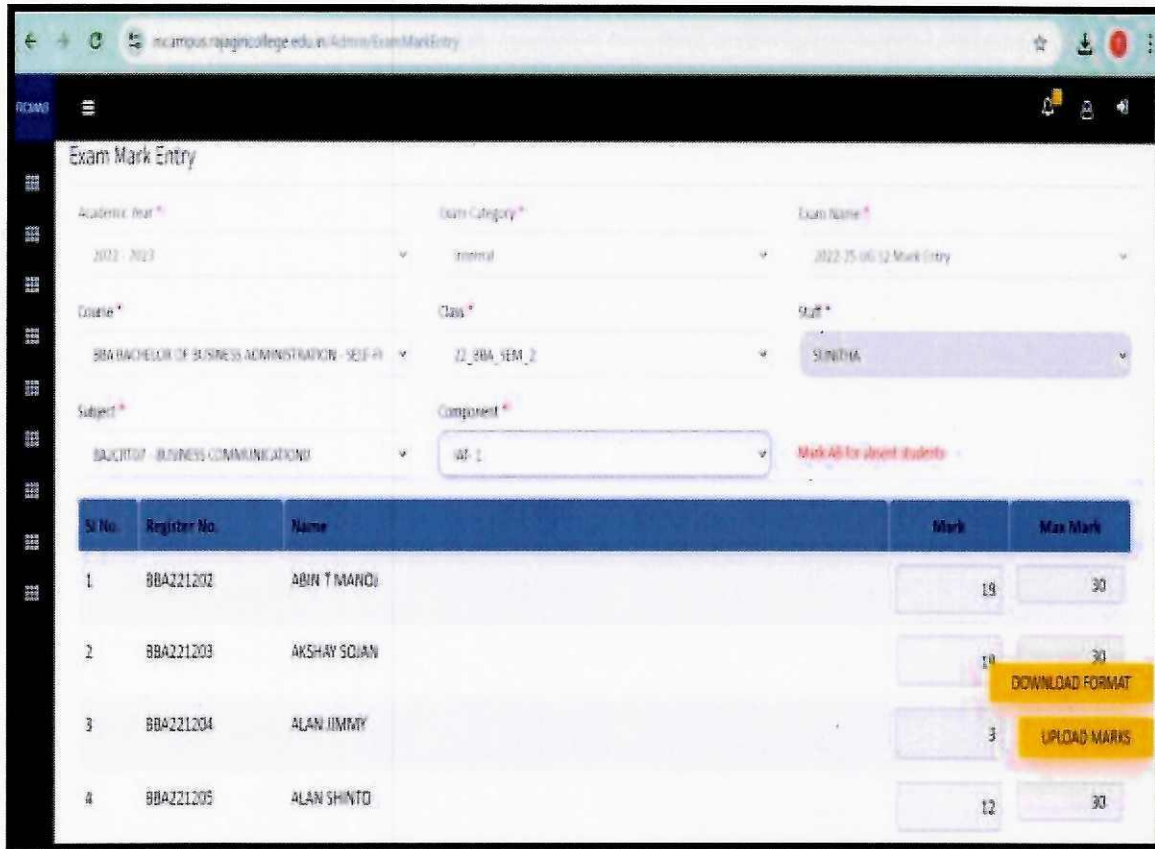
### d. Evaluation of Answer Scripts, Results Publication, and Verification

After the examinations, faculty members evaluate the answer scripts, and students could review and correct their marks in the classrooms. Once corrections are made, the marks are entered into MCampus within the stipulated time. MCampus is an integrated Campus Management Software that streamline administrative tasks and academic management. This system facilitates seamless communication, document management, and workflow automation, ensuring transparency and efficiency. Faculty can make use of this software for student's internal mark entry and attendance entry.

