



2.5.2

Transparent and time-bound mechanism to deal with grievances related to Internal / External Examination

Third Cycle NAAC Accreditation

Submitted



**THE NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL**

SSR – 2022, Digboi College, Digboi

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Section - A

**Notices issued by the departments
regarding grievances related to
internal examination**

Samples of notices issued by the departments ensuring that the IA related grievances are transparent and treated efficiently under stipulated time.

DEPARTMENT OF PHYSICS DIGBOI COLLEGE

Date: 04-09-2021

NOTICE

This is for the information of the B.Sc. Physics Major and General students that the evaluated copies of their 1st sessional examination will be shown to them according to the schedule given below:

Semester	Date	Time:
1 st semester Major	05-09-2018	1:30pm
3 rd Semester Major	06-09-2018	1:30 pm
5 th semester Major/General	07-09 -2018	1:30 pm
1 st semester General	08-09-2018	10:30 am
3 rd semester General	05-09-2018	11:15 am

*students can address their grievances (if any) on the same date and time slot.

Rashmi Batwary

H.O.D.

Department of Physics

DEPARTMENT OF EDUCATION DIGBOI COLLEGE, DIGBOI

Date: 21.10.2016

NOTICE

It is notified for general information to the students of the Department of Education that they will be allowed to verify their evaluated answer scripts of second sessional tests as the schedule given below-

Date	Time	Semester
01.11.2016	2.30 pm	First Semester (General & Major)
02.11.2016	2.30 pm	Third & Fifth Semester (Major & General)

Further, they are asked to report the anomalies found (if any) in the evaluation.

Poban Gogoi

(Poban Gogoi)
HoD of Education

Samples of notices issued by the departments ensuring that the IA related grievances are transparent and treated efficiently under stipulated time.

DEPARTMENT OF EDUCATION

DIGBOI COLLEGE, DIGBOI

Date: 22.04.2019

NOTICE

It is notified for general information to the students of the Department of Education that they will be allowed to verify their evaluated answer scripts of second sessional tests as the schedule given below-

Date	Time	Semester
30.04.2019	2.00 pm	Second Semester (General & Major)
01.05.2019	2.30 pm	Fourth & Sixth Semester (Major & General)

Further, they are asked to report the anomalies found (if any) in the evaluation.

Poban Gogoi

(Poban Gogoi)
HoD of Education

DEPARTMENT OF EDUCATION

DIGBOI COLLEGE, DIGBOI

Date: 23.12.2021

NOTICE

It is notified for general information to the students of the Department of Education that they will be allowed to verify their evaluated answer scripts of first sessional tests as the schedule given below-

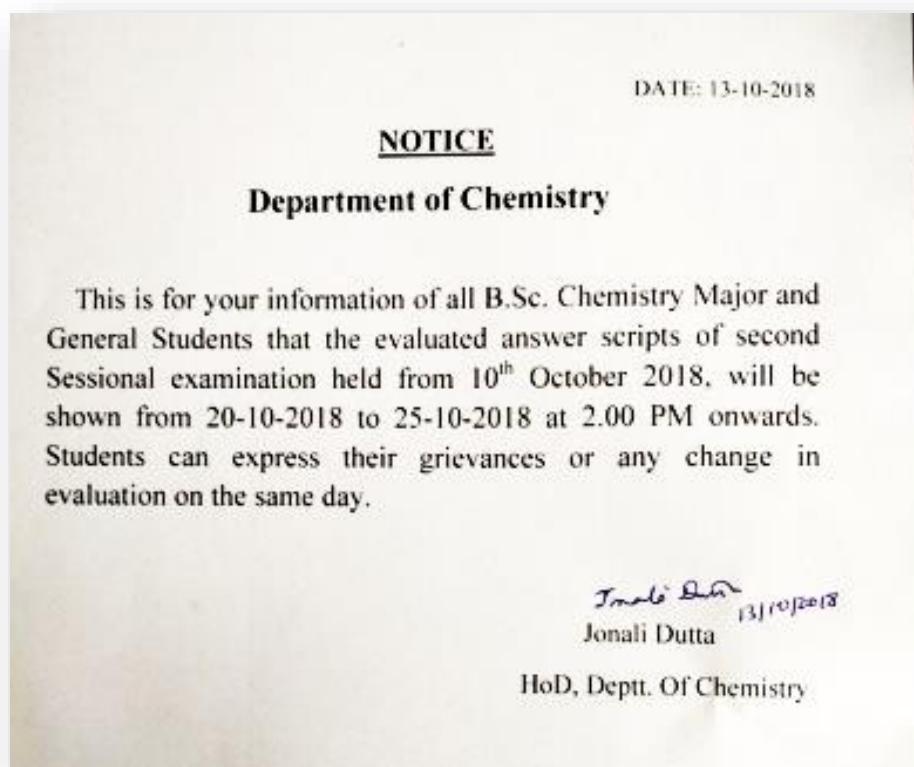
Date	Time	Semester
29.12.2019	2.00 pm	First Semester (Honours)
30.12.2019	2.00 pm	Third & Fifth Semester (Honours)

