



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE

2.5

EVALUATION PROCESS AND REFORMS

2019-20 TO 2023-24

2.5.1

- Mechanism of Internal Assessment
- Mechanism of External Assessment



Garhgaon, Assam, India
WPHV+J6X Borkola Gorth Gaon, Garhgaon, Assam





Overview

Gargaon College, affiliated with Dibrugarh University, adheres to the University's regulations concerning syllabi, examinations, and evaluation processes. Examination and evaluation are done on a continuous basis, at least three times during each semester, which comprises of both In-Semester and End-Semester Examination. In each course, 20% marks is allotted for internal assessment and 80% marks for the End-semester examination during every semester.

a) Mechanism of Internal Assessment

Internal Assessment: Overview

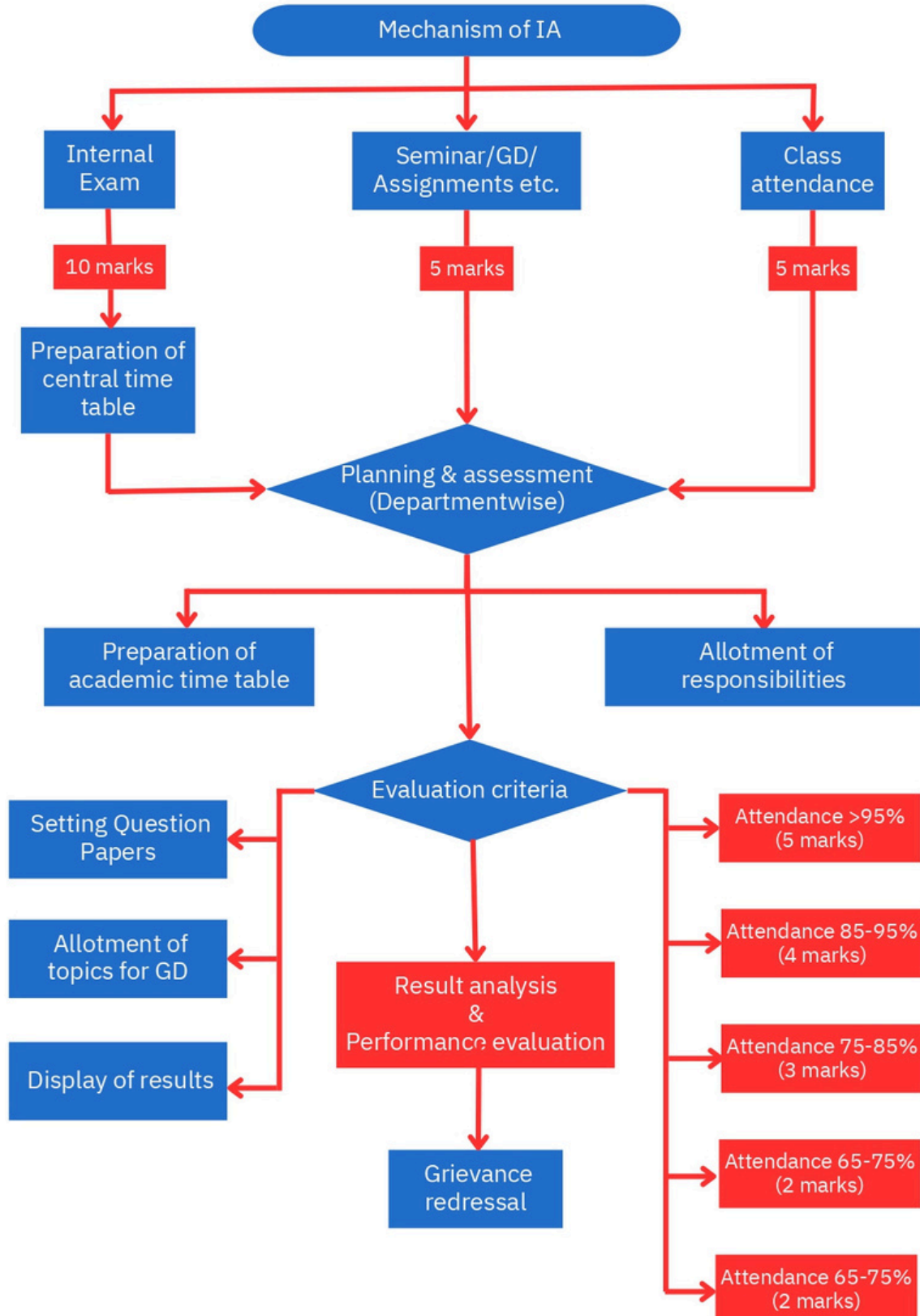
The internal assessment methodology is designed to gauge students' performance consistently throughout the academic year. Various evaluation methods are employed, including regular tests, objective tests, projects, student paper presentations, seminars, and MCQ tests.

