



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  
NAAC accredited with 'B' Grade

# 1. Minutes of departmental meeting regarding internal assessment



গড়গাঁও মহাবিদ্যালয়  
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



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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 <sup>st</sup>	C101-FACC✓	-	-	-
	3 <sup>rd</sup>	-	C305-HRM✓	-	-
	5 <sup>th</sup>	-	-	C511-PMTG✓	-
12/11/22 Saturday	1 <sup>st</sup>	AECC2 MIL-10 ALT. ENG-11	-	-	-
	3 <sup>rd</sup>	-	C306-ITLP✓	-	-
	5 <sup>th</sup>	-	-	C512-FIMG✓	-
14/11/22 Monday	1 <sup>st</sup>	G101-MECO✓	-	-	AECC1 R.NO-7
	3 <sup>rd</sup>	-	C307-MPAA✓	-	-
	5 <sup>th</sup>	-	-	DSE501 MAAC/CB✓	-
15/11/22 Tuesday	1 <sup>st</sup>	-	C102-BLAW	-	-
	3 <sup>rd</sup>	G303-BUST	-	SE302-E.COM	-
	5 <sup>th</sup>	-	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 <sup>nd</sup>	C203-COAC	-	-	-
	4 <sup>th</sup>	-	C408-COAC	-	-
	6 <sup>th</sup>	-	-	DSE601:SAPM/SM	-
26/04/2023 Wednesday	2 <sup>nd</sup>	C204-CLAW	-	-	-
	4 <sup>th</sup>	-	G404-IECO	SE403:ENTP	-
	6 <sup>th</sup>	-	-	C613-AUDG	-
27/04/2023 Thursday	2 <sup>nd</sup>	G101-MECO	-	-	AECC3-EVS R.NO 7
	4 <sup>th</sup>	-	C409-BM	-	-
	6 <sup>th</sup>	-	-	C614-GST	-
28/04/2023 Friday	2 <sup>nd</sup>	-	-	-	-
	4 <sup>th</sup>	-	C410-CAIB	-	SEC ENTD-5
	6 <sup>th</sup>	-	-	DSE602-FSA/ADM	-

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





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### 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 25<sup>th</sup> April, 2023 to 28<sup>th</sup> April, 2023 on the subjects mentioned against their names

Sl. No	Name of the Teacher	Subjects
1	Dr. Meghali Bora	COAC (4 <sup>th</sup> Sem), GST
2	Mr Anil Tanti	CLAW
3	Ms. Nomami Dutta	COAC(2 <sup>nd</sup> Sem), SAPM, GST
4	Dr. Mintu Gogoi	AUDG, SM, ADM
5	Mr Gautom Hazarika	COAC (2 <sup>nd</sup> Sem), IECCO, ENTP
6	DR. Mrinal Ghosh	MECO, COAC (4 <sup>th</sup> 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 11<sup>th</sup> November, 2022 to 15<sup>th</sup> 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 (২০১৭-১৮) ২০১৭

ক্র.সং.	ছাত্রের নাম	বিষয়	১ম	২য়	৩য়
১	সুজন সরকার	১৯৯৭: আর্থিক পরিসংখ্যান সমস্যা বিশ্লেষণ ও সমস্যা সমাধানের উপায় ৫. খেতিয়ক	৪	৩	৩
২	সুজন সরকার		৪	৩	৩
৩	সুজন সরকার		৩	৩	৩
৪	সুজন সরকার		৪	৪	৩
৫	সুজন সরকার		৩	৩	৩
৬	সুজন সরকার	১৯৯৮: উদ্ভিদ ও উদ্ভিদবিদ্যা	৩	২	৩
৭	সুজন সরকার		৪	৪	৪
৮	সুজন সরকার		৩	৩	৩
৯	সুজন সরকার		৪	৩	৩
১০	সুজন সরকার		৫	৪	৫
১১	সুজন সরকার	৪	৩	৪	
১২	সুজন সরকার	৩	৩	৩	
১৩	সুজন সরকার	৪	৪	৪	
১৪	সুজন সরকার	৫	৪	৫	
১৫	সুজন সরকার	৫	৫	৫	
১৬	সুজন সরকার	৫	৫	৫	
১৭	সুজন সরকার	৫	৫	৫	
১৮	সুজন সরকার	৫	৫	৫	
১৯	সুজন সরকার	৫	৫	৫	
২০	সুজন সরকার	৫	৫	৫	
২১	সুজন সরকার	৫	৫	৫	
২২	সুজন সরকার	৫	৫	৫	
২৩	সুজন সরকার	৫	৫	৫	
২৪	সুজন সরকার	৫	৫	৫	
২৫	সুজন সরকার	৫	৫	৫	
২৬	সুজন সরকার	৫	৫	৫	
২৭	সুজন সরকার	৫	৫	৫	
২৮	সুজন সরকার	৫	৫	৫	
২৯	সুজন সরকার	৫	৫	৫	
৩০	সুজন সরকার	৫	৫	৫	