Further, they are asked to report the anomalies found (if any) in the evaluation.

Poban Gogoi

(Poban Gogoi)
HoD of Education

Samples of notices issued by the departments ensuring that the IA related grievances are transparent and treated efficiently under stipulated time.



Section - B

**Showing evaluated answerscripts
to students**

Department of Chemistry

Samples of evaluated answerscripts checked and signed by students for grievances (if any).

DIGBOI COLLEGE
Sessional Examination: I / II / III / IV / V / VI
Semester: I / II / III / IV / V / VI
Name: Amit Sulaman
Class: B.Sc. 5th Sem. Roll No: 68
Subject: Physical Chemistry
Date: 13/10/2018 Signature: Amit Sulaman 23/10/2018

MC = 11
SD = 6/6
17

1. According to Le Chatelier's Principle - When a system in equilibrium is subjected to any external change such as change in temperature and pressure, then the system moves in the direction so as to minimize the effect of the change.

The given reaction is,

$$\text{N}_2(\text{g}) + 3\text{H}_2(\text{g}) \rightleftharpoons 2\text{NH}_3(\text{g}), \Delta H = -ve$$
 Since, the value of enthalpy change is negative, the given reaction is exothermic in nature.

DIGBOI COLLEGE
Sessional Examination: I / II / III / IV / V / VI
Semester: I / II / III / IV / V / VI
Name: Narayan Adhikari
Class: B.Sc. 1st Sem. Roll No: 09
Subject: Chemistry (Major)
Date: 17/10/2018 Signature: Narayan Adhikari 17/10/2018

MC = 9
OG = 13
PM = 5+
SD = 5+7+12
39

DIGBOI COLLEGE
Sessional Examination: I / II / III / IV / V / VI
Semester: I / II / III / IV / V / VI
Name: Bhaktara Chetry
Class: B.Sc. 5th Sem. Roll No: 60
Subject: Organic Paper
Date: 16/10/18 Signature: Bhaktara Chetry 23/10

20

3. For the food source of vitamin C is lemon the food which in citric acid.
For eg:- lemon, amla etc.

The deficiency disease due to lack of

Department of Botany

Samples of evaluated answerscripts checked and signed by students for grievances (if any).

DIGBOI COLLEGE
 Sessional Examination / Unit Test : I/II 2021
 H.S. 1st 2nd Year / Semester I/II III/IV/V/VI

Name: Monalisa Medhi
 Class: BSc 5th Sem Roll No.: 60
 Subject: C-XI

Invigilator: _____

16

Monalisa Medhi
21-12-21

DIGBOI COLLEGE
 Sessional Examination / Unit Test : I/II 2021
 H.S. 1st 2nd Year / Semester I/II III/IV/V/VI

Name: Pradyot Chatterjee
 Class: BSc 5th Semester Roll No.: 61
 Subject: C11

Invigilator: _____

21

91

(a) microspore in angiosperm is known as pollen grain ✓
 (b) The branch of study of pollen grains is known as palynology ✓
 (c) After fertilization ovule transform into a seed ✓
 (d) male gametes are formed from generative nucleus ✓
 (e) ovule is also known as megaspotangium ✓

