



GOVERNMENT COLLEGE KASARAGOD

VIDYANAGAR, KASARAGOD, KERALA, 671123

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NAAC 3RD CYCLE ACCREDITATION

EVALUATION PROCESS AND REFORMS



GOVERNMENT COLLEGE KASARAGOD

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Mechanism of Internal/External Examination

B.A / B.SC. / B.COM DEGREE PROGRAMME:

The implementation of the Choice-Based Credit and Semester system for the Undergraduate Curriculum began in 2009, with a revised scheme introduced for admissions starting in 2014. The Outcome-Based Education system, known as OBE, was introduced for admissions starting in 2019. Key aspects of the new system and its regulations include:

The evaluation scheme for each course shall contain two parts.

- Continuous Evaluation (CE)
- End Semester Evaluation (ESE)

Mark system will be followed instead of direct grading for each question. For each course in the semester letter grade, grade point and % of marks are introduced in 7-point indirect grading system as per KUCBCSSUG 2019. Accordingly **20% of the total marks in each course are for continuous evaluation** and the **remaining 80% for end semester evaluation.**

Continuous Evaluation (CE)

20% of the overall marks in each course is allocated to continuous assessment, which is determined through a transparent system that can involve either of two components.

a) Continuous Evaluation (Theory)

COMPONENT	WEIGHTAGE	REMARKS
Component 1 Test Paper	50%	Best of the two to be awarded for more than one test paper Component 2 /assignment conducted.
Component 2 Assignment/Seminar	50%	



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b) Continuous Evaluation (Practical) [applicable only for courses with practical]

Lab involvement & Records: Lab involvement is to be assessed during the practical classes by the teacher in charge. Quality of Lab Records is to be assessed by the teacher concerned on the basis of quality of observation books and lab records. Records must be properly certified by the teacher(s) and Head of the Department.

Practical Test papers: shall be conducted by teachers-in-charge and marks shall be given based on the student's performance.

c) Continuous Evaluation - Field work/study tour [applicable only for courses with field visit/study tour]

Study tour must be conducted under the supervision of teachers for understanding rocks/minerals/fossils/structures in the field. During this, the students must visit at least one mine or quarry and the studies conducted must be documented in a comprehensive tour report under the supervision and guidance of the teacher in charge. Necessary sketches, maps, photographs etc. have to be incorporated in the report.

d) Continuous Evaluation- Project

Every student of a UG Program shall have to work on a project under the supervision of a faculty member as per the curriculum. Projects shall be submitted in the last week of February in the sixth semester. Submission of the Project Report and presence of the student for viva voce are compulsory for Continuous Evaluation. Supervising teachers will assess the project and award internal marks.

Components of Continuous Evaluation of Project

Continuous Evaluation (20% of total)	
Components	Percentage
Punctuality	20
Use of Data	20
Scheme/Organization of Report	30
Viva Voce	30

Attendance shall not be a component for Continuous Evaluation (CE), But 75% attendance is compulsory for Semester Examination for all courses of a semester.

➤ [Link to Sample Continuous Evaluation Question Paper](#)

➤ [Link to Sample Continuous Evaluation Marksheet](#)



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End Semester Evaluation (ECE)

80% of the overall marks in each course is allocated to continuous assessment

a) End Semester Evaluation - Theory

The ESE in theory course is to be conducted with Question Papers set by external experts. External evaluation carries 80 % of the total marks. The evaluation of the answer scripts shall be done by examiner based on a well-defined scheme of valuation and answer keys. The duration of theory examination shall be 3 hours with a total mark of 40.

b) End Semester Evaluation - Practical I, II & III [applicable only for courses with practical]

The ESE in practical course I shall be conducted at the end of fourth semester and that of practical course II and III shall be conducted at the end of sixth semester. The evaluation should be conducted jointly by 2 examiners appointed by the University- one external and the other internal. The duration of each practical exam shall be three hours. The candidate shall be permitted to attend the practical exam only if he/she submits certified bonafide Laboratory records of Practical work done. The total mark for ESE of each practical is 40

c) End Semester Evaluation - field work/study tour [applicable only for courses with field visit/study tour]

Field work /Study tour report must be submitted before the external examiners for evaluation. A display of samples collected by each student should be arranged so that the external examiners can view and examine the samples displayed and award marks. Vivavoce will be conducted by a board consisting of at least 2 examiners appointed by the University. The board will ask questions to the candidates related to field work/study tours they have conducted and assess the students.

d) End semester evaluation

Project End Semester Evaluation of project shall be done by the external examiners appointed by the University.



