P.O.: Chowkbazar, Dist.: Nalbari

Stae: Assam, Pin: 781334

Website: www.nccnalbari.in
Email ID: principalnccollege1979@gmail.com

(Affiliated to Gauhati University)

SELF STUDY REPORT

3RDCYCLE 2019-2024



Criterion 1: Curricular Aspects

Key Indicator: 1.1 Curricular Planning and Implementation

Metric Number: 1.1.1 The Institution ensures effective curriculum

planning and delivery through a well-planned and documented process including Academic calendar and

conduct of continuous internal Assessment

Academic Calender for the Session 2019-2020 (July 2019 to June 2020)

Month	Working Days	Sundays	Holidays	Academic & Other Activities
July 2019	1: 2: 3: 4: 4: 6: 8: 8: 10: 11: 12: 13: 15: 16: 17: 18: 10: 25: 22: 23: 24: 25: 28: 27: 28: 30: 31	7.14.21.26		Summer Vecation
Aug 2019	1, 2, 3, 5, 6, 7, 8, 9, 10, 14, 16, 17, 19, 21, 22, 23, 26, 27, 28, 29, 91, 31	4, 11, 18, 25	12 & 13-18-Uz-Zuha 15- Independence Day 20- Titra of Modhab Deva 24- Janmastami	Commencement of Odd Semester classes from 1st August, Freshmen Social Day: 1st week of August
Sept. 2019	2,3,4,5,6,7,9,10,11,12,13,14, 18,17,18,19,20,21,28,24,25, 25,27,28,30	1, 8, 15, 22 20	1-Tithl of Sankardeva	1st Sessional Examination for TDC Odd Semester cuases 1st week of September, Election to Students Union Body, 2nd half of September
Oct. 2019	1, 3, 4, 14, 15, 10, 17, 19, 21, 22, 23 24, 25, 20, 29, 30, 31	6.13,20, 27	2- Gandhi Jayanti 5 to 13- Durga Pula, Lakshmi Pula, Janmotsav of Srimanta Sankardeva	Educational Field Trip. 1st half of October, 2nd Sessional Examination for TDC Odd Semester classes: 2nd half of October, Publication of College Magazine
Nov. 2019	1, 2, 4, 5, 6, 7, 8, 9, 11, 13, 14, 15, 16, 19, 19, 29, 21, 22, 23, 25, 26, 27, 28, 29, 30	3,10,17/24	12- Birth Day of Guru Nanak 24- Lectif Divas	
Dec. 2019	2 4 5 6 7 9 10 11 12 13 14 16 17 18 19 20 21 23 24 25 27 28 50 31	=		
Jan 2020	7, 2, 3, 4, 6, 7, 8, 9, 10, 11, 13, 14, 15, 26, 21, 22, 23, 24, 25, 27, 26, 29, 30, 31	5 12 19 26	16 to 18- Magh Bihu 26- Republic Day	Communicoment of Even Semester Classes. From 3rd week of January, Orientation Program for head-endemployees be organized for academic review and report be submitted to Director, CDC, GU by 13th January, Annual College Week; Last week of January
Feb. 2020	1. 3. 4. 5. 6. 7. 8. 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 22, 24, 25, 28, 27, 28, 29	2, 9, 16, 23	21- Sivaratri	1" Sessional Examination for TDC Even Semaster classes, 3rd week of February
March 2020	Z 0, 4, 5, 0, 7, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 23, 24, 25, 24, 27, 28, 30, 31	1, 8, 15, 22, 29	9- Dol Jatra	Declaration of 1st, 3" and 5" Semester Examinations.
April 2020	1, 2, 3, 4, 6, 7, 6, 9, 11, 16, 17, 18, 20, 21, 22, 23, 24, 25, 27, 28, 29		10- Good Friday 13 to 15- Bohag Bihu 30- Buddha Purnima	2nd Sessional Examination for TDC Even Semester classes: 1st half of April.
May 2020	2,4,5,5,7,8,9,11,12,13,14,15,16, 18,19,20,21,22,23,25,26,27,25, 20,30	3 10 17,24, 31	1-May Day	
June 2020	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29, 30	7, 14, 21, 28		End of 2nd, 4th and 6th Semester Examinations before 15th June and will be followed by 15 days evaluation period

N.B.: Additional Holidays further to the above will be applicable as and when declared by Gauhati University and Govt. of Assam.



Gauhati University

Academic Calendar for the Academic Session 2020 - 21 for all Undergraduate (UG) & Postgraduate (PG) Courses

Vide GU Notification GU/Acad/2020/6149 dated 07-Oct-2020

Date(s)	Event / Activity / Target
31-Oct-2020	Undergraduate (UG) & Postgraduate (PG) Admission will be completed by this date
04 New 2000	Commencement of Classes for Odd Semesters (1st, 3rd, & 5th) of UG Courses in Affiliated Colleges and GU Campus
01-Nov-2020	Commencement of Classes for 3rd Semester of PG Courses in GU Campus and Affiliated Colleges
18-Nov-2020	Commencement of Classes for 1st Semester of PG Courses in GU Campus and Affiliated Colleges
01-Mar-2021 - 07-Mar-2021 (7 days)	Preparatory Break
08-Mar-2021 - 26-Mar-2021	UG and PG Examination Days
27-Mar-2021 - 04-Apr-2021 (9 days)	Semester Break
05-Apr-2021	Commencement of Classes of Even Semesters for all UG & PG Courses in GU Campus and Affiliated Colleges
01-Aug-2021 - 08-Aug-2021 (8 days)	Preparatory Break
09-Aug-2021 - 21-Aug-2021	UG and PG Examination Days
22-Aug-2021 - 29-Apr <mark>-202</mark> 1 (8 days)	Semester Break
30-Aug-2021	Commencement of the next Academic Session (2021-22) for all UG & PG Classes



NALBARI, ASSAM

Academic Calendar: 2021-2022

For HS, Undergraduate (UG) and Postgraduate (PG) Courses July, 2021 to June 2022

Date(s)	Event Activity/Target	
18 August, 2021	Celebration of College Foundation Day	
September, 2021	Completion of HS & UG and PG courses admission	
Third week of September, 20	Students' union election	
October, 2021	Commencement of HS , UG & PG classes for odd semester	
2nd week of January	Students' union election	
13 January 2022 to 21 January 2022	Winter Vacation	
January, 2022	Conduct of Odd semester final examination for UG courses	
1st week of February, 2022	Conduct of college week	
February, 2022	Commencement of Even semester classes	
February, 2022	HS second year final examination as per AHSEC guideline	
March, 2022	HS first year final examination as per AHSEC guideline	
June, 2022	Conduct of End semester examination for UG and PG courses	
June , 2022	Commencement of HS second year classes	
1 st to 31 st July 2022	Summer Vacation	

This academic calendar is subject to revision as per G.U. relevant order ¬ification

IQAC Coordinator Nalabri Commerce College Nalbari, Assam 1

Principal
Nalbari Commerce College
Nalbari, Assam



NALBARI, ASSAM

Academic Calendar: 2022-2023

For HS, Undergraduate (UG) and Postgraduate (PG) Courses July 2022 to June 2023

Date(s)	Event/Activity/Target		
July, 2022	Completion of Admission process for all H.S. & UG(B.Com.,B.A., B.voc.IT programs		
1" week of August, 2022	Completion of Admission process for all PG programmes (M.Com.)		
1August , 2022	Commencement of HS , UG & PG classes for odd semester		
2nd week of August, 2022	completion of admission into Add-on courses		
8 August . 2022	Commencement of PG classess for the Fresh Batch (1st semester)		
18 August , 2022	Celebration of College Foundation Day		
2nd week of September, 2022	Freshmen Social		
3rd week of September, 2022	Students' union election		
August, 2022	Conduct of Sessional Examinations		
Last week of November	Conduct of End semester examination for UG courses		
December, 2022	Conduct of end semester examination for PG courses and HS Pre test examination		
31 December 2022 to 21 January	Winter Vacation		
22 January, 2023	Commence of classes for even semesters (UG and PG)		
1 st week of February,2023	Conduct of college week		
February, 2023	HS second year final examinations as per AHSEC guidelines		
March, 2023	HS first year final examinations as per AHSEC guidelines		
1 st week of April, 2023	Conduct of sessional examination for all UG programmes		
1st week of May, 2023	Commencement of HS second year classes		
1 st week of May, 2023	Conduct of End semester examination for UG courses		
Jun-23	Conduct of End semester examination for PG courses		

This academic calendar is subject to revision as per G.U. relevant order ¬ification

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IQAC Coardinator Nalabri Commerce College Nalbari, Assam 93/

Principal
Nalbari Commerce College
Nalbari, Assam



NALBARI, ASSAM

Academic Calendar: 2023-2024

For HS, Undergraduate (UG) and Postgraduate (PG) Courses July, 2023 to June 2024

Date(s)	Event/Activity/Target
July, 2023	Completion of Admission process for all H.S. & UG(B.Com.B.A., B.voc.IT)
1 [™] week of August, 2023	Completion of Admission process for all PG programmes (M.Com.)
1 August, 2023	Commencement of HS, UG & PG classes for odd semester
2nd week of August	completion of admission into Add-on courses
8 August, 2023	Commencement of PG classess for the Fresh Batch (1" semester)
18 August, 2023	Celebration of College Foundation Day
2nd week of September, 2023	Freshmen Social
3rd week of September, 2023	Students' Union Election
October 2023	Conduct of Sessional Examinations
Last week of November, 2023	Conduct of End semester examination for UG courses
December 2023	Conduct of end semester examination for PG courses and HS Pre test
31 December 2023 to 21 January	Winter Vacation
22 January, 2024	Commence of classes for even semesters (UG and PG)
1st week of February	Conduct of college week
February, 2024	HS second year final examinations as per AHSEC guideline
March, 2024	HS first year final examinations as per AHSEC guideline
1 st week of April, 2024	Conduct of sessional examination for all UG programmes
1" week of May, 2024	Commencement of HS second-year classes
1 st week of May, 2024	Conduct of End semester examination for UG courses
June 2024	Conduct of End semester examination for PG courses

