



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE

**MONITORING COMMITTEE FOR
TEACHERS, NON-TEACHING STAFF
AND STUDENTS**

**GARGAON COLLEGE
SIMALUGURI-785686
SIVASAGAR (ASSAM)**



MONITORING COMMITTEE FOR TEACHERS, NON-TEACHING STAFF AND STUDENTS

Gargaon College is committed to providing a safe, respectful, and inclusive environment for all members of its community. Gargaon College established a monitoring committee for teachers, non-teaching staff, and students on 27.08.2023 for smooth running of the institute. The Committee's objectives are as follows:

1. Monitoring Committee for Teachers:

Objective: To ensure the quality of teaching and adherence to academic standards.

Composition:

Chairman: Dr. Sabyasachi Mahanta, Principal, Gargaon College

Vice- Chairman: Dr. Rina Handique, Vice Principal

Heads of the Department (HOD) from each major discipline

Expert advisor: Dr. Surajit Saikia, IQAC Coordinator

Responsibilities:

- Regular classroom observations
- Evaluation of teaching methodologies
- Assessing adherence to curriculum guidelines
- Monitoring student feedback on teaching effectiveness
- Ensuring timely submission of grades and academic records
- Addressing any grievances related to teaching



2. Monitoring Committee for Non-Teaching Staff:

Objective: To oversee the performance and efficiency of non-teaching staff.

Composition:

Chairman: Dr. Sabyasachi Mahanta, Principal, Gargaon College

Vice-Chairman: Dr. Rina Handique, Vice Principal

Head Clerk: Mr. Biju Phukan

Teacher representative: Dr. Pobon Gogoi

Expert advisor: Dr. Surajit Saikia, IQAC Coordinator

Responsibilities:

- Reviewing administrative processes and efficiency
- Evaluating the responsiveness of non-teaching staff to queries and concerns
- Ensuring proper maintenance of infrastructure and facilities
- Addressing grievances related to non-teaching staff
- Monitoring attendance and work performance



3. Monitoring Committee for Students:

Objective: To promote student welfare, discipline, and overall development.

Composition:

Chairman: Dr. Sabyasachi Mahanta, Principal, Gargaon College

Vice- Chairman: Dr. Rina Handique, Vice Principal

Student Affairs Coordinator: Dr. Pobon Gogoi

Teacher representative: Dr. Kabita Phukon

Expert advisor: Dr. Surajit Saikia, IQAC Coordinator

Responsibilities:

- Addressing student grievances and concerns
- Overseeing student discipline and adherence to college rules
- Organizing extracurricular activities and events
- Promoting student well-being and mental health
- Monitoring attendance and academic performance

Common Principles for All Committees:

1. Committees should meet regularly to discuss issues and make recommendations.
2. Transparent communication and feedback mechanisms should be established.
3. Committees should collaborate with each other for holistic monitoring.
4. Regular training and development programs for staff and students should be organized.