The marks allotted for Internal Assessment is distributed among the following components:

Sl. No.	Components	Percentage of marks allotted
a)	Sessional Examination I (Written)	25% of the marks allotted for internal assessment.
b)	Sessional Examination II (Written)	25% of the marks allotted for internal assessment.
c)	Seminar/ Group Discussion/Assignments	25 % of the marks allotted for internal assessment.
d)	Attendance	25 % of the marks allotted for internal assessment.



Organogram Showing the Mechanism of Internal Assessment





Evaluation Methods

The Departments of the College employ diverse evaluation techniques. They conduct sessional tests as per the academic calendar notified by the affiliating University and the College. Moreover, periodic assessments, class-tests are also conducted to monitor students' progressions. Furthermore, students are often required to write papers on assigned topics, which foster interest in the subject matter and develop critical thinking and writing skills.

Integration of ICT Platform

In line with technological advancements, Gargaon College has incorporated digital platforms such as Google Classroom, Zoom, Cisco WebEx, and Google Meet. These platforms are not only used for conducting classes but also for assessments and result declarations. Group discussions, seminars using Power Point, field reports, and poster presentations are seamlessly integrated into the digital landscape.

Display of Internal marks on the Departmental Notice Board

The internal examination process maintains a high level of transparency. All marks are displayed on the departmental Notice Board and answer scripts are made accessible to students for grievance purposes. This transparency instils confidence in the assessment system, allowing students to understand and question their results.

Feedback and Improvement

Upon the announcement of examination results, students have the opportunity to review their scripts and receive constructive feedback. This helps in identifying areas requiring attention and improvement. Peer evaluation is also implemented to acknowledge and encourage collaborative efforts and enhance the intricacies of script assessment.

Record-Keeping

All academic departments diligently maintain records of internal marks through standardized registers. Additionally, the Internal Semester Monitoring Committee ensures the electronic recording of marks for future reference, contributing to efficient record-keeping practices. Moreover, each department has to put the marks in the University database for further processing.



Transparency of Internal Assessment

Each Department of Gargaon College has established a robust mechanism to address internal examination-related grievances, emphasizing transparency, timeliness, and efficiency. The department is committed to providing students with a fair platform to voice concerns regarding exam results.

Timely Internal Examinations

The college adheres to the academic calendar, conducting internal examinations punctually. A notice regarding the date of internal assessment is circulated among the students well in advance. After completion, internal marks are promptly displayed on the department's notice board. This ensures timely access to assessment outcomes for students.

Display of Internal marks

To maintain a high level of transparency, internal marks of every component are displayed on the departmental Notice Board and answer scripts are made accessible to students for grievance purposes. This transparency instils confidence in the assessment system, allowing students to understand and question their results.

Predefined Strategies

Sessional marks are allocated based on predefined strategies, and these are openly displayed on the notice board. The concerned teachers inform the students about the syllabi for the sessional examinations. Moreover, in case of seminars, group discussions and assignments, topics and necessary guidelines are notified to the students in advance so that they can follow the same.

Provision of Grievance Redressal regarding Internal Assessment

Gargaon College has a well-defined mechanism of grievance redressal regarding internal assessments. Students can apply for redressal of any kind of grievance regarding sessional examinations, seminars, group discussions etc. The detail of the grievance redressal mechanism is mentioned below.



Mechanism of Grievance Redressal for Internal Examination

Grievance Resolution Process

In case of grievances, students have a defined window of seven days to access their answer scripts after the results are posted on the notice board. The grievances, when raised, are resolved within a single day after submitting applications in the prescribed format to the department.

