



গড়গাঁও মহাবিদ্যালয়

GARGAON COLLEGE

NAAC accredited with 'B' Grade

2.5. Evaluation Process and Reforms

2.5.1. Mechanism of internal assessment

2.5.2. Mechanism to deal with internal examination

DEPARTMENT OF COMMERCE





গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
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1. Minutes of departmental meeting regarding internal assessment



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GARGAON COLLEGE
NAAC accredited with 'B' Grade

Minutes of Meeting regarding IA Exam

Department: Commerce, Gargaon College, Simaluguri

Date: Oct 15, 2022

The Department of Commerce has scheduled a special department meeting on October 15, 2022; specifically dedicated to internal semester examinations. The primary purpose of this gathering is to coordinate and assign tasks related to question paper setting, invigilators for in-semester examinations, and the evaluation of answer scripts.

During the meeting, it was decided that the responsibility for setting question papers would be distributed among the department's faculty, taking into consideration their areas of specialization and the proportion of syllabus or paper allocated to them. Additionally, the evaluation of answer scripts has also been delegated among the faculty members in accordance with their assigned question papers.

Furthermore, we would like to highlight that mentors and faculty members are actively engaging with students who have scored limited marks. Personalized advice and guidance are being provided to these students, with the aim of assisting them in enhancing their performance in the upcoming end-semester examinations.


Dr. Meghali Bora
Head,
Department of Commerce
Gargaon College

HOD
Department of Commerce
Gargaon College

Head of the Department

Dr. Meghali Bora

Associate Professor



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
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Minutes of Meeting regarding IA Exam


Department: Commerce, Gargaon College, Simaluguri

Date: April 11, 2023,

The Department of Commerce has scheduled a special department meeting on April 11, 2023, specifically dedicated to internal semester examinations. The primary purpose of this gathering is to coordinate and assign tasks related to question paper setting, invigilators for in-semester examinations, and the evaluation of answer scripts.

During the meeting, it was decided that the responsibility for setting question papers would be distributed among the department's faculty, taking into consideration their areas of specialization and the proportion of syllabus or paper allocated to them. Additionally, the evaluation of answer scripts has also been delegated among the faculty members in accordance with their assigned question papers.

Furthermore, we would like to highlight that mentors and faculty members are actively engaging with students who have scored limited marks. Personalized advice and guidance are being provided to these students, with the aim of assisting them in enhancing their performance in the upcoming end-semester examinations.


Dr. Meghali Bora
Head,
Department of Commerce
Gargaon College

HOD
Department of Commerce
Gargaon College



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2. Departmental timetable of internal examination

Programme of Sessional Examination 2022,
Department of Commerce, Gargaon College
Session –Jul to Dec, 2022

Date & Day	Semester	9.00-10.30 A.M	10.40A.M. – 12.10 P.M	12.20-1.50 P.M.	2.00-3.30 P.M.
11/11/2022 Friday	1 st	C101-FACC✓	-	-	-
	3 rd	-	C305-HRM✓	-	-
	5 th	-	-	C511-PMTG✓	-
12/11/22 Saturday	1 st	AECC2 MIL-10 ALT. ENG-11	-	-	-
	3 rd	-	C306-ITLP✓	-	-
	5 th	-	-	C512-FIMT✓	-
14/11/22 Monday	1 st	G101-MECO✓	-	-	AECC1 R.NO-7
	3 rd	-	C307-MPAA✓	-	-
	5 th	-	-	DSE501 MAAC/CB✓	-
15/11/22 Tuesday	1 st	-	C102-BLAW	-	-
	3 rd	G303-BUST	-	SE302-E.COM	-
	5 th	-	DSE502 ADFA/RM✓	-	-

M.Boa
28/10/22
(Dr. Meghali Boa)
Head, Dept. of Commerce
Gargaon College
Department of Commerce
Gargaon College

Programme of Sessional Examination 2023
Department of Commerce, Gargaon College
Session –Jan to June, 2023