92

DIGBOI COLLEGE
 Sessional Examination / Unit Test : I/II 2021
 H.S. 1st 2nd Year / Semester I/II III/IV/V/VI

Name: Pradyot Chatterjee
 Class: BSc 5th Semester Roll No.: 61
 Subject: C11

Invigilator: _____

15

POPULATION :- It is the entire group of people or study elements - persons, things or measuring having some common fundamental characteristics is termed as population.

(A) Finite population - If a population consists of fixed number of values, it is said to be finite. Eg - number of days in a week.

(b) Infinite population - It is a population of an infinite number of values. It is said to be infinite.

DIGBOI COLLEGE
 Sessional Examination / Unit Test : I/II 2021
 H.S. 1st 2nd Year / Semester I/II III/IV/V/VI

Name: Pradyot Chatterjee
 Class: BSc 5th Semester Roll No.: 61
 Subject: C11

Invigilator: _____

21

91

(a) microspore in angiosperm is known as pollen grain ✓
 (b) The branch of study of pollen grains is known as palynology ✓
 (c) After fertilization ovule transform into a seed ✓
 (d) male gametes are formed from generative nucleus ✓
 (e) ovule is also known as megaspotangium ✓

Department of Zoology

Samples of evaluated answerscripts checked and signed by students for grievances (if any).

DIGBOI COLLEGE
 Sessional Examination / Unit Test : I/II : 20
 H.S. 1st/2nd Year / Semester I/II/III/IV/V/VI

Name: Priyanka Debbarth
 Class: B.Sc 6th Sem Roll No.: 55
 Subject: Zoology (604)

Invigilator: 13/03/2020

22/24

Ans 1(a) 1990 to 2003

Ans 2 Human Genome Project was initiated in 1990 to sequence 3 billion base pairs in human genome. The over all cost for the project

DIGBOI COLLEGE
 Sessional Examination : I/II : 20
 Semester I/II/III/IV/V/VI

Name: Supriya Sharma
 Class: B.Sc 6th Sem Roll No.: 84
 Subject: Zoology - 503

Invigilator: 11/1/2019

23/24

Seen
 Supriya
 06.09.19

DIGBOI COLLEGE
 Sessional Examination : I/II : 2021
 Semester I/II/III/IV/V/VI

Name: Abhinab Chutia
 Class: B.Sc 3rd Sem Roll No.: 4
 Subject: Diversity in Chordata (5 (Zoology))

Invigilator: 18/1

Seen
 Abhinab Chutia
 28/12/2021

18/24

Section - C

Re-Evaluation/Re-Scrutiny of answerscripts

Students can apply for Re-evaluation/Re-scrutiny of answerscripts as per University guidelines

Samples of the application forms submitted by the students to the University requesting Re-evaluation/Re-scrutiny of their answerscripts

DU/EX/RE-EV/RESCR/15/10K

DIBRUGARH UNIVERSITY

DIBRUGARH

APPLICATION FORM FOR REQUESTING RE-EVALUATION/RE-SCRUTINY
(TO BE SUBMITTED WITHIN 10(ten) DAYS FROM THE DATE OF PUBLICATION OF THE RESULTS)

To
The Controller of Examinations,
Dibrugarh University,
Dibrugarh.

Sit
I request Re-evaluation / Re-scrutiny of answer scripts on the subject / paper of Examination as per particulars below:

1. Name in full: SANJAM BARUAH of Year 2018
2. Registration No. with year under D.U. No. 51840104
3. Examination relating to which Re-evaluation / Re-scrutiny of answer scripts sought: 2nd Sc 5th SEME
4. Roll No. 216200 No. 58 Year 2021
5. College / Department from which appeared DIGBOI COLLEGE
6. Subject and Paper / Papers of which Re-evaluation / Re-scrutiny sought: Subject: ELECTRONICS (MAJOR)
Paper (s): (i) 501
(ii) _____

(MAXIMUM 2 PAPERS ALLOWED)

6. Original marks obtained in Paper: (i) 12
Paper: (ii) _____

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief. I have gone through the rules governing Re-evaluation/Re-scrutiny on overleaf and I shall abide by the said rules.

