



OFFICE OF THE PRINCIPAL
MAHATMA GANDHI COLLEGE
(Affiliated to University of Kerala)(Re-Accrediated with B+ Grade by NAAC,
UGC-College with Potential for Excellence)
KESAVADASAPURAM, THIRUVANANTHAPURAM- 695004
KERALA, INDIA
Phone: (O) 0471-2541039, 2446511
Email:nssmgcollege@gmail.com
Principal : Dr. Beena S. Ph : 9447075484

MAHATMA GANDHI COLLEGE, KESAVADASAPURAM

Policy for the internal and end semester evaluation

The internal and end semester evaluation procedures followed in our college is in strict adherence to the guidelines provided by the affiliating university. The evaluation methodology of university of Kerala involves 80% end semester evaluation and 20% continuous assessment through internal evaluation. The internal assessment system of the college is time bound and working in a transparent manner. The students are made aware of the procedures of internal evaluation during the induction programme, class interactions and tutorial sessions. Award of marks for internal evaluation is given by the departments offering the course, giving weightage to the class test, assignment, and class attendance. Students need to submit assignments based on the syllabus, book reviews or journal articles, text books etc. The attendance statement of each class is displayed in the notice board in the respective department every month.

Continuous evaluation is monitored by college level academic committee and grievances, if any, are addressed by Department Level Monitoring Committee (DLMC). The activities of DLMC are monitored and reviewed by College Level Monitoring Committee (CLMC). An Internal Examination Cell is functioning in the college in a very effective way. Internal exams are conducted in a centralized manner. Dates of the internal exams are fixed based on the academic calendar prepared by the academic committee of the college. Before the internal examination, an academic audit is performed in all the departments to verify the status of the portions completed. If the portions are pending, special time table is prepared by the academic committee and is implemented in the college by the Principal. Academic committee confirms the completion of the portions in all the departments and after that internal examination is conducted. Rooms are allotted to conduct the internal examination and questions of the internal examinations are prepared in the same pattern as that of University examination.

After the examination, the papers are collected and distributed to the concerned departments by the internal exam cell. The valued answer scripts are given to the students and are allowed to check the answer sheets whether they are satisfied with the valuation. The internal evaluation mark list is displayed on the department notice board prior to its submission to the University. Students can submit their grievance, if any, regarding the award of marks for continuous evaluation. The concerned student may give in writing his/her grievances to the faculty advisor or course coordinator in the department and the grievance is settled by DLMC with full satisfaction to the concerned student. The CE mark sheets signed by all the students, concerned teacher and the Head of the department are kept in a file in the Departments.

End semester evaluations of the students are conducted by the University Examination Cell of the college. Two faculties in the college are appointed as Chief and additional examination superintendents and they allocate the rooms for the examination and assign the teachers for the invigilation duties. A team of internal squad is working in the college in order to prevent malpractices and for the effective conduct of the examination. After the examination the papers collected are sorted, bundled, and sent to the University by the examination cell.




Principal
Mahatma Gandhi College
Thiruvananthapuram