At the end of the semester, each department shares Form A (containing individual course marks) and Form B (comprising aggregate marks of all courses in a semester) in students' WhatsApp groups for verification. A faculty can download Form A from MCampus and circulate it among students for verification. Students are required to sign Form B before the end-semester examinations. This transparent practice allows students to verify their marks and cross-check their overall performance. In case of discrepancies or complaints about their evaluation results, the college provides a three-level grievance system to address their concerns.

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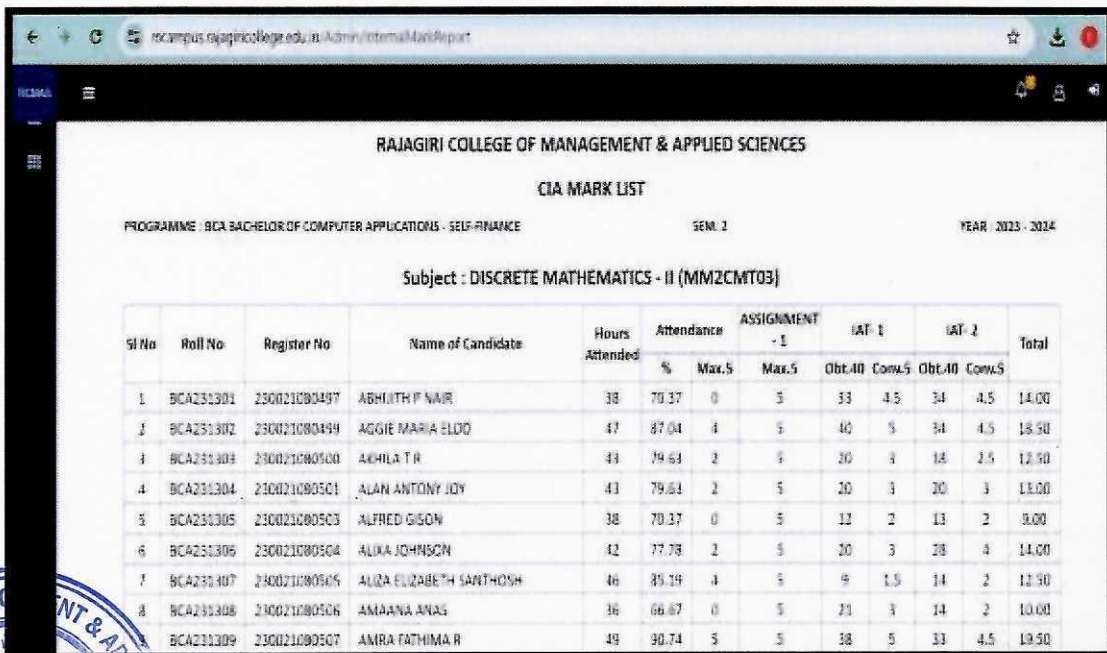
Internal exam mark entry in MCampus



Sample – Front page of Form A (CIA Mark List) in MCampus (UG)

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Sample – Front Page of Form B (PG)

e. **Submission of Internal marks**

Faculty members upload the internal marks to the University's internal examination portal. The HOD verifies and forwards them to the Principal. The Principal then verifies the marks and forwards them to the University.

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**Screenshot of mark entry in university portal**

### 2.4.2 Assignments / Seminar

Assignments and seminars are effective methods for assessing writing and presentation skills. While seminars are optional for undergraduate programs, they are mandatory for postgraduate programs. The evaluation of these assignments and seminars is based on various criteria like punctuality, quality of the content and clarity of writing or presentation skills.
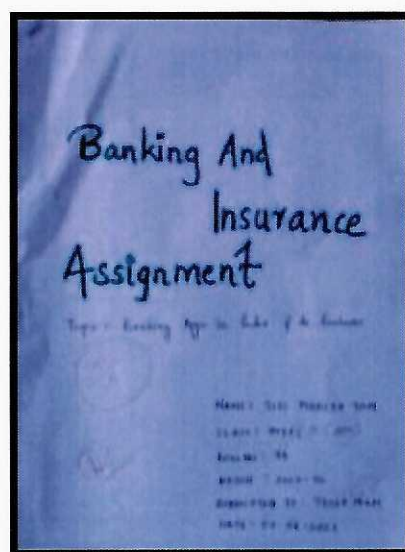


