



Kuriakose Elias College, Mannanam, upholds a transparent and efficient system for internal and external assessments. The college has an effective grievance redressal system in place to address student concerns promptly. It strictly adheres to the guidelines of Mahatma Gandhi University, Kottayam for continuous internal evaluation and external assessment ensuring a consistent approach throughout the academic year.

Procedure for Assessment

The assessment of each course consists of two parts: Continuous Internal Evaluation (Internal or In-semester Assessment, I.S.A) and End Semester Assessment (E.S.A). Each student is evaluated through a combination of internal and external assessments .

Components of Internal Assessment:

Attendance

The attendance of students are marked through an ERP EMBASE Prosuit. Teachers mark attendance hourly and students participating in extracurricular activities have their attendance recorded by respective teachers in charge .Both students and parents can view and verify their attendance with their individual login credentials.

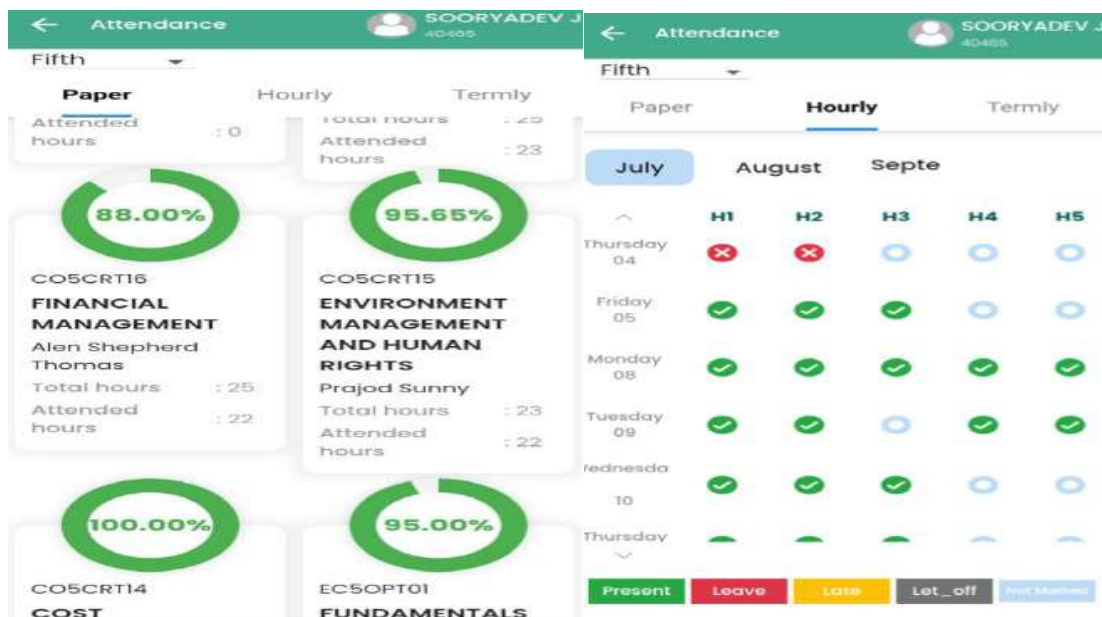
Attendance Entry of students using EMBASE - Teacher’s log in

R No	Name	Present	Max Hrs
222930	Issac S Vadakedam Adm no. : 40200	16	16
222940	Neha Jayakumar Adm no. : 40208	8	16
222912	Shan Rose Shajan Adm no. : 40219	16	16
222949	Tini Raju Adm no. : 40222	16	16
222922	Ashamol C S Adm no. : 40224	13	13
222919	Anamika K S Adm no. : 40220	9	13
222936	Leo Emil Adm no. : 40231	16	16





Attendance Entry of students using EMBASE - Student's log in



Seminars /Assignments



Students are allotted seminars and assignments on selected topics, to be presented either online or offline using Power Point Presentations. They are also given online quizzes and offline assignments, which are carefully evaluated and returned to them with constructive feedback.





**KURIAKOSE ELIAS COLLEGE
MANNANAM**

ASSIGNMENT

Name of Student : ABHIGITH K.S
Class No. : 233917
Course & Year : B.com Computer Application
2nd year (Atled)
Proposed Date of Submission : 30/08/2024
Name of Teacher : Alan Shepherd Thomas
Signature of Student : 
Signature of Teacher : 

SUBJECT

FINANCIAL MARKETS AND
OPERATIONS

MARKS

7.5/10

Sample facing sheet of Assignment



The screenshot displays an online assignment interface. At the top, it shows '10 points' and navigation icons. The interface is split into 'Instructions' and 'Student work' sections. The 'Student work' section shows '6 Assigned' and a list of students who have 'Handed in' their work. The 'Instructions' section shows the due date 'Due 25 Aug 2020', the title 'Assignment', and the question: 'Question No.5 in exercise. Do it in your notebook and upload a picture'. Below the instructions, there is a 'Class comments' section with an 'Add class comment' button.

Student Name	Status
All students	
Handed in	
abdul rahman	Handed in
Abhijith K S	Handed in
Abhijith Manikuttan	Handed in
Adhithya Sabu	Handed in
Adithya Sasi	Handed in
Aleesha	Handed in
Alpha Alex	Handed in
Amalendhu ks	Handed in

Sample online assignment given to students

Internal Examination

Two internal examinations, consisting of a test paper and a model examination, are conducted before the end-semester examinations, following the university's format. Test papers are administered internally by the respective departments, while model examinations are organized at the college level. The tentative dates for the model examinations are determined by the staff council and published in the academic calendar. Question papers, aligned with the end-semester examination pattern, are prepared and submitted to the examination office, where they are





printed and distributed according to the students' seating arrangements. Starting from 2022-23, outcome-based examinations are held, and mapping of Course Outcome and Programme Outcome is conducted using ERP EMBASE.

