EXAMINATION AUTOMATION MANUAL 2018

Office of the

Controller of Examinations

Sacred Heart College, (Autonomous),
Thevara, Kochi

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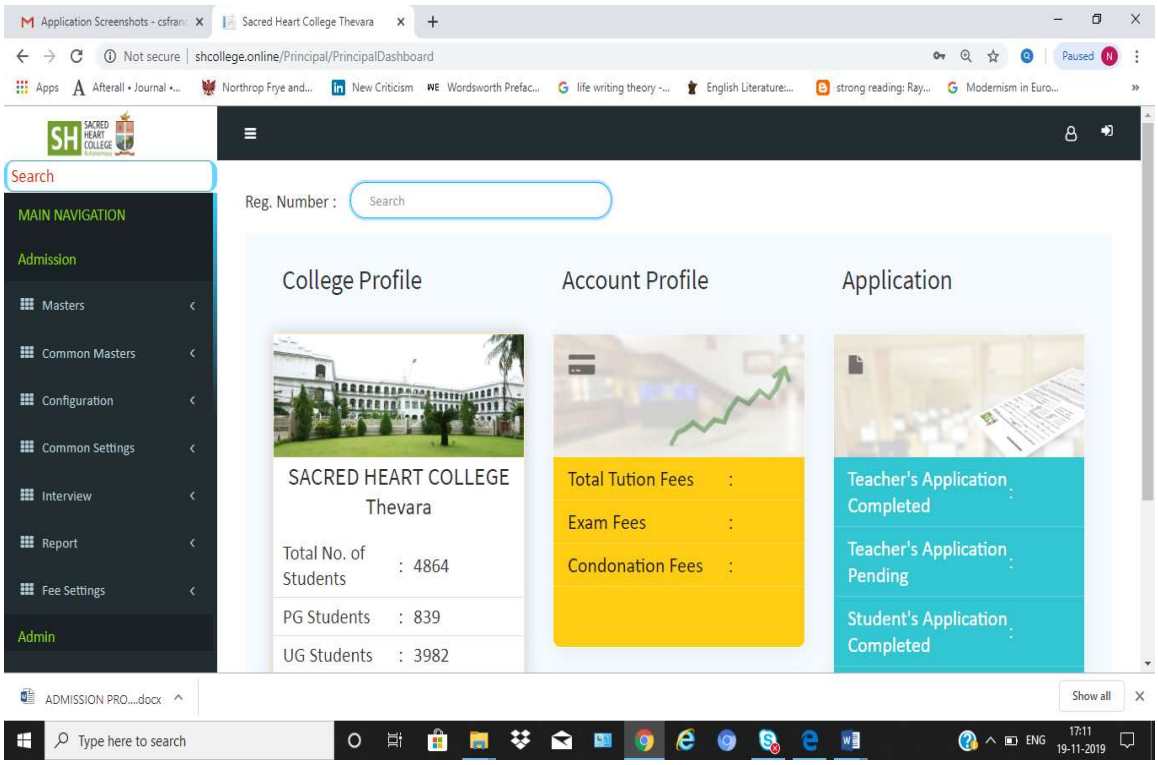
Admission Process & Screens

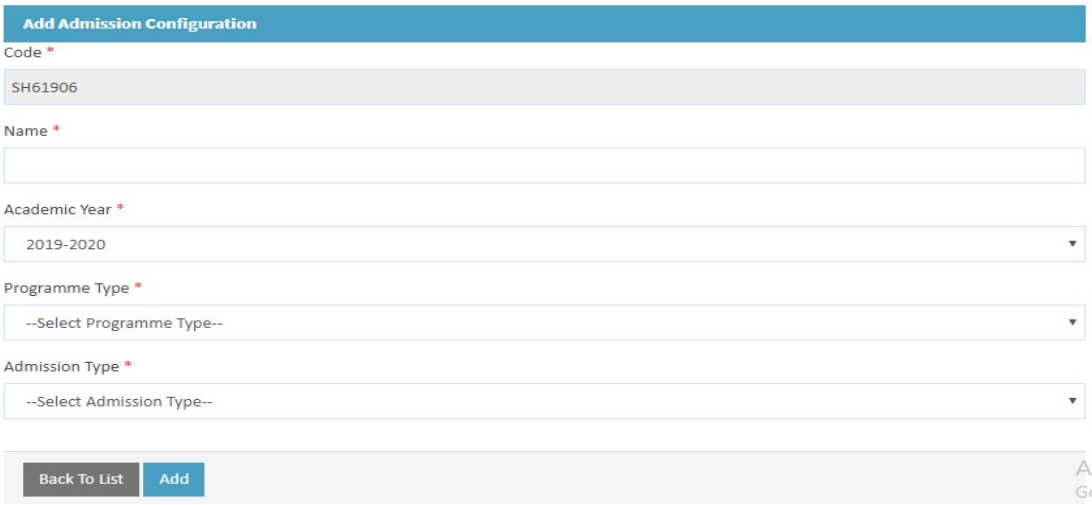
Admission of Students

1. This module is used to configure the admission of students to various programmes. The opening window shows the login and password fields. Once logged in, the Admission configuration screen appears as below:



2. Configuration

From the menu Main Navigation select “Configuration: The following screen appears.Admission configuration Screens



Steps: 1. Select Creation

2. Select "+" at the bottom of the page.

3. Code appears in the field

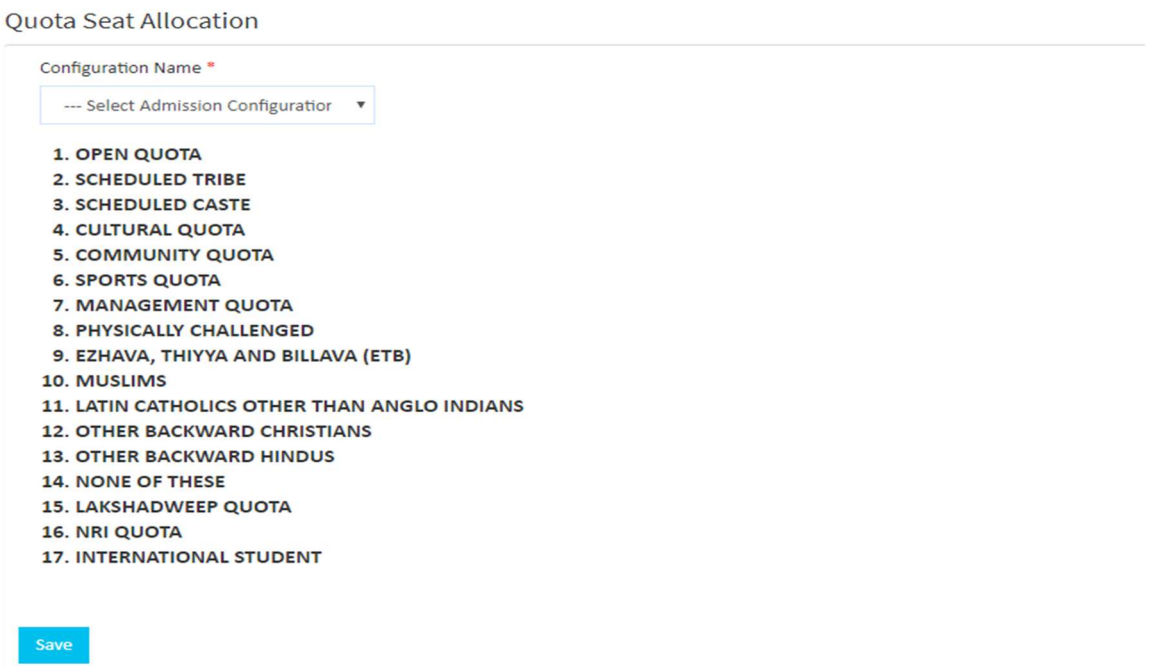
4. Enter Name

5. Academic Year

6. Programme Type

7. Admission Type

3. Quota Seat Allocation Screen



Steps: Select Programme and the quota

4. Seat Distribution screen.

Steps: Allocate seats under each quota using the drop down menu.

SEAT DISTRIBUTION

Configurations

UG-AIDED-2018-19

Sl.No	Quota	Value Type	Value
1	OPEN QUOTA	Percentage	50
2	SCHEDULED TRIBE	Percentage	5
3	SCHEDULED CASTE	Percentage	15
4	CULTURAL QUOTA	Number	1
5	COMMUNITY QUOTA	Percentage	10
6	SPORTS QUOTA	Number	2
7	MANAGEMENT QUOTA	Percentage	20
8	PHYSICALLY CHALLENGED	--Select value type--	0
9	EZHAVA, THIYYA AND BILLAVA (ETB)	--Select value type--	0

Activate Windows
Go to Settings to activate Windows.

5. Course Fee Setting

ADMISSION CONFIGURATION - COURSE FEE

Configurations * UG-AIDED-2018-19 | Programme * B.A | Course * ECONOMICS-AIDE | Year * I | Fee Category * GENERAL

Sl. No	Fee Head Name	Amount
1	CULTURAL FEE	100
2	AICUF	10
3	MATRICULATION FEE	150
4	AFFILIATION FEE	400
5	CAUTION DEPOSIT	360
6	WOMEN'S CELL	10
7	PUBLICATION	20

Activate Windows
Go to Settings to activate Windows.

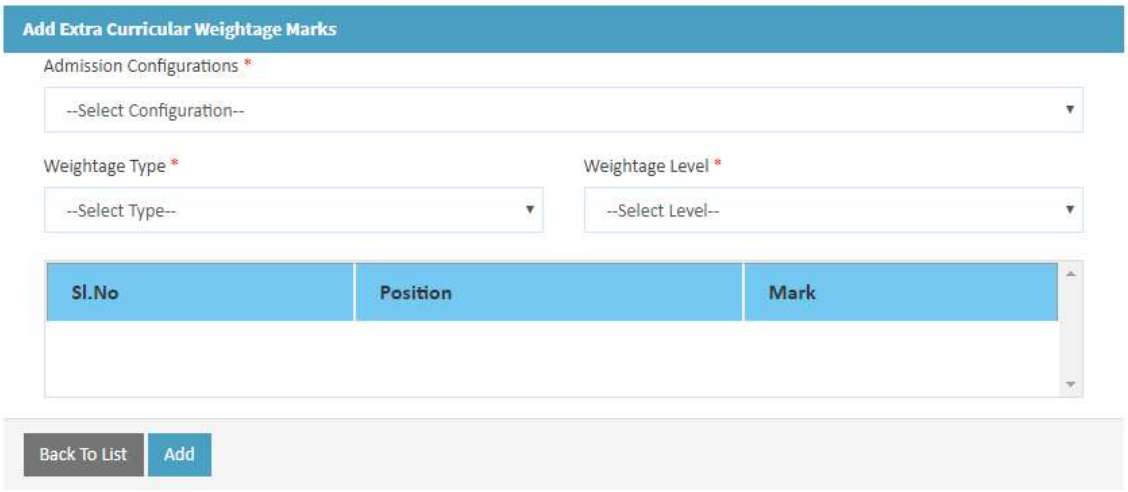
Steps: 1 Select Configuration Name

3. Programme
4. Course
5. Semester/Year
6. Category
7. Enter the fee for each category.

6. Subject-wise Weightage Mark Setting Screen (For Rank list)

Steps: Add the weightage for the subject

7. Extra-curricular Weightage Mark Setting Screen (For Rank list)



Steps: Add the weightage for extracurricular.

CONFIGURING APPLICATION FEE

This module is intended to set the application fee for various courses to be paid by the student along with the application for admission.

Steps:

1. Go to the Configuration on the Main Menu.
2. Select Application fee.
3. Add Application Fee appears.

1. Add Application Fee

Steps:

1. Select the configuration name
2. Select category
3. Fee amount

2. Application Number Configuration

Steps:

1. Enter the starting number of the application
2. Select the academic year
3. Select the programme type

4. ADMISSION APPLICATION

User Manual for Applicant Registration

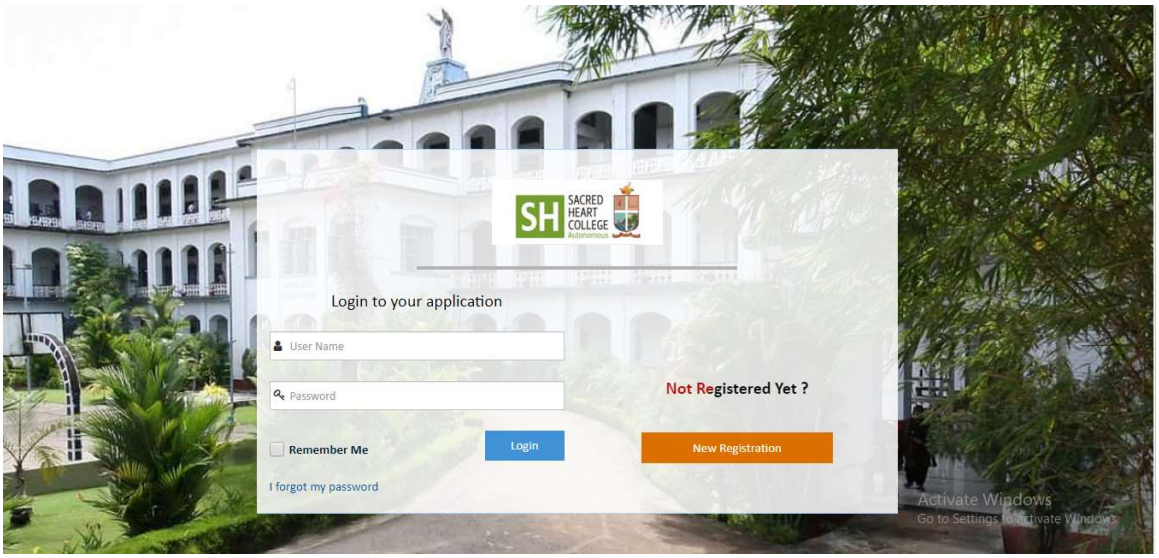
Application for various programmes in the college is made through the Online Application Process. The process starts with the registration of the candidate for application, followed by access to the online application, submission of relevant documents and payment of fees.

Steps:

1. Open browser (Chrome/IE) and paste the below URL and Enter.

   www.shcollege.online

2. A Login window is displayed (From which user can either do a "**New Registration**" or can login if an existing Candidate with their Credentials)



Pic 1.0-Login page

3. After clicking the New Registration takes user to a Registration page , which will ask for some necessary input from the Candidate
   Details mentioned in the checklist should be ready for further registration - (See checklist shown at the right)

Pic 1.1-UG Registration page

Pic 1.2-PG Registration page

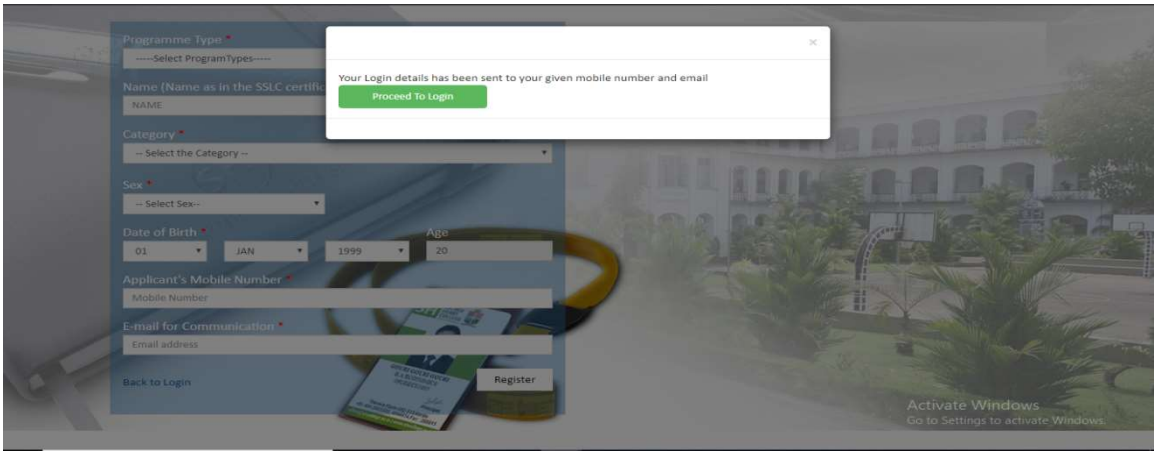
Pic 1.3-MPHIL Registration page

- Before filling the application, please refer **UG/PG/MPHIL Admission 2019 prospectus** on the college website **(**http://www.shcollege.ac.in/Admission- For UG **&** http://www.shcollege.ac.in/PGAdmissions- For PG**)**. This link will allow you to access the college website regarding the admission details of the program type.
- In the registration form all Fields are mandatory.
- The Description of the fields is as below.

1. **Programme type**:- Choices are
    a. UNDGER GRADUATION
    b. POST-GRADUATION
    c. M. PHIL.
2. **Full Name**(Name as in the SSLC Certificate):- Write your Full Name
3. **Category:**-Select your Category(General, SC,ST & OEC)
4. **Sex**:-Select your Sex
5. **Date Of birth**:-Enter your date of birth.
6. **Applicant's mobile number**:-Write your mobile number
7. **Email for communication**:-Write your email ID.

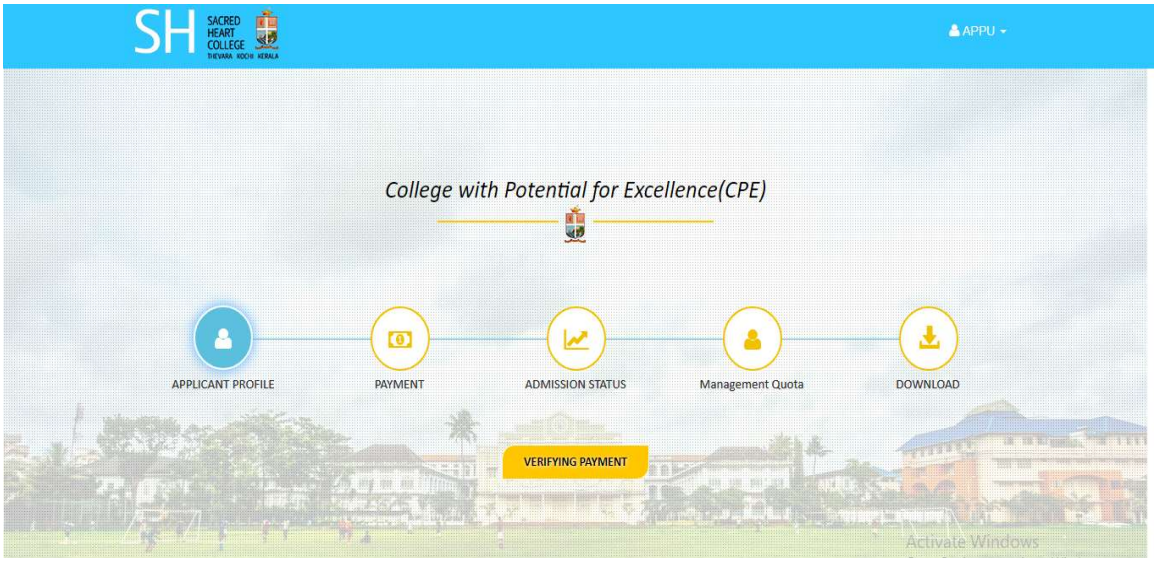
    (*All fields are kept mandatory)

4. Click on Register button takes user to the page as shown below
5. Click **Proceed to login** button for Applicant login.
6. The user will get the login credential on his/her registered email id and mobile number. (Registered in steps 6 & 7 above)



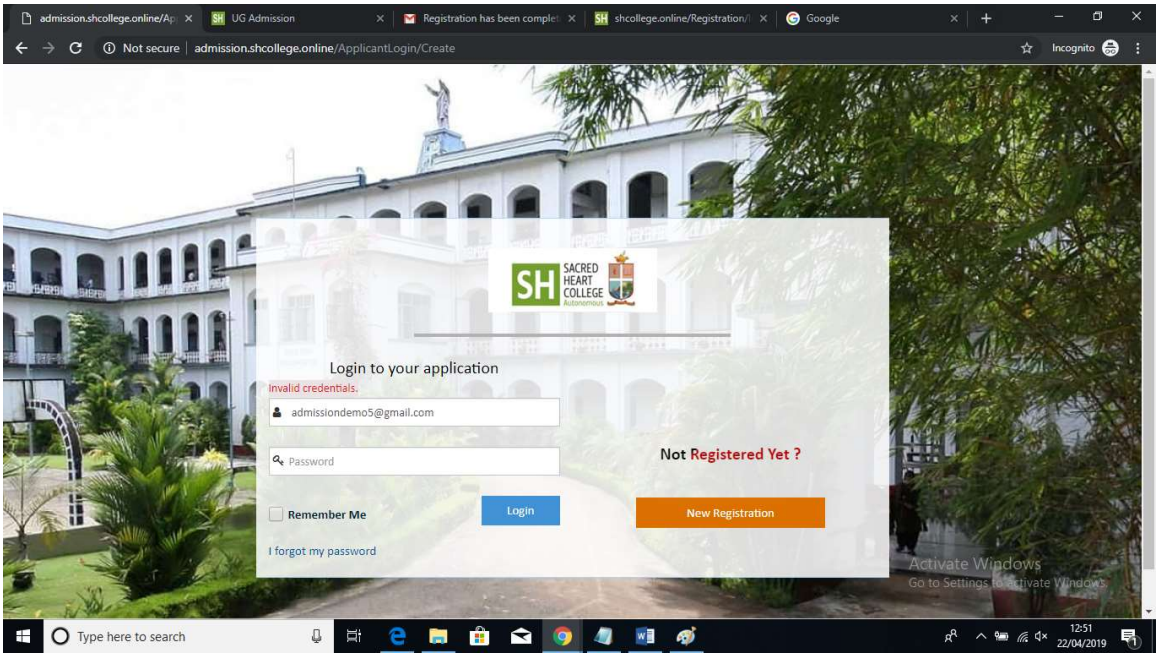
Pic 1.4-Registration submission

7. After filling the Email Id and password, click on Login button takes user to Application registration page.
8. Navigate to Dash board which will be as seen in Image below



Pic 1.5- Applicant Dash board

9. If the Email ID and/or password supplied are wrong, then a message is displayed "**Invalid Credentials**" as shown below.



Pic 1.6-Invalid Login

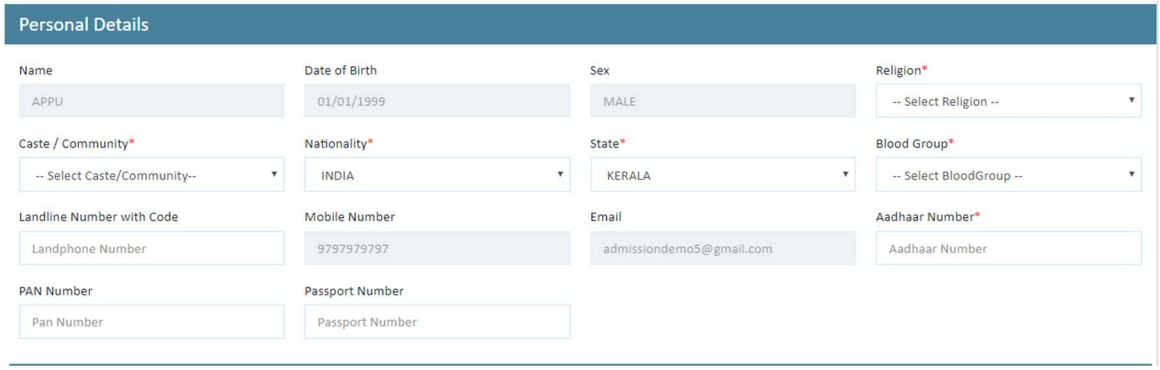
10. “Forget Password” link will send password to your email id which you had supplied at Registration.
11. After successful login, lands up in dash board (See the Pic 1.5). User can see the Menu icons-
    a. Applicant profile
    b. Payment
    c. Admission Status
    d. Management quota
    e. Download application.
12. Click on Applicant profile Link to continue filling up application which will have the following tabs as shown below

    1. Personal detail
    2. Parent Details
    3. Qualification
    4. Weightage and Reservation
    5. Programme Preferences
    6. Payment
    7. Final Submission.

