



গড়গাঁও মহাবিদ্যালয়  
GARGAON COLLEGE  
NAAC accredited with 'B' Grade

**MINUTES OF MEETINGS**

**STAFF MEETINGS 2022-23**

# STAFF MEETING-1

**GARGAON COLLEGE**



ESTD: 1959 Reaccredited by NAAC with B Grade  
Simaluguri - 785686, Sivasagar, Assam Tel & Fax: 03772-252251  
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## Proceeding of the Staff Meeting No. 08/2022

**Held on** : 23/08/2022  
**Venue** : Academic Gallery, Gargaon College  
**Time** : 2:00 PM

A staff meeting was convened on August 23, 2022, to discuss various academic issues of the new semester. The meeting was presided over by the Principal, Dr. S. Mahanta.

He pointed out that the results of the DU examination are good from a quantitative point of view but not from a qualitative perspective. He urged all the departments to look at and introspect on the disjuncture of the results. He urged everyone to be in class on time.

He said that students have also given complaints that classes after 2 PM do not take place. Some other issues to which he drew attention are as follows:-

1. To be punctual in one's class.
2. There should be an intra-departmental introspection in each department.
3. Need to bring a blended mode of classes and keep a record of that.
4. E-Siksha videos to be submitted before August 25, 2022
5. Active E-Siksha blog.
6. Increase library footfall. Urged the faculty members of each department to take the lead in this task.
7. Take the initiative to organize a National seminar. Pick some multidisciplinary topics.
8. Maintain institutional integrity.
9. Take institutional responsibility apart from taking classes.
10. There is a deficit of proposals from faculties on issues related to the development of the college. Those should be a change in this kind of attitude.
11. Dr. Mahanta appreciated the new activities of the commerce department
12. Urged the faculties to be in the upcoming meetings of the institutions.
13. Urged the faculties to increase awareness among the newly passed students to take admission in P.G. courses offered by the institution.

**Vice-Principal** mentioned the following points.

1. Informed about the changes in library class.
2. For SEC classes, she asked the faculties to collect students' names for respective courses.

**Principal & View :-**

1. Adopt innovative teaching-learning methods.
2. Need for change in work culture, mindset, and approach.
3. Take at least one ICT class and maintain a record of that per week
4. Active mentorship

**Faculties Feedback:**

**Dr. Jitu Saikia** also mentioned a few points.

- Suggested introducing a mike system in some classes.

**Dr. Pabon Kr. Gogoi**

- Pointed out the results of the request
- Strategy for improving results of the Dept.
- SWOT analyses

**Diganta Konwar :**

- Introspection on results.
- Resolve intra-departmental issues

**Anil Tanti :**

- Feedback on results.

Book bank facility. Collect books from retired teachers and alumni.

Library footfall is very poor. Need

Research section in the library.

Nlist mentorship increase.

**Dr. Rina Handique:-**

More important to be given to the Non-honours course students. Non-honours classes should take place as per routine. It is disheartening to note that non-honours missed their exam recently due to a misunderstanding about the routine.

Applications should be given for casual leave.

**Dr. Pankaj Nath, Librarian**

N- List membership drive.

More log-in required

Eight books at a time for 30 days.

**Dr. Dwizen Nath**

Submit thesis to the library

Horticulture projects in college plantation of tea plants

Fishery development

**Dr. Dilip Kr. Deka :-**

Campus placement drive

**Dr. Baluram Das:-**

Plantation drive for eri farming

**Dr. Surajit Saikia:-**

Emphasis on innovation works for good grades expressed hope that we may get an A or more

Innovation center consultancy/collaboration

International collaboration is required.

Online resources for research. Interdepartmental class as good practice languages laboratory

Quality publication is required in UGC care journals.

Lack of skill development programme academic credit Bank

ICT related

Life Skill

Soft Skill

Language communication skills more banner and show class as a workshop with Geotag Photos.

