



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC accredited with 'B' Grade

MINUTES OF MEETINGS

**Website Development Committee
(WDC)
2022-23**

GARGAON COLLEGE

ESTD: 1959, Reaccredited by NAAC with B Grade

Simaluguri - 785686, Sivasagar, Assam
E-mail: gargaoncollege@rediffmail.com

Tel: 03772-296164
www.gargaoncollege.ac.in

Ref. No: GC/

Date:

Website Development Committee (WDC) The Gargaon College : Simaluguri Minutes of Meeting

Date: 18.01.2023

Time : 2:00PM

Minutes of the meeting of Website Development Committee

A meeting of the Website development committee was held on 18.01.2023 in the Golden Jubilee Bhavan. The following members attended the meeting:

Dr. Sabyasachi Mahanta, Principal and Chairperson
Dr. Pankaj Kumar Nath, Coordinator
Dr. Surajit Saikia, IQAC Coordinator
Dr. Nilutpal Chutia
Dr. Shyamolima Saikia
Mr. Yuvraj Gogoi
Dr. Chirantan Bhagawati
Dr. Rituraj Neog
Ms. Ankika Dutta
Mr. Pankaj Dutta
Mr. Sandeep Chutia

Item No. 01 to discuss on developing separate departmental pages in college website.

The Principal of the college apprised the functioning of the college website and requested for separate department login page, so that each department can upload their information regularly. He also urged to change the design and format of the page of the faculty members in website.

Resolution No. 1 Resolved that a separate login page for every department of the college would be developed. The design of the faculty page would be modified.

Item No. 2 to discuss about creation of Institutional email ID

The members of the committee discussed on the opening of new Institutional E-mail ID for all the faculty members of the college.

Resolution No. 2 Resolved that the website developers should be informed to take necessary measures in this regard.

Item No.3 to discuss on the Grievance Redressal Cell framework

The members of the jury discussed on the change of format and on-line form of the Grievance Redressal Cell. They also discussed on separate page for this format.

Resolution No.3 Resolved that the Grievance Redressal Cell should be designed and formed separately in the college website.

As there was no other matter for discussion, the meeting ended with a vote of thanks to and from the Chair.



Dr Pankaj Kumar Nath
Coordinator, WDC
Gargaon College



Dr Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College



Dr Surjit Saikia
Coordinator, IQAC
Gargaon College

Website Development Committee
The Gargaon College : Simaluguri

Action Taken Report

Date:08.02.2023

To,
The Principal,
Gargaon College

Sir,

As per decision of the Website Development Committee meeting held on 18.01.2023 the following actions have been taken:

1. *The website developer had been informed to frame separate login page for every department of the college, so that each department can update their day to day works.*
2. A list of the faculty members had been sent to the website developer to open *institutional e-mail ID*
3. The website developer had been informed to design a separate page for Grievance Redressal Cell



Dr.Pankaj Kumar Nath
Coordinator,
Website Development Committee
Gargaon College

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MEETING OF THE LIBRARY ADVISORY COMMITTEE

Notice

A meeting of the Library Advisory Committee is going to be convened on 16th February 2023 at 1:00PM at Golden Jubilee Hall to discuss the following agenda. You are cordially requested to attend the same without fail.



Dr. Pankaj Kr. Nath
Coordinator, LAC

AGENDA

1. President in chair
2. Objective of the meeting
3. Purchasing of Journals, Books, e-journals
4. Discussion on the Purchase / repair of the Library Reading table and chairs
5. Installation and Repair of DVR and CCTV camera Displayer, UPS
6. Installation of RFID technology
7. Any others
8. President address
9. End of meeting

MEETING OF THE LIBRARY ADVISORY COMMITTEE

Venue: Golden Jubilee Hall

Date: 16.02.2023

Time: 01:00PM

Signature of the members of the LAC Present in the meeting

1. Dr. Sabyasachi Mahanta
2. Dr. Rina Handique
3. Dr. K J Handique
4. Dr. Rashmi Rekha Saikia
5. Dr. Raktim Pator
6. Ms. Runjun Hazarika
7. Dr. Shyamolima Saikia
8. Dr. Surajit Saikia
9. Dr. Pankaj Kr. Nath
10. Student Representative
11. Student Representative

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Date:

Minutes of the Library Advisory Committee (LAC) Meeting

Date : 16.02.2023

Time : 01:00 pm

A meeting of the Library Advisory Committee was held at the Golden Jubilee Hall on 16th February 2023 under the president-ship of Dr. Sabyasachi Mahanta, Principal of the College. The librarian and the coordinator of the meeting handed over the agenda to the Chairperson of the meeting. He also describes the objectives of the meeting. The following members were present at the meeting:

Dr Sabyasachi Mahanta, Principal
Dr. Rina Handique, Vice Principal
Dr. Pankaj Kumar Nath, Coordinator
Dr. Surajit Saikia, IQAC Coordinator
Dr. Krishna Jyoti Handique
Dr. Rashmi Rekha Saikia
Ms. Runjun Hazarika
Dr. Raktim Pator
Ms. Shyamolima Saikia

Resolution No. 1. Resolved that subscription of e-journals through NList consortia should be continued. The members of the committee also decided to purchase books to the various subjects on the basis of the ratio of the students in the concerned departments.

