



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





1.Minutes of departmental meeting regarding internal assessment



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.



Head of the Department

Dr. Meghali Bora

Associate Professor



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.

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Dr. Meghali Bora Head, Department of Commerce Gargaon College

HOD Department of Commerce Gargaon College



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	1 st	C101-FACC-		-		
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(Dr. Meghali Boa) Head, Dept. of Commerce Gargaon College Department of Commerce



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

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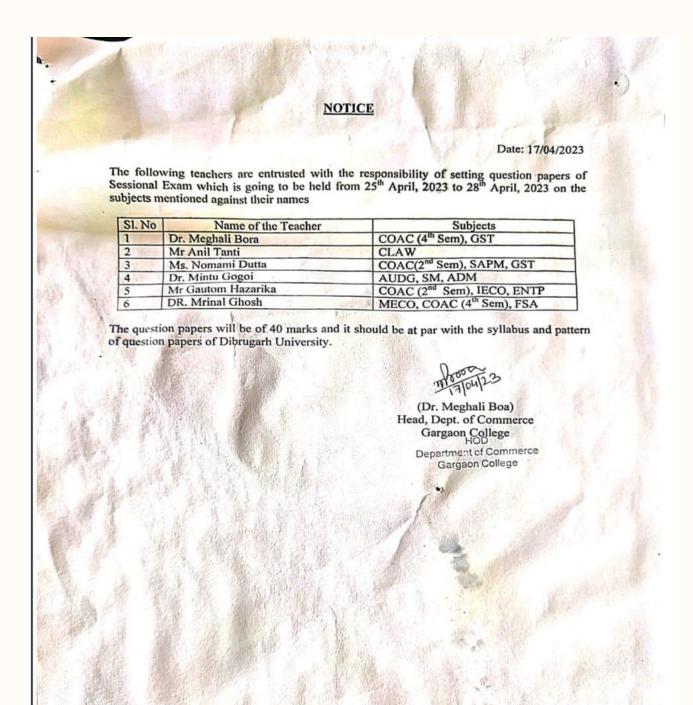
Date & Day	Sem	9.00-10.30 A.M	10.40A.M 12.10 P.M	12.20-1.50 P.M.	2.00-3.30 P.M.	
25/04/2023	2"	C203-COAC	-	-	-	
Tuesday	49		C408-COAC			
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Wednesday	th	-	G404-IECO	SE403:ENTP		
weunesuay	6 th			C613-AUDG		
27/04/2023 Thursday	2 nd	G101-MECO	· - ·	-	AECC3-EVS R.NO 7	
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Friday	1th	1.2.1	C410-CAIB		SEC ENTD-5	
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(Dr. Meghali Boa) Head, Dept. of Commerce Gargaon College Department of Commerce Gargaon College



3. Distribution of exam duties



Notice

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

SI 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.

(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

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Sample register with name of students and topic of seminar

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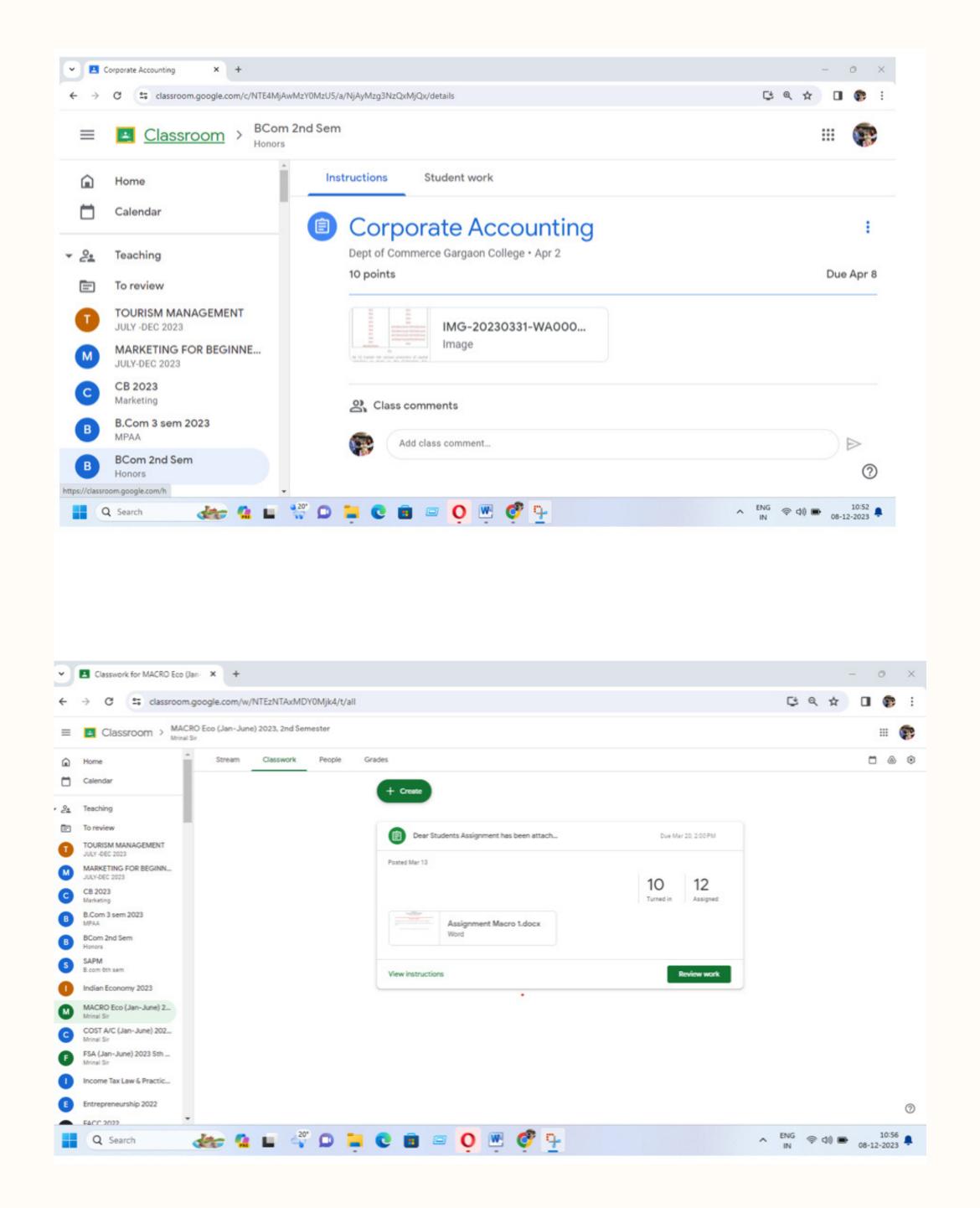
5. Display of Sessional Marks on Notice Board

