

OFFICE OF THE PRINCIPAL

KHAGARIJAN COLLEGE

P.O: Chotahaibar, Nagaon(Assam), PIN:-782003 ESTD: 1972

Office-03672-230085, Mobile:9864403390, 8638726781 E-mail:khagarijancollege1@gmail.com

Ref.No:From,
Dr. Ramesh Nath, M.Sc, B.Ed, Ph.D
Principal & Secretary

Date: -

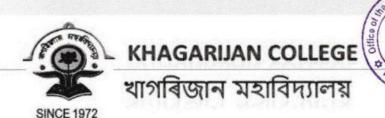
AQAR: 2023-24

2.5.2-Mechanism to Deal with Internal Assessment Related Grievances is Transparent, Time-bound and efficient.

(Dr. Ramesh Nath)

Principal
Khagarijan College
Nagaon. Assam
Principal
Khagarijan College
Nagaon (Assam)

2.5.2-Mechanism to Deal with Internal Assessment Related Grievances is Transparent, Time-bound and efficient.



Estd. 1971

Mechanism for Internal Assessment and Grievance Redressal Khagarijan College, Chotahaibor, Nagaon, Assam (DOCUMENT)

(Based on the Examination Guidelines Issued by Gauhati University dated. 08-11-2019)

The College is an affiliated institution under Gauhati University and it follows the Rules and Regulations for conducting Programmes/Courses and Evaluation from time to time. On the basis of the Examination Guidelines, the college has developed a mechanism to deal with the Assessment and Assessment related Grievances of the Students.

Evaluation:

A student's performance will be evaluated throughout the year based on continuous assessment. Evaluation of the student's performance in each semester for every course will be based on the following:

- Internal Assessment (IA)
- End Semester Examination (ESE)

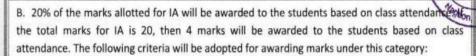
For a student to pass in a course, she/he has to pass on the basis of the marks secured in TOTALITY in both Internal Assessment and End Semester Examination.

Internal Assessment (IA):

IA will ideally account for 20% of the total marks allotted to a course/paper. For evaluating the performance of the students in a continuous way, the following measures will be adopted for distributing marks earmarked for IA.

A. Sessional or mid-term examination will be conducted for 50% of the total marks allotted for IA of a course/paper. (For example, if 20 marks is allotted for IA of a course/paper, then 10 marks will be kept aside for assessment in sessional or mid-term examination. The sessional examination will be held for 30 marks for the convenience of setting questions and covering the syllabus and the marks secured by the students will be proportionately converted to be out of 10 marks. Duration of the examination will be one hour. The question papers of the sessional or mid term examinations will be set by the concerned teacher(s) and the evaluated answer scripts will be shown to the students and corrections will be made, if any.

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- a) Class attendance from 76% to 80%...... 1 mark;
- b) Class attendance from 81% to 85%...... 2 marks;
- c) Class attendance from 86% to 90%...... 3 marks;
- d) Class attendance from 91% and above...... 4 marks.

C. Rest 30% of the marks allotted (i.e. 6 marks) for IA will be distributed and awarded on the basis of performance of the students on the following criteria:

- i) for Practical Courses: Practical (internal practical including practical copy)
- ii) For non-practical courses:

Home assignments; Seminar/Group discussions; Field work; Performance in co curricular and extra-curricular activities.

D. Internal marks will be scaled up/down to ensure a maximum permissible deviation of 20 percent from ESE marks. Thus, internal marks can deviate only within the mark band of % marks secured in ESE plus /minus 20 percent.

E. In case of ODI, learners admitted under GUIDOL, IA will ideally account for 20 % of the total marks allotted to a course (in a manner similar to conventional mode students) and will be distributed as follows:

- i) Sessional or Mid-term examinations will be conducted for 50% of the total marks allotted for IA of a course (in a manner similar to conventional mode students)
- Rest 50% of the marks allotted for IA will be distributed and awarded on the basis of performance of students on the following criteria (in a manner similar to conventional mode students)
 - Home assignments
 - > Seminars/Group discussions
 - > Field Work
 - > Performance in co-curricular and extra-curricular activities

Procedure for conducting Sessional examination:

A. The sessional examination as part of Internal Evaluation will comprise of 50% of the marks earmarked. Since Internal Evaluation component will be of 20 marks, Sessional examination will be held for determining students' performance out of 10 marks. For the convenience of setting questions and covering the syllabus, the Sessional examination will be held for 30 marks of one hour duration and the marks secured by the students will be proportionately converted to be out of 10 marks. The sessional examination for a paper will be conducted by the teacher(s) who teaches that paper. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper will be done by the teacher(s) concerned as part of his/her normal duty without hampering regular classes as far as practicable.

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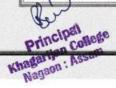
B. The teacher(s) concerned will fix the date of the sessional examination in each period to students shall write their answers in the sessional examinations in proper 'additional answer scripts' of Gauhati University.

