



## Minutes of Meeting 1

Date: 2.07.2020

### Minutes of 1<sup>st</sup> Meeting of IQAC:

An online meeting of IQAC was held on 2.07.2020 in the IQAC office. The following members attended the meeting:

Name	Designation
Dr Sabyasachi Mahanta	Principal
Dr Surajit Saikia	Coordinator, IQAC
Dr Dilip Deka	Member
Pranab Dowarah	Member
Dr Anjan Konwar	Member
Nilutpal Chutia	Member
Dr Kabita Phukan	Member
Dr Arandao Narzary	Member
Yuvaraj Gogoi	Member
Bornali Dutta	Member

#### Item No. 01. To discuss about holding programmes for students' development.

The Chairman apprised the members of the need to undertake programmes for students' development considering the situation of pandemic. The members discussed the matter and decided to organise webinars on students' curriculum, physical and mental well-being of students, career counselling etc. to motivate and encourage the students and continue the learning process.

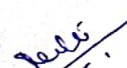
*Resolution No. 1 Resolved that webinars on students' curriculum, physical and mental well-being of students, career counselling etc would be organised.*

#### Item No. 2. To discuss about holding of programmes for the faculty.

The Chairman apprised the members of the need to undertake programmes for the faculty and researchers. The members discussed the matter and decided to organise a One Week Workshop on Data Analysis in Social Science Research.

*Resolution No. 2 Resolved that a One Week Workshop on Data Analysis in Social Science Research will be organised.*

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

  
(Dr Sabyasachi Mahanta )  
Principal & Chairperson, IQAC  
Gargaon College  
Principal  
Gargaon College  
Simaluguri, Sivasagar (Assam)

  
(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College  
Co-ordinator  
IQAC  
Gargaon College

# GARGAON COLLEGE



ESTD: 1959

Reaccredited by NAAC with B Grade

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[www.gargaoncollege.ac.in](http://www.gargaoncollege.ac.in)

## Action Taken Report -1

Date: 28<sup>th</sup> July, 2020

To,

The Principal,  
Gargaon College

Sir,

As per decision of the IQAC meeting held on 2.07.2020, the following actions have been taken:

1. A webinar on "Youth, Mental Health and Suicide" for students was held on 10<sup>th</sup> July, 2020.
2. A webinar on "Career in Oil Sector Industries" with Dr Kajal Saikia, GM, Numaligarh Refinery Ltd. as the resource person was organized on 4/7/2020.
3. A webinar on "Performing Arts of Assam – Problems and Prospects" with Dr Pranjit Borah, Associate Professor, Dept. of Assamese, Dibrugarh University as the resource person was organized by the Department of Assamese on 6/07/2020.
4. A lecture on "Innovation for Change and Role of Youth" with Padma Shri Dr Uddhab Bharali as the resource person was organized by the college with the participation of around 600 students on 14-07-2020.
5. An International Webinar on Remote Sensing and GIS was organized by the Department of Geography with the participation of teachers and 600 students on 23/07/2020.
6. A Webinar on "Career in Oil Sector Industries" for students was organized on 24<sup>th</sup> July, 2020.
7. A One Week Workshop on Data Analysis in Social Science Research was organized by the college with the participation of teachers and 74 students from 20-07-2020 to 26-07-2020.

*Surajit Saikia*

(Dr. Surajit Saikia)  
Coordinator, IQAC  
Gargaon College

Co-ordinator  
IQAC  
Gargaon College

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## Minutes of Meeting 2

Date: 3.08.2020

### Minutes of 2nd Meeting of IQAC :

An online meeting of IQAC was held on 3.08.2020 in the IQAC office. The following members attended the meeting:

Name	Designation
Dr Sabyasachi Mahanta	Principal
Dr Surajit Saikia	Coordinator, IQAC
Dr Dimbeswar Das	Member
Nilutpal Chutia	Member
Dr Arandao Narzary	Member
Bonika Buragohain	Member
Dr Mintu Gogoi	Member
Yuvaraj Gogoi	Member

**Item No. 01 To consider the confirmation of the Minutes of the 1<sup>st</sup> meeting of IQAC held on 2.07.2020.**

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 1<sup>st</sup> meeting of IQAC held on 2.07.2020. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.

