



RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR , PERUMBAVOOR KERALA- 683546

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam | Approved by AICTE



CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.5 Internal Quality Assurance System

2019-2024¹

Submitted to



6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and process.

TEACHING LEARNING PROCESS

INDEX		
Sl. No	TEACHING LEARNING PROCESS	Page No.
1	Academic Planning	3
2	OBE Implementation	10
3	Enhancing Digital Support	24
4	Examination Management	28



Teaching-Learning-Process

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes at RVCAS. It reviews **teaching-learning process, structures and methodologies of operations and learning outcomes**, at periodic intervals.

1.ACADEMIC PLANNING

Induction programs (DEEKSHARAMBHAM) are conducted at the beginning of every academic year, to familiarise first-year students to the curriculum. The **IQAC** drafts the college's **academic calendar**, incorporating **departmental action plans** and the **university's academic calendar**. The **college council** reviews and approves the calendar, which is then published as a handbook. A **Master Timetable** is prepared at the college level, for proper curricular implementation. **Department Level Action Plan** is prepared at the beginning of the academic year. RVCAS gives due significance to the enrichment of teaching-learning scenario, as evidenced through **57 value added and Certification programmes, MOOCs and Internships**, resulting in 120 Placements and 147 progressed to Higher Studies (62 %). **43 capacity building programmes** were organized to make the learners industry-ready. Implementation of **technology-enabled teaching and learning** fuelled the learning ecosystem. The HEI introduced **mentoring and remedial coaching**, and conducted entry-level tests and remedial exams to brace-up slow learners. Reviewing appraisal and feedback reports from both teachers and students regularly, helped in timely updating, and the **Rajagiri Student Happiness Survey** served as another pointer of evaluation.

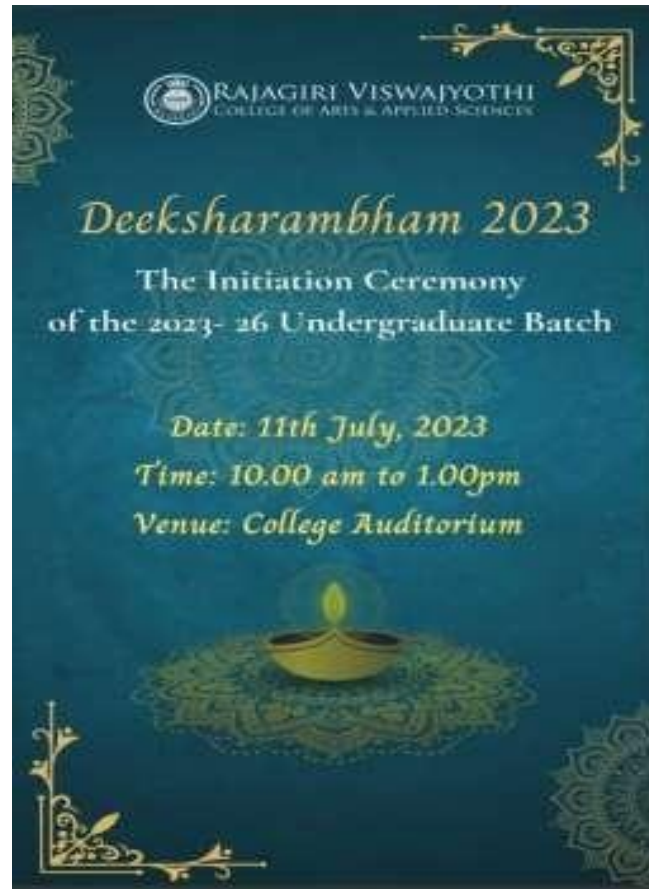




RAJAGIRI VISWAJYOTHI

COLLEGE OF ARTS & APPLIED SCIENCES

Vengoor, Perumbavoor, Kerala - 683546





CURRICULAM DELIVERY-STUDENT INDUCTION PROGRAMME

Induction Programme	
Institution	Rajagiri Viswajyothi College of Arts and Applied Sciences
Name of the Programme	Deeksharambh
Nature of the Programme	Induction Programme
Objective of the Programme	<ul style="list-style-type: none">• To familiarize new students with the campus, facilities, and resources available to them.• To understand the academic structure and curriculum.• To know each other.
Number of Beneficiaries	118
Date & of the Programme	From 11-07-2023 to 15-07-2023
Venue	College Auditorium
Programme Coordinator	Ms. Sreekala M.M, Assistant Professor, RVCAS
Outcome of the Programme	<ul style="list-style-type: none">• Students become familiarize with the college campus, facilities, and available resources.• Students gain a clear understanding of the academic structure and curriculum.



LESSON PLAN

RVCAS -WEEKLY LESSON PLAN

Name : Saritha P N.

Department : Management.

Semester & Class : I,BBA

Batch (Year of Admission):2023-2026

Name of the Paper : Fundamentals Of Business Mathematics

Objectives: * Develop scientific ability

- * Critically evaluate mathematical problems
- * To know about modern trend in mathematics
- * To prepare them for management studies
- * To provide students with the necessary skills to solve problems in the business world.

Learning Outcome:

- * The students will be able to interpret and solve business related problems
- * The students will be able to explain the concepts and use equations and formulae.





EXAMINATION CALENDAR

EVEN SEMESTER						
First Internal Examination						
Course	30 JAN.	31 JAN.	1 FEB.	2 FEB.	3 FEB.	6 FEB.
S2-BBA	English -II	CMA	BC	MM	SM	-
S2-B.COM	English -II	H/M	FA-II	BRF	BM	PBD
S2-BCA	English -II	DM	DBMS	COA	OOP-C++	-
S2-PSYCHOLOGY	English -II	English -II	H/M	BCP	BBB	ST
Course	11 DEC.	12 DEC.	13 DEC.	14 DEC.	15 DEC.	18 DEC.
S4-BA ENGLISH	MF	L&L	BW	TTLP	WR&T	
S4-BBA	FM	ME	ENTPR.	BIM	CL	
S4-B.COM	English -II	CA-II	QT-II	EDPM	FS/PLI	-
S6- BBA	OP-I	OP-II	SM	CSPD	MP	
S6-B.COM	CA-II	AUD.	MA	ASM	IT/SOFLM	
Second Internal Examination						
Course	8 APRIL	9 APRIL	11 APRIL	12 APRIL	15 APRIL	16 APRIL
S2-BBA	English -II	CMA	BC	MM	SM	-
S2-B.COM	English -II	H/M	FA-II	BRF	BM	PBD
S2-BCA	English -II	DM	DBMS	COA	OOP-C++	-
S2-PSYCHOLOGY	English-II	English-II	H/M	BCP	BBB	ST
Course	26 FEB.	27 FEB.	28 FEB.	29 FEB.	1 MARCH	
S4-BA ENGLISH	MF	L&L	BW	TTLP	WR&T	
S4-BBA	FM	ME	ENTPR.	BIM	CL	
S4-B.COM	English -II	CA-II	QT-II	EDPM	FS/PLI	
S6- BBA	OP-I	OP-II	SM	CSPD		
S6-B.COM	CA-II	AUD.	MA	ASM	IT/SOFLM	





RAJAGIRI VISWAJYOTHI

COLLEGE OF ARTS & APPLIED SCIENCES

Vengoor, Perumbavoor, Kerala - 683546

MASTER TIMETABLE FOR ACADEMIC YEAR 2023-2024

RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES, VENGOOR							
TIME TABLE FOR THE ACADEMIC YEAR 2023-2024							
MONDAY							
	Programme	09:30-10:30	10:45-11:45	11:45-12:45	1:30-2:30	2:30-3:30	3:30 - 4:30
I & II SEMESTER	BCOM(M I)	COMMERCE	SECOND LANG	COMMERCE	COMMERCE	ENGLISH	MENTORING/ REMEDIAL/ CERTIFICATE COURSE
	BCOM(M II)L	COMMERCE	COMMERCE	SECOND LANG	COMMERCE	ENGLISH	
	BBA	MATHEMATICS	MANAGEMENT	MANAGEMENT	STATISTICS	ENGLISH	
	BCA	COMPUTER APPL	MATHEMATICS	ENGLISH	COMPUTER APPL	COMPUTER APPL	
	BSC PSYCOLOC	PSYCHOLOGY	PSYCHOLOGY	ENGLISH	ENGLISH	SECOND LANG	
III & IV SEMESTER	BCOM(M I)	COMMERCE	COMMERCE	ENGLISH	COMMERCE	COMMERCE	
	BCOM(M II)	COMMERCE	COMMERCE	ENGLISH	COMMERCE	COMMERCE	
	BCOM(MII)L	COMMERCE	COMMERCE	ENGLISH	COMMERCE	COMMERCE	
	BBA	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	
	BA	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH	
V&VI SEMESTER	BCOM MI	COMMERCE	COMMERCE	COMMERCE	COMMERCE	COMMERCE	
	BCOM MII	COMMERCE	COMMERCE	COMMERCE	COMMERCE	COMMERCE	
	BCOM MII L	COMMERCE	COMMERCE	COMMERCE	COMMERCE	COMMERCE	
	BBA	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	
TUESDAY							
I & II SEMESTER	BCOM(M I)	COMMERCE	COMMERCE	ENGLISH	COMMERCE	SECOND LANG	MENTORING/ REMEDIAL/ CERTIFICATE COURSE
	BCOM(M II)L	COMMERCE	COMMERCE	ENGLISH	SECOND LANG	COMMERCE	
	BBA	MANAGEMENT	MANAGEMENT	ENGLISH	MATHEMATICS	MANAGEMENT	
	BCA	COMPUTER APPL	COMPUTER APPL	COMPUTER APPL	ENGLISH	MATHEMATICS	
	BSC PSYCOLOC	PSYCHOLOGY	PSYCHOLOGY	ENGLISH	ENGLISH	PSYCHOLOGY	
III & IV SEMESTER	BCOM(M I)	COMMERCE	COMMERCE	COMMERCE	COMMERCE	ENGLISH	
	BCOM(M II)	COMMERCE	COMMERCE	COMMERCE	COMMERCE	ENGLISH	
	BCOM(MII)L	COMMERCE	COMMERCE	COMMERCE	COMMERCE	ENGLISH	
	BBA	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	
	BA	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH	
V&VI SEMESTER	BCOM MI	COMMERCE	COMMERCE	COMMERCE	COMMERCE	COMMERCE	
	BCOM MII	COMMERCE	COMMERCE	COMMERCE	COMMERCE	COMMERCE	
	BCOM MII L	COMMERCE	COMMERCE	COMMERCE	COMMERCE	COMMERCE	
	BBA	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	LIABRARY	



Joy.P.Joseph, Ph.D
PRINCIPAL
Rajagiri Viswajyothi College of Arts and Applied Sciences
Vengoor, Perumbavoor,
Kerala - 683546





RAJAGIRI VISWAJYOTHI

COLLEGE OF ARTS & APPLIED SCIENCES

Vengoor, Perumbavoor, Kerala - 683546

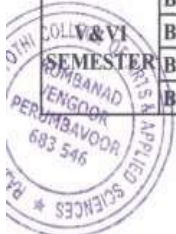
RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES, VENGOOR
TIME TABLE FOR THE ACADEMIC YEAR 2023-2024