13. Start with personal details. In this page your Name, DOB, Sex, Mobile and email ID will be populated automatically being given in the registration page. User can input your other Personal details such as (religion, Caste,

Nationality, State and Blood group), Address details and Miscellaneous Details.

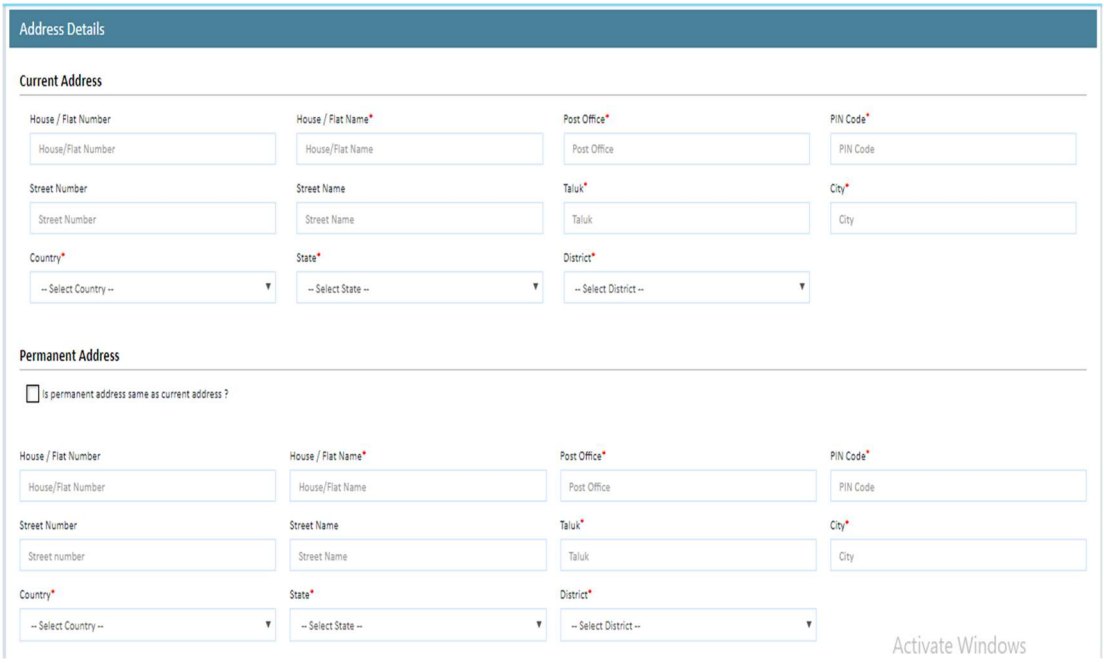
See the pic 1.7 Personal Details.



Pic 1.7 Personal Details

- For Indian citizens, enter your Aadhar number (Mandatory) and for Non-Indians your passport number.

14. Enter your Address details (Current Address and Permanent Address) in Address section of the personal information tab. See the pic 1.8 Address detail

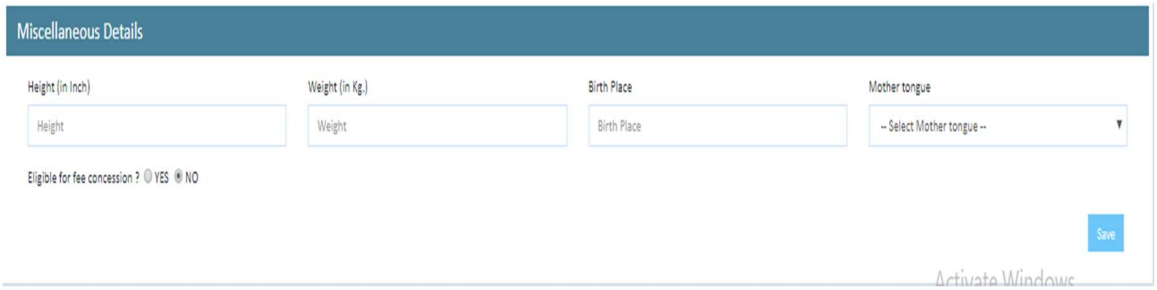


Pic 1.8 Address detail

❖ The Description of the fields is as below.

1. House /Flat Number:-Enter your house number or Flat Number here.
2. House/Flat Name:-You should enter your House Name or Flat Name here.
3. Post office:-Enter your post office.
4. Pin code:-Enter your pin code.
5. Street number:-Enter your Street number here.
6. Street name:- Enter your Street name here.
7. Taluk :- Enter your Taluk here
8. City :-Select your city
9. State :-Select your state.
10. District:-Select your district.

15. If the current address and permanent address are same, then select the check box “Is permanent address same as current address?”
16. Enter the Miscellaneous Details in the Personal tab-Enter your Height, Weight, Birth place and Mother tongue here.



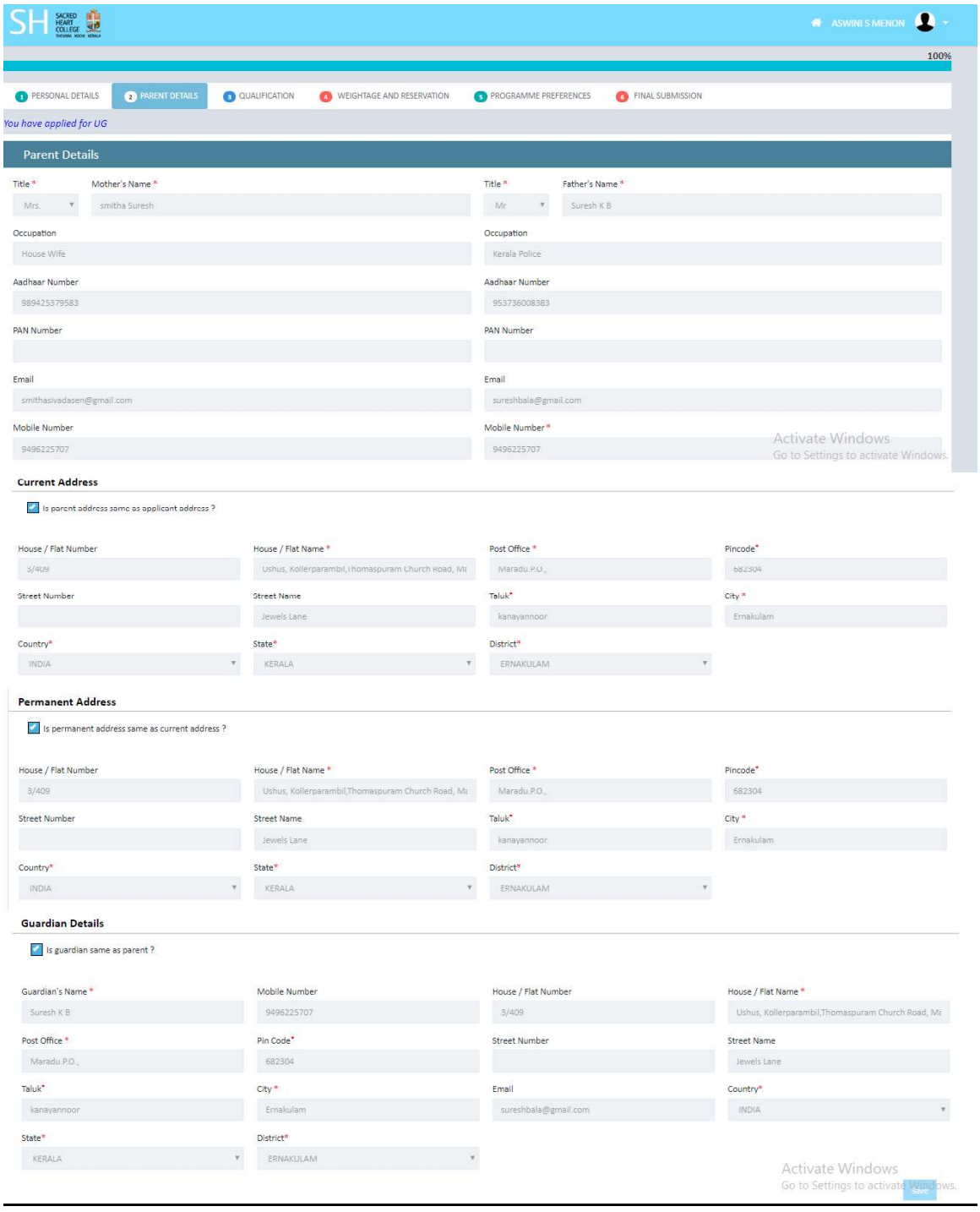
Pic 1.9 Miscellaneous Details.

17. Click on save button to continue with the application registration, takes user to the next tab –Parent details.

Window for parent details appears

Pic 1.9 Miscellaneous Details.

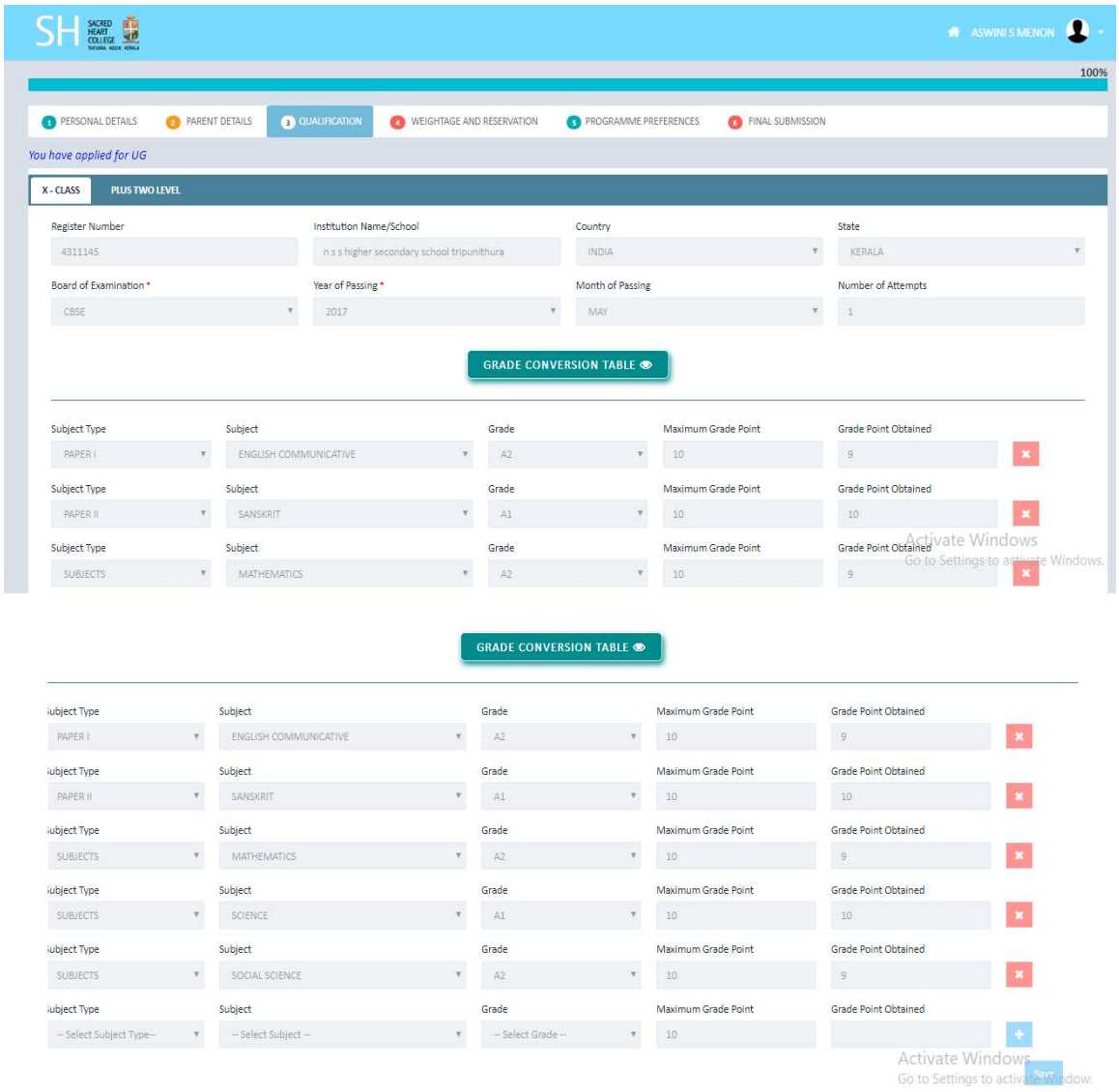
a. Window for Parent Details



Steps:

Enter the name; Phone Number, Occupation; Address Details; Guardian's Address.

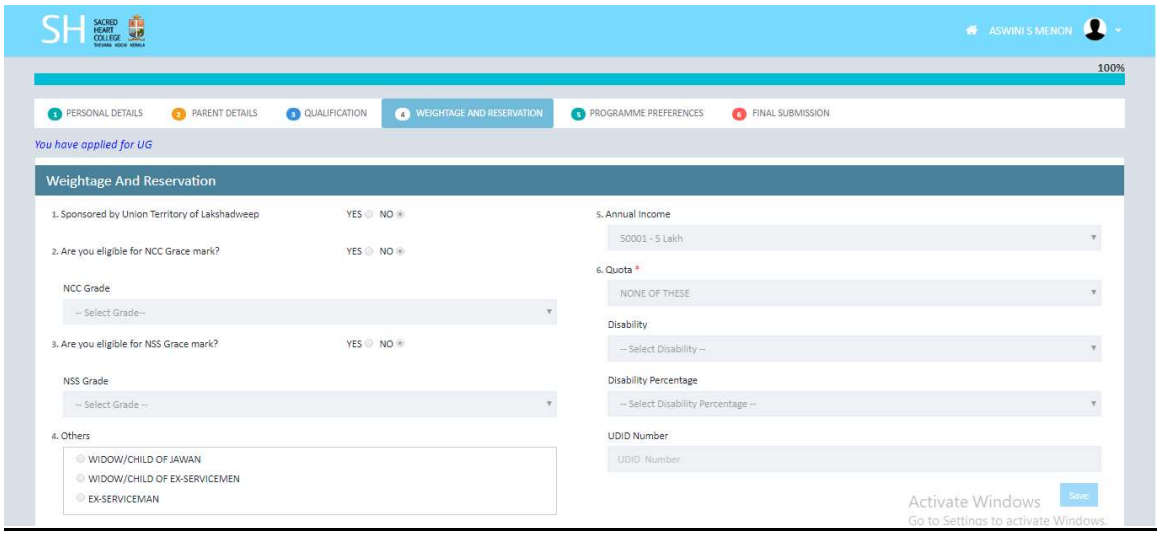
b. Details of Qualifying Examination



Steps

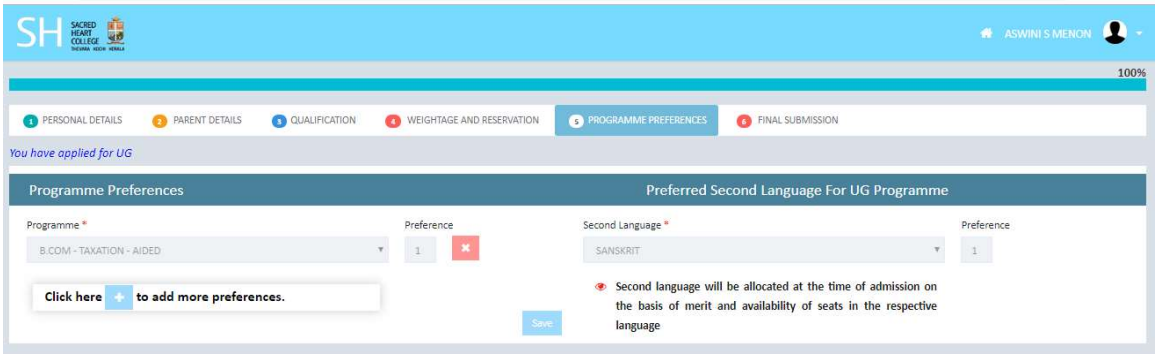
1. Enter the qualifying exam
2. Enter the marks

c. Weightage and Reservation



Steps: Enter details pertaining to eligibility for weightage.

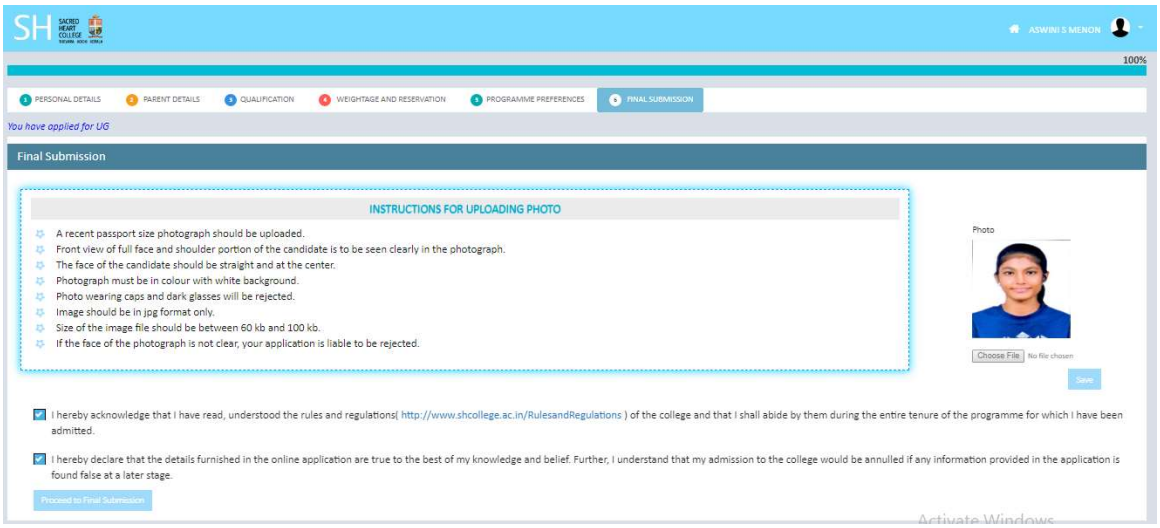
d. Programme Preferences



Steps:

1. Select the course
2. Select the second Language from the drop down menu.

e. Final Submission

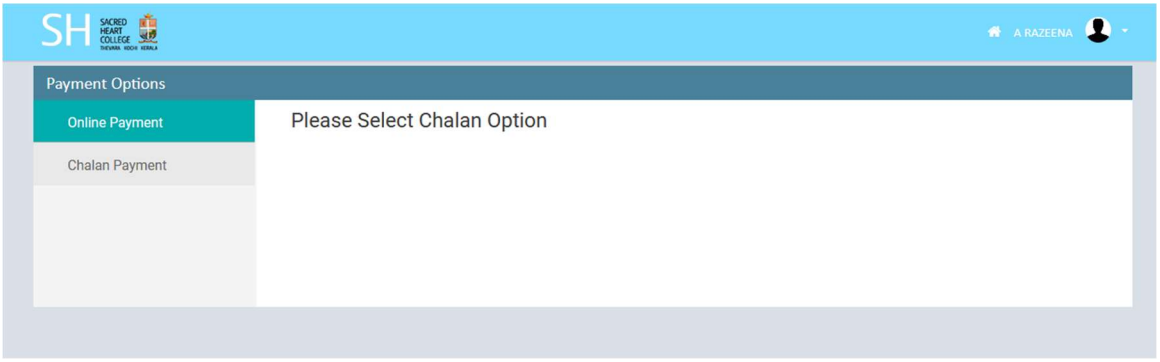


Steps:

1. Upload Photo
2. Enter “Submit” to go the payment window.

f. Payment

- Provision to pay the application Fee…two mode of payment here -Online payment and Challan payment..



Steps:

1. Select the payment mode
2. Complete the payment by entering the payment gateway of the bank.
3. Final submission page opens.
4. Submit the application.

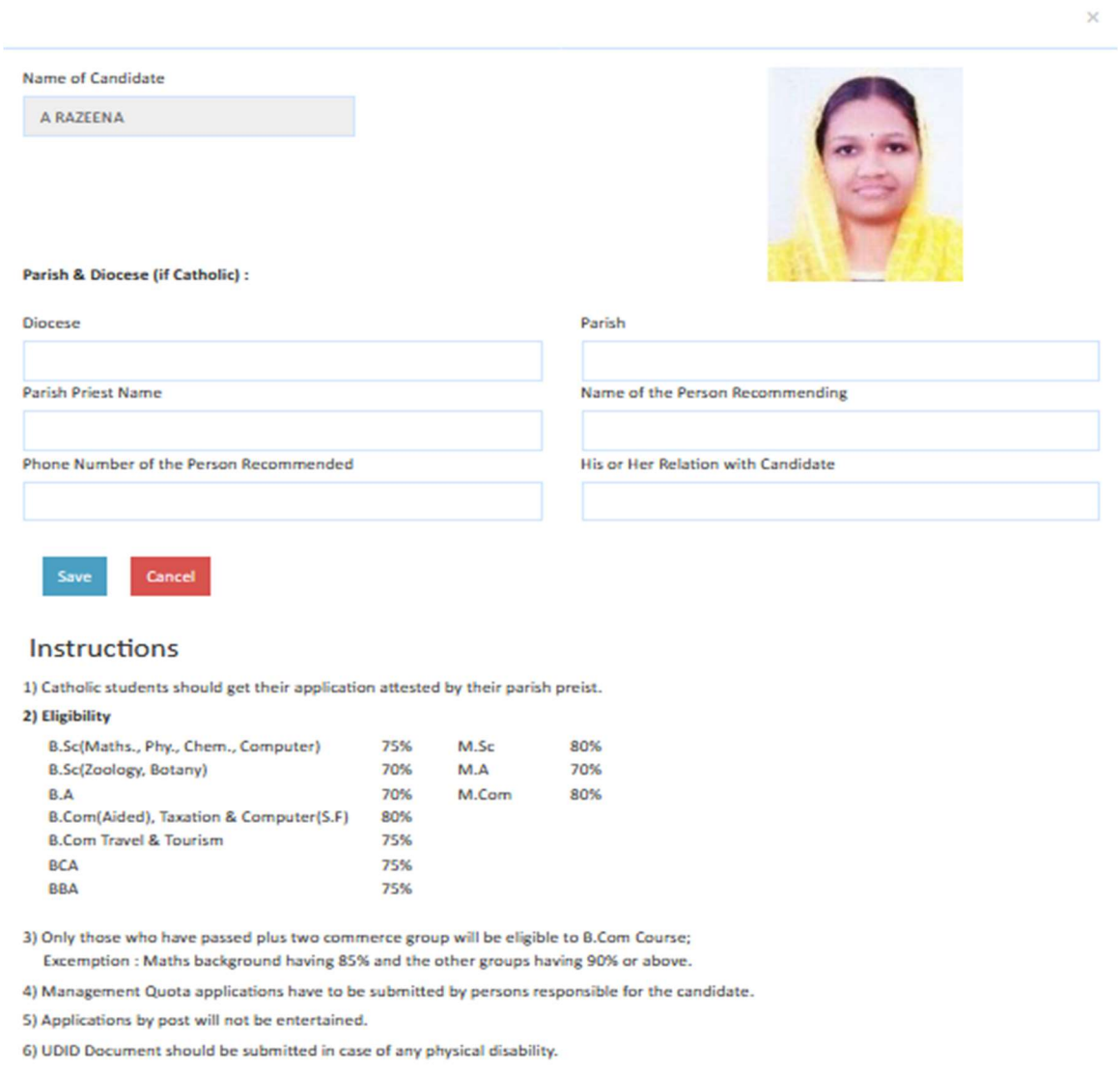
4. MANAGEMENT QUOTA APPLICATION FORM

Since the college belongs to the Minority Community the college enjoys the privilege of admitting students under the management quota allowed by the government. The following are the steps for applying for seats under the Management Quota.