১ম সেমিস্টার (২০১৭) ২০১৭

ক্র.সং.	ছাত্রের নাম	বিষয়	১ম	২য়	৩য়	৪য়	৫য়
১	সুজন সরকার	১৯৯৯: ইতিহাস ১৯৯৯: ইতিহাস	৩	৪	৪	৩	৪
২	সুজন সরকার		৪	৪	৪	৪	৪
৩	সুজন সরকার		৫	৫	৪	৪	৪
৪	সুজন সরকার		৫	৪	৫	৫	৪
৫	সুজন সরকার		৬	৪	৫	৫	৪
৬	সুজন সরকার	১৯৯৯: ইতিহাস ১৯৯৯: ইতিহাস	৪	৪	৩	৩	৪
৭	সুজন সরকার		৪	৪	৪	৩	৩
৮	সুজন সরকার		৩	৩	৩	৪	৩
৯	সুজন সরকার		৫	৪	৩	৪	৩
১০	সুজন সরকার		৫	৫	৫	৫	৫
১১	সুজন সরকার	৫	৫	৫	৫	৫	
১২	সুজন সরকার	৫	৫	৫	৫	৫	
১৩	সুজন সরকার	৫	৫	৫	৫	৫	
১৪	সুজন সরকার	৫	৫	৫	৫	৫	
১৫	সুজন সরকার	৫	৫	৫	৫	৫	
১৬	সুজন সরকার	৫	৫	৫	৫	৫	
১৭	সুজন সরকার	৫	৫	৫	৫	৫	
১৮	সুজন সরকার	৫	৫	৫	৫	৫	
১৯	সুজন সরকার	৫	৫	৫	৫	৫	
২০	সুজন সরকার	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 of Seminar	PTA	EMT	RA	EM
1	Arpan Das	MARKET: Development of market into digital marketing	4	4	5	5
2	Arpan Das		4	4	5	5
3	Arpan Das		4	4	5	5
4	Arpan Das		4	4	5	5
5	Arpan Das		4	4	5	5
6	Arpan Das	MARKET: Digital marketing & marketing strategy	5	5	5	5
7	Arpan Das		5	5	5	5
8	Arpan Das		5	5	5	5
9	Arpan Das		5	5	5	5
10	Arpan Das		5	5	5	5
11	Arpan Das	FIN: Working capital concept and its influencing factors.	4	3	3	3
12	Arpan Das		3	3	3	3
13	Arpan Das		4	3	3	3
14	Arpan Das		5	5	5	5
15	Arpan Das		5	5	5	5
16	Arpan Das	FIN: Working capital concept and its influencing factors.	4	4	4	5
17	Arpan Das		3	4	3	4
18	Arpan Das		3	3	3	3
19	Arpan Das		4	3	4	4
20	Arpan Das		5	4	4	5
21	Arpan Das		5	5	5	5
22	Arpan 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 3<sup>RD</sup> SEMESTER, 2021 (HONOURS)

Sl No	Name of the Students	HRM		ITL		MPAA		BUST		ECOM	
		P/A	Marks	P/A	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	08	P	12	P	21	P	08
9	Sachana 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	25	P	08
13	Kanishk Das	P	08	P	15	P	19	P	23	P	08
14	Arjun Gogoi	P	08	P	16	P	20	P	25	P	08
15	Kanishk Gogoi	A	-	A	-	A	-	A	-	A	-
16	Alpita Hazarika	A	-	A	-	A	-	A	-	A	-
17	Arshita Saha Kalita	P	08	P	16	P	20	P	25	P	08
18	Manojit Talukder	P	17	P	14	P	14	P	18	P	08
19	Arshita Saha	P	11	P	13	P	13	P	17	P	08
20	Arshita Saha	P	10	P	13	P	13	P	17	P	08
21	Arshita Saha	P	10	P	13	P	13	P	17	P	08
22	Arshita Saha	P	10	P	13	P	13	P	17	P	08
23	Arshita Saha	P	10	P	13	P	13	P	17	P	08
24	Arshita Saha	P	10	P	13	P	13	P	17	P	08
25	Arshita Saha	P	10	P	13	P	13	P	17	P	08

Department of Comin  
Gargaon College  
Responsibility for the academic a  
B.Com 1<sup>st</sup> c

(Dr. Meghali Barua)  
Head, Dept. of Commerce  
Gargaon College





## 6.Home Assignment through ICT

The screenshot shows a Google Classroom page for a course titled "Corporate Accounting". The page is viewed from a student's perspective. On the left, there is a navigation sidebar with options like Home, Calendar, Teaching, and To review. The main content area shows the course title "Corporate Accounting" with a due date of "Apr 2" and "10 points". Below this, there is a section for "Class comments" with a text input field and a submit button. An image placeholder with the filename "IMG-20230331-WA000..." is visible. The browser's address bar shows the URL "classroom.google.com/c/NTE4MjAwMzY0MzU5/a/NjAyMzg3NzQxMjQx/details".

The screenshot shows a Google Classroom page for a course titled "MACRO Eco (Jan-June) 2023, 2nd Semester". The page is viewed from a student's perspective. On the left, there is a navigation sidebar with options like Home, Calendar, Teaching, and To review. The main content area shows a "Classwork" tab with a "Create" button. Below this, there is a section for "Dear Students Assignment has been attach..." with a due date of "Mar 20, 2:00 PM". The assignment is titled "Assignment Macro 1.docx" and is a Word document. The status shows "10 Turned in" and "12 Assigned". There is a "Review work" button. The browser's address bar shows the URL "classroom.google.com/w/NTEzNTAxMDY0Mjk4/t/all".





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## 6.Home Assignment through ICT

Dear Students Assignment has been attached, kindly submit within the stipulated time.

Dept of Commerce Gargaon College · Mar 13

100 points Due Mar 20, 2:00 PM

Assignment Costing 1.docx  
Word

Class comments

Add class comment...

Class Assignment

Dept of Commerce Gargaon College · Feb 15 (Edited Sep 9)

10 points Due Feb 15, 11:59 PM

IMG\_20230215\_112829.jpg  
Image

Class comments

Add class comment...





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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 25 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



