



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 EDUCATION





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Minutes of departmental meeting regarding internal assessment(Odd Sem)

MINUTES OF MEETING -1

Date: 5/11/2022

Presence of the Members:

1. Dr. Bidyananda Borkakoti, HoD, Department of Education
2. Dr. Nitali Borgohain Konwar
3. Dr. Ratna Das Malakar
4. Dr. Poli Konwea Handique
5. Parismita Kakoty
6. Konkana Borah

Dr. Bidyananda Borkakoti, HoD, Department of Education initiated the meeting to discuss internal semester examination

Item No. 1: To discuss about smooth conduct of internal semester examination

Resolution No. 1: Resolved that the Department of Education will conduct internal semester examination as per schedule prescribed by the college authority.

Item No. 2: To discuss about the responsibility of faculties regarding question paper setting as well as answer script evaluation.

Resolution No. 2: Resolved that the HoD, Department of Education will entrust the responsibility to all faculty member of the department.

Dr. Bidyananda Borkakoty
HoD & Associate Professor
Department of Education
Gargaon College, Simaluguri, Assam



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Minutes of Departmental meeting regarding internal assessment (Odd Sem)

DEPARTMENT OF EDUCATION
GARGAON COLLEGE
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686

MINUTES OF MEETING -1

Date: 22/4/2023

Presence of the Members:

1. Dr. Bidyananda Borkakoti, HoD, Department of Education
2. Dr. Nitali Borgohain Konwar
3. Dr. Ratna Das Malakar
4. Dr. Poli Konwea Handique
5. Parismita Kakoty
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2. Departmental timetable of internal examination



DEPARTMENT OF EDUCATION GARGAON COLLEGE

Estd. – 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

The following Faculty members of the Department of Education are entrusted the responsibility for smooth conduct of Internal Semester Assessment and submission of Internal Semester Assessment Marks within 20th November, 2022.

DUTIES FOR QUESTION PAPER SETTING/EXAMINATION DUTIES

-2022(ODD SEMESTER)

Teachers Name	Paper	Semester	Date Of Examination	Time
Dr.Bidyananda Borkakoty	.DSEED-502	5 th (H/GE)	15-11-22	9-10 am
	.EDNH 303	3 rd H	12-11-22	12.20 -1.50
Dr.Nitaliborgohain	.EDNH 502	5 th H	14-12-22	2.10-3.30
	.DSEED-504	5 th H/DSE	14-11-22	12.20-1.50
Dr.Ratna Das	..EDNH-102	1 st H	14-11-22	9-10.30
	EDNH-302	3 rd H	12-11-22	2.10--3.30
Dr.Poli Konwar	.EDNH 101	1 st H	12-11-22	12.20-1.50
	.EDNH 301	3 rd H	14-11-22	10.40-12.10
Parismita Kakoty	.GEED-101	1 st GE	12-11-22	9-10.30
	.EDCN-101	1 st NH	14-11-22	12.20-1.50
	.EDSEN 508	5 th NH	15-11-22	2.10-3.30
Konkana Borah	.GEED-302	3 rd GE	14-11-22	9-10.30
	.EDCN-301	3 rd NH	12-11-22	2.10—3.30
	EDNH-501	5 th H	11-11-22	12.20-1.50

Dr. Bidyananda Borkakoty
Associate Professor



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3. Distribution of exam duties



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Estd. – 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

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Dr. Bidyananda Borkakoty
Associate Professor



4. List of group discussions and seminars

RECORDS OF STUDENTS SEMINAR:

OVERVIEW:

The Department of Education, Gargaon College organized a few classes for the students of 6th semester on seminar presentation. The presentation was structured into well-defined sections, each delivering into different aspects of the topic. The student presenter showcased a deep understanding of the subject, referencing notable research papers, books, and other sources.