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Components of End Semester Evaluation of Project

End Semester Evaluation (80% of Total)	
Components	Percentage
Relevance of the Topic, Statement of Objectives, Methodology (Reference/ Bibliography)	20
Presentation, Quality of Analysis/Use of Statistical tools, Findings and recommendations	30
Viva-Voce	50

The students should get a minimum of 40% of marks of the aggregate and 40% separately for End Semester Evaluation (ESE).

Grading

Evaluation (Both Internal & External) is carried out using a scoring system. The grading based on total internal and external marks will be indicated for each course and for each semester and for the entire program. Each course is evaluated by assigning marks with a letter grade (A+, A, B, C, D, E, and F).

% Of Marks (CE + ESE)	Grade	Interpretation
90 and above	A+	Outstanding
80 to below 90	A	Excellent
70 to below 80	B	Very Good
60 to below 70	C	Good
50 to below 60	D	Satisfactory
40 to below 50	E	Pass
below 40	F	Failure



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M.A. / M.SC. PROGRAM:

Seven-point indirect Grading System is being followed in the PG program w.e.f 2014 admission onwards. The main features are:

The evaluation scheme for each course shall contain two parts:

- Continuous Evaluation (CE)
- End Semester Evaluation (ESE)

20% of the total marks in each course are for continuous evaluation and the remaining 80% for end semester evaluation.

Continuous Evaluation (CE)

20% of the overall marks in each course is allocated to continuous assessment, which is determined through a transparent system that can involve either of two components.

Continuous assessment (CA) will be conducted through regular written tests, assignments, seminars, and attendance for theory courses, while practical courses will assess based on tests, laboratory skills, records/viva, and attendance. The distribution of marks among these CA components is outlined as follows:

a) Continuous Evaluation (Theory) [may vary across programmes]

Component	% of internal mark
Two written test	40
Assignment/Book review/Debate	30
Seminar/Case study presentation	30

- Each student is expected to present a seminar as a mandatory component for each course, and their performance will be assessed by the respective course instructor.
- Every student must complete a minimum of two assignments or book reviews for each course.



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b) **Continuous Evaluation (Practical)** [applicable only for courses with practical & may vary across programs]

Component	% of internal mark
One-two written test	40
Lab involvement/Skill	20
Record	40
Viva	20

END SEMESTER EVALUATION (ESE)

End Semester Evaluation carries 80% of total marks. The End Semester Evaluation in theory courses are to be conducted with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners appointed by the University based on a well-defined Scheme of valuation and answer keys provided by the University. After the End Semester Evaluation only marks are to be entered in the answer scripts. Marks secured for End Semester Evaluation only need be communicated to the University. All other calculations including grading are done by the university by the Chairperson of the Board of Examiners.

The End Semester Evaluation in practical courses shall be conducted by two examiners (one internal and one external) appointed by the University.

End Semester Evaluation of all semesters will be conducted in centralised valuation camps immediately after the examination. All question papers shall be set by the university.

PROJECT EVALUATION

Project evaluation shall be conducted at the end of fourth semester as per the following general guidelines or by the guidelines framed by the Board of Studies concerned:

- Evaluation of the Project Report shall be done under Mark System.
- The evaluation of the project will be done at two stages:
 - a) Continuous Evaluation (supervising teachers will assess the project and award internal marks)
 - b) End Semester Evaluation (external examiner appointed by the University)



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- Marks secured for the project will be awarded to candidates, combining the Continuous Evaluation and End Semester Evaluation Marks.
- The Continuous Evaluation to End Semester Evaluation components are to be taken in the ratio 1:4. Assessment of different components may be taken as below.
- Components of Continuous Evaluation and End Semester Evaluation of Project other than the following can be decided by the concerned Board of Studies.
- For internship/industry/academy/library visit BOS shall frame suitable evaluation methods including records presentation etc.