Steps:

1. Go to the applicant dashboard
2. Select the link for the management quota application
3. Enter the details.

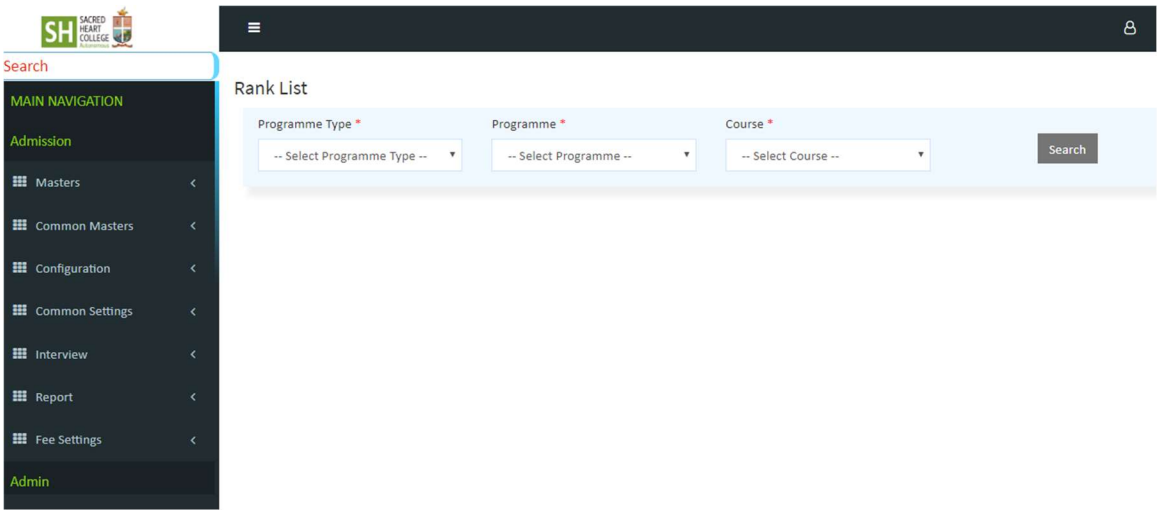
The following window will appear including the name of the candidate and the photograph.



Download the application for the submission of the hard copy.

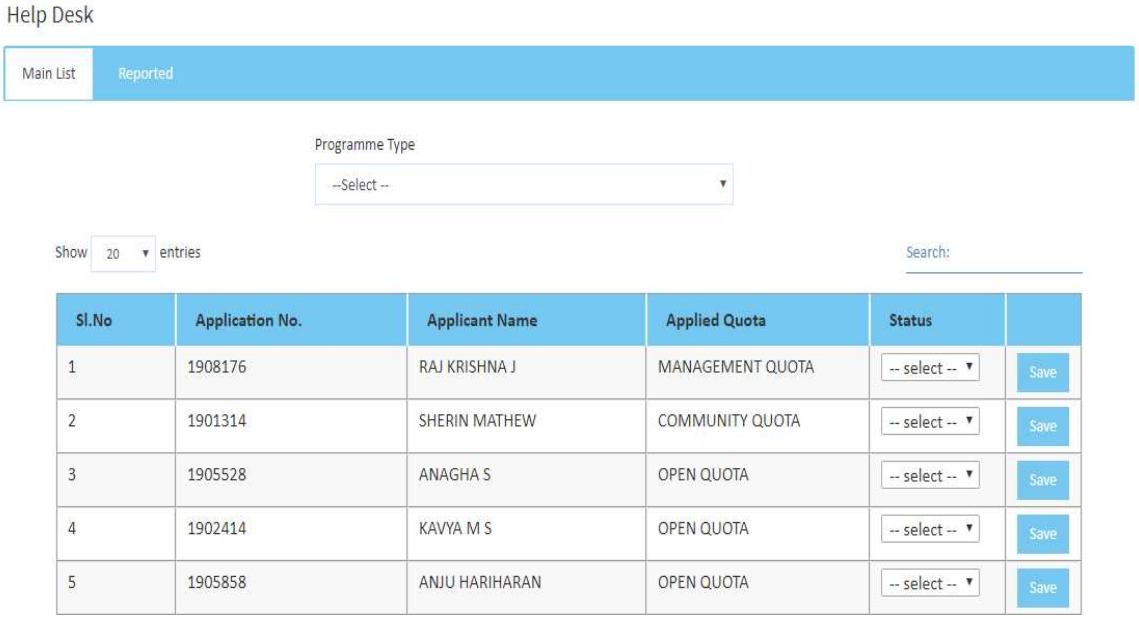
5. RANK LIST PREPARATION

Rank list is prepared through backend process. The rank list can be viewed through the following Window:

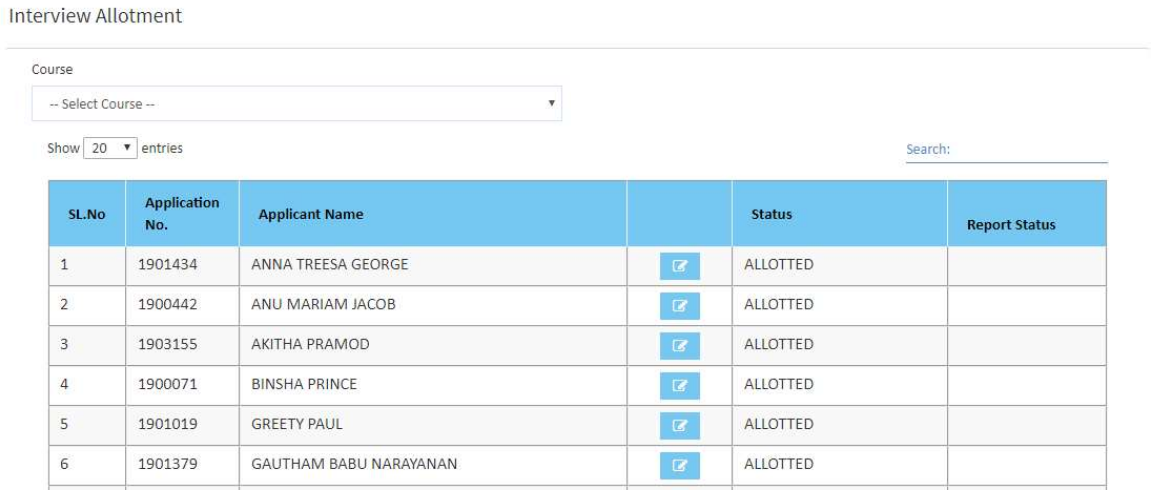


6. INTERVIEW SCREENS

1. Help Desk window will display the list of candidates in the rank list. Select the candidates present using the dropdown menu.

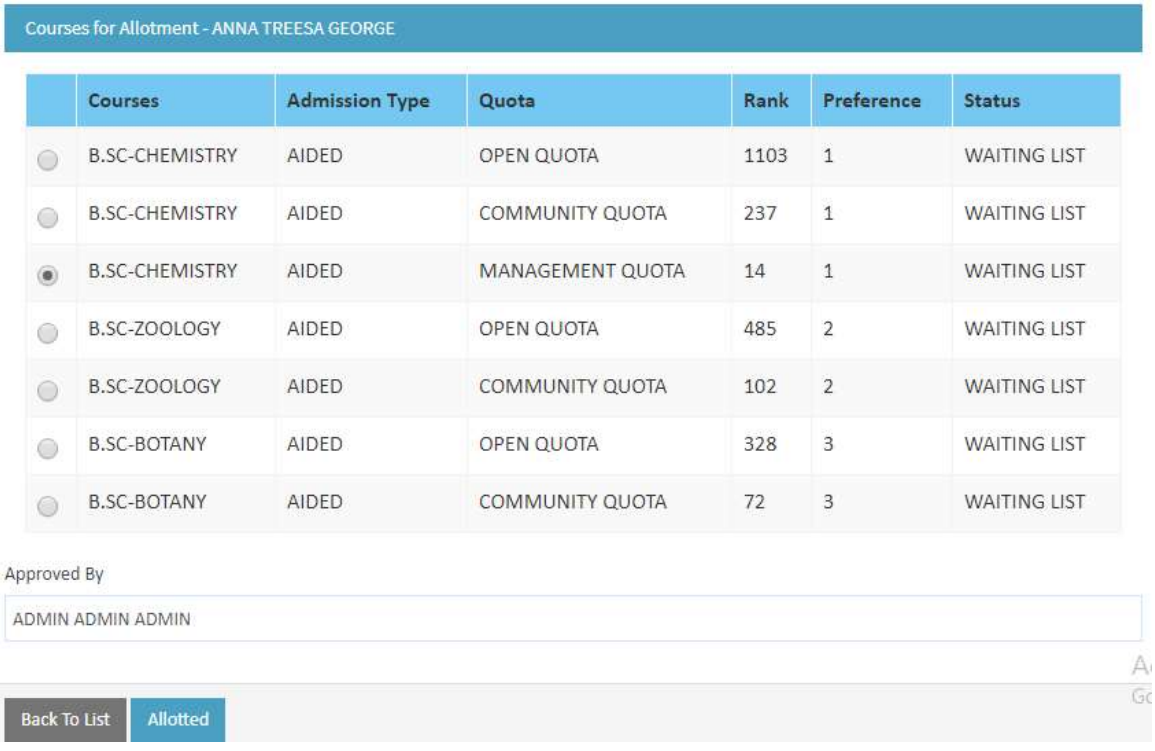


a. Allotment Screen



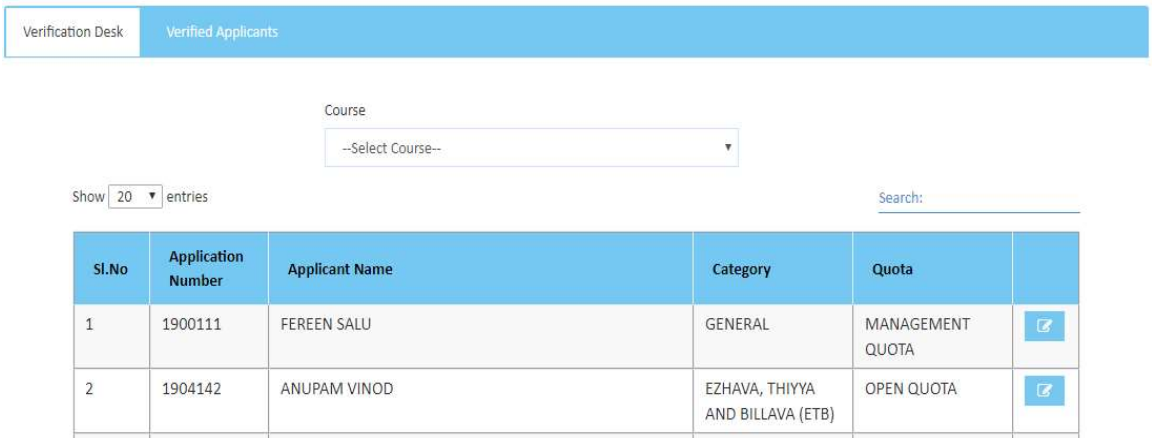
Steps:

1. Allot students for various courses by clicking against the name of the candidate.
2. Select the Programme and other details



b. Document Verification Screen(Listing)

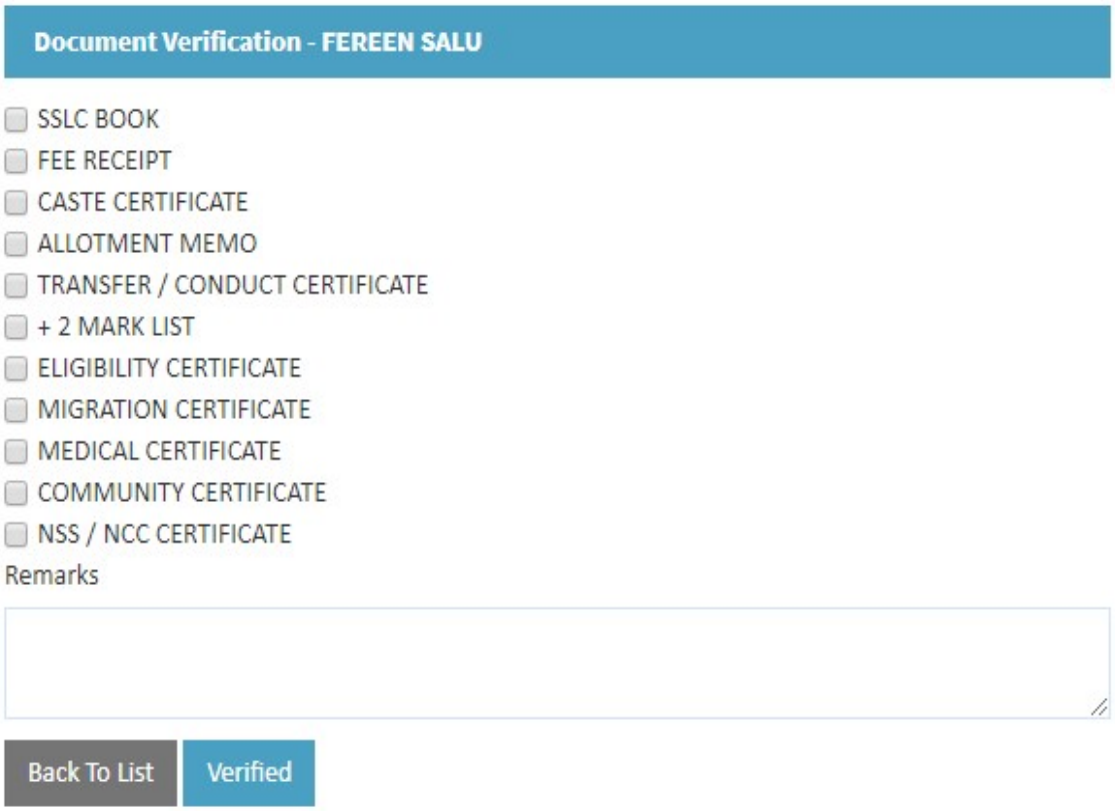
Verification Desk



Steps:

1. Select Edit
   The following window will open

Document Verification Screen (Checking)

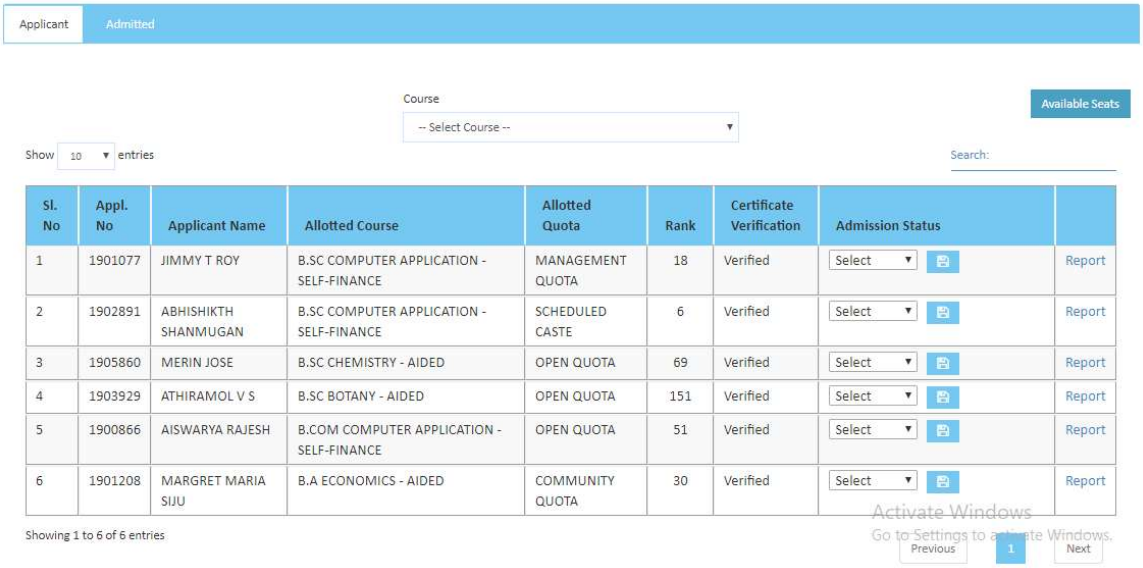


Steps:

1. Verify the documents by checking the boxes. 2. Click verified.

c. Principal's Screen

Principal's Admission Confirmation



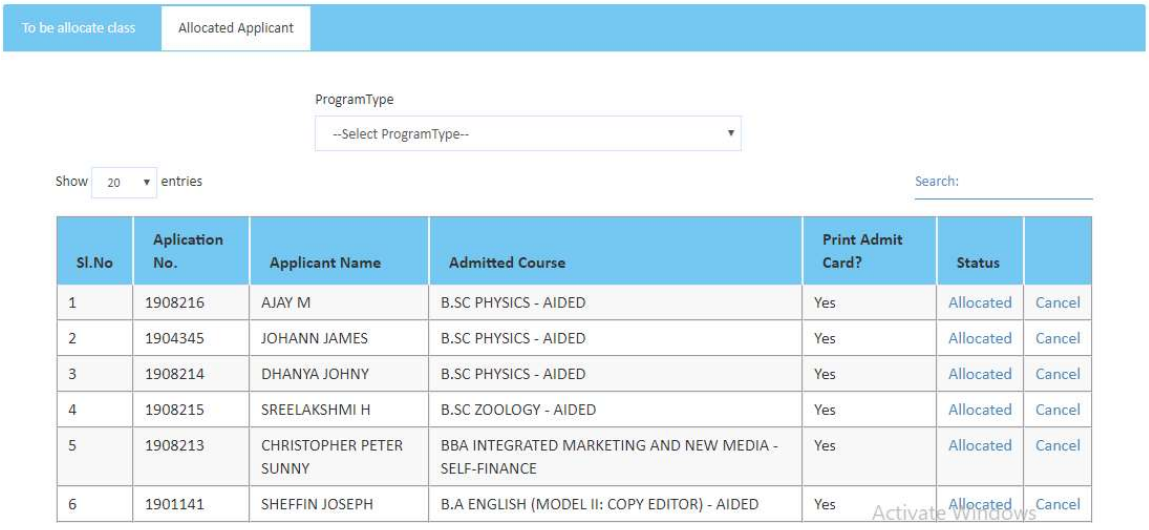
Steps

1. Verify the details and Select admit from the drop down menu.

d. Class Allocation (Listing Screen)

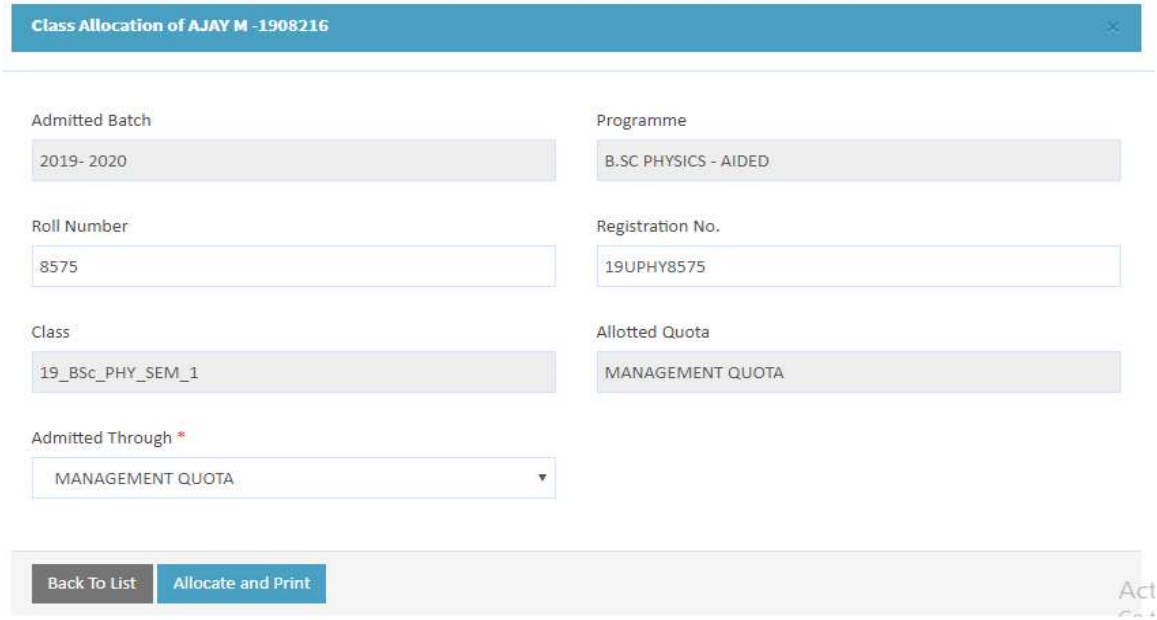
The following screen lists the candidates and the courses click the button "Allocate" against the candidate's name.