Standard Grievance Redressal Form

A standard grievance redressal form is made available in the Department's offices. Students can collect and submit it after the display of the sessional marks in the notice boards.

Interaction with Faculty and HOD

Students are encouraged to discuss any queries with faculty and the Head of Department (HOD). This open communication channel ensures that students have a clear understanding of their assessments and provides an avenue to address concerns promptly.

Efficient Resolution of Grievances

The redressal mechanism is designed for efficiency. Grievances are resolved swiftly, maintaining a one-day turnaround after the submission of applications in the prescribed format.

Overall the College has implemented a commendable grievance redressal mechanism. The emphasis on transparency, adherence to timelines, and efficient handling of student concerns reflects the department's commitment to ensuring a fair and supportive academic environment. This approach is poised to significantly benefit students and contribute to an enhanced learning experience within the College.



Format of Grievance Redressal Form



APPLICATION FORM
Grievances Redressal Form for Sessional Examination

To
The Head
Department of

Gargaon College

1. Name (in CAPITAL letters)
2. Class
3. (A) Mobile no..... (B) Mail ID.....
4. Examination Details (A)..... Examination 20.....
(B) Semester.....
(C) Subject/Speciality.....
(D) Paper..... Paper Code
- (E) Roll no :
- (F) Date of declaration of results:
5. Whether paper is applied for review (Yes/No):

Yours faithfully

.....
(Signature of the applicant)

For Office Use Only

1. Date of receiving the form:
2. Details of redressal of grievances:

Date:

Signature of Examiner

Signature of In-charge of Internal Semester

Signature of HOD



Department-wise Report on Internal Assessment

Session 2023-24

Name of Department	Link to sample report	Name of Department	Link to sample report
Assamese	Link	Geology	Link
Botany	Link	History	Link
Chemistry	Link	Mathematics	Link
Commerce	Link	Physics	Link
Economics	Link	Political Science	Link
Education	Link	Sociology	Link
English	Link	Statistics	Link
Geography	Link	Zoology	Link



Department-wise Report on Internal Assessment

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GARGAON COLLEGE

Report on Internal Assessment

Session 2021-22

<https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2021-22/IA%202021-22.pdf>

Report on Internal Assessment

Session 2020-21

<https://gargaoncollege.ac.in/pdf/iqac/aqar-data/2020-21/IA%202020-21.pdf>



b) Mechanism of External Assessment

External Examination is conducted by the affiliating University and Gargaon College acts as one of the Examination Centres of the university. The university conducts external examinations once at the semester end. The end-semester examination carries 80% marks in each course of a semester covering the entire syllabus prescribed for the Course. The End semester examination is normally a written/ laboratory-based examination/Project Work/Dissertation. The university notifies the dates of the End semester examinations and other procedures as per Dibrugarh University Rules (at least 20 days in advance) and the Academic Calendar notified by the University. Normally, the End-semester examination for each course shall be of three-hour duration. The confidential works, such as, setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks, etc. and announcement of results, shall be governed by the Dibrugarh University Examination Ordinance.

End-semester examinations of the practical/ dissertation courses

The end-semester examinations of all practical/ dissertation courses are conducted by a Board of Examiners consisting of the internal examiner (the concerned course teacher) and an external examiner appointed by the Controller of Examinations. A student is not allowed to take more than one project work in a single semester.

The mode of end-semester examination and evaluation

The mode of end-semester examination and evaluation of the Course is specified in the detailed syllabus of the Course concerned. End-semester Practical examinations is normally held before the theory examinations.