**Resolution No. 1 Resolved that the Minutes of the 1<sup>st</sup> meeting held on 2.07.2020 be accepted for confirmation as decided by the Committee in the 2<sup>nd</sup> meeting of IQAC held on 03.08.2020**

**Item No. 02 To discuss about organising motivational programmes for students.**

The members discussed the matter and decided to organize an interaction programme with some eminent personalities to motivate students.


**Resolution No. 2 Resolved that an interaction programme with some eminent personalities to motivate students shall be held.**

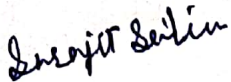
**Item No. 3 To discuss about raising awareness among students on different areas of science.**

The members discussed the matter and recommended that steps will be taken to organize programmes related to the significance of bioinformatics and its application.

**Resolution No. 2 Resolved that programmes related to the significance of bioinformatics and its application will be organized.**

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

  
(Dr Sabyasachi Mahanta )  
Principal  
Gargaon College  
Principal  
Gargaon College  
Simaluguri, Sivasagar (Assam)

  
(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College  
Co-ordinator  
IQAC  
Gargaon College

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**Action Taken Report -2**

Date: 28<sup>th</sup> Aug, 2020

To,

**The Principal,  
Gargaon College**

Sir,

As per decision of IQAC meeting held on 3/08/2020, the following actions have been taken:

1. A Special Interaction Programme with Padma Bhusan Jahnu Barua was organized by the college with the participation of around 650 students on 18/08/2020.
2. A webinar on "Application of Bioinformatics in Biological Science" was organized by the Department of Zoology with the participation of teachers and around 300 students on 27/08/2020.

*Surajit Saikia*

(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College

**Co-ordinator  
IQAC  
Gargaon College**

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## Minutes of Meeting 3

Date: 4.09.2020

### Minutes of 3<sup>rd</sup> Meeting of IQAC :

A meeting of IQAC was held on 4.09.2020 in the IQAC office. The following members attended the meeting:

Name	Designation
Dr Sabyasachi Mahanta	Principal
Dr Surajit Saikia	Coordinator, IQAC
Dr Bidyananda Borkakoty	Member
Dr Anna Gogoi	Member
Dr Arandao Narzary	Member
Dr Kabita Phukan	Member
Nilutpal Chutia	Member

**Item No. 01 To consider the confirmation of the Minutes of the 2<sup>nd</sup> meeting of IQAC held on 3.08.2020.**

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 1<sup>st</sup> meeting of IQAC held on 3.08.2020. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.

***Resolution No. 1 Resolved that the Minutes of the 2<sup>nd</sup> meeting held on 3.08.2020 be accepted for confirmation as decided by the Committee in the 3<sup>rd</sup> meeting of IQAC held on 4.09.2020.***

**Item No. 02 To discuss about holding programmes for popularize science among students.**

The members discussed the necessity of creating awareness and interest among students regarding science and decided to organise a webinar to popularise Mathematics among the students.

***Resolution No. 2 Resolved that a webinar to popularise Mathematics among the students would be held.***

**Item No. 3 To discuss about conducting awareness on New Education Policy.**

Considering the implementation of the New Education Policy in higher education, the Chairman explained the necessity of creating awareness on the NEP among the faculty of the college. The members discussed the matter and recommended that a webinar on New Education Policy shall be organised.

***Resolution No. 3 Resolved that a webinar on New Education Policy shall be organised.***

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**Item No. 4 To discuss about orienting students towards online examinations.**

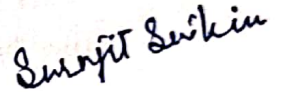
Considering the fact that students have to appear for online examination which would be totally new for them, the members discussed ways to instruct students on how to appear for online examination. After discussion, they decided that an orientation programme for students relating to online examination would be organised.

**Resolution No. 4 Resolved that an orientation programme for students relating to online examination would be held.**

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



(Dr Sabyasachi Mahanta)  
Principal  
Gargaon College  
Principal  
Gargaon College  
Simaluguri, Sivasagar (Assam)



(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College  
Co-ordinator  
IQAC  
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**Action Taken Report -3**

Date: 28<sup>th</sup> September, 2020

To,

**The Principal,  
Gargaon College**

Sir,

As per the decision of the IQAC meeting held on 4/09/2020, the following actions have been taken:

1. A Webinar on "Fascinating World of Mathematics and Scope of Employment" was organized by the department of Mathematics on 14<sup>th</sup> September, 2020.
2. A lecture on "Employability Skills and New Educational Policy" was organized by the college with the participation of around 630 students on 15<sup>th</sup> September, 2020.
3. A webinar on "How to appear in the online examination 6<sup>th</sup> semester 2020 under Dibrugarh University" was organized by the college on 27<sup>th</sup> Sept. 2020. Dr Surajit Saikia, IQAC Coordinator and Nilutpal Chutia, faculty of the Dept. Of Economics of the college were the resource persons.