Date & Day	Sem	9.00-10.30 A.M	10.40A.M. – 12.10 P.M	12.20-1.50 P.M.	2.00-3.30 P.M.
25/04/2023 Tuesday	2 nd	C203-COAC	-	-	-
	4 th	-	C408-COAC	-	-
	6 th	-	-	DSE601:SAPM/SM	-
26/04/2023 Wednesday	2 nd	C204-CLAW	-	-	-
	4 th	-	G404-IECO	SE403:ENTP	-
	6 th	-	-	C613-AUDG	-
27/04/2023 Thursday	2 nd	G101-MECO	-	-	AECC3-EVS R.NO 7
	4 th	-	C409-BM	-	-
	6 th	-	-	C614-GST	-
28/04/2023 Friday	2 nd	-	-	-	-
	4 th	-	C410-CAIB	-	SEC ENTD-5
	6 th	-	-	DSE602-FSA/ADM	-

M.Boa
17/04/23
(Dr. Meghali Boa)
Head, Dept. of Commerce
Gargaon College
Department of Commerce
Gargaon College



3. Distribution of exam duties

NOTICE

Date: 17/04/2023

The following teachers are entrusted with the responsibility of setting question papers of Sessional Exam which is going to be held from 25th April, 2023 to 28th April, 2023 on the subjects mentioned against their names

Sl. No	Name of the Teacher	Subjects
1	Dr. Meghali Bora	COAC (4 th Sem), GST
2	Mr Anil Tanti	CLAW
3	Ms. Nomami Dutta	COAC(2 nd Sem), SAPM, GST
4	Dr. Mintu Gogoi	AUDG, SM, ADM
5	Mr Gautom Hazarika	COAC (2 nd Sem), IECO, ENTP
6	DR. Mrinal Ghosh	MECO, COAC (4 th Sem), FSA

The question papers will be of 40 marks and it should be at par with the syllabus and pattern of question papers of Dibrugarh University.

M Bora
17/04/23
(Dr. Meghali Bora)
Head, Dept. of Commerce
Gargaon College
HOD
Department of Commerce
Gargaon College

Notice

Date: 28/10/2022

The following teachers are entrusted with the responsibility of setting question papers of Sessional Exam which is going to be held from 11th November, 2022 to 15th November, 2022 on the subjects mentioned against their names

Sl No	Name of the Faculty	Subjects
1	Dr Meghali Bora	BUST, ITLP, FIMT
2	Mr Anil Tanti	BLAW, FIMT
3	Ms. Nomami Dutta	FACC, HRM, FIMT, BUST
4	Dr Mintu Gogoi	BUST, MPAA, PMTG, CB
5	Mr Gautom Hazarika	FACC, MAAC, ADFA
6	Dr Mrinal Ghosh	MECO, ADFA, RM, ECOM

The question papers will be of 40 marks and it should be at par with the syllabus and pattern of question papers of Dibrugarh University.

M Bora
28/10/22
(Dr Meghali Bora)
Head, Dept. Of Commerce
Gargaon College



4. List of group discussions and seminars

Sample register with name of students and topic of seminar

১ম সেমিস্টার (২০১৯-২০২০) ২ম

ক্র.সং.	বিষয়	বিষয়	১ম	২য়	৩য়
১	স্বপ্ন	১ম: Accounting System - স্বপ্ন প্রণয়ন ও সমস্যা সমাধান ও প্রণয়ন ও বিল আবেদন	৪	৩	৩
২	স্বপ্ন		৪	৩	৩
৩	স্বপ্ন		৩	৩	৩
৪	স্বপ্ন		৪	৪	৩
৫	স্বপ্ন		৩	৩	৩
৬	স্বপ্ন	২য়: Condition and Utilization	৩	২	৩
৭	স্বপ্ন		৪	৪	৪
৮	স্বপ্ন		৩	৩	২
৯	স্বপ্ন		৪	৩	৩
১০	স্বপ্ন		৫	৪	৫
১১	স্বপ্ন		৪	৩	৪
১২	স্বপ্ন		৩	৩	৩
১৩	স্বপ্ন		৪	৪	৪
১৪	স্বপ্ন		৫	৪	৫
১৫	স্বপ্ন		৫	৫	৫
১৬	স্বপ্ন	৫	৫	৫	
১৭	স্বপ্ন	৫	৫	৫	
১৮	স্বপ্ন	৫	৫	৫	
১৯	স্বপ্ন	৫	৫	৫	
২০	স্বপ্ন	৫	৫	৫	
২১	স্বপ্ন	৫	৫	৫	
২২	স্বপ্ন	৫	৫	৫	
২৩	স্বপ্ন	৫	৫	৫	
২৪	স্বপ্ন	৫	৫	৫	
২৫	স্বপ্ন	৫	৫	৫	
২৬	স্বপ্ন	৫	৫	৫	
২৭	স্বপ্ন	৫	৫	৫	
২৮	স্বপ্ন	৫	৫	৫	
২৯	স্বপ্ন	৫	৫	৫	
৩০	স্বপ্ন	৫	৫	৫	

