

2.2.1

### INTERVIEW

At the time of admission, the Principal and HOD interview the newly admitted students. This interview helps to assess his knowledge level, environmental factors, inclination towards the respective subject, reason for selecting the subject and his expectations about the career. The student's involvement in sports and cultural activities are also identified during this interview. Thus the interview helps to identify the academic, social and extracurricular inclinations of the students.



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Principal  
Manmaniya College of Arts & Science  
Pangode, Trivandrum (Dt.)

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### INDUCTION PROGRAM

Every year, the college conduct induction program for newly admitted students. It is a gathering of the students, teachers and parents. A formal meeting will be conducted. The Principal will address the gathering afterwards. The concerned HODs and faculty members will interact with the students and introduce the code of conduct and ethical values to be maintained in the college. The interactive session will help to collect ideas from parents. Suggestions and recommendations will be recorded. The program will continue for two or three days and during these days, a faculty member of psychology will conduct tests to identify the slow and advanced learners among them.

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Principal  
Mannaniya College of Arts & Science  
Pangode, Trivandrum (DL)



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### EMBEDDED EVALUATION SYSTEM

The University of Kerala has an embedded evaluation system as a part of CBCSS. It includes the formative and summative evaluation methods for the students. The formative evaluation methods are assignment/seminar, internal examination and attendance. 20 marks are awarded for formative evaluation.

The mark distribution is as follows:

Assignment/Seminar – 5 marks

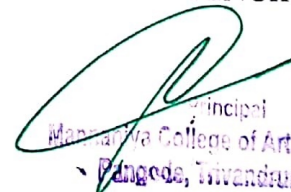
Attendance – 5 marks

Internal examination – 10marks

The summative evaluation methods include the theory and practical examinations conducted by the University. The maximum marks awarded for this method is 80. The embedded evaluation system is being effectively implemented in this college according to University Norms. This system is the main tool in identifying the academic level of students.



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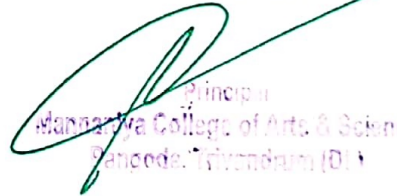
  
Principal  
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Pangoode, Thiruvandrum (DL)

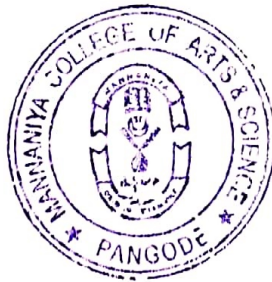
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### CONTINUOUS ASSESSMENT

In addition to the formative evaluation system for the academic performance of a student, this institution has a system to continuously monitor and assess the performance of each student. Concerned teachers will regularly ask questions from the portions they taught. They also conduct short tests to assess the level of understanding of the students. The faculty will also conduct general and specific subject quiz programs to stimulate awareness for the students. This assessment system helps to identify the level of understanding of each student and help the faculty to give more attention to the weaker students.

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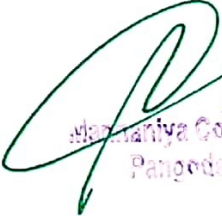
### ACADEMIC COMMITTEE

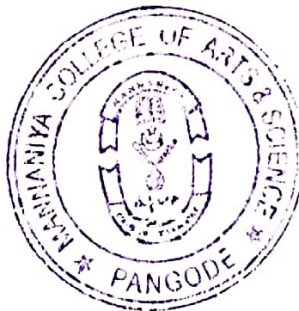
The college has an academic committee comprised of 5 members including 3 HODs. The committee will:

- (1) Overview the overall progress of the teaching process as per the syllabus.
- (2) Monitor the level of performance of the guest faculty and give necessary instructions to them.
- (3) Overview the academic performance of the students.

The academic committee meetings are conducted at regular intervals.

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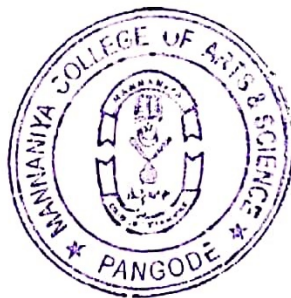





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### PARENT INTERACTION

Regular interactions with the parents of the students in the department are conducted by the Head of the Department and the faculty members. The parents can interact with the Principal after the meeting. In these interactions, both academic and personal matters of the students are discussed. The parents are informed about attendance, marks of test papers, University examination marks etc. Subjects which are difficult to the particular student are identified. They are rectified through Scholar Support Program and Remedial classes. Proper advices are also given to the students to overcome their personal problems. If a student goes backward in his studies, the reason is enquired and necessary steps to overcome the situation are taken. Discipline related issues are also discussed. Mood disorder and diseases are also identified. Cases where psychological interaction and support are necessary are referred to a faculty of Psychology Department of our College for further follow-up. This parent-teacher relationship always helps the institution to maintain a cordial atmosphere.



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