Provision of Betterment Examination

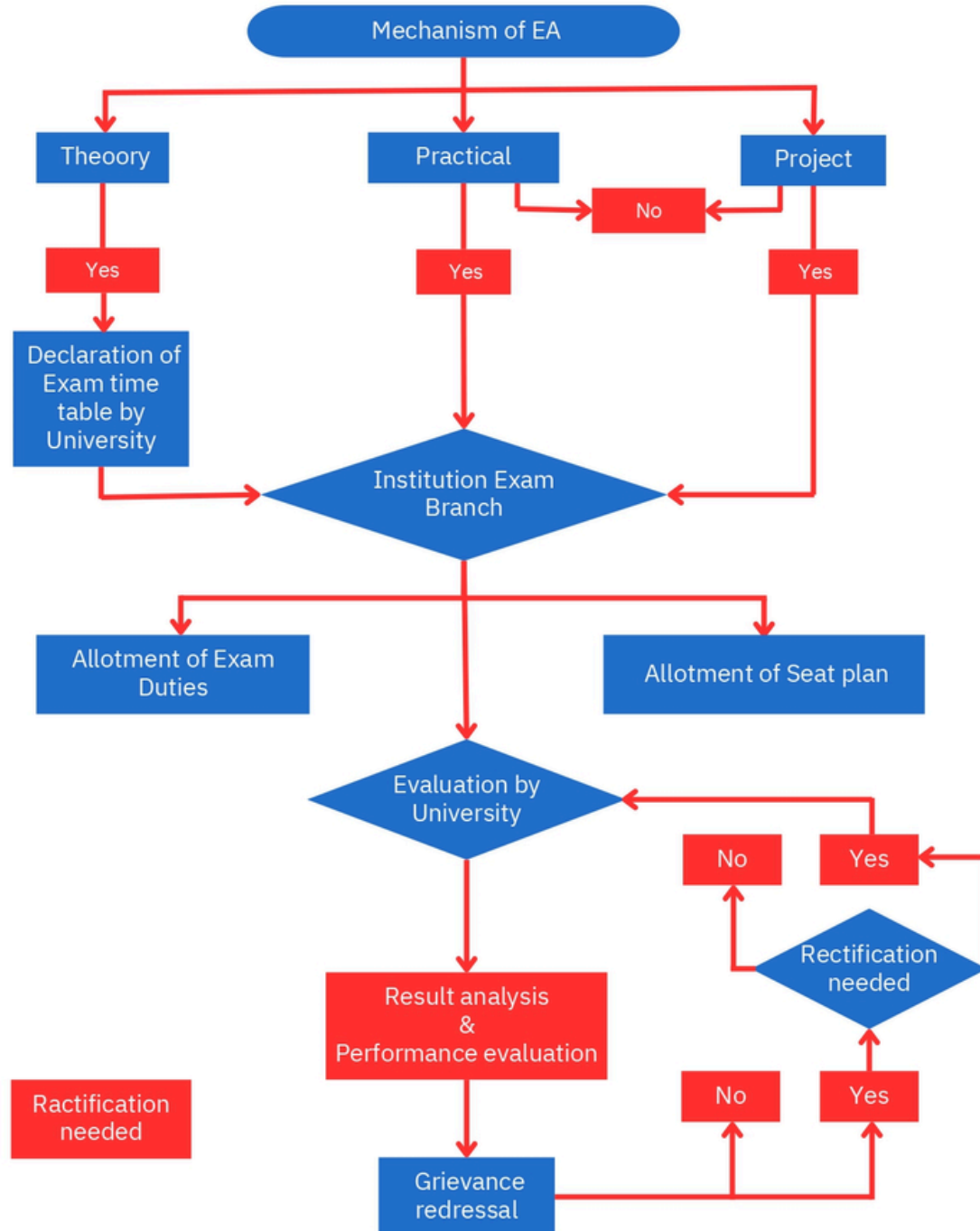
A student is allowed to take the “betterment examinations” in any two theory courses of any of the six semesters after passing the Sixth Semester examination only once. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for the betterment examination within one year of passing the Sixth Semester examination. No betterment shall be allowed in the practical examinations.

Results and Progression (For CBCS Programmes)

A candidate is declared as passed a course, provided he/she secures at least 40% of marks in each Course in the End Semester Examinations. He/she has to secure at least ‘P’ grade in the 10-point scale combining both the in-semester and End Semester Examination performance. There is no separate pass mark for Internal Assessment. A candidate is declared as passed a semester/ programme, provided he/ she secures at least ‘P’ grade in the 10 point scale (given in clause) in all the Courses separately.



Organogram Showing the Mechanism of External Assessment





The marks of In-semester examinations obtained by the candidate is carried over for declaring any result. A candidate who fails or does not appear in one or more courses of any end-semester examinations up to the Sixth Semester is provisionally promoted to the next higher semester with the failed course as carry over course(s). Such candidates is eligible to appear in the carry over course in the next regular examinations of those courses.

