

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.

Dr. Meghali Bora
Head,
Department of Commerce
Gargaon College
HOD
Department of Commerce
Gargaon College

Head of the Department
Dr. Meghali Bora

Associate Professor



Minutes of Meeting regarding IA Exam

Department: Commerce, Gargaon College, Simaluguri Date: April 11, 2023,

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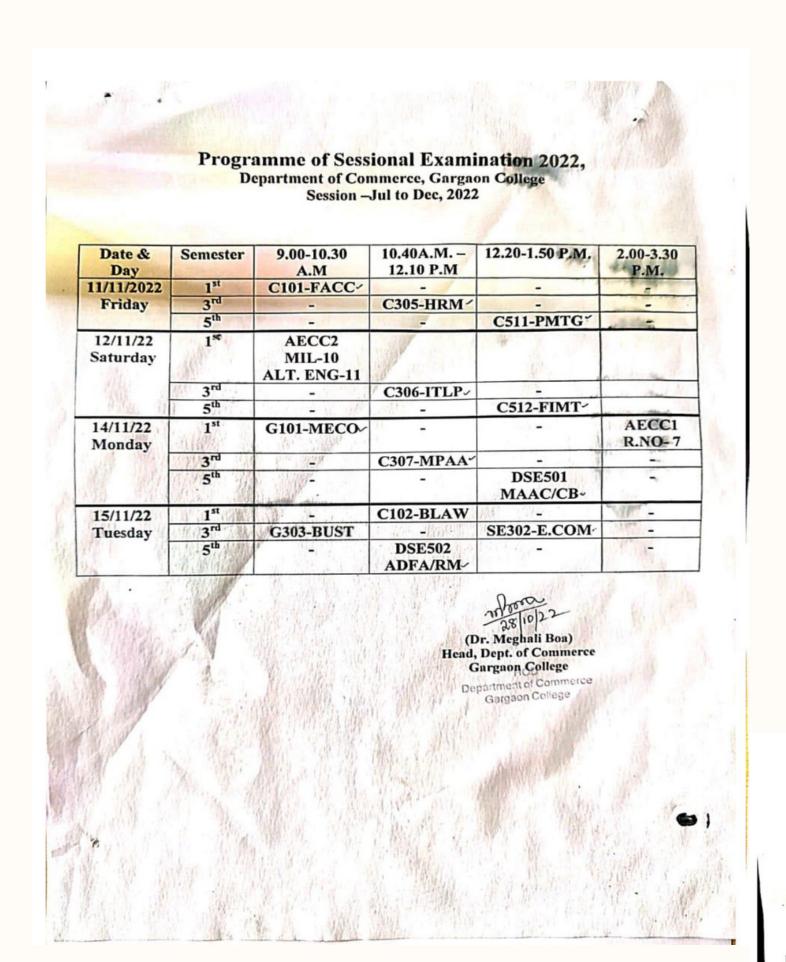
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Dr. Meghali Bora
Head,
Department of Commerce
Gargaon College

