

**GARGAON COLLEGE**

ESTD: 1959

Re-accredited by NAAC with B Grade

Simaluguri - 785686, Sivasagar, Assam

E-mail: gargaoncollege@rediffmail.com www.gargaoncollege.org

Record No.:

Revision:

Date:

Page:

Minutes of Meeting

Date: 03/01/2016

Minutes of IQAC Meeting -1

No. 1: The IQAC has discussed about the preparation of the academic calendar and directed the coordinator to include all the programmes relevant to the academic quality enhancement of the institution.

No.2: Regarding NAAC assessment the Cell decided to prepare the SSR and collect the relevant information from the departments and teachers.

No. 3: The Cell has also decided to activate the committees constituted to enhance the quality of the institution.

No. 4: The Cell has also decided to invite the Academic and financial auditor either firm or individual to do audit work.

No. 5: The cell has decided to request the departments to apply for PG course in the institute and make necessary communication for the same.

No. 6: The Cell has decided to request the departments to introduce new skill based course.

Dr. P. D. Gogoi
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)

Dr. P. K. Gogoi
Coordinator, IQAC
Gargaon College
Coordinator
IQAC
Gargaon College