**Sample – Front page of an assignment of a student valued by a faculty**

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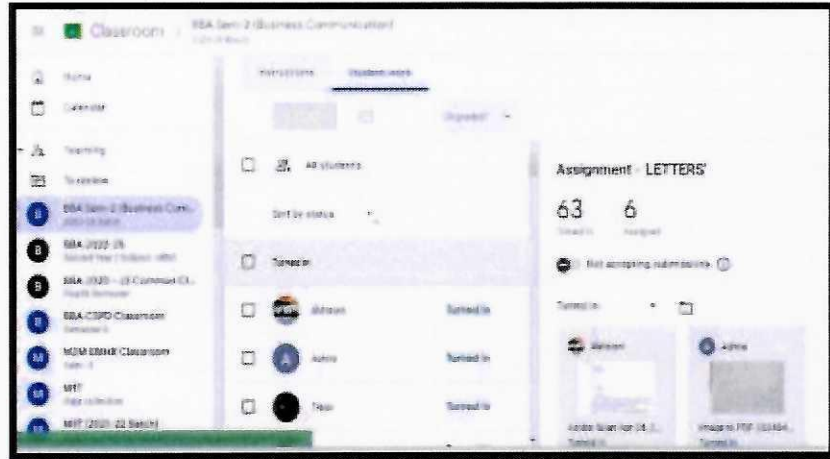
**Submitted view of the assignments in Google Classroom**

### 2.4.3 Attendance

The allocation of marks for attendance involves assigning marks or grades to students based on their consistent presence in class or other academic activities. These marks are used to evaluate a student's dedication to their studies and engagement in the course. The aim is to motivate students to actively participate in their education by attending classes and meeting their academic responsibilities. Student attendance is recorded at each session and manually entered into both the students' attendance records and the MCampus software. The following table shows the distribution of marks for attendance.