Topic for seminar presentation

6th semester

Course: Education in World Perspective

LIST OF THE STUDENTS/PRESENTERS

SL. NO	Date	Topic for seminar presentation	Roll No	Name of the Student	Mode
1	02/03/2023	Primary Education in India with respect to salient features, organization, administration and curriculum	22	Paramananda Gogoi	Offline
			27	Ankumony Gogoi	Offline
2		Secondary Education in India with respect to salient features, organization, administration and curriculum	46	Priyadarshee Boruah	Offline
			66	Dikshita Gogoi	Offline

	02/03/2023				
3	02/03/2023	Higher Education in India with respect to salient features, organization, administration and curriculum	72	Meghali Chetia	Offline
			78	Rajashree Bhuyan	Offline
7	02/03/2023	Primary Education in U.K with respect to salient features, organization, administration and curriculum	88	Dipshikha Konwar	Offline
			94	Jemmy Gogoi	Offline
8	04/03/2023	Secondary Education in U.K with respect to salient features, organization, administration and curriculum	101	Puja Nath	Offline
			104	Samikhya Gogoi	Offline
9	04/03/2023	Higher Education in U.K with respect to salient features, organization, administration and curriculum	108	Latashree Borgohain	Offline
			113	Bishnupriya Das	Offline
10	04/03/2023	Primary Education in U.S.A with respect to salient features, organization, administration and curriculum	136	Sikhamoni Dutta	Offline
			144	Bijit Chetia	Offline
11	09/03/2023	Secondary Education in U.S.A with respect to salient features, organization, administration and curriculum	145	Jahan Ali	Offline
			148	Priyanka Borgohain	Offline
12	09/03/2023	Higher Education in U.S.A with respect to salient features, organization, administration and curriculum	151	Bornali Phukon	Offline
			162	Nikita Hajarika	Offline
13	09/03/2023	Primary Education in Japan with respect to salient features, organization, administration and curriculum	163	Priyanka Kachari	Offline
			171	Sukanya Kashyap	Offline
14	09/03/2023	Secondary Education in Japan with respect to salient features, organization, administration and curriculum	190	Kalyani Phukon	Offline
			194	Priti Yeen	Offline



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4. List of group discussions and seminars

15	09/03/ 2023	Higher Education in Japan with respect to salient features, organization, administration and curriculum	250	Ruksana Begam	Offline
			278	Puja Sharma	Offline
16	09/03/ 2023	Technical and Vocational Education in India with respect to organization, curriculum and Evaluation	279	Bastav Dihingia	Offline
			294	Asif Ali	Offline
			310	Sumana Chutia	Offline
17	10/03/ 2023	Technical and Vocational Education in U.K with respect to organization, curriculum and Evaluation	312	Rimpi Rajkumari	Offline
			313	Dhyanjyoti Gogoi	Offline
			317	Barakha Baruah	Offline
18	10/03/ 2023	Technical and Vocational Education in U.S.A with respect to organization, curriculum and Evaluation	319	Torali Gogoi	Offline
			327	Ankita Gogoi	Offline
			330	Dipsikha Ray	Offline
19	10/03/ 2023	Technical and Vocational Education in Japan with respect to organization, curriculum and Evaluation	337	Nishita Doley	Offline
			339	Riddhi Gogoi	Offline
20	10/03/ 2023	Teacher Education in India with respect to organization, curriculum and Evaluation	340	Nikita Hazarika	Offline
			352	Adity Gogoi	Offline
21	10/03/ 2023	Teacher Education in U.K with respect to organization, curriculum and Evaluation	356	Arup Borgohain	Offline
			385	Santu kakoty	Offline
22	10/03/ 2023	Teacher Education in U.S.A with respect to organization, curriculum and Evaluation	407	Kusumita Dawari	Offline
			418	Upashana Phukan	Offline

Photos





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4. List of group discussions and seminars

Photos





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4. List of group discussions and seminars

Photos



Dr. Bidyananda Borkakoty
HoD & Associate Professor
Department of Education
Gargaon College, Simaluguri, Assam



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5. Display of Sessional Marks on Notice Board



Dr. Bidyananda Borkakoty
HoD & Associate Professor
Department of Education
Gargaon College, Simaluguri, Assam