Class Allocation



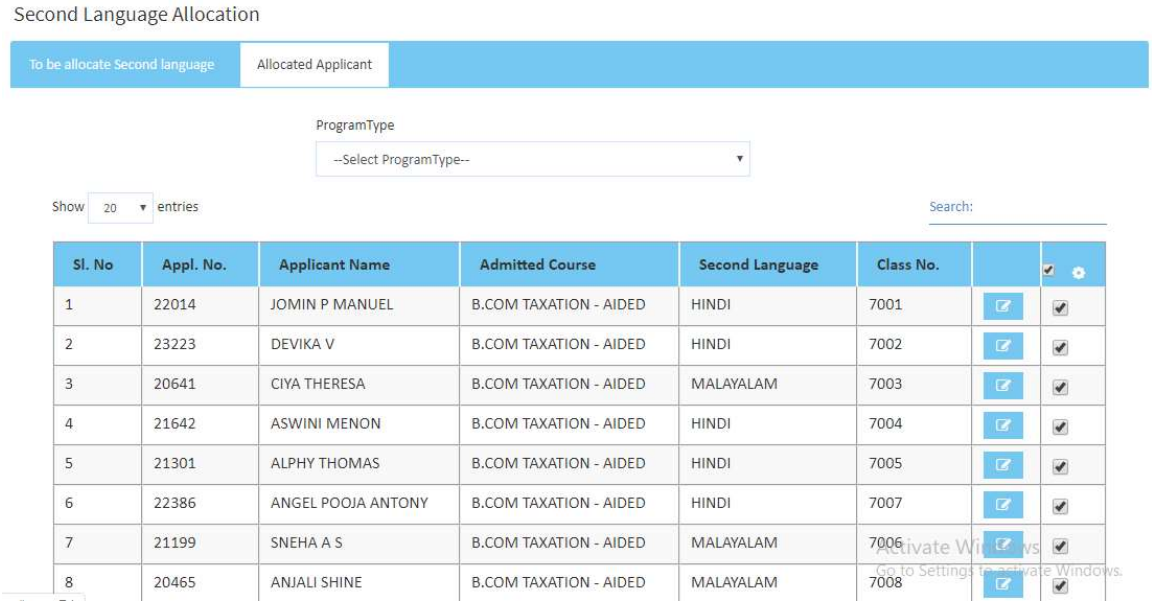
The Allocation window opens

Class Allocation (Allocation Screen)



Steps: Details appear through auto-generate system. Verify the details and click on Allocate.

e. Second Language allocation Screen(Listing Screen)

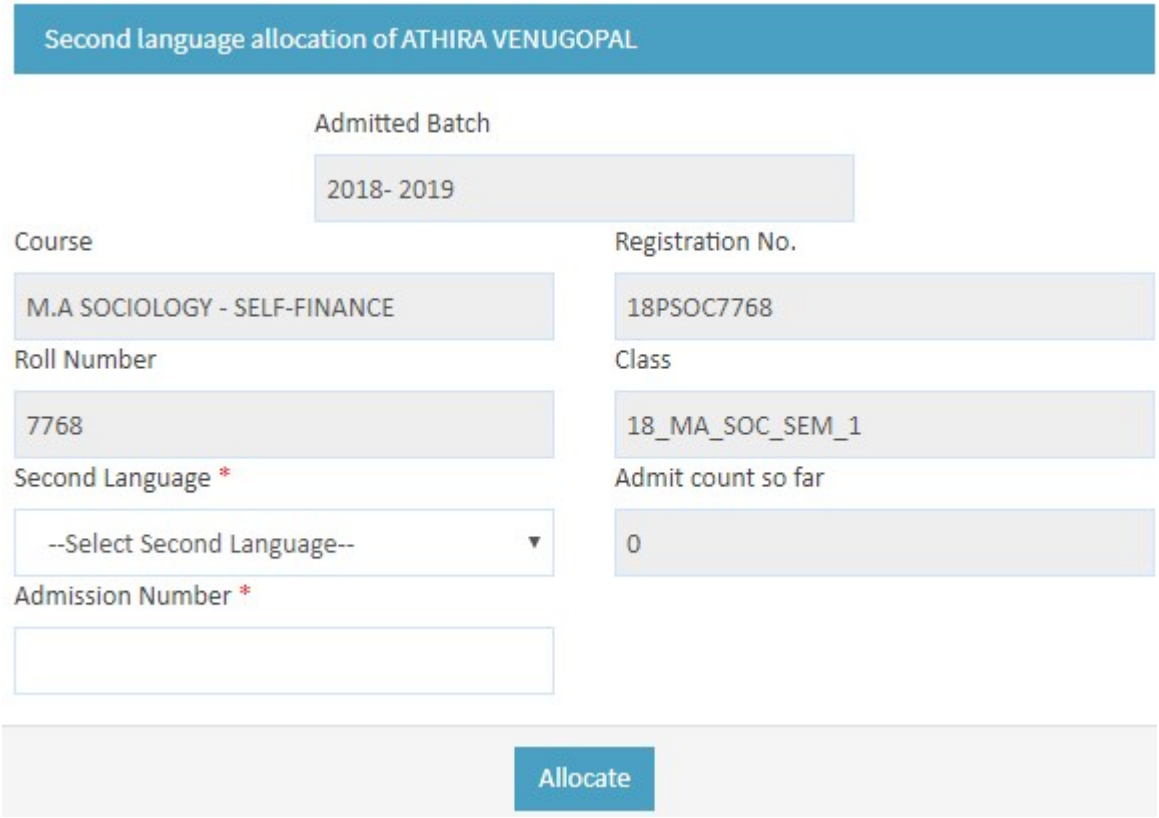


Steps:

1. Select the programme.
2. Select the second language by clicking on the Plus button against the name of the student.

The following window opens

Second Language allocation Screen (Allocation Screen)



7. FEE PAYMENT

The fee paid through challan. The challan is generated through clicking the challan button against the student.

a. Challan Generation(Listing Screen)

Challan Generation

ProgramType

--Select ProgramType--

Show 20 entries

Search:

Sl.No	Application No.	Applicant Name	Admitted Course	Admit Through	University Challan	College Challan	Chalan
1	1908216	AJAY M	B.SC PHYSICS-AIDED	MANAGEMENT QUOTA	YES	YES	
2	1904345	JOHANN JAMES	B.SC PHYSICS-AIDED	OPEN QUOTA	YES	YES	
3	1908214	DHANYA JOHNY	B.SC PHYSICS-AIDED	MANAGEMENT QUOTA	YES	YES	
4	1908215	SREELAKSHMI H	B.SC ZOOLOGY-AIDED	MANAGEMENT QUOTA	YES	YES	
5	1908213	CHRISTOPHER PETER SUNNY	BBA INTEGRATED MARKETING AND NEW MEDIA-SELF-FINANCE	MANAGEMENT QUOTA	NO	YES	
6	1901141	SHEFFIN JOSEPH	B.A ENGLISH (MODEL II: COPY EDITOR)-AIDED	COMMUNITY QUOTA	YES	YES	

Activate Windows
Go to Settings to activate Windows.

Challan Generation (Generation or payment Screen)

Payment details of AJAY M -1908216

Amount For Challan *

7120

Generate University challan
Generate College challan

Bank *

SOUTH INDIAN BANK

Ref.No/Challan No. *

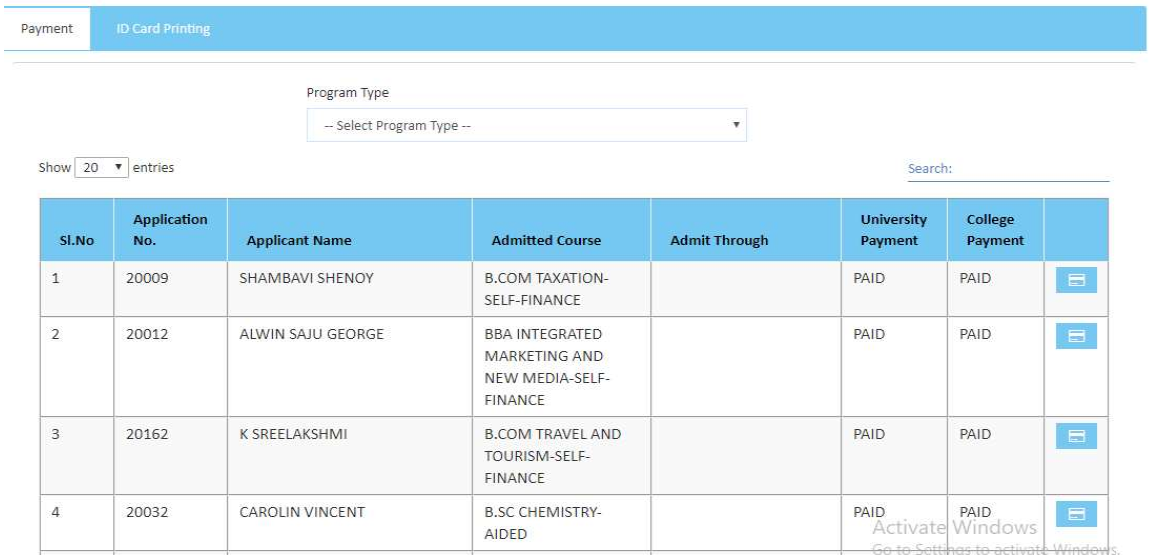
SAC10812

	Amount to be paid	Received Amount
University Fee	3478	3478
College Fee	3642	3642
Total	7120	7120

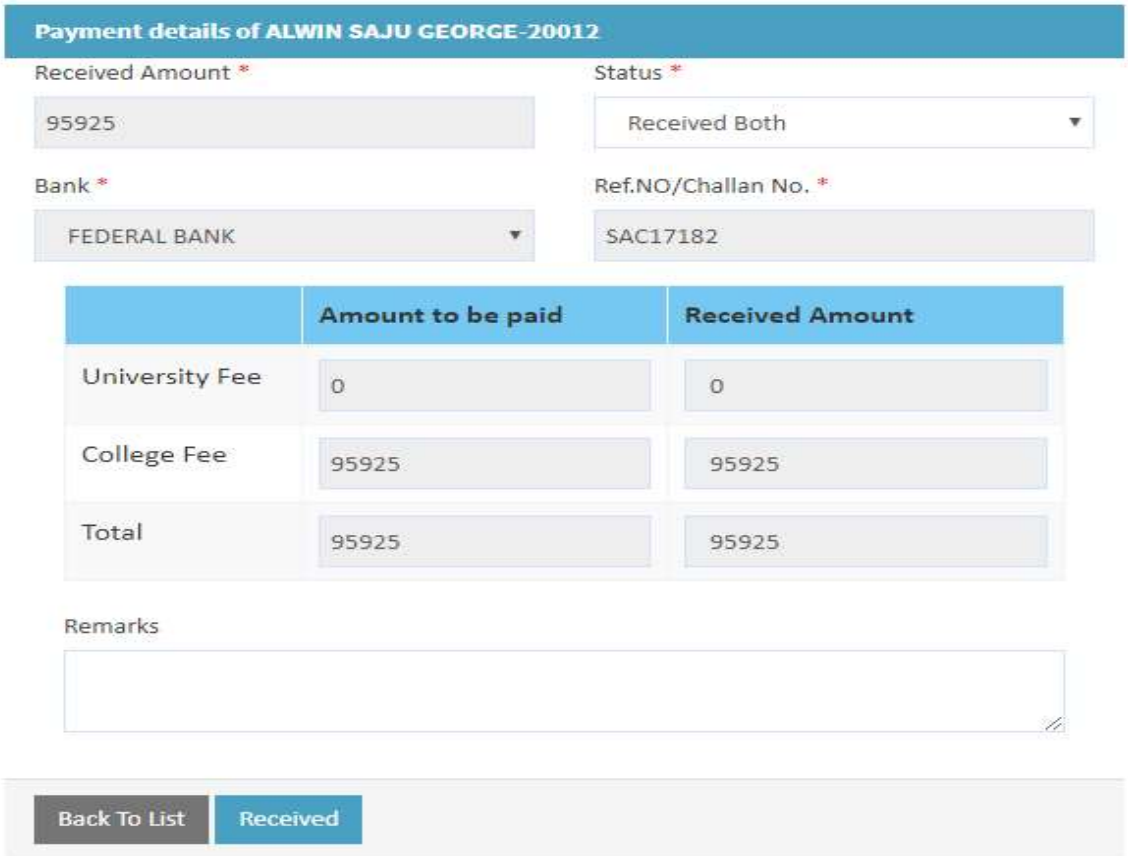
Remarks

Back To List | Save

b. Payment Verification Screen(Listing Screen)

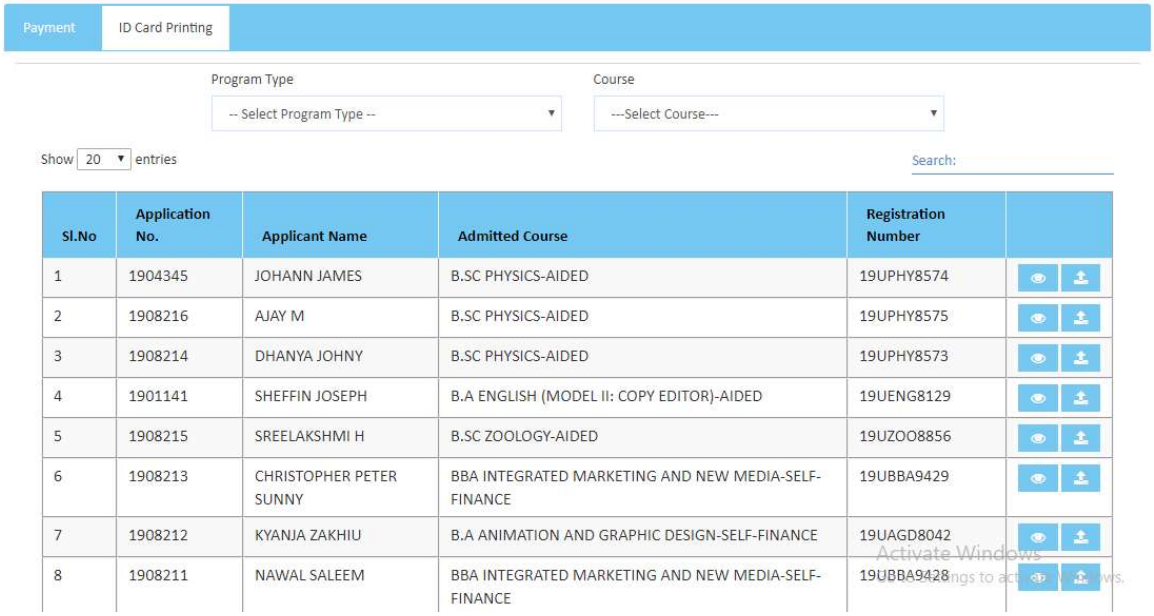


Payment Verification Screen (Verification Screen)



8. ID CARD PRINTING

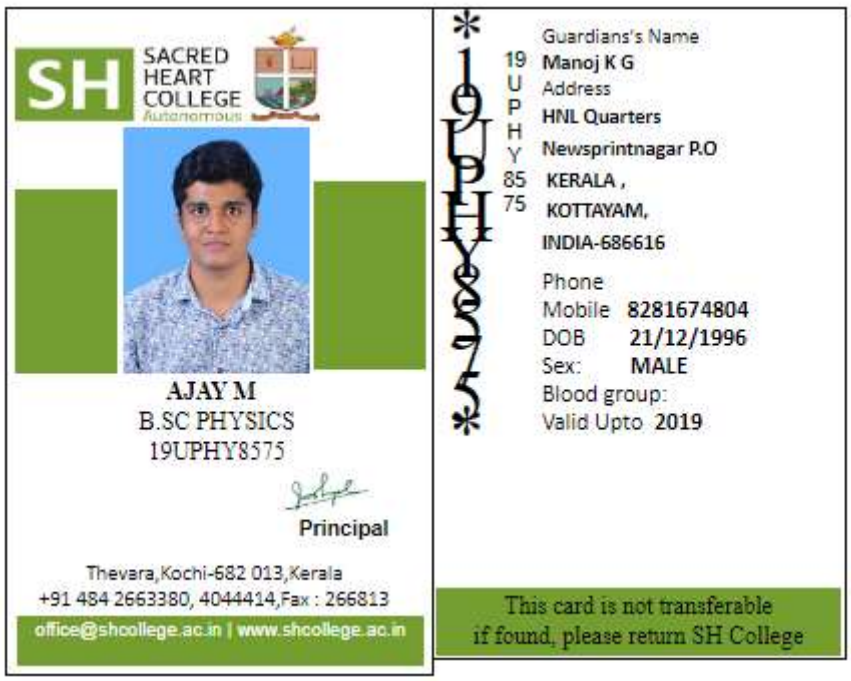
Once the payment verification is done. The ID Card printing screen appears.
(Listing Screen below)



Sl.No	Application No.	Applicant Name	Admitted Course	Registration Number	
1	1904345	JOHANN JAMES	B.SC PHYSICS-AIDED	19UPHY8574	
2	1908216	AJAY M	B.SC PHYSICS-AIDED	19UPHY8575	
3	1908214	DHANYA JOHNY	B.SC PHYSICS-AIDED	19UPHY8573	
4	1901141	SHEFFIN JOSEPH	B.A ENGLISH (MODEL II: COPY EDITOR)-AIDED	19UENG8129	
5	1908215	SREELAKSHMI H	B.SC ZOOLOGY-AIDED	19UZOO8856	
6	1908213	CHRISTOPHER PETER SUNNY	BBA INTEGRATED MARKETING AND NEW MEDIA-SELF-FINANCE	19UBBA9429	
7	1908212	KYANJA ZAKHIU	B.A ANIMATION AND GRAPHIC DESIGN-SELF-FINANCE	19UAGD8042	
8	1908211	NAWAL SALEEM	BBA INTEGRATED MARKETING AND NEW MEDIA-SELF-FINANCE	19UBBA9428	

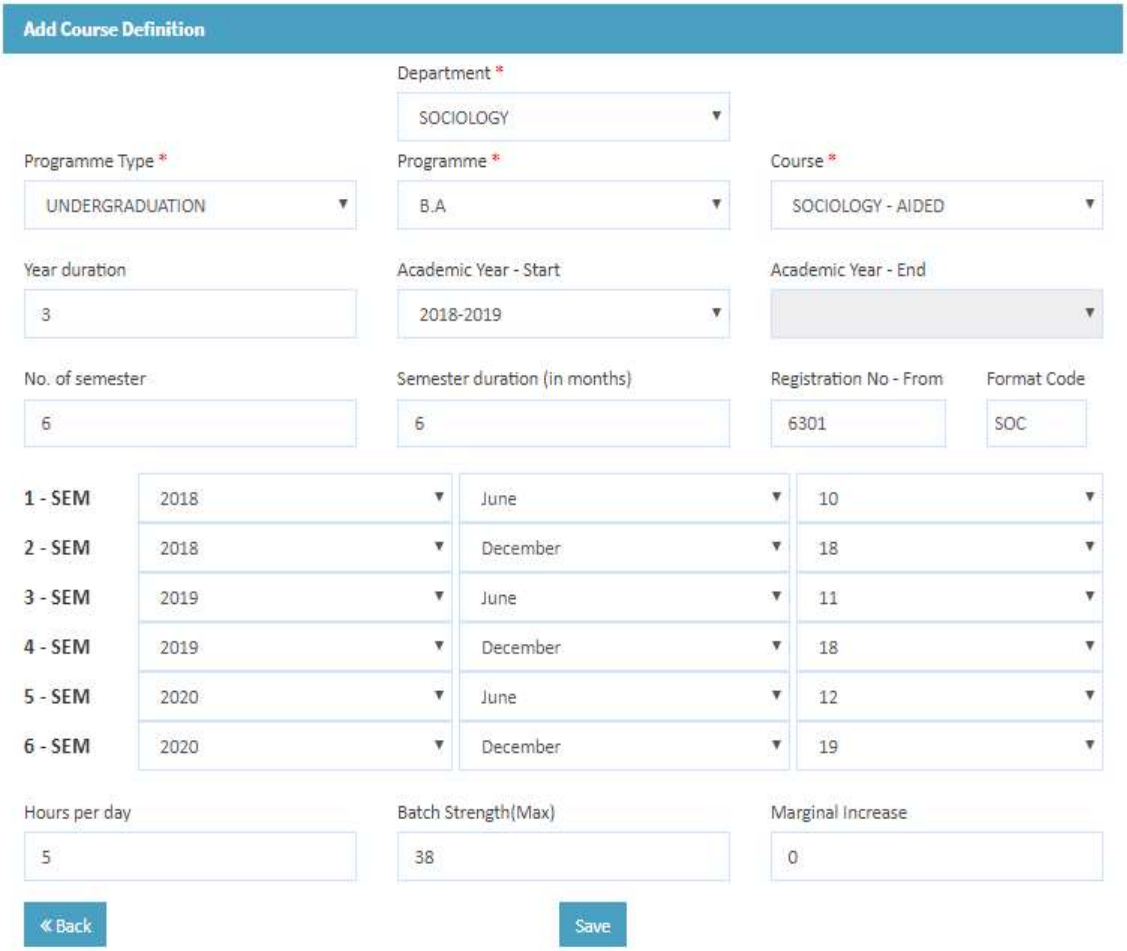
Activate Windows
Go to Settings to activate Windows.

ID Card Printing (Printing screen)



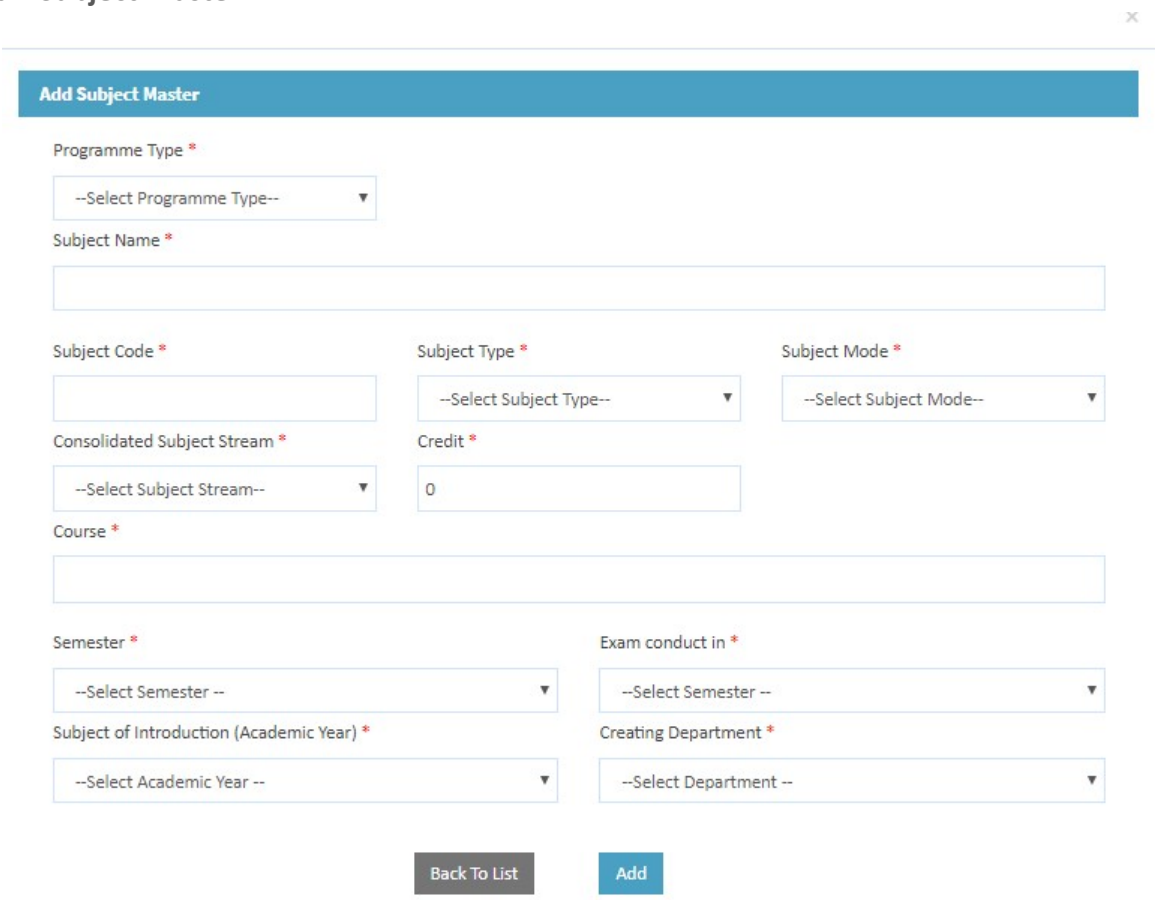
9. CURRICULAM SCREENS

a. **Course Definition:** Course definition is prepared by selecting details from the appropriate drop down menu.