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

**Distribution of the marks for the percentage of attendance**
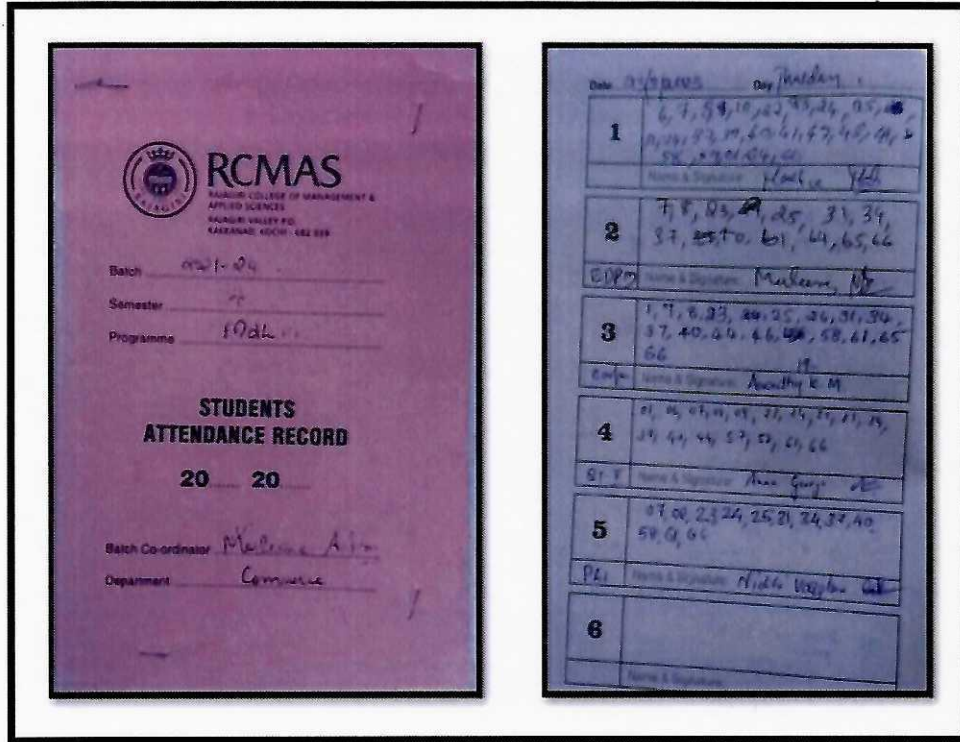
**Photo of the Students Attendance Record**
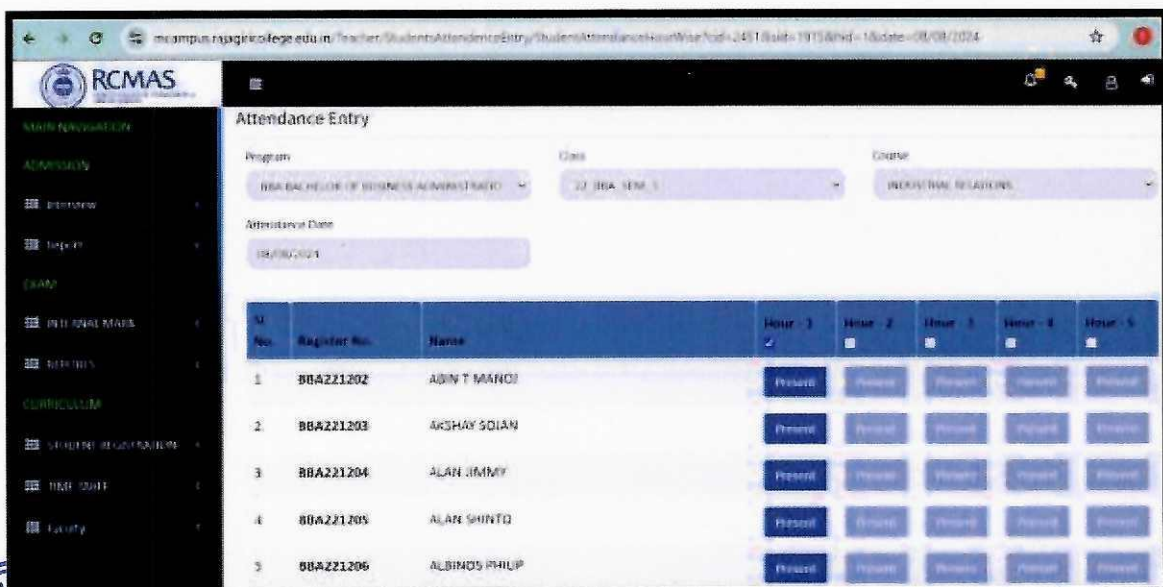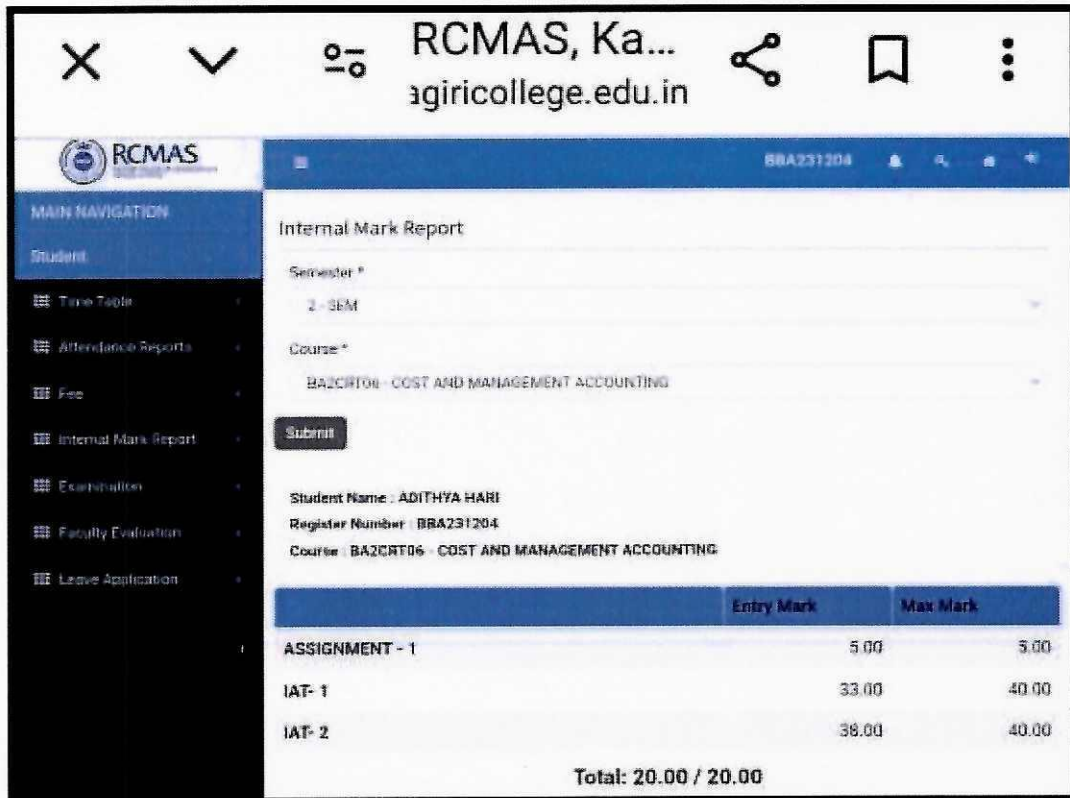