WEDNESDAY

I & II SEMESTER	BCOM(M I)	COMMERCE	SECOND LANG	COMMERCE	COMMERCE	ENGLISH	MENTORING/ REMEDIAL/ CERTIFICATE COURSE
	BCOM(M II)L	COMMERCE	COMMERCE	SECOND LANG	COMMERCE	ENGLISH	
	BBA	MATHEMATICS	MANAGEMENT	MANAGEMENT	ENGLISH	STATISTICS	
	BCA	COMPUTER APPL	COMPUTER APPL	ENGLISH	COMPUTER APPL	COMPUTER APPL	
	BSC PSYCOLOG	PSYCHOLOGY	ENGLISH	ENGLISH	SECOND LANG	STATISTICS	
III & IV SEMESTER	BCOM(M I)	COMMERCE	COMMERCE	COMMERCE	COMMERCE	ENGLISH	
	BCOM(M II)	COMMERCE	COMMERCE	COMMERCE	COMMERCE	ENGLISH	
	BCOM(MII)L	COMMERCE	COMMERCE	COMMERCE	COMMERCE	ENGLISH	
	BBA	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	
	BA	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH	
V & VI SEMESTER	BCOM MI	COMMERCE	COMMERCE	COMMERCE	COMMERCE	COMMERCE	
	BCOM MII	COMMERCE	COMMERCE	COMMERCE	COMMERCE	COMMERCE	
	BCOM MII L	COMMERCE	COMMERCE	COMMERCE	COMMERCE	COMMERCE	
	BBA	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	

THURSDAY

I & II SEMESTER	BCOM(M I)	COMMERCE	COMMERCE	COMMERCE	SECOND LANG	ENGLISH	MENTORING/ REMEDIAL/ CERTIFICATE COURSE
	BCOM(M II)L	COMMERCE	COMMERCE	SECOND LANG	COMMERCE	ENGLISH	
	BBA	MATHEMATICS	MANAGEMENT	STATISTICS	MANAGEMENT	ENGLISH	
	BCA	COMPUTER APPL	ENGLISH	COMPUTER APPL	COMPUTER APPL	MATHEMATICS	
	BSC PSYCOLOG	PSYCHOLOGY	ENGLISH	STATISTICS	PSYCHOLOGY	SECOND LANG	
III & IV SEMESTER	BCOM(M I)	COMMERCE	COMMERCE	ENGLISH	COMMERCE	COMMERCE	
	BCOM(M II)	COMMERCE	COMMERCE	ENGLISH	COMMERCE	COMMERCE	
	BCOM(MII)L	COMMERCE	COMMERCE	ENGLISH	COMMERCE	COMMERCE	
	BBA	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	
	BA	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH	
V & VI SEMESTER	BCOM MI	COMMERCE	COMMERCE	COMMERCE	COMMERCE	COMMERCE	
	BCOM MII	COMMERCE	COMMERCE	COMMERCE	COMMERCE	COMMERCE	
	BCOM MII L	COMMERCE	COMMERCE	COMMERCE	COMMERCE	COMMERCE	
	BBA	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	



[Signature]

Joy.P.Joseph, Ph.D
PRINCIPAL

Rajagiri Viswajyothi College of Arts and Applied Sciences
Vengoor, Perumbavoor
Ernakulam (Dt) 682546





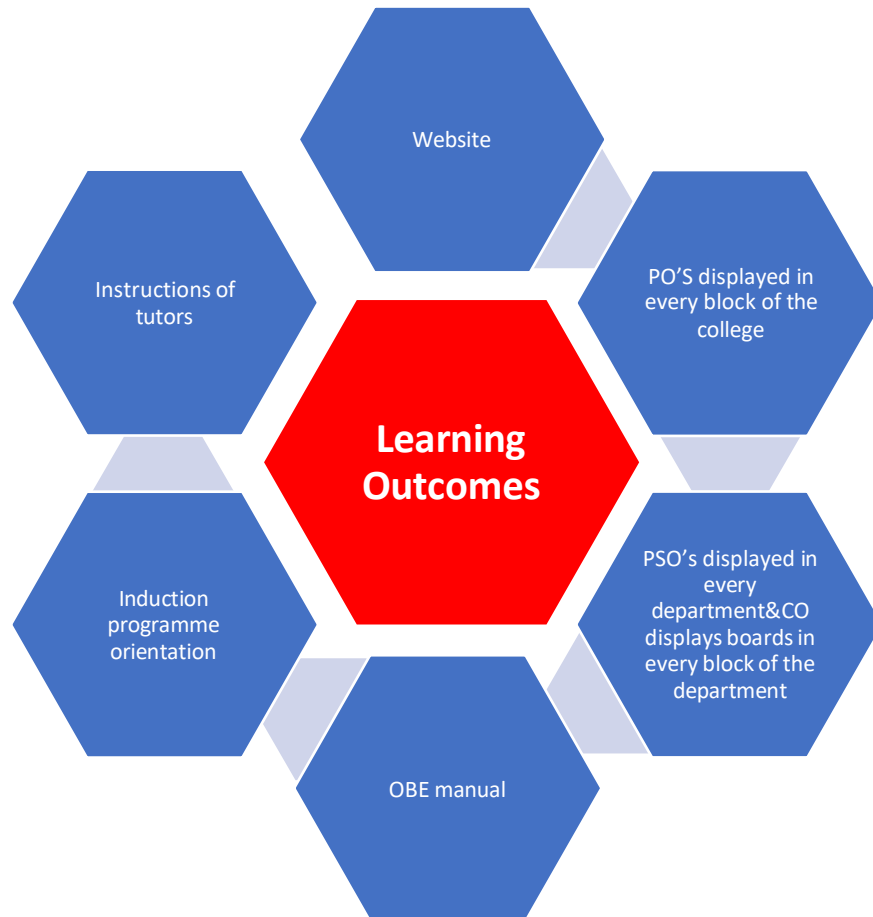
2. OBE IMPLEMENTATION

Diverse Pathways for Communicating Learning Outcomes to Student

The learning outcomes are communicated to students through various channels as follows:

- Induction Programme orientation sessions
- Website
- Obe manual
- Instructions of tutors in class
- PO display boards in every block of the college
- PSO display boards in every department
- CO displays in each department notice board

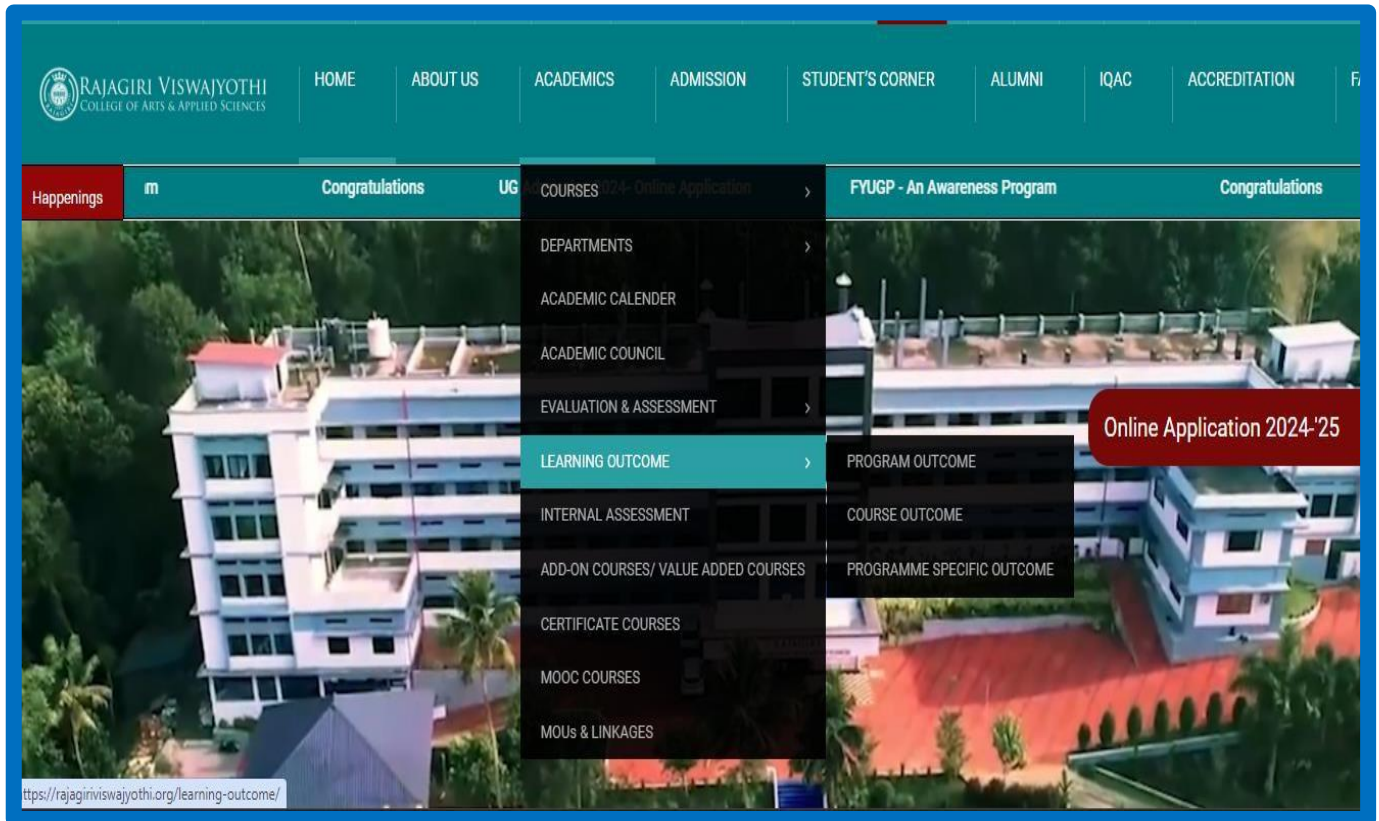




Diverse Pathways for Communicating Learning Outcomes to Student

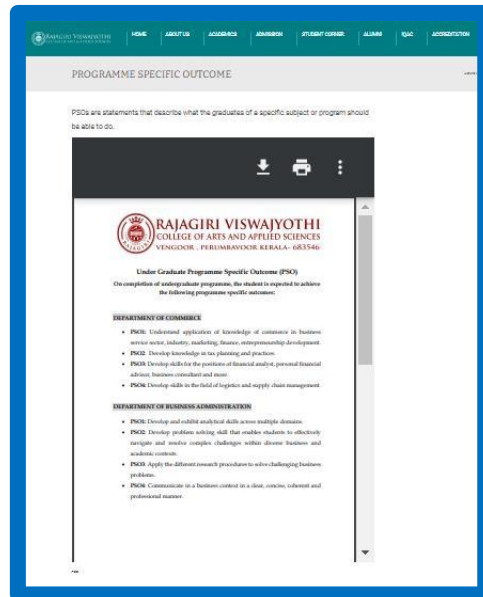
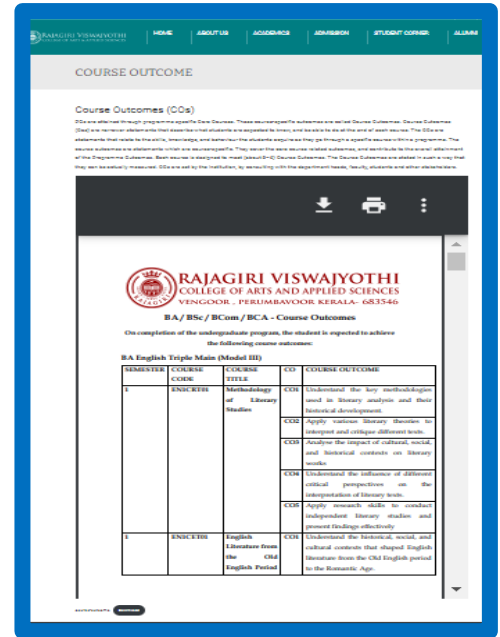
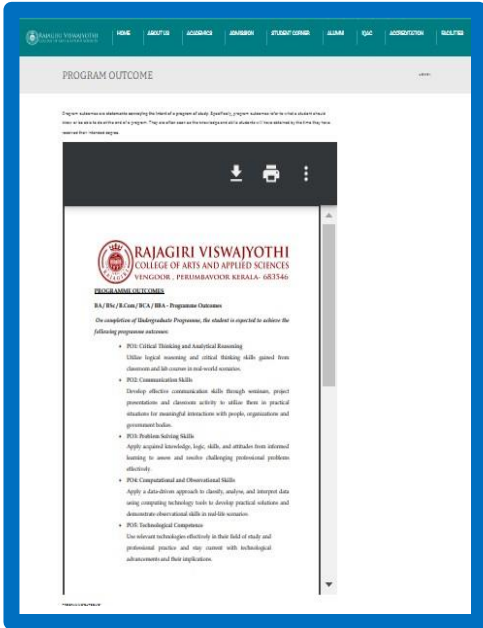