This academic calendar is subject to revision as per G.U. relevant order ¬ification

IGAC Coardinater

Nalabri Commerce College Naibari, Assam 4

Principal
Nalbari Commerce College
Nalbari, Assam



NALBARI, ASSAM

Academic Calendar: 2024-2025

For HS, Undergraduate (UG) and Postgraduate (PG) Courses July, 2024 to June 2025

Date(s)	Event/Activity/Target
July, 2024	Completion of Admission process for all H.S. & UG(B.Com.,B.A., B.Voc. IT) programs
1 st week of August, 2024	Completion of Admission process for all PG programmes (M.Com.)
1 August, 2024	Commencement of HS , UG & PG classes for odd semester
2nd week of August, 2024	completion of admission into Add-on courses
8 August, 2024	Commencement of PG classess for the Fresh Batch (1st semester)
18 August, 2024	Celebration of College Foundation Day
2nd week of September, 2024	Freshmen Social
3rd week of September, 2024	Students' Union Election
October, 2024	Conduct of Sessional Examinations
Last week of November, 2024	Conduct of End semester examination for UG courses
December, 2024	Conduct of end semester examination for PG courses and HS Pre test
31 December 2024 to 21	Winter Vacation
22 January, 2025	Commence of classes for even semesters (UG and PG)
1st week of February, 2025	Conduct of college week
February, 2025	HS second year final examinations as per AHSEC guidelines
March, 2025	HS first year final examinations as per AHSEC guidelines
1 st week of April 2025	Conduct of sessional examination for all UG programmes
1 st week of May 2025	Commencement of HS second year classes
1 st week of May, 2025	Conduct of End semester examination for UG courses
June, 2025	Conduct of End semester examination for PG courses

This academic calendar is subject to revision as per G.U. relevant order ¬ification

IQAC Coordinator

Nalabri Commerce College Nalbari, Assam

Principal

Nalbari Commerce College Nalbari, Assam



Internal Examinations

NALBARI COMMERCE COLLEGE

A Premier Co-educational Institution of Higher Learning

P.O.: CHOWKBAZAR, DIST: NALBARI, STATE: ASSAM, PIN-781334

ACCREDITED 'A' GRADE BY NAAC

Memo No NCC/IEC)/0005

From

Bibliuti Bhusan Das, M.Com. M.Phil.

Convener, Internal Examinations

Date: 2022

Website: www.necnalbari.org.

E-mail: bbdas ncc@rediffmail.com

Phone: 03624-220249, 88221 28077 (M)

NOTICE

It is for general information to the teaching and non-teaching staff of our that the Sessional Examinations of all semesters of B.Com./ B.A./ B.Voc./ M.Com. will be held from 28th October 2022. The detailed schedule will be published later on and also be uploaded in college WhatsApp Group.

All the teaching and non-teaching staff are requested to report the college before 9,30 a.m. on each and every day of examination regardless duty allotted or not.

(Dr. Basanta Kalita)

Principal Nalbari Commerce College

Nalbari Principal Nalbari Commerce College, Nalbad Assam

(Bibhuti Bhusan Das) Internal Examinations Nalbari Commerce College

Convener

Nalbari



Internal Examinations NALBARI COMMERCE COLLEGE

A Premier Co-educational Institution of Higher Learning

P.O.: CHOWKBAZAR, DIST: NALBARI, STATE: ASSAM, PIN-781334

ACCREDITED 'A' GRADE BY NAAC

Memo No NCC/IEC)/0012

From

Bibhuti Bhusan Das.

Convenor, Internal Examinations

Date: 22 11 2022

Website: www.necnalbari.org. E-mail: bbdas_nee@rediffmail.com Phone: 03624-220249, 88221 28077 (M)

SESSIONAL EXAMINATION 2022 (2ND CHANCE)

It is hereby informed to the students of B.Com. 3rd/ B.A. 3rd Semester, 2022 that those who could not appear the Sessional Examinations, 2022 due to genuine cause are allowed to appear the Sessional Examinations, 2022 (2rd Chance). The Examination will be held after the University Examinations are over. Schedule will be published later on.

(Bibhuti Bhusan Das)

Convener

Internal Examinations

Nalbari Commerce College

Nalbari



NALBARI COMMERCE COLLEGE, NALBARI P.O.: CHOWKBAZAR, NALBARI

Date: 15-03-2023

From,

Bibhuti Bhusan Das,

Coordinator, PG Classes

Zonvener, Internal Examination Cell

Convener, Research and Development Cell

Convener, NEP, Nalbarl Commerce College

Convener, Teachers Council

Convener, Institution's Innovation Council

Convener, Purchase Committee

Paper Setting Notice: Sessional Examination (Even Semester), 2023 Naibari Commerce College, Naibari

It is hereby informed to all the faculty members of our college that the sessional examinations of B.Com./B.A./B.Voc./ M.Com. Even Semester classes will be held in the 3rd week of April 2023. You are therefore requested to set the question papers as per the following guidelines.

- 1. The Question Paper will be of 20 marks
- 2. The question papers will carry 2 questions having choices of 5 questions.
- 3. Each question will carry 10 marks subject to fragmentation.
- 4. The question papers should be written neat and clean
- 5. The format of question papers will be supplied by the office to maintain uniformity.

The Draft Question papers should be submitted to the Undersigned on or before 31st March 2023.

(Bibhuti Bhusan Das)
Convener,
Internal Examinations
Nalbari Commerce College



Internal Examinations

NALBARI COMMERCE COLLEGE

A Premier Co-educational Institution of Higher Learning

P.O.: CHOWKBAZAR, DIST: NALBARI, STATE: ASSAM, PIN-781334

ACCREDITED A, GRADE BY NAAC

Memo No NCC/IEC)/0005 From

Bibhuti Bhusan Das, M.Com. M.Phil Converor, Internal Examinations Date: 28 09 2021

Website: www.ncenalbari.org.

1-mail: bbdas-nec a rediffinail.com Phone: 03624-220249, 88221-28077 (M)

Paper Setting Notice

Examinations, 2021) meant for B.Com./B.A./B.Voc. 4th Semester will be conducted as a part of internal assessment. It is therefore requested to all the teachers of the college to prepare a set of 20 multiple choice questions having 4 choices. You are requested to submit the papers in soft copy in MS Words.

The papers may be sent to Dr. Naba Jyoti Sarma, Faculty of B.Voc. Department @ the WhatsApp No. 98545 03076.

(Bibhuti Bhusan Das)

Convenor,

Internal Examinations

Nalbari Commerce College, Nalbari

Internal Examinations, Nalbari Commerce College, Nalbari

Date: 12.09.2023

Bibhuti Bhusan Das

Convener,
Internal Examinations,
Nalbari Commerce College, Nalbari
Ph. 88221-28077
e-mail: bbdas nce@rediffmail.com

PAPER SETTING NOTICE: SESSIONAL EXAMINATIONS, 2023-24

It is hereby informed to all the faculty members of our college that the Sessional Examinations of B.Com./ M.Com./ B.A./ B.Voc. (All Semesters) will be held in the 1st week of October 2023. Therefore, all are requested to set the question papers of their concern as per the following guidelines:

B.Com./ BA/ B.VOC 1st Semester:

- 1. Question papers will carry 40 marks to be attempted by the students within 2 hours.
- The paper-setters are suggested to offer at least 7 questions out of which the students will attempt any 4 questions.
- The papers other than the Honours Papers and Language Papers should be set in both English and Assamese.

B.Com./ BA/ B.VOC/ M.COM. 3RD AND 5TH Semester:

- 1. Question papers will carry 20 marks to be attempted by the students within 1 hour.
- The paper-setters are suggested to offer at least 4 questions out of which the students will attempt any 2 questions.
- The papers other than the Honours Papers and Language Papers should be set in both English and Assamese

General:

- The question papers should be set neat and clean in the prescribed format to be supplied by the office of the internal examinations.
- The Question Papers may also be submitted in soft copy @ bbdas_ncc@rediffmail.com within 24 September 2023.
- The number of copies required should be mentioned in the specified head of the format.
- The draft question papers should be submitted within <u>24 September 2023</u> to the convener.

PROGRAMME

FYUGP 1st Semester Examination, 2023

(For Core Papers)

NALBARI COMMERCE COLLEGE, NALBARI

Date	Day	Morning (M) 9:00 -10:30 A.M. (For AEC and VAC) 9:00-11:00 A.M. (For MDC and SEC)	SEC)
15-12- 2023	Friday	Business Organization and Management	Assamese
16-12- 2023	Saturday	Paper-1 XXX010104	•
18-12- 2023	Monday	•) <u>.</u> /
19-12- 2023	Tuesday	Financial Accounting	9)
20-12- 2023	Wednesday	Paper-II XXX010204	3)
21-12- 2023	Thursday	Indian Financial Management	
22-12- 2023	Friday	English/ Poper-III XXX010304	Sociology
23-12- 2023	Saturday	•	
26-12- 2023	Tuesday	•	·
27-12- 2023	Wednesday		•
28+12- 2023	Thursday	<u> </u>	•
29-12- 2023	Friday	G.	8

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Internal Examinations, Nalbari Commerce College, Nalbari

Ribbuti Bhusan Das Convence Enteress) Enteretimeticses. Nathuri Commerce College, Nathuri 1%, 88221-28077 e-mail: blodas necstrediffmail.com

Project Work Noticent: B.Com. 3rd Semester, 2023-24

It is hereby notified to the students of B.Com. 3rd Semester that they will carry out a project work on the following topics. The Project work will be prepared by the students individually.

Last Date of Submission of the Report: 10th November 2023.