Once the course definition is over, the next window, Subject Master Appears.

b. Subject Master

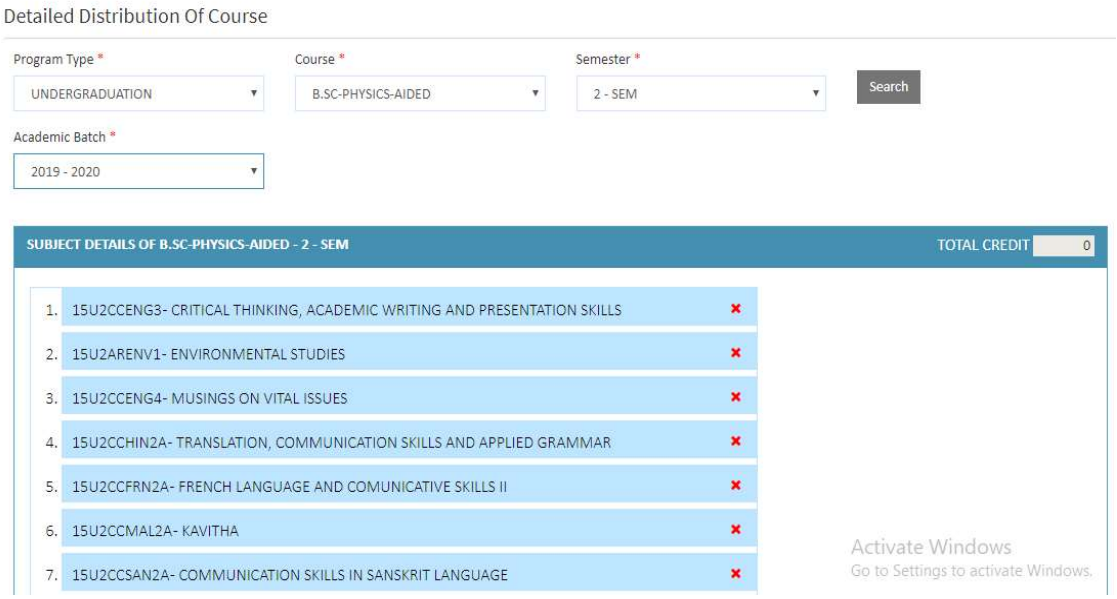


Steps:

1. Select the Programme type
2. Subject Name
3. Subject code, type and mode
4. Select the subject stream and credits
5. Select the semester
6. Select the academic year and the department

The screen for detailed distribution of course appears.

c. Detailed Distribution of Course

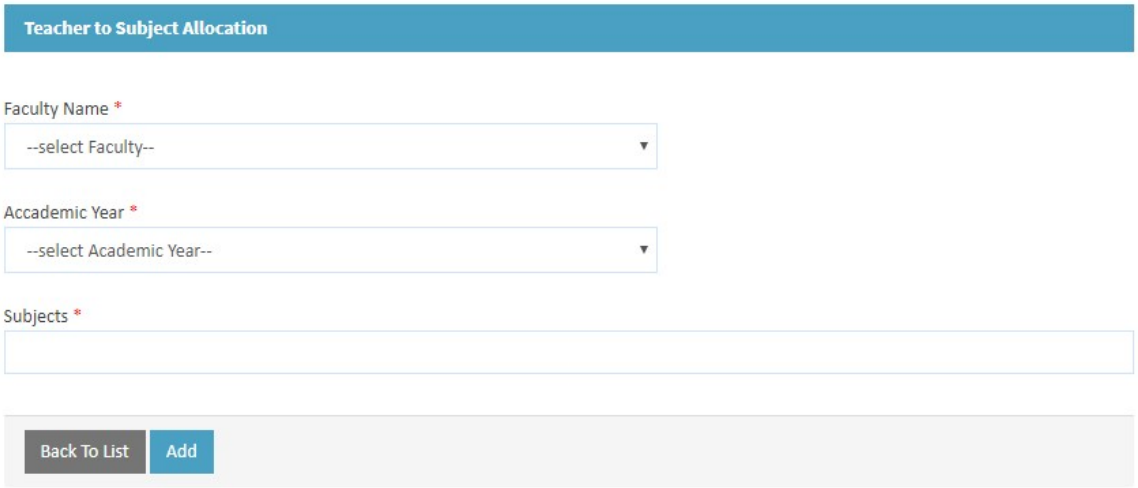


Steps:

1. Select the type of course
2. Name of the course
3. Semester
4. Academic batch and click on search.

The window for Teacher Subject Allocation appears

d. Teacher Subject Allocation

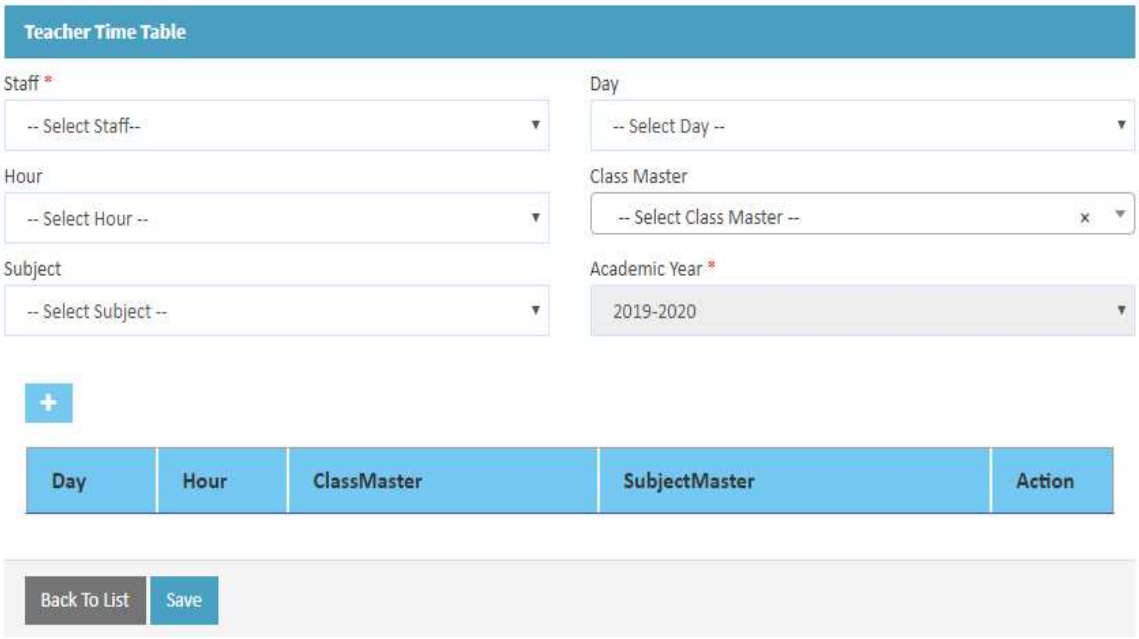


Steps:

1. Select the name of the faculty from the menu
2. Select the academic year
3. Enter the subjects taught by the faculty

The screen for Teacher Timetable appears.

e. Teacher Timetable



Steps:

1. Select the name of the staff
2. Select the day and hour
3. Select the class master
4. Select the subject and the academic year

The window for batch creation appears

f. Batch Creation (For Open course and Second Language)

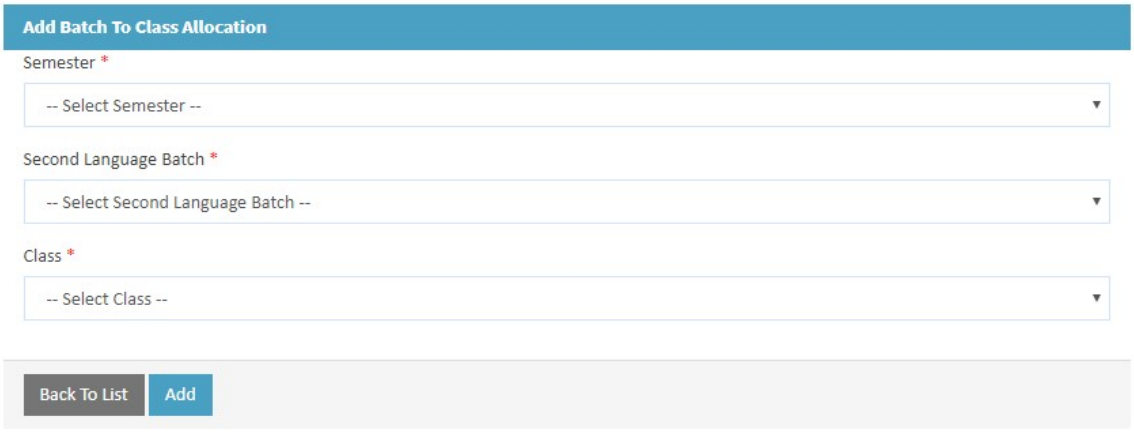
Steps:

1. Select the semester from the drop down menu

2. Select the subject stream
3. Select the subject
4. Enter the name.

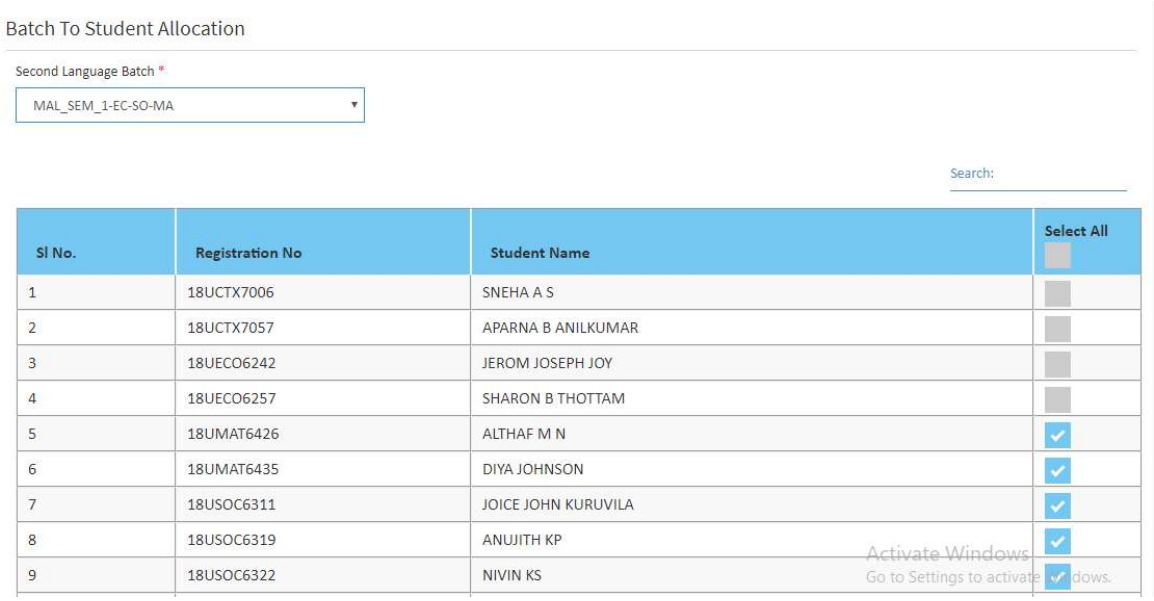
The screen for Batch to Class Allocation appears

g. **Batch to Class allocation (For Open course and Second Language)**



Steps: Select the semester, second language and the class. The screen for Batch to student allocation appears

h. Batch to Student Allocation (For Open course and Second Language)

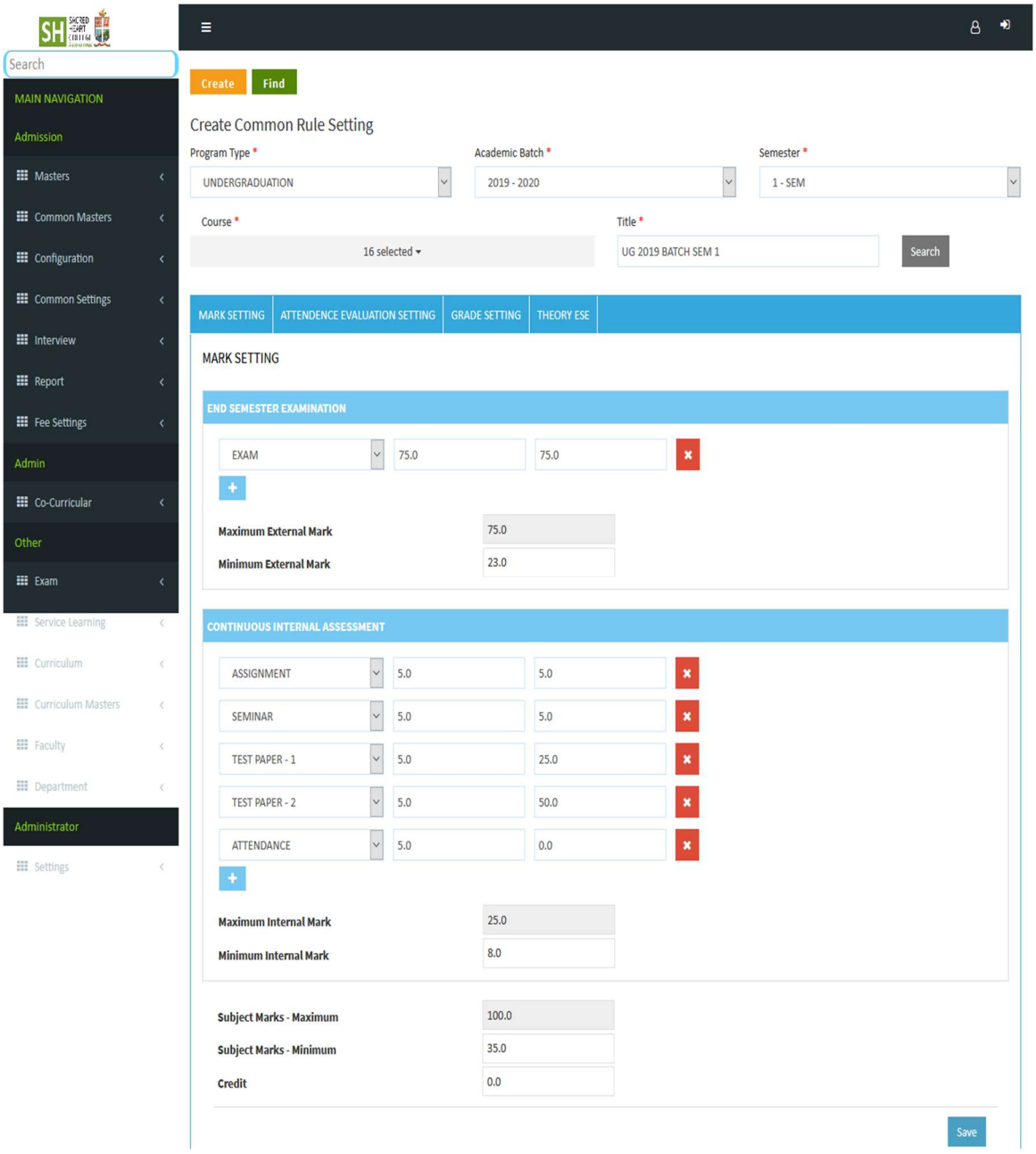


Steps:

1. Select the second language batch
2. Check against the name of the student to select the batch.

i. Rule Setting

The following is the procedure for the rule setting for the Internal/ External marks.



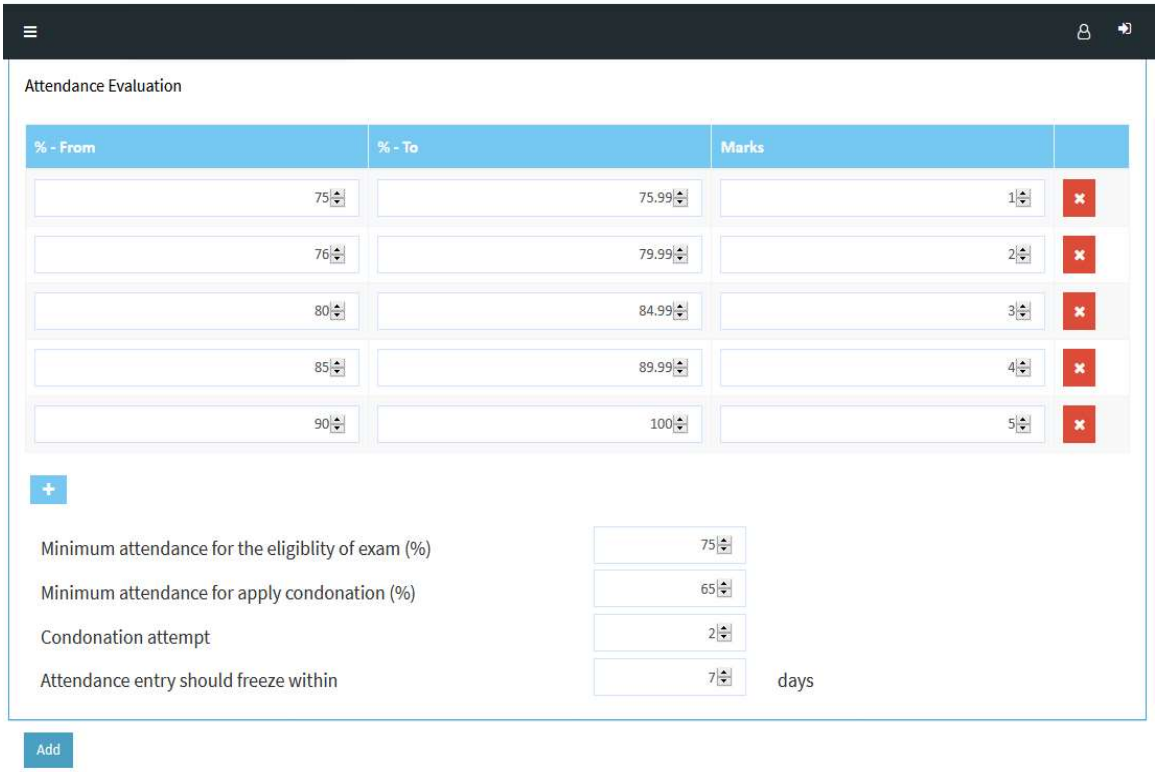
Steps:

1. Go to the Navigation menu
2. Select Rule setting
3. Select Common Rule setting
4. Enter the details of the UG/PG course
5. Set the Minimum and Maximum marks

6. Enter the Minimum and Maximum for the components for Continuous Internal Evaluation
7. Save the data

j. **Attendance Evaluation Setting**

This Screen is meant to set the criteria for attendance evaluation.

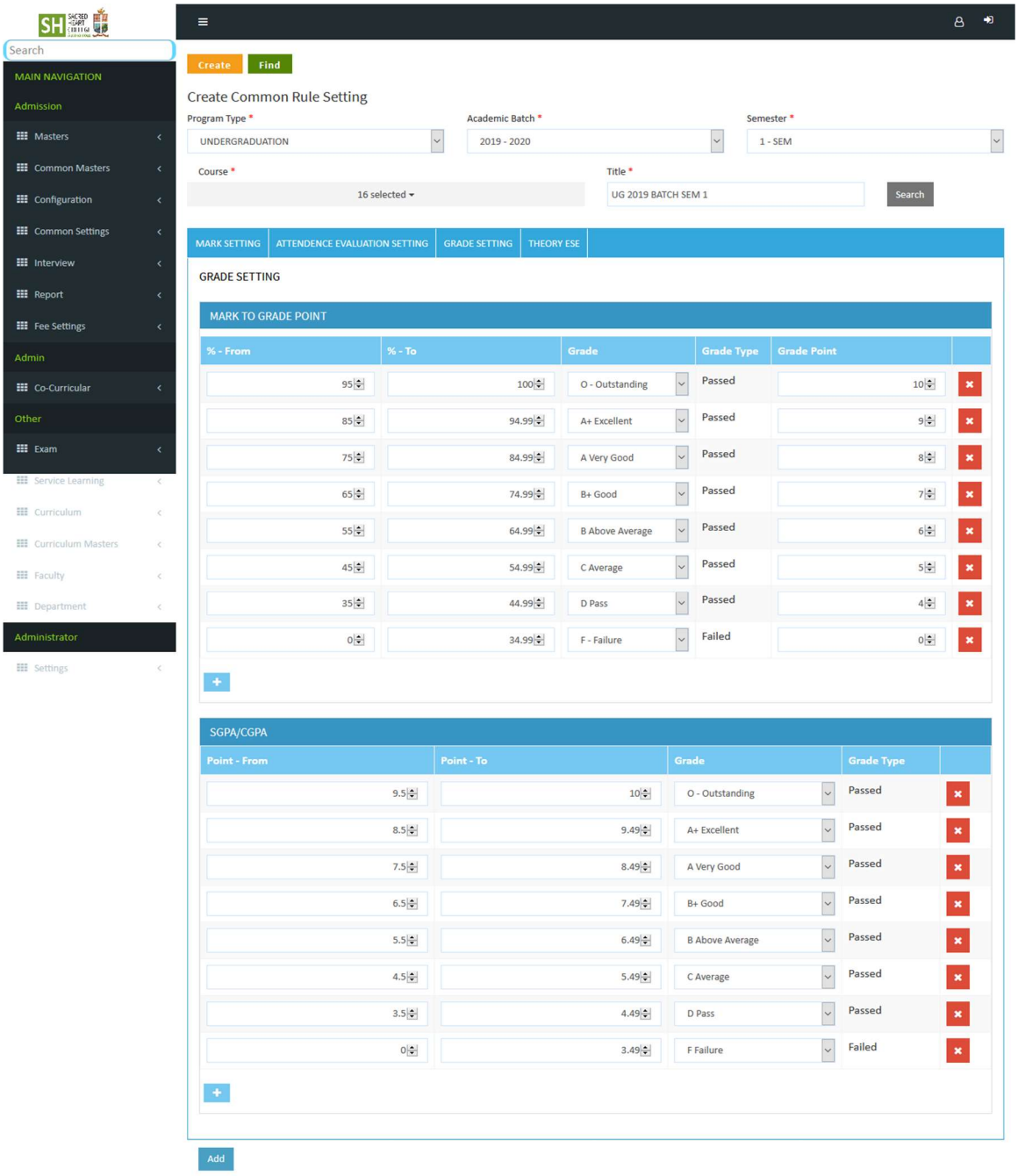


Steps:

1. Set the Percentage range and the corresponding mark
2. Set the minimum for eligibility for registering for exams
3. Set the minimum for condonation of absence
4. Set the attendance entry Freeze (No. of Days)

k. Grade Setting

This Screen is for setting the Grades and the corresponding percentage of marks. It is also the screen for setting the SGPA and its corresponding grade point.

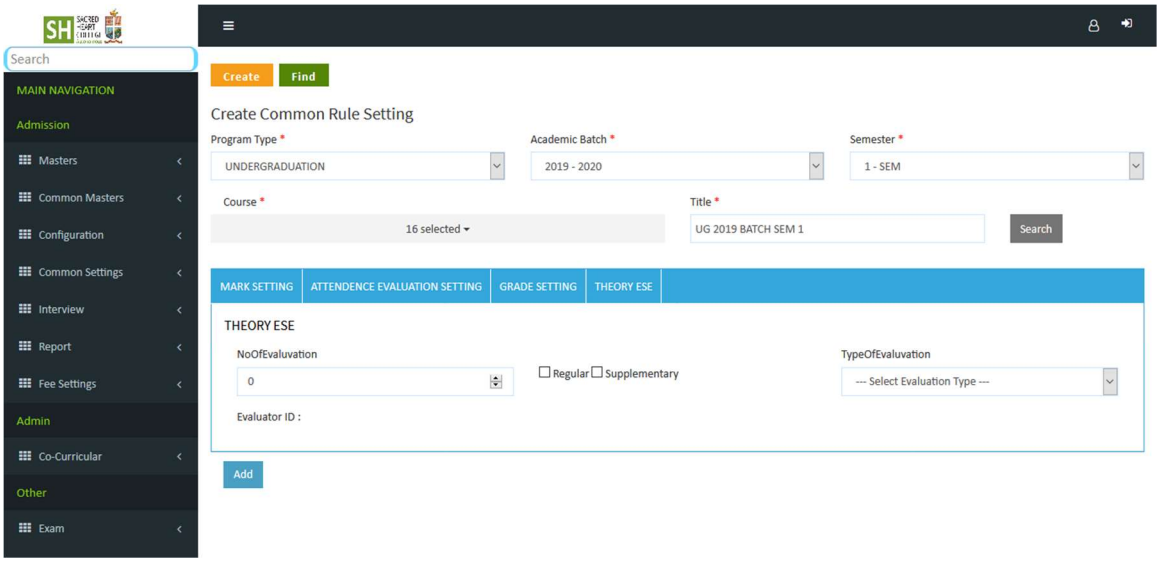


Steps:

1. Set the Mark percentage range and the corresponding grade.
2. Set the Pass/ Fail

I. Evaluation and Mark Normalization

This window is for setting the normalization pattern of the marks. Where two or more examiners evaluate the answer script the average is set using the following screen.