*Surajit Saikia*  
(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College

**Co-ordinator  
IQAC  
Gargaon College**

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## Minutes of Meeting 4

Date: 09.11.2020

### Minutes of 4<sup>th</sup> Meeting of IQAC :

A meeting of IQAC was held on 09.11.2020 in the IQAC office. The following members attended the meeting:

Name	Designation
Dr Sabyasachi Mahanta	Principal
Dr Surajit Saikia	Coordinator, IQAC
Siddhartha Moupia	Member
Udayaditya Borgohain	Member
Tonmoy Borgohain	Member

**Item No. 01 To consider the confirmation of the Minutes of the 3<sup>rd</sup> meeting of IQAC held on 04.09.2020.**

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 3<sup>rd</sup> meeting of IQAC held on 4.09.2020. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.

**Resolution No. 1 Resolved that the Minutes of the 3<sup>rd</sup> meeting held on 4.09.2020 be accepted for confirmation as decided by the Committee in the 4<sup>th</sup> meeting of IQAC held on 9.11.2020.**

**Item No. 02 To discuss about updating the book bank facility.**

The members discussed the necessity of updating book bank facility for needy students. They decided to initiate the process of updating the said facility by collection of books from alumni, students, and local community.

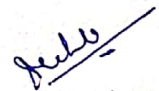
**Resolution No. 2 Resolved that the book bank facility for needy students would be updated.**

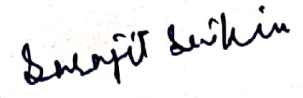
**Item No. 3 To discuss about conducting awareness programmes on environmental issues.**

The members discussed the matter and recommended that steps will be taken to create awareness about global warming by urging the student community to avoid personal vehicles like two-wheelers or four wheelers on a particular day of the week and encouraging them to commute through public transport.

**Resolution No. 3 Resolved that students will avoid personal vehicles like two-wheelers or four wheelers on a particular day of the week and commute through public transport.**

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

  
(Dr Sabyasachi Mahanta)  
Principal  
Gargaon College  
Principal  
Gargaon College  
Simaluguri, Sivasagar (Assam)

  
(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College  
Co-ordinator  
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**Action Taken Report -4**

Date: 30<sup>th</sup> Nov. 2020

To,  
**The Principal,  
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 9.11.2020, the following actions have been taken:

1. The book bank facility of the college was updated by collecting books from the faculty, alumni and other donors.
2. Students were instructed to avoid personal vehicles like two-wheelers or four wheelers on a particular day of the week and commute through public transport.

*Surajit Saikia*

(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College

Co-ordinator  
IQAC  
Gargaon College

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## Minutes of Meeting - 5

Date: 11.11.2020

### Minutes of 5<sup>th</sup> Meeting of IQAC :

A meeting of IQAC was held on 11.11.2020 in the IQAC office. The Principal of the college, Dr Sabyasachi Mahanta, who was in chair welcomed all the members of the committee.

The following members were present at the meeting:

Name	Designation
Dr Sabyasachi Mahanta	Principal
Dr Surajit Saikia	Coordinator, IQAC
Dr Dimbeswar Das	Member
Pimily Langthasa	Member
Dr Arandau Narzary	Member

### Item No. 01 To consider the confirmation of the Minutes of the 4<sup>th</sup> meeting of IQAC held on 9.11.2020.

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 4<sup>th</sup> meeting of IQAC held on 9.11.2020. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.


**Resolution No. 1 Resolved that the Minutes of the 4<sup>th</sup> meeting held on 9.11.2020 be accepted for confirmation as decided by the Committee in the 5<sup>th</sup> meeting of IQAC held on 11.11.2020.**

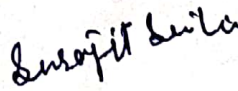
### Item No. 02 To discuss about the approval of Add On Certificate Courses in the college.

