

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

Minutes of Meeting - 1

Date: 07-10-2022

Minutes of 1st Meeting of IQAC

An offline meeting of IQAC was held on 7th October, 2022. The meeting was Chaired by Dr Sabyasachi Mahanta, Principal. Dr. Mahanta delivered a welcome note to all the members of the committee. Dr. Mahanta pointed out the significance of the role of students in holistic development of the College and its mission of achieving excellence in quality teaching and skill developments.

The following members were present at the meeting:

Dr Sabyasachi Mahanta
Dr Surajit Saikia
Kaustav Chetia
Sukanya Gogoi
Simanta Baruah
Priyanku Konwar
Pubalee Changmai
Bhargov Chitrakar
Nihashree Kalita
Trishna Gogoi

Item No. 01 Discussion on acquainting the students regarding their role in NAAC assessment

The Chairperson requested the members to discuss about the different aspects of NAAC evaluation and the role of students towards achieving excellence in academic as well as extracurricular activities which will help the College to acquire a potentially good grade in the NAAC evaluation.

Resolution No. 1 Resolved that students shall be encouraged to participate in different activities organised in the college and also actively engage in preparation of SSR report for NAAC evaluation.

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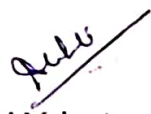
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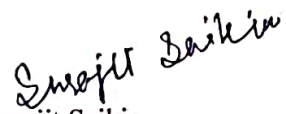
Item No. 2 Formation of departmental sub-committees of students

The members decided to prepare list of active students from each Departments so as to form sub committees for the effective distribution of tasks amongst the students. The Department representatives of each Department was assigned responsibilities towards forming Students Sub-Committee and divide tasks related to preparation of SSR report for NAAC evaluation.

Resolution No. 2 Resolved that sub committees for the effective distribution of tasks amongst the students will be formed.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


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


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

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Action Taken Report -1

Date: 28-06-2023

To,
The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 3rd May, 2023, the following actions have been taken:

1. A workshop on NAAC assessment criteria was held from 19th to 24th June, 2023.
2. Different committees were set up to look into different tasks for SSR preparation.

Surajit Saikia

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

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Minutes of Meeting - 2

Date: 06/02/2023

Minutes of 2nd Meeting of IQAC

An offline meeting of IQAC was held on 6th February, 2023. The meeting was Chaired by Dr Sabyasachi Mahanta, Principal. Dr. Mahanta delivered a welcome note to all the members of the committee. Dr. Mahanta emphasized the need of interdisciplinary approach and collaborative work for successful implementation of NEP.

The following members were present at the meeting:


Dr Sabyasachi Mahanta
Dr Rina Handique
Dr Surajit Saikia
Dr Shyamolima saikia
Mr Nilutpal Chutia
Dr Chirantan Bhagawati
Dr Rashmi Dutta
Dr Shaheen Schnaaz Begum
Dr Dimbeshwar Das

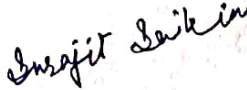
Item No. 01 Discussion on awareness on NEP among faculty members

The Chairperson stressed that every faculty members need to focus on developing skill based inter-disciplinary approach and update with the fast changing pace of digital information system. The members decided to arrange a workshop to demonstrate the structure of NEP and its related aspects. The members also decided to collaborate with Amguri and Namti College as they are within the same cluster.

Resolution No. 1 Resolved that a committee should be prepared and assigned the responsibility of organising a workshop on NEP 2020.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


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


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

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Action Taken Report -2

Date: 11-10-2022

To,

The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 7th October, 2022, the following actions have been taken:

1. Sub committees of students were constituted for active participation in different developmental activities of the college and accordingly students were engaged in different activities.
2. A select group of students of the sub committees were trained to develop leadership qualities and smooth conduct of the assigned tasks.

Surajit Saikia

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

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Minutes of Meeting - 3

Date: 03-05-2023

Minutes of 3rd Meeting of IQAC

An offline meeting of IQAC was held on 3rd of May, 2023. Dr Sabyasachi Mahanta, Principal chaired the meeting and welcomed all the members of the committee. Dr. Mahanta emphasized on the need of collaborative efforts for holistic development of the college and involvement of all the stakeholders towards securing a potentially good outcome in the NAAC assessment.