- S Successful Entrepreneurs of the Locality, 2 of Whom Must be Women Entrepreneurs.
- 2. Factors Influencing Small Business Growth
- 3. Strategies for Successful Bootstrapping in Entrepreneurship
- 4. The Role of Mentorship in Lutrepreneurial Success
- 5. Analysis of Innovation and Entrepreneurship Correlation
- 6. Challenges Faced by Women Entrepreneurs
- Impact of Entrepreneurial Education on Venture Success
- 8. Significance of Entrepreneurial Networks on Business Performance
- 9. Importance of Market Research in Startup Development
- 10. Government Policies Lostering Entrepreneurship
- 11. Benefits and Challenges of Family-Owned Businesses
- 12. Role of Corporate Social Responsibility in Entrepreneurial Ventures
- 15. Crowdfunding and Its Impact on Startup I mancing
- 14 Rise of Social Entrepreneurship and Its Implications
- 15 Emotional Intelligence in Entrepreneurial Leadership
- 16. Relationship Between Entrepreneural Mindset and Business Success.
- 17 Impact of Technology on Traditional Business Models
- 18. Opportunities and Challenges of the Sharing Economy for Entrepreneurs
- 19. Role of Sustamability in Entrepreneurship
- 20 Cultural Factors and Their Influence on Entrepreneurial Behavior
- 21 Emrepreneurial Ecosystems and Their Impact on Innovation and Growth
- 22 Technology's Impact on Entrepreneurship
- 23 Social Entrepreneurship and Global Challenges
- 24 Psychology of Successful Entrepreneurs
- 25 Fostering an Entrepreneurial Mindset in Education
- 26 Networking for Entrepreneural Success
- 27 Intrappeneurship Within Organizations
- 28 Challenges and Opportunities in the Digital Age
- 29 Government Policies and Small Businesses.
- 30 Entrepreneural Econystems and Regional Development
- 51. Sustainable Entrepreneurship. Profit and Responsibility
- 32. Overcoming Biases: Women in Entrepreneurship
- 33. Failure and Resilience in Entrepreneurship

Date: 19.10.2023

Bibbuti Bhusan Das, Convener

Internal Examinations, Nalbari Commerce College, Nalbari

Bibhuti Bhusan Das

Convener,
Internal Examinations,
Nalbari Commerce College, Nalbari
Ph. 88221-28077
e-mail: bbdas_ncc@rediffmail.com

Date: 10.10.2023

POSTPONEMENT OF EXAMINATION OF 11TH OCTOBER 2023 OF B.COM. 1ST SEMESTER

It is hereby informed to the students of B,Com. 1st Semester that the examination of 11th October 2023 is hereby postponed due to unavoidable circumstances.

The next date of the said examination will be notified later.

Sd/Bibhuti Bhusan Das
Convener,
Internal Examinations,
Nalbari Commerce College,
Nalbari

Internal Examinations, Nalbari Commerce College, Nalbari

Bibhuti Bhusan Das
Convener,
Internal Examinations,
Nalbari Commerce College, Nalbari
Ph. 88221-28077
e-mail: bbdas_ncc@rediffmail.com

Date: 19.10.2023

B.Com. 1st Semester, 2023, Assignment Topic

Last Date of Submission: 10th November 2023

- 1. The importance of Business ethics in the modern corporate world.
- 2. Ethics in marketing: The fine line between persuasion and deception.
- 3. Cultural diversity and ethical challenges in international business.
- 4. Ethical leadership: Impact on organizational culture and performance.
- 5. The role of Government regulations in promoting Corporate Social responsibility.
- Social responsibilities and small businesses: Challenges and opportunities.
- 7. The impact of E-commerce on Brick and brick-and-mortar retail,
- 8. E-commerce and its role in the economic development of a country.
- 9. Global enterprise/Multinational corporation and its significance.
- 10. Impact of Globalisation and liberalization in Indian Industry and Trade.
- 11. New Industrial Policy, 1991.
- 12. Functions of Management in a real-world scenario.
- 13. Significance of effective management in achieving the organization's goals and objectives.
- 14. Current trends and innovations in the Franchising Industry.
- 15. Role of government regulations in Franchising.
- 16. Impact of technology and changes in consumer preferences for goods and services.
- 17. Opportunities and challenges associated with franchising business.
- 18. The impact of franchising on business growth and success.
- Impact of the manager's competencies on team dynamics, employee satisfaction, and overall organization performance.
- 20. Implications of effective managerial competencies on organizational success and growth.
- 21. Impacts of a changing business environment on organizational strategies risk and opportunities.
- Dynamic nature of the business environment and how it evolves over time, particularly in response to Global events, technological advancements, or regulatory changes.
- 23. Business environment: Layers, Significance, and its impacts.
- 24. Importance of strategic planning in the context of organizational growth and success,
- 25. Potential challenges in risks associated with the implementation of the strategic plan and propose mitigation strategies.
- 26. Fundamental concepts of Business, its nature, scope, and role in Society.
- Historical evolution of Business and how it has adapted to changing societal needs and technological advancement.
- 28. Ethical consideration and responsibilities of business including social responsibility (CSR) and sustainability.
- Future of Business in a rapidly changing world considering emerging trends such as E-Commerce, Globalisation and digital transformation.
- Multifaceted nature and purpose of Business in Modern society, highlighting its importance and potential impact on individuals and communities.
- Factors that influence the choice of a specific Business format.
- 32. Implication of business format, selection of financing options, risk management, and succession planning.

Bibhuti Bhusan Das, Convener

Internal Examinations, Nalbari Commerce College, Nalbari

Bibhuti Bhusan Das Convener, Internal Examinations, Nalbari Commerce College, Nalbari Ph. 88221-28077 e-mail: bbdas nce@rediffmail.com Date: 10.10.2023

NOTICE OF PROJECT WORKS::::H.S. 2ND YEAR, 202324

It is hereby informed that the students of H.S. 2nd Year will have to carry out project works on the following topics. Subsequently, the students will prepare a report on the works in the prescribed format and submit a project report by 20th November 2023.

Economics:

Functions of Commercial Bank and Central Bank
Make in India- the way ahead
Organic Farming- Back to the nature
Trends in budgetary conditions of India
Any other newspaper article and its evaluation on the basis of economic principles

Allotted Teacher/Guide:

Even Roll Nos: Priyanka Swargiary, Assistant Professor, Dept. of Economics Odd Roll Nos: Smita Choudhury, Assistant Professor, Dept. of Economics

Business Studies:

- 1. An analysis of various shopping malls situated in the Nalbari town.
- 2. A Study on Various Car Dealers Situated in Nalbari Town.
- 3. An analysis of Street vendors in Nalbari Town.
- 4. An Analysis of the Jaapi Industry in the nearby area of Nalbari Town.
- 5. An Analysis of livestock farming in the nearby area of Nalbari Town.
- 6. A study on fishery businesses in the nearby area of Nalbari Town.
- 7. A study on E-rickshaw in the field of transportation in Nalbari town.
- 8. A comparative study on traditional retail stores and shopping malls in Nalbari town.
- 9. A study on various agricultural finance available for farmers in Nalbari town.
- 10. An assessment of the Public Distribution System in Nalbari town.
- 11. An analysis of various online shopping service providers in Nalbari town.
- 12. An analysis of various online food service providers available in Nalbari town.
- 13. An analysis of various Family Resorts available in the nearby area of Nalbari Town.
- 14. An analysis of various Micro Finance Institutions available in Nalbari town.
- 15. A study on various book publishers available in Nalbari town.

Allotted Teacher/Guide:

From 0001 to 0050- Dr. Kabin Sarma, Assistant Professor, Dept. of Management From Roll No.: 0051 to 0100- Mercy Engtipi, Assistant Professor, Dept. of Management From Roll No. 0101 to 0130- Pranab Jyoti Sarma, Assistant Professor, Dept. of Management

(Bibhuti Bhusan Das)

Internal Examinations, Nalbari Commerce College, Nalbari

Date: 12.09.2023

Disbuti Uhman Das Comence Internal Examinations, Nalbari Commerce College, Nalbari Ph. 88221-28077 e-mail: bisfay neoifired/ffmail.com

PAPER SETTING NOTICE: SESSIONAL EXAMINATIONS, 2023-24

It is hereby informed to all the faculty members of our college that the Sessional Examinations of B.Com./ M.Com./ B.A./ B.Voc. (All Semesters) will be held in the 1st week of October 2023. Therefore, all are requested to set the question papers of their concern as per the following guidelines:

B.Com./ BA/ B.VOC 1st Semester:

- 1. Question papers will carry 40 marks to be attempted by the students within 2 hours.
- The paper-setters are suggested to offer at least 7 questions out of which the students will attempt any 4 questions.
- The papers other than the Honours Papers and Language Papers should be set in both English and Assamese.

B.Com./ BA/ B.VOC/ M.COM. 3RD AND 5TH Semester:

- Question papers will carry 20 marks to be attempted by the students within 1 hour.
- The paper-setters are suggested to offer at least 4 questions out of which the students will attempt any 2 questions.
- The papers other than the Honours Papers and Language Papers should be set in both English and Assamese

General:

- The question papers should be set neat and clean in the prescribed format to be supplied by the office of the internal examinations.
- The Question Papers may also be submitted in soft copy @ bbdas ncc@rediffmail.com within 24 September 2023.
- The number of copies required should be mentioned in the specified head of the format.
- The draft question papers should be submitted within <u>24 September 2023</u> to the convener.