HOD
Department of Commerce
Gargaon College



2. Departmental timetable of internal examination



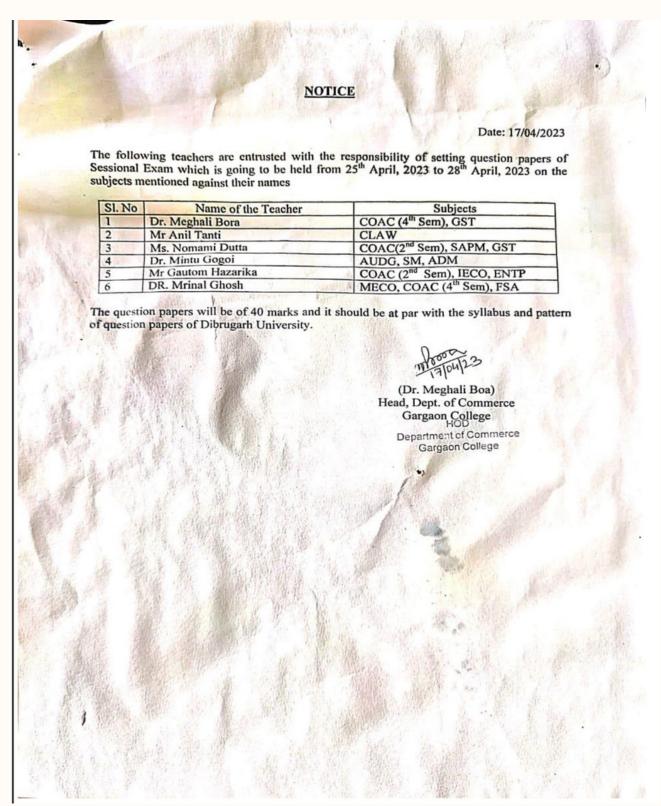
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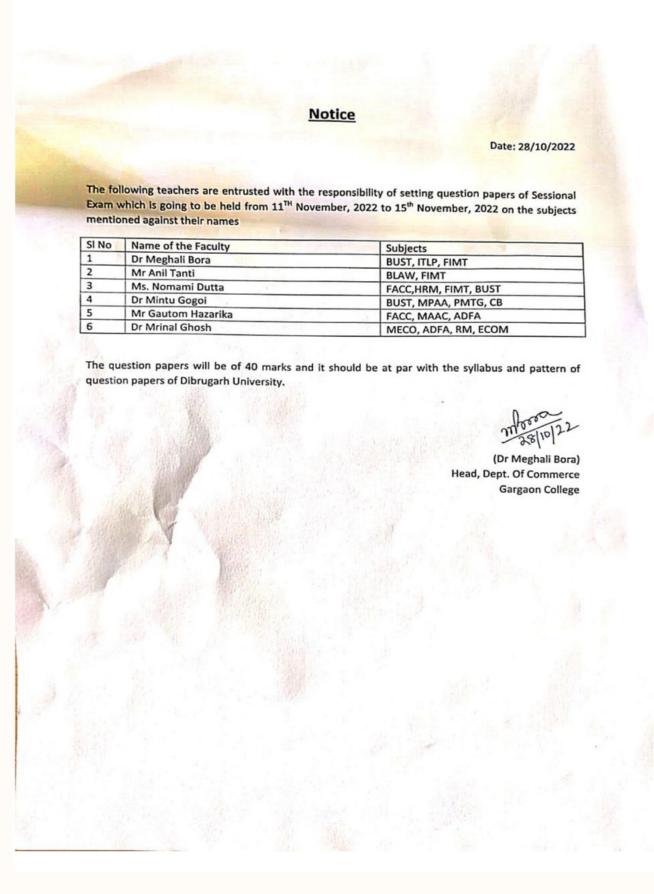
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25/04/2023	2 ad	C203-COAC	-		-
Tuesday	Ath		C408-COAC		-
Tuesday	th	-	-	DSE601:SAPM/SM	-
26/04/2023	nd	C204-CLAW	1		-
Wednesday	th	-	G404-IECO	SE403:ENTP	
Wednesday	6 th			C613-AUDG	
27/04/2023 Thursday	2 nd	G101-MECO	·	-	AECC3-EVS R.NO 7
Indisday	4th	-	C409-BM	-	-
r i	6 th		- AB	C614-GST	-
28/04/2023	2 nd		34	-	-
Friday	_fth	1,7,1	C410-CAIB		SEC ENTD-5
r r r cang	610		1	DSE602-FSA/ADM	
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3. Distribution of exam duties