The Chairperson apprised the committee that add on courses which were introduced in the college and were running with the approval of the Governing body of the college need to get formal approval from Dibrugarh University. The members discussed the matter and decided to take steps to get the formal approval from Dibrugarh University for the certificate courses in Vermicompost and Mushroom Cultivation, Handicraft and Computer Hardware etc. They decided that a letter of application will be prepared to be sent to Dibrugarh University for approval of the said courses.

**Resolution No.02 Resolved that a letter of application will be prepared to get formal approval from Dibrugarh University for the certificate courses such as Vermicompost and Mushroom Cultivation, Handicraft and Computer Hardware etc.**

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

  
(Dr Sabyasachi Mahanta)  
Principal  
Gargaon College,  
Principal  
Gargaon College  
Simaluguri, Sivasagar (Assam)

  
(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College  
Co-ordinator  
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**Action Taken Report - 5**

Date: 16<sup>th</sup> Nov, 2020

To,

**The Principal,  
Gargaon College**

Sir,

As per decision of IQAC meeting held on 11.11.2020, the following actions have been taken:

1. Application for formal approval from Dibrugarh University for the Vermicompost and Mushroom Cultivation, Handicraft and Computer Hardware courses etc were prepared.

*Surajit Saikia*

(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College

**Co-ordinator  
IQAC  
Gargaon College**



## Minutes of Meeting - 6

Date: 12.11.2020

### Minutes of 6<sup>th</sup> Meeting of IQAC :

A meeting of IQAC with the Publication Cell, Gargaon College was held on 12.11.2020 in the IQAC office. Dr Sabyasachi Mahanta, Principal of the college who was the Chairperson welcomed all the members of the committee.

The following members were present at the meeting:

Name	Designation
Dr Sabyasachi Mahanta	Principal
Dr Surajit Saikia	Coordinator, IQAC
Dr Mintu Gogoi	Member
Mr Yuvaraj Gogoi	Member
Mr Nilutpal Chutia	Member
Ms Shyamolima Saikia	Member
Dr Arandau Narzary	Member
Dr Pakiza Begum	Member

### Item No. 01 To consider the confirmation of the Minutes of the 5<sup>th</sup> meeting of IQAC held on 11.11.2020

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 5<sup>th</sup> meeting of IQAC held on 11.11.2020. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.

*Resolution No. 1 Resolved that the Minutes of the 5<sup>th</sup> meeting held on 11.11.2020 be accepted for confirmation as decided by the Committee in the 6<sup>th</sup> meeting of IQAC held on 12.11.2020.*

### Item No. 02 To discuss about activities to be undertaken by the Publication Cell of the college.

The members discussed the matter and suggested that the Publication Cell of the college can undertake the work of bringing out a Coffee Table book on the theme "Sivasagar – Society, Economy and Tourism" and three books based on the syllabi of the three streams – Arts, Science and Commerce.

*Resolution No. 02 Resolved that the publication of a Coffee Table book on the theme "Sivasagar – Society, Economy and Tourism" and three books based on the syllabi of the three streams – Arts, Science and Commerce will be undertaken by the Publication Cell of the college.*

### Item No. 03 To discuss about programmes to be organised on the prospects of tourism.

The members discussed the matter and suggested that a programme on Preservation of Historical Monuments and Prospects of Tourism in Assam would be organized in collaboration with IQAC.

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*Resolution No. 03 Resolved that a programme on Preservation of Historical Monuments and Prospects of Tourism in Assam would be organized.*

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

*Mahanta*

(Dr Sabyasachi Mahanta)  
Principal  
Gargaon College  
Principal  
Gargaon College  
Simaluguri, Sivasagar (Assam)

*Surajit Saikia*

(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College  
Co-ordinator  
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## Action Taken Report - 6

Date: 30 Nov.2020

To,

The Principal,  
Gargaon College

Sir,

As per the decision of the IQAC meeting held on 12.11.2020, the following actions have been taken:

1. Flyers for the call for paper of three books that of Science, Assamese, Social Sciences and Humanities were prepared and circulated.
2. An offline lecture on "Importance of Preservation of Historical Monuments and Prospects of Tourism in Assam" was organized by IQAC with the participation of teachers and around 300 students on 25/11/2020.