Steps:

1. Select the number of evaluators
2. Evaluation type

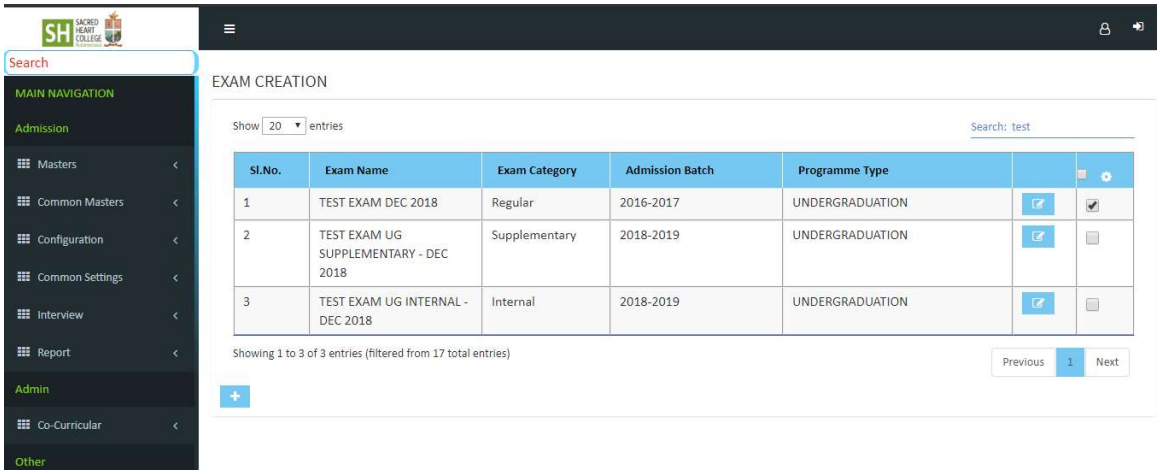
10. EXAM PROCESS & SCREENS

10.1. EXAM CREATION

Create an Exam by giving details such as Exam Name, Exam Code, Exam Category, Admission Batch From, Month, Year, Sem type, Semester, Program Type, Internal selection and Courses this exam should reflect.

Procedures for Step 1:

1. Login to Application as Admin.
2. Go to Exam module and click Exam creation in Navigation tree under Exam/search Exam creation
3. Click "+" button to add a new exam
4. Enter some text in Exam name, Exam Code and Year.
5. Drop values from Exam Category, Admission Batch From, Month, Sem Type, Semester, and program Type
6. Choose Courses and complete the action by clicking "Add" button which will save the Exam.



Warning: Sem Type selection is important during the Exam creation as this is reflecting in many places. User can create a Sem Type as Odd/Even/Both based on the actions against that Exam

NOTE: Admission Batch From gives from which Batch this Exam should be visible, shouldn't confuse with the Academic year.

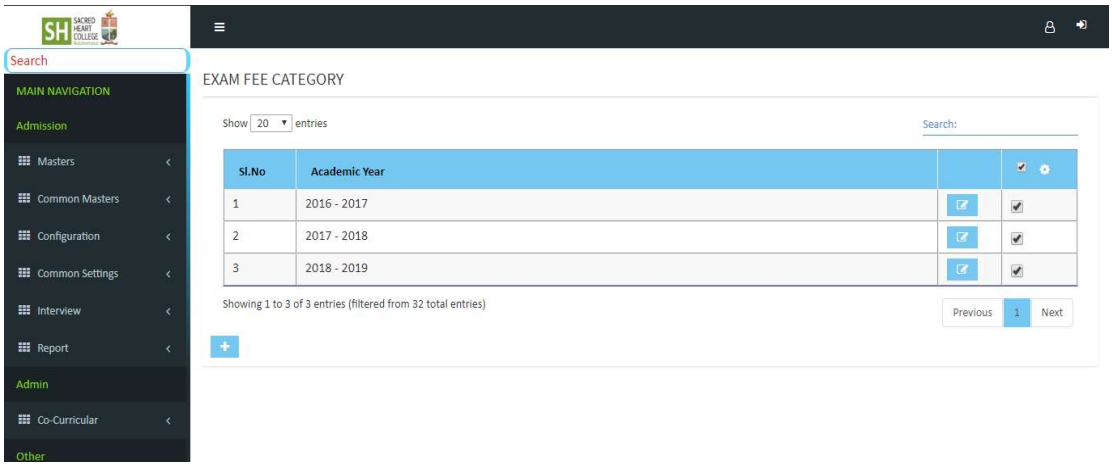
10.1.2 - Exam Fee Category

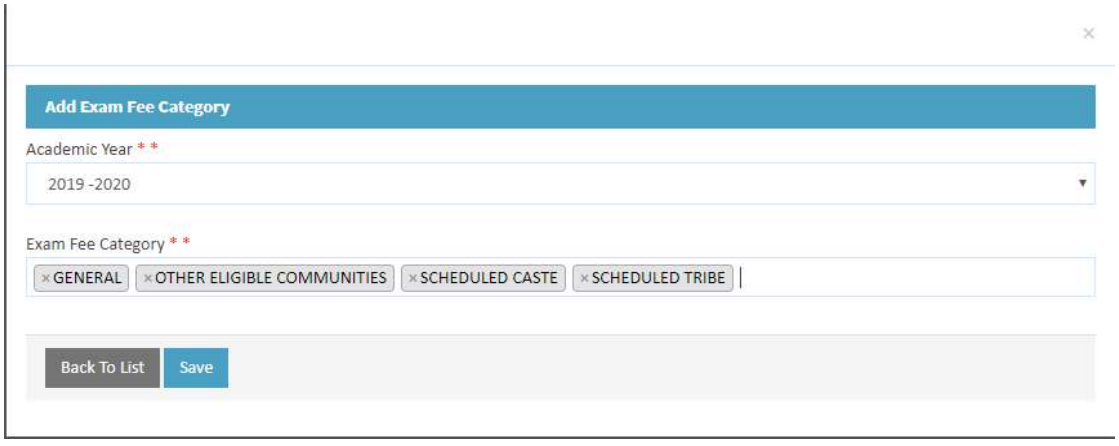
Exam Fee Category is created for an Academic Year by selecting the Year and the Fee category (adding the Quota).

Procedures for Step 2:

1. Select Exam Fee Category from Navigation tree under Exam/search Exam fee category
    a) Choose an Academic year from drop down
    b) Add Exam Fee Category
2. Complete an action using one of the following options:

- Option 1
    a) Click Save
    b) Click Back to List (if you are not adding)
- Option 2 -Edit
    a) Click on an already Edited Fee Category
    b) Do the changes
    c) Click Edit



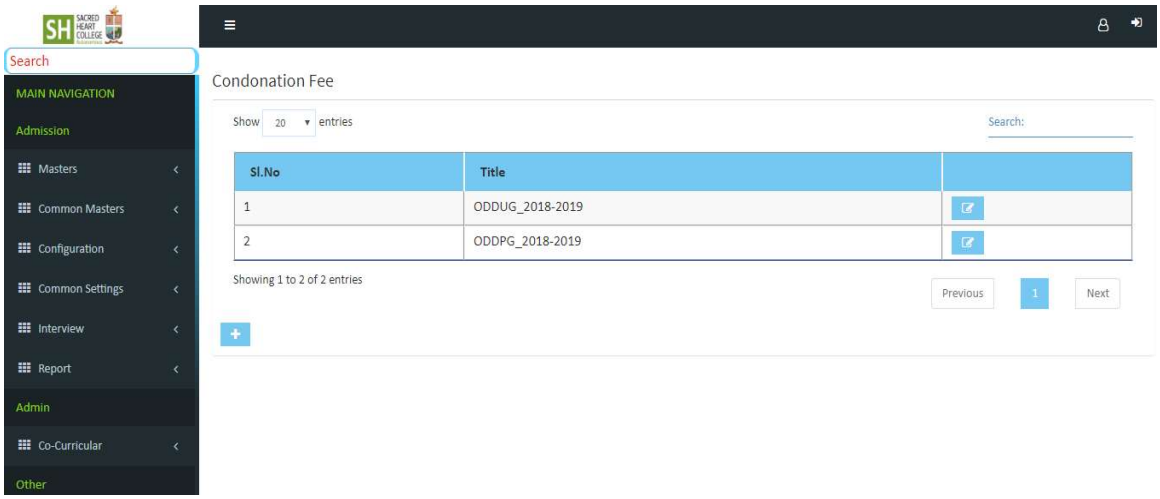


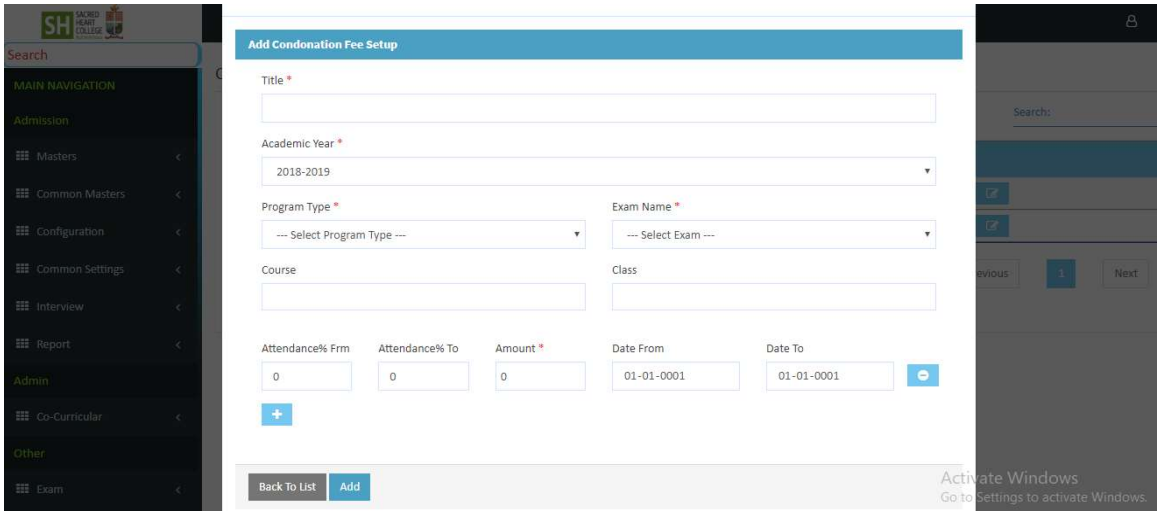
10.1.3 – Condonation Fee Setup

Student who has attendance less than 75% and on/above 65% go for Condonation. Condonation fees can be remitted only during a period as per the Notification announced.

Procedures for Step 3:

1. Select Condonation Fee Setup from Navigation tree under Exam/search Condonation Fee Setup
    a) Add a Title
    b) Select an Academic Year from drop down
    c) Select Program Type from drop down
    d) Add Course and Classes which are exempted by Condonation
    e) Add Attendance% Frm, % To, Amount, Date From, Date To
2. Complete an action using one of the following options:
    - Option 1
        a) Click Add
        b) Click Back to List (if you are not adding)
    - Option 2 -Edit
        a) Click on an already Edited Condonation
        b) Do the changes
        c) Click Edit





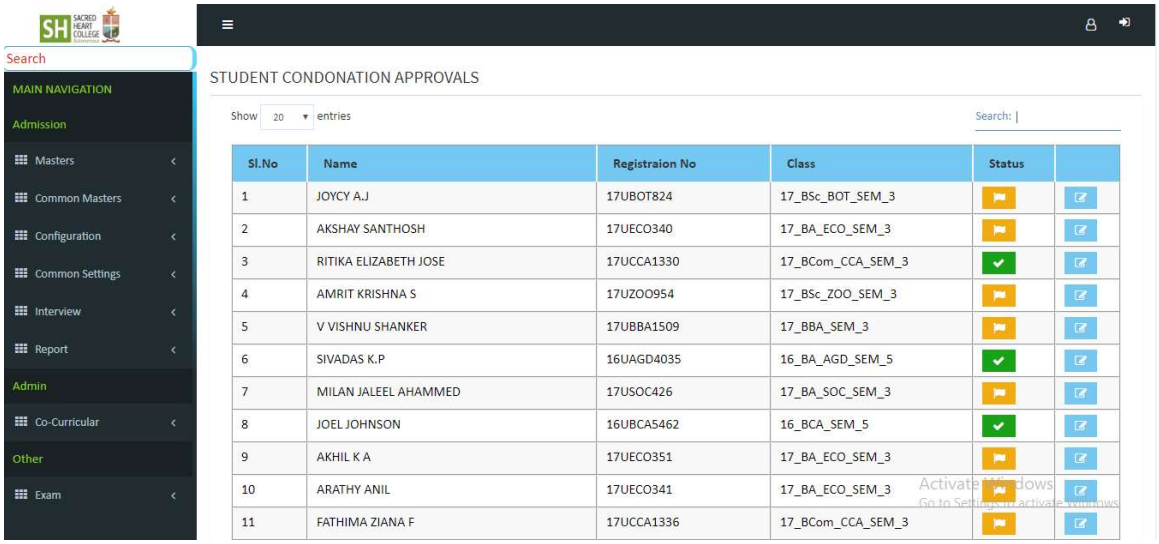
10.1.4 – Student Condonation Approval

Prerequisite: - Student needs to login to Student portal and Apply Condonation

Procedures for Step 4:

1. Select Student Condonation Approval from Navigation tree under Exam/search Student Condonation Approval.
    a) Search the Name of the Student
    b) Click on Edit corresponding to that Student
    c) Select Approve and Save
2. Complete an action using one of the following options:

- Option 1
    a) Click Save
    b) Click Back to List (if you are not adding)
- Option 2 -Edit
    a) Click on an already Edited Fee Category
    b) Do the changes
    c) Click Edit

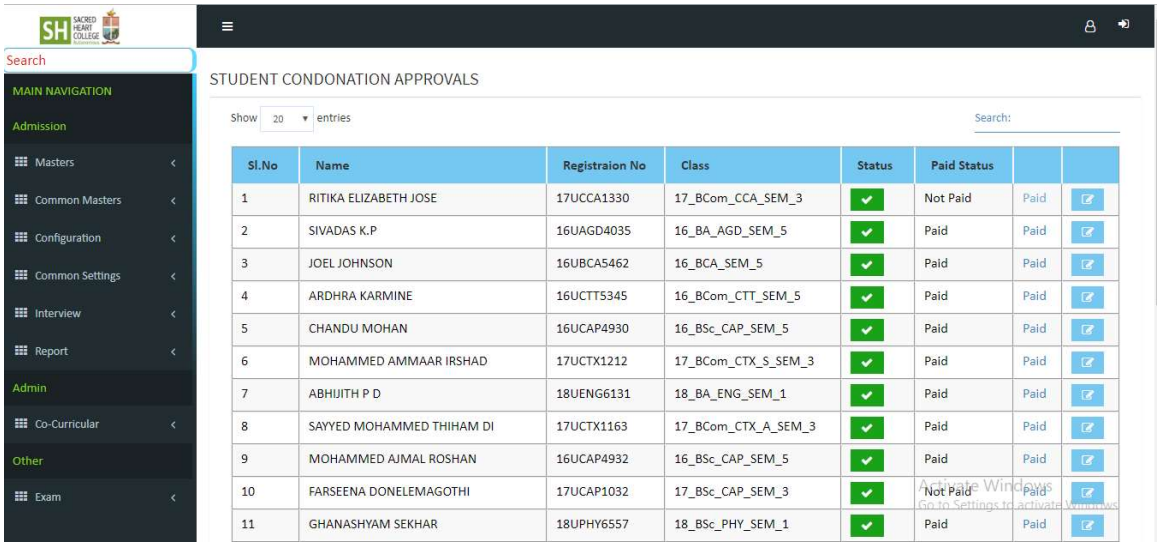


10.1.5 – Update Status Student Condonation

Once the condonation is paid, the status can be updated to Paid here

Procedures for Step 5:

1. Select Update Status Student Condonation from Navigation tree under Exam/search Update Status Student Condonation
    a) Search the Student who underwent Condonation
    b) Click Paid

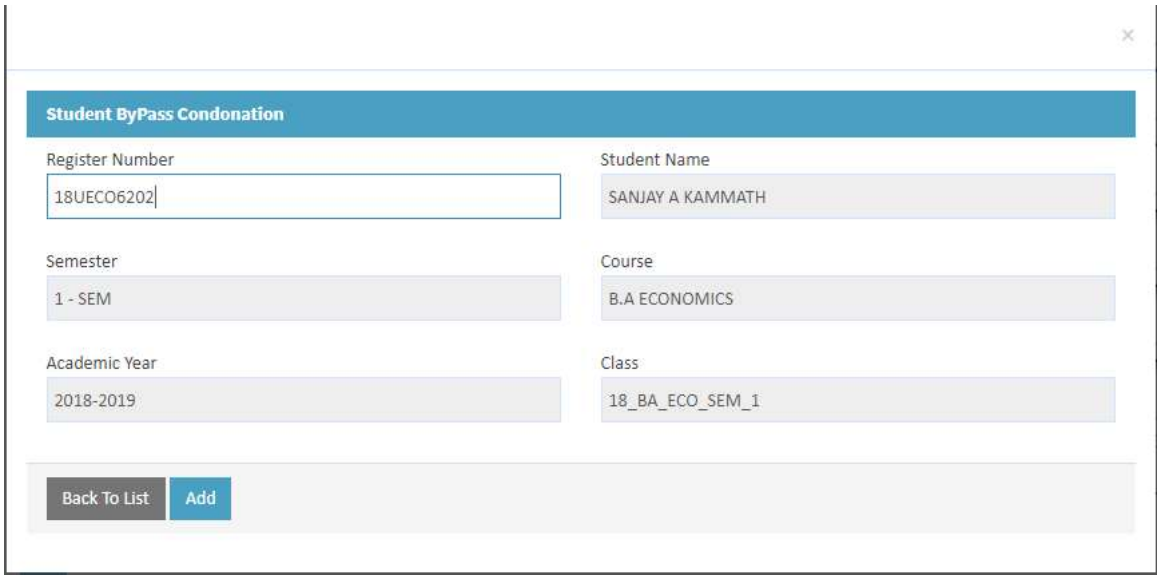


10.1.6 – Student Bypass Condonation

This is applicable to students if their attendance is very less and cannot apply for Condonation as well. This is the sole discretion of College to decide if he/she has to apply for the exam by by-passing Condonation

Procedures for Step 6:

1. Select Student bypass condonation from Navigation tree under Exam/search Student by pass Condonation
    a) Click on “+” button
    b) Search Register Number who needs to bypass Condonation
    c) Rest of the details are populated as per the register number

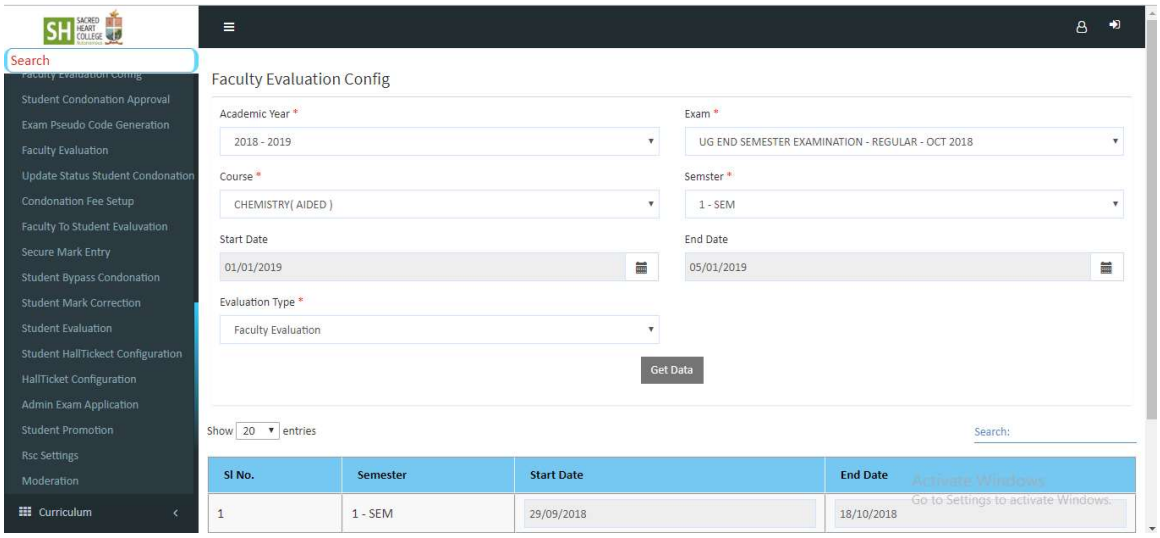


10.1.7 – Faculty Evaluation Configuration

Admin can configure a course, semester and also under which dates the Faculty evaluation screen should be visible to Students at their portal

Procedures for Step 7:

1. Select Faculty Evaluation Config from Navigation tree/search Faculty evaluation config
    a) Select Academic year from drop down
    b) Select the Exam
    c) Select Course and Semester
    d) Select ‘Start and End dates’
    e) Select Evaluation Type as “Faculty Evaluation”
    f) Click on Get Data button to fetch the details
    g) Complete the action by clicking Save.



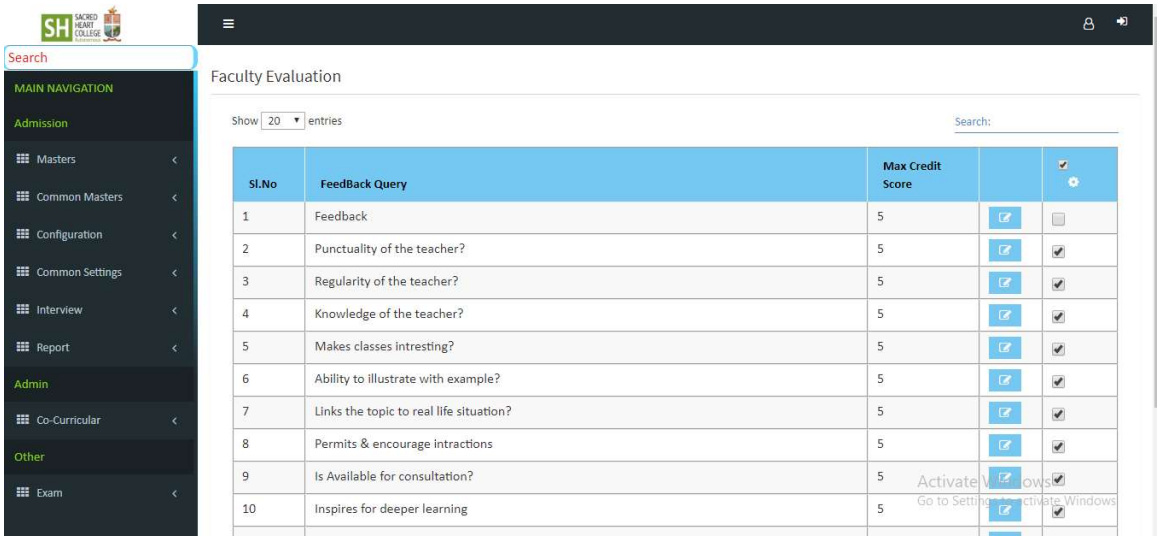
11. FACULTY EVALUATION

Feed Back Query can be added and a Max Credit Score also to be given. This is what gets reflected in Student portal once they evaluate a Faculty.

***Max Credit score for Faculty evaluation given is 5**.*

Procedures for Step 8:

1. Select Faculty Evaluation from Navigation tree under Exam/search Faculty Evaluation
    a) Add Feed Back Queries and Max Credit score for that Query.