A. Minutes of Staff Council meeting

34 College Council 3-10-2018	33
<p>Participants:</p> <p>Agenda -</p>	<p>Minutes of the College Council held on 3-10-18</p>
<p>1. Submission of IQA.</p> <p>2. Any other matters.</p>	<p>The second meeting of the staff council for the academic year 2018-19 was held in the Principal's Chamber on 3-10-18 at 3:45 pm. Principal Dr. Anthony Thomas presided over the meeting. The meeting started with a silent prayer. The minutes of the previous meeting was read and was approved by the Council. The following topics came under discussion.</p>
<p>Participants</p> <p>1. Dr. Anthony Joseph</p> <p>2. Dr. Smitha S</p> <p>3. Jerry Francis</p> <p>4. Dr. Jollyamma Mathew</p> <p>5. Baby M. Thomas</p> <p>6. Sr. Susy Joseph</p> <p>7. Dr. Sunny Joseph</p> <p>8. Fr. Johnson Joseph</p> <p>9. Dr. Smitha E.S.</p> <p>10. Long Lukose V</p> <p>11. Thomas P. Paul</p> <p>12. Romy George</p> <p>13. Mrs. P. George</p> <p>14. Fr. Joby Joseph</p> <p>15. Dr. Sini Thomas</p>	<p>1. First internal of first year students.</p> <p>2. Model examinations for first and second year students.</p> <p>3. Uploading IQA.</p> <p>4. Farewell and valedictory function</p> <p>5. Disciplinary Action.</p> <p>6. Constitution of WWS and SSP committee</p>
	<p>Decisions taken in the Council.</p> <p>1. First internal examination of first year degree students will be conducted class wise before 15th October - 2018.</p> <p>2. Model examination of first and third semesters will be conducted during October 22 to 27.</p> <p>3. Start NAAC Accreditation 3rd Cycle process by uploading IQA by 15th of October - 2018.</p> <p>4. Farewell and Valedictory function of final year students should be conducted either in the afternoon, up to 4. pm, or</p>





B. Examination Duty of model examination



KURIAKOSE ELIAS COLLEGE, MANNANAM

Model Examination 2019-2020

Duty List

03.03.2020 FN

1. Dr. Jollyamma Mathew
2. Dr. Anju Augustine
3. Ms. Divya S. Nair
4. Ms. Deepthy S Nair
5. Ms. Navamy Raju
6. Ms. Sunu Ann Thomas

Please report at 9:15 am

Mannanam

01.03.2020

Principal





C. Sample Internal Question Paper

CHE I SM CPZI ZOO

Date: 24-02-2021 AN

KURIAKOSE ELIAS COLLEGE, MANNANAM

Model Examination February 2021

First Semester

Complementary Course-BC1CMT01-Elementary Biochemistry

(Common for all programmes having Biochemistry as complementary subject)

(2017 Admission onwards)

Time: Three Hours

Maximum Marks: 60

Section A (Short Answer Type Questions)

Answer any ten questions. Each question carries one mark.

1. Define hydrogen bond.
2. Recall on Active transport
3. What is meant by a weak acid?
4. Mention any one form of solute transport across membranes.
5. Differentiate between K_a & pK_a
6. Define uniport.
7. State Henderson Hasselbalch equation
8. Differentiate between symport and antiport system of solute transport.
9. What is a buffer?
10. Name two lipids in biological membranes
11. Mention the importance of amphipathic molecules
12. Define a strong acid. Give one example. (10 x 1 = 10)

Section B (Short essay Type Questions)

Answer any six questions. Each question carries five marks

13. Describe the interaction between water and charged solutes
14. Differentiate between peripheral proteins and amphitropic proteins
15. Discuss ionization of water.
16. Describe facilitated diffusion

17. Describe importance of buffers.
18. Explain solute transport based on the direction of transport
19. Outline the interaction between water and non-polar gases
20. Describe fluid mosaic model of biological membrane
21. Explain the mechanism for regulation of extracellular pH.

(6 x 5 = 30)

Section C (Essay Type Questions)

Answer any two questions. Each question carries ten marks

22. Give a detailed account on structure of water and discuss the nature of hydrogen bonding by water molecule
23. Describe the various buffers in biological system.
24. Explain the concept of Donnan equilibrium and its relevance in biological systems
25. Write an essay on different types of membrane proteins and their association with the plasma membrane.

(2 x 10 = 20)





D. Students attending internal examination



External Assessment:

End Semester Examination: The external assessment are conducted strictly in accordance with the regulations of Mahatma Gandhi University .Question papers are send online to the Principal the university examination portal and sufficient question papers are printed by the examination office. Seating arrangements of students are displayed through notice boards. Teachers are assigned invigilation duties in advance .Examinations are conducted in CCTV monitored rooms. Scribe facilities and extra time are provided to the Divyangjan students as per university norms .The answer scripts are properly packed and sent to the university immediately after the completion of examinations.