(Bibhuti Bhusan Das)

Convener, Internal Examinations

OFFICE OF THE CONVENER INTERNAL EXAMINATIONS, NALBARI COMMERCE COLLEGE, NALBARI

SEMINAR TOPICS FOR PRESENTATION: B.COM. 15T SEMESTER, 2023-24

12 SEPT. 2023

Bibhuti Bhusan Das

Convener

Internal Examinations

Nalbari Commerce College

Nalbari

Phone

88221 28077

Email.:

bbdas_ncc@rediffmail.com

Date	Group	Floil No.	Topic of Seminar
	G-1	1-10	New Education Policy, 2020
	G-2	11-20	Importance Of Solar Energy
	G-3	21-30	Role Of Education in Social Development
1	G-4	31-40	Impact of Social Media on Student
un.	G-5	41-50	Causes And Consequences of Poverty
26th September, 2023 From 10 00 a.m. onwards Verue: Conference Hall	G-6	51-60	Ethical Issues in Business
26th September, 2023 rom 10 00 a.m. onwerd Verue: Conference Hall	G-7	61-70	Corporate Social Responsibility
5 c 5	G-8	71-80	Human Rights: Challenges
いる	G-9	B1-90	Social Welfare Policies and Their Impact
288	G-10	91-100	Relevance Of Maslow's Theory of Motivation
5 - 3	G-11	101-110	New Industrial Policy, 1991
15 E E	G-12	111-120	Globalization And its Impact on India
. E-	G-13	121-130	Impact of Poverty Alleviation Programs on the Indian
	G-14	131-140	Urbanization And Its Impact on The Society
	G-15	141-150	Religion, Politics; and Society
	G-16	151-160	Importance Of Solar Energy
	G-17	151-170	Human Rights: Challenges
	G-18	171-180	New Industrial Policy, 1991
	G-19	181-190	Etnical Issues in Business
	G-20	191-200	Rote Of Education in Social Development
10	G-21	201-210	Corporate Social Responsibility
전문표	G-22	211-220	Human Rights: Challenges
27th September, 2023 From 10.00 a.m. onwards Venue: Conference Hall	G-23	221-230	Social Welfare Policies and Their Impact
20 0	G-24	231-240	Relevance Of Maslow's Theory of Motivation
등등문	G-25	241-250	New Industrial Policy, 1991
588	G-26	251-260	Importance Of Solar Energy
S T S	G-27	261-270	Role Of Education in Social Development
F 5 2	G-28	271-280	Impact of Social Media on Student
11.	G-29	281-290	Causes And Consequences of Poverty
	G-30	291-300	Urbanization And Its Impact on The Society
	G-31	301-310	Religion, Politics, and Society
	G-32	311-320	Importance Of Solar Energy
	G-33	321-330	Ethical issues in Business

Guidelines for the Students:

- 1. The seminar presentation will carry 5 marks in internal assessment.
- The group of 10 students will prepare a seminar paper on the given topic specified against their group before 25 September 2023.
- The paper will be presented by all or any of them on behalf of all on the specified that.
- The Resource Persons present there will evaluate the presentation and give a score out of 5.

(Bibhuti Bhusan Das)

Sessional Examination 2022 Nalbari Commerce College Invigilators' Duty Register

Date: 06/06/2022		Time	ROOM	Signature
Name of the Invigilator	Date	Time	1,0011	CAT
Chinkumani Adhikari		- 5	NB-2	St.
Gargee Gautarri		*		PB
Gildrighi Busehlatuah				
Rupak Barmarı	6th June, 2022	9.00AM TO	NB-3	RQ
Jimoshree Mazumdar		10:30 AM	- 10	(aus)
Pranab Jyoti Sarma			HS-1	- Buy
Jupitara Dutta	9.3	-	700000	- 1 0
Jusmita Rajbongshi			H5-2	01-
Chinkumani Adhikari	7		NB-2	@Am_
Gargee Gautom		11.00 AM TO 12.30 PM		(2)
Gitumani Baishya				0
Rupak Barman	6th June, 2022		NB-3	12
Himashree Mazumdar				0.44
Pranab Jyoti Sarma			HŠ-1	Por Civing
Jupitara Dutta				DUID SHE
Jusmita Rajbongshi				J.
H loodatil John			N8-2	
Kanak Ch. Barman				5
Madhurima Choudhury			NB-3	
Tapash Charabarty				604
Parinita Chakrabarty	6th June, 2022	1.00 PM TO		(Ba)
Namrata Pritam Kashyap	- I SENTERS WAS SELECTED.	2.30		Nite-
Papari Buzarbaruah			HS-1	
Milgen Berman Tusmufn Kyb	ongle:		ALLES T	#-
Saidul Islam			19	(d)
Dr. Naba Jyofi Sarma				OSL

Sessional Examination 2022 Nalbari Commerce College Invigilators' Duty Register

Date: 07/06/2022

Name of the Invigilator	Date	Time	ROOM	Signature
Chinkumani Adhikari			NB-2	CAT
Gargee Gautam				Bloom
Pagan Buzantaniah.				P. Bourh
Rupak Barman	711	9.00AM TO	gravay.	RB
limashree Mazumdar	71h June, 2022	10.30 AM	NB-3.	سيلاك
Pranab Jyoti Sarma			TELEVIA.	Bez
Jupitara Dutta	Ţ.		HS-1	٨
Jusmita Rajbongshi			HS-2	JK-
Chinkumani Adhikari				CAT
Gorgee Gautam			NB-2	Balm
Gitumani Baishya				
Rupak Barman	7th lune 2022	11.00 AM TO 12.30 PM	NB-3	Re
Himashree Mazumdar	7th June, 2022			gle-
Pranab Jyoti Sarma				Day
Jupitara Dutta			HS-1	Called .
Jusmita Rojbongshi				1
Himakshi Jain			N8-2	
Kanak Ch. Barman				\$2
Madhurima Choudhury				
Tapash Charabarty				
Parinita Chakrabarty	7th June, 2022	1.00 PM TO	NB-3	12-2
Namrata Pritam Kashyap	7111 30116, 2022	2,30		
Papari Buzarbaruah			AVEC Y	
Mrigen Barman			HS-1	Dec.
Saidul Islam			19	**
Dr. Naba Jyoti Sarma				MIL

Bibhuti Bhusan Das, Convener

Sessional Examination 2022 Nalbari Commerce College Invigilators' Duty Register

Date: 08/06/2022

Name of the Invigilator	Date	Time	ROOM	Signature
Parinita Chakrabarty			1	- State
limakshi Jain			N8-2	
apash Chakrabarty				9
Jyoti Jain			NB-3	
Saidul Islam	8th June, 2022	11.00 AM TO 11.45 PM		771
Anamika Barman	On some, rock			Donma
Bibha Das		700		P. Baut
Papari Buzarbaruah				P. Bauv
Pranab Jyoti Sarma			HS-1	01.5
Chinkumani Adhikari				COT
Papari Buzar Baruah			-022	· .@ -
Gitumani Baishya			NB-2	128
Himashree Mazumdar			NS-2	20
Jupitara Dutta				
Jusmita Rajbongshi	8th June, 2022	1.00 PM TO	NB-3	
Jyoti Jain		1.45 PM	No.	
Madhurima Choudhury				DON
Prariab Jyoti Sarma				W V E
Namrata P. Kashyap			HS-1	20
Rupak Barman			22.	K3

Bibhütl Bhusan Das, Convener

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INVIGILATORS' DUTY REGISTER

SESSIONAL EXAMINATIONS, 2023-24 NALBARI COMMERCE COLLEGE, NALBARI

	Name of the Invigilators	Shift-1	Sign	Shift-2	Sign.	Shift-3	Sign.
1	Dr. Kabin Sarma	R- 9	18			R- 22)Ki
2	Mercy Engtipi	R- 9	Orgh	R- 23	7		
3	Dr. Rajat Bhattacharjee	R-g		K-43			
4	Dr. Uddipana Gogoi	R- 11	U/	R-9	·W		
5	Dr. Rimakhi Borah	R- 12	@h			R- 42	(e)_
6	Bhagyashree Das	R- 13	J.	R- 21	By.		0 01
7	Priyonka Swargiary	R-14	Burgit	(ES)	-19 Rwyiz	R. 21	monted
8	Smita Choudhury	R- 19	Da.	R- 9	Jan	R-19	
9	Dr. Ruplekha T. Bania	R- 19	Postore	R-9	Jahren 5/19/23		-
10	Saidul Islam	R- 18	Ogv			R- 43	
11	Pranab Jyoti Sarma	R- 23	P	24		R- 18	
12	Jupitara Dutta	R- 43	Paralla	R-18	DA .	R===+9)	
13	Tapash Chakrabarty			BX.	0	R-19	
14	Deepiyoti Baishya	R-9	Marky	R-9	Donaly	R- 14	8Davitys
15	Chinkumani Adhikari			R-9	CAT	R- 13	SAT
16	Bonti Sarma			R-11	&	R- 12	Q-
17	Gitumani Baishya			R-12	A.	R- 11	1
18	Manisha Barman		N.	R- 13		R- 11	
19	Papari Buzarbaruah		P. Bonk	R- 14		R- 9	P. Bank
20	Bitopan Kalita			R-19		R- 9	Bleatelia
21	Kuwali Deka			R-19	bosin	R- 9	Moder
22	Dipankar Das			と	00	R-19	0~
23	Dhritiraj Bannan			·R=43	-,	R- 23	Du-

INVIGILATORS' DUTY REGISTER SESSIONAL EXAMINATIONS, 2023-24 NALBARI COMMERCE COLLEGE, NALBARI

	Name of the Invigilators	Shift-1	Sign	Shift-2	Sign.	Shift-3	Signy
1	Bhagyashree Das	R- 9	9			R- 22	V
2	Bitopan Kalita	R- 9	Blatila	R- 23	Phalita		0.
3	Bonti Sarma	R- 9	B	R- 43	Br	v.	
4	Chinkumani Adhikari	R-11	QAT	R-19	RT		
5	Deepjyoti Baishya	R- 12	granhya-	But 5	Parlup-	R- 42	Mily
6	Dhritiraj Jamanan	R- 13	6- Bury	R- 21	9		
7	Dipankar Das	R-14	0~	R- 9	Oh-	Fn3	60~
8	Dr. Kabin Sarma	K E		R- 9	涨	R-11	8
9	Dr. Rajat Bhattacharjee	R- 19	(Butt-			R- 21	Matt
10	Dr. Rimakhi Borah	R- 18	@			比 址	
11	Dr. Ruplekha T. Bania	R- 23		R-18		West 2	
12	Dr. Uddipana Gogoi	R- 43	W			R- 19	4
13	Gitumani Baishya			R-9	Æ	R- 19	翠
14	Jupitara Dutta			11:9 -		R- 14	Juli
15	Kuwali Deka			R-9	Whele.	R- 13	Cole
16	Manisha Barman			R-11	<u>B</u> _	F 12	R
17	Mercy Englipi Englipi	R-10		15-15		San.	andhi.
18	Papari Buzarbaruah			R- 13	P. Baruh	R- 11	621
19	Pranab Jyoti Sarma		9	R- 14	1	R- 9	e
20	Priyanka Swargiary	R-19	Burgit	H-112	Rwnyig	H-9	
21	Saidul Islam			R-19		R- 9	
22	Smita Choudhury			10-18-7	-18 Cha	K-18	Sec
23	Tapash Chakrabarty					R- 23	02