Report of the program to be submitted by Hod.

Collaboration with other institutions with

College week : Report of college week registration required Geotag photos. Plus videos -1 minute.

A certificate with judges' signature. Indian knowledge system-related works like Yoga, Indian medicine

Workshops on Indian medicine can be organized.

Feedback system needs to be required for students should be made satisfactory.

Students-centric work should be organized more.

Collect departmental feedback from the stakeholders by February 2023.

Report of ICT classes by the teachers, photos of teachers with students (geotag)+online feedback from students.

Research Council.

Consultation committee for publication in UGC care-list journals.

At least two papers in UGC care list journals by 2023.

Entrepreneurship programs need to be organized by departments like Commerce, Economics etc.

Collaboration is a must for extension activities.

Library Report Card: -

-Book donation campaign

-Library Awareness program

-Literary workshop on online resources

-Library footfall of five days randomly of the 2023 session.

Rules and regulations of departmental library format should be the same

Career counseling and placement

At least four career counseling programme by each department and take geotag photos.

Inter-departmental classes for competitive exams preparations.  
Specific programme for competitive exams.  
Provision of campus placement  
NET/JRF/CAT/TFT/MAT--- ex-students performance in such exams.  
Every department should collect placement records. Both Govt.-and privet jobs .social sector jobs,Entrepreneurs etc.

- Any Jobs:
- Bhouna programme as work
  - Develop strong alumni record
  - Alumni meet by all departments
- Alumni classes in departments
- FDP programs:
- Programmes for nonteaching staff
  - office management programmes
  - Special programme for disabled people or PWD.
  - Constitutional awareness submit report by February 2023.
- Annual NSS/NCC reports read in proper formats

**Works done**

- Energy audit
  - Pollution report
  - Systematics financial audit
  - Water testing
  - Greenhouse
  - Various compost plant
  - Rainwater harvesting (ongoing)
- E-receipts of donations retain money receipts  
Preparation for academic grading/audit  
Mentorship programme (Removed by NAAC)  
Mentorship programme for slow and advanced learners.  
Individual Achievement:  
-Certificate  
-detailed report  
-students' performance at the state/ national/ international level, if any.

(Dr. Sabyasachi Mahanta)  
Principal



# STAFF MEETING-2

**GARGAON COLLEGE**



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## Proceeding of the Staff Meeting No. 09/2022

**Held on** : 23/12/2022  
**Venue** : Academic Gallery, Gargaon College  
**Time** : 2:00 PM

Dr. Sabyasachi Mahanta, in his address, highlighted the following points.

1. He congratulated the newly appointed teachers and conveyed greetings for the new year in advance to all.

2. He threw light on the following aspects:

### Positive Areas:-

Adequate classes  
Satisfactory results of three streams.  
HODs need to analyze how it can be made better.  
The grievance mechanism has become more robust. No complaints were received.  
Opening of P.G. in five departments ---a record for any college under D.U.  
Geography may get approval for opening PG.  
3 (Three) smart T.V.s from GCTU.  
Bhauna to be held on January 29, 2023.

3. Negative Aspects:-

9 AM and 2 PM classes must not be missed at any cost.  
Smart T.V.'s have not been used or utilized by the teachers.  
The approach has been top-down at Gargaon College. It is reactive, not proactive.  
Funds from other sources for projects and seminars need to be realized. Seminars need to be organised if required through voluntary contributions.  
No proposal has come for seminar organization from any departments.  
NAAC grade has been Low.  
Our duty is not limited to taking classes.  
Attendance is not tallying with the punching machine. Teachers need to be mindful of that.  
Late arrival  
Early arrival but not found in college  
Lack of institutional responsibility  
Teachers' record diary has not been adequately maintained  
Non-honours classes are not taking place properly.  
The unwillingness of the teachers to join webinars, seminars etc.  
Leave rule is going to be implemented strictly. So, teachers need to be concerned about leave.  
No teachers after 3 PM.  
There should be a combination of a top-down and bottom-up approaches.  
We need to focus on areas where we have scored poorly in NAAC grading  
Alumni association needs to improve its activities.