POs, PSOs, COs published in college website



POs, PSOs, COs published in RVCAS website





POs, PSOs, COs published in RVCAS website





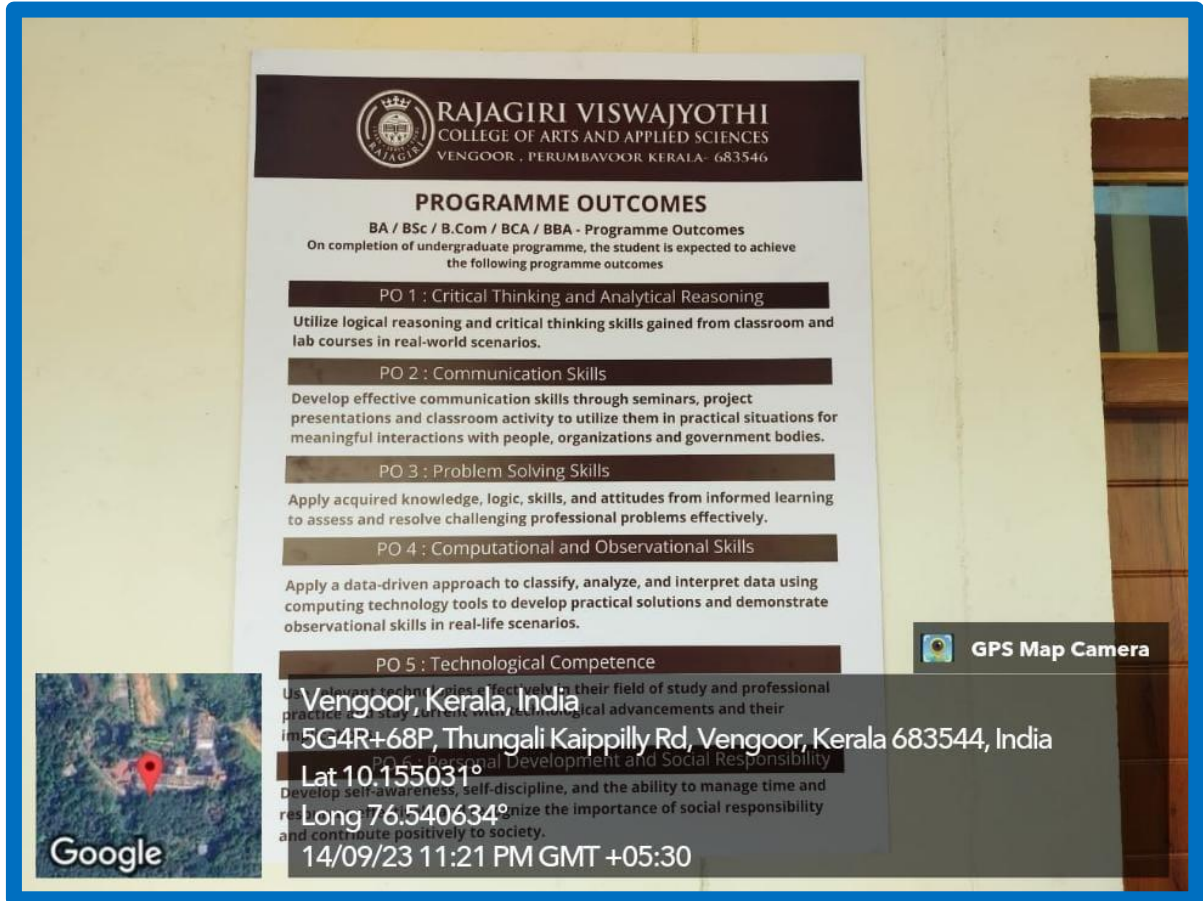
The screenshot displays the website's navigation bar with links for Faculty, Statutory Bodies, Bio Diversity, FAQ, Events, Co-curricular, RTI, Library, and Login. Below this is a secondary menu with Home, About Us, Academics, Admission, Student's Corner, Alumni, IQAC, Accreditation, and Facilities. The main content area is titled 'OBE' and contains a paragraph defining Outcome-based education. A PDF viewer is embedded, showing a document with the college's logo and the title 'OUTCOME BASED EDUCATION'. The document text describes OBE as a student-centric model and includes a flowchart. A red button for 'Online Application 2024-25' is visible on the right side of the page.

OBE in college website





PO display board in every block of the College – Specimen copy



PO display board





PSO display board in every department – Specimen copy

RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR, PERUMBAVOOR KERALA- 683546

PROGRAMME SPECIFIC OUTCOMES
DEPARTMENT OF BUSINESS ADMINISTRATION
At the completion of BBA programme ,the student will be able to

PSO 1
Develop and exhibit analytical skills across multiple domains.

PSO 2
Develop problem-solving skill that enables students to effectively navigate and resolve complex challenges within diverse business and academic contexts.

PSO 3
Apply the different research procedures to solve challenging business problems.

PSO 4
Communicate in a business context in a clear, concise, coherent and professional manner.

GPS Map Camera

Google
Vengoor, Kerala, India
5G4R+68P, Thungali Kaippilly Rd, Vengoor, Kerala 683544, India
Lat 10.155039°
Long 76.540787°
14/09/23 11:26 PM GMT +05:30