*Surajit Saikia*

(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College

Co-ordinator  
IQAC  
Gargaon College

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## Minutes of Meeting - 7

Date: 5.12.2020

### Minutes of 7<sup>th</sup> Meeting of IQAC :

A meeting of IQAC was held on 5.12.2020 in the IQAC office. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

The following members were present at the meeting:

Name	Designation
Dr Sabyasachi Mahanta	Principal
Dr Surajit Saikia	Coordinator, IQAC
Deepraj Lahon	Member
Ankur Gogoi	Member
Jyotishmoti Phukon	Member
Murchana Arandhara	Member
Tasrin A.Begum	Member
Sumaiya Hussain	Member

### Item No. 01 To consider the confirmation of the Minutes of the 6<sup>th</sup> meeting of IQAC held on 12.11.2020

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 6<sup>th</sup> meeting of IQAC held on 12.11.2020. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.

**Resolution No. 1 Resolved that the Minutes of the 6<sup>th</sup> meeting held on 12.11.2020 be accepted for confirmation as decided by the Committee in the 7<sup>th</sup> meeting of IQAC held on 5.12.2020.**

### Item No.2 To discuss about the development of an 'Art Gallery' at the college.

The Chairman advised the members to think of ways to showcase the art and crafts of the students of the college. The members discussed the matter and decided to set up an Art Gallery.

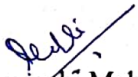
**Resolution No. 2 Resolved that an Art Gallery will be set up at the college.**

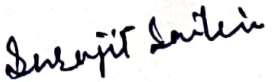
### Item No.3 To discuss about General counselling for the students of B.A., B. Sc, B.Com programmes and Mid Semester Feedback Assessment.

The members discussed the matter and decided to hold general counselling for the students of B.A., B.SC, B.Com programmes and initiate the process of taking feedback from students for assessment.

**Resolution No.3 Resolved that general counselling for the students of B.A., B.Sc, B.Com programmes shall be held and the process of taking feedback from students for assessment shall be initiated.**

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

  
(Dr Sabyasachi Mahanta)  
Principal  
Gargaon College  
Principal  
Gargaon College  
Simaluguri, Sivasagar (Assam)

  
(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College  
Co-ordinator  
IQAC  
Gargaon College

**GARGAON COLLEGE**



ESTD: 1959

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**Action Taken Report - 7**

Date: 15<sup>th</sup> Dec, 2020

To,

The Principal,  
Gargaon College

Sir,

As per decision of the IQAC meeting held on 5.12.2020, the following actions have been taken:

1. General counselling for the students of B.A., B.SC, B.Com programmes was held and the process of taking feedback from students for assessment was initiated.

*Surajit Saikia*  
(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College  
Co-ordinator  
IQAC  
Gargaon College





## Minutes of Meeting - 8

Date: 17.12.2020

### Minutes of 8<sup>th</sup> Meeting of IQAC :

A meeting of IQAC with the Career Counselling Cell of Gargaon College was held on 17.12.2020 in the IQAC office. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

The following members were present at the meeting:

Name	Designation
Dr Sabyasachi Mahanta	Principal
Dr Surajit Saikia	Coordinator, IQAC
Dr Dilip K. Deka	Member
Mr Nilutpal Chutia	Member
Dr Mintu Gogoi	Member
Yuvaraj Gogoi	Member

### Item No. 01 To consider the confirmation of the Minutes of the 7<sup>th</sup> meeting of IQAC held on 5.12.2020

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 7<sup>th</sup> meeting of IQAC held on 5.12.2020. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.

**Resolution No. 1 Resolved that the Minutes of the 7<sup>th</sup> meeting held on 5.12.2020 be accepted for confirmation as decided by the Committee in the 8<sup>th</sup> meeting of IQAC held on 17.12.2020.**

### Item No.2 To discuss about the coaching to be offered to the candidates of H.S. TET, Assam.

The Chairman advised the members to discuss the matter. The members decided to organise a training for the aspirants of H.S. TET, Assam.

**Resolution No. 2 Resolved that a training for the aspirants of H.S. TET, Assam would be organised by the Career Counselling Cell of Gargaon.**

### Item No.3 To discuss about seminar and workshop proposals to be sent to ICSSR.

The Chairman apprised the members of the need to take adequate steps to guide the faculty in the preparation of seminar/workshop proposals to be sent to ICSSR. The members discussed the matter and decided that the IQAC of the college will provide the necessary technical help in this regard.