If a candidate clears the sixth-semester examination before clearing all the courses of the previous semesters, the result of the sixth-semester examination of that candidate shall be withheld and his/ her results is announced only after he/ she clears the courses of the previous semesters. A student must clear all his/ her Semester Examinations within Six (6) years from the dates of admission to the First Semester of any Programme irrespective of the number of examinations appeared by the student, viz. First and Second Semester Examinations shall have to be cleared in six consecutive chances, Third and Fourth Semester Examinations shall have to be cleared in five consecutive chances and Fifth and Sixth Semester Examinations in four consecutive chances. However, after the first chance of the Fifth and Sixth Semester Examinations, the candidate shall be considered as a non-regular candidate.

A candidate is declared to have passed the Bachelors Degree in the concerned discipline provided he/she has passed all the Semesters and in all the Courses separately. The Controller of Examinations declares the results of the DU-UG CBCS Examinations and issues Grade-sheets. The first rank holder of a programme shall be decided on the basis of the CGPA. However, the Overall Weighted Percentage of Marks (OWPM) of a candidate shall be considered in case of tie in CGPA.

Grading System

The absolute grading system is applied in evaluating the performance of the students. The following scale of grading system shall be applied to indicate the performances of students in terms of letter grade and grade points as given below:

Letter Grade	Grade	Percentage of marks allotted
O	Outstanding	10 (Marks securing 90% & above)
A+	Excellent	9 (Marks securing 80%-90%)
A	Very Good	8 (Marks securing 70% -80%)
B+	Good	7 (Marks securing 60% -70%)
B	Above Average	6 (Marks securing 50% -60%)
P	Pass	5 (Marks securing 40% -50%)
F	Fail	0 (Marks securing below 40%)
Abs	Absent/ Incomplete	0



Results and Progression: (For FYUGP)

A candidate is declared as passed a Programme, provided he/she secures at least 30% of marks in each Course in the End Semester Examinations combining both theory and practical examinations; and at least 'P' grade in the 10 point scale combining both the in-semester and End Semester Examination performance. There is no separate pass mark for the In-semester Assessment. A candidate is declared as passed a semester/ programme, provided he/ she secures at least 'P' grade in the 10 point scale in all the Courses separately.

Grading System

The absolute grading system is applied in evaluating the performance of the students. The following scale of grading system shall be applied to indicate the performances of students in terms of letter grade and grade points as given below:

Letter Grade	Grade	Percentage of marks allotted
O	Outstanding	10 (Marks securing 90% & above)
A+	Excellent	9 (Marks securing 80%-90%)
A	Very Good	8(Marks securing 70% -80%)
B+	Good	7(Marks securing 60% -70%)
B	Above Average	6(Marks securing 50% -60%)
C	Average	5 (Marks securing 40% -50%)
P	Pass	4 (Marks securing 30% - 40%)
F	Fail	0
Abs	Absent/ Incomplete	0



Mechanism of Grievance Redressal for External Examination

Dibrugarh University provides a standard mechanism for the students to redress their grievances relating to the end-semester examinations. All the student applicants shall have to apply in a prescribed form available at the office of the Public Information Officer (Exam). A student may either pay the RTI Fees of 10.00 (Rupees Ten) only per paper in the Dibrugarh University Cash Counter against a proper receipt or by Indian Postal Order(IPO) payable to 'The Registrar, Dibrugarh University'. While applying, the applicant has to give full address for correspondence through post clearly mentioning the Name, Guardian's Name, Village/Town, Police Station, Post Office, District and PIN Code. The student applicants are also advised to send their mobile number for rapid communication, if the need arises. The detail procedure is displayed in the University website which may be accessible at the following link:

<https://dibru.ac.in/standing-instructions-to-student-applicants-under-rti-act-2005>

The notification, results and status of grievances have also been displayed in the following portal:

<https://dibru.ac.in/status-of-students-rtiexams>

Based on the information received from the University, a student can apply for rectification of the answer-scripts. If any mistake in the answer-scripts is detected while inspecting answer script(s), the applicant will be required to submit an application at the time of inspection only addressed to the Controller of Examinations, Dibrugarh University pointing such anomalies. Standard form for applying for rectification of answer-scripts is also available on the University website. A sample is attached below.