INVIGILATORS' DUTY REGISTER

SESSIONAL EXAMINATIONS, 2023-24 NALBARI COMMERCE COLLEGE, NALBARI

Date	:: 07/10/2023 Name of the Invigilators	Shift-1	Sign	Shin-2	Sign,	Shift-3	Sion
Ĭ	Tapash Chakrabarty	R- 9	(IXh.	Similar S	angus	R- 22	(0)
2	Smita Choudhury	R- 9	Cod	R- 23	(See	10.00	
3	Saidul Islam	R- 9		R- 43			
4	Priyanka Swargiary	R- 11	Prizi-	R-19		R-11	Swell-
5	Pranab Jyoti Sarma	R=12				R- 42	
6	Papari Buzarbaruah	R- 13	P. Bank	R- 21	P Bouch		
7	Mercy Engtipi	1 Tage 1		R- 9	Of Are	R-12	Mysi
8	Manisha Barman	K-19_		R-19	-RI-	R-19	and the same of th
9	Kuwali Deka	R- 19	Koda.			R- 21	latela-
10	Jupitara Dutta	R- 18	Blestite			R- 43	Alue
11	Gittlemini Baishya	R- 23	B			R- 18	A.
12	Dr. Uddipana Gogoi	R- 43	W.			R- 19	
13	Dr. Ruplekha T. Bania	R-19	Malware	R-9	(Talomix	12-14-	
14	Dr. Rimakhi Borah		-	R-9	(R)	R- 14	@
15	Dr. Rajat Bhattacharjee			R-9	(Mall	R- 13	(Way
16	Dr. Kabin Sarma	R-14	(%)	R-11	*	NE SO	
17	Dipankar Das			R-12	0~	Karlet	
18	Dhritiraj Barman					R- 11	
19	Deepjyoti Baishya	P-12-	Marlys	R- 14	Speeds	R- 9	Denhop
20	Chinkumani Adhikari			R-19		R- 9	exT
21	Bonti Surma filumani cai	rigit.		R-19	<u>R</u>	R- 9	8
22	Bitopan Kalita			R- 18	260		
23	Bhagyashree Das			R- 13	Br.	R- 23	Ba.

INVIGILATORS' DUTY REGISTER

SESSIONAL EXAMINATIONS, 2023-24 NALBARI COMMERCE COLLEGE, NALBARI

	Name of the Invigilators	Shift-1	Sign	Shift-2	Sign.	Shift-3	Sign.
ĵ	Tapash Chakrabarty	R-9	O			R- 22	Or-
2	Smita Choudhury	R- 9	0	R- 23	(2)		
3	Saidul Islam	R- 9		R- 43			
4	Priyanka Swargiary	R-11		P			
5	Pranab Jyoti Sarma	R- 12				R-42	
6	Papari Buzarbaruah	R- 13	P. Bout	R- 21	P. Bard		
7	Mercy Engtipi	R-14	Que foi	R- 9	andr		
8	Manisha Barman	R- 19	10	R- 9	Par	R-42	_6-
9	Kuwali Deka	R-19				R- 21	kisela
10	Jupitara Dutta	R-18	6	R-14	END.	R- 43	3Kak
11	Gitumani Baishya	R- 23	4			R- 18	E.
12	Dr. Uddipana Gogoi	R- 43	lh			R- 19	Ih
13	Dr. Ruplekha T. Bania	R=11	Palwiria	R-9		R-19	**
14	Dr. Rimakhi Borah			R-9	(P)	R- 14	®/
15	Dr. Rajat Bhattacharjee			R-9	Matt	R- 13	(Mat
16	Dr. Kabin Sarma			R-11	88	R- 12	CENT OF THE PROPERTY OF THE PR
17	Dipankar Das			R-12	Om	R-11	Di
18	Dhritiraj Barman					R-11	
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20	Chinkumani Adhikari			R- 19	CAT	R- 9	PAT
21	Bonti Sarına			R-19	¥-	R- 9	1
22	Bitopan Kalita	R-19	Bkelite.	R- 18	Bkalita	R-19	Bleatite
23	Bhagyashree Das			R- 13	Do.	R- 23	37

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Sessional Examination, 2022, Nalbari Commerce College, Nalbari

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(Gopinath Bardolol Nagar, Gauhati-781014, Assam.)

Practical Marks (2021 - 2022)

College: - (200)NALBARI COMMERCE COLLEGE

Degree :- B.Com (Hons) CBCS-All(Illrd Sem)

Subject :- COMMERCE

Paper :- (COM-HC-3016-P) Computer Applications in Business (Max Marks - 40)

NO.	ROLL NO.	REGISTRATION NO.	STUDENT NAME	FATHER NAME	Marks
1	UC-201-200-0001	20041684	ABHIJIT BARMAN	TILAKL BARMAN	31
2	UC-201-200-0002	20041683	ABHIJIT BARMAN	MANIKANTA BARMAN	32
3	UC-201-200-0003	20041686	ABINASH DAS	BHABEN DAS	29
4	UC-201-200-0004	20041685	ABINASH DAS	TARUN DAS	29
5	UC-201-200-0005	20041687	AKASH KALITA	Atul Kalita	27
6	UC-201-200-0006	20041689	ALAKESH BANIA	RATAN BANIA	26
7	UC-201-200-0007	20041690	ALAKESH KALITA	ASWINI KALITA	25
8	UC-201-200-0008	20041691	AMAR DAS	SADHAN DAS	28
9	UC-201-200-0009	20041592	AMIR HUSSAIN	HABIBAR RAHMAN	24
10	UC-201-200-0010	20041693	AMIT GHOSH	BENU GHOSH	30
11	UC-201-200-0011	20041694	AMIT KUMAR DAS	KHAGEN DAS	29
12	UC-201-200-0012	20041695	AMLAN JYOTI BARMAN	Jatin Ch Barman	28
13	UC-201-200-0013	20041696	ANANYA KALITA	JOYDEV KALITA	27
14	UC-201-200-0014	20041697	ANGSHUMAN LAHKAR	PHANI NATH LAHKAR	25
15	UC-201-200-0015	20041698	ANGSHUMAN SARMA	Khanin Sarma	27
16	UC-201-200-0016	20041699	ANIKA JAIN	Sanjay jain	30
17	UC-201-200-0017	20041700	ANJAN KALITA	HEMEN KALITA	28
18	UC-201-200-0018	20041701	ANKITA BARMAN	DWIJEN BARMAN	26
19	UC-201-200-0019	20041702	ANKITA HALOI	DINESH HALOI	30
20	UC-201-200-0020	20041703	ANKITA MAHANTA	PRADIP MAHANTA	31
21	UC-201-200-0021	20041704	ANKUR KALITA	Bhagaban Kalita	29
22	UC-201-200-0022	20041705	ANURAG KALITA	BIJAY KALITA	28
23	UC-201-200-0023	20041706	APARNA SARMA	TIRTHA NATH SARMA	32
24	UC-201-200-0024	20041707	APURBA SARMA	Ratul sarma	33
25	UC-201-200-0025	20041708	ARINDAM TALUKDAR	BINOD TALUKDAR	35
26	UC-201-200-0026	20041709	ARJU AHMED	Sonacha Ali	29

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Practical Marks (2021 - 2022)

College :- (200)NALBARI COMMERCE COLLEGE

Degree :- B.Com (Hons) CBCS-All(Illrd Sem)

Subject :- COMMERCE

Paper :- (COM-HC-3016-P) Computer Applications in Business (Max Marks - 40)

SNO.	ROLL NO.	REGISTRATION NO.	STUDENT NAME	FATHER NAME	Marks
27	UC-201-200-0027	20041710	ARJU SULTANA	MAZIBAR RAHMAN	28
28	UC-201-200-0028	20041711	ARUP BARMAN	AJIT BARMAN	26
29	UC-201-200-0029	20041712	ASISH NEHERA	ABED ALI	27
30	UC-201-200-0030	20041714	ASMITA CHOUDHURY	KANDARPA CHOUDHURY	28
31	UC-201-200-0031	20041715	AZIZUL HAQUE	SHAHJAHAN ALI	24
32	UC-201-200-0032	20041716	BABITA BAISHYA	PANKAJ BAISHYA	23
33	UC-201-200-0033	20041717	BANASRI DEKA	SARAT DEKA	27
34	UC-201-200-0034	20041718	BARASHA KALITA	GAJEN KALITA	29
35	UC-201-200-0035	20041719	BHAIGYASREE BRAHMA	HABILAL BRAHMA	29
36	UC-201-200-0036	20041720	BHANITA DAS	BHABEN DAS	27
37	UC-201-200-0037	20041721	BHARGAB GOSWAMI	LATE BHABESH GOSWAMI	28
38	UC-201-200-0039	20041722	BHASKAR DAS	PARASH DAS	31
39	UC-201-200-0040	20041725	BHITALI DAS	LATE GIRIDHAR DAS	31
40	UC-201-200-0041	20041726	BIBEK BARMAN	KHAGEN BARMAN	30
41	UC-201-200-0042	20041727	BIBHUTI BHATTACHARJYA	BABUL BHATTACHARJYA	30
42	UC-201-200-0043	20041729	BIKASH KALITA	Satyendra kalita	29
43	UC-201-200-0044	20041728	BIKASH KALITA	SONDHAN KALITA	29
44	UC-201-200-0045	20041730	BIKASH LAHKAR	Rajendra CH Lahkar	28
45	UC-201-200-0046	20041731	BILIPHANG NARZARY	KRIJOY NARZARY	29
46	UC-201-200-0047	20041732	BISHAL BARMAN	GOPAL BARMAN	27
47	UC-201-200-0048	20041733	BISHAL KALITA	Dinesh Kalita	26
48	UC-201-200-0049	20041734	BITOPAN BARUAH	DWIJEN BARUAH	27
49	UC-201-200-0050	20041735	BUBUL DAS	LATE RABIN DAS	28
50	UC-201-200-0051	20041736	BUBUL TALUKDAR	BIREN TALUKDAR	28

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Page No.:- 2 of 11

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Practical Marks (2021 - 2022)

