



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE

**MINUTES OF MEETINGS
DEPARTMENT-WISE
2020-21**



Department of Assamese

Meeting No. 1

**অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়
শিমলুগুৰি, শিৱসাগৰ**

জাননী

আজি ইংৰাজী ২৫-০৬-২০২১ তাৰিখে অনলাইন মাধ্যমত এখন বিভাগীয় সভা আহ্বান কৰা হৈছে। সকলো অধ্যাপক-অধ্যাপিকাক এই উপস্থিত থাকিবলৈ অনুৰোধ জনোৱা হ'ল।

শিমলুগুৰি-চেতিয়া

বিভাগীয় প্ৰধান
অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়

বিভাগীয় প্ৰধান
অসমীয়া বিভাগ



বিভাগীয় স্তৰ =>

2020-2021

স্মাৰ্তা সংখ্যা ২৫-০৮-২০২১ তাৰিখে
অনুষ্ঠান স্মাৰ্তিমাৰে (জি.সি.পি.পি.সি.) অসম
বিভাগীয় স্তৰে অনুষ্ঠিত হ'ল। কৰিচৰণ ব্যৱস্থা
অনুষ্ঠান ব্যৱস্থা অনুষ্ঠিত হ'ল। অসম চৰকাৰ
স্বাস্থ্য কেৰাৰী ব্যৱস্থা কৰাৰ ব্যৱস্থা
প্ৰস্তুত হোৱা হ'ল।

১। ছাত্ৰ-ছাত্ৰীৰ শৈক্ষিক বৰ্ষ শক্তি দুগুণোৰ্তে
অনুষ্ঠান স্মাৰ্তিমাৰে নিৰ্বাহিত কৰিবলৈ
ব্যৱস্থা - নিৰ্বাহ।

২। ছাত্ৰ-ছাত্ৰীৰ সুস্থ-কৰ্ম অনুষ্ঠান-
স্মাৰ্তিমাৰে সুস্থ কৰা।

৩। ছাত্ৰ-ছাত্ৰীৰ ব্যৱস্থা শৈক্ষিক উন্নতি
কৰিবলৈ নিৰ্বাহিত অনুষ্ঠান প্ৰস্তুত
কৰা।

৪। ছাত্ৰ-ছাত্ৰীৰ ব্যৱস্থা প্ৰশাসন
প্ৰদান কৰা।

মী.সি.পি.পি.সি.সি.

বিভাগীয় স্তৰ
অসম চৰকাৰ
কৰিচৰণ ব্যৱস্থা

অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়
শিমলুগুৰি, শিৱসাগৰ

প্ৰতি,

অধ্যক্ষ মহোদয়

গড়গাঁও মহাবিদ্যালয়

বিষয় - বিভাগীয় সভাৰ কাৰ্যব্যৱস্থা গ্ৰহণৰ সম্পৰ্কে অৱগতকৰণ

মহোদয়,

যোৱা ২৫-০৬-২০২১ বিভাগীয় সভাৰ সিদ্ধান্ত অনুসৰি পাঠ্যক্ৰমৰ অগ্ৰগতি, গৃহকৰ্ম
প্ৰদান, সমল দান ক' ভিডৰ পৰিপ্ৰেক্ষিত অনলাইন মাধ্যমেৰে সুন্দৰ ৰূপত অগ্ৰহৰ হৈ আছে।

শিমলুগুৰি - মে ২০২১

বিভাগীয় প্ৰধান
অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়

বিভাগীয় প্ৰধান
অসমীয়া বিভাগ



Department of English



**DEPARTMENT OF ENGLISH
GARGAON COLLEGE**

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email:dept.of.english.gc @gmail.com

Meeting No 1

NOTICE

A departmental meeting has been convened on 11/07/2020 to discuss Departmental matters . All the faculty members are requested to attend the same without fail.

(Dr. Rashmi Rekha Saikia)
Head, Department of English
Gargaon College



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Minutes of Meeting - 1

Date: 11/07/2020

Minutes of 1st Meeting of the Department of English for the odd session, 2020-21

An online meeting of the department of English was held on 11/07/2020.