The following members were present at the meeting:

Dr Sabyasachi Mahanta
Dr Rina Handique
Dr Surajit Saikia
Dr Kabita Phukan
Dr Rashmi Dutta
Dr Rituraj Neog
Dr Chirantan Bhagawati
Dr. Bornali Dutta
Dr Dimbeswar Das
Dr Nilutpal Chutia
Jayanta Sonowal
Yuvaraj Gogoi
Dr Pakiza Begum

Item No. 01 Discussion on the SSR preparation

The Committee discussed different aspects of SSR preparation. The members decided to prepare a time framed work plan for data collection, compilation and report finalisation. As the active engagement of each and every department is necessary in data compilation, it was decided to arrange a workshop so that all the faculty members can be made aware of the SSR related aspects. Accordingly, the following resolution was adopted.

Resolution No. 1 Resolved that a workshop shall be arranged for awareness on NAAC assessment and SSR preparation.

Item No.2 Discussion on the distribution of tasks as per various criteria of SSR

The members discussed the list of tasks required for compilation of SSR. Accordingly, tasks were distributed amongst different faculty members for attaining fast and efficient results.

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Resolution No. 2 Resolved that faculty members shall be allotted different tasks as per various criteria of SSR.

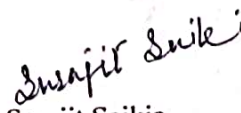
Item No. 3 Discussion on celebration of important days for the coming session

The members discussed important days that can be celebrated including days of national importance such as Republic Day, Independence Day as well as UN designated days for instance World Day against Child Labour, International Youth Day, and World Literacy Day among others. Celebration of the important days help to spread social awareness amongst students and also aids in personality development. Therefore, it was decided to distribute the important days that can be observed within the academic calendar within the departments, cells as per their relevance and notify the respective departments, cells etc. so that they could take adequate steps to organise and celebrate the said days.

Resolution No. 3 Resolved that a list of important days shall be prepared for the current academic session and the respective departments, cells etc. shall be notified so that they could take adequate steps to organise and celebrate the said days.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


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


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

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Action Taken Report - 3

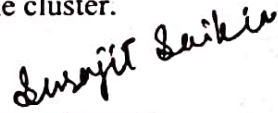
Date: 20.03.2023

To,
The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 6th February, 2023, the following actions have been taken:

1. A workshop on NEP 2020 was held on 19th March, 2023.
2. The workshop was organised in collaboration with Amguri and Namti College to train the faculty members of the three colleges from the same cluster.


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

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Minutes of Meeting - 4

Date: 12-05-2023

Minutes of 4th Meeting of IQAC

An offline meeting of IQAC was held on 12th of May, 2023. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee. Dr Mahanta emphasized the need of developing extracurricular skills in sports and athletics for welfare of the youths and children in the adjoining localities of the College.

The following members were present at the meeting:

Dr Sabyasachi Mahanta
Dr Surajit Saikia
Dr Jitu Saikia
Mr Diganta Konwar
Dr Arandao Narzery
Dr. Mintu Gogoi
Mr. Gautam Hazarika

Item No. 01 Discussion on the establishment of a sports academy

The Chairperson requested the members to develop a plan for the establishment of sports academy to impart quality sportsmanship and facilitate skills among the youths and children in the adjoining localities around Gargaon and Simaluguri. The members decided to start the Sport Academy in the indoor stadium and sports field within the College premises.

Resolution No. 1 Resolved that a sports academy can be established in the indoor stadium and sports field within the College premises.

Item No.2 Discussion on preparing a committee to look after the Sports Academy

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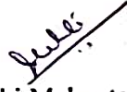
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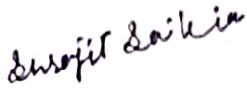
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The members decided to form a Committee to look into different aspects for establishment of sports academy which include major and minor sports, admission fees, duration and timing of training on different sports.

Resolution No. 2 Resolved that a committee will be prepared to look into different aspects for establishing the sports academy.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


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


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

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Action Taken Report - 4

Date: 28th June, 2023

To,
The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 9th June, 2023, the following actions have been taken:

1. A workshop was arranged on 27th June, 2023 for all the faculty members in order to discuss the different aspects of Samarth portal.
2. A visual of the Samarth Portal was portrayed in the meeting for updating with the digital information system in order to keep the pace with the changing need of the time.