Resolution No. 2 After discussion with the members regarding purchase of library furniture, the members had decided to purchase new furniture (Reading Table and Chair) to the College Central Library as all the existing reading tables and chairs needs to be repaired. For this committee had decided to invite quotation from the various library furniture suppliers.

The chairman of the meeting asked the coordinator of the LAC to go for the necessary steps for inviting quotations.

Resolution No.3. The LAC had decided to make a survey on the requirement and repairing of the CCTV Camera system of GCCL. For this librarian of the college had been asked to make a survey on it and to discuss it in the next LAC meeting of the college.

Resolution No.4. It has been resolved that, the installation of RFID technology in the GCCL would be done later on after getting some financial assistance form the Government.

As there was no other matter for discussion, the meeting ended with a vote of thanks to and from the Chair.



Dr. Pankaj Kr. Nath
Coordinator, LAC



Dr Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College



Dr Surjit Saikia
Coordinator, IQAC
Gargaon College

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Library Advisory Committee

Action Taken Report

Date: 3rd April, 2023

To,
**The Principal,
Gargaon College**

Sir,

As per decision of the Library Advisory Committee meeting held on 16.02.2023, the following actions have been taken:

1. The renewal of the subscription of N List for Gargaon College Central Library had been done on 15.03.2023.
2. Order for purchase of 154 Chairs and 22 Nos. of Tables had been placed on two phases. First phase order had been placed on 28.03.2023 for purchase of 54 nos. of Chairs and 9 Nos. of Reading Table (Six seated) and the 2nd phase order would be placed after successful delivery of the first phase items.
3. The survey on the repairing of the CCTV system of the library had been done. It had been found that a 32 DVR system and a few Doom Cameras needed to be installed in the library.

Dr. Pankaj Kr. Nath

Coordinator,
Library Advisory Committee
Gargaon College

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MEETING OF THE LIBRARY ADVISORY COMMITTEE

Notice

A meeting of the Library Advisory Committee is going to be convened on 27th March 2023 at 2:00PM at Golden Jubilee Hall to discuss the following agenda. You are cordially requested to attend the same without fail.



Dr. Pankaj Kr. Nath
Coordinator, LAC

AGENDA

10. President in chair
11. Objective of the meeting
12. Opening of Quotation submitted by various farms to Purchase the Library Reading table and chairs.
13. Any others
14. President address
15. End of meeting

MEETING OF THE LIBRARY ADVISORY COMMITTEE

Venue: Golden Jubilee Hall

Date : 27.03.2023

Time: 02:00PM

Signature of the members of the LAC Present in the meeting

12. Dr. Sabyasachi Mahanta

13. Dr. Rina Handique

14. Dr. K J Handique

15. Dr. Rashmi Rekha Saikia

16. Dr. Raktim Pator

17. Ms. Runjun Hazarika

18. Dr. Shyamolima Saikia

19. Dr. Surajit Saikia

20. Dr. Pankaj Kr. Nath

21. Student Representative

22. Student Representative

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Ref. No: GC/

Date:

Minutes of the Library Advisory Committee (LAC) Meeting

Venue: Golden Jubilee Hall

Date : 27.03.2023

Time :02:00 pm

A meeting of the Library Advisory Committee was held on 27th March 2023 under the president-ship of Dr. Sabyasachi Mahanta,. The main objective of the meeting was to open and compare the rates of the tender quoted by various local firms for purchasing the library furniture. The following members were present at the meeting:

Dr Sabyasachi Mahanta, Principal
Dr. Rina Handique, Vice Principal
Dr. Pankaj Kumar Nath, Coordinator
Dr Surajit Saikia, IQAC Coordinator
Dr. Krishna Jyoti Handique
Dr. Rashmi Rekha Saikia
Ms. Runjun Hazarika
Dr. Raktim Pator
Ms. Shyamolima Saikia

It has been found that only four quotations from various suppliers have been received. The name of the firms are –

1. Commercial Equipment House , R.K.B. Path Dibrugarh
2. Swagat, Doha Bora Road, Jorhat
3. Bharat Hardware , AT Road, Tinsukia
4. Dungarmal Sitaram & Co. Dibrugarh

Resolution No. 1.

Resolved that out of all the suppliers, the price rate quoted by Commercial Equipment House, RKB Path, Dibrugarh has been found lowest. After discussion, the chairman and all the jury members have decided to order total 154 Chairs (Neelkamal -Novella) and 22 nos. of six seater library reading table.

The members of the committee has decided to purchase 54 chairs and 9 nos. six seater reading table in first phase and in the next phase 100 chairs and 13 six seater reading table should be purchased in the second phase on the basis of the same quotation.

The chairman of the meeting asked the coordinator of the LAC to go for the necessary steps for purchasing of the chairs and tables to GCCL.

As there was no other matter for discussion, the meeting ended with a vote of thanks to and from the Chair.



Dr. Pankaj Kr. Nath

Coordinator,
Library Advisory Committee
Gargaon College



Dr Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College



Dr Surjit Saikia
Coordinator, IQAC
Gargaon College