১ম সেমিস্টার (২০১৯) ২য়, ২০২০

ক্র.সং.	বিষয়	বিষয়	১ম	২য়	৩য়	৪য়	৫য়
১	স্বপ্ন	১ম: Implications of Human Resource Management	৩	৪	৪	৩	৪
২	স্বপ্ন		৪	৪	৪	৪	৪
৩	স্বপ্ন		৫	৫	৪	৪	৪
৪	স্বপ্ন		৫	৪	৫	৫	৪
৫	স্বপ্ন		৬	৪	৫	৫	৪
৬	স্বপ্ন		৪	৪	৩	৩	৪
৭	স্বপ্ন		৪	৪	৪	৩	৩
৮	স্বপ্ন		৩	৩	৩	৪	৩
৯	স্বপ্ন		৫	৪	৩	৪	৩
১০	স্বপ্ন		৫	৫	৫	৫	৫
১১	স্বপ্ন	৫	৫	৫	৫	৫	
১২	স্বপ্ন	৫	৫	৫	৫	৫	
১৩	স্বপ্ন	৫	৫	৫	৫	৫	
১৪	স্বপ্ন	৫	৫	৫	৫	৫	
১৫	স্বপ্ন	৫	৫	৫	৫	৫	
১৬	স্বপ্ন	৫	৫	৫	৫	৫	
১৭	স্বপ্ন	৫	৫	৫	৫	৫	
১৮	স্বপ্ন	৫	৫	৫	৫	৫	
১৯	স্বপ্ন	৫	৫	৫	৫	৫	
২০	স্বপ্ন	৫	৫	৫	৫	৫	



4. List of group discussions and seminars

Sample register with name of students and topic of seminar

24/11/2021			24/11/2021			
Sl. No.	Name of Student	Topic	PTA	EMT	RA	EM
1	Arjun Das	THE: Evolution of Bank into Digital Banking	4	4	5	5
2	Arjun Das		4	4	5	5
3	Arjun Das		4	4	5	5
4	Arjun Das		4	4	5	5
5	Arjun Das		4	4	5	5
6	Arjun Das	PTA: Role of Bank and its financial structure	5	5	5	5
7	Arjun Das		5	5	5	5
8	Arjun Das		5	5	5	5
9	Arjun Das		5	5	5	5
10	Arjun Das		5	5	5	5
11	Arjun Das	PTA: 4Ps of Marketing	4	4	5	5
12	Arjun Das		5	5	5	5
13	Arjun Das		4	4	5	5
14	Arjun Das		5	5	5	5
15	Arjun Das		5	5	5	5
16	Arjun Das	EMT: Working capital concept and its influencing factors.	4	3	3	3
17	Arjun Das		3	3	3	3
18	Arjun Das		4	3	3	3
19	Arjun Das		5	5	5	5
20	Arjun Das		5	5	5	5
21	Arjun Das	PTA: Working capital concept and its influencing factors.	4	4	4	5
22	Arjun Das		3	4	3	4
23	Arjun Das		3	3	3	3
24	Arjun Das		4	3	4	4
25	Arjun Das		5	4	4	5
26	Arjun Das		5	5	5	5
27	Arjun Das		5	5	5	5



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5. Display of Sessional Marks on Notice Board

Sample

HOD
Department of C

SESSIONAL EXAMINATION MARKS
B.COM 3rd SEMESTER, 2021 (HONOURS)