A. Examination Hall



B. Seating Arrangement using Excel app

KURIAKOSE ELIAS COLLEGE MANNANAM							
EXAMINATION HALL SHEET - Centre Code 2013							
4 TH SEMESTER UG EXAMINATION JULY 2023							
Number of Students						Room No.	
Sl. No.	Sub.	Register No.	Booklet No.	Sign	Sub.	Register No.	Booklet No.
49	SA ENGLISH	210021000611			SL MATHS	210021023094	
50	SA ENGLISH	210021000612			SL MATHS	210021023095	
51	SA ENGLISH	210021000613			SL MATHS	210021023096	
52	SA ENGLISH	210021000614			SL MATHS	210021023097	
53	SA ENGLISH	210021000615			SL MATHS	210021023098	
54	SA ENGLISH	210021000616			SL MATHS	210021023099	
55	SA ENGLISH	210021000617			SL MATHS	210021023100	
56	SA ENGLISH	210021000618			SL MATHS	210021023101	
57	SA ENGLISH	210021000619			SL MATHS	210021023102	
58	SA ENGLISH	210021000620			SL MATHS	210021023103	
59	SA ENGLISH	210021000621			SL MATHS	210021023104	
60	SA ENGLISH	210021000622			SL MATHS	210021023105	
61	SA ENGLISH	210021000623			SL MATHS	210021023106	
62	SA ENGLISH	210021000624			SL MATHS	210021023107	
63	SA ENGLISH	210021000625			SL MATHS	210021023108	
64	SA ENGLISH	210021000626			SL MATHS	210021023109	
65	SA ENGLISH	210021000627			SL MATHS	210021023110	
66	SA ENGLISH	210021000628			SL MATHS	210021023111	
67	SA ENGLISH	210021000629			SL CHEMISTRY	210021024505	
68	SA ENGLISH	210021000630			SL CHEMISTRY	210021024506	
69	SA ENGLISH	210021000631			SL CHEMISTRY	210021024507	
70	SA ENGLISH	210021000632			SL CHEMISTRY	210021024508	
71	SA ENGLISH	210021000633			SL CHEMISTRY	210021024509	
					SL CHEMISTRY	210021024510	





III SEM UG EXAM 21-11-2023, 01.30 PM			
SUBJECT	ROOM	Reg No (from)	Reg No (To)
BA ENGLISH	ST CHAYARA HALL - 1	220021000695	220021000719
	ST CHAYARA HALL - 2	220021000720	220021000730
BA ECONOMICS	ST CHAYARA HALL - 2	220021010249	220021010261
	ST CHAYARA HALL - 3	220021010262	220021010284
BA HISTORY	ST CHAYARA HALL - 3	220021016134	220021016135
	114	220021016136	220021016154
BSc PHYSICS	319	220021032457	220021032469
BSc CHEMISTRY	319	220021023048	220021023054
	319	220021029792	220021029793
BSc MATHS	318	220021029794	220021029804
BSc BOTANY	318	220021021042	220021021051
	311	220021021052	220021021062
BSc ZOOLOGY	311	220021035572	220021035580
	310	220021035581	220021035593
BSc PSYCHOLOGY	310	220021040201	220021040207
	303	220021040208	220021040227
BSc PSYCHOLOGY SF	302	220021040228	220021040239
	302	220021041833	220021041841
BCOM CA AIDED	SF 202	220021041842	220021041857
	ST CHAYARA HALL - 1	220021041859	220021041876
BCOM CA AIDED	ST CHAYARA HALL - 1	220021068526	220021068531
	ST CHAYARA HALL - 2	220021068532	220021068556
BCOM CA SF	ST CHAYARA HALL - 3	220021068556	220021068575
	ST CHAYARA HALL - 3	220021058513	220021058516
BCOM CA SF	114	220021058517	220021058536
	319	220021058537	220021058556
BCOM FT	318	220021058557	220021058576
	311	220021058577	220021058596
BCOM FT	310	220021069317	220021069336
	303	220021069337	220021069356
BSc ELECTRONICS APPLICATION	302	220021069357	220021069363
	SF 202	220021034521	
SUPPL ROOM PRIVATE	SF 205, SF 206 SF 202		

C. Details of Seating Arrangement Displayed in Notice Board





D. Sample Invigilation Duty list of teachers



03/04/2023 AN (Reporting time: 01:15 PM)

1. Dr. Sujarani Mathew
2. Ms. Amal Sharin
3. Dr. Tintu K. J.
4. Ms. Midhila Baby
5. Dr. Renjini Radhakrishnan
6. Mr. Harikrishnan K. M.
7. Ms. Deepthi S. Nair
8. Ms. Divya S. Nair
9. Ms. Karthika Elizabeth
10. Ms. Sara Viji


Prof. (Dr.) Ison V. Vanchipurackal
Principal
Kuriakose Elias College, Mannanam
Mannanam P.O., Kottayam-686 561

Mannanam

01.04.2023

Principal



E.



F. University Order Assigning a Scribe

നമ്പർ: സി.ബി.സി.എസ്.എസ്. xiv/1/spf.Col/2019(67-1) പി.ഡി.പി.ഒസ് തീയതി: 29-10-2019

ങ്ങറിയിപ്പ്

വിഷയം: കാഴ്ച വൈകല്യം അനുഭവിക്കുന്ന വിദ്യാർത്ഥിനിക്ക് പ്രത്യേക ആനുകൂല്യങ്ങൾ അനുവദിച്ചു നൽകുന്നത് സംബന്ധിച്ച്.

സൂചന:- 1) കെ.ഇ. കോളേജ് മാനാനത്തെ ബി.എ. ഹിസ്റ്ററി വിദ്യാർത്ഥിനിയായ SWATHY SANTHOSH പ്രത്യേക ആനുകൂല്യം ലഭിക്കുന്നതിന് വേണ്ടി പ്രിൻസിപ്പലിന്റെ ശുപാർശയോട് കൂടി സമർപ്പിച്ച അപേക്ഷ
2) ബഹു: പ്രൊ വൈസ് ചാൻസിലറുടെ 21/10/2019 ലെ ഉത്തരവ്

കെ.ഇ. കോളേജ് മാനാനത്തെ മോഡൽ-II ഹിസ്റ്ററി ബിരുദ വിദ്യാർത്ഥിനിയായ SWATHY SANTHOSH(2019 Adm) താൻ കാഴ്ചവൈകല്യം അനുഭവിക്കുന്ന വിദ്യാർത്ഥിനി ആകയാൽ എല്ലാ സർവ്വകലാശാല പരീക്ഷകൾക്കും പ്രത്യേക ആനുകൂല്യം അനുവദിച്ചു അനേം എന്ന് കാണിച്ചു പരാമർശം-1 പ്രകാരം അപേക്ഷ സമർപ്പിച്ചിരുന്നു.


