

GARGAON COLLEGE



ESTD: 1959
Simaluguri - 785686, Sivasagar, Assam
E-mail: gargaoncollege@rediffmail.com

Reaccredited by NAAC with B Grade
Tel: 03772-296164
www.gargaoncollege.ac.in

Minutes of Meeting 1

Date: 06.07.2019

Minutes of 1st Meeting of IQAC :

A meeting of IQAC was held on 06.07.2019 in the IQAC office. The Principal of the college, Dr Sabyasachi Mahanta, who was in chair welcomed all the members of the committee.

Item No. 01 To discuss about holding social awareness programmes on important issues.

The Chairperson apprised the members of the necessity of organising programmes for social awareness. The members discussed the matter and decided to hold programmes related to awareness on ill effects of consumption of tobacco, environmental awareness among others.

Resolution No. 1 Resolved that programmes related to awareness on ill effects of consumption of tobacco, environmental awareness etc. will be organised by the college.

Item No. 2 To consider ways to prepare permanent MOUs for 5 years with the linkages already established with various organizations/institutions etc.

The members discussed the matter and recommended preparing permanent MOUs for 5 years with the linkages already established with various organizations/institutions.

Resolution No. 2 Resolved that permanent MOUs be signed for 5 years with the linkages already established with various organizations/institutions.

Item No. 03 to consider ways to enhance research activity of the faculty of the college.

Considering the significance of the matter, the Chairperson apprised the members of the necessity to increase research activities of the faculty of the college. The members discussed the matter and recommended that the faculty be encouraged to apply for various minor as well as major research projects and to give instructions regarding the application process for the same.

Resolution No. 03 Resolved that the faculty will be instructed regarding the application process for various minor as well as major research projects.

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 K.J. Handique)
Coordinator, IQAC
Gargaon College
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Action Taken Report -1

Date: 02.09. 2019

To,

The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 06.07.2019, the following actions have been taken:

1. An Awareness Programme on Tobacco Control was organized on 29.08.2019.
2. Permanent MOUs for 5 years with various organizations/institutions like Rahman Printing Press, Abhilex Tea, Nazira College, Techno Zone, Sivasagar, Seugbon Nursery, Simaluguri were signed.
3. Several faculty members of the college have applied for minor as well as major research projects.



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Minutes of Meeting - 2

Date: 01.10.2019

Minutes of 2nd Meeting of IQAC :

A meeting of IQAC was held on 01.10.2019 in the IQAC office. The Principal of the college, Dr Sabyasachi Mahanta, who was in chair welcomed all the members of the committee.

Item No. 01 To consider the confirmation of the Minutes of the 1st meeting of IQAC held on 06.07.2019.

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 1st meeting of IQAC held on 06.07.2019. 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 1st meeting held on 06.07.2019 be accepted for confirmation as decided by the Committee in the 2nd meeting of IQAC held on 01.10.2019.

Item No. 02 To consider ways to conduct programmes to orient students towards academic writing.

The Chairperson apprised the committee that programmes should be conducted for the benefit of students by training them in academic writing etc. The members discussed the matter and decided to hold a workshop on Student Project Writing so that they could learn the ways of preparing and writing good projects.

Resolution No.02 Resolved that a workshop/seminar will be organised on Student Project Writing.

Item No.03 To discuss about the ways to impart training to students for competitive examinations.

The members discussed the matter and suggested that training programmes for Teacher Eligibility Test (TET) aspirants should be conducted.

Resolution No.3 Resolved that a training programmes for Teacher Eligibility Test (TET) aspirants would be conducted.

Item No.04 To discuss strategies to organise seminars/conferences.

The Chairman apprised the members of the need to hold seminars/conferences by the college. The members discussed the matter and decided that a one-day local seminar on the topic intellectual property rights should be held.

Resolution No.04 Resolved that a one-day local seminar on the topic intellectual property rights would be held.

Item No.05 To discuss about industrial visit for students of the college.

The members discussed the matter and decided that students should be sent for internship or industrial visit to those institutions/organizations/industries with whom the college has collaborated.

Resolution No.05 Resolved that students should be sent for internship or industrial visit to those institutions/organizations/industries with whom the college has collaborated.

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
Simalbari, Sivasagar (Assam)



(Dr. K.J. Handique)
Coordinator, IQAC
Gargaon College

Co-ordinator
IQAC
Gargaon College

Action Taken Report -2

Date: 15.11.2019

To,

**The Principal,
Gargaon College**

Sir,

As per decision of IQAC meeting held on 01.10.2019, the following actions have been taken:

1. A workshop on Student Project Writings was held on 11.10.2019.
2. Training for Teacher Eligibility Test (TET) was held from 25.10.2019 to 30.10.2019.
3. A One Day Local Seminar on Intellectual Property Rights was held on 13.11. 2019.
4. Students were sent for internship/industrial visit to Abhilex Tea, Rahman Printing Press, Nazira College, Techno Zone, Sivasagar, Seugbon Nursery, Simaluguri.



(Dr. K.J. Handique)
Coordinator, IQAC
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Minutes of Meeting - 3

Date: 07.11.2019

Minutes of 3rd Meeting of IQAC :

A meeting of IQAC was held on 07.11.2019 in the IQAC office. Dr Sabyasachi Mahanta, Principal of the college who was the Chairperson welcomed all the members of the committee.