**Screenshot of attendance entry in MCampus software**

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## 2.5 Involving Parents in Student Progress

Engaging parents in student progress involves sharing and discussing students' academic progress with their parents, ensuring openness within the educational system. By actively involving parents, we aim to provide them with a thorough understanding of their child's progress and encourage their participation in fostering the student's success. Parent-teacher meetings are organized to keep parents informed about their child's progress, and parents can also monitor their child's attendance and grades through the MCampus software.



**Screenshot of assignment marks and internal exam marks obtained by students in MCampus**

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### 3. Major services provided by the Examination Cell

The Examination cell is pivotal unit within the college, responsible for the administration and management of any exam related activities. The cell is responsible for monitoring the implementation of all regulations set forth by the university. The cell plays a crucial role in ensuring the smooth conduct of the University Examinations by facilitating all the requirements and resolving any issues which may arise during exams.

### 3.1 Communicating student registration process for examinations

Examination cell informs students about the registration process for end-semester examinations. By keeping students informed about crucial dates, policies, and procedures, they help students make timely exam registrations. With the aid of this service, all the eligible students can take part in the evaluation process without any problems and are made aware of the examination schedule.

### 3.2 Schedule of Examinations:

The staff council and the examination cell collaborated to develop and publish the internal examination schedules. Through effective collaboration with educators and other relevant parties, the exam cell guarantees a meticulously planned examination schedule that satisfies the academic standards of the establishment.

### 3.3 Evaluation and Coordination:

The Examination Cell maintains a well-established evaluation coordination mechanism to ensure that exams go smoothly. It is the responsibility of faculty members to send the question papers to the Examination Cell at least three days prior to the exam date. Within seven working days following the exam, the faculty members review the response scripts and upload the results as well as assignment mark to MCampus within the stipulated period. Each department posts the form A, which lists the grades given for each course, and the form B, which lists the total marks for all courses taken in a semester are published in students communication groups.