മേഖലയ്ക്ക് ബോർഡ് ടി വിദ്യാർത്ഥിനിക്ക് 100% കാഴ്ചവൈകല്യം ഉണ്ട് എന്ന് സാക്ഷ്യപ്പെടുത്തിയിരിക്കുന്നു.

പരാമർശം-2 ലെ ബഹു: പ്രൊ വൈസ് ചാൻസിലറുടെ ഉത്തരവിൻ പ്രകാരം ടി വിദ്യാർത്ഥിനിക്ക് എല്ലാ സർവ്വകലാശാല പരീക്ഷകൾക്കും താഴെ സൂചിപ്പിക്കുന്ന പ്രത്യേക ആനുകൂല്യങ്ങൾ അനുവദിച്ചു ഉത്തരവായിരിക്കുന്നു.

1. ഫീസ് ഒഴിവാക്കൽ
2. പരീക്ഷ സഹായിയുടെ സേവനം
3. കോമ്പൻസേറ്ററി സമയം 20 മിനിറ്റ്/മണിക്കൂർ

Mallu
അസിസ്റ്റന്റ് രജിസ്ട്രാർ XIV (പരീക്ഷ)
പരീക്ഷ കൺട്രോളർക്കു വേണ്ടി

സ്വീകർത്താവ്:
SWATHY SANTHOSH, കെ.ഇ. കോളേജ്, മാനാനം.
പകർപ്പ്:
1. പ്രിൻസിപ്പൽ, കെ.ഇ. കോളേജ്, മാനാനം.
2. ഹയർ കോപ്പി/സ്റ്റോക്ക് ഹയൽ







Project/Viva Voce Evaluation and Practical Examination

The project and viva voce for final-year students are conducted by a panel of internal and external experts appointed by the university. Practical examinations for science subjects and computer applications are carried out by both an external and an internal examiner, in accordance with university regulations.

University Order for Practical Examination Scheduled in the College



മഹാത്മാഗാന്ധി സർവകലാശാല

പ്രിന്സിപ്പൽ ഹിൽസ് പി.ഒ. കോട്ടയം, കേരളം - 686 560
മഹാത്മാഗാന്ധി സർവകലാശാല 1963 ഏപ്രിൽ 17-ാം തീയതിയിൽ 1963/1964 നമ്പർ 1000-പ്രകാരം സ്ഥാപിക്കപ്പെട്ടു

84993/EB8-2/2023/EB-8

13.08.2023

പ്രേഷകൻ
പരീക്ഷാകൺട്രോളർ

സ്വീകർത്താവ്
The Principal,
K E College, Mannanam

സർ/ മാഡം ,

വിഷയം:-നാലാം സെമസ്റ്റർ ബി എസ്.സി ബയോകെമിസ്ട്രി സി ബി സി എസ് - (2021 അഡ്മിഷൻ റെഗുലർ)ഡിഗ്രി പരീക്ഷ മെയ് 2023 -പ്രാക്ടിക്കൽ പരീക്ഷയുടെ നടത്തിപ്പ് -സംബന്ധിച്ച്

നാലാം സെമസ്റ്റർ ബി എസ്.സി ബയോകെമിസ്ട്രി സി ബി സി എസ് - (2021 അഡ്മിഷൻ റെഗുലർ) ഡിഗ്രി പരീക്ഷ മെയ് 2023 ന്റെ പ്രാക്ടിക്കൽ പരീക്ഷകൾ 11.09.2023 തീയതികളിൽ താങ്കളുടെ കോളേജിൽ വെച്ച് നടത്തുവാൻ തീരുമാനിച്ചിരിക്കുന്നു.പരീക്ഷ നടത്തിപ്പിന് ആവശ്യമായ നടപടികൾ സ്വീകരിക്കണമെന്ന് അഭ്യർത്ഥിക്കുന്നു.

വിശദമായ ഷെഡ്യൂൾ ഇതോടൊപ്പം ചേർക്കുന്നു.

വിശ്വസ്തതയോടെ

അസിസ്റ്റന്റ് രജിസ്ട്രാർ XI (പരീക്ഷ)
പരീക്ഷാ കൺട്രോളർക്കുവേണ്ടി

☎ അന്വേഷണം : 0481 - 2731020, 2731300
☎ മെയിനോർ : 0481 - 2731007

✉ mgu@mgu.ac.in
registrarmgu.ac.in

🌐 www.mgu.ac.in





Examination Office

All internal and external examination related matters are overseen by the examination office. The college principal serves as the chief superintendent of all examinations, while a senior faculty member is appointed as the additional superintendent. A dedicated team of faculty members, led by the senior faculty member, forms the internal examination committee. The examination office is responsible for tasks such as publishing the exam timetable, assigning invigilation duties, printing question papers, organizing student seating arrangements, monitoring CCTV in exam halls, and managing hall ticket-related issues.