Surajit Saikia

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

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Minutes of Meeting - 5

Date: 09-06-2023

Minutes of 5th Meeting of IQAC

An offline meeting of IQAC was held on 9th June, 2023. The meeting was Chaired by Dr Sabyasachi Mahanta, Principal. Dr. Mahanta delivered a welcome note to all the members of the committee. Dr. Mahanta stressed that every faculty needs to develop digital skills in order to update with the Samarth Portal.

The following members were present at the meeting:

Dr Sabyasachi Mahanta
Dr Rina Handique
Dr Surajit Saikia
Mr Saurab Hazarika
Dr Ranjana Gogoi
Dr Anna Gogoi
Dr Chandraditya Gogoi
Mr Diganta Konwar
Dr Dimbeshwar Das
Dr K J Handique
Dr Rashmi Rekha Saikia
Dr Bidyanandan Borkakoty
Ms Nilakshi Chetia
Dr Manjumala Gogoi
Dr Paban Gogoi
Dr Kabita Phukan
Ms Mina Rabi Das

Item No. 01 Discussion on updating data on Samarth Portal

The Chairperson requested the members to discuss various academic and administrative issues which needs to be uploaded in the Samarth Portal. The members decided to arrange a staff meeting for all the faculty members in order to discuss the different aspects of Samarth portal and the need for updating with the digital information system in order to keep the pace with the changing need of the time.

Resolution No. 1 Resolved that a staff meeting shall be arranged to discuss Samarth portal related aspects.

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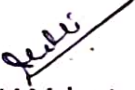
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Item No.2 Preparation of a Committee for verification of Samarth data

The members discussed the need for preparing a committee to look after the data upload and verification so as to accomplish the tasks in a faster and smoother way.

Resolution No. 2 Resolved that a Committee shall be made to look after the Samarth related aspects.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


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


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

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Action Taken Report - 5

Date: 15-05-2023

To,

**The Principal,
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 12th May, 2023, the following actions have been taken:

1. A sport committee is constituted to look after the sports committee.
2. The committee made important decisions on different sport activities, fees structures, eligibility for enrolment and the timing for training slots.

Surajit Saikia

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

**Coordinator
IQAC, Gargaon College**

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Minutes of Meeting - 6

Date: 16-03-2023

Minutes of 6th Meeting of IQAC

An offline meeting of IQAC was held on 16th March, 2023. The meeting was Chaired by Dr Sabyasachi Mahanta, Principal. Dr. Mahanta delivered a welcome note to all the members of the committee. Dr. Mahanta emphasized that proper evaluation criteria is a prerequisite for achieving an effective outcome from the Add On programs and achieving its goal towards quality enhancement and skill development.

The following members were present at the meeting:

Dr Surajit Saikia
Dr Mrinal Ghosh
Dr Pankaj Kumar Nath
Dr Shyamolima Saikia
Dr Dimbeshwar Das
Dr Kabita Phukon
Ms Ankika Dutta
Ms Sangeeta Chetia
Ms Devajani Bakolial
Ms Bornali Dutta
Mr Jayanta Sonowal
Dr Rituraj Neog
Mr Nilutpal Chetia
Dr Chandraditya Gogoi
Dr Mintu Gogoi
Ms Pimily Langhthasa
Dr Saheen Shehnaz Begum

Item No. 01 Discussion on the progress of the classes and examination of the Add On Courses

The members discussed about the progress of the classes and examination of the Add On Courses. The members decided that coordinators should be entrusted the task of ensuring the smooth completion of all the courses in due time. Farther it was emphasized to formulate a thorough evaluation criteria involving internal assessment and final examination. In addition, members proposed mandatory use of ICT tools in offline classes as well as assignments of Add On Programs.

Resolution No. 1 Resolved that a thorough evaluation criteria shall be prepared and the coordinators shall be entrusted with the responsibility of ensuring the smooth completion of all the courses in due time.

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

Surajit Saikia

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

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Action Taken Report - 6

Date: 18-03-2023

To,
The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 16th March, 2023, the following actions have been taken:

1. The coordinators of the various Add On programmes prepared the evaluation process of their courses.
2. Members planned to arrange special lectures by university faculty members and other experts on different areas of the Add On programmes in offline or online mode from time to time.