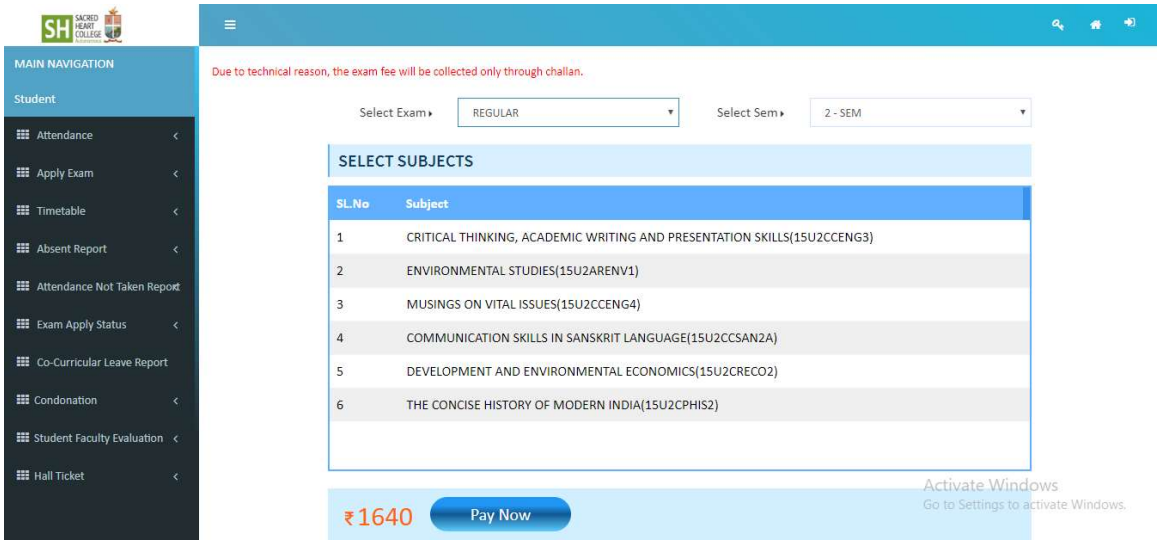
12. APPLY EXAM

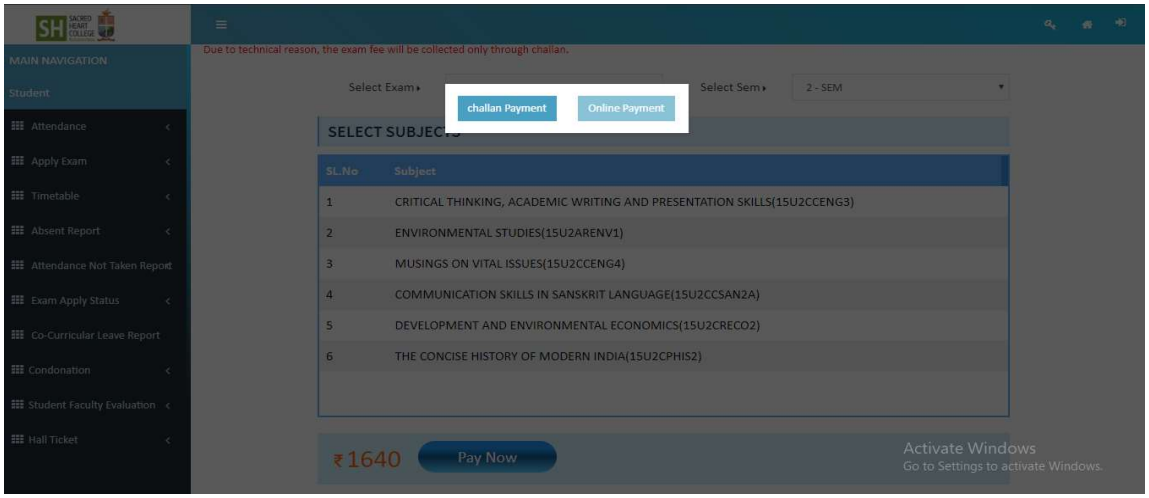
Student can apply for Exam at Student portal. Fees can be remitted either online or as Challan

Procedures for Step 9:

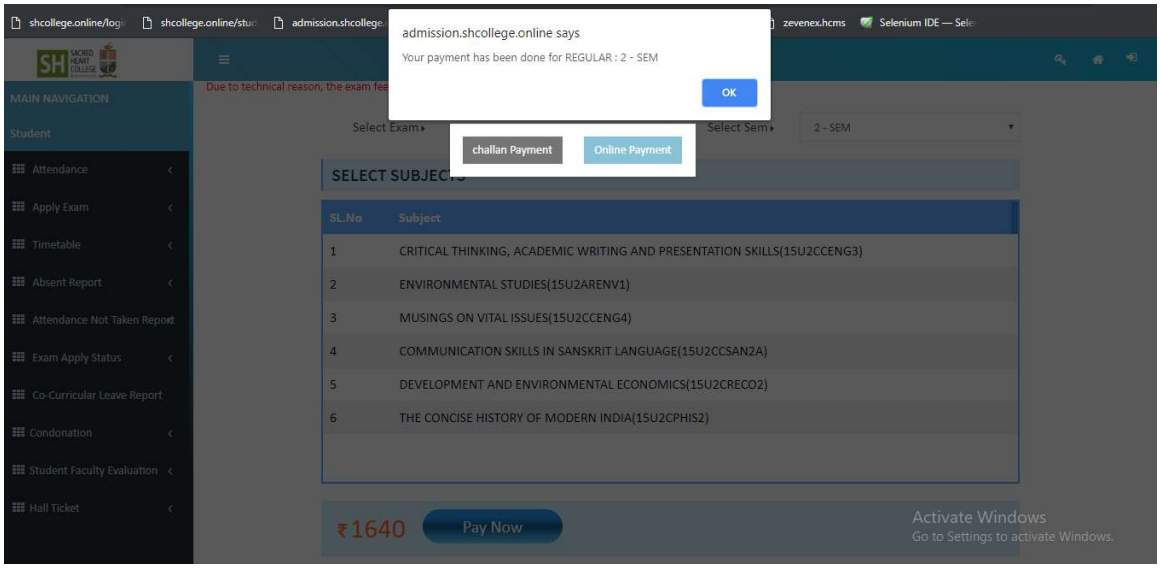
1. Login to Student portal (who underwent Faculty evaluation/Condonation) to Apply Exam
2. Select Exam from drop down
3. Select Semester (which will display the subjects automatically upon the above selections)
4. Click Pay now option which will take Student to Online/Challan payment

(Student can note down the Challan # for further communications)





Upon 'Challan payment' a message window is shown as an acknowledgement

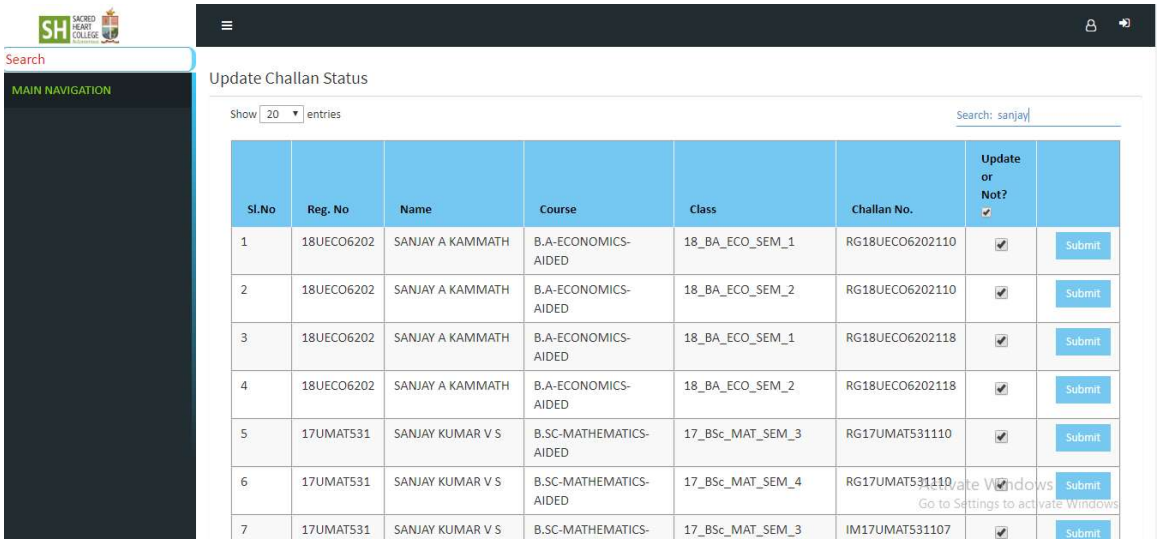


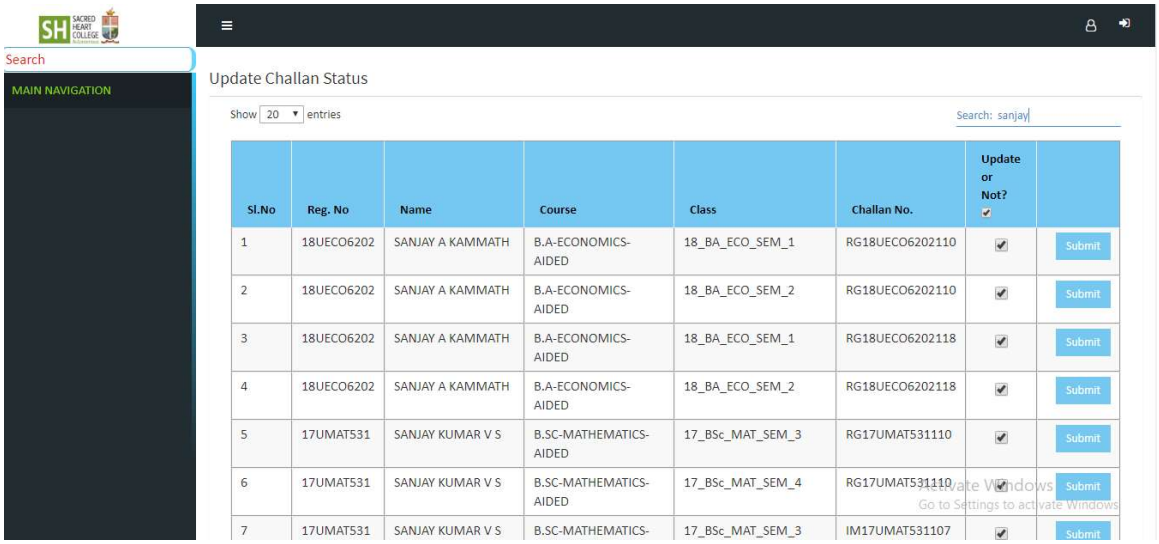
12.1. Update Challan Status

Once the Challan is paid by the Student this is the section where Admin can verify the Challan# and if it has been credited in college account.

Procedures for Step 10:

1. Login to Admin panel and under ‘Common Settings’ see ‘Update Challan Status’
2. Search the name of the student who remitted fees
3. Verify the Challan#, Select the checkbox and click Submit



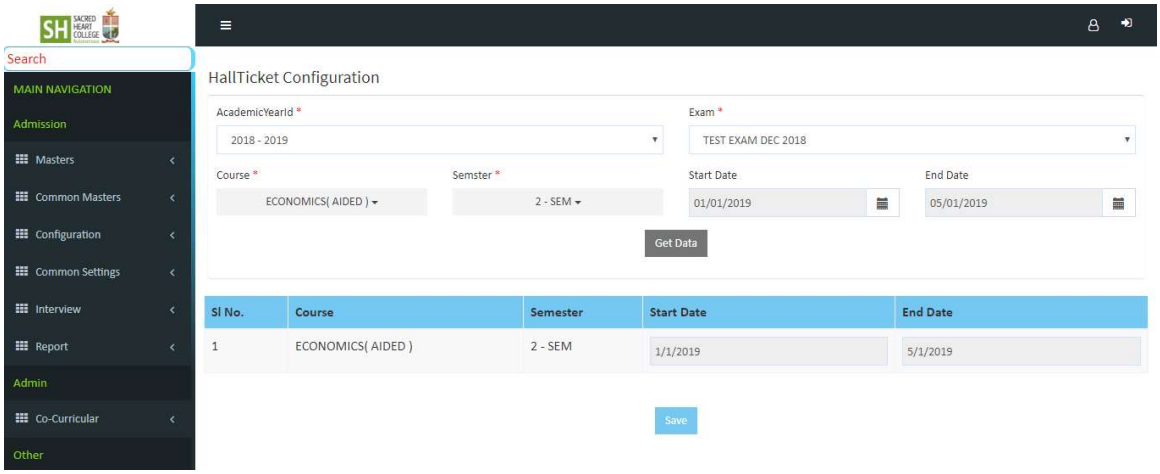


12.2. Hall Ticket Configuration

Hall ticket can be configured here which will allow student to download the hall ticket in specified dates .

Procedures for Step 11:

1. Login to Admin panel and under Exam-Click Hall Ticket Configuration
2. Select Academic year
3. Select Exam, Course and Semester
4. Select Start and End dates in which Hall Ticket should reflect at Student Portal
5. Click Get Data button
6. Verify the details populated and click Save

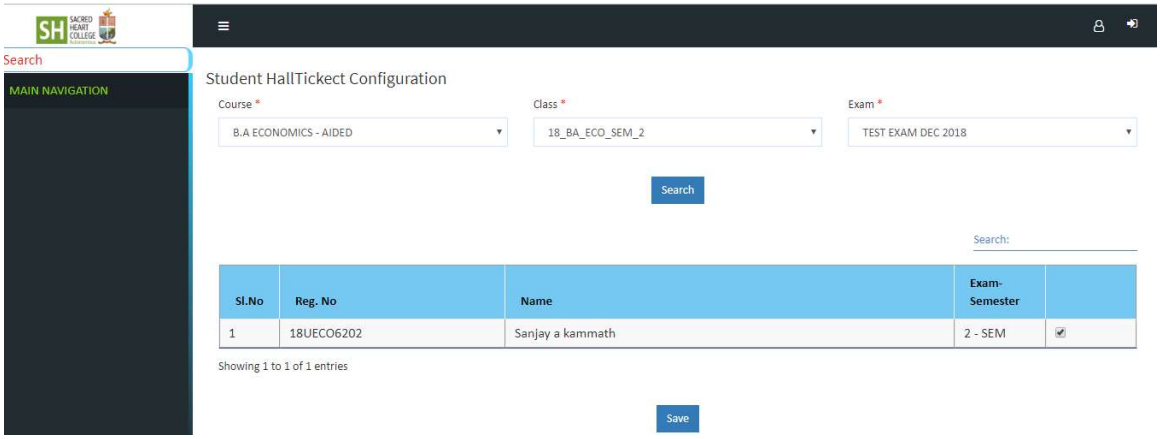


Student Hall Ticket Configuration

Hall ticket configured can be seen here

Procedures for Step 12:

1. Login to Admin panel and Exam –go to Student Hall Ticket Configuration
2. Select the Course, Class and Exam
3. Click Search
4. Verify the search results and click Save

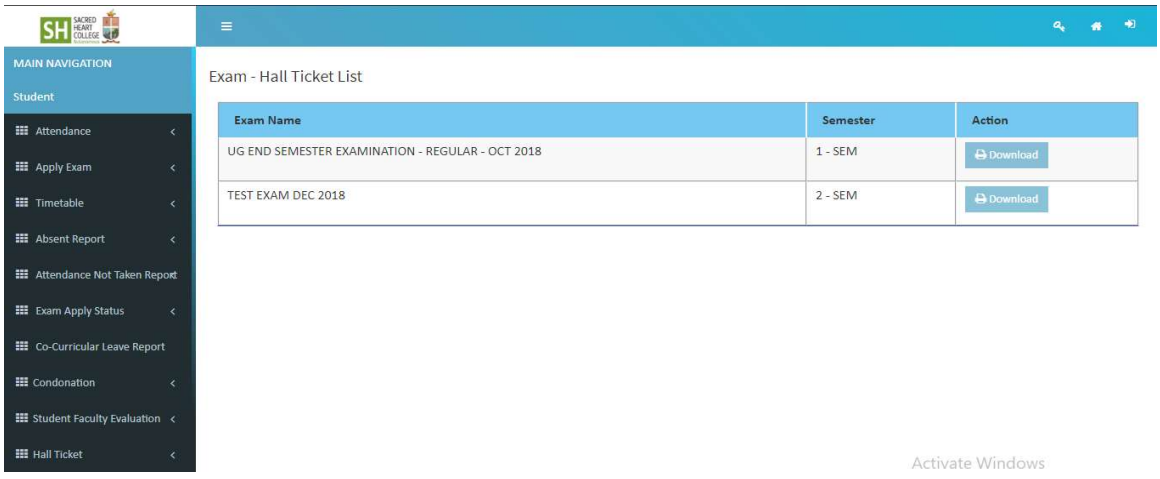


12.3. Hall Ticket

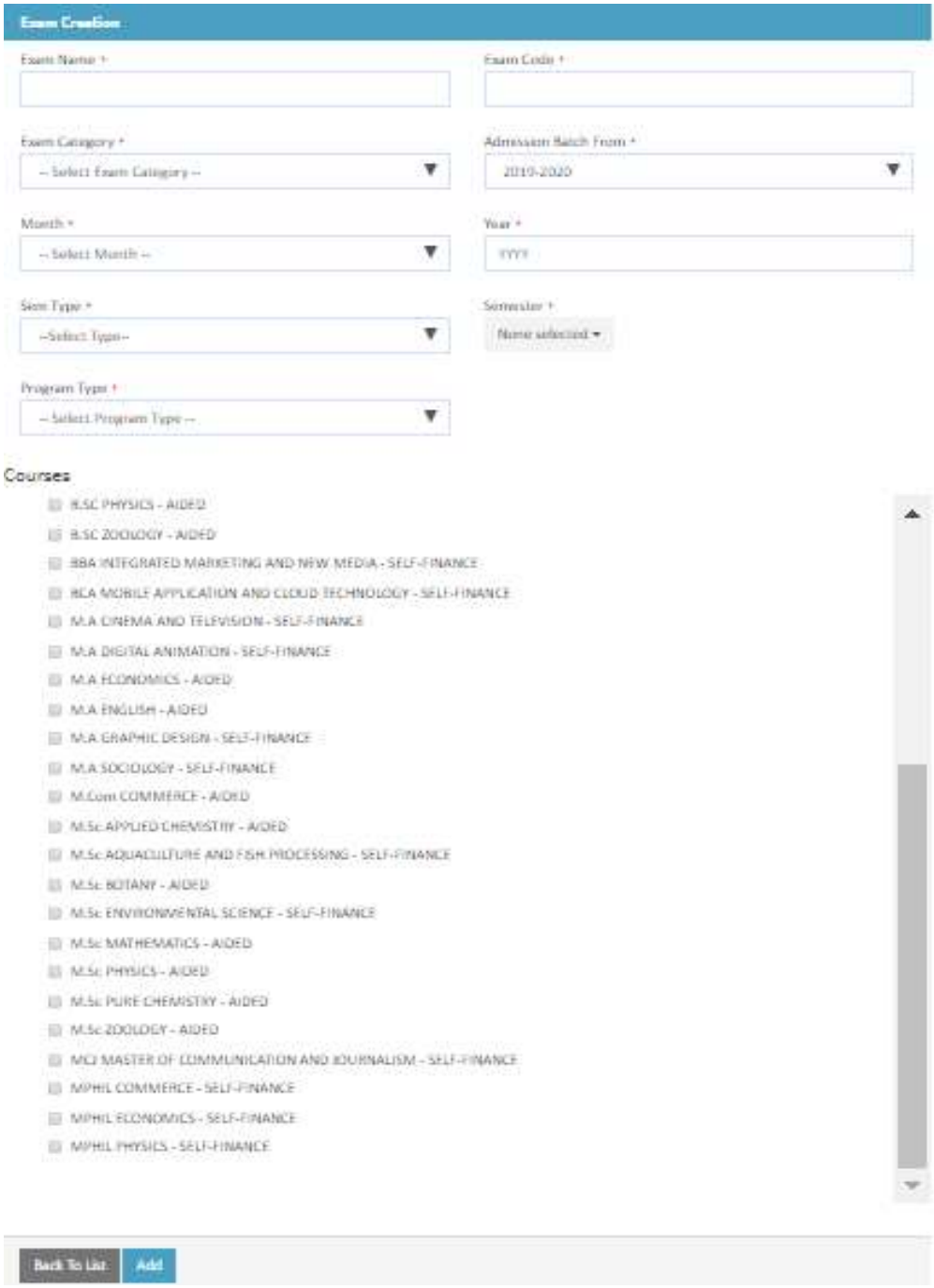
Student can login to his/her portal and under Navigation tree go to 'Hall Ticket'

Procedures for Step 13:

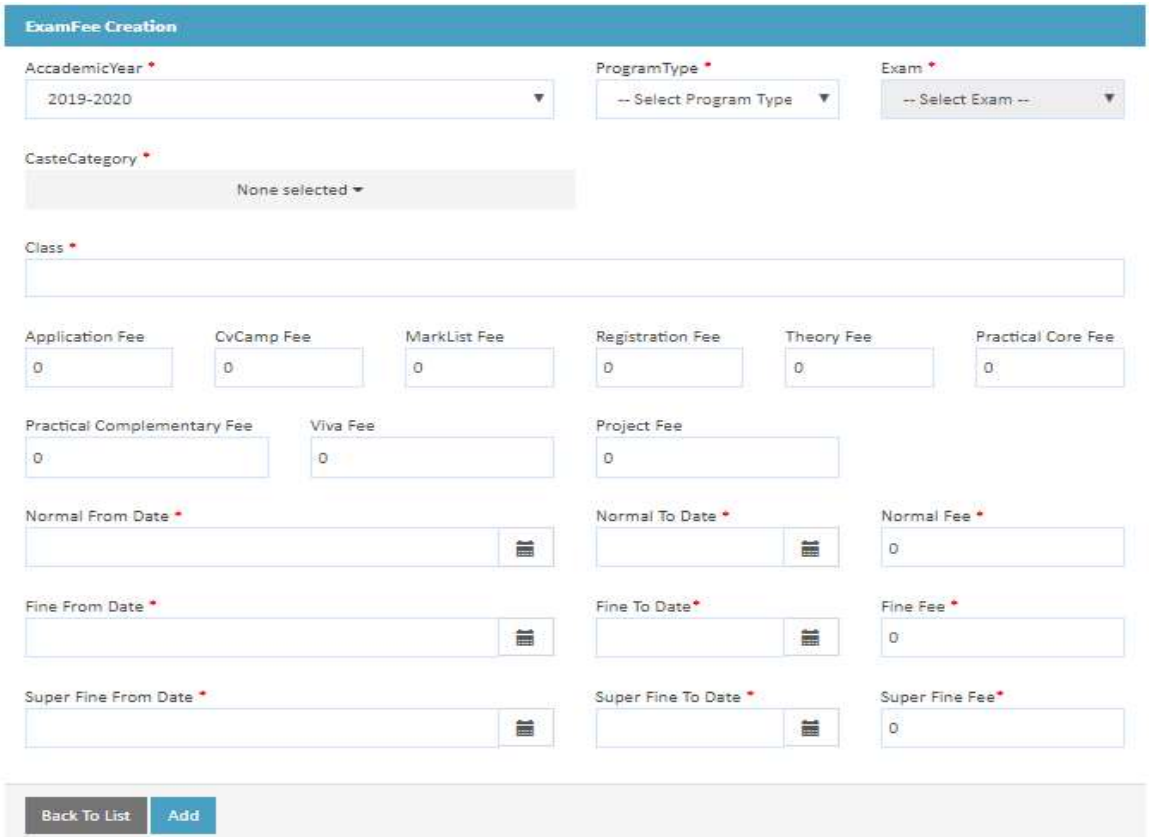
1. Login to student portal and under Hall Ticket – Exam Hall Ticket List
2. Select the Hall ticket corresponding to the Exam applied
3. Click Download button



