



**Estd. 1954**

# প্ৰাগজ্যোতিষ মহাবিদ্যালয়

## **PRAGJYOTISH COLLEGE**

**Affiliated to Gauhati University and  
Recognized under Sections 2(f) and 12(B) of the U.G.C. Act, 1956**

## **Annual Quality Assurance Report (AQAR) 2021-2022**

### **CRITERIA 2.5.2**

### **Mechanism to Deal with Internal Examination Related Grievances**

**Submitted to**



**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

# 1. University Regulation for Re-Scrutiny and Re-evaluation



**GAUHATI UNIVERSITY**  
**OFFICE OF THE ACADEMIC REGISTRAR**  
Jalukbari, Guwahti-781014

Ref. No. GU/M/AR/2017/

Date: 01/06/2017

**NOTIFICATION-33**

In accordance with the Resolutions taken by the Academic Council held on 22/04/2017, the following decisions were taken by the CCEM in its meeting held on 18/05/17. It is notified for information of all concerned that if the candidates of both U.G.& P.G. examinations conducted by Gauhati University are not satisfied with their obtained marks in the end semester theory examination results, they may apply for re-scrutiny, photocopy and re-evaluation of their answer script(s) by depositing prescribed fees and following the procedures as stated below:

- a. Step-1: Application for the re-scrutiny of answer script(s) will be accepted up to 15 days from the date of declaration of the result. The re-scrutiny process will be completed by re-totalling of marks, checking unassigned/ omission of marks.
- b. Step-2: Application for photocopy of the answer script(s) will be received up to 15 days from the date of declaration of result of the re-scrutiny. One should apply for photocopy along with the proof of re-scrutinised result as the photocopy of answer script will be provided only after re-scrutiny of the respective copy/copies of the Answer Script.
- c. Step-3: Application for the re-evaluation of answer script(s) will be accepted up to one month from the date of dispatch of the photocopy of answer script(s) with following conditions.
  - Condition no. 1: A student should go through step-1 and step-2 before proceeding to step-3.
  - Condition no. 2: Re-evaluation is allowed if and only if marks obtained in a paper is more than 25% of the total marks.
- d. An answer script shall not be preserved for more than 6 (six) months from the date of declaration of result.
- e. No re-scrutiny, photocopy and re-evaluation of their answer script(s) will be allowed for internal examination, practical examination, project works and viva-voce examination.

**Fees structure:**

1. Re-scrutiny	:	Rs.200.00
2. Photocopy	:	Rs.200.00
3. Re-evaluation	:	Rs.300.00

This has approval of the Vice-Chancellor, G.U. dated 25/05/17.

Sd/-  
Dr. Guruprasad Khataniar  
Academic Registrar  
Gauhati University

Memo No:GU/MAR/2017/3237-3247  
Copy forwarded for information to:

Dated 01.06.2017

1. The Registrar, G.U.
2. The Finance Officer, G.U.
3. The Secretary to the Vice-Chancellor, G.U.
4. The Controller of Examinations, G.U.
5. The Deputy Controllers' of Examinations, G.U.
6. The Chairman and the Convener, CCEM, G.U.
7. The Secretary to the Registrar, G.U.
8. Joint Registrar, G.U.- with a request to upload the same in the G.U. website
9. The Principal's / Director's of permitted and affiliated colleges of Gauhati University
10. Office file

  
Academic Registrar  
Gauhati University

## 2. Inhouse grievance redressal cell and Internal Examination Committee

**OFFICE OF THE PRINCIPAL  
PRAGJYOTISH COLLEGE**  
Affiliated to Gauhati University and recognized under Sections 2(f) and 12(B) of the U.G.C. Act, 1956;  
3<sup>rd</sup> Cycle NAAC Accredited  
GUWAHATI - 781 009, ASSAM

12-08-2022

The following in-house wing is hereby reconstituted vide GB Resolution as indicated below.