College :- (200)NALBARI COMMERCE COLLEGE

Degree :- B.Com (Hons) CBCS-All(Illrd Sem)

Subject :- COMMERCE

Paper :- (COM-HC-3016-P) Computer Applications in Business (Max Marks - 40)

SNO.	ROLL NO.	REGISTRATION NO.	STUDENT NAME	FATHER NAME	Marks
51	UC-201-200-0052	20041737	CHAMPAK HALOI	HEMANTA HALOI	26
52	UC-201-200-0053	20041738	CHAMPAK MAHANTA	PARESH MAHANTA	24
53	UC-201-200-0054	20041739	CHANDAN BEZBARUAH	PRADIP BEZBARUAH	26
54	UC-201-200-0055	20041740	CHANDRA PRIYAM RAJBONGSHI	Anil Rajbongshi	27
55	UC-201-200-0056	20041741	CHAYAMANI KALITA	Tankeswar kalita	24
56	UC-201-200-0057	20041742	CHAYANIKA SARMA	DILIP CH SARMA	25
57	UC-201-200-0058	20041743	CHINMAY SARMA	GIRINDRA NATH SARMA	26
58	UC-201-200-0059	20041744	CHINMOY NATH	MADHAB NATH	27
59	UC-201-200-0060	20041745	CHINMOY TALUKDAR	INDRAJIT TALUKDAR	28
60	UC-201-200-0061	20041746	CHINTU DAS	DHIREN DAS	28
61	UC-201-200-0052	20041747	DARSHITA DEKA	DWIJEN DEKA	28
62	UC-201-200-0063	20041748	DEEBASH CHETRY	GANESH CHETRY	24
63	UC-201-200-0064	20041749	DEEP JYOTI BARMAN	GANESH BARMAN	29
64	UC-201-200-0065	20041750	DEEPJYOTI KALITA	Haricharan Kalita	30
65	UC-201-200-0066	20041751	DEVID KASHYAP	Hemanta balshya	30
66	UC-201-200-0067	20041752	DHANJIT BASUMATARY	GANESH BASUMATARY	30
67	UC-201-200-0068	20041753	DHANMOON TALUKDAR	DINESH TALUKDAR	31
68	UC-201-200-0069	20041754	DHRITIMAN SALOI	GIREN SALOI	32
69	UC-201-200-0070	20041755	DHRITIRAJ TALUKDAR	DIPAK TALUKDAR	28
70	UC-201-200-0071	20041756	DHRUBA JYOTI DEKA	LAKHESWAR DEKA	25
71	71 UC-201-200-0072 20041757		DHRUBAJYOTI RAJBONGSHI	Rabindra Rajbongshi	26
72	UC-201-200-0073	20041758	DHRUBAJYOTI SAUD	KUMUD SAUD	27
73	UC-201-200-0074	20041759	DHRUPAD THKURIA	guneswar thakuria	28

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Page No .: - 3 of 11

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Practical Marks (2021 - 2022)

College :- (200)NALBARI COMMERCE COLLEGE

Degree :- B.Com (Hons) CBCS-All(Illrd Sem)

Subject :- COMMERCE

Paper :- (COM-HC-3016-P) Computer Applications in Business (Max Marks - 40)

NO.	ROLL NO.	REGISTRATION NO.	STUDENT NAME	FATHER NAME	Marks
98	UC-201-200-0100	20041785	HIMANSHU KALITA	BIPUL KALITA	26
99	UC-201-200-0101	2715200 F494 T0-5	Survey (Sparty Separation 1997)	Balen Das	23
		20041785	HIRAK JYOTI DAS		
100	UC-201-200-0102	20041787	HIRAK JYOTI PATHAK	CHANDRA KANTA PATHAK	25
101	UC-201-200-0103	20041788	HIRAK JYOTI TALUKDAR	SUNANDA TALUKDAR	26
102	UC-201-200-0104	20041789	HRIDAY KALITA	KIRAN KALITA	27
103	UC-201-200-0105	20041790	HRIDIP CHOUDHURY	SUBIR CHOUDHURY	27
104	UC-201-200-0106	20041791	HRISHIRAJ KALITA	HARESWAR KALITA	24
105	UC-201-200-0107	20041792	HRISIKESH BARMAN	RAMESH BARMAN	27
106	UC-201-200-0108	20041793	HRITTIK HALOI	JATIN HALOI	28
107	UC-201-200-0109	20041794	IBADUL HAQUE	Samsul Haque	25
108	UC-201-200-0110	20041795	IBRAHIM ALI	ABDUL BAREQUE	28
109	UC-201-200-0111	20041796	ISPITA SARMA	ANIL SARMA	29
110	UC-201-200-0112	20041797	JANMIJOY DAS	NABIN DAS	29
111	UC-201-200-0113	20041798	JAYASHREE PATHAK	Mrigendra Pathak	28
112	UC-201-200-0114	20041799	JAYASRI HALOI	PRADIP HALOI	27
113	UC-201-200-0115	20041800	JAYPRAKSH SARMA	DIBAKAR SARMA	28
114	UC-201-200-0116	20041801	JIBANJYOTI BARMAN	PARAMESH BARMAN	28
115	UC-201-200-0117	20041802	JINTI BHATTACHARYYA	NIKHIL BHATTACHAYYA	27
116	UC-201-200-0118	20041803	JINTI RAJBONGSHI	CHAKRESWAR RAJBONGSHI	28
117	UC-201-200-0119	20041804	JINTU BORO	BABUL BORO	29
118	UC-201-200-0120	20041805	JINTU DAS	RATNESWAR DAS	28
119	UC-201-200-0121	20041806	JULIASH DAS	HEMEN DAS	29
120	UC-201-200-0122	20041807	JYOTISHMAN DAS	JAYANTA DAS	24
121	UC-201-200-0123	20041808	JYOTISHMAN KALITA	GOLAP KALITA	27

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Marks-Sheet

	EXAMINER:			SUB:	
Roll No.	Name	Marks	Roll No.	Name	Mark
COM	Bhargab Bhallachartya	12	0042	Rabu Ali	48
0002	Disa Singhamia	68	0043	Prophe Praetuti Rani Katila	39
0003	All Niley Dulk	56	0044	Rupam Barman	67
0004	Kuldeep Baishya	20	0045	Rabbin Barman	92
0005	Juri Kalita	-22	0046	Dibiyeti Rajbungshi	43
0006	Piyuah Tamuli	21	0047	Sources Das	52
0007	Huday Rasyan Bhazeli	-24-	-August-	Syeda Knisha Almed	53
0006			0049	Bishal Haloi	15
0009	Nahajit Bakhya	30	005G	Juman Das	46
0010	Pallavi Nahisany	67	0051	5mriti Rekha Barman	40
0011	Janmy Noth	16	0052	Karsi Rabial:	44
0012	Amrin Akhtur	23	0053	Ankwi Baishya	33
0013	Manab Das	28	0054	Any Singh	53
0014	Champak North	16	0055	Rup Golukdar	36
0015			0058	Brayolina Talukdar	73
0016	Antara Saha	36	0057	Shalisadika Ahmed	46
0017	Himashrup Kashyab	55	0058	Rajdech Barman -	25
0018	Misita Barman	35	0059	Sauman Deka	42
0019	Nitkrha Sarma	52	0000	Kanghan Busbarush	20
J020	Rajan Kn. Mishra	32	0061	Kaushik Kalita -	18
0021	Juman Tahbildar	34	0062	Anish Kumar Basman	33
0022	Shamiran Das	14	60003	Bizhal Ray -	40
0023	Pritam Barmon	37	0064	Sudibla Sauma -	36
0024	Tubul Barman	20	0085	Prantik Sarma	60
0025	Himangshu Haloi	36	0000		
0028	Pritam Salong	86 46	0067	Papu Sahma	32
0027	Hiyashuu Barman	26	0058	Chintu Rejborgali	52
0028	Deepisch Dutta	34	0069	Ranit Durz -	16
0029	Jonak Kakati	21	0070	Sowran Deka	14
0030	Manjit Baruah	23	0071	Manash Barman	
0031	Hrichikush Baichya	28	0072	Akash Deep Barman	24
0032	Dhyubasydi Das	30 -	3/18-	Bola Dev Miloka ·	54
0033	Raj Medhi	95	6074	Alakeeh Das .	23
0034	Jonet Ahmed	36	0075		
0035	Amattendra Robha	37	0076	Sohail Akhter .	43
0036	Mason Aslam	41	0077	Anhur Rajbongshi	38
0037	Nikita Kumatu	46	0075	Himan galu Barman	33
0036	Simanta sharma	43	0079	Jyoh Sarma	34
0039	Ablakiyoti Das	14	0060	Sangila Kalita	39
0040	Liza Barman	81	UE/81	Hisaliyoti Taluldar -	20
0041	Judhesther Puma	37	2082	Bhanita Mahanta	32