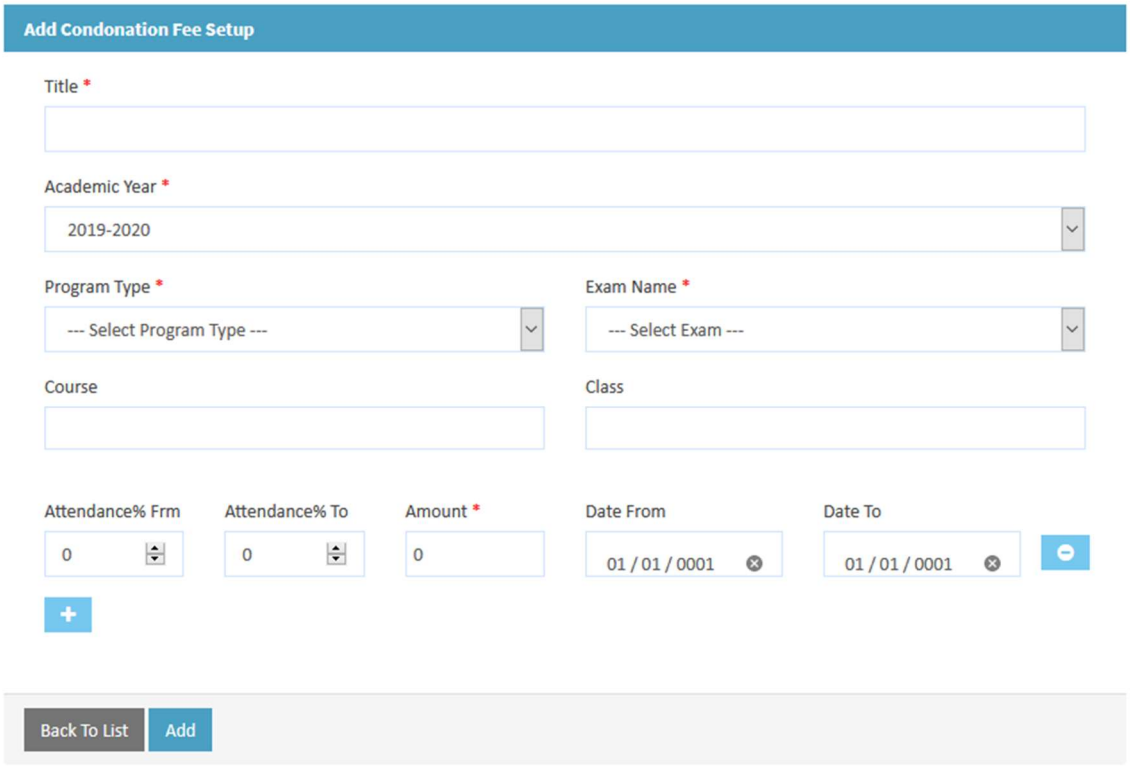
13. EXAM CREATION



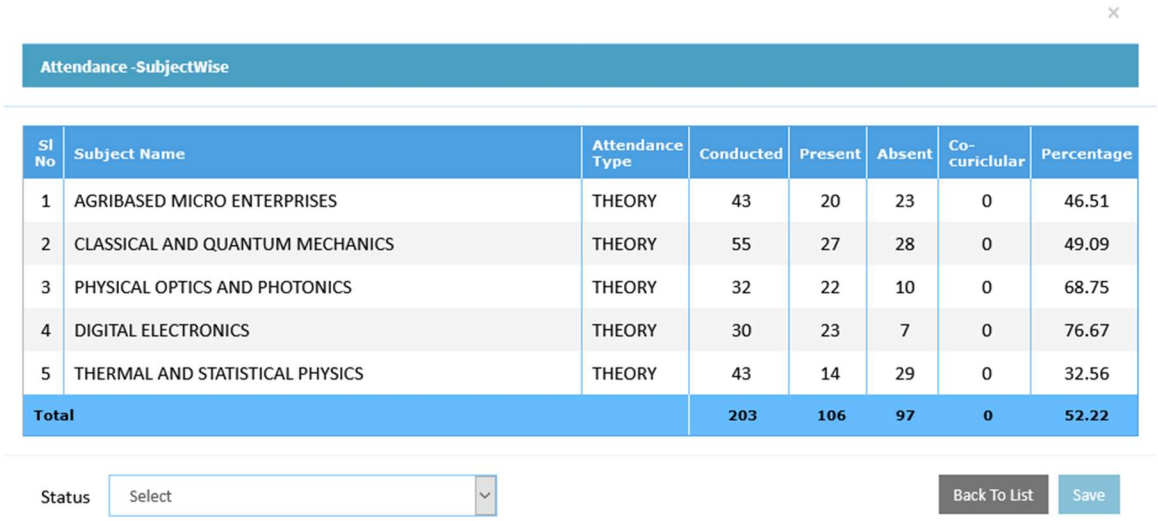
13. 1. Exam Fee Creation



13. 2. Condonation Fee Setting Screen



13. 3. Condonation Approval Screen



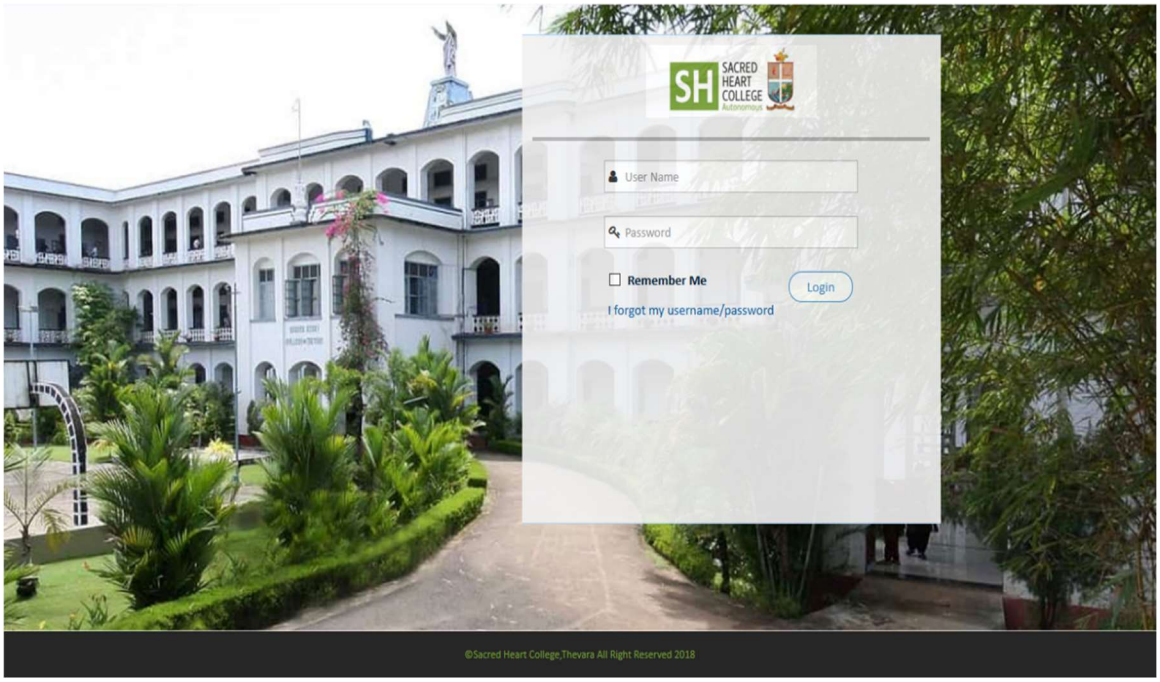
Attendance -SubjectWise

Sl No	Subject Name	Attendance Type	Conducted	Present	Absent	Co-curicular	Percentage
1	AGRIBASED MICRO ENTERPRISES	THEORY	43	20	23	0	46.51
2	CLASSICAL AND QUANTUM MECHANICS	THEORY	55	27	28	0	49.09
3	PHYSICAL OPTICS AND PHOTONICS	THEORY	32	22	10	0	68.75
4	DIGITAL ELECTRONICS	THEORY	30	23	7	0	76.67
5	THERMAL AND STATISTICAL PHYSICS	THEORY	43	14	29	0	32.56
Total			203	106	97	0	52.22

Status Select Back To List Save

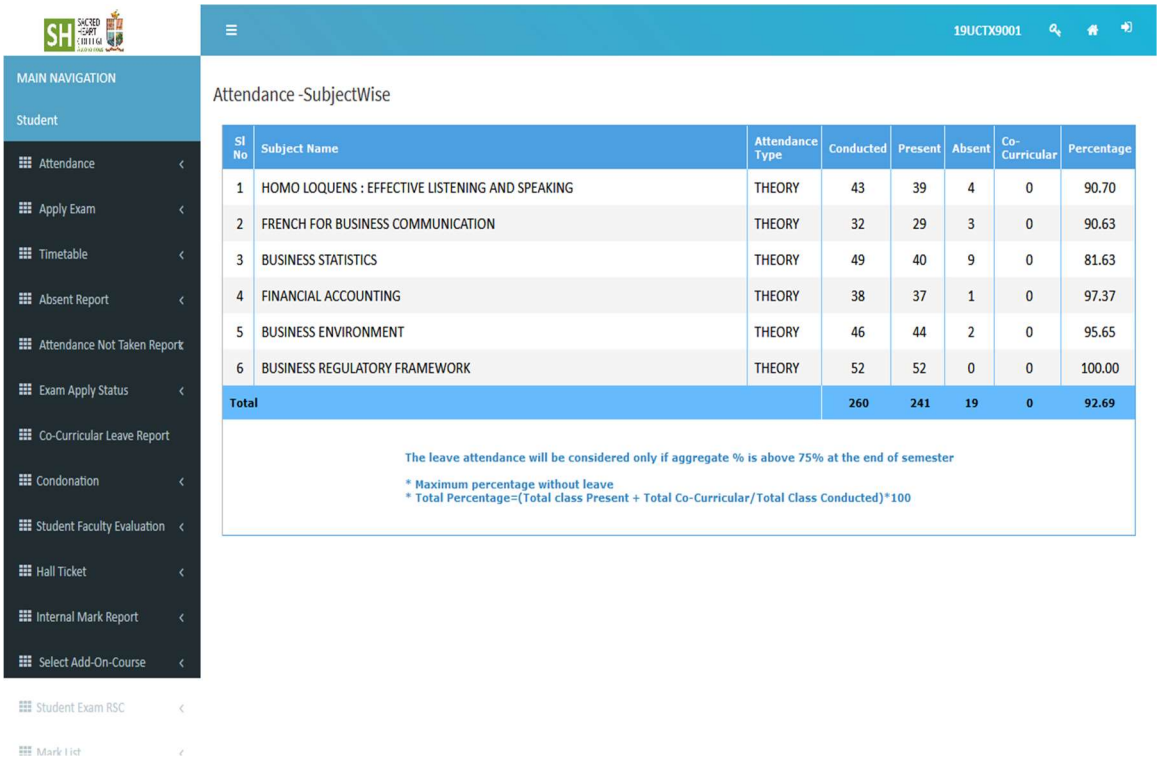
14. STUDENT LOGIN SCREENS

1. Login Screen

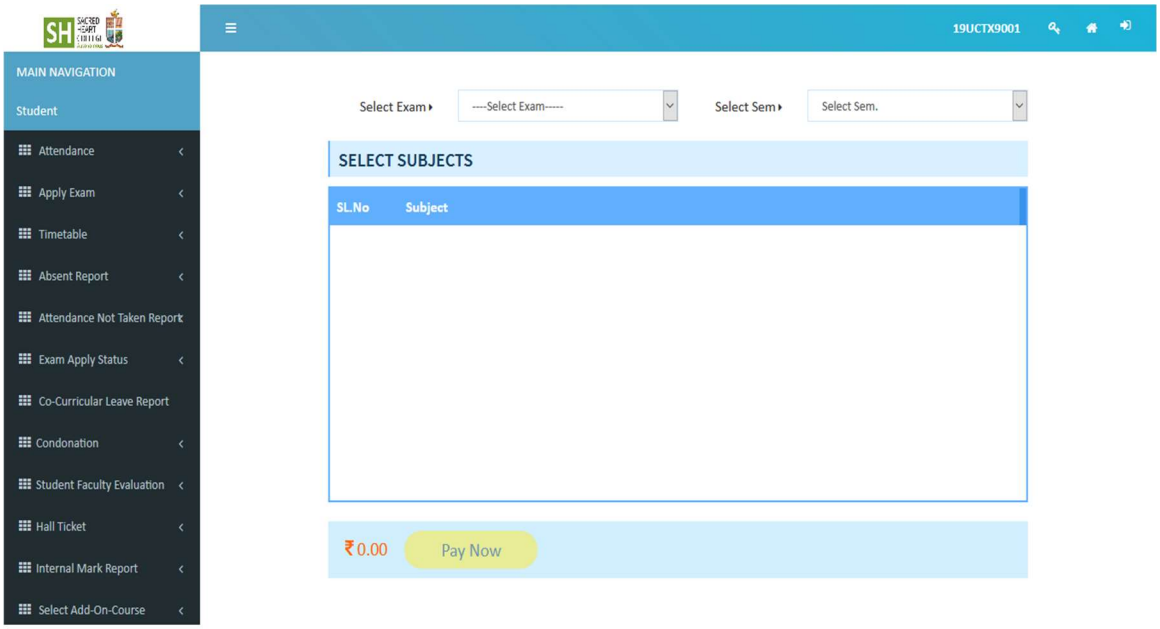


2. Student Home Page

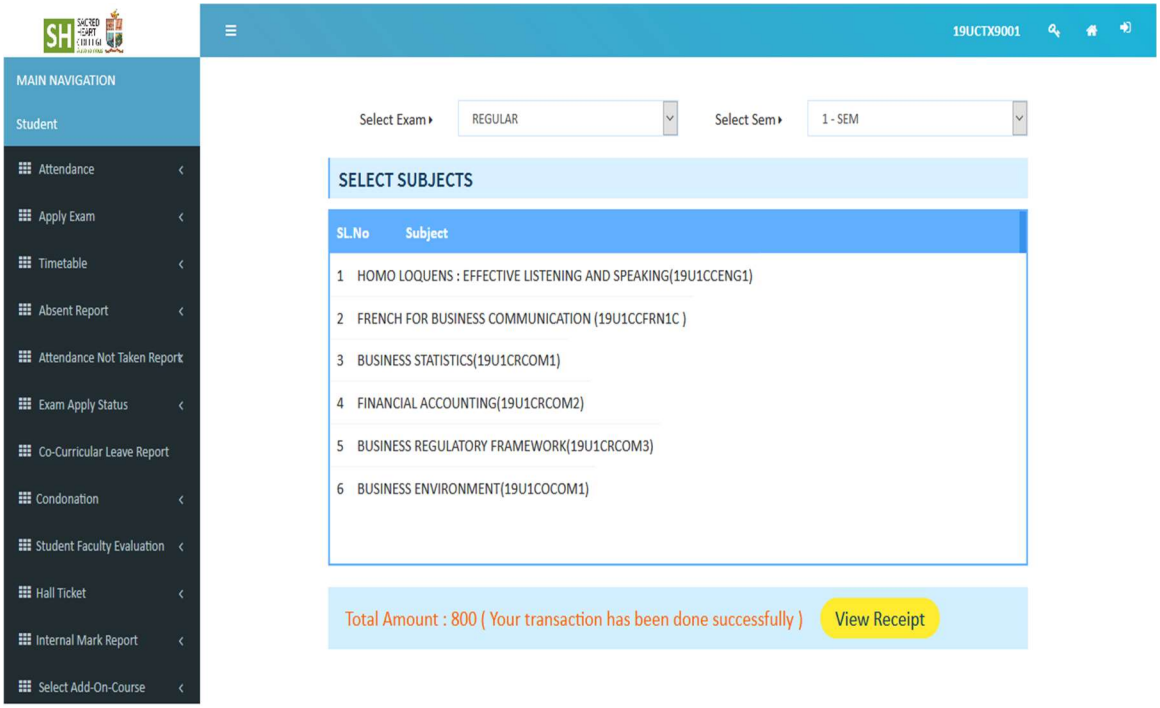
3. Attendance View



4. Apply Exam Screen



5. Exam Application –Success



6. View Receipt

X

Sacred Heart College, Thevara Regular Examination OCT-NOV 2019 - Transaction Details

CRN Number : 148232820 Enquiry Id : 992612911

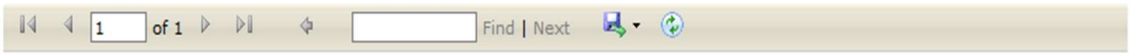
Transaction Date : 17/08/2019

Reg No : 19UCTX9001 Semester : 1

1 HOMO LOQUENS : EFFECTIVE LISTENING AND SPEAKING(19U1CCENG1)
2 FRENCH FOR BUSINESS COMMUNICATION (19U1CCFRN1C)
3 BUSINESS STATISTICS(19U1CRCOM1)
4 FINANCIAL ACCOUNTING(19U1CRCOM2)
5 BUSINESS REGULATORY FRAMEWORK(19U1CRCOM3)
6 BUSINESS ENVIRONMENT(19U1COCOM1)

Print

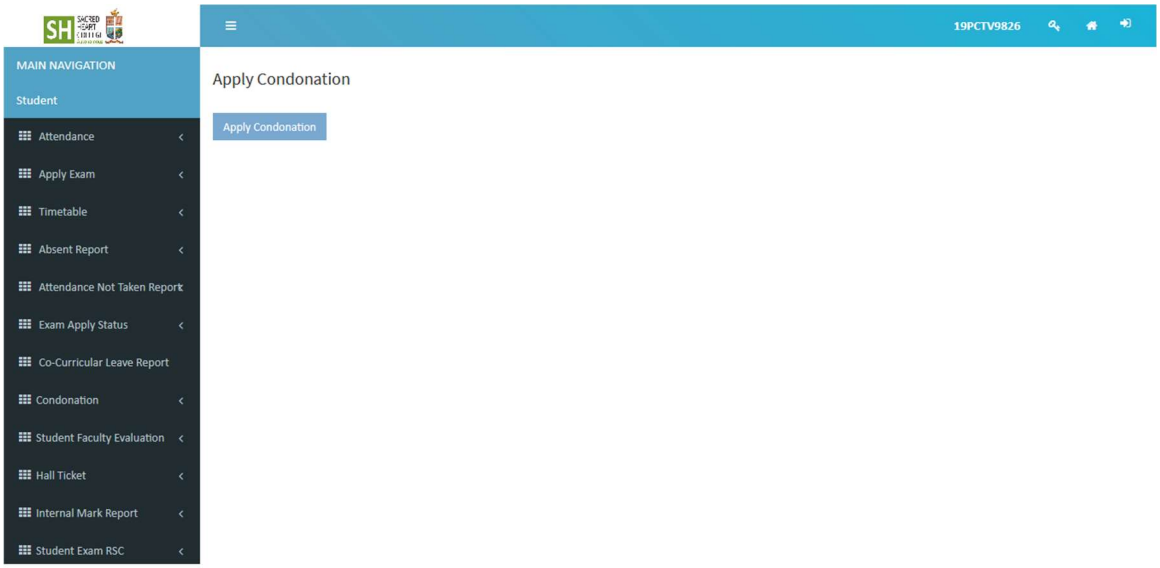
7. Applied Exam Report



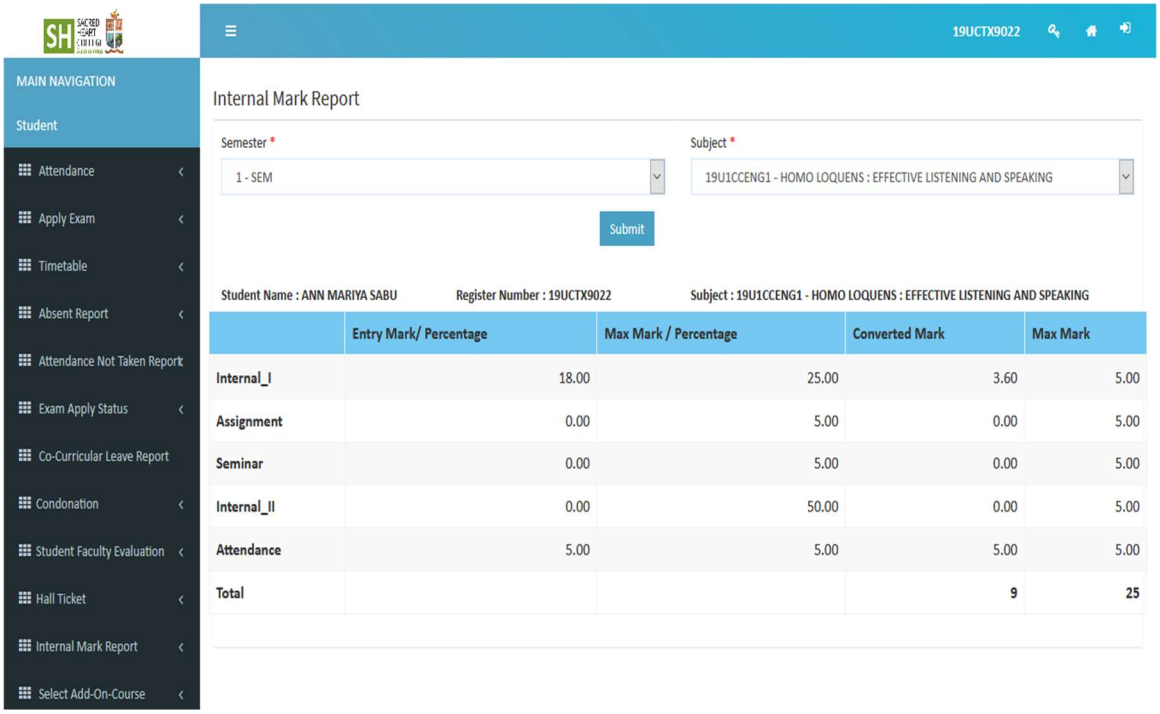
APPLIED EXAM REPORT

EXAM	SEMESTER	SUBJECT	STATUS
UNDER GRADUATE REGULAR EXAMINATION OCT-NOV 2019	1 - SEM	HOMO LOQUENS : EFFECTIVE LISTENING AND SPEAKING-19U1CCENG1	Success
		FRENCH FOR BUSINESS COMMUNICATION -19U1CCFRN1C	Success
		BUSINESS STATISTICS-19U1CRCOM1	Success
		FINANCIAL ACCOUNTING-19U1CRCOM2	Success
		BUSINESS REGULATORY FRAMEWORK-19U1CRCOM3	Success
		BUSINESS ENVIRONMENT-19U1COCOM1	Success

8. Condonation Apply Screen



9. Internal Mark report



	Entry Mark/ Percentage	Max Mark / Percentage	Converted Mark	Max Mark
Internal_I	18.00	25.00	3.60	5.00
Assignment	0.00	5.00	0.00	5.00
Seminar	0.00	5.00	0.00	5.00
Internal_II	0.00	50.00	0.00	5.00
Attendance	5.00	5.00	5.00	5.00
Total			9	25

10. Student Faculty Evaluation

ATTENDANCE PERCENTAGE NOT SUFFICIENT. YOU CANNOT EVALUATE FACULTY.

Sl.No.	Name of Teacher	Subjects
1	ASHA ACHY JOSEPH	15P1CTVT03 - SHORT FILMS AND DOCUMENTARIES
2	BONEY VARGHESE P TITUS	15P1CTVP01 - TECHNIQUES OF CINEMA AND TV: VISUAL ASPECTS (PR)
3	FR.LIMSON	15P1CTVT04 - TECHNIQUES OF CINEMA AND TV: AUDIO ASPECTS
4	JEEVA K J	15P1CTVT02 - CINEMA AND TV AS AN ART FORM
5	SHANTHI MATHAI	15P1CTVT01 - INTRODUCTION TO COMMUNICATION

ASHA ACHY JOSEPH

15P1CTVT03 - SHORT FILMS AND DOCUMENTARIES

Sl.No	Query	Score
1	Ability to illustrate with example?	○ Excellent ○ Very Good ◉ Good ○ Average ○ Satisfactory
2	Inspires for deeper learning	○ Excellent ○ Very Good ◉ Good ○ Average ○ Satisfactory
		19PCTV9826
4	Knowledge of the teacher?	○ Excellent ○ Very Good ◉ Good ○ Average ○ Satisfactory
5	Links the topic to real life situation?	○ Excellent ○ Very Good ◉ Good ○ Average ○ Satisfactory
6	Makes classes intresting?	○ Excellent ○ Very Good ◉ Good ○ Average ○ Satisfactory
7	Permits & encourage intractions	○ Excellent ○ Very Good ◉ Good ○ Average ○ Satisfactory
8	Provide exam results and analysis in time	○ Excellent ○ Very Good ◉ Good ○ Average ○ Satisfactory
9	Punctuality of the teacher?	○ Excellent ○ Very Good ◉ Good ○ Average ○ Satisfactory
10	Regularity of the teacher?	○ Excellent ○ Very Good ◉ Good ○ Average ○ Satisfactory

Remarks