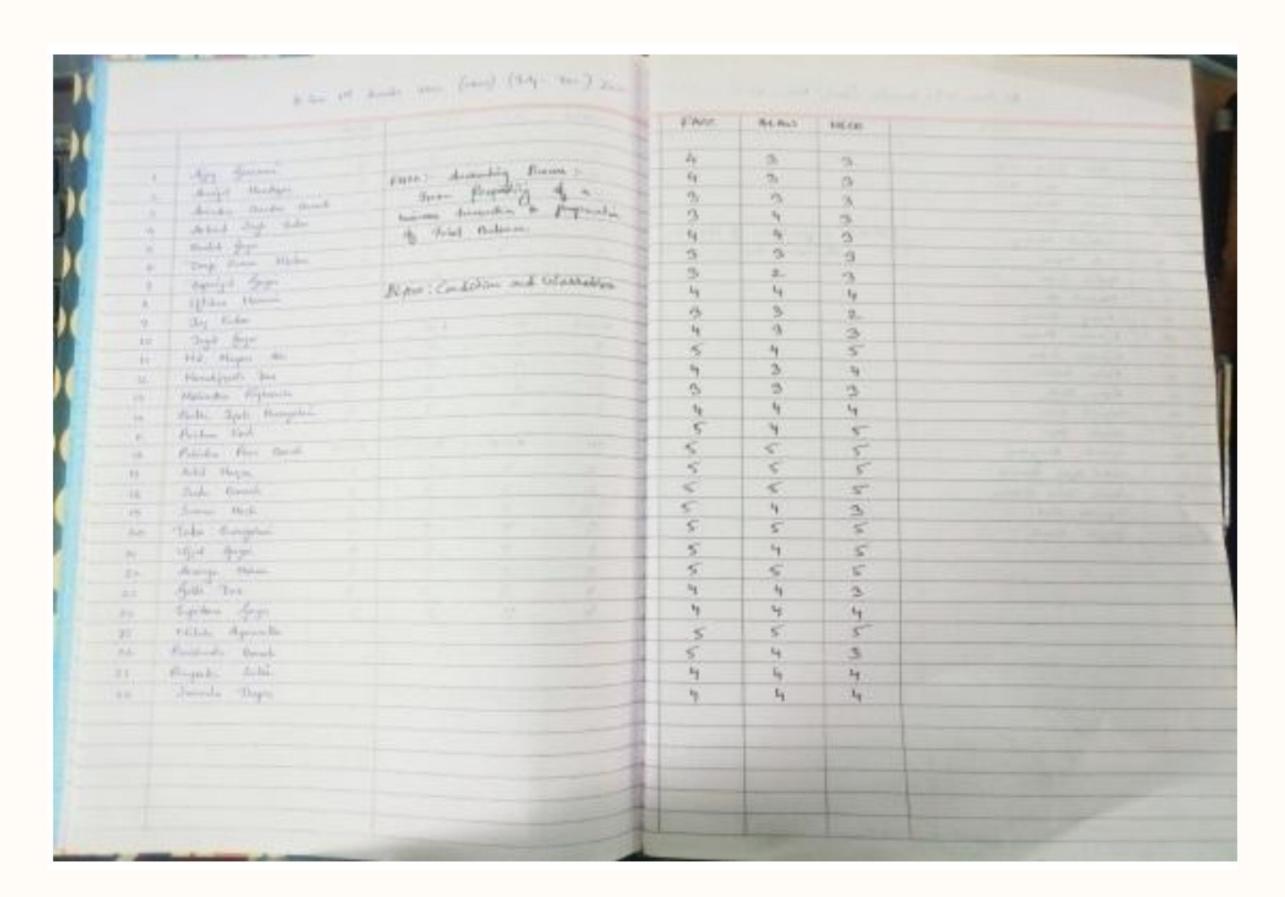






4. List of group discussions and seminars

Sample register with name of students and topic of seminar