Sl No	Name of the Students	HRM		ITL		MPAA		BUST		ECOM	
		P/A	Marks	P	Marks	P/A	Marks	P/A	Marks	P/A	Marks
1	Dipwika Kachy	P	05	P	08	P	06	P	27	P	12
2	Prunoy Pachari	P	07	P	07	P	11	P	14	P	09
3	Vishal Inan Boruah	P	11	P	07	P	09	P	13	P	08
4	Gangari Baruah	P	16	P	08	P	14	P	28	P	08
5	Mitu Kumar Saha	P	07	P	11	P	19	P	24	P	10
6	Dipti Handique	P	08	P	07	P	13	P	20	P	06
7	Chandrayee Mech	P	16	P	08	P	14	P	18	P	07
8	Indrajit Bordongia	P	08	P	06	P	12	P	21	P	08
9	Suchanta Buragohain	P	12	P	08	P	10	P	23	P	08
10	Musumi Ali	P	17	P	05	P	13	P	16	P	07
11	Rishab Pradhan	P	01	P	06	P	07	P	15	P	08
12	Shantanu Saha	P	08	P	16	P	20	P	18	P	08
13	Kanishk Barua	P	08	P	08	P	10	P	17	P	08
14	Arjun Gogoi	P	19	P	08	P	12	P	20	P	08
15	Arjun Gogoi	P	08	P	08	P	10	P	18	P	08
16	Alpita Hazarika	A	-	A	-	A	-	A	-	A	-
17	Arshita Subin Kalmanj	A	-	A	-	A	-	A	-	A	-
18	Arshita Subin Kalmanj	P	17	P	14	P	14	P	29	P	11
19	Arshita Subin Kalmanj	P	11	P	13	P	13	P	27	P	10
20	Arshita Subin Kalmanj	P	10	P	10	P	10	P	10	P	10
21	Arshita Subin Kalmanj	P	10	P	10	P	10	P	10	P	10

Department of Comin
Gargaon College
mentorship for the academic a
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(Dr. Meghali Barua)
Head, Dept. of Commerce
Gargaon College



6.Home Assignment through ICT

The screenshot shows a Google Classroom interface for a course titled "Corporate Accounting" in the "BCom 2nd Sem Honors" section. The page is viewed from the "Instructions" tab. The assignment is worth 10 points and is due on April 8. An image placeholder with the filename "IMG-20230331-WA000..." is visible. Below the assignment, there is a "Class comments" section with a text input field and a submit button. The left sidebar shows a list of other courses, with "BCom 2nd Sem Honors" selected. The browser's address bar shows the URL "classroom.google.com/c/NTE4MjAwMzY0MzU5/a/NjAyMzg3NzQxMjQx/details".

The screenshot shows a Google Classroom interface for a course titled "MACRO Eco (Jan-June) 2023, 2nd Semester" in the "Minal Sir" section. The page is viewed from the "Classwork" tab. A green "+ Create" button is at the top. Below it, a card displays the assignment title "Dear Students Assignment has been attach...", posted on Mar 13, with a due date of Mar 20, 2:00 PM. The card shows a progress bar with "10 Turned in" and "12 Assigned". An image placeholder for the assignment "Assignment Macro 1.docx Word" is visible. Below the card, there are "View instructions" and "Review work" buttons. The left sidebar shows a list of other courses, with "MACRO Eco (Jan-June) 2..." selected. The browser's address bar shows the URL "classroom.google.com/w/NTEzNTAxMDY0Mjk4/t/all".



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6.Home Assignment through ICT

The screenshot shows a Google Classroom page for the course "COST A/C (Jan-June) 2023, 4th Semester" by Mrinal Sir. The main content is an assignment titled "Dear Students Assignment has been attached, kindly submit within the stipulated time." posted on Mar 13. The assignment is worth 100 points and is due on Mar 20 at 2:00 PM. The attached file is "Assignment Costing 1.docx" (Word document). The left sidebar lists various courses, including "TOURISM MANAGEMENT", "MARKETING FOR BEGINNE...", "CB 2023", "B.Com 3 sem 2023", "B.Com 2nd Sem", "SAPM", "Indian Economy 2023", and "MACRO Eco (Jan-June) 20...".

The screenshot shows a Google Classroom page for the course "Indian Economy 2023". The main content is an assignment titled "Class Assignment" posted on Feb 15 (Edited Sep 9). The assignment is worth 10 points and is due on Feb 15 at 11:59 PM. The attached file is "IMG_20230215_112829.jpg" (Image). The left sidebar lists various courses, including "TOURISM MANAGEMENT", "MARKETING FOR BEGINNE...", "CB 2023", "B.Com 3 sem 2023", "B.Com 2nd Sem", "SAPM", "Indian Economy 2023", "MACRO Eco (Jan-June) 2...", "COST A/C (Jan-June) 202...", "FSA (Jan-June) 2023 5th...", "Income Tax Law & Practic...", and "Entrepreneurship 2022".