PSO display board



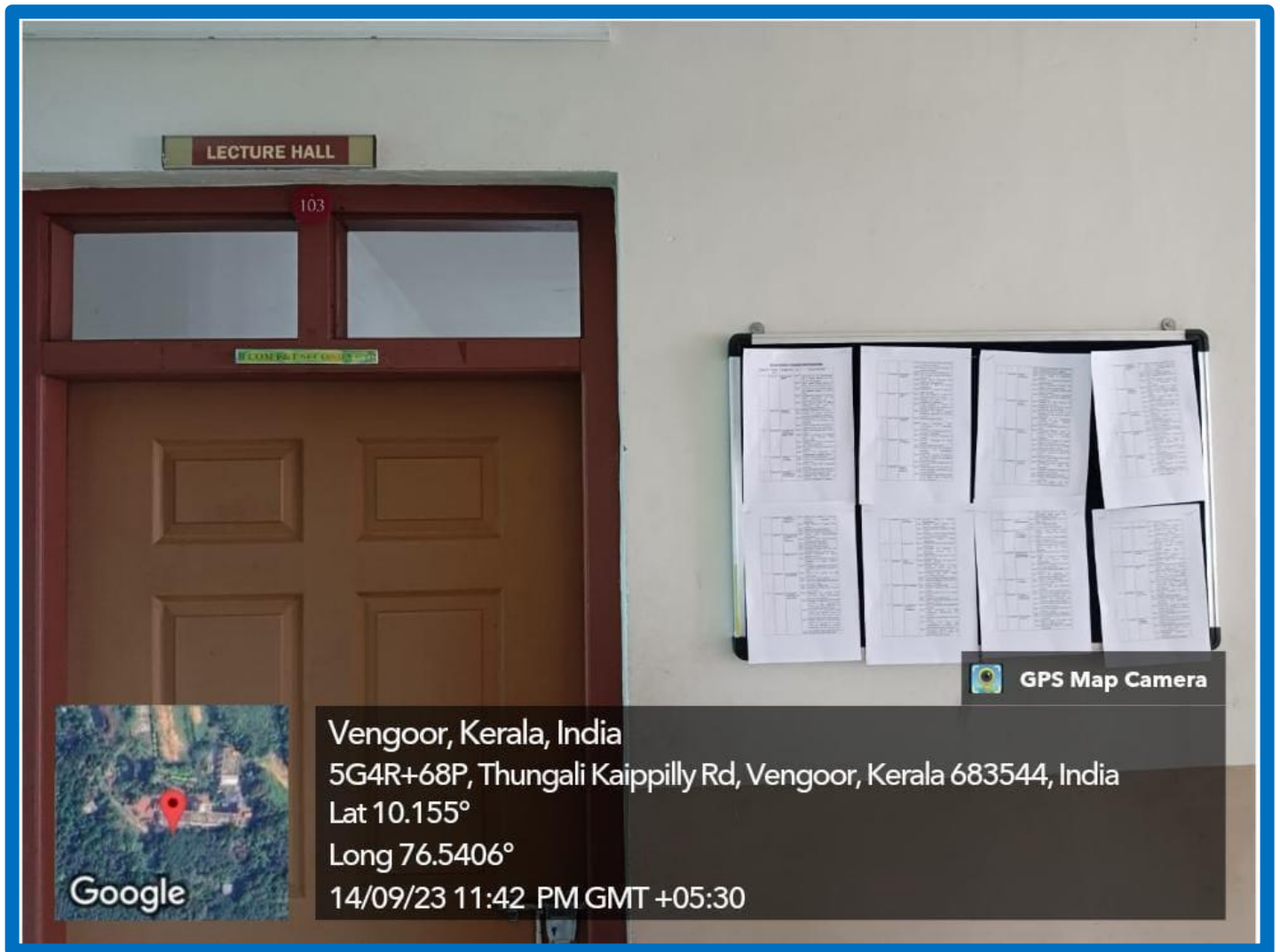


PSO display board





COs displayed on department notice board - Specimen

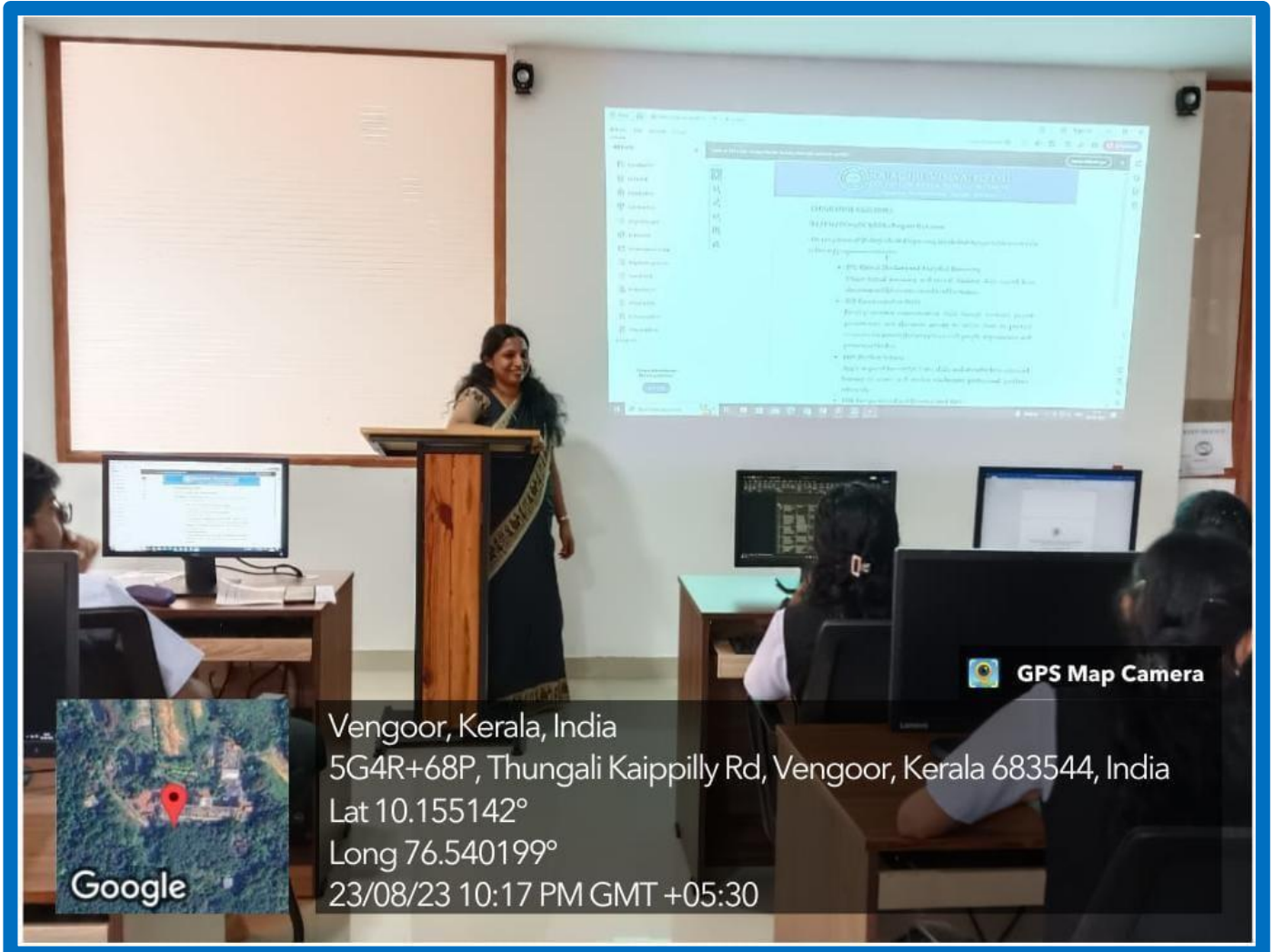


COs displayed on notice board





Familiarization of PO, PSO, COs to students

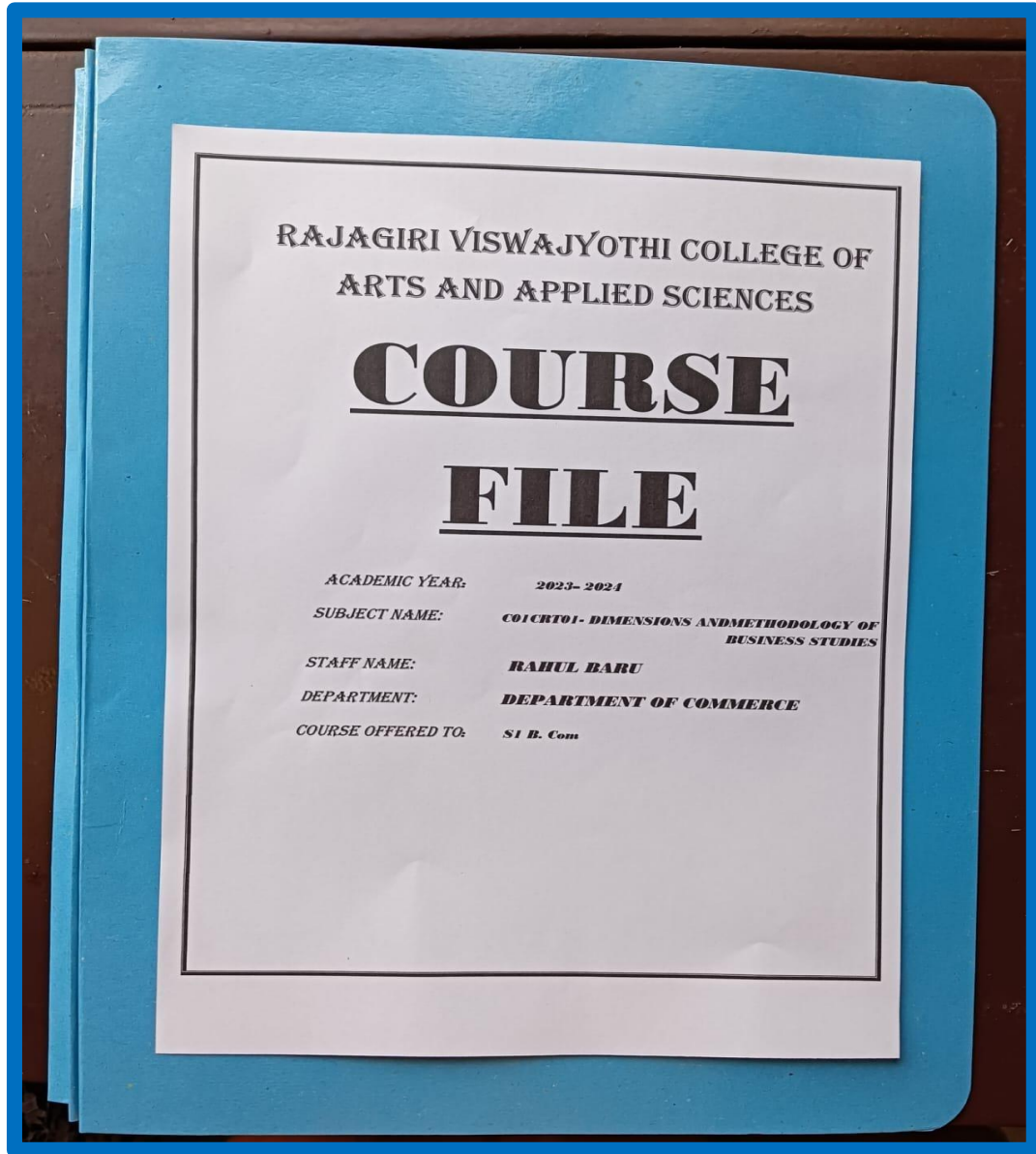


Familiarization of PO, PSO, COs to students





Course file- Specimen copy



Course file specimen copy-

Dimensions and methodology of business studies



RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR , PERUMBAVOOR KERALA- 683546

OUTCOME-BASED EDUCATION MANUAL

Introduction

Outcome-Based Education (OBE) is an educational paradigm that brings clarity to the learning process by articulating specific and measurable learning outcomes, providing educators and students with a clear understanding of what is expected. Outcome-Based Education (OBE) is a student-centric teaching and learning methodology in which the course delivery, assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels. By aligning educational objectives with real world skills and competencies, OBE ensures that students acquire practical knowledge that is relevant to their future careers.

OBE places a strong emphasis on continuous assessment and feedback, allowing for the measurement of progress towards achieving the specified learning outcomes. This ongoing assessment not only provides valuable insights into individual student performance but also allows for timely intervention and adjustments in teaching strategies. The flexibility inherent in OBE accommodates diverse learning styles and paces, acknowledging the individuality of students and promoting a more personalized learning experience.

Furthermore, OBE establishes a framework for quality assurance within educational institutions. By defining clear outcomes, institutions can assess the effectiveness of their programs and make informed decisions to enhance the overall quality of education. This accountability extends to educators who are held responsible for guiding students towards the achievement of specific learning objectives. Additionally, OBE cultivates a mindset of lifelong learning by not only imparting content knowledge but also fostering critical thinking, problem-solving and other transferable skills.




Jay P. [Signature]
PRINCIPAL
Rajagiri Viswajyothi College of
Arts and Applied Sciences
Vengoor, Perumbavoor,
Kerala - 683546

OBE Manual





OBE question paper stating COs – Specimen copy



RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES
 Vengoor, Perumbavoor
 DEPARTMENT OF COMMERCE
 FIRST SERIES EXAMINATION 2023-2024 (FIRST SEMESTER)
 CO1CRT01- DIMENSIONS AND METHODOLOGY OF BUSINESS STUDIES

Faculty Name: Rahul Babu
 Date: 19-09-2023
 Year & semester: 1&S1
 Max. Marks: 30


Course Outcomes	Blooms Level	Que No	Total Marks (Including choice)
CO1: Infer an idea business and its role in society.	K2 (understanding)	1,6,7,8	27
CO3: Illustrate the business environment and various dimensions	K3 (apply)	2,3,4,5,9	23

PART –A
(Answer all Questions)

Q. No	Questions	Marks	CO	Blooms Level
1.	What do you mean by Marketing Co-operatives?	2	CO1	K2
2.	Write the two elements of external environment?	2	CO3	K2
3.	Define business environment?	2	CO3	K1
4.	Explain the importance of Environment in business?	2	CO3	K2
5.	Distinguish between SWOT and TOWS models of environment analysis	2	CO3	K2

PARTB
(Answer Any 1 Question)

Q.No.	Questions	Marks	CO	Blooms Level
6.	What is Joint Stock Company? Explain the features of Joint stock company?	5	CO1	K2
7.	Explain the external stakeholders of BUSINESSES	5	CO1	K2



Joy, Joseph, Ph.D
 PRINCIPAL
 Rajagiri Viswajyothi College of
 Arts and Applied Sciences
 Vengoor, Perumbavoor,
 Ernakulam (Dt) 683546

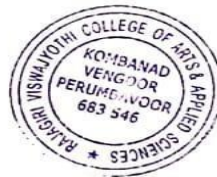
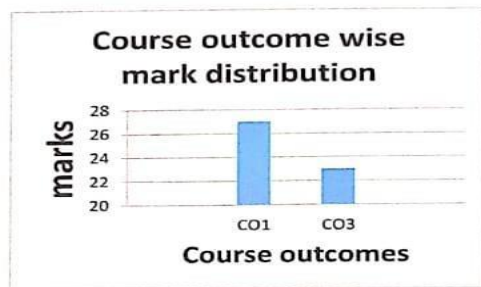
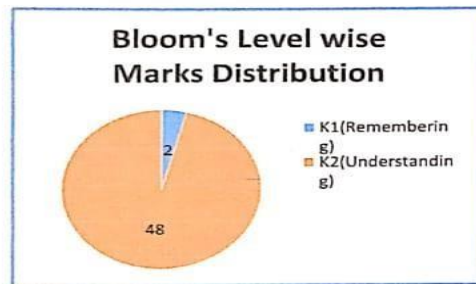
Mapped
Question Paper