- C. After evaluation, the answer scripts shall be shown to the students and corrections in evaluation, if any, shall be made. After this, the answer scripts shall be collected back from the students. The entire process of evaluation in the sessional examination should not take more than two weeks from the date of examination.
- D. d Scrutiny of answer scripts of sessional examination will be done in the college by an Examination Committee formed by the Principal in consultation with the faculties of the college. During scrutiny, if any discrepancy is observed in the evaluation certain questions, the same should be re-evaluated by a teacher of that subject appointed by the Examination Committee.
- E. Answer scripts of sessional examinations shall be submitted to the University after one year of the examination concerned.
- F. Before the end of the End Semester Examination, the Colleges shall compile the marks obtained by the students under different heads of Internal Evaluation such as Sessional examination, Class attendance and from other criteria mentioned in 10.2.1a, 10.2.1b & 10.2.1c. The compiled marks will be submitted to the Controller of Examinations through online feeding.

At College Level:

(Policy to meet the Internal Assessment Related Grievances)

- The college has a policy for those students who are not able to appear in Internal Assessment examination due to genuine ground viz., medical or any other family related ground, with proper application, allowed to appear in the Sessional examinations.
- There is provision for slow learners, who scores less marks in the Internal Assessment examination, to reappear in the examination for improvement in examination.
- The grievances and action taken policy at the college level are shown in the departmental answer sheet.
- The answer script of the student, those who scores less marks in Internal Assessment examinations are shown to the student in their presence and options are provided for betterment to seat again in the examination.
- Any student not satisfied with his/her marks given by the concerned teacher are allowed to approach the HoD of concern Department for grievance redresses.
- The college follows a transparent policy for evaluation where marks of the students are shown in the concerned class and in Notice Board.





At University level:

In reference to the internal examination marks entry in final examination mark sheets provided by the university is less than the marks provided by the college, then application are sought from the students and the same has been forwarded by the Principal to the Controller of Examination of the Parent University for grievance redressal with due formalities.

Prepared by: Internal Quality Assurance Cell Khagarijan College, Nagaon, Assam



अवस्थारी किल्पिमाडशामाण जानमीच भगोत्रा ग्रह्म निम्ह्रा महरमम् अस्ति । उत्पाति किस्तिम् , अन्याति व्यम्भ । प्रमण् - भूरणाराष्ट्र वेश्याची विकास की अध्यारियाम भगे द्वार प्रमाण्या सुक्रीन कर्रिक निवत कर्र्य दास्त्रा (अध्याद प्रत्यात्रीह १६९५० व्यवस्थाह क्यान्त्रिक प्राप्तात्रिक प्रत्यात्रिक प्राप्तात्रिक विद्यात्रिक क्षिराम्बर् उत्पास अवस्था द्वीर हमिलासामा उडमाउ हम हमिलास २०२३ मर्म ५ मण्डीकार इत्यारिक सम्मान समा अप्राचित्रक वेट् मण्डी क्रिक्रक कर्मक्राट जनकारी में विकास । द्वार कर्मक्राट Rool na UA-201-302-0112 हारि अर्ज अपमार्गकार अभिद्या मानायां द्वामना प्रम दिल हम के किली दिला कि के के कार्य करते कार्य अन्यसम क्षिक स्वर । मिल रामक स्थापन क्षित्र हुए असूत्र क्षित्र काममा अध्यक्त अक्रमम जन्मणा उत्पाद उत्पान ज्यानामा क्रिमाड्स गाड : अधार हिंद्रमें मात्र Raal no 0 UA -201-302-0112

Bair

Principal Khagarijan College Nagaon (Assam)



OFFICE OF THE PRINCIPAL KHAGARIJAN COLLÉGE

ESTD: 1972 Office-03672-230085, Mobile:9864403390, 8638726781 E-mail:khagarijancollege1@gmail.com

Ref.No :- KC/II/85470/2024-25

From,

Dr. Ramesh Nath, M.Sc. B.Ed, Ph.D

Principal & Secretary

Date: - 05/06/2024

To

The Controller of Examinations Gauhati University Guwahati-14

Sub - Prayer for correction of Grade sheet of B.A. 1st Semester Examination 2021 bearing Roll No. UA-211-302-0277

Sir.

With reference to the subject cited above I have the honour to state that Ejas Sheikh had appeared in the B.A. 1st Semester Examination bearing Roll No. UA-211-302-0277, but in the grade sheet Roll No. UA-211-302-0277 is shown in absent in the paper ASM-AE-1014 (Sakshamata Vikash Pathya).

I therefore request you kindly to do the needful and obliged.

Enclo:

1. Top Sheet

2. Attendance Sheet

3. Grade Sheet.

Yours faithfully

(Dr. Ramesh Nath) Principal

Khagarijan College

Nagaprincipsam Khagarijan College Nagaon (Assam)

Principal Khagarijan College

Nagaon (Assam)



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Ref No - KC/11/85302/2023-24

Form,

Dr. Ramesh Nath, M.S. B.Ed. Ph.E.

Principal & Secretary

To

The Controller of Examination Gauhati University Guwahati - 14

Sub: Prayer for Original Mark sheet

Sir.

With reference to the subject cited above I have the honour to state that Dhiren Ronghang a student of 2017-18 batch bearing Roll No. UA1713020156 has not yet received the original grade sheet.

Moreover, I would like inform you that the said candidate passed all semesters in 2021. I, therefore, request you to kindly issue Original Grade sheet of the said candidate.

Enclo.:

- 1. 6th semester grade sheet (internet copy).
- 2. All Admit cards

Yours faithfully

Date: - 29/11/2023

(Dr. Ramesh Nath) Principal Khagarijan College Nagaon : Assam

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Principal Khagarijan College Nagaon (Assam)