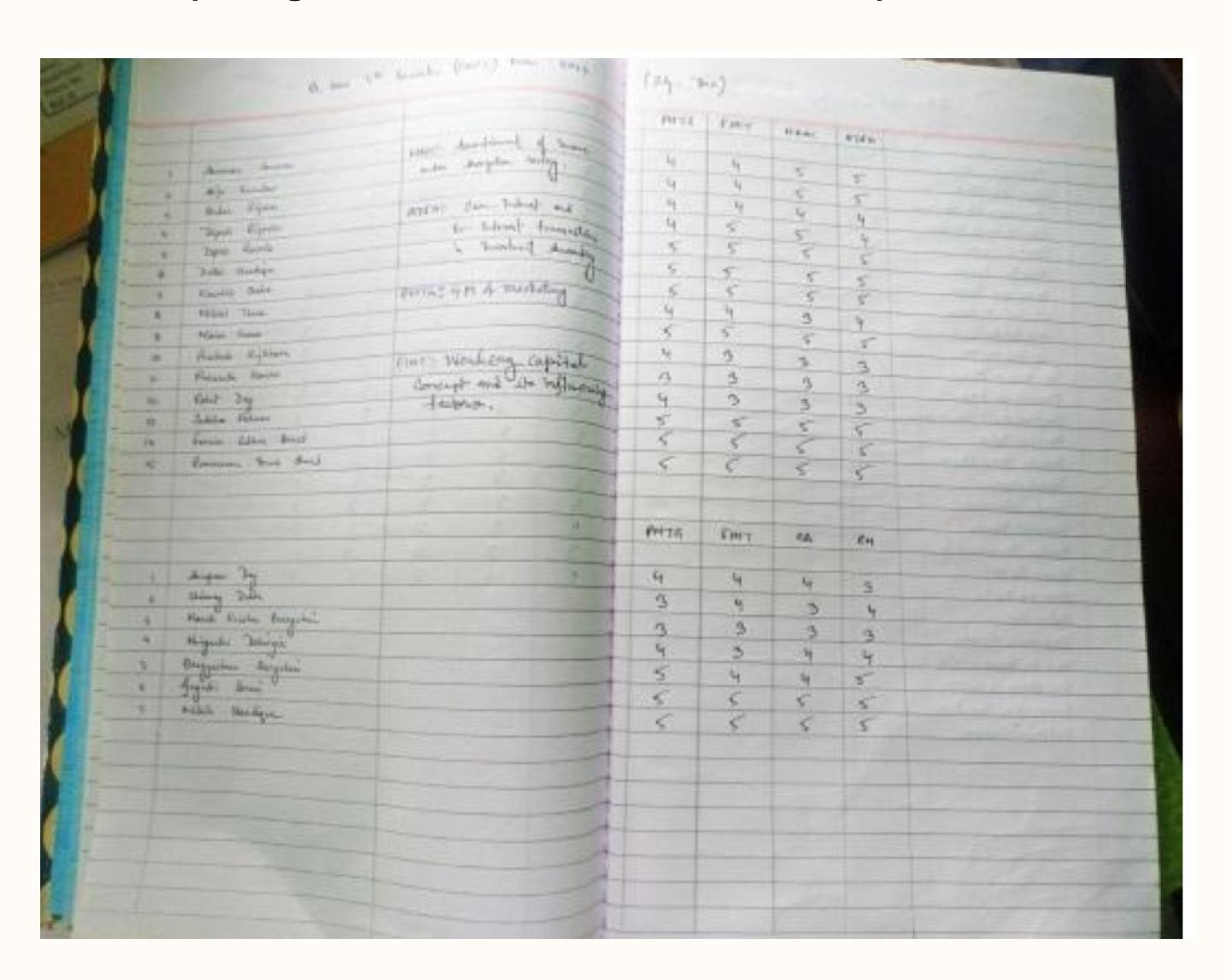


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4. List of group discussions and seminars