<https://kecollege.ac.in/examination/>



Examination Office





Examination Time Table

A.University Examination Time Table



KURIAKOSE ELIAS COLLEGE, MANNANAM
M.G. University Examination 2022-2023

TIME TABLE FOR VIth SEMESTER U.G. DEGREE EXAMINATIONS, APRIL 2023

(Time: 01:30 PM to 04.30 PM on all days, 02:00 PM to 05.00 PM on Fridays)

Day & Date	B.A.			B.Sc.								B.Com.
	English	Economics	History	Physics	Chemistry	Maths	Botany	Zoology	Psychology	Appl. Electronics	Comp. Application	
03-04-23 MONDAY	POST COLO. LIT	QUANTITATIVE METHODS	MAKING OF CONT. INDIA	THERMAL AND STATICAL PHYSICS	INORGANIC CHEM	REAL ANALYSIS	GENETICS, PLANT BREED & HORTI	DEVELOPMENTAL BIOLOGY	PSYCHOLOGY OF MALADAPTIVE BEHA	THERMAL & STATI PHYS	REAL ANALYSIS	COST ACCOUNTING-2
05-04-23 WEDNESDAY	WOMEN WRITING	INTL ECONOMICS	UNDERSTANDING MOD. WORLD	RELATIVITY AND SPECTROSCOPY	ORGANIC CHEMISTRY-IV	GRAPH THEORY & MATRIX SPACE	CELL & MOL. BIOLOGY	MICROBIOLOGY & IMMUNOLOGY	CHILD DEVEL	RELATIVITY & SPECTROSCOPY	OPERATING SYSTEMS	ADVERTISING & SALES MANAGEMENT
11-04-23 TUESDAY	AMERICAN LIT.	MONEY AND FINAN. MKTS	CAAPITALISM AND COLO.	NUCLEAR, PARTICLE AND ASTROPHYSICS	PHYSICAL CHEMISTRY-III	COMPLEX ANALYSIS	ANGIOSPERM, MORP, TAXO & ECO BOTANY	BIOTECHNOLOGY, BIO INFOR & MOLE BIOLOGY	MANAGING BEHAVIOUR IN ORGANIS	NUCLEAR PARTICLE & ASTRO PHYSICS	DATA MINING	AUDITING AND ASSURANCE
13-04-23 THURSDAY	MODERN WORLD LIT	INDIAN ECONOMY	BOOK PRODUCTION AND MAN	SOLID STATE PHYSICS	PHYSICAL CHEMISTRY-IV	LINEAR ALGEBRA	BIOTECHNOLOGY & BIO INFORMAT	OCCUPATIONAL ZOOLOGY	THEORY AND PRACT. OF COUNSELLING	SOLID STATE PHYSICS	STATISTICAL COMPUTING USING R-SOFT	MANAGEMENT ACCOUNTING
17-04-23 MONDAY	REGIONAL LIT. IN TRANSLATION	BUSINESS ECO	INTRODU TO MASS COMM	COMPUT. PHYSICS	NANOCHEM & NANO TECH	OPERATION RESEARCH	PLANT GENETIC RESOURCE MANAG.	VECTOR & VECTOR BORNE DISEASE		IT		SOFTWARE FOR BUSINESS AND RESEARCH



**B.Model Examination Time Table****KURIAKOSE ELIAS COLLEGE, MANNANAM****Model Examination 2022-2023****TIME TABLE FOR VIth SEMESTER U.G. DEGREE EXAMINATIONS, MARCH 2023****(Time: 9:45 AM to 12.45 PM)**

Day & Date	B.A.			B.Sc.								B.Com.
	English	Economic s	History	Physics	Chemistry	Maths	Botany	Zoology	Psychology	Appl. Electronics	Comp. Applicatio n	
20-03-23 MONDAY	POST COLO.LIT	QUANTITA TIVE METHODS	MAKING OF CONT.INDIA	THERMAL AND STATICAL PHYSICS	INORGANIC CHEM	REAL ANALYSIS	GENETICS,PL ANT BREED &HORTI	DEVELOP MENTAL BIOLOGY	PSYCHOLOG Y OF MALADAPTI VE BEHA	THERMAL &STATI PHYS	REAL ANALYSIS	COST ACCOUNTIN G-2
21-03-23 TUESDAY	WOMEN WRITING	INTL ECONOMI CS	UNDERSTAN DING MOD. WORLD	RELATIVITY AND SPECTROSCO PY	ORGANIC CHEMISTRY- IV	GRAPH THEORY &MATRIX SPACE	CELL&MOL. BIOLOGY	MICROBIOL OGY &IMMUNO LOGY	CHILD DEVEL	RELATIVITY &SPECTROS COPY	OPERATING SYSTEMS	ADVERTIS&S ALES MANAGE
22-03-23 WEDNESDAY	AMERICAN LIT.	MONEY AND FINAN.MK TS	CAAPITALISA M AND COLO.	NUCLEAR,PA RTICLE AND ASTROPHYSI CS	PHYSICAL CHEMISTR- III	COMPLEX ANALYSIS	ANGIOSPER M,MORP,TA XO&ECO BOTANY	BIOTECHN OLOGY,BIO INFOR&MO LE BIOLOGY	MANAGING BEHAVIOUR IN ORGANIS	NUCLEAR PARTICLE&A STRO PHYSICS	DATA MINING	AUDITING AND ASSURANCE
23-03-23 THURSDAY	MODERN WORLD LIT	INDIAN ECONOMY	BOOK PRODUCT AND MAN	SOLID STATE PHYSICS	PHYSICAL CHEMISTRY- IV	LINEAR ALGEBRA	BIOTECHNO LOGY&BIO INFORMAT	OCCUPATI ONAL ZOOLOGY	THEORY AND PRACT. OF COUNSELLIN G	SOLID STATE PHYSICS	STATISTICAL COMPUTIN G USING R- SOFT	MANAGEME NT ACCOUNTIN G
24-03-23 FRIDAY	REGIONAL LIT.IN TRANSLATI ON	BUSINESS ECO	INTRODU TO MASS COMM	COMPUT.PH YSICS	NANOCHEM &NANO TECH	OPERATION RESEARCH	PLANT GENETIC RESOURCE MANAG.	VECTOR &VECTOR BORNE DISEASE		IT		SOFTWARE FOR BUSINESS AND RESEARCH

To ensure transparency in examination related matters following steps are implemented:

Orientation programs:

College level and department level orientation programs are conducted for familiarising students and parents with the assessment process. A common orientation programme, 'Praarambha', is organised for all the first year students and their parents on the first day of joining in the college. During this session, students and parents are provided with an overview of the assessment mechanism followed in the college in accordance with the University guidelines. Additionally department level orientations are conducted by each department where class teachers familiarize students with the various components of Continuous Internal Evaluation (CIE) System.