I am surrendering herewith my ORIGINAL MARK SHEET of the afore-said examination.

Date: 21/08/2021

Sanjam Baruah
(Signature of the candidate)

Name in full: SANJAM BARUAH
College/Deptt.: DIGBOI COLLEGE

(RECOMMENDATION OF THE PRINCIPAL/HEAD OF THE COLLEGE/DEPARTMENT)

I am satisfied that the above mentioned candidate's prayer for Re-evaluation/Re-scrutiny is genuine and justified. Re-evaluation/Re-scrutiny of the papers is recommended.

Principal / Head

RE-EV/RESCR/19/5K

DIBRUGARH UNIVERSITY

DIBRUGARH

APPLICATION FORM FOR REQUESTING RE-EVALUATION/RE-SCRUTINY
(TO BE SUBMITTED WITHIN 10(ten) DAYS FROM THE DATE OF PUBLICATION OF THE RESULTS)

The Controller of Examinations,
Dibrugarh University,
Dibrugarh.

I request Re-evaluation / Re-scrutiny of answer scripts on the subject / paper of Examination as per particulars below:

Name in full: Dipsha Rani Dhan Mobile No. 9954418430

Registration No. with year under D.U. No. 51933511 of Year 2014

Examination relating to which Re-evaluation / Re-scrutiny of answer scripts sought: _____

Roll No. 290 No. 10088 Year 2019

College / Department from which appeared Digboi College (Department of English)

Subject and Paper / Papers of which Re-evaluation / Re-scrutiny sought: Subject: English Honours
Paper (s): (i) European classical literature (C2)
(ii) _____

(MAXIMUM 2 PAPERS ALLOWED)

6. Original marks obtained in Paper: (i) 1
(End Semester / Theory) Paper: (ii) _____
Marks only)

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief. I have gone through the rules governing Re-evaluation/Re-scrutiny on overleaf and I shall abide by the said rules.

I am surrendering herewith my ORIGINAL MARK SHEET of the afore-said examination.

Date: 18.08.20

Dipsha Rani Dhan
(Signature of the candidate)

Name in full: Dipsha Rani Dhan
College/ Deptt: Digboi College (Department of English)

(RECOMMENDATION OF THE PRINCIPAL/HEAD OF THE COLLEGE/DEPARTMENT)

I am satisfied that the above mentioned candidate's prayer for Re-evaluation/Re-scrutiny is genuine and justified. Re-evaluation/Re-scrutiny of the papers is recommended.

Date: _____

Dipsha Rani Dhan
Principal / Head
College / Deptt.
Seal: Principal & Secretary
Digboi College, Digboi

File No. 02

Re-scrutiny

Name File

Address Semester

Subject Exam.

From _____ To _____

SPECIAL COBRA FILE

No. 6100.

Ankita

DIGBOI COLLEGE

P.O. DIGBOI - 786 171 (ASSAM)

Email: digboicollege@yahoo.com & digboicollege@gmail.com

Memo No.: Dig/Col/Re-scrutiny (DU)/2020/02 Date: 26/12/2020

From: Dr. Dip Saikia, M.Sc. Ph. D.,
Principal & Secretary
Digboi College, Digboi

To:
The Controller of Examinations
Dibrugarh University, Dibrugarh

Sub: Submission of Application forms for requesting Re-scrutiny of 6th Semester Examination, 2020 (Com.)

Sir,
Please find herewith a Cash Rs. 450/- (Rupees four hundred fifty only) being the Re-scrutiny Fee of 6th Semester Examination, 2020 (Commerce) of total nos. of students 02.

Kindly issue us a formal receipt.