PART C
 (Answer Any 1 Question)

Q.No.	Questions	Marks	CO	Blooms Level
8.	Explain the scope of Business	15	CO1	K2
9.	Describe the various components of business environment	15	CO3	K2



Handwritten signature
 P. Joseph Ph.D
 PRINCIPAL
 Rajagiri Viswajyothi College of
 Arts and Applied Sciences,
 Vengoor, Perumbavoor,
 Kollam (D)

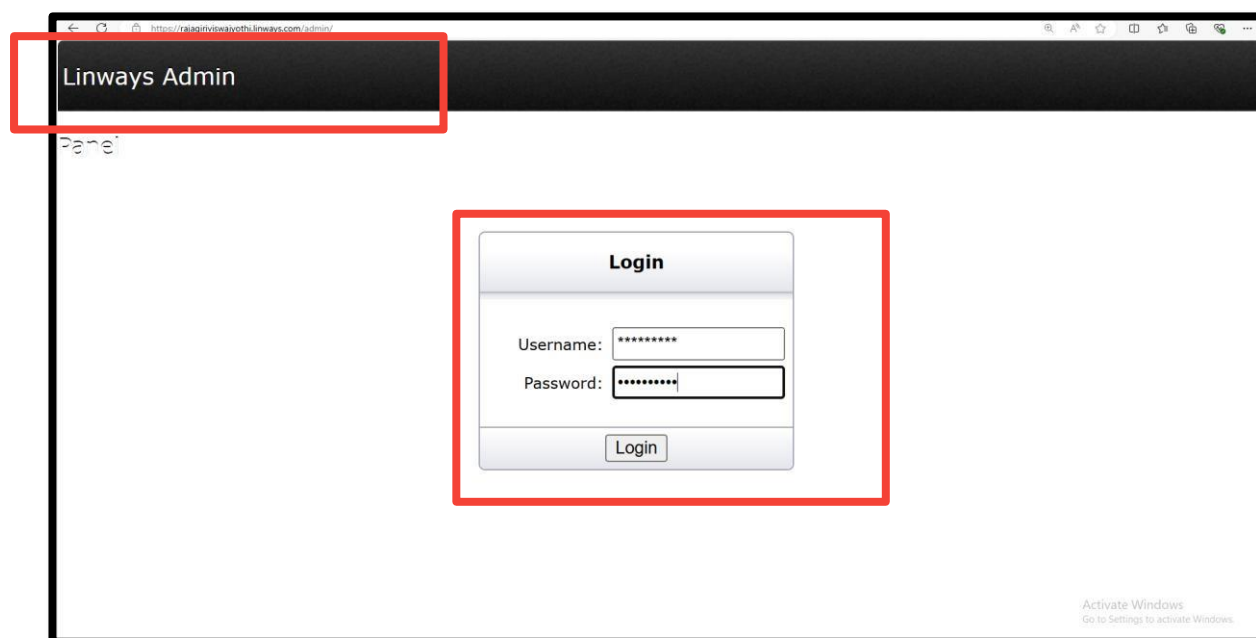
Mapped Question Pa





3. ENHANCING DIGITAL SUPPORT

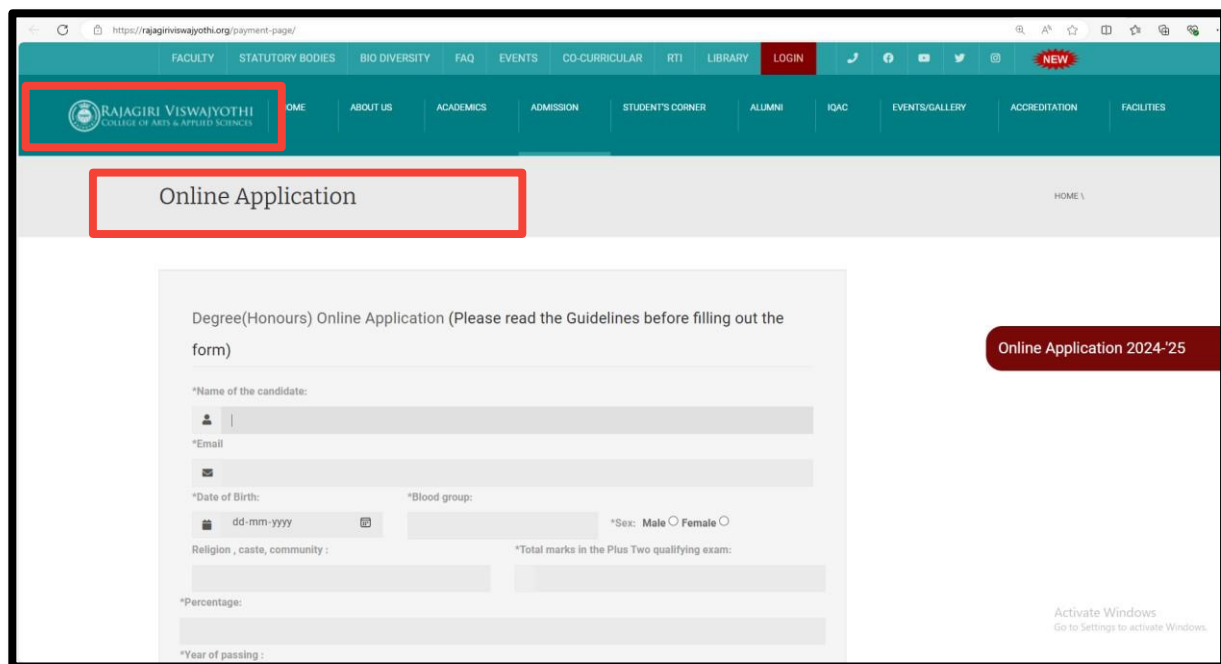
At Rajagiri Viswajyothi College of Arts and Applied Science, the ERP Linways system is designed to make college operations smoother and more efficient. It includes key modules for Administration, Admission, Examination, and Finance and Accounts. Each group in the college – such as the Associate Director, Principal, Administrator, HODs, Teaching Staff, Librarian, Students, and Parents – has its own set of login credentials and tailored interface. This means that everyone has access to the specific features they need, from managing exams and finances to handling administrative tasks, all through their own personalized pages.



Login Page for Admin



Login Page for Student/Faculty




Online Application Form on website



https://rajagiriviswajyothi.inways.com/student/student.php?menu=studentboard&exammark&action=view

Rajagiri Viswajyothi College of Arts and Applied Sciences

Home My performance Documents



Profile Settings
Attendance
Assignment Mark
My Performance
University Results
Transportation
Message box (0)
Rules and Regulations

UNIVERSITY RESULTS

Select Semester: S1

Sl.No	Subject Code	Subject Name	Internal Marks	External Marks	Total Marks	Percentage	Chance	Type	Status
1	FBM	FUNDAMENTALS OF BUSINESS MATHEMATICS	18 / 20	52 / 80	70 / 100	70%	1	Rg	Passed
2	FBS	FUNDAMENTALS OF BUSINESS STATISTICS	15 / 20	45 / 80	60 / 100	60%	1	Rg	Passed
3	BACC	BUSINESS ACCOUNTING	14 / 20	40 / 80	54 / 100	54%	1	Rg	Passed
4	PMAM	PRINCIPLE AND METHODOLOGY OF MANAGEMENT	18 / 20	60 / 80	78 / 100	78%	1	Rg	Passed
5	EFE	English - Fine - tune Your English	19 / 20	53 / 80	72 / 100	72%	1	Rg	Passed
Total Mark			84 / 100	250 / 400	334 / 500	66.8%			


Letter Grade Mark Percentage Performance

University result Page of Student

https://rajagiriviswajyothi.inways.com/student/student.php?menu=studentboard&exammark&action=view

Rajagiri Viswajyothi College of Arts and Applied Sciences

Home My performance Documents



Profile Settings
Attendance
Assignment Mark
My Performance
Internal Exam
University Results
Transportation

MY PERFORMANCE

Current Semester: S4

FIRST INTERNAL 2022 adm

Subject Name	Marks Obtained	Percentage	Class Average	Max Marks
CL CORPORATE LAW	20	80%	14.83	25
ME MANAGERIAL ECONOMICS	A	0%	11.57	25
IFM INFORMATICS FOR MANAGEMENT	14	56%	9.64	25
ENT ENTREPRENEURSHIP	21	84%	13.29	25
FMNG FINANCIAL MANAGEMENT	A	0%	8.5	25
Total	55			
Percentage		44%		

My Performance Page of Student





The screenshot displays the Linways Admin Panel interface. The top navigation bar includes 'Linways Admin Panel', 'Dashboard', 'Help', and 'Logout'. A breadcrumb trail shows 'Home > Exams & Assignments > Internals > Exam Type'. A 'Change Password' link is also visible. The main content area features a 'Welcome' message for 'superadminnew!' with 'Back', 'Add New', and 'List View' options. A central 'Exam Type Input' button is present. Below it, a message states 'Field(s) marked with * are required'. The 'Create New Exam' form includes the following fields:

Create New Exam	
Exam Name*	Internal exam March 2024
Exam Description	Model Examination
Exam Create From Faculty Side	<input checked="" type="checkbox"/>
Is Internal	<input checked="" type="checkbox"/>
<input type="button" value="Submit"/>	

Assign exam for batches at admin level

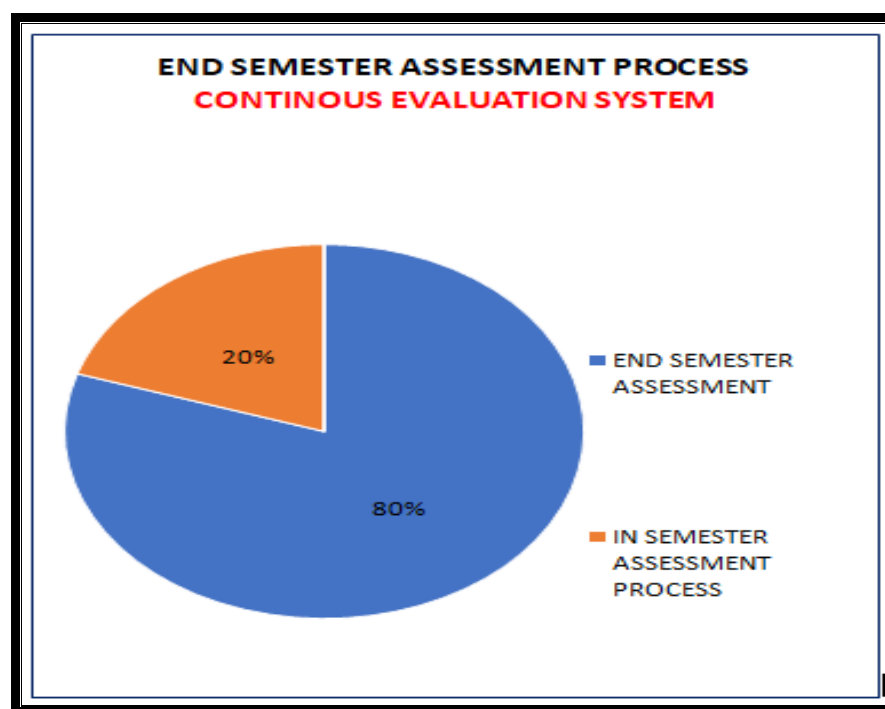


4. EXAMINATION MANAGEMENT

The continuous evaluation system at RVCAS an affiliated institution under Mahatma Gandhi University, is designed to ensure a thorough and well-structured assessment of students' progress. This system includes all academic programs and courses offered by the college, adhering to Mahatma Gandhi University's rules and regulations. It uses various evaluation methods conducted regularly throughout the academic year to effectively measure students' progress. The main objectives of this continuous evaluation system are to encourage active learning, provide timely feedback to students, and ensure a fair and accurate assessment of their knowledge and skills. Specifically, the system is comprised of two key components:

External Evaluation and Continuous Internal Evaluation.