### Some more Suggestions:-

Teachers should improve their individual teacher's profile.  
Spare at least one hour for the college.  
Inter-departmental performance audit.  
Appointment letters should be collected from the alumni  
Emphasize results.  
Advertise should be given in newspapers for a Gargaon College Alumni Association membership drive.  
Publish in UGC care list journals and contribute book chapters by June 30. Mandatory.  
Career counseling cell needs to take up more activities.  
Non-honours students should not be ignored.

# ATTENDANCE OF THE MEETING

Staff Meeting		Date: 23/12/2022
Sl. No.	Name	Signature
1		
2		
3	Dr. Paban Kr. Gogoi	Pgan
4	Dr. Ramesh Chandra Das	<del>Signature</del>
5	Dr. Manjushree Gogoi	Manjushree 23/12/22
6	Dr. Rajanar Gogoi	Rajanar 23/12/22
7	Rajib Gogoi	Rajib
8	DR. JITU SAIKIA	Jitu
9	Dr. Divyesh Nelli	Divyesh Nelli
10	Dr. Balwaram Das	Balwaram
11	Amit Tanti	Amit
12	Dr. Pankaj Kumar Datta	Pankaj 23/12/22
13	Pranab Doudaral	Pranab 23/12/22
14	Atanand Nathary	Atanand
15	Dr. Anurag Pratim Das	Anurag 23.12.22
16	Moharanda Tamuli	Moharanda
17	Dr. Anur Das	Anur
18	Dr. Bidyut Bikash Hazarika	Bidyut
19	Vijayanta Gombosai	Vijayanta
20	Dr. Prabha Jyoti Sharma	Prabha
21	Dr. Ritunjay Kar	Ritunjay Kar
22	Manoj Gogoi	Manoj
23	Shomjai Mahan	Shomjai
24	Sukalyan Baruah	Sukalyan
25	Pankaj Datta	Pankaj
26	Bijaya Bhaluanti	Bijaya
27	Dr. Ratna Das.	Ratna
28	Anshu Kumar	Anshu
29	Kangkana Banti	Kangkana
30	Bhaswati Bantali	Bhaswati 23/12/22
31	Pratiksha Khatu	Pratiksha 23/12/22
32	Janardan Chetia	Janardan 23/12/22
33	Monikha Gogoi	Monikha 23.12.22