Sample



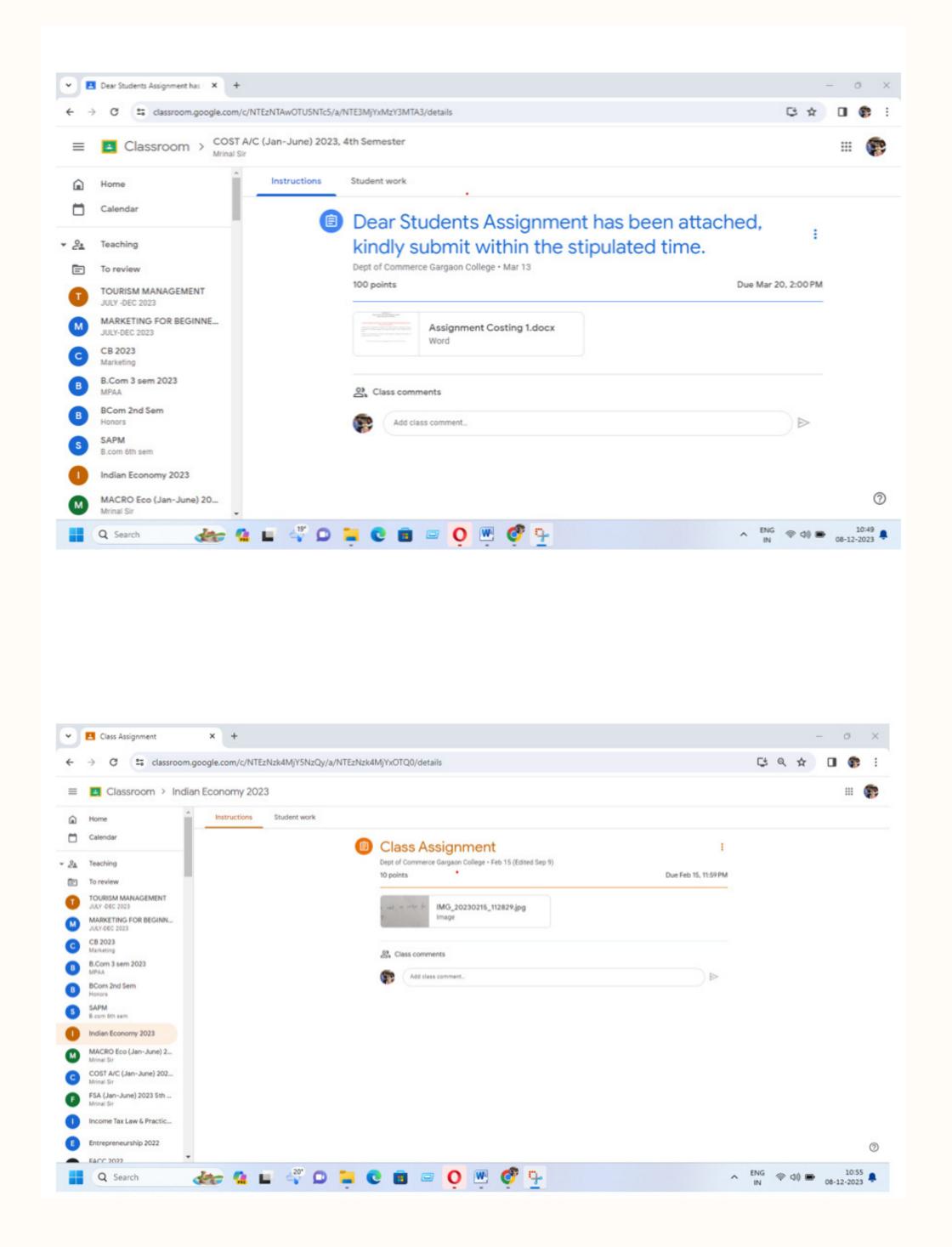


6.Home Assignment through ICT





6.Home Assignment through ICT





2.5.2. Greviance Redressal Report

1. Process for inviting IA Greviances

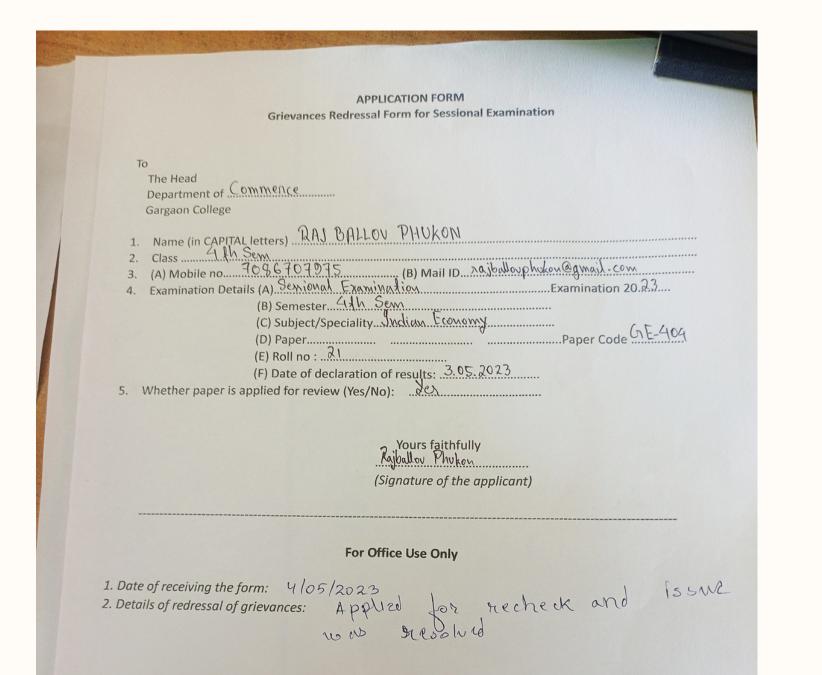
The Department of Commerce has implemented a robust mechanism to handle internal examination-related grievances, which is aimed at making the process transparent, time-bound, and efficient. The department ensures that students are given a fair chance to voice their concerns regarding the exam results.

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.



Samples of greviance redressal forms





Date: 06/05/23 Signature of Examiner Signature of In-charge of Internal Semester Signature of HOD

Grievances Redressal Form for Sessional Examination То The Head Department of Commetace Gargaon College 1. Name (in CAPITAL letters) RAJKISHUR LAHON 2. Class 4th Gem 4. Examination Details (A) Sessimal examination 2023 (B) Semester 4th semes fer (C) Subject/Speciality.