Photos of Prarambha of U.G and P.G

Academic calendar and Hand Book:

The academic calendar provided by the university, along with the College Handbook, is distributed to students, detailing important dates for assessments and other academic activities.

<https://kecollege.ac.in/handbook-academic-calendar/>

ERP for entry of student's attendance

Attendance entry is done by using Embase Pro suit where both students and parents can ensure their attendance through their log in credentials.

Evaluation of answer scripts:

Answer scripts from internal examinations are evaluated within one week of the exams, and open house sessions are organized to discuss students' progress with their parents, helping students to focus on areas requiring improvement. End-semester examination scripts are evaluated through centralized valuation camps, involving a three-level evaluation process





Results are published on the university website, and students have the opportunity to reappear, improve, or request revaluation of their answer scripts through the university.

A. Sample of Examination Answer Script

**KURIAKOSE ELIAS COLLEGE
MANNANAM**

Sem 2 Internal Examination 2023
 Date of Examination: 19/6/2023 Question Paper Code:
 Name of Examination / Programme: Beers with Computers application
 Course/Paper Code & title: Accountancy - Financial III
 Department: Commerce No. of pages: 4

Part	Qn. No.	Marks	Part	Qn. No.	Marks
Part A	1	2	Part C	21	4
	2	1 1/2		22	3
	3	0		23	
	4	1/2		24	
	5	1		25	
	6	1		26	
	7	2		27	
	8	2		28	
	9	1		29	
	10	1 1/2		30	
Part B	11	1	Part D	31	
	12	1		32	
	13	2		33	
	14	2		34	
	15			35	
	16			36	
	17	4		37	
	18	3		38	
	19	3		39	
	20	1		40	
Total Marks:					37

Name: Shan Rose Shajan
 Class No: 202912
 Department: Commerce

36 1/2

37

Register No. in Figures:

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 in Words:

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B. Internal Marks Register

Name of the Student	P.A.S	C.R.A	D.M.B.S	Banking
Arjana P.S	14	18	27	14 (60)
Arju Joshy	24	21	40	5
Arubana Anil	43	26	43	32
Avinash A Sarish	63	08	49	42
Dhanush P.S	65	59	59	47
Diya Thomas	09	11	41	12
Karimadth Santhosh Kumark	04	0	20	09
Kolice Kurian	08	88	26	11
Midhan Vinod	65	AB	49	40
Pranav K Varghese	52	39	47	18
Rehana Ryan	34	09	26	17
Shan Rose Shajan	61	43	59	45
Sidhanth S.S	40	AB	27	40
Adithyan P Asok	05	02	18	12
Aibral J.C.S	30	31	54	35
Alan John Sam	30	38	36	20
Alan Pious	26	13	24	14
Amal Shaji	10	03	32	11
Anamika K.B	13	AB	16	10
Anisudh Nair	16	13	21	15
Anisudh Sunil	-	12	22	14
Ashamol C.R	16	AB	17	14
Ashik J.C.S	22	09	14	13
Ashin Sabu Joseph	28	08	22	08
Ashwin An Thomas	47	13	30 AB	A
Cibin Anoop	37	AB	29	18
Deepa P	46	40	45	37
Gayathri S Shoppil	21	0	19	12
Irene Shaji	34	AB	41	21
Ivan S Vadakkudam	52	44	31	37
Jaimy Elza Jaison	45	AB	23	27
Jeffin P Sabu	39	24	37	32
Jinto George	29	03	AB	27
Josia Mausea Salu	59	41	54	41





C. Sample of P.T.A Register

3rd Sem - 2022 - 23 19-09-2023

No.	Name of Student	Name of Parent	Signature
1	Bolitta Subashini	K. Subashini	[Signature]
2	Shilpa S.	Rathnak: R.I	[Signature]
3	Malavika M J	Preethi	[Signature]
4	Ashwin Ann Thomas	Ani	[Signature]
5	Issac S Vaddaladan	Sebastian	[Signature]
6	Jaimy Eliz. Jaison	Cizy	[Signature]
7	Maheen Aboobekar	Rigob	[Signature]
8	Amsal Shaji	Shaji K.M	[Signature]
9	Vinayak Veou	Venukumar	[Signature]
10	Avinash A. Sani	Veen Saneesh	[Signature]
11	Manvika Rofi	Rajman V.V	[Signature]
12	Jharud T.S	Santhi D	[Signature]
13	NEHA JAYAKUMAR	A.K. JAYAKUMAR	[Signature]
14	Ashika S	sunila S	[Signature]
15	Aachana Anil	Aithamma R	[Signature]
16	Shrisha K Varghese	Indu Prabha	[Signature]
17	Jhenshaju	Shaji cherian	[Signature]
18	Thiril Raju	T.V Raju	[Signature]
19	Guyathri S. Theppil	Jyatha kumari	[Signature]
20	Eilan John Sara	Tiney Sara Sam	[Signature]
21	Men Pious	Dony Pious	[Signature]
22	Josia Maresa Salu	Salu George	[Signature]
23	Anja Joshy	Nicy Joshy	[Signature]
24	Cibin Aroop	Feena Aroop	[Signature]
25	Junil Kumar M.V	Sidharthy	[Signature]
26	Kolice Kurian	Kurian Joseph	[Signature]
27	Anish A. Nair	Deepa Anil	[Signature]
28	Jinto George	George Mathan	[Signature]
29	JEFFIN PSABU	ALPHY SABU	[Signature]
30	Amsal Sami	Bikshu P.K	[Signature]
31	Ashin Sabu	Sabu Joseph	[Signature]
32	Rose Maria Sebantra	Lioi Thomas	[Signature]
33	Suyga Sabu	Sujatha Babu	[Signature]
34	ANAMIKA K B	Biju	[Signature]
35	Deepa p	Nithya M	[Signature]
36	Asbarool C.R	Sarithamar	[Signature]
37	SOKRIS SUBRSHI	Rejani	[Signature]
38	Shajus Joseph	Sebad	[Signature]
39	Aboradan J.	Jamal	[Signature]
40	Diyu Thuan	Tora.ka.	[Signature]
41	Rami Leo Enil	Bari Ennil	[Signature]
42	Sanika K. Prasad	Prasad	[Signature]