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*Resolution No. 3 Resolved that the IQAC will guide and provide necessary technical help to the faculty of the college in the preparation of seminar/workshop proposals to be sent to ICSSR.*

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

(Dr Sabyasachi Mahanta)  
Principal  
Gargaon College  
Principal  
Gargaon College  
Simaluguri, Sivasagar (Assam)

(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College

Co-ordinator  
IQAC  
Gargaon College

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**Action Taken Report - 8**

Date: 24<sup>th</sup> Dec, 2020

To,

**The Principal,  
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 17.12.2020, the following actions have been taken:

1. The IQAC took necessary steps to guide the faculty in the preparation of seminar/workshop proposals to be sent to ICSSR.

*Surajit Saikia*

(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College

**Co-ordinator  
IQAC  
Gargaon College**



## Minutes of Meeting - 9

Date: 16.03.2021

### Minutes of 9<sup>th</sup> Meeting of IQAC :

A meeting of IQAC was held on 16.03.2021 in the IQAC office. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

The following members were present at the meeting:

Name	Designation
Dr Sabyasachi Mahanta	Principal
Dr Surajit Saikia	Coordinator, IQAC
Dr KJ Handique	Member
Dr Paban K.Gogoi	Member
Dr Meghali Bora	Member
Lohit Gogoi	Member
Dr Anjan Konwar	Member
Dr Dimbeswar Das	Member
Arandao Narzary	Member
Yuvaraj Gogoi	Member
Nilutpal Chutia	Member

### Item No. 01 To consider the confirmation of the Minutes of the 8<sup>th</sup> meeting of IQAC held on 17.12.2020.

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 8<sup>th</sup> meeting of IQAC held on 17.12.2020. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.

*Resolution No. 1 Resolved that the Minutes of the 8<sup>th</sup> meeting held on 17.12.2020 be accepted for confirmation as decided by the Committee in the 9<sup>th</sup> meeting of IQAC held on 16.03.2021.*

### Item No.2 To discuss about the submission of AQAR 2019-20.

Considering the urgency of the matter, the Chairman advised the members to discuss the strategies to speed up the submission of AQAR 2019-20. The members discussed the matter and decided to allot the different tasks related to the preparation of AQAR to different faculty members and thereby speed up the submission process of the AQAR 2019-20.

*Resolution No. 2 Resolved that different tasks related to the preparation of AQAR shall be allotted to different faculty members and thereby the submission process of the AQAR 2019-20 will be completed.*

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

*Sabyasachi Mahanta*

(Dr Sabyasachi Mahanta)

Principal

Gargaon College

**Principal**

**Gargaon College**

**Simaluguri, Sivasagar (Assam)**

*Surajit Saikia*

(Dr Surajit Saikia)

Coordinator, IQAC

Gargaon College

Co-ordinator

IQAC

Gargaon College

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**Action Taken Report - 9**

Date: 25.03.2021

To,

**The Principal,  
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 16.3.2021, the following actions have been taken:

1. The faculty of the college were allotted different tasks to speed up and complete the submission of AQAR 2019-20.

*Surajit Saikia*

(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College

**Co-ordinator  
IQAC  
Gargaon College**

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## Minutes of Meeting - 10

Date: 6.04.2021

### Minutes of 10<sup>th</sup> Meeting of IQAC :

An online meeting of IQAC was held on 06.04. 2021. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

The following members were present at the meeting

Name	Designation
Dr Sabyasachi Mahanta	Principal
Dr Surajit Saikia	Coordinator, IQAC
Dr Rituraj Gogoi	Member
Dr Chirantan Bhagawati	Member
Yuvaraj Gogoi	Member
Dr Mintu Gogoi	Member
Bornali Dutta	Member
Dr Rashmi Dutta	Member
Pankaj Dutta	Member
Arindam Khataniar	Member
Dr Ankur Dutta	Member
Neelakhi Chetia	Member
Shyamolima Saikia	Member
Nilutpal Chutia	Member
Pimily Langthasa	Member
Dr Dimbeswar Das	Member

### Item No. 01 To consider the confirmation of the Minutes of the 9<sup>th</sup> meeting of IQAC held on 16.03.2021.

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 9<sup>th</sup> meeting of IQAC held on 16.03.2021. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.

