# MAHARAJA'S COLLGE, ERNAKULAM

## [A GOVERNMENT AUTONOMOUS COLLEGE]

## ANNUAL PROGRESS REPORT OF THE EXAMINATIONS 2018-19

After the implementation of Autonomy in 2015, Maharaja's College, Ernakulam successfully completed its fourth year of examinations in 2018-19. The Examination Cell took all possible efforts to conduct examinations and publish results under the autonomous system as per the Academic Calendar approved by the Academic Council and Governing Council of the College. The College has 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 the end semester examinations conducted during the academic year 2018-19 have been published on time.

The students of all UG Programmes (2016 Admissions) and PG Programmes (2017 Admissions) completed all their semester end examinations and their final results were published promptly between 27th April 2019 and 10th May 2019. The final consolidated grade cards were uploaded in the college web site on the same day.

The Examination Cell of the College is headed by the Controller of Examinations, Dr.Suresh V.N, Associate Professor and Research Guide, Department of Commerce and well supported by a Joint Controller (Dr.C.Sivakumar, Assistant Professor of Physics ) and three Deputy Controllers (Dr.Prakasan K. Assistant Professor of Zoology; Dr. Jolly V Antony, Assistant Professor of Chemistry and Sri.Sujith P, Assistant Professor of Statistics). The examination cell also contains adequate number of support staff including a head accountant, clerks, system administrator, data entry operators and office assistants. The examination system was fully computerized with exam management software developed by National Informatics Centre (NIC), Kerala. Examination Cell is well equipped with adequate number of systems, heavy duty printers and UPS backup. It functions in a separate building in the campus with CCTV surveillance, adequate office space, office infrastructure, printing room, store room, distribution room and three valuation halls.

The examination cell carried out the following functions during the academic year 2018-19:

1. **Preparation of Examination Schedule**: In line with the Academic calendar of the College, 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.
2. **Constitution of Various Boards**: The following boards were constituted by the Controller of Examinations for each end semester examination. The boards are meant to facilitate the smooth conduct of examinations.
   (i)     **Board of Question Paper Setters**
   (ii)    **Scrutiny Board**
   (iii)   **Board of Examiners**
   (iv)    **Pass Board**

   **(i)Board of Question Paper Setters**

The CE constituted a board of question paper setters for each semester 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 and to see whether the prescribed standards have been kept and whether the scope of the questions are within the syllabus prescribed. A model question paper along with corresponding syllabus and blue print approved by the Academic Council as regulations for question setting are 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 for each course prepared by external question paper setters along with scheme for valuation were received at the office of the Controller of Examinations well before the examinations.

**(ii)Scrutiny Board and Question Paper Selection**

The scrutiny of question paper of each course was done by the scrutiny board consisting of the Chairman and one senior member of the board of question paper setters. After scrutiny, the Chairman personally handed over the entire question papers along with answer keys in properly labeled and securely sealed separate envelopes 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.

**(iii) Board of Examiners**

Double valuation system, both for UG and PG, have been followed for valuation of each answer scripts of end semester examinations. The CE constituted a board consisting of internal and external examiners from the panel received from the Chairman of the Board of Studies. Separate boards were also constituted for practical examinations and viva voce. The examination cell has been succeeded in publishing results of end semester examinations of UG and PG on time even after completing double valuation of answer scripts.

**(iv)Pass Board**

The Pass board consists of Chairman and two senior examiners who have valued the answer scripts. Separate Pass Boards for each semester were constituted by the CE and convened its meeting immediately after the tabulation of marks is completed. Result statistics of each course were presented before the Pass Board for consideration and approval. The minutes of the Pass Board duly signed by the members have been kept at the CE office.

3. **Issue of Time Table of Examination**

   Office of the Controller of Examinations published notification and time table of various examinations in every semester one month before the commencement of the end semester examinations.

4. **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 in the CE office by using exam software

with name, register number, recent photograph of the candidate and list of courses to be appeared.

5. **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.

6. **Appointment of Additional Chief Superintendent**

   The Principal is the Chief Superintendent of all examinations conducted in the college. Dr. Rejimon P.K. Department of Chemistry was appointed as the Additional Chief Superintendent of all UG & PG examinations conducted during the academic year 2018-19. All the examinations were conducted efficiently and effectively.

7. **Conduct of Practical Examinations, Project Evaluation & Viva Voce and Comprehensive Viva Voce for PG Programmes**

   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.

   The CE appointed one external examiner for conducting project evaluation and viva voce of UG Programmes from the list of examiners submitted by the concerned department. Two external examiners were appointed to conduct the project evaluation and comprehensive viva voce examination of each PG programme.

8. **Valuation of Answer Scripts**

   System of false numbering was introduced at UG and PG level. Each and every answer script carries a false number. Bar codes based on false numbers were generated separately for each course of UG and PG programs.