SL. NO.	Name	Signature
34	Nidhi Gogoi	Nidhi Gogoi
35	Shyamshree Saha	Shyamshree Saha - 23/12/22
36	Rachin Patra	Rachin Patra - 23/12/22
37	Bisupal Dargohari	Bisupal Dargohari - 23/12/2022
38	Dr. Mintu Gogoi	Dr. Mintu Gogoi - 23/12/22
39	Dilip Kumar Deba	Dilip Kumar Deba - 23/12/22
40	Rashmi Rekha Saha	Rashmi Rekha Saha - 23/12/2022
41	Nilutpal Chali	Nilutpal Chali
42	Sarajit Saha	Sarajit Saha
43	Nomami Dutta	Nomami Dutta - 23/12/2022
44	Gautam Hazarika	Gautam Hazarika - 23/12/22
45	Monurama Phukan	Monurama Phukan - 23/12/22
46	Nelakhi Chela	Nelakhi Chela - 23/12/22
47	Kabita Phukan	Kabita Phukan
48	Lunjin Hazarika	Lunjin Hazarika
49	Priyama Debbarma	Priyama Debbarma
50	Dr. Anura Gogoi	Dr. Anura Gogoi
51	Ms. Barnali Dutta	Barnali Dutta
52	Dr. Saher Sheikh Begum	Dr. Saher Sheikh Begum - 23/12/22
53	Mrs. Sangeeta Chelva	Sangeeta Chelva
54	Dr. Priyanka Tamuli	Priyanka Tamuli
55	Sandeep Agarwalla	Sandeep Agarwalla
56	Ankita Dutta	Ankita Dutta
57	Pakira Begum	Pakira Begum
58	Rinjim Borah	Rinjim Borah
59	Priya Das	Priya Das - 23/12
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SL. NO.	NAME	Signature
34	Nidhi Gogoi	N Gogoi
35	Suryamalini Saikia	Sa - 23/12/22
36	Ranison Patra	R Patra 23/12/22
37	Bisupal Boro	B Boro 23/12/2022
38	Dr. Mintu Gogoi	M Gogoi 23/12/22
39	Dilip Kumar Deka	D Deka
40	Rakhi Rekha Saikia	R Saikia 23/12/2022
41	Nilupal Choudhary	N Choudhary
42	Sarajit Saikia	S Saikia
43	Nomami Dutta	N Dutta 23/12/2022
44	Gautam Hazarika	G Hazarika 23/12/22
45	Monusama Phukan	M Phukan 23/12/22
46	Nelakhi Chelias	N Chelias 23/12/22
47	Kabita Phukan	K Phukan
48	Amjith Hazarika	A Hazarika
49	Priyama Debbarma	P Debbarma
50	Dr. Anna Gogoi	A Gogoi
51	Ms Bornali Dutta	B Dutta
52	Dr. Saheer Shekhar Begum	S Begum 23/12/22
53	Mrs. Sangeeta Chelias	S Chelias
54	Dr. Priyanka Jamuli	P Jamuli
55	Sandeepa Agarwalla	S Agarwalla
56	Ankika Dutta	A Dutta
57	Pakiza Begum	P Begum
58	Rinjim Borah	R Borah
59	Priya Das	P Das 23/12
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Ref. No: GC/

Date:

## **STAFF MEETING-3** **Proceeding of Staff Meeting** **Venue- Academic gallery** **Date-17-06-2023**

A staff meeting. was called of the beginning of on 17 June, 2023 Beginning new odd semester Dr Sabyasachi Mahanta, Principal of the college, chaired the meeting. highlighted the meeting the meeting. He the following points in the Meeting...

1. About E-SAMARTH portal process and new Admission Procees
2. New admission may hamper summer holiday/summers break.
3. All the on Departments have to be present day of admission.
4. All in Departments selecting have to co-ordinate particular candidate.
5. All faculty members part of the the admission Department process.
6. Merits list from home could be well prepared home as well as
7. Requested classes all departments to take in full swing from 19 June, Monday, 2023.
8. E-Samarth collection may process. Change the few collation

9. Time of teacher's arrival and Departure may be centrally recorded in coming days.
10. Prepare for Departmental Presentation for 5 years and prepare Profile for each year AQAR
11. All HODS about should know everything Departmental reports.
12. All HoDs' have to present.
13. All committees co-coordinator compiles have. to the action-taken report.
14. He urged everyone team. to act as a team
15. He urged data asked everyone by to submit IQAC & Principal.
16. He asked everyone for NAAC everyone in the to coming Assessment. work 6 month
17. He urged the selection HoDs criteria to rethink can be a followed,

Dr. Surajit saikia briefed about the status of AQAR work. He said that effort well. Team effort has going will. He said that targeted for A++.

He also points highlighted the following points

1. He sought everyone's support co-ordination.
2. He explained to frame a how report committees have
3. He urged everyone to information. Collect information
4. He urged all departments not to copy in verbatim from each other.
5. He hoped that Gorgaon would 2024. Get College grade above A in

Dr. Anjon Konwar suggested if a common creation criteria can be adopted each Department.

Principal added a few more remarks

1. He asked reports everyone in the best to prepare the way possible.
2. He urged everyone to work for institutional interests.

