



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE

2.5. Evaluation Process and Reforms

2.5.1

a) Mechanism of Internal assessment

DEPARTMENT OF POLITICAL SCIENCE

SESSION 2023-24



A. Minutes of Departmental Meeting:

DEPARTMENT OF POLITICAL SCIENCE :: GARGAON COLLEGE

Minutes of Departmental Meeting regarding Internal Examination

Date: 10.09.2023

Minutes of Meeting:

Today a meeting is held in the department of Political science to discuss about the internal examination to be held from 2023-24 and the minute of meeting is recorded below:

1. The duty list of the invigilators of the internal examination is prepared.
2. The teachers are directed to prepare the question papers of the subject taught by them.
3. The faculties are requested to maintain the decorum of the examinations.
4. It is decided to inform the students about the examination programme and inform them to prepare for the examination.
5. The faculties are requested to evaluate the answer scripts as soon as examination is over.
6. The faculties are requested to display the marks obtained by the students in the notice board.
7. The students are given the opportunity to put their grievances regarding the marks secured by them to the concern teachers.
8. The faculties are requested to redress the grievance of the students and information is to be given to them as early as possible.

(Dr. Pobon Kr. Gogoi)
HoD, Dept. of Pol. Science

HoD
Dept. of Political Science
Gargaon College

B. Routine for Sessional Examination



ESTD: 1959

Reaccredited by NAAC with B Grade

Simaluguri - 785686, Sivasagar, Assam

Tel: 03772-296164

E-mail: gargaoncollege@rediffmail.com

www.gargaoncollege.ac.in

Sessional Examination Time Table
Department of Political Science
Gargaon College
Even Semester

Date	9.00-10.15	10.30-12.10	12.20-1.45
27/04/2024	2 nd Sem (M)	4 th Sem (M)	6 th Sem (M)
28/04/2024	4 th Sem (M)	2 nd Sem (M)	6 th Sem (M)
29/04/2024	2 nd Sem (GE)	6 th Sem (M)	4 th Sem (GE)
29/04/2024	2 nd Sem NH	6 th Sem NH	6 th Sem (M)


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27/04/2024	2 nd Sem (M)	4 th Sem (M)	6 th Sem (M)
28/04/2024	4 th Sem (M)	2 nd Sem (M)	6 th Sem (M)
29/04/2024	2 nd Sem (GE)	6 th Sem (M)	4 th Sem (GE)
29/04/2024	2 nd Sem NH	6 th Sem NH	6 th Sem (M)

A handwritten signature in blue ink, likely belonging to the Head of Department.

HoD
Dept. of Political Science
Gargaon College



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C. Distribution of exam duties (Odd semester)



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Sessional Examination Duty list
Department of Political Science
2023-24 Even Sem

Sl. No	Semester	Date of Exam	Invigilator's Name
1	2 nd Sem (M)	25/10/2023	Ramananda Das
2	4 th Sem (M)	25/10/2023	Pobon Gogoi
3	6 th Sem (M)	26/10/2023	Yuvaraj Gogoi
4	2 nd Sem (Minor)	26/10/2023	Ramananda Das
5	4 th Sem (M)	26/10/2023	Pobon Gogoi
6	6 th Sem (M)	27/10/2023	Yuvaraj Gogoi
7	2 nd Sem (M)	27/10/2023	Ramananda Das
8	4 th Sem (GE)	28/10/2023	Pobon Gogoi
9	6 th Sem (M)	28/10/2023	Yuvaraj Gogoi
10	6 th Sem (M)	28/10/2023	Yuvaraj Gogoi


(Dr. Ramanadna Das)
HOD
Dept. of Political Science
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Sessional Examination Duty list
Department of Political Science
Gargaon College
2023-24 Odd Sem



Sl. No	Semester	Date of Exam	Invigilator's Name
1	1 st Sem (M)	27/06/2023	Ramananda Das
2	3 rd Sem (M)	27/06/2023	Pobon Gogoi
3	5 th Sem (M)	27/06/2023	Yuvaraj Gogoi
4	1 st Sem (M)	28/06/2023	Ramananda Das
5	3 rd Sem (M)	28/06/2023	Pobon Gogoi
6	5 th Sem (M)	28/06/2023	Yuvaraj Gogoi
7	3 rd Sem (M)	29/06/2023	Ramananda Das
8	5 th Sem (M)	29/06/2023	Pobon Gogoi
9	3 rd Sem (M)	29/06/2023	Yuvaraj Gogoi
10	5 th Sem (M)	29/06/2023	Yuvaraj Gogoi