Name of In-House Wing: **STUDENTS' GRIEVANCE REDRESSAL CELL**

GB Resolution No.: 07(C)

GB Meeting held on: **12.08.2022**

Period of validity of the In-House Wing: **12.08.2022 - 11.08.2024 (2 years) \*\***

Sl.	Name of Member	Designation	Capacity
1	Dr. Manoj Kumar Mahanta	Principal	Chairperson
2	Dr. Shampa Choudhury	Vice Principal	Adviser
3	Dr. Reena Barman Kalita	Associate Professor	Adviser
4	Bishwajyoti Dev Mahanta	Associate Professor	Coordinator
5	Niva Deka	Associate Professor	Member
6	Dr. Satyasandha Das	Associate Professor	Member
7	Dr. Arpita Das	Assistant Professor	Member
8	Unindajyoti Choudhury	Librarian	Member

\*\* Subject to the satisfaction of the constituting authority

(Dr. Jagadindra Ray Choudhury)  
President, Governing Body  
PRAGJYOTISH COLLEGE  
GUWAHATI-9

(Dr. Manoj Kumar Mahanta)  
Principal  
PRAGJYOTISH COLLEGE  
GUWAHATI-781009

Email: principal@pragjyotishcollege.ac.in  
mkmahanta06@yahoo.co.in

Website: www.pragjyotishcollege.ac.in  
Mobile: 94353-11498, 98649-80654

**OFFICE OF THE PRINCIPAL  
PRAGJYOTISH COLLEGE**  
GUWAHATI - 781 009, ASSAM  
ISO 9001:2015 Certified; SDG Accord certified; NAAC accredited since 2004(3<sup>rd</sup> Cycle);  
Recognized under section 2(f) and 12(B) of UGC  
Website: www.pragjyotishcollege.ac.in E-Mail: pragcollege@yahoo.co.in  
Dr. Manoj Kumar Mahanta, M.Sc., Ph.D. PRINCIPAL

September 26, 2023

The Monitoring Committee is constituted with the following members for the TDC 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Semester Sessional Examinations, 2023.

Members of the committee:

- Mr. Pradip Ch. Kalita : Convenor
- Mr. Saroj Sarma : Member
- Dr. Amar Jyoti Dutta : Member
- Mr. Manojit Kalita : Member

Bearer:

- Bipul Deka
- Rinku Moni Kalita

Principal  
Pragjyotish College  
Guwahati-09  
Principal  
Pragjyotish College  
Guwahati-781009

## 3. Student grievances approval

To,  
The Principal  
Pragjyotish College  
Santipur Guwahati-9

Subj - change in Minor subject.

With due respect & hope I Rishav Kalita from B.Sc  
A. 1<sup>st</sup> sem Anthropology (Hons). During admission I  
selected chemistry as my minor subject but now  
I am having difficulties in this subject. So I want  
to change my minor subject from chemistry to  
economics

I hope that you understand & grant my  
application.

Yours sincerely  
Rishav Kalita

Principal  
Pragjyotish College  
Guwahati-781009

To,  
The Head of Botany Department  
Pragjyotish College  
Shantipur, Guwahati

Subj: Request letter for re-appearing in missed exam.  
Kaptolol Man.

With all my due respect, it is stated that I (Manjira  
Mangalolol); I am a student of 5<sup>th</sup> Semester, Botany Department  
My roll no is - 0071. I was suffering from high  
fever along with cold and allergy. Last week end  
due to which I was not able to come to college  
and I also missed my exam.

So, please kindly allow me a chance to re-appear  
for my exam again. I shall be really thankful  
to you.

Application accepted  
Date: 15/11/2021

Yours Sincerely  
Manjira Mangalolol  
Botany Honours  
5<sup>th</sup> Semester

To,  
The head of the department, Botany,  
Pragjyotish College.

Subj: Prayer for granting my application.

Respected Madam,

With due respect, I beg to state that, I Tani Choudhury  
student of Botany department, couldn't reach the  
attendance that needs to appear in semester exam.  
Because I was transferred from Neoging's High College  
to Pragjyotish college very lately. Therefore, my  
attendance percentage is very low. I assure that in  
my second semester I will attend above 75% of attendance.  
In this circumstance, kindly grant me your  
valuable sign so that I could sit in the exam.