2.5.2. Grievance Redressal Report

2.5.2 Mechanism to deal with internal examination related graveness

The college has well defined transparent, time- bound and efficient mechanisms to deal with internal examination related grievances. All undergraduate and postgraduate examinations are conducted by the college following the rules and regulations of Dibrugarh University. For students internal examination related grievances are sorted by using Dibrugarh university guidelines and rules and regulations:

- ❖ All internal examinations are conducted adhering to the norms and regulations of the university. The students are regularly informed to get their grievances redressed related to their internal assessment marks through their departmental head. The Head can arbitrate and seek opinion of another course teacher.
 - ❖ After the declaration of results, examination committee notifies the students to apply for their grievances within one week
 - ❖ Students, in case of having grievances related to sessional examination can apply to the Head of the Department shortly after the declaration of results.
 - ❖ The grievances related to Sessional Exams/ Class tests/ Assignments are dealt with at department level.
 - ❖ The concerned Head of the Department deals with errors related to internal assessment of the students punctually
 - ❖ The faculty members of the department verifies the grievances and starts the redressal procedure immediately
 - ❖ Grievances related to corrections of results such as wrong entry of marks obtained, attendance percentage marks are solved by the faculty members of the department immediately
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- ❖ As per the guidelines of the college and nature of grievances, the redressal process is completed within one to two weeks
 - ❖ The college has also made provision of revaluation of answers sheets for which students have to apply.
 - ❖ . The grievances are resolved by showing progress and performance of the student in the answer book or it is reassessed by the faculty in presence of the aggrieved student.
 - ❖ Any alterations in the total of marks or in assessment of answer books are acknowledged, it gets modified instantly by the faculty member.

Dr. Bidyananda Borakoty
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2.5.2. Grievance Redressal Report

Sample of Redressal Form

APPLICATION FORM
Grievances Redressal Form for Sessional Examination

To
The Head
Department of Education
Gargaon College

1. Name (in CAPITAL letters) SAMUZZAL KAR
2. Class B.A. 1st Semester
3. (A) Mobile no. (B) Mail ID
4. Examination Details (A) Sessional Examination Examination 2022
(B) Semester 1st Semester
(C) Subject/Speciality Education
(D) Paper Mental Health ... Issued by Paper Code RSEGR.104
(E) Roll no : 847
(F) Date of declaration of results: 29-11-2022
5. Whether paper is applied for review (Yes/No): No

Yours faithfully
Samuzzal Kar
(Signature of the applicant)

For Office Use Only

1. Date of receiving the form: 30/11/2022
2. Details of redressal of grievances:

Issue is resolved.
The student is advised to write the answers of two separate part of a question separately. The student is also suggested to write the answers in neat and clean handwriting.

Date: 2/12/22

P.K
Signature of Examiner

Oh
Signature of In-charge of Internal Semester

As
Signature of HOD



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2.5.2. Grievance Redressal Report

Sample of Redressal Form

APPLICATION FORM
Grievances Redressal Form for Sessional Examination

To

The Head
Department of Education
Gargaon College

1. Name (in CAPITAL letters) BIPLOB KOCH
2. Class B.A. 1st Semester
3. (A) Mobile no. (B) Mail ID
4. Examination Details (A) Sessional Examination Examination 2022
(B) Semester 1st Semester
(C) Subject/Speciality Education
(D) Paper Education in Post-Independent India Paper Code C11
(E) Roll no : 16
(F) Date of declaration of results: 29/11/2022
5. Whether paper is applied for review (Yes/No): Yes

Yours faithfully
B. Koch
(Signature of the applicant)

For Office Use Only

1. Date of receiving the form: 30/11/2022
2. Details of redressal of grievances:

Issue is resolved.

The student is advised to read the question carefully before writing the answers. The student is also advised to write the answers avoiding irrelevant explanation.

Date: 3/12/2022

[Signature]
Signature of Examiner

[Signature]
Signature of In-charge of Internal Semester

[Signature]
Signature of HOD