**Standard Application form for seeking inspection of answer-script under the
Right to Information Act**

APPLICATION FORM

Seeking inspection of Answer Script under the 'Right to Information Act, 2005'

To

The Public Information Officer (Examinations)
Dibrugarh University, Dibrugarh

Date :

1. Name (in CAPITAL Letters) :
2. Father's/Husband's/ Guardian's Name :
3. Address in Full
 - Village/ Town :
 - Post Office :
 - Police Station :
 - District :
 - State :
 - PIN Code :
4. (a) Mobile Number* : (b) e-mail* :
5. Name of the College/ Institutions from where he/she appeared the concerned examination :
6. Examination details : (a) Examination, 20.....
(b) Semester/ Year :
(c) Subject(s):
(d) Paper(s) with Code :
.....
(e) Roll No. : (f) Registration No. :
(g) Date of declaration of Result:
7. (a) Whether the above paper(s) was/ were applied for re-scrutiny/ re-evaluation : Yes No
(b) If 'Yes', please mention the date of declaration of re-scrutiny/ re-evaluation result :
8. Payment details : IPO No. /Bank Receipt No. Date Amount.....

Yours faithfully,

* Required filling are mandatory.

(Signature of the applicant)

DECLARATION

I hereby declare that the above information are true to the best of my knowledge and belief. In case any information is found to be false, the Dibrugarh University authorities will have the right to initiate disciplinary proceedings against me as per rules.

(Signature of the applicant)

NOTE : (a) Application must be accompanied with Photocopies of Marksheet (2 Nos.) and Admit Card (1 No.) of the concerned Examination.
(b) The application will not be entertained unless accompanied by the requisite fee, i.e. ₹ 10/- per paper (including two halves of the same paper).
(c) The requisite fee to be paid by **Indian Postal Order (IPO)** payable to '**The Registrar, Dibrugarh University**' or in **Cash deposit receipt** of Punjab National Bank, Dibrugarh University Branch.
(d) Applicants will be called for inspection of their Answer Scripts within the stipulated time. The details will be uploaded in the University website. As such they are advised to visit the Dibrugarh University website : www.dibru.ac.in on regular basis.

For Official use :

RTI Application Receipt No..... Date Signature.....



Application Proforma seeking rectification of answer-script

RTI Application No.

Application Proforma seeking Rectification of Answer Script (s)

To

Date:

The Public Information Officer (Examinations)
Dibrugarh University
Dibrugarh-786 004

1. Name (in CAPITAL Letters): _____
2. Name of the College/Institution from where he/she appeared the concerned examination : _____
3. Address in full: _____

4. (a) Mobile Number: _____ (b) e-mail: _____
5. Roll Number: _____ 6. Registration Number: _____
7. Name of the Examination (including Semester/Year): _____
8. Name of the Subject (s) sought for rectification of answer script: _____
9. Course Name/Course Code: _____

Note: The applications seeking rectification of answer scripts shall be accepted only for any of the conditions mentioned below: (Please tick the relevant box)

1. If any portion of answer remained unchecked and where no marks have been allotted in the Top Sheet of the answer script (s)
2. If any portion of answer was checked and marks allotted but was not included in the total marks reflected in the Top sheet.
3. If there is an error in counting of total marks in the Top Sheet of the answer script(s)
4. If disparity of marks exist between the Top Sheet and actual marking inside the answer script(s)

(Full Signature of the applicant)



Dibrugarh University Regulations Regarding Internal Assessment

Following are the links of the Dibrugarh University regulations regarding three-year undergraduate programmes (CBCS) and four-year undergraduate programmes (FYUGP) which contain the rules and guidelines regarding internal assessments.

Sl. No.	Programmes	Link to the University Regulations
a)	Three Year Undergraduate Programmes	https://dibru.ac.in/wp-content/uploads/2020/02/Resolution_24_UG_CBCS_Regulations_2018_approved_by_116th_A C.pdf
b)	Four Year Undergraduate Programmes	https://dibru.ac.in/wp-content/uploads/2023/05/Dibrugarh-University-FYUGP-Regulations-2023.pdf