   Valuation of answer scripts of end semester examinations (UG & PG) were conducted by both internal examiners and external examiners based on meticulously prepared schemes of valuation immediately after the examination. 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 by home valuation. Dr.C Sivakumar, Joint Controller of Examinations, was the coordinator of the valuation of answer scripts.

   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.

9. **Tabulation and Publication of Results**

   The entire process of calculating the final marks has been automated using examination software prepared by NIC. The semester wise internal assessment marks was uploaded online 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. Pass Board for VI Semester UG & IV Semester PG examinations were conducted on 25/04/2019 and 09/05/2019 respectively. The results were published by the Governing Council on 27/04/2019 (VI Semester UG) and 10/05/2019 (IV Semester PG).

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 Recounting, 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.

| UG Programmes - Result Summary [Odd Semesters : 2018-19] | | | |
|---|---|---|---|
| | Semester I | Semester III | Semester V |
| No. of Students Appeared | 683 | 631 | 568 |
| No. of Students Passed | 334 | 368 | 421 |
| Pass Percentage | 48.90% | 58.32% | 74.12% |
| No. of Students who secured A+ Grade | 11 | 17 | 30 |

| UG Programmes - Result Summary [Even Semesters : 2018-19] | | | |
|---|---|---|---|
| | Semester II | Semester IV | Semester VI |
| No. of Students Appeared | 668 | 622 | 559 |
| No. of Students Passed | 349 | 410 | 399 |
| Pass Percentage | 52.25% | 65.92% | 71.38% |
| No. of Students who secured A+ Grade | 23 | 21 | 48 |

| PG Programmes - Result Summary [Odd Semesters : 2018-19] | | |
|---|---|---|
| | Semester I | Semester III |
| No. of Students Appeared | 255 | 262 |
| No. of Students Passed | 211 | 231 |
| Pass Percentage | 82.75% | 88.17% |
| No. of Students who secured S Grade | 1 | 6 |
| No. of Students who secured A+ Grade | 24 | 35 |

| PG Programmes - Result Summary [Even Semesters : 2018-19] | | |
|---|---|---|
| | Semester II | Semester IV |
| No. of Students Appeared | 253 | 253 |
| No. of Students Passed | 213 | 241 |
| Pass Percentage | 84.19% | 95.26% |
| No. of Students who secured S Grade | 2 | 8 |
| No. of Students who secured A+ Grade | 50 | 63 |

10. **Conduct of Save a Year Examination**

Students who have failed in V &VI Semester UG examinations and III & IV Semester PG examinations were given opportunity to write SAY examinations. SAY examinations were conducted immediately after final semester results published.

11. **Conduct of 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.

12. **Continuous Internal Assessment System**

The evaluation scheme for each course shall contain two parts; (a) in-semester evaluation and (b) end-semester evaluation. 20 marks shall be given to in-semester evaluation and the remaining 80 marks to end-semester evaluation. Regarding in-semester evaluation, each programme will be assessed on the basis of different criteria such as Attendance, Test Papers, Assignment and Seminar.

Two sessionals 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.

## Exam Management Software

NIC has developed an Exam Management Software for the Examination Cell of the college with the following Modules.

- ➢ **Exam Scheduling**
- ➢ **Exam Dates Announcement**
- ➢ **Online fee payment for Exam Registration**
- ➢ **List of students who have paid fees**
- ➢ **List of students who have availed fee concession**
- ➢ **Assign Register number.**
- ➢ **Hall Ticket Generation**
- ➢ **Nominal Roll Printing**
- ➢ **Duplicate Hall Ticket Generation**
- ➢ **Marking of Attendance for examination**

- ➢ **Assign Question Paper Code**
- ➢ **Mapping Barcode and assigning False Number**
- ➢ **1st Level Valuation- Internal**
- ➢ **2nd Level Valuation- External**
- ➢ **3rd Level Valuation – Third Valuation if any**
- ➢ **Awarding (entering) Marks from valuation**
- ➢ **Internal Mark Entry**
- ➢ **Course wise Result Statistics for Pass Board**
- ➢ **Provision for Awarding Moderation**
- ➢ **Provision for Awarding Grace Mark**
- ➢ **Department wise Result Statistics**
- ➢ **Printing of Semester wise Grade Card**
- ➢ **Printing of Consolidated Grade Card**
- ➢ **Printing of Tabulation Register**
- ➢ **Sending Tabulation Register to the University**

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 2018-19. There is also a deep sense of satisfaction in having been able to maintain confidentiality, transparency, precision and promptness in every stage of the examination process.
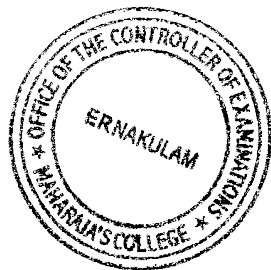
**Dr.Suresh V.N.**
**Controller of Examinations**
**Maharaja's College**
**Ernakulam**