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2.5.2. Grievance Redressal Report

1. Process for inviting IA Grievances

The Department of Commerce has implemented a robust mechanism to handle internal examination-related grievances, which is aimed at making the process transparent, time-bound, and efficient. The department ensures that students are given a fair chance to voice their concerns regarding the exam results.

The college conducts the internal examinations timely as per the date notified in the academic calendar. The internal marks are displayed on the department notice board of the respective departments after completing the internal examination. The internal examination process is transparent as all the marks and answer scripts are shown to the students for grievances if any. There is complete transparency in the internal assessment.

The continuous evaluation of students is carried out by faculty through seminar, group discussions, assignments, and unit tests. The sessional marks are allotted based on defined strategies and displayed on notice board. Query if any is discussed with faculty and HOD. If the students have any grievances they can access the answer scripts within seven days after the hanging of results in notice board. The grievances are resolved within a single day after applications for same are submitted in the prescribed format of Department.

Overall, the Department of Commerce's grievance redressal mechanism is designed to ensure that students are given a fair chance to raise their concerns and have them addressed in a timely and efficient manner. The department's focus on transparency, time-bound processes, and efficient handling of grievances is commendable and is sure to benefit students.



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Samples of grievance redressal forms

APPLICATION FORM
Grievances Redressal Form for Sessional Examination

To
The Head
Department of Commerce
Gargaon College

1. Name (in CAPITAL letters) RAJ BALLAV PHUKON
2. Class 4th Sem
3. (A) Mobile no. 7096707075 (B) Mail ID rajballavphukon@gmail.com
4. Examination Details (A) Sessional Examination Examination 2023
(B) Semester 4th Sem
(C) Subject/Speciality Indian Economy
(D) Paper 21 Paper Code GE-409
(E) Roll no : 21
(F) Date of declaration of results: 3.05.2023
5. Whether paper is applied for review (Yes/No): Yes

Yours faithfully
Rajballav Phukon
(Signature of the applicant)

For Office Use Only

1. Date of receiving the form: 4/05/2023
2. Details of redressal of grievances: Applied for recheck and issue was resolved

Date: 06/05/23

Signature of Examiner
Signature of In-charge of Internal Semester
Signature of HOD

APPLICATION FORM
Grievances Redressal Form for Sessional Examination

To
The Head
Department of Commerce
Gargaon College

1. Name (in CAPITAL letters) RAJKISHUR LAHON
2. Class 4th Sem
3. (A) Mobile no. 6001745680 (B) Mail ID hemantrajkishur1234@gmail.com
4. Examination Details (A) Sessional Examination Examination 2023
(B) Semester 4th semester
(C) Subject/Speciality Cost Accounting
(D) Paper 21 Paper Code CC403
(E) Roll no : 25
(F) Date of declaration of results: 3.05.2023
5. Whether paper is applied for review (Yes/No): Yes

Yours faithfully
Rajkishur Lahon
(Signature of the applicant)

For Office Use Only

1. Date of receiving the form: 4/05/2023
2. Details of redressal of grievances: Applied for recheck and issue was resolved

Date: 08/05/23

Signature of Examiner
Signature of In-charge of Internal Semester
Signature of HOD



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Samples of grievance redressal forms

APPLICATION FORM
Grievances Redressal Form for Sessional Examination

To
The Head
Department of Commerce
Gargaon College

1. Name (in CAPITAL letters) KAUSTAV GOB01.....
2. Class 4th Sem.....
3. (A) Mobile no. 6901961982 (B) Mail ID ... kaustav9876@gmail.com.....
4. Examination Details (A) Sessional Examination Examination 20.23.
(B) Semester 4th Sem.....
(C) Subject/Speciality Indian Economy.....
(D) Paper..... Paper Code GE-404
(E) Roll no : 29.....
(F) Date of declaration of results: 3.5.2023
5. Whether paper is applied for review (Yes/No): YES.....

Yours faithfully
kaustav goji
(Signature of the applicant)

For Office Use Only

1. Date of receiving the form: 4/05/2023
2. Details of redressal of grievances: Applied for recheck and issue was resolved.

Date: 06.05.23

Signature of Examiner _____
Signature of In-charge of Internal Semester _____
Signature of HOD _____