In the external evaluation component, the End Semester Assessment (ESA) holds significant weight, contributing 80% to the continuous internal evaluation system.



Schematic presentation of end semester assessment process

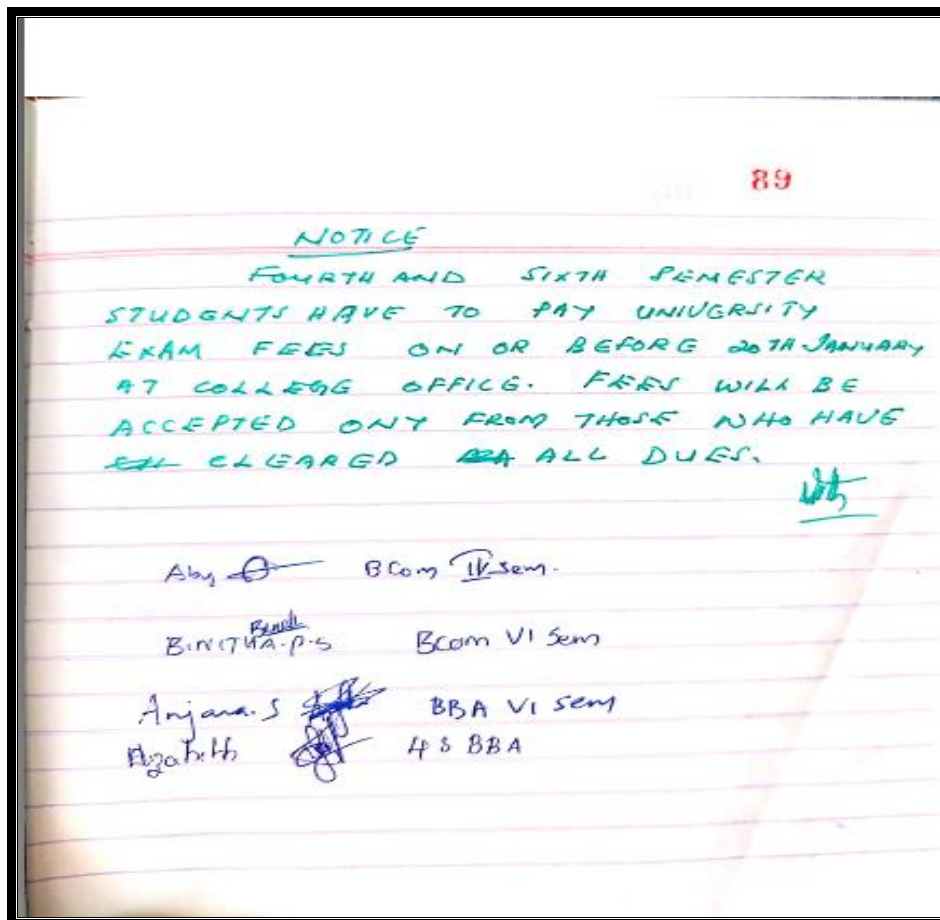


The following brief outline of the end-semester examination process.

No.	Item
1	Share fee notification with students
2	Arrange e- Payment
3	Manage condonation requests for low attendance
4	Distribute exam registration forms by class
5	Verify application forms by tutor and HOD
6	Enter and verify application data in the university portal
7	Share seating arrangements via WhatsApp and notice board
8	Communicate invigilation duty list to faculty
9	Issue Hall tickets on exam day in the department
10	Open and print question papers at the exam office
11	Monitor strict exam invigilation
12	Pack answer scripts in the exam office immediately
13	Faculty participation in practical's, project viva-voce and answer script valuation at university centers
14	Result published by the university
15	Result analysis



1. *Share fee notification with students: Informing students about the fees they need to pay at the University furthered semester examinations.*



Fee notice to students' sample





2. **Arrange e-payment for fee payment:** Facilitating the payment process for students to make their required payments through the college's payment system, ensuring convenience and transparency



E-payment system Sample




3. **Manage condonation requests for low attendance:** Handling requests from students who have insufficient attendance and are seeking special permission (condonation) to appear for end semester examinations.

Price Rs.25/-

Details of fee remitted CODE - 80

Name of SBT/MGU Cash Counter/Friends.
Amount Rs
Chalan No. & Date


MAHATMA GANDHI UNIVERSITY, KOTTAYAM
APPLICATION FOR CONDONATION FROM SHORTAGE ON
THE MINIMUM ATTENDANCE PRESCRIBED

1. Name (In block letters) : SANJAY KURIAN
2. College and class in which the candidate studies : RAJAGIRI VISWAJYOTHI BBA 4th Sem
3. Class and academic year for which condonation is applied : BBA 4th Semester 2020
4. Total No. of working days for the academic year : 64
5. Total no. of days attended by the candidate : 43
6. Minimum number of days required for attendance certificate (75% or 80%) : 75%
7. Shortage of attendance (No. of days) : 21
8. Reason for absence : natural displacement
9. Documents to be produced along With the application

(i) Statement of absence for the whole academic year Countersigned by the Principal/Director of the College : Yes

(ii) Certificate from the Principal to the effect that timely application for leave was submitted and granted in time : Yes


(iii) Certificate from the Principal stating that Condonation has not been granted to the student previously for the course. : Yes

(iv) Medical certificates (if absence on account of ill health exceeds five working days at a time): Yes

10. Signature of applicant with date : 18/13/2020
Recommended for condonation

11. Recommendation of the Principal/Director of the College :
Signature of the Principal
PRINCIPAL
Rajagiri Viswajyothi College of
Arts & Applied Sciences
Vengoor, Perumbavoor-683 546

Station: Vengoor
Date: 18/13/2020



4. **Distribute exam registration forms in the class:** Organizing and distributing registration forms to students in the classrooms.
5. **Verify application forms by tutor and HOD:** Involving the review and approval of application forms submitted by students by their respective tutors (teachers) and Head of Departments (HOD).





370+360 = 730

Stamp here!
Application Form Rs.200

Code No. **113** **R**

Fee Remitted Rs. Receipt No. Dt.
Cash Counter/Chalan/SHT/Draft/Paid/Parents Income Tax Return

MAHATMA GANDHI UNIVERSITY

APPLICATION FOR REGISTRATION TO THE CBCSS DEGREE EXAMINATION

SEMESTER : MARCH-APRIL/OCTOBER - NOVEMBER 20.....

****PR Number should be filled in by the candidates EXCEPT THE FIRST SEMESTER REGULAR**

Equivalent Register Number : **220021054947**

Name of Candidate (CAPITAL LETTERS)	AJITH P RASHEED
Name of College	Rajagiri Viswajyothi College of Arts and Applied Science -
Name of Programme	B.Tech Logistics & Supply Chain Mgt.
Name of Stream	Model I/Model II/Model III
Date of Birth	21/11/2003 Gender: Male/Female
Address for communication with Phone number and Email	Pallakumadam House, Iringole, Kattappana, Chinnar 9946785594 ajithrasheed03@gmail.com PIN Code 683546
7. Whether Eligible for Fee concession (✓)	[Yes / No] If Yes, State Category
8. State whether having Sufficient Attendance (✓)	[Yes / No] If No, State whether applied for Condonation [Yes / No]

****DETAILS OF COURSES**

- Common Course I (ENGLISH)
 - Title.....
 - Title.....
- Common Course II (Addl. Language)
 - Title.....
 - Title.....
- Core Course
 - Title.....
 - Title.....
 - Title.....
 - Title.....
 - Title.....
 - Title.....
- Choice Based Core Course Title.....
- Complementary Course 1) Title.....
- Complementary Course 2) Title.....
- Vocational Core/Optional Core Title.....
- Open Course Title.....
- Project & Viva

Signature of the Candidate:	Signature of the Head of the Department:
-----------------------------	--

*Column No. 7 & 8 should be recommended by the Principal
**Details of courses should be attested compulsorily by the HOD to ensure that the titles of the papers are entered correctly by the candidate.

Place: **Vengoor**
Date: **20-5-20**

Signature of the Principal with office seal

1 of 1

Sample registration form filled by a student





6 Enter and verify application in the University portal

INTERNAL MARK ENTRY

Back

<< Back To List Next Student >>

PRN : 230621075960 College : Rajagiri Viswajyothi College of Arts and Applied Sciences,Vengoor
 Name Of Student : AERGAR, SUSAN DENNY Programme : Bachelor of Business Administration

Attendance: P for Present; A for Absent

Course Category	Subject	Theory			Practical		
		Attendance	Mark	Max Mark	Attendance	Mark	Max Mark
Complementary Course	BA2CMT08 -Mathematics for Management (Theory)	<input checked="" type="radio"/> P <input type="radio"/> A	17	20			
	BA2CMT09-Statistics for Management (Theory)	<input checked="" type="radio"/> P <input type="radio"/> A	14	20			
Core Course	BA2CRT06-Cost and Management Accounting (Theory)	<input checked="" type="radio"/> P <input type="radio"/> A	17	20			
	BA2CRT07:Business Communication (Theory)	<input checked="" type="radio"/> P <input type="radio"/> A	18	20			
Common Course I	EN2CCT03:English-Issues That Matter (Theory)	<input checked="" type="radio"/> P <input type="radio"/> A	18	20			