**Resolution No. 1 Resolved that the Minutes of the 9<sup>th</sup> meeting held on 16.03.2021 be accepted for confirmation as decided by the Committee in the 10<sup>th</sup> meeting of IQAC held on 6.04.2021.**

### Item No.2 To discuss about the new certificate courses to be offered by the college.

The members discussed the matter and decided to initiate the process of introducing additional courses. The members decided that the following steps would be taken: A prospectus and brochure is to be created for the course, contents of the prospectus to be finalized within a week, free admission to be given to two students from backward community in each course, collaborations to be made if possible,

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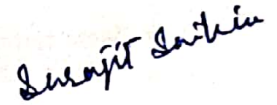
course fee to be decided, bakery, food processing, beautician courses to be introduced from the next session and a five person committee to be formed for preparing the brochure.

*Resolution No. 2 Resolved that the process of introducing additional certificate courses would be initiated by preparing brochure, prospectus etc.*

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



(Dr Sabyasachi Mahanta)  
Principal  
Gargaon College  
**Principal**  
Gargaon College  
Simaluguri, Sivasagar (Assam)



(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College

Co-ordinator  
IQAC  
Gargaon College



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**Action Taken Report - 10**

Date: 20.04.2021

To,

**The Principal,  
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 6.04.2021, the following actions have been taken:

1. A five-member committee was formed for preparing the brochure and prospectus of the certificate courses. The course contents were prepared, contents of the prospectus finalized within a week, course fee decided and collaborations were sought.

*Surajit Saikia*

(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College

Co-ordinator  
IQAC  
Gargaon College



## Minutes of Meeting - 11

Date: 22.04.2021

### Minutes of 11th Meeting of IQAC:

An online meeting of IQAC was held on 22.04.2021. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

The following members were present at the meeting:

Name	Designation
Dr Sabyasachi Mahanta	Principal
Dr Surajit Saikia	Coordinator, IQAC
Dr Rina Handique	Member
Jarin Chandra Borgohain	Member
Dr Dwijen Nath	Member
Diganta Konwar	Member
Dr Ranjana Gogoi	Member
Dr Paban Gogoi	Member
Dr Krishnajyoti Handique	Member
Dr Rashmi Rekha Saikia	Member
Dr Pankaj Kumar Nath	Member
Dr Anna Gogoi	Member
Mina Robidas	Member
Dr Chandraditya Gogoi	Member
Dr Meghali Bora	Member
Dr Raktim Patar	Member
Dr Kabita Phukan	Member
Dr Ratna Das	Member
Dr Surajit Saikia	Member
Dr Rituraj Neog	Member
Dr Chirantan Bhagawati	Member
Bornali Dutta	Member
Dr Rashmi Dutta	Member
Neelakhi Chetia	Member
Shyamolima Saikia	Member
Devajani Bakalial	Member
Pimily Langthasa	Member
Dr Dimbeswar Das	Member
Yuvaraj Gogoi	Member
Dr Pakiza Begum	Member
Sujata Gowala	Member

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**Item No. 01 To consider the confirmation of the Minutes of the 10<sup>th</sup> meeting of IQAC held on 6.04.2021.**

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 10<sup>th</sup> meeting of IQAC held on 6.04.2021. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.

**Resolution No. 1 Resolved that the Minutes of the 10<sup>th</sup> meeting held on 6.04.2021 be accepted for confirmation as decided by the Committee in the 11<sup>th</sup> meeting of IQAC held on 22.04.2021.**

**Item No.2 To discuss strategies for conducting online classes.**

The members discussed the matter and decided that the blog or website created as a repository of online videos and self-study materials for students to access its resources anywhere shall be updated. It was decided that a technical group be formed for updating the blog/website and that each teacher would take minimum 3 online classes per week.

**Resolution No. 2 Resolved that the blog or website which is a repository of online videos and self-study materials for students shall be updated and a technical group will be formed for updating the blog/website and that each teacher would take minimum 3 online classes per week.**

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

(Dr Sabyasachi Mahanta)  
Principal  
Gargaon College  
**Principal**  
Gargaon College  
Simaluguri, Sivasagar (Assam)

(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College

Co-ordinator  
IQAC  
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**Action Taken Report - 11**

Date: 30<sup>th</sup> April, 2021

To,

The Principal,  
Gargaon College

Sir,

As per decision of the IQAC meeting held on 22.04.2021, the following actions have been taken:

1. The blog or website created as a repository of online videos and self-study materials for students to access its resources anywhere was updated by uploading additional study materials with the support of the technical group created for the purpose. Further, the online classes were resumed with minimum 3 online classes undertaken by the teachers per week.