CE for Project (20% of total) [may vary across programmes]

Component	% of Mark
Punctuality	20
Literature review	10
Scheme of work	20
Presentation and Viva-voce	50

End Semester External Evaluation of Project (80% of total)[may vary across programmes]

The external evaluation is carried out by one or two external examiners as per the availability and one internal examiner.

Component	% of Mark
Relevance of the topic	10
Statement of the objective	10
Framework of the project	20
Data and analysis used	20
Result and analysis	20
Viva related to project presentation	20



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Grading

Both internal and external assessments utilize marks, which are then converted into corresponding grades and grade points within a seven-point indirect grading system. The grading system considers the total marks from internal and external evaluations for each course, each semester, and the entire program. The specific grading criteria are detailed in the provided table.

% of Marks (CE + ECE)	Grade	Interpretation	Range of Grade Points	Class
90 and above	O	Outstanding	9 - 10	First class with distinction
80 to below 90	A	Excellent	8 - 8.9	
70 to below 80	B	Very Good	7 - 7.9	First Class
60 to below 70	C	Good	6 - 6.9	
50 to below 60	D	Satisfactory	5 - 5.9	Second class
40 to below 50	E	Pass	4 - 4.9	Pass
below 40	F	Failure	0 - 3.99	Failure


External Examination System

Kannur University is responsible for conducting the external examinations. The university handles tasks such as setting question papers, evaluating answer scripts, and ensuring timely results publication. The college's teachers are assigned invigilation duties. Oversight of the entire examination process is carried out by the Chief Superintendent (Principal) and an Additional Chief Superintendent (a senior faculty member). The university deploys an examination inspection team to prevent any misconduct during exams, and any instances of malpractice must be reported to the university following a specified format.

Teachers participate in centralized valuation camps held at various locations within Kannur University. Examination results are made available through the Kannur University examination portal. Students have the opportunity for revaluation, scrutiny of their answer scripts, and obtaining photocopies of answer scripts in case of any concerns or grievances.



Examination hall

 KANNUR UNIVERSITY (Examination Branch)									
REPORT ON SUSPECTED CASE OF MALPRACTICE (SMP)									
1	Name of the Examination Centre/College								
2	Name and Register Number of the Candidate								
3	Home address of the Candidate <i>(for correspondence)</i>								
4	Date and Session of the Examination <i>(Specify R/S/I)</i>								
5	Name of the Course <i>(Specify Regular/SDE)</i>								
6	Name of the Paper								
7	Nature of Malpractice committed: <i>(Please mark specifically)</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; vertical-align: top;">1. Possession of:</td> <td> a) Manuscripts /Printed material/ Mobile Phone <i>(details like make, model No etc.)</i> b) Any other material. <i>(please specify)</i> </td> </tr> <tr> <td style="vertical-align: top;">2. Found Copying using:</td> <td> a) Manuscripts /Printed material/Mobile Phone <i>(details like make, model No etc.)</i> b) Another student's answer script <i>(Specify the Register Number of both the Candidates)</i> 1. _____ 2. _____ c) Any other material. <i>(please specify)</i> </td> </tr> <tr> <td style="vertical-align: top;">3. Writings related to the subject of examination on:</td> <td> a) Hall Ticket / Palm/Kerchief/ Calculator/ Logarithm Table b) Any other material. <i>(please specify)</i> </td> </tr> <tr> <td style="vertical-align: top;">4. Others:</td> <td></td> </tr> </table>	1. Possession of:	a) Manuscripts /Printed material/ Mobile Phone <i>(details like make, model No etc.)</i> b) Any other material. <i>(please specify)</i>	2. Found Copying using:	a) Manuscripts /Printed material/Mobile Phone <i>(details like make, model No etc.)</i> b) Another student's answer script <i>(Specify the Register Number of both the Candidates)</i> 1. _____ 2. _____ c) Any other material. <i>(please specify)</i>	3. Writings related to the subject of examination on:	a) Hall Ticket / Palm/Kerchief/ Calculator/ Logarithm Table b) Any other material. <i>(please specify)</i>	4. Others:	
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3. Writings related to the subject of examination on:	a) Hall Ticket / Palm/Kerchief/ Calculator/ Logarithm Table b) Any other material. <i>(please specify)</i>								
4. Others:									
8	Signature of the Candidate with date								
9	Name and Signature of the Invigilator with date								
10	Name and Signature of the Chief Superintendent with date								
11	Name and signature of the Squad Member reporting the case, (if any), with date								