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Students can cross-check their performance and validate their grades to ensure transparency. The administrative staff and the Controller of Examinations carefully oversee the administration of the continuous internal review process, guaranteeing compliance with the evaluation guidelines set forth by the university. Students who could not take the exam for genuine reasons are given the chance for a retest in the internal exam.

### 3.4 Handling Special Cases and Accommodations:

The examination cell oversees the needs of students who have unique situations, such as impairments or medical issues. They carefully follow the rules and procedures that have been set down by the University and UGC. The Examination cell makes sure that every student, regardless of their unique situation, can fully participate in the test process by offering the required assistance and support.

### 3.5 Feedback Mechanisms-Three-Tier Complaint System:

The Examination Cell resides in the second tier of a comprehensive three-tier complaint system, recognizing the significance of transparency and impartiality in the evaluation process. Students can use this system to express their worries and report any inconsistencies they discover in the outcomes of their assessments.

### 3.6 Policy for the coordination of Internal Assessment Tests and Assignment Submission

The policy followed for the smooth conduct of internal exams as well as for the timely submission of internal marks is shown below:

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## RCMAS

### Policy for the Coordination of Internal Assessment Tests and Assignment Submission
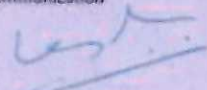
| Sl No. | Criteria | Description |
|---|---|---|
| 1 | IAT1 | Exam mark entry will be opened from the first day of IAT1 |
| | | It should be completed within 10 days after the last exam. |
| 2 | IAT1 Retest Application | To be submitted within five working days after their last exam. |
| | | Last date will be intimated along with the timetable. |
| 3 | IAT1 Retest | It is to be completed within 10 working days after their last exam. |
| | | Last date will be intimated along with the timetable. |
| 4 | IAT1 Retest Mark entry | It will be opened for two working days. |
| | | Date will be intimated along with the timetable. |
| 5 | IAT2 | Exam mark entry is opened from the first day of IAT2 |
| | | It should be completed within 10 days after the last exam. |
| 6 | IAT2 Retest Application | To be submitted within five working days after their last exam. |
| | | Last date will be intimated along with the timetable. |
| 7 | Retest | It is to be completed within 10 working days after their last exam. |
| | | Last date will be intimated along with the timetable. |
| 8 | Retest Mark Entry | It will be opened for two working days. |
| | | Date will be intimated along with the timetable. |
| 9 | Assignment | Mark entry will be opened till the mark entry of the IAT2 Retest |
| | | Date will be intimated along with the timetable. |
| 10 | Form A | Date of Publication of the same by the respective teacher will be intimated along with the IAT2 timetable. |
| 11 | Form A Data Correction | Date will be intimated along with the IAT2 Timetable. |
| 12 | Form B | Date of Publication of the same by the respective will be intimated along with the IAT2 timetable. |
| 13 | Form B Correction | It should be intimated in the office and will be done from the office for which the date will be intimated along with the IAT2 timetable. |

NB: Any Special case require prior permission from the principal (Follow the path way of communication BC->HoD->Principal) and is to be well intimated to the course teacher.

PRINCIPAL
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Rajagiri Valley, P. O., Kakkanad - 682 039

Policy for coordination of internal assessment tests and assignment submission

**RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES**
AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM, APPROVED BY AICTE

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## 4. Conclusion

Rajagiri College of Management and Applied Sciences pursuit of educational excellence is anchored by our commitment to transparency in continuous internal evaluation, which we have upheld through a variety of methods, including effective orientation programs, a grievance redressal mechanism and easy access to results through our MCampus software. These strategies work together to foster an environment that is conducive to transparency, including our commitment to clear sand consistent communication of assessment criteria, a centralized approach to internal examination and a holistic assessment strategy that guarantees students a fair and equitable evaluation throughout their academic journey. Additionally, our involvement with parents in their children's education reinforces our commitment to fostering a collaborative learning environment.

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