Sample register with name of students and topic of seminar





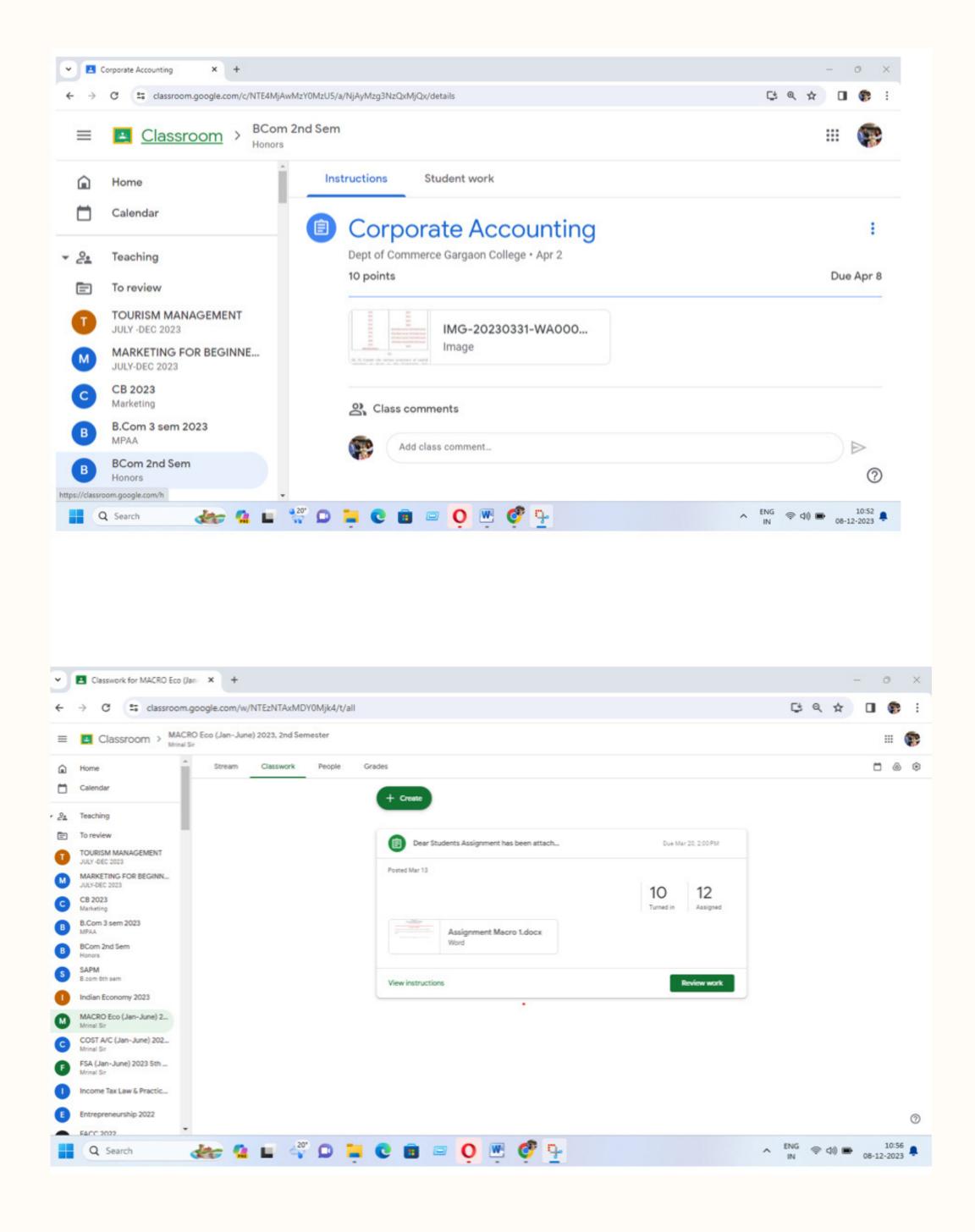
5. Display of Sessional Marks on Notice Board