Handwritten signature: Jency Francis

Stamp: KURIKOSSE ELIAS COLLEGE, MANNANAM

Publishing of C.I.E marks:

D. I.E marks of students are displayed in the notice boards using the B Form provided by the University and also shared through students Whatsapp groups. The C.I.E marks are uploaded to the university portal only after verification by the students. Students are provided the opportunity to improve their internal marks by retests and re-submission of assignments.





Sample of B form Signed by Students

Form B 2(To be kept in the college)

MAHATHMA GANDHI UNIVERSITY								
INTERNAL ASSESSMENT FOR U G PROGRAMME -CBCSS(Effective From 2013 admissions)								
Centre No: E011				College : K. E. COLLEGE, MANNANAM				
Programme : B Com				SEMSETER :III				
Sl. No	Reg Number	Name of the Student	Corporate Accounting I	Quantitative Techniques for Business - I	Financial Markets & Operations	Marketing Management	Information Technology For Business	English - Gems of Imagination
			CO3CRT07	CO3CRT08	CO3CRT09	CO3CRT10	CO3OCT02	MARKS
1	220021068526	ADITHYAN P ASOK	10	11	10	10	7	11
2	220021068527	AIBEAL K S	14	13	15	15	12	11
3	220021068528	ALAN JOHN SAM	14	15	14	17	13	13
4	220021068529	ALEN PIOUS	11	12	12	13	11	13
5	220021068530	AMAL SHAJI	10	10	10	10	8	14
6	220021068531	ANAMIKA K.B	13	13	11	14	8	14
7	220021068532	ANIRUDH A NAIR	14	13	15	16	11	15
8	220021068533	ANIRUDH SUNIL	10	10	11	11	10	12
9	220021068534	ANAJANA TS	14	16	12	16	10	15
10	220021068535	ANJU JOSH Y	16	12	15	16	14	12
11	220021068536	ARCHANA ANIL	15	15	16	17	15	20
12	220021068537	ASHAMOL C.R	13	13	11	13	9	16
13	220021068538	ASHIK K.S	11	10	10	12	7	8
14	220021068539	ASHIN SABU JOSEPH	12	13	13	14	13	14
15	220021068540	ASHMIN ANN THOMAS	15	12	15	14	11	18
16	220021068541	AVINASH A SAN'ISH	19	19	18	19	14	14
17	220021068542	CIBIN ANOOP	16	17	14	17	14	11
18	220021068543	DEEPA P	18	19	17	19	13	18
19	220021068544	DHANUSH T.S	20	19	20	20	15	20
20	220021068545	DIYA THOMAS	11	10	12	12	11	14
21	220021068546	GAYATHRI S THOPPIL	14	16	14	16	12	11
22	220021068547	IRENE SHAJU	19	18	17	19	13	14
23	220021068548	ISSAC S VADAKKEDAM	17	15	13	17	13	13
24	220021068549	JAJMY ELZA JAISON	19	18	18	19	15	17

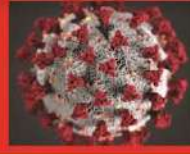
Assessment during Covid Pandemic:

During Covid 19 pandemic internal assessment are done through online mode. External assessment was done strictly following Covid protocol. Following government regulations examination halls were sanitised, number of students in each hall was reduced from 30 to 20, invigilators were given gloves and masks and students who are having symptoms were allowed to write the examinations in a closed room with CCTV surveillance.





കുര്യാക്കോസ് ഏലിയാസ് കോളേജ് മാനാനം



ബിരുദ പരീക്ഷകൾ എഴുതുന്ന വിദ്യാർത്ഥികളുടെ ശ്രദ്ധയ്ക്ക്

കോവിഡ് 19

രോഗപ്രതിരോധ പ്രവർത്തനങ്ങളുടെ ഭാഗമായി പരീക്ഷ നടത്തിപ്പിന് സംസ്ഥാന ആരോഗ്യ വകുപ്പ് പുറത്തിറക്കിയിട്ടുള്ള താഴെപ്പറയുന്ന നിർദ്ദേശങ്ങൾ എല്ലാ വിദ്യാർത്ഥികളും പാലിക്കേണ്ടതാണ്.