Surajit Saikia

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

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Minutes of Meeting - 7

Date: 12-04-2023

Minutes of 7th Meeting of IQAC

An offline meeting of IQAC was held on 12th April, 2023. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee. Dr Mahanta emphasized the need of extending academic support to nearby schools in order to achieve the mission of Gargaon College towards developing into a centre of excellence in Human Resource Development.

The following members were present at the meeting:

Dr Sabyasachi Mahanta
Dr Surajit Saikia
Mr Nilutpal Chutia
Dr Shyamolima Saikia
Dr Chirantan Bhagawati
Dr Rituraj Neog
Dr Saheen Shehnaz Begum
Ms Ankika Dutta
Ms Sangeeta Chetia
Ms Devajani Bakolial
Dr Pakiza Begum
Mr Gautam Hazarika

Item No. 1 Discussion on the initiation of a project named 'Gyanjatra'

The Chairperson requested the members to develop a plan initiating a project named 'Gyanjatra'. This project aims at arranging classes, plantation drives etc. in different schools in and around Gargaon and also render support to schools and underprivileged students. Members also decided that along with imparting lessons related to the school/college curriculum, training for career prospects, life skills, communication skills, health and well-being among others can also be incorporated.

Resolution No. 1 Resolved that a project named 'Gyanjatra' shall be initiated for arranging classes, plantation drives etc. in different schools in and around Gargaon.

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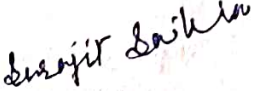
Item No.2 Discussion on preparing a Plan of Action for the Gyanjatra Program

The members decided to form a Committee to look into different aspects including adopting schools for the project and arranging classes, plantation drives etc. Accordingly, a thorough Plan of Action shall be prepared incorporating timelines for accomplishing the tasks in a smooth and faster way.

Resolution No. 2 Resolved that a committee will be prepared to look into different aspects for successful completion of Gyanjatra Program.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


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


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

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Action Taken Report - 7

Date: 26-06-2023

To,
The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 12th May, 2023, the following actions have been taken:

1. A committee is constituted for smooth running of the 'Gyanjatra' Project.
2. Members planned a tentative schedule from 11th to 27th May, 2023, for imparting lessons related to the school/college curriculum, training for career prospects, life skills, communication skills, health and well-being among others in nearby schools.

Surajit Saikia

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

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Minutes of Meeting - 8

Date: 09-06-2023

Minutes of 8th Meeting of IQAC

An offline meeting of IQAC was held on 09th June, 2023. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee. Dr Mahanta emphasized the need for arranging programmes related to Indian Knowledge System as per framework of NEP.

The following members were present at the meeting:

Dr Sabyasachi Mahanta
Dr Surajit Saikia
Mr Nilutpal Chutia
Dr Shyamolima Saikia
Dr Dimbeshwar Das
Dr Rituraj Neog
Dr Saheen Shehnaz Begum
Ms Ankika Dutta
Ms Sangeeta Chetia
Ms Devajani Bakolial
Dr Pakiza Begum
Mr Gautam Hazarika

Item No. 1 Discussion on the initiation of a project named 'Gyanjatra'

The Chairperson requested the members to conduct programs and workshops related to Indian Knowledge system. Members decided that workshop related to Indian Knowledge System in different fields such as life skills, communication skills, health and well-being shall be arranged highlighting its tradition and significance.

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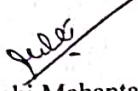
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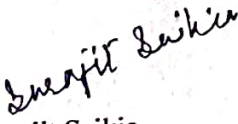
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Resolution No. 1 Resolved that a project named 'Gyanjatra' shall be initiated for arranging classes, plantation drives etc. in different schools in and around Gargaon.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


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


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

GARGAON COLLEGE

ESTD: 1959, Reaccredited by NAAC with B Grade

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Action Taken Report – 8

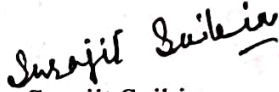
Date: 28th June, 2023

To,
**The Principal,
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 12th June, 2023, the following actions have been taken:

1. A lecture series was arranged on Indian Knowledge System from 18th to 26th June, 2023.
2. The lecture series covered topics related to entrepreneurship, Indian Knowledge System, life skills, alumni talk and research trends.


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

**Coordinator
IQAC, Gargaon College**