(Dr. Ramanadna Das)
HoD
Dept. of Political Science
Gargaon College



D. Seminar topics

DEPARTMENT OF POLITICAL SCIENCE :: GARGAON COLLEGE

Students' Seminar 2023

Odd Semester

Date: 24/08/2023

Topic of the Seminar: **COMPOSITION, POWER AND FUNCTIONS OF
THE SUPREME COURT OF INDIA**

List of Participants

Sl. No.	Roll No	Name
1	486	Minakhi Urang
2	151	Pritisikha Mohan
3	280	Baishali Borgohain
4	67	Sankab Koushik Chetia
5	354	Beauti Urang
6	105	Sabana Begum
7	450	Reshma Begum
8	206	Sumaya Ahmed
9	411	Muskan Kainat Ali
10	448	Jahanara Begum
11	395	Anamika Roy
12	267	Jahnabi Chetia
13	78	Dipsikha Phukon
14	467	Supriya Das
15	526	Priya Begum
16	122	Gitashree Dutta
17	121	Suman Lama
18	524	Pinky Phukon
19	156	Meghali Konwar
20	228	Devajani Dutta
21	281	Jeni Deka
22	166	Modhusmita Phukon
23	480	Nikita Saikia
24	499	Nayanika Mech

(Dr. Ramananda Das)

HoD
Dept. of Political Science
Gargaon College

DEPARTMENT OF POLITICAL SCIENCE :: GARGAON COLLEGE

Students' Seminar 2024

Odd Semester

Date: 09/04/2024

TOPIC of the Seminar: Powers, Functions and Role of the President of India

List of Participants

Sl.No.	Roll No	Name of the Student
1	542	Simi Verma
2	166	Modhusmita Phukon
3	395	Anamika Roy
4	188	Mon Aronya Phukon
5	281	Jeni Deka
6	499	Nayanika Mech
7	67	Sankab Kaushik Chetia
8	5	Disha Handique
9	228	Devajani Dutta
10	267	Jahnabi Chetia
11	477	Akash Boruah
12	122	Gitashree Dutta
13	524	Pinky Phukon
14	448	Jahanara Begum
15	78	Deepshikha Phukon
16	105	Sabana Begum
17	280	Baishali Borgohain



(Dr. Ramananda Das)

HoD
Dept. of Political Science
Gargaon College

Sample Photographs of Students Seminar





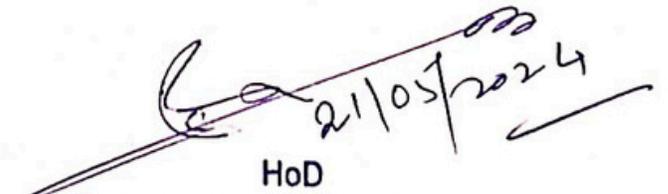


G. Procedure of Grievance Redressal

Time period of placing grievances application of IA and redressal.

As per guidelines of the affiliating University following time table is maintained by the Dept. of Political Science to address and redress the grievances of the Internal Examinations.

Semester	Time period of placing grievances	Time periods for settlement/ redressal of grievances
All semesters	<ol style="list-style-type: none">1. After the completion of the examination of sessional examination, the concern faculty will evaluate the answer scripts within a week and the marks will be displayed in the notice board.2. After 2 days of display of marks in notice board the student can place their application about their grievances relating to marks to the concerned teacher through the HoD.	Immediately after receiving of application by the concerned teacher, the teacher will scrutinised the answer script(s) within two days and modified mark sheet will be hanged in the notice board.


21/05/2024
HoD
Department of Political Science
Gargaon College, Simaluguri



Sample of Grievances Redressal Form Regarding Internal Assessment

APPLICATION FORM
Grievances Redressal Form for Sessional Examination

To
The Head
Department of Political Science
Gargaon College

1. Name (in CAPITAL letters) HIRANMOYEE BAYKHOWA

2. Class B.A. 3rd Semester

3. (A) Mobile no. 7086181484 (B) Mail to hiranmayee303@gmail.com

4. Examination Details (A) _____ Examination 20____
(B) Semester III
(C) Subject/Speciality Political Science
(D) Paper Intro. to Comp. Govt. politics Paper Code S-5
(E) Roll no.: 66
(F) Date of declaration of results: 20/10/23

5. Whether paper is applied for review (Yes/No): Yes

Yours faithfully,
Hiranmayee Baykhowa
(Signature of the applicant)

For Office Use Only

1. Date of receiving the form: 18/10/23

2. Details of redressal of grievances:
The answer script of the candidate is checked and reevaluated and no modification is admissible to the candidate.