Dr. Dilip Kumar Deka expressed his views on the admission process.



## ATTENDANCE OF THE MEETING

Staff Meeting =		Date: 17/06/2023
SL. NO.	Name	Signature
1	<del>Dr. Rina Handique</del>	
2	Dr. Rina Handique	<i>Rina</i> 17/06/2023
3	Dr. Dilip Kumar Deka	<i>De</i> 17/6/23
4	Diganta Konwar	<i>Diganta</i>
5	Pobon Kr. Gogoi	<i>Pobon</i>
6	Prasab Das	<i>Prasab</i>
7	Dr. Jitendra Saikia	<i>Jitendra</i>
8	Dr. Divyendu Nath	<i>Divyendu</i>
9	Dr. Ramamanda Das	<i>Ramamanda</i>
10	Kuldeep Kumar	<i>Kuldeep</i>
11	Rajib Gogoi	<i>Rajib</i>
12	Dr. Raktim Patra	<i>Raktim</i>
13	Dr. Pankaj Kumar Nath	<i>Pankaj</i>
14	Abhishek Janti	<i>Abhishek</i>
15	Shankar Chandra	<i>Shankar</i>
16	Dr. Mintu Gogoi	<i>Mintu</i>
17	Laxton Hazarika	<i>Laxton</i>
18	Rishu Das	<i>Rishu</i>
19	Chiranta Bhagwati	<i>Chiranta</i>
20	Plaban J. Sarma	<i>Plaban</i>
21	Dr. Dipankar Choudhary	<i>Dipankar</i>
22	Dr. Anurag Pratim Das	<i>Anurag</i>
23	Dr. Bidyut Bikash Hazarika	<i>Bidyut</i>
24	Jayanta Sonowal	<i>Jayanta</i>
25	Harekrishna Milp.	<i>Harekrishna</i>
26	Mohananda Tamuli	<i>Mohananda</i> 17/06/2023
27	Dr. Bodhram Das	<i>Bodhram</i>
28	Pankaj Datta	<i>Pankaj</i>
29	Bibhansu Barik	<i>Bibhansu</i>
30	Dr. Anjan Konwar	<i>Anjan</i>
31	Dr. Sujit Mishra	<i>Sujit</i>
32	Dr. Nishal Chatterjee	<i>Nishal</i>
33	Dr. Dibbeswar Das	<i>Dibbeswar</i>

(27)

S.NO.	Name	Signature
33	Devyani Bakalal	Bakalal
34	Monusama Phukan	Phukan
35	Ranjana Hazarika	Hazarika
36	Priyama Debbarma	Debbarma
37	Poli Konwar	Konwar
38	Sangeeta Cheliv	Cheliv
39	Dr. Saheer Sheikh Begum	Sheikh
40	Sujata Goyal	Goyal 17/06/23
41	Ankita Dutta	Dutta
42	Priyansu Dasgupta	Dasgupta 17/06/2023
43	Priyanka Tamuli	Tamuli
44	Pakiza Begum	Begum
45	Sandeepa Agarwala	Agarwala
46	Gitashri Shandara	Shandara
47	Dr. Basanti Cheliv	Cheliv
48	Nelakki Cheliv	Cheliv
49	Guna Kanta Sonowal	Sonowal
50	Aramdas Narzary	Narzary
51	Anna Gogoi	Gogoi
2	Dr. Rashmi Rekha Saikia	Saikia
3	Dr. Shyamshirina Saikia	Saikia
4	Alina Robidas	Robidas
5	Dr. Kabita Phukan	Phukan
6	Nomami Dutta	Dutta 17/06/23
7	Dr. Nazreen Parween Ali	Parween 17/6/23
8	Dr. Mijunmai Gogoi	Gogoi 17/6/23
9	Dr. Rayana Gogoi	Gogoi 17/6/23
0	Yuvraj Gogoi	Gogoi
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