Submit to the Controller of Examinations, duly filled in, with answer script and confiscated materials authenticated, (if any), along with a detailed report of the case, packing separately, superscribing 'SMP', on the same day of examination.

specimen copy of SMP form



Link for revaluation, scrutiny of answer scripts and issuing photocopy of answer scripts:

http://www.exam.kannuruniversity.ac.in/PG/PGRV/sports_3sem_102022/index.php

(The link provided is specific to a particular program and university will open separate portal for revaluation, scrutiny of answer scripts and issuing photocopy of answer scripts soon after result publication)

exam.kannuruniversity.ac.in/PG/PGRV/sports_3sem_102022/index.php

KANNUR UNIVERSITY

Online application for revaluation /scrutiny/issue of photocopy of III semester MA/MCom (Regular sports special) (CBCSS, Affiliated Colleges) Degree Examinations OCTOBER 2022

Last Date : 04/10/2023

1. A candidate can apply for Revaluation, Scrutiny and photocopy of all theory papers.
2. The revaluation of answer scripts shall not be permitted in respect of scripts of the examinations for which there is provision for double valuation/Practical examination /Dissertation/Project/Internal assessment/Thesis/Viva Voce/Clinical/Sessional Marks/ Sessional Grades .
3. Application for the revaluation/issue of photocopy/scrutiny of answer scripts should reach the Controller of Examinations within ten working days from the date of publication of the result of the examination concerned.
4. Students who remit fees through SBI Collect need not submit hard copy of online applications to the University. Students who remit fees other than SBI COLLECT mode is required to send the hardcopy of the online application along with self attested Photocopy of the mark list(s)/grade card(s) of the papers applied for revaluation/scrutiny /issue of photocopy and chalan receipt.
5. Applications received after the last date will not be considered under any circumstances. Fee once remitted shall not be refunded.
6. **Prescribed Fee :**
The current fee structure is-
 - a. Revaluation for Non-Professional courses ₹ 855/- (Eight hundred & Fifty five only) per paper/part
 - b. Issue of photocopy ₹ 250/- (Two hundred & Fifty only) per paper
 - c. Scrutiny ₹130/- (One Hundred & Thirty only) per paper /part.
7. **Mode of remittance of fee:**
Fee can be remitted either online or at the Cash Counter facility at the Thavakkara Campus
8. After the revaluation, results will be finalized as follows:- (P G Courses only)
 - i. **When marks are awarded:**

screenshot of result and scrutiny portal

INTERNAL ASSESSMENT AND GRIEVANCE REDRESSAL MECHANISM:

The college's internal assessment system operates in accordance with Kannur University's guidelines. Internal exams are conducted and results are promptly published, with the results being displayed on notice boards.

Both the college and the university have established an efficient mechanism for addressing grievances. This includes a department-level Internal Grievance Redressal System and a college-level grievance redressal system, which effectively resolve student grievances within



the institution. If any complaints remain unresolved at the college level or are related to university matters, they can be addressed through the university's official portal. Students have the option to lodge their complaints using the complaint register provided on the university portal.

Link to college's Grievance Redressal Portal:

<https://gck.ac.in/grievance-redressal-cell/>

Link to University's Grievance Redressal Cell:

<http://admission.kannuruniversity.ac.in/utygrievance/>