Item No. 01 To consider the confirmation of the Minutes of the 2nd meeting of IQAC held on 01.10.2019

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 2nd meeting of IQAC held on 01.10.2019. 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 2nd meeting held on 01.10.2019 be accepted for confirmation as decided by the Committee in the 3rd meeting of IQAC held on 07.11.2019.

Item No. 02 To discuss about the strategies to be undertaken for mentorship.

The members discussed the matter and suggested that a workshop on Importance and Procedures of New Mentorship Programme of the college should be held.

Resolution No. 02 Resolved that a workshop on Importance and Procedures of New Mentorship Programme will be organised by the college.

Item No.3 To consider and discuss ways of organising the Dibrugarh University Youth Festival, 2020.

The Chairman apprised the members of the urgency of the matter and the need to chalk out a plan of action to execute the work related to the holding of the Dibrugarh University Youth Festival. The members discussed the matter and recommended that committees and sub-committees be formed to carry out the work related to the smooth holding of the Festival.

Resolution No.3 Resolved that different committees and sub-committees will be formed to carry out the work related to the smooth holding of the Festival.

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. K.J. Handique)
Coordinator, IQAC
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Action Taken Report -3

Date: 27.12.2019


To,

**The Principal,
Gargaon College**

Sir,

As per the decision of the IQAC meeting held on 07.11.2019, the following actions have been taken:

1. A Two Day Workshop was held on the Importance and Procedures of New Mentorship Programme of the college on 26.12.2019.
2. A full-fledged organizing committee along with 24 sub-committees has been formed to carry out different works related to the smooth holding of the Dibrugarh University Youth Festival, 2020.


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Minutes of Meeting - 4

Date: 03.02.2020

Minutes of 4th Meeting of IQAC :

A meeting of IQAC was held on 03.02.2020 in the IQAC office. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

Item No. 01 To consider the confirmation of the Minutes of the 3rd meeting of IQAC held on 30.03.2019.

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 3rd meeting of IQAC held on 07.11.2019. 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 3rd meeting held on 07.11.2019 be accepted for confirmation as decided by the Committee in the 4th meeting of IQAC held on 03.02.2020.

Item No.2 To consider strategies of holding programmes on social awareness as part of institutional social responsibility.

The Chairman advised the members to think of ways to organise programmes as part of institutional social responsibility. The members discussed the matter and decided to organise a free eye checkup camp.

Resolution No. 2 Resolved that a free eye checkup camp will be held.

Item No.3 To consider strategies of imparting online education to the students of the college.

Considering the urgency of the matter in the wake of the spread of Covid-19 pandemic, the Chairman advised the members to think of ways to impart online education to the students of the college. The members discussed the matter and decided to initiate an e-repository of study materials/resources to enable students to access them from home. To achieve this end, the members suggested that a workshop be held on initiation of E-repository.

Resolution No. 3 Resolved that a workshop will be held on initiation of e-repository for the development of students.

Item No. 4 To discuss about steps to be taken to raise awareness on Covid-19 pandemic.

The members discussed the matter and suggested that an awareness programme should be conducted on Covid-19 pandemic with the initiative of the staff and faculty of the college.

Resolution No.4 Resolved that an awareness programme would be conducted on Covid-19 pandemic with the initiative of the staff and faculty of the college

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
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Action Taken Report -4

Date: 25.03.2020

To,

The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 03.02.2020, the following actions have been taken:

1. A free Eye Checkup Camp was held on 08.03.2020.
2. An Online workshop on Initiation of E-repository for the development of the students was held on 10.03.2020.
3. An Awareness Programme on Covid-19 pandemic was organized in which sanitizers developed by the college were distributed among 100 numbers of Scheduled Castes (SC) households in the adopted village of the college on 20.03.2020.



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Minutes of Meeting - 5

Date: 21.04.2020

Minutes of 5th Meeting of IQAC :

An online meeting of IQAC was held on 21.04.2020. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

Item No. 01 To consider the confirmation of the Minutes of the 4th meeting of IQAC held on 03.02.2020.

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 4th meeting of IQAC held on 03.02.2020. 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 4th meeting held on 03.02.2020 be accepted for confirmation as decided by the Committee in the 5th meeting of IQAC held on 21.04.2020.

Item No.2 To discuss about the laboratory amenities of the college.

The members discussed the matter and decided to organise a laboratory Equipment Training to the new bearers of the science laboratories in the area of handling and maintenance of laboratory equipments.

Resolution No. 2 Resolved that a laboratory Equipment Training will be conducted for the new bearers of the science laboratories.

Item No. 3 To discuss ways to develop creativity and innovation of students of the college.

The members discussed the matter and suggested that a science innovative model development competition should be held among the students in order to develop their creativity and spirit of innovation.

Resolution No.3 Resolved that a science innovative model development competition would be held among the students.

Item No. 4 To consider ways of introducing NCC in the college.

The members discussed the matter and suggested that Dr Raktim Patar, Assistant Professor, Department of History may be entrusted with the responsibility of initiating the process of applying for NCC.

Resolution No.4 Resolved that Dr Raktim Patar, Assistant Professor, Department of History will be entrusted with the responsibility of initiating the process of applying for NCC.

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
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Principal
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Co-ordinator
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Action Taken Report - 5

Date: 18.05.2020

To,
The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 21.04.2020, the following actions have been taken:

1. A Laboratory Equipment training for the new bearers of the science laboratories was held on 04.05.2020.
2. A Science Innovative Model Development Competition was held on 16.05.2020.
3. Dr Raktim Patar, Assistant Professor, Department of History initiated the process of application for NCC.


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