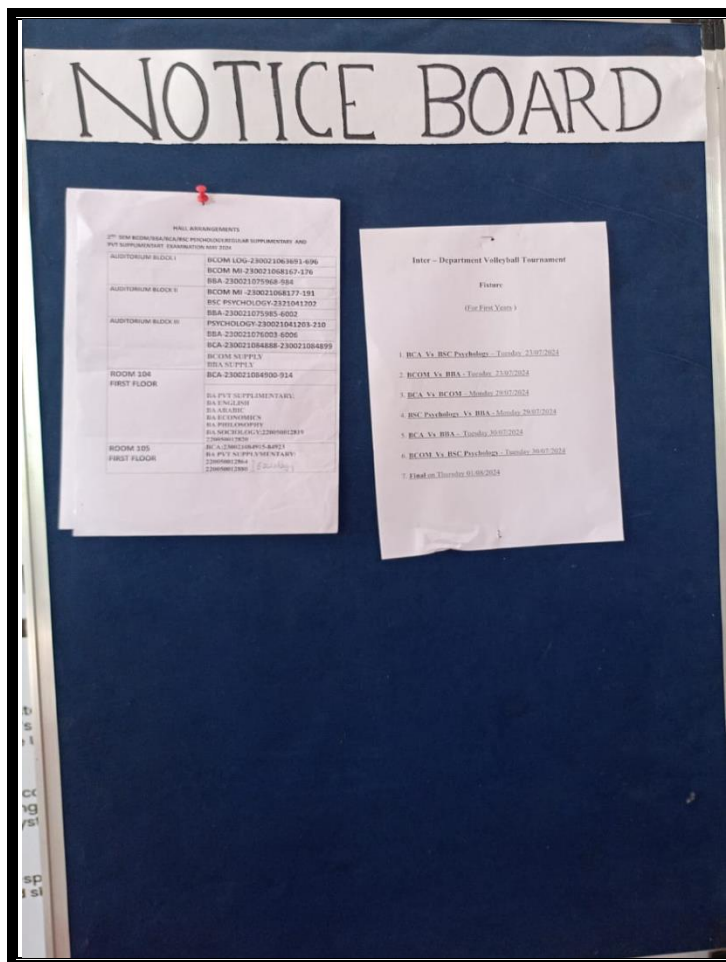
Update

University portal internal mark entry screen view





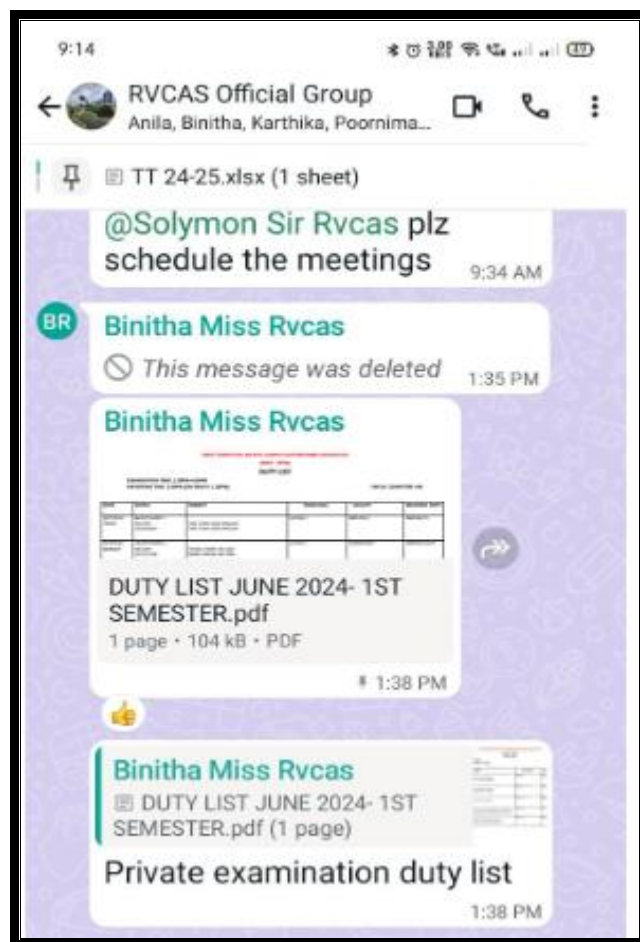
7. Share seating arrangements via WhatsApp and notice board:
 Communicating the seating arrangements for exams to students through WhatsApp messages and posting them on the notice board for easy access.



Seating arrangements displayed on the Notice Board




6. **Communicate invigilation duty list to faculty:** Notifying faculty members about their assigned invigilation (exam supervision) duties.



WhatsApp communication invigilation duty list to faculty


7. **Issue Hall tickets on exam day in the department:** The distribution of examination Hall tickets to students on the day of the exam, done at department levels.



 Mahatma Gandhi University
(Established by Kerala State Legislature by Notification No. 3431/Leg.C1/B5/Law, dated 17th April 1985)
Kottayam, Kerala

HALL TICKET OF FOURTH SEMESTER CBCS EXAMINATION APRIL 2024

Name Of the Candidate : AISWARYA LAKSHMI R
Register Number : 220021073192
Date Of Birth : 24-06-2004
Semester : 4
Centre Of Examination : Rajagiri Viswajyothi College of Arts and Applied Sciences, Vengoor
Stream : B.Com Model I Finance & Taxation (SF)(Revised)



Courses Appearing
Common Course 1 : EN4CCT08 - English-Revisiting the Classics(T)
Core Course : CO4CRT11 - Corporate Accounting II (T)
Core Course : CO4CRT12 - Quantitative Techniques for Business- II(T)
Core Course : CO4CRT13 - Entrepreneurship Development and Project Management(T)
Optional Core : CO4OCT01 - Financial Services (T)

T-Theory; P-Practical; B-Theory & Practical

Signature of the Candidate
(To be signed in the presence of the identifying Officer)

Seal and signature of the Head of the department
(Seal)

Signature of the Principal/Chief Superintendent
Controller of Examinations

INSTRUCTIONS TO CANDIDATES APPEARING FOR THE UNIVERSITY EXAMINATIONS

1. The candidate should ascertain that the hall ticket has been issued under the seal and signature of the institution in which the candidate is pursuing study.
2. The candidate should also verify that the hall ticket pertains to the programme of study, and that it bears the PERMANENT REGISTRER NUMBER (PRN) of 12 digits.
3. THE CANDIDATE SHOULD WRITE THE PROGRAMME CODE AND REGISTER NUMBER IN THE SPACE PROVIDED FOR THE SAME IN THE ANSWER BOOK. THE REGISTER NUMBER SHOULD ALSO BE WRITTEN IN WORDS IN THE SPACE PROVIDED. THE SPACE FOR WRITING THE SEMESTER DETAILS IN THE ANSWER BOOK SHOULD BE FILLED EXACTLY AS IN THE HALL TICKET.
4. The bar code printed on the answer book should not be tampered with. Tampering bar code will be treated as malpractice in the exam.
5. The candidate should write the Course Code and the name of the Course in the Answer Book as it appears in the Question Paper on each day of examination.
6. Candidates should take their seats in the Examination hall at least forty (40) minutes before the commencement of examination. Candidates presenting themselves after the appointed time will not be admitted to the examination hall. Those who are undoubtedly suffering from infectious diseases of any kind will not be admitted. Candidates should present their hall tickets to the invigilator for inspection on each day of the examination.
7. Candidates are not permitted to write anything on their hall tickets or question papers other than that instructed at (6) above. They are also prohibited from writing their name, PRN or anything which would reveal their identity in any other part of the answer book. The answer books of candidates who violate this instruction will be invalidated.
8. Candidates will not be allowed to leave the examination hall during the first 30 minutes after the commencement of examination.
9. Candidates who do not behave properly to the Chief / Assistant Superintendents/ Invigilators of the Examinations or are found to have recourse to malpractice of any kind are liable to be sent out of the examination hall forthwith and will also have their examinations invalidated.
10. Candidates are prohibited from bringing in to the Examination Hall any type of electronic devices other than calculators permitted for certain specific subjects. Folding / use of cell phone in the examination hall is punishable for debaring for one semester. Candidates are also warned against bringing any kind of printed matter / manuscripts from outside which would be considered malpractice at the examination hall. Such candidates are liable to be sent out of the examination hall forthwith.
11. Candidates are not allowed to leave the examination hall without handing over the answer book to the invigilator.
12. Violation of these instructions may involve cancellation of the concerned examination and debaring from further appearance as decided by the University.

All rights reserved. Powered By CETEX SDT MG University
11-06-2024 15:08:24 Page 4

Sample Hall ticket of a student

8. **Open and print question papers at the exam office:** Accessing the website link of the question and printing the exam question papers at the designated exam office before the examination.