1. പേന, സ്കെയിൽ, റബ്ബർ, കൂടെവെള്ളം കൊണ്ടുവരുന്നതിനുള്ള കുപ്പി, ഗ്ലാസ്, തുടങ്ങിയവ കുട്ടികൾ തമ്മിൽ പങ്കുവെയ്ക്കരുത്
2. പനി, ചുമ, തൊണ്ടവേദന, മുക്കൊലിപ്പ്, തുടങ്ങിയ രോഗലക്ഷണങ്ങളുള്ള കുട്ടികൾ അക്കാദമി പരീക്ഷാ വിഭാഗത്തിൽ അറിയിക്കണം.
3. കുട്ടികൾ കഴിവതും കൂട്ടംകൂടി നിൽക്കാതെ ശ്രദ്ധിക്കണം
4. പരീക്ഷ കഴിഞ്ഞാലുടൻ കുട്ടികൾ വിടുകളിലേയ്ക്ക് പോകണം
5. ശ്വാസകോശരോഗലക്ഷണങ്ങൾ ഇല്ലാത്ത കുട്ടികൾ മാസ്ക് ധരിക്കേണ്ടതില്ല.
6. ചുമക്കുമ്പോഴും തുമ്മുമ്പോഴും തുവാല ഉപയോഗിച്ച് മൂക്കും, വായും പൊത്തുക.
7. സംസ്ഥാന ആരോഗ്യവകുപ്പ് വിവിധഘട്ടങ്ങളിൽ പരീക്ഷാനടത്തിപ്പുമായി ബന്ധപ്പെട്ട് പുറത്തിറക്കുന്ന നിർദ്ദേശങ്ങൾ പാലിക്കുക

IQAC, KE College

പിൻസീസാൾ



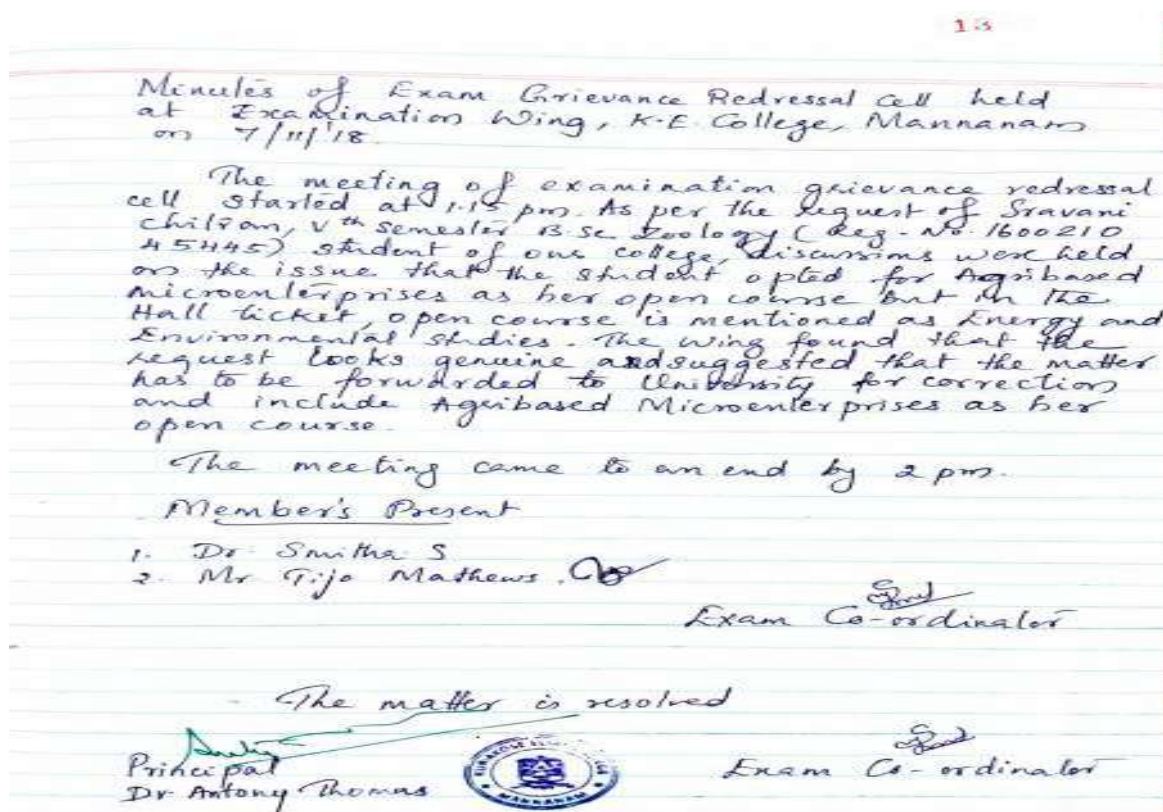


Grievance Redressal Mechanism:

The college has a three -tier grievance redressal cell to ensure timely resolution of issues related to student’s assessment. When grievances arise during the publication of B forms they are initially communicated to their class teacher in charge. Class teacher in consultation with the concerned subject teacher, tries to addresses the issue. If students remains unsatisfied, the grievance is forwarded to the head of the department. If further resolution is needed, the matter is bought to the attention of the Principal, who represents the highest level of the process. The internal assessment marks are uploaded to the university portal only after all student grievances have been resolved in a time bound manner.

The grievances related to external examinations are addressed through examination office.

A. Minutes of Exam Grievance Redressal Cell





B. Copy of request forwarded to M.G University regarding internal mark entry

**KURIAKOSE ELIAS COLLEGE, MANNANAM**
Mannanam P.O., Kottayam - 686561, Kerala, India
Re-accredited by NAAC in 2019
Affiliated to Mahatma Gandhi University, Kottayam
Estd. in 1964 | www.kecollege.ac.in | kecollegemnm@gmail.com | 0481-2597374 (Aided); 2599699 (Self-Financing)

To,
The controller of Examinations
Mahatma Gandhi University
Kottayam

14-08-2023

Subject: Request for entering the internal mark of the paper French

Sir / Madam,

With due respect, it is stated that the 2020-23 pass out student Ken Thomas George (PRN-200021045516) had a supplementary exam for the second language paper 'French'. He attended the exam along with the current batch (2022-25).

There is a request received by the department regarding the internal mark (French) of the above mentioned student for his supplementary exam. But the internal mark for the paper is usually provided by the university itself. Therefore kindly issue the internal mark for the student.

Yours faithfully,


The Principal
KE College, Mannanam