Sample



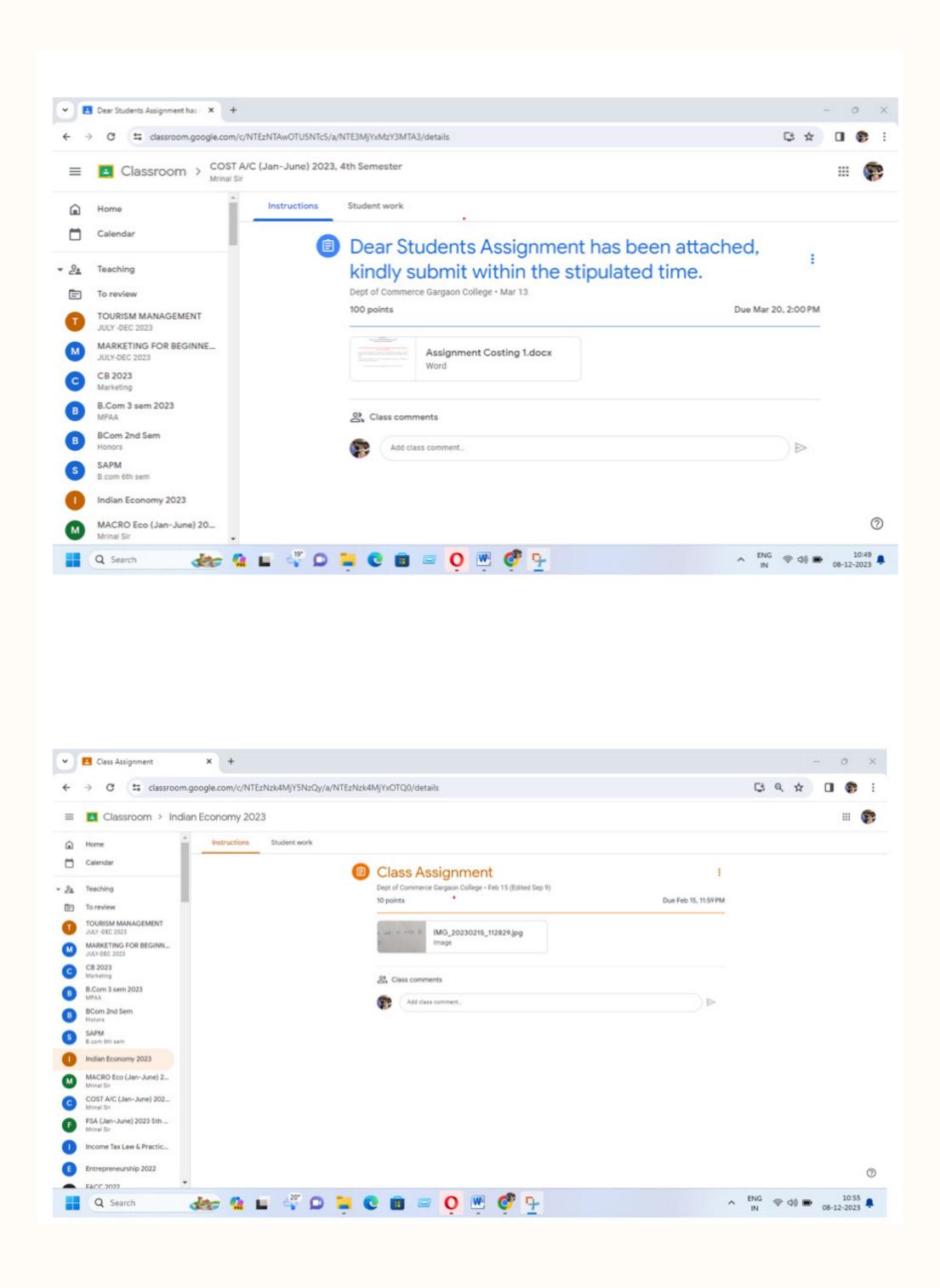


6. Home Assignment through ICT





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

	APPLICATION FORM Grievances Redressal Form for Sessional Examination
	To The Head Department of Commence Gargaon College 1. Name (in CAPITAL letters) 2. Class All Sem 3. (A) Mobile no 7096707975 (B) Mail ID Najballov phokov@gmail.com 4. Examination Details (A) Semional Examination (B) Semester All Sem (C) Subject/Speciality Indian Economy (D) Paper
	Yours faithfully Rajballov Phylon (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 necheck and 155M2 1. Date of receiving the form: 4/05/2023 2. Details of redressal of grievances: Applied for necheck and 155M2
Do	ote: 06/08/23
	nature of Examiner Signature of In-charge of Internal Semester Signature of HOD

APPLICATION FORM	
Grievances Redressal Form for Sessional Examination	
То	
The Head	
Department of Commetace	
Gargaon College	
1. Name (in CAPITAL letters) RAJKIGHUR LAHON	
Z. Class	
(R) Mail D born to the last of	
Evamination 20.2	
(C) Subject/Speciality Cost accounting	
(D) Paper Code C (4 0 3	
(E) ROII NO :	
(F) Date of declaration of results:3 · 06 · 20 2 3 5. Whether paper is applied for review (Yes/No):Yes.	
to the state of teview (tes/No):xes.	
Yours faithfully Raikishubhahaa	
Majkishub hahan	
(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 necheck and 15500	
was resolved.	
Was resolved	
Date: AV le & 10	
Date: 0\$/0\$/23	
Signature of Examiner Signature of In-Order	
Julian Col Internal C	
Signature of HOD	
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Samples of greviance redressal forms

APPLICATION FORM Grievances Redressal Form for Sessional Examination
To The Head Department of Commence Gargaon College 1. Name (in CAPITAL letters) KAUSTAV GOGOT 2. Class Ath Lem 3. (A) Mobile no. 6901961982 (B) Mail ID Kaustavaste gama'l Com 4. Examination Details (A) Sessional Examination 20.23 (B) Semester Ath Lem (C) Subject/Speciality Indian Leans any (D) Paper Paper Code GE - 404 (E) Roll no: 29 (F) Date of declaration of results: 2.5.2023 5. Whether paper is applied for review (Yes/No): Yes
Yours faithfully Kaustay Jegai (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 isome was resolved.
Date: 06.05.23
gnature of Examiner Signature of In-charge of Internal Semester Signature of HOD