*Surajit Saikia*

(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College

Co-ordinator  
IQAC  
Gargaon College

## Minutes of Meeting - 12

Date: 3.05.2021

### Minutes of 12th Meeting of IQAC:

An online meeting of IQAC was held on 3.05. 2021. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

The following members were present at the meeting:

Name	Designation
Dr Sabyasachi Mahanta	Principal
Dr Surajit Saikia	Coordinator, IQAC
Deepraj Lahon	Member
Ankur Gogoi	Member
Jyotishmoti Phukon	Member
Murchana Arandhara	Member
Tasrin A.Begum	Member
Sumaiya Hussain	Member
Dr Dwijen Nath	Member
Diganta Konwar	Member
Dr Anna Gogoi	Member
Mina Robidas	Member
Dr Chandraditya Gogoi	Member
Dr Kabita Phukan	Member
Dr Rituraj Neog	Member
Dr Chirantan Bhagawati	Member

**Item No. 01 To consider the confirmation of the Minutes of the 11<sup>th</sup> meeting of IQAC held on 22.04.2021.**

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 11<sup>th</sup> meeting of IQAC held on 22.04.2021. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.

***Resolution No. 1 Resolved that the Minutes of the 11<sup>th</sup> meeting held on 22.04.2021 be accepted for confirmation as decided by the Committee in the 12<sup>th</sup> meeting of IQAC held on 3.05.2021.***

**Item No.2 To discuss about observing World Environment Day.**

The members discussed the matter and decided to take adequate steps to organise World Environment Day with the support of the faculty and students of the college.

***Resolution No. 2 Resolved that adequate steps will be taken to observe World Environment Day.***

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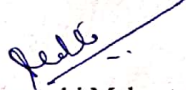
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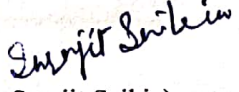
**Item No. 3 To discuss about organising programmes related to overall development of students.**

The members discussed the matter and decided that programmes for the students on course curriculum, career prospects and physical and mental well-being shall be organized. With these objectives, the members decided to organise career oriented programmes such as interactive sessions with civil servants etc. to motivate and guide students on how to appear for competitive examinations, training programmes on yoga etc. for the physical and mental health of students among others.

***Resolution No. 3 Resolved that programmes for the students on course curriculum, career prospects and physical and mental well-being shall be organized.***

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

  
(Dr Sabyasachi Mahanta)  
Principal  
Gargaon College  
**Principal**  
Gargaon College  
Simaluguri, Sivasagar (Assam)

  
(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College  
**Co-ordinator**  
IQAC  
Gargaon College

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Fax: 03772-252251

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

Year	Number of seats earmarked for reserved category as per GOI or State Government rule					Number of students admitted from the reserved category				
	SC	ST	OBC	Gen	Others	SC	ST	OBC	Gen	Others
2020-21	64	91	136			24	46	684	156	
Total						910				

(Dr. Sabyasachi Mahanta)

Principal,

Gargaon College.

**Principal**

Gargaon College

Simaluguri, Sivasagar (Assam)

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**Action Taken Report - 12**

Date: 17.06.2021

To,  
The Principal,  
Gargaon College

Sir,

As per decision of the IQAC meeting held on 3.05.2021, the following actions have been taken:

1. A series of Interactive Programmes for Civil Service Aspirants were organized by IQAC, Gargaon College from 02.06.2021 to 05.06.2021. Mr. Kankon Jyoti Saikia, ACS (Rank 1, 2020 Batch), Ms. Sanghamitra Baruah, ACS, (Rank 13, 2015 Batch), Ms. Deepawali Kurmi, ACS, Mr. BibitDihingia, AFS were the resource persons.
2. A Popular talk on "Chemistry of Alcohol: Weighing Risks and Benefits" was organized for the students by the department of Chemistry on 10.06.2021.
3. A programme on "Yoga for Physical and Mental Health" was organized by Gargaon College Yoga Centre on 12.06.2021. Mrs Tulumoni Borgohain, an yoga expert was the resource person.
4. An Interaction programme with Diganta Borah, IPS, DIG (Admin.) Assam Police was organized by IQAC & Career Counselling Cell Gargaon College on 15.06.2021.

*Surajit Saikia*

(Dr Surajit Saikia)  
Coordinator, IQAC  
Gargaon College

Co-ordinator  
IQAC  
Gargaon College