Shriftra Berman

DAILY CLASS ROUTINE W.E.F., JANUARY 2023' NALBARI COMMERCE COLLEGE (M.COM) SESSION- JANUARY, JULY-2023

_	-		41		1-2.00		
ã	CESSS	9:30 AM-10:35 A.M.	10:30 AM-11:30 A.M	11.30 AM-12.30 P.M	12:30 PM-1:30 P.M.	0130 PM-230 P.M	02.30 PM-3.35 P.M.
Menday	M Com 2nd Sem	OB TAPESHICH GRADUATY	DRCH-RUPAK BARSSAN	E, FRANAB SARMA	SAPM BHADYASHREE DAS; MIRCIB PRANAB SAMM	APA-JUPITARA DUTTA SHRM PRANAB SARMA	
ž	M Com 4th Seco	MESOR UDDPANA GOGO!	SM-JUFITARA DUTTA	EM-DR. KABIN SRAWA	IS-SH, HIMAKHI BISRAH	ME-TAPASH CHAKRABARTY	
Turnday	M Com Ved Sem	EL-PS	OB-TAPASH CHKRARATY	BAPIN-BHAGYASHREE DAIL MRCB-PRANAB SARMA	ORCE - RE	AFIA JUPITARIA DUTTA SHRM PRANAB SARMA	
Ē	M Com Alls Same	MESCA UDOPANA GOGO!	SM-JUFT TARA TRUTTA	EM-DR, KARIN DRANA	MEJARASH CHAKRASARTY		BOR, RIMANH BORAH
Wednesday	M Com 2nd Sem	ET-PE	DB-TAFASH CHKRABARTY	ORCH - K.B.	BAPW- BHINGYASHREE DAS MRCB-PHANAE SARMA	AFM-JUPITARA DUTTA SHIM MERCY ENGTIPY	
Wedn	M.Com 4th Sem	SMULIPITERA DUTTA	EMICR, KABIN SRAMA	MFS-SR UCOPANA GOGOL	IB-BR; RIMAKHI BORAH	MF-TAPASH CHOKRABARTY	
reday.	M Com 2nd Sex	ORIMINATIN TE	ORCE-MUPAK BARMAN	DAPM- UDDPWNA GOOD! UPCD FRANKS SARVA	EL PRAVAB TARMA	APA-ALPITARA OUTTA SHRM. MERCY ENGTHY	
₽	M. Com, Ath Sam	MES DR. UDDPANA GOGO	EM-DIR KABIN SRAMA	UF THPASH CHARRADARTY	IB-DR. FIMAKHLECRAH	SM-JUPITARA DUTTA	
From	M.Som.2nd Sem	CEMERCY ENGTIN	ORCH-HURSE BARMAN	EL PRANAS SARMA	DAPM UDOMANA GOGOL MRCD-FRANKS SARMA	AFM JUPITARA DUTTA SHRMI MERCY ENGTIPY	
ě.	M.Com 4th Sem	MF#FHEEMARCOU	EM CR. KABIN SRAWA	IIS-SH, HIWWOH ECRAH	SW-JUPITAKA DUTTA	MF5 - UD	
Seturday	M Com 2nd Sem	OB-VERCY (NGTP)	ORCS-RUPAK BARMAN	SAPM- LODIPANA GOOGI, VIIICIL-FRANKE SARMA	EL PRANAB SARMA	AFMULPITARA DUTTA SHRM PRAMAE SARMA	
M	M.Com.eth Sem	MATERIAL PROPERTY.	EM-CIF. KARIN SHAMA	MES OR UDDPANA GOOD!	B-CR TOWNOH BORAH	UF-TAPASH CHARMARARTY	

(Dr. Bosanta Kalta) Principal Nalbari Commisse College

PROGRAMME
Sessional Examinations, 2023-24 (Odd Semesters)
Nalbari Commerce College, Nalbari

		10:00 A.M.	TO 11:00 A.M.			12:00 NOO	NTO 01:00 P.	(i)		02:00 F.M. 10 04:00			
	всон ш	HAII	EVOC-III (IT)	мсомии	RCOM/V	BA-V	evoc-vara	EVOC-V(RM)	ноона	SCON-I	FAB	BV06-1(IT)	
STH OCTOBER	Sppications in	Political Spicology Avantys Xahrys Frabesh	Data Shuther and Algorithm	Meseurity Methods 5000	Propplet Mayber	SortSupper Thinkers of Acceptantians Are Deletion Soft	Animotion and Media Designal ,	Retail Store Operation and Sele	Baspess PSig Anwes	Burrens Grant	Anomya Brifiliu Ani zahilyar arasis Certif	Fundamentals of Compotent	
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9TH OCTOBER, 2022	Bannya Stations	Fraction Ascentifica Kathioge	Brose Computer and Automation	Advance Cost 6 Massgamera Accounting/ International Marketing	Burning	Social Strail Colored Sprikerskyn		13	Busyess Sections	Borness Withstalls	English (Cons)	Committee	
10ТН ОСТОВЕЙ, 2023	Enimoneneyhthip	Gustance and Counterling			esan Fydnau Sysleyi	Esmayelma (PG)			Finance Manager Assurance	EPI BASE	Early Childrens Company Observations	and Desitop	
11TH OCTOBER, 2023		Comparative Government und Fichigs		4-	Acousting	Dave inprentite Polystratogy			W	Eng. Communication	€лиоклингта	Commercial and	
12TH OCTOBEA, 2023						detect Constitutions				Information Technology in Business	Basic Com	Sasic Commerce and Mgr.	

Dr. Basanta Kalita, Principal

Milmati Blusse Dus, Comm

MAME: chinmay-folida
closs: Broom 3 and som
Roll no 1 40-231-200:0193
Stow Somorth Frullmut rumby: 112972310260

Sessional Examination, 2019 TDC 3rd Semester Subject: Direct Taxes

Full Marks: 10 Time: 30 Minutes

(The figures in the margin indicate full marks for the questions)

Answer any ONE of the following)

- Mr. Ramesh Das is employed in a Private Ltd. Co. in Guwahati, Assam. During the previous year 2018-19 he received the following payments from his employer
 - i) Basic salary ₹ 15,000 pm
 - ii) Dearness Allowance ₹ 10,000 pm
 - iii) Entertainment allowance ₹1,500 pm
 - iv) Servant allowance ₹500 pm
 - v) Bonus for the year ₹ 70,000
 - vi) Commission received ₹30,000
 - vii) Free furnished accommodation to him for which the employer paid a rent of ₹ 5,000 pm.
 - viii) Employer's contribution to Recognised Provident Fund @ 13 % p.a. on basic pay.
 - ix) During the year his employer deducted ₹2,000 as professional tax from his salary.
 - Compute his total income from salary for the assessment year 2019-20.
- Explain the provisions of the Income Tax Act regarding 'Tax deduction at Source' fraom salary income of an individual.
 - b) When dose the liability to pay advance tax arise? How it is calculated?.
- 3. Write short notes (Any two) from the following

5+5=10

- a) House Rent Allowance
- b) Perquisites
- c) PAN

B.Com. 4th Semester Sub.: E-Commerce

Full Marks: 20 Time: 1 Hour

The figure in the margin indicate full marks for the questions:

 What is E-commerce? Discuss its advantages and disadvantages?

Or

Distinguish between traditional commerce and E-commerce.

10

2. Explain the various E-commerce business models. 10

Or

What is HTML? What are the advantages of HTML? 10

M. Com. 1st Semester Sub.: Business Policy Analysis (BPA)

Full Marks: 20 Time: 1 Hour

(Answer any two questions)

- Discuss the significant factors which influence the global business environment with suitable illustration.
- Critically examine why mixed economy Ps considered to be the best economic system for a developing country like India.
- Highlight the different role played by government for economic development of a nation.
- Discuss the significant mode of market entry strategy of an MNC for entry into a global market.
- 5. Write short note (any 2): $5\times 2=10$
 - a) External commercial Borrowing. (ECB)
 - b) Foreign Direct Investment. (FDI)
 - c) Factor effecting International Investment.

M.Com. 2nd Sem.

Sub.: Strategic Human Resource Management

Full Marks: 20 Time: 1 Hour

Answer the following (any two)

- Differentiate between contract labour and temporary labour.
 5+5=10
- What do you mean by the term 'Collective Bargaining'? write briefly about any 3 types of Collective Bargaining.

5+5=10

- 3. What is promotion by Merit and Promotion by Seniority? Which one would you prefer if you were a manager in an MNC?
 5+5=10
- a) What is workforce diversity?
 5+5=10
 - Difference between Domestic HRM and International HRM.
- Discuss some strategies to recruit and retain employees under SHRM.

* * * *

M.Com. 4th Semester

Sub.: Security Analysis and Portfolio Management

Full Marks: 20 Time: 1 Hour

Answer any two from the following:

- Define portfolio management? Discuss the various phases of portfolio management. 2+8=10
- What do you mean by technical analysis. Discuss about E-I-C Framework.
- Discuss about portfolio selection. How optimal portfolio selected with Markowitz Model.
- Define stock exchange? Discuss the various functions of stock exchange.
 3+7=10
- 5. Write a short note on following (any two): 2x5=10
 - a. Elliot wave theory
 - b. Investment Bs Gambling.
 - c. OTCEI
 - d. BSE Sensex.

Sessional Examination, 2023-24

B.Com. 3rd Semester
Sub: Income Tax Law and Practice

Full Marks: 20 Time: 1 Hour

- a) Mr. Hari is a American citizen and came to India for first time on 20th May 2021 and stayed in Nalbari till 30th June, 2021. Thereafter he left India for England. He again came back to India on 2nd November, 2021 and stayed in Mumbai till 14th March 2022. Thereafter, he left India for Paris and never came back to India. Determine residential status for Assessment year 2022-23.
 - b) Discuss the residential status of a company and HUF.
- a) What is meant by Annual value of a house property?
 - b) Mr. Suresh Bora is the owner of a house property in Delhi. The house is let out at a rent of Rs. 10000 p.m. Its municipal value is Rs. 90000 p.a. and standard rent is Rs. 1,05,000 p.a. The fair rent of the house is Rs. 1,12,000. The house remained vacant for one month and rent for two months is outstanding and there is no chance of its recovery as per rules. Municipal tax paid by owner Rs. 3000. Computer Net Annual value for the Assessment year 2021-22.
- a) Give the meaning of presumptive Taxation scheme under the Income Tax Act. Explain the manner of computation of taxable income in case of a person adopting the presumptive taxation scheme of Sec. 44AD.

Topic - Human tresource Accounting; concept, methods and importance.

Introduction =>

field in accounting that bocuses on quantefying the value of human resources in an oreganisatean unlike Inaditional accounting, which primarily deals with tangible assets, HRA recognises the value of employers is creiteal resources that contribute to the oriented success of an origanisation. This assignments eaplows the concept of HRA various methods employed to assess thuman resources, and eits empardance in modern leusoness practices.

Definition !

human resource occaunting can be defined as a systematic approach to measuring the economic value of thuman resource it irrabres assersing the cash associated with bining, training and developing remployees as well as measuring the return on these irrestments.

The ultimate goal is to preoride management with relevant informateun that can aid in decision - making processes.

Evolution of HRA

the concept of HAA conseged win the 1960s when areganizateons deepan to reoccognize the significance of theire human capital. Researchers like Rentes hikeret and Grany Becken laid the graindwork feel underestanding the accommic unpaid of human resources. Over time various models and frameworks have been direloped to quantity human areas, making HRA and tockgrapat of modern management presideces.