<u>Cost</u>accounting (D) Paper.....Paper Code <u>CC403</u> (E) Roll no : .35 Yours faithfully Rajkishup hehm (Signature of the applicant) For Office Use Only 1. Date of receiving the form: $4 |0\xi| 2023$ 2. Details of redressal of grievances: Applied for recheck and issue was rusolved. Date: 05/05/23 more Signature of Examiner Signature of In-charge of Internal Semester Signature of HOD



Samples of greviance redressal forms

APPLICATION FORM
Grievances Redressal Form for Sessional Examination
To The Head Department of <u>Commence</u> Gargaon College 1. Name (in CAPITAL letters) <u>KAUSTAV 60601</u> 2. Class <u>Att Bern</u> 3. (A) Mobile no <u>6901961982</u> (B) Mail ID. Koushav <u>9836699mwi1.com</u> 4. Examination Details (A) <u>Sessional Peremination</u> Examination 20.2.3. (B) Semester <u>Atth Rem</u> (C) Subject/Speciality, <u>Indiam Ecomo My</u> (D) Paper (E) Roll no : <u>99</u> (F) Date of declaration of results: <u>3.5.2023</u> 5. Whether paper is applied for review (Yes/No): <u>Yes</u>
Vours faithfull
Yours faithfully

(Signature of the applicant) For Office Use Only Applied for recheck and isome was resolved. 1. Date of receiving the form: 4/05/2023 2. Details of redressal of grievances: Date: 06.05.23 Signature of Examiner Signature of In-charge of Internal Semester Signature of HOD