Date: 22/10/23

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 Political Science
Gargaon College

1. Name (in CAPITAL letters) HIRANMOYEE RAJKHOWA
2. Class B.A. 3rd Semester
3. (A) Mobile no. 7086181484 (B) Mail id: hiranmoyee303@gmail.com
4. Examination Details (A) _____ Examination 20 _____
(B) Semester III
(C) Subject/Specialty Political Science
(D) Paper Intro to Comp. Govt. politics Paper Code S-5
(E) Roll no : 55
(F) Date of declaration of results: 20/10/23
5. Whether paper is applied for review (Yes/No): Yes

Yours faithfully,
Hiranmoyee Rajkhowa
(Signature of the applicant)

For Office Use Only

1. Date of receiving the form: 18/10/23
2. Details of redressal of grievances:

The answer script of the candidate is checked and reevaluated and no modification is advisable to the candidate.

Date: 22/10/23

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 Political Science
Gargaon College

1. Name (in CAPITAL letters) BOISHNAGREE PHADN
2. Class _____
3. (A) Mobile no. 9822981706 (B) Mail ID boishnagree171@gmail.com
4. Examination Details (A) Ed. Pol. Sc. Internal Examination 2023
(B) Semester III
(C) Subject/Specialty Pol. Sc.
(D) Paper Intro. to Comparative Pol. Sc. Paper Code C-5
(E) Roll no : 75
(F) Date of declaration of results: 20/03/23
5. Whether paper is applied for review (Yes/No): Yes

Yours faithfully
Boishnagree Phadn
(Signature of the applicant)

For Office Use Only

1. Date of receiving the form: 15/10/23
2. Details of redressal of grievances:

See candidate's Ask narration of the paper.
But no discrepancy was found.

Date: 22/03/23

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 Political Science
Gargaon College

1. Name (in CAPITAL letters) BITIMONI BAKTI
2. Class _____
3. (A) Mobile no. 9365062059 (B) Mail ID bitimonibakti@gmail.com
4. Examination Details (A) B.A. Internal Semester Examination 2023
(B) Semester I
(C) Subject/Speciality Pol. Sc.
(D) Paper write up comp. part - 2 Politics Paper Code L-5
(E) Roll no : 303
(F) Date of declaration of results: 20/10/23
5. Whether paper is applied for review (Yes/No): No

Yours faithfully
Bitimoni Bakti
(Signature of the applicant)

For Office Use Only

1. Date of receiving the form: 18/10/2023
2. Details of redressal of grievances:

We just want to see the answer script.

Date: 22/10/23

Signature of Examiner

Signature of in-charge of Internal Semester

Signature of HOD



APPLICATION FORM

Grievances Redressal Form for Sectional Examination

To

The Head
Department of Physical Science
Gargaon College

1. Name (in CAPITAL letters) SEHNAZ BEGUM
2. Class _____
3. (A) Mobile no. 6003887225 (B) Mail ID sehnazbegum92@gmail.com
4. Examination Details (A) B.A. B.L. Internal Examination 2023.
(B) Semester III
(C) Subject/Speciality Pol. Sc.
(D) Paper 1. Intro. to Comp. Pol. Sc. (40%) Paper Code S-5
(E) Roll no : 369
(F) Date of declaration of results: 20/10/2023
5. Whether paper is applied for review (Yes/No): Yes

Yours faithfully
SehnaZ Begum
(Signature of the applicant)

For Office Use Only

1. Date of receiving the form: 18/10/23
2. Details of redressal of grievances:

She appealed to re-evaluate her answer script.
The examiner re-evaluated it and slight modification
is done in marks secured.

Date:

Signature of Examiner

Signature of In-charge of Internal Semester

Signature of MOD



APPLICATION FORM
Grievances Redressal Form for Sessional Examination

To
The Head
Department of Political Science
Gargaon College

1. Name (in CAPITAL letters) BORASHIMONI MAHANTA
2. Class _____
3. (A) Mobile no. 9707286492 (B) Mail ID borashimoni.mahanta@gmail.com
4. Examination Details (A) B.Sc. Internal Examination 2022
(B) Semester III
(C) Subject/Speciality Pol. Sc.
(D) Paper Intro. to Public Administration Paper Code L-4
(E) Roll no : 111
(F) Date of declaration of results: 20/10/22
5. Whether paper is applied for review (Yes/No): Yes

Yours faithfully
Borashimoni Mahanta
(Signature of the applicant)

For Office Use Only

1. Date of receiving the form: 18/10/22
2. Details of redressal of grievances:

See appended for reevaluation and after
reevaluation her marks is being reduced.

Date: 20/10/22

[Signature]
Signature of Examiner

[Signature]
Signature of in-charge of Internal Semester

[Signature]
Signature of HOD