Methods of human resource accounting.

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1. cost: Based methods: east-Based methods focus an quantibying the costs as eciated with hining, draining and retaining employees common aproaches include.

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the cost of replacing on employee . It considers not just olivert cash and also windinect costs. Such as loss of productivity during the Inansition.

2. value-Based methods: value -Based methods asies the contribution of human nerounces to the organizations orcreate avalue. These of preaches my include.

present value of buturce searenings. This method calculates the present value of an employees of urfare environgs, considering their expected contributeans do the conganisations over time. This index measures the value of human tresources leased on the skills, experimence, and knowledge of employees of arrigars a mometary value to each comployees the players based on these bactons.

Name- Jumi Talukdar Class - B. com 3rd Sum Rall No - 62 (G.V) - 140 Sub - Businus Laws Enrollment Number - 112472310154 1) Understanding Contracts: Sefinition, Characteristics and

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determent the the contract is a degally chinding cagriement robligations unforceable they dow. Contracts were fundamental ito dusinus itransactions, insuring what ithe promises made the come party come ligally vicegnized and that legal remedies are available if those framises are death death. Understanding contracts its usuatial for both husanal and profusional contexts as they form the chackbone of communical relationships.

definition of a Contract

of contract is an agriment that is intended to be inforciable by claw. It involves two ar more farties who agree to furform certain act or refrain from purforming exertain eachs. For a contract its be valid, it must must curtain degal uniteria, including an offer, exceptance, consideration, and mutual cintent its

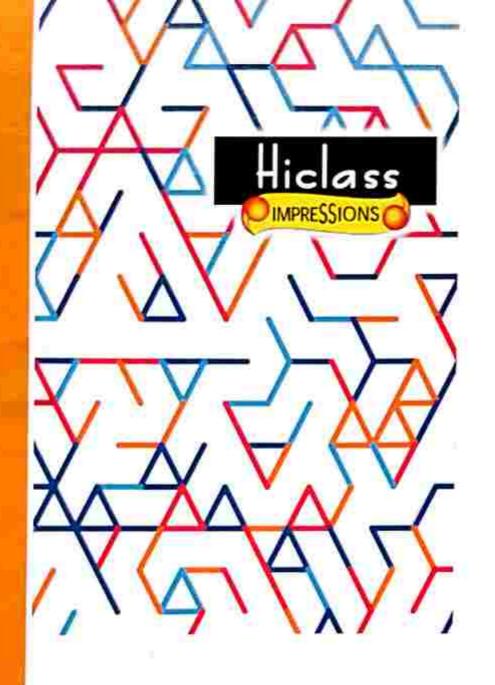
the ligally bound. i) Offer: One party propaus a deal ar a set of terms

if electronice: The wather party agrees to the terms of the

offer, creating mutual assent.

iii) Consideration: Three must be samething of value exchanged between the farties, such as money, goods, services, ar a between the furform or refrain from an act.

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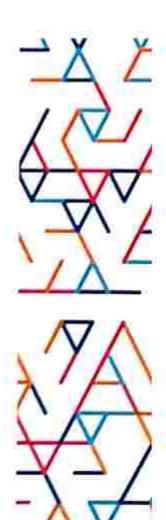


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Internal Examinations Policy

Nalbari Commerce College Nalbari, Assam

Prepared by

Research and Development (R&D) Cell

Submitted to

Internal Quality Assurance Cell (IQAC)



Nalbari Commerce College, Nalbari

P.O.: Chowbazar, Dist.: Nalbari, Assam

1. Introduction:

This section sets the context and purpose of the policy. It emphasizes the need for a standardized process for internal examinations to ensure fairness and consistency across all departments. It clarifies that the policy covers all the internal examinations for various courses across different programs offered at the college.

The Internal Examinations Policy serves as a guide to ensure that all internal assessments are carried out in an organized, transparent, and efficient manner. It applies to all degree programs offered at the college, including BA, B.Com, B.Voc., and M.Com. It also conducts all internal examinations connected to the +2 level which is associated with almost all the degree colleges of Assam. The Internal Examinations Cell (IEC) is responsible for organizing, monitoring, and reporting on the internal examinations.

2. Roles and Responsibilities:

The Coordinator of Internal Examinations is responsible for overseeing the entire examination process. This includes the management of examination logistics, coordination between departments, and the preparation and submission of results.

Responsibilities of the Coordinator:

1. Declaration of Examination Date:

- a) The coordinator announces the exam dates in advance to ensure students and faculty have sufficient time to prepare.
- b) The dates are set in coordination with the academic calendar to avoid conflicts with other college activities.
- c) The announcement should be made through formal channels, such as emails, notice boards, or the college website.

2. Preparation of Examination Schedule:

A detailed timetable is created to allocate specific dates and times for each exam. This schedule should be communicated well in advance.

The schedule is prepared with consideration of Course requirements, Faculty availability, and adequate time between exams for students to prepare.

3. Conducting Examinations:

The coordinator is responsible for the smooth conduct of the exams. This includes:

a) Ensuring that all logistical needs (exam halls, seating arrangements, equipment) are met.

b) Making sure that exams are administered on time and that the atmosphere remains conducive to fair testing.

4. Seating Arrangement:

The coordinator manages the seating plan for each examination session. This includes:

- a) Allocating seats in such a way as to prevent cheating.
- b) Ensuring there is no overcrowding or disruption during the exam.
- c) Distributing seat numbers in a fair manner, making sure all students are seated according to the exam schedule.

5. Invigilator Duty List:

- a) The coordinator prepares and circulates the duty list of invigilators ahead of time
- b) This list details the subjects, locations, and timings for each invigilator's responsibility during the exam.
- c) Invigilators are assigned based on their availability, ensuring adequate coverage of each exam session.

6. Attendance Records:

The coordinator is responsible for maintaining accurate attendance records during the exam. This involves:

- a) Checking the list of registered students and verifying the presence of each student at the examination venue.
- b) Ensuring that students who arrive late are marked accordingly, and no malpractices occur due to their delayed entry.

7. Records Keeping:

- a) All records related to the examination process (such as seating arrangements, invigilator lists, attendance, and question papers) are to be securely kept for reference or audit purposes.
- b) These records must be kept confidential and only accessed by authorized personnel.

8. Marks Feeding to the University Website:

a) Once exams are concluded, and the results are processed, the coordinator is responsible for ensuring that the marks are uploaded to the official university portal.

b) The coordinator should verify the accuracy of the entered marks before submission to prevent any errors.

9. Preparation of Examination Materials

The Internal Examinations Cell (IEC) assists in carrying out the logistics and operational aspects of the examination process. The detailed responsibilities are as follows:

- a) **Preparation of Examination Materials:** The IEC handles the production and secure storage of examination papers, ensuring that they are printed, sealed, and delivered to the examination halls on time. The papers should be handled by authorized personnel only, minimizing the risk of leaks or malpractice.
- b) Logistics and Support: The IEC supports the coordinator in organizing the physical infrastructure needed for the examinations, such as:
 - i. Ensuring that rooms are equipped with necessary resources (e.g., desks, chairs, clocks, writing materials).
 - ii. Coordinating transportation of examination materials.
 - iii. Making sure there is enough staff (invigilators, helpers) available to maintain discipline during the exams.

10. Examination Process:

- a) **Timelines:** The Internal Examinations will follow a pre-determined schedule, which is to be declared at the start of the semester. This ensures students have adequate time to prepare and faculty members can plan accordingly. The internal exams should not overlap with external exams or holidays, and the schedule must be publicly available at least two weeks in advance.
- b) **Examination Format:** Examinations may follow different formats, depending on the course, including:
 - i. Written exams: Long-answer or short-answer questions.
 - ii. **Practical exams:** For courses involving practical work, such as in the B.Voc. program.
 - iii. **Project/Dissertation submissions:** For certain courses, students may need to submit projects as part of their internal evaluation.
- c) **Invigilation:** Invigilators ensure that the exam is conducted properly. They check for any malpractices, enforce the rules, and assist students with general queries related to the exam. They should strictly monitor students to prevent cheating, use of unauthorized materials, or other misconduct.

11. Seating Arrangement:

The seating arrangement is crucial to ensure that the examination environment is controlled and that students are not seated in a way that facilitates cheating or other forms of misconduct.

- a) The seating plan is designed so that students are spaced out adequately.
- b) Random seating should be encouraged, where students from different courses or semesters are distributed in the hall.
- c) A seating chart will be displayed in the examination hall or shared digitally before the exam.

12. Attendance:

a) Recording Attendance:

- i. The attendance of all students present for the examination will be checked at the beginning of each session.
- ii. An official register or digital system will be used to mark students as present or absent.

b) Attendance Verification:

- i. Only those students who are listed for that specific examination session and have valid hall tickets will be allowed to sit for the exam.
- ii. Students arriving late will be noted, and in case of extraordinary situations, the coordinator may decide whether to allow them to take the exam.

c) Handling Absentees:

i. The IEC will maintain a record of students who are absent from the exam, and they will need to provide valid reasons for their absence.

13. Security and Confidentiality:

- a) **Examination Papers Security:** All examination materials should be stored securely and only accessed by authorized personnel. This includes:
 - i. Securing question papers in a locked storage facility before the exam.
 - ii. Ensuring that the distribution of papers is carried out with caution, minimizing any risk of leakage.

b) Monitoring Malpractice:

- i. The IEC should ensure that strict rules are in place to prevent any form of malpractice.
- ii. In the event of malpractice, the invigilators should report the incident to the coordinator for further investigation, and appropriate disciplinary actions should follow.

14. Post-Examination Process:

a) **Evaluation:** After the exam, answer scripts are to be marked promptly by faculty members. Marks should be entered into the official record carefully. Evaluation should be objective, and grading should be consistent with the standards set by the university or department.

- b) **Marks Submission:** The final marks, once verified, should be uploaded to the university portal by the coordinator within the required timeframe.
- c) **Results Announcement:** Once the marks have been entered, the results are made available to students via the college website, department notice boards, or an internal portal.



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