Thanking you,

Yours faithfully
(Dr. Dip Saikia)
Principal & Secretary
Digboi College, Digboi

Encl: As above

Section - D

**Notices issued by College Office
regarding Internal Assessment**

Samples of various notices issued by the College Office ensuring that the IA related grievances are transparent and treated efficiently under stipulated time.

OFFICE OF THE PRINCIPAL:: DIGBOI COLLEGE::DIGBOI

OFFICE OF THE PRINCIPAL :: DIGBOI COLLEGE, DIGBOI

Memo No. Dig/Col/Notice/2021/ 33 Date :- 27.09.2021

NOTICE

All the honorable H.O.D.s of Digboi College are hereby requested to verify the Online Submission of End Semester Marks of 1st and 3rd Semester (CBCS) Examination, 2020 in computer science department as per the schedule given below :

DATE	TIME	DEPARTMENTS
28.09.2021 Tuesday	10.00 am-12.30 pm	English, Assamese, Bengali, Hindi, Nepali, Commerce
	1.30 pm-3.00 pm	Physics, Chemistry, Mathematics, Zoology, Botany
29.09.2021 Wednesday	10.00 am-12.30 pm	Pol. Science, Economics, Education, Electronics
	1.30 pm-3.00 pm	History, Geography, Computer Science, Philosophy, Rural Development

Dr. Arun Ch. Dutta
Vice-Principal
Digboi College, Digboi
Vice-Principal
Digboi College, Digboi

OFFICE OF THE PRINCIPAL :: DIGBOI COLLEGE, DIGBOI

Memo No. Dig/Col/Notice/2021/19 Date :- 12.07.2021

NOTICE

All the H.O.D.'s are hereby requested to fill up the Internal Assessment marks of the students of B.A./B.Sc./B.Com. 1st & 3rd Semester (CBCS) examination through online in Dibrugarh University URL at the Office of the Principal as per the time slots given below, subject to availability of Internet.

Date	Time Slots	Department
14.07.2021	10.00 A.M. to 1.00 P.M.	English, Commerce, Assamese
15.07.2021	10.00 A.M. to 1.00 P.M.	Chemistry, Math, Electronics, Zoology, Botany and Physics
16.07.2021	10.00 A.M. to 1.00 P.M.	Economics, History, R.D., Geography and Hindi
17.07.2021	10.00 A.M. to 1.00 P.M.	Education, Pol.Sc., Philosophy, Com. Sc.,

Vice Principal
Digboi College, Digboi
Vice Principal
Digboi College, Digboi

Principal
Digboi College, Digboi
Principal
DIGBOI COLLEGE

OFFICE OF THE PRINCIPAL::DIGBOI COLLEGE::DIGBOI

Memo No.- Dig/Col/Notice/2019/66 Date:- 20.12.2019

NOTICE

All the HOD's are hereby requested to fill up the Marks of Internal Assessment of B.A./B.Sc./B.Com. 1st Semester (CBCS) Students through online in Dibrugarh University URL at the office of the Principal as per the time slots given below subject to availability of Internet.

Date	Time Slots	Department
24/12/2019	10.00A.M. to 1.00P.M.	Eco., Hist., Philo., R.D., Geo and Hindi, Phy. Edu.
26/12/2019	10.00A.M. to 1.00P.M.	Chem., Math, Electronics, Zoology and Botany, Pol.Sc.
27/12/2019	10.00A.M. to 1.00P.M.	English, Commerce and Assamese, Comp.Sc.

Principal
Digboi College, Digboi
Principal
DIGBOI COLLEGE

OFFICE OF THE PRINCIPAL::DIGBOI COLLEGE::DIGBOI

Memo No.- Dig/Col/Notice/2019/18 Date:- 12.06.2019

NOTICE

This is for general information to all the students of B.A./B.Sc./B.Com. 1st Semester that, the induction programme will be held as per following scheduled:-

1. B.Sc. and B.Com. 1st Semester:- 14.06.2019 at 10.30A.M.
2. B.A. 1st Semester :-15.06.2019 at 10.30A.M.

Principal
Digboi College, Digboi
Principal & Secretary
Digboi College, Digboi