I would be thankful for your consideration

Your faithful  
Tani Choudhury  
B.Sc (1<sup>st</sup> Semester)  
Department of Botany

Approved -  
Date: 15/11/2021

H.O.D. Botany  
Pragjyotish College  
Guwahati

#### 4. Proper storage of internal examination answer sheets to deal with student grievances



#### 5. Timely distribution of evaluated internal examination answer sheets

**Records of Answer sheet Distribution**  
PEAGJIYOTISH COLLEGE:- DEPT. OF ASSAMESE

Class: TDC 3<sup>rd</sup> Sem      Paper: ASM-11C-4016      Date: 19-4-23

SL. NO	CLASS ROLL NO	GU ROLL NO	FULL SIGNATURE OF THE STUDENT
1	263	UA-211-032-0061	Bichitra Hamdique
2	416	UA-211-032-0084	Deepshikha Kalita
3	178	UA-211-032-0063	Bibha Deka
4	212	UA-211-032-0137	Jayshree Boruah
5	423	UA-211-032-0037	Bidyutya Sharma
6	317	UA-211-032-0164	Karishmita Talukdar
7	319	UA-211-032-0210	Neha Baruah
8	181	UA-211-032-0068	Biswal Bhowan
9	191	UA-211-032-0171	Himakuvoti Bashtya
10	364	UA-211-032-0327	Taruna S. Ahmed
11	482	UA-211-032-0824	Trishna Deka
12	73	UA-211-032-0173	Lakhi Malakar
13	335	UA-211-032-0100	Aisha Rai
14	331	UA-211-032-0315	Sunila Borua
15	88	UA-211-032-0223	Parbati Dori
16	147	UA-211-032-0026	Ankur Deka
17	111	UA-211-032-0040	Dandita Das
18	294	UA-211-032-0285	Sanjukta Das
19	36	UA-211-032-0236	Sikha Ray
20	259	UA-211-032-0096	Dipanjali Sarma
21	303	UA-211-032-0225	Parishmita Rania
22	361	UA-211-032-0104	Fariyina Sultana
23	327	UA-211-032-0261	Rishmita Boruah
24	332	UA-211-032-0130	Janani Ray
25	320	UA-211-032-0335	Trishna Kamakari
26	173	UA-211-032-0413	Soni Sultana
27	227	UA-211-032-0241	Priyanka Sarma
28			
29			
30	48	UA-211-032-0085	Deepashree Devi
31			
32			
33			

Signature of the Teacher

Spot Student signature taken after distribution of evaluated answer script and meeting the possible grievances related to the evaluation.

## 6. Student feedback to their grievances related to examination issues

# FEEDBACK ON CURRICULUM ANALYSIS REPORT 2022-2023

6. Continuous Internal Evaluation (CIE) is done timely and effectively with the help of Sessional Test, Sudden Test, Home Assignments, Guest Lectures, Projects, etc.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

7.87

6. Continuous Internal Evaluation (CIE) is done timely and effectively with the help of Sessional Test, Sudden Test, Home Assignments, Guest Lectures, Projects, etc.

636 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

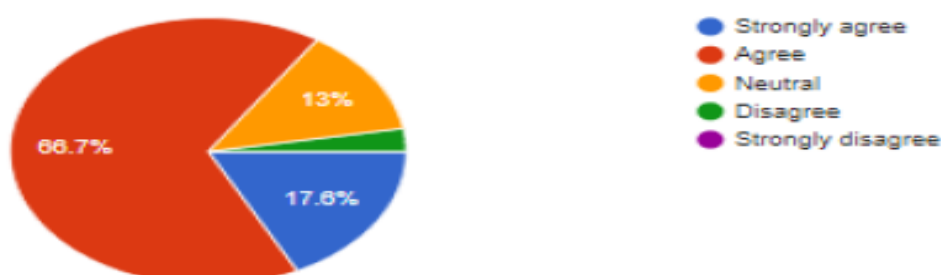
8. Marks allotted and method of evaluation for Internal Assessment as designed by the parent University is appropriate

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

7.98

8. Marks allotted and method of evaluation for Internal Assessment as designed by the parent University is appropriate

108 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

**Link to student feedback:**

<https://pragjyotishcollege.ac.in/iqac/feedback-analysis>