

MAHARAJA'S COLLEGE, ERNAKULAM

[A GOVERNMENT AUTONOMOUS COLLEGE]

ANNUAL PROGRESS REPORT OF THE EXAMINATIONS 2015-16

Maharaja's College, Ernakulam has successfully completed first year of Autonomy in 2015-16. The College always adhered to the Rules and Regulations given in the Manual of Examinations of the College approved by the Mahatma Gandhi University, Kottayam (to which the college is affiliated). All efforts were made by the Examination Cell of the College to conduct examinations and publish results as per the Academic Calendar approved by the Academic Council of the College. The Academic Council of the College has decided to follow the Syllabus of Affiliating University during the year 2015-16. All the End Semester Examinations conducted during the academic year 2015-16 were published on time.

The Examination Cell of the College headed by the Controller of Examinations, Dr. M.K. Muraleedharan Nair, Associate Professor and Research Guide, Department of Chemistry and well supported by a Joint Controller and three Deputy Controllers. The examination cell also contains adequate number of support staffs including a head accountant, clerks, system administrator, data entry operator and office assistant. The examination cell carried out the following functions during the academic year 2015-16:

1. Preparation of Examination Manual: A committee was constituted by the Principal under the Chairmanship of the Controller of Examinations to draft Examination Manual of the college. The Draft Exam Manual prepared by the committee was approved by the Academic Council of the College on 10/04/2015 and Governing Council on 16/09/2015. Then it was submitted to the Affiliating University for approval and the University granted approval to the College Exam Manual.

2. Preparation of Examination Schedule: The examination cell prepared the examination schedule for the academic year well before the academic year and it was approved by the Academic Council and Governing Council.

3. Board of Question Paper Setters: The CE constituted a board of question paper setters for each semester examinations from the list supplied by the corresponding Board of Studies. There were separate boards of question paper setters for PG and UG programs. The duties of the Board of question paper setters are to set the question papers for the subject along with answer key/scheme of valuation. A model question paper along with corresponding syllabus and blue print approved by the academic council as regulations for question setting was also handed over to the external question paper setter well in advance. Course code and question paper codes were formulated for each course. Three sets of question papers with answer key for each course prepared by external question paper setters were received at the office of the Controller of Examinations well before the Examinations.

4. Scrutiny Board and Question Paper Selection: The scrutiny of question paper of each course was done by the scrutiny board consisting of the external members of the board of question paper setters. After scrutiny, the entire question papers along with answer keys in properly labeled and securely sealed separate envelopes handed over to the CE. The question paper for the examination was selected randomly from the scrutinized question paper sets and

printing and packing of question papers done confidentially at the examination section under the supervision of the controller of examinations.

5.Issue of Time Table of Examination: Office of the Controller of Examinations published the exam notification and time table of various examinations in every semester one month before the commencement of the end semester examinations.

6.Examination Registration:Notification for online registration for end semester examination was given one month before the commencement of examinations. All students admitted in a programme with required attendance can remit fee online on or before the date fixed. Eligible candidates are provided with fee concession as per existing government norms and regulations. Hall tickets of eligible candidates have generated electronically in the CE office. The Hall ticket carries the name, register number, recent photograph of the candidate and list of courses to be appeared.

7.Condonation of Shortage of Attendance: List of candidates who have shortage of attendance with total number of working days, attendance earned by each candidate and shortage of attendance in days were published department wise and forwarded a copy of the list to the office of the controller of examinations. Application for condonation of shortage of attendance is submitted by each candidate in the prescribed format with prescribed fees at least 10 days before the commencement of examinations.

8.Appointment of Additional Chief Superintendent: Principal is the Chief Superintendent of all examinations conducted in the college. Dr.Sasikumar, Associate Professor of Physics was appointed as the Additional Chief Superintendent of all UG & PG examinations conducted during the academic year 2016-17.

9.Practical Examinations: Practical examinations were conducted soon after the theory examinations as per the time table set by the concerned department. The Controller of Examinations appointed the external examiners from the panel submitted by the department. Time table for conducting practical examinations were communicated well before the examinations.

10.Valuation of Answer Scripts: System of false numbering was introduced at UG and PG level. Each and every answer scripts carry false numbers. Bar codes based on false numbers were generated separately for each course of UG and PG programs.

Double valuation was followed for Valuation of UG & PG answer scripts of end semester examinations by using carefully prepared scheme of valuation. Centralized Valuation Camps were conducted for internal valuation of answer scripts. External valuation (100 %) of answer scripts was conducted either in centralized valuation camps or home valuation. The Examination Cell coordinated the valuations of end semester examinations.

As the college follows double valuation for end semester examinations of UG & PG, the first valuation was carried out by the internal examiner and the second by external examiner. The final mark is taken as the average of the above two marks. If the variation in marks exceeds 20 %, it shall be sent to a senior internal or external examiner for a third valuation. In such case the final mark will be calculated as the average of the third valuation marks and the one nearest to it from the two earlier evaluations.

11.Tabulation and Publication of Results: The entire process of calculating the final marks have been automated. The semester wise internal assessment marks was uploaded by the tutors of respective department. The results were printed department wise for analysis by Pass Board. The results were published by the Governing Council only after the approval of Pass Boards.

Computerized grade cards were issued semester wise immediately after the publication of results.

Grace marks were awarded to applicants for their achievements in Sports, Arts, NCC and NSS. It was given according to the rules and regulations of the affiliating University.

Students were allowed to apply for Re totaling, Challenge Valuation and viewing the photocopy of the answer scripts on payment of required fee within 14 days from the publication of results. Those who failed in internal assessment can redo the same with their junior batch by paying prescribed fee.

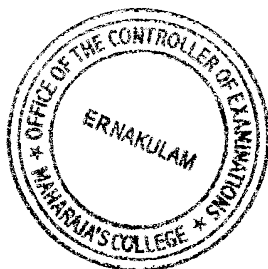
12. Supplementary/Improvement Examinations: Supplementary/Improvement examinations were also conducted along with Regular Semester end examinations and their results were also published along with results of regular examinations.

13. Continuous Internal Assessment System: The evaluation scheme for each course shall contain two parts; (a) in-semester evaluation and (b) end-semester evaluation. In UG programmes, 20 marks given to in-semester evaluation and the remaining 80 marks to end-semester evaluation. For PG Programmes, it was 25 marks (Internal) and 75 marks (External). Regarding in-semester evaluation, each programme will be assessed on the basis of different criteria such as Attendance, Test Papers, Assignment and Seminar.

Two sessional were conducted in each semester out of 40 marks. Question papers were set by the respective faculty in charge of each course and required copies were taken centrally. Question papers were given to respective departments before the commencement of sessional examinations. At the end of the semester, course wise internal assessment marks (Form A) and consolidated internal assessment marks (Form B) were generated department wise.

To ensure transparency of the evaluation process, the in-semester marks awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for in semester marks.

The Controller of Examinations places on record a deep sense of gratitude to the Governing Council, Academic Council, various Boards of Studies, External Examiners, Question Paper Setters, the Principal and Staff of the College and colleagues in the Examination Cell for their whole hearted support and cooperation in the successful conduct of examinations in 2015-16.



A handwritten signature in black ink, appearing to be "M.K. Muraleedharan Nair".

Dr.M.K.Muraleedharan Nair
Controller of Examinations
Maharajas College, Ernakulam