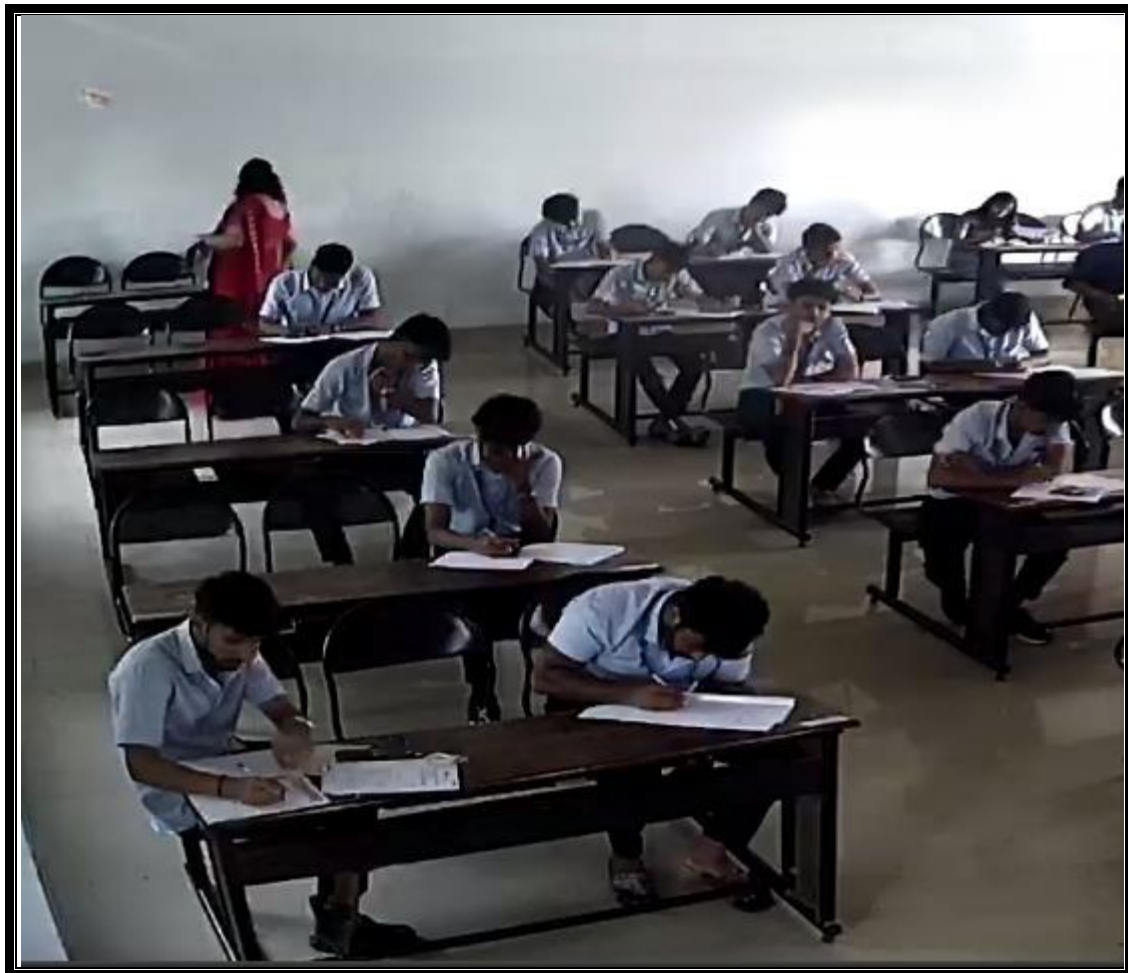




Examination server



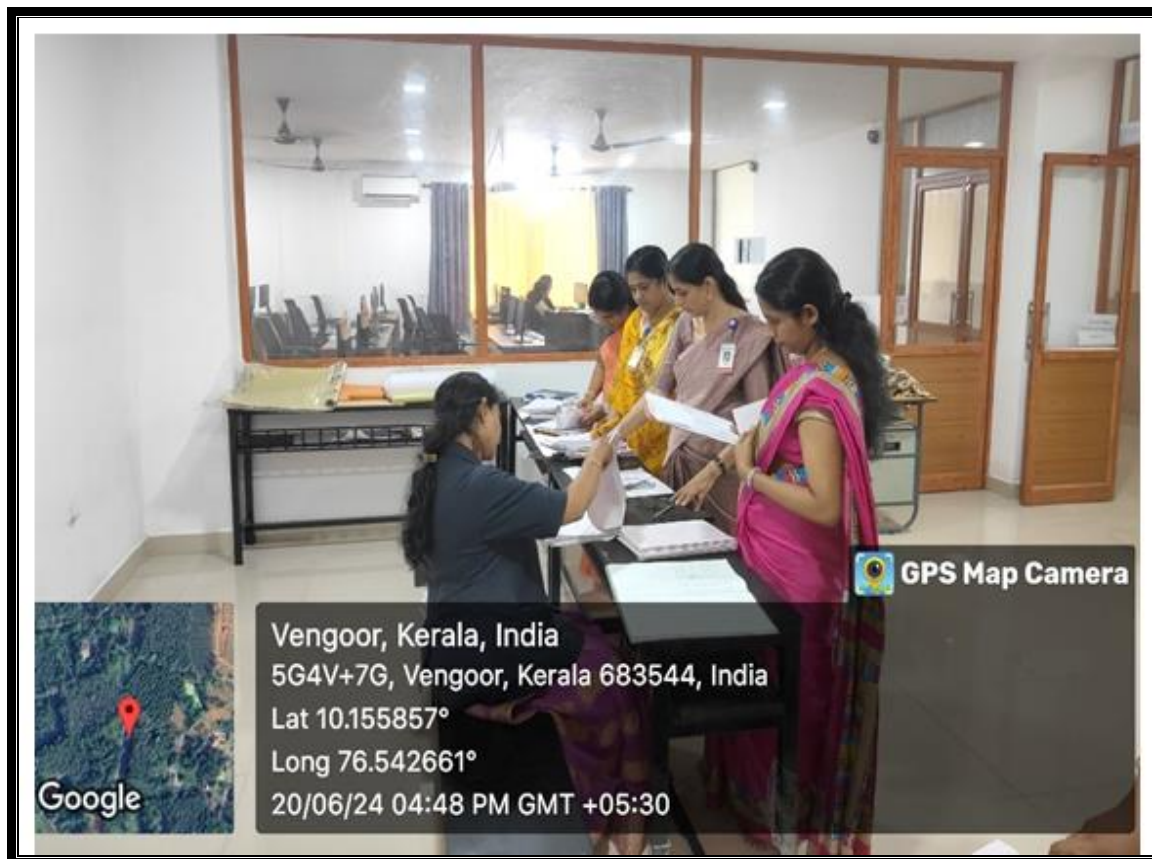
9. Monitor strict exam invigilation: It means ensuring that the examination is supervised with vigilance and adherence to all examination rules and regulations.



CCTV Exam hall view



10. Pack answer scripts in the exam office immediately: After the exams, answer scripts are gathered and securely packed in the exam office for later evaluation and record-keeping.



Answer sheet collection at Exam Office





11. Faculty participation in project viva-voce and answer script valuation at university centers: This task involves the faculty members traveling to designate Centralized University valuation camps to participate in the evaluation and grading of examination papers. According to the university orders, faculty actively participate in the project evaluation at various colleges under MGU University.



മഹാത്മാഗാന്ധി സർവകലാശാല
പ്രിയദർശിനി പിന്മുറപ്പ് പി.ഒ. കോട്ടയം, കേരളം - 686 560
മഹാത്മാഗാന്ധി സർവകലാശാല 1985-എച്ച്.1166 3470വേൾ. ജി/1,15,വർദ്ധം. നെൽ മേഖല, പമ്പാപാലം, തൃശ്ശൂർ

27214/EB 6-1/2024/EB 6 22.04.2024

പ്രേഷകൻ
പരിക്ഷാ കൺട്രോളർ
സീക്രട്ടറി
Anju Antony
Rajagiri Viswajyothi College of Arts & Applied Sciences
Vengoor

വിഷയം: ബി.കോം ആറാം സെമസ്റ്റർ സി.ബി.സി.എസ് (2021 അഡ്മിഷൻ റഗുലർ /2020, 2019, 2018 & 2017 അഡ്മിഷൻസ് നീ അപ്ലിയറൻസ്) പരീക്ഷകൾ -മാർച്ച് :2024 - പ്രോജക്ട്/ വൈവ വോസി പരീക്ഷ -പരിശോധകരുടെ നിയമനം സംബന്ധിച്ച്-


സർ/മാഡം,


മേൽ സൂചിപ്പിച്ച പ്രോജക്ട്/ വൈവ വോസി പരീക്ഷയുടെ എക്സ്റ്റേണൽ എക്സാമിനറായി താങ്കളെ നിയമിച്ചിരിക്കുന്നു. പ്രസ്തുത പരീക്ഷ 2024 മെയ് മാസം 2 മുതൽ 6 വരെ തീയതികളിലായി സർവകലാശാലയുടെ വിവിധ മേഖലകളിലായി നടത്തുന്നതാണ്. താങ്കൾ ഷെഡ്യൂൾ പ്രകാരം മേൽ പറഞ്ഞ ഡ്യൂട്ടി നിർവഹിക്കേണ്ടതാണെന്ന് അറിയിക്കുന്നു.


താങ്കളുടെ ബന്ധുക്കൾ ആരും തന്നെ ഈ പരീക്ഷ എഴുതുന്നില്ല എന്ന ഉത്തമ വിശ്വാസത്തിന്റെ അടിസ്ഥാനത്തിലാണ് ഈ നിയമനം. മുഖ്യനിർണ്ണയവുമായി ബന്ധപ്പെട്ട് സർവകലാശാല കാലാകാലങ്ങളായി പുറപ്പെടുവിക്കുന്ന നിയമങ്ങളും, ചട്ടങ്ങളും, നിർദ്ദേശങ്ങളും താങ്കൾ നിർബന്ധമായും പാലിച്ചിരിക്കണം. മുഖ്യനിർണ്ണയത്തിൽ സൂക്ഷ്മതയും കൃത്യതയും പുലർത്തേണ്ടതും ഇക്കാര്യത്തിൽ ഉണ്ടാകുന്ന ഏതൊരു വിഴ്ചയും ഗൗരവപൂർവ്വം വിക്ഷിപിക്കുന്നതും ആണ്. ഈ ചുമതല ഏറ്റെടുക്കുന്നതിൽ ഏതെങ്കിലും തരത്തിലുള്ള വിഴ്ച ഉണ്ടാകുന്ന പക്ഷം, എം.ജി.സർവകലാശാല ആക്ട് 1985, സെക്ഷൻ 88 സബ്സെക്ഷൻ 2 പ്രകാരം താങ്കൾക്കെതിരെ ഉചിതമായ നടപടികളെടുക്കുവാൻ സർവകലാശാല നിർബന്ധിതമാകുമെന്നു അറിയിച്ചുകൊള്ളുന്നു..

വിശ്വസ്തയോടെ
അസ്സിസ്റ്റന്റ് രജിസ്ട്രാർ - XI(പരിക്ഷ)
(പരിക്ഷാകൺട്രോളർക്കു വേണ്ടി)

Chairperson: Dr. Mini Joseph, K.G. College, Pampady-9495446932
Zonal Chairman: Capt. Prageesh C Mathew, Newman College, Thodupuzha-9947710433
Centre of Examination & Date: Jai Bharat Arts and Science College, Vengola P.O, Perumbavoor(Model I FT, Model II TT)---02-05-2024 & 03-05-2024

 0481-2733020, 2733100
0481-2733007

 mgu@mgua.ac.in
registration@mgua.ac.in

 www.mgu.ac.in



മഹാത്മാഗാന്ധി സർവകലാശാല, കോട്ടയം

211

പ്രവൃത്തി സാക്ഷ്യപത്രം

നം. 38200

.....
Neenu Varghese
 Assistant professor, Rajagiri Viswajyothi College of
 (പേരും തസ്തികയും വിലാസവും)..... arts and applied science തീയതിയിൽ/
 തീയതികളിൽ സർവകലാശാലാ ആസ്ഥാനത്ത്/ 25/8/2022 - 26/8/22
 UC college ൽ നടന്ന Valuation Camp

.....ൽ പങ്കെടുത്തിട്ടുണ്ട് എന്നു സാക്ഷ്യപ്പെടുത്തുന്നു.

സ്ഥലം : UC college.
 തീയതി : 26/8/22.



Hmb
 പരീക്ഷാ കൺട്രോളർ
 മഹാത്മാഗാന്ധി സർവകലാശാല

Scanned with OKEN Scanner

Duty Certificate of a faculty attended valuation camp



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Conduct of University Examinations – Appointment of Senior Assistant Superintendents for the period from 01.06.2023 to 31.05.2024 – Sanctioned – Orders Issued.

EXAMINATION A 2 SECTION

No. 6678/EA 2/2023/MGU

Priyadarsini Hills, Dated: 14.06.2023

Read:- Appointment orders of teachers as Senior Assistant Superintendents forwarded by the Principals of various colleges.

ORDER

Sanction has been accorded by the Controller of Examinations for the appointment of the following teachers as Senior Assistant Superintendents for the conduct of the University Examinations for the period from 01.06.2023 to 31.05.2024, in their respective Colleges as specified below.

Sl. No.	Name	Designation	College
---------	------	-------------	---------

117	Dr. Chandralal V S	Assistant Professor	Rajagiri College Of Management & Applied Sciences, Rajagiri Valley P O, Kakkanad, Kochi - 682039
118	Binitha P.S.	Assistant Professor	Rajagiri Viswajyothi College Of Arts And Applied Sciences, Vengoor P.O., Perumbavoor, Ernakulam Dist, Pin - 683546
119	Rakhi R.	Assistant Professor	Rawther Academy Of Arts And Science, Vallana, Erumakkad P.O, Kozhencherry, Pin Code:689532

Order of approval of appointment of a faculty from university as Senior Assistant Superintendents for the conduct of University Examinations





Feedback and three tier Grievance system: At Rajagiri Viswajyothi College, a three-tier grievance system for external examinations could be structured as follows:

- 1. Department Level:** Students initially address grievances with their respective departments, where issues can be resolved informally and promptly with the assistance of department heads or designated grievance officers.
- 2. College Level:** If unresolved at the departmental level, grievances are escalated to a college-level committee, consisting of representatives from various departments, to ensure a fair and comprehensive review.
- 3. University Level:** For grievances that remain unresolved or involve serious concerns, students can appeal to the university administration or an external body for further review and resolution, ensuring an impartial and higher-level examination of the issue. This tiered approach helps address concerns effectively while providing multiple opportunities for resolution.

At Rajagiri Viswajyothi College, transparency in the External Evaluation System, particularly during the End Semester Evaluation Process, is crucial for ensuring fairness and accountability in assessing students' academic performance. The process, which includes clear communication of fee notifications and active faculty involvement in paper valuation, ensures a well-organized and transparent evaluation system. The implementation of a three-tier complaint system – covering departmental, college, and university levels – provides a robust feedback mechanism that supports continuous improvement and responsiveness to student concerns. This transparent and efficient External Evaluation System, backed by dedicated faculty and the Exam Office, upholds academic standards and fosters trust and integrity within the institution, demonstrating a strong commitment to excellence and fairness in higher education.