The following members were present at the meeting:

Mr. Rajib Gogoi
Dr. Rashmi Rekha Saikia
Dr. Anjan Konwar
Dr. Jitu Saikia
Bitupal Borgohain
Dr. Shyamolima Saikia

Item No. 01 To discuss about online classes and conduct of students' seminar

The head of the department and President of the meeting, Dr. Rashmi Rekha Saikia brought up the topic of online classes which were being conducted due to Covid pandemic. She informed the faculty members that they have to send the individual reports of links of their online classes to the IQAC Coordinator. She also requested the members to submit topics for the students' seminar. After discussion, it was decided that the online class reports shall have to be sent to IQAC Coordinator and topics of seminar made ready within a week.

Resolution No. 1 Resolved that online class reports shall have to be sent to IQAC Coordinator and topics of seminar shall have to be sent within three days.

Item No. 02 To discuss about admission process

The head of the department and President of the meeting, Dr. Rashmi Rekha Saikia informed that in order to carry out the admission process of the first semester that would be held on 17th July, 2020, the faculty members should render their support to conduct the same smoothly. After discussion, it was decided that Dr. Jitu Saikia and Mr. Bitupal Borgohain shall assist in the admission process.



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Resolution No. 2 Resolved that Dr. Jitu Saikia and Mr. Bitupal Borgohain shall assist in the admission process.

Item No. 03 To discuss about conducting an online webinar for the benefit of students

The head of the department and President of the meeting, Dr. Rashmi Rekha Saikia proposed the idea of organizing an online webinar for the benefit of students and requested the members to fix a date for the same. The faculty members discussed the proposal and decided to organize the webinar on 7th August, 2020. Further, it was decided that resource persons shall have to be contacted for the webinar.

Resolution No. 3 Resolved that the online webinar shall be held on 7th August, 2020 and resource persons shall have be contacted for the webinar.

(Dr. Rashmi Rekha Saikia)
Head, Department of English
Gargaon College



**DEPARTMENT OF ENGLISH
GARGAON COLLEGE**

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Pin: 785686

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Action Taken Report -1

Date: 08/08/2020

To,
The Principal,
Gargaon College

Sir,

As per decision of the departmental meeting held on 11/07/2020, the following actions have been taken:

1. Online class reports were sent to IQAC Coordinator and topics of seminar made ready within a week.
2. Admission process was carried out successfully with the support of Dr. Jitu Saikia and Mr. Bitupal Borgohain.
3. An international webinar on “Ideas and Trends of Feminism, Gender Equality and Women’s Movement” was held on 7th August, 2020.

(Dr. Rashmi Rekha Saikia)
Head, Department of English
Gargaon College



**DEPARTMENT OF ENGLISH
GARGAON COLLEGE**

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email:dept.of.english.gc @gmail.com

Meeting No 2

NOTICE

A departmental meeting has been convened on 9/09/2020 to discuss matters pertaining to sessional examination, google classroom, preparation of e resources etc. All the faculty members are requested to attend the same without fail.

(Dr. Rashmi Rekha Saikia)
Head, Department of English
Gargaon College



**DEPARTMENT OF ENGLISH
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P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

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Minutes of Meeting - 2

Date: 9/9/2020

Minutes of 2nd Meeting of the Department of English for 2020-21

An online meeting of the department of English was held on 9/9/2020.

The following members were present at the meeting:

Mr. Rajib Gogoi
Dr. Rashmi Rekha Saikia
Dr. Anjan Konwar
Dr. Jitu Saikia
Bitupal Borgohain
Dr. Shyamolima Saikia

Item No. 01 To discuss about sessional examination

The head of the department and President of the meeting, Dr. Rashmi Rekha Saikia brought up the topic of conduct of sessional examination. She informed that an online exam for the 6th semester will be held from 15th to 18th September, 2020 as informed in the meeting of the heads of the departments with the Principal of the college. She further informed that the total marks will be 50 distributed among sessional exam, seminar and home assignment and that the students will forward the photocopy of their answer scripts to the concerned teacher who will conduct the exam of that particular paper. After due discussion, it was decided that the faculty members shall set the question papers within 3 days and render their support in the conduct of the examination.

Resolution No. 1 Resolved that faculty members shall set the question papers within 3 days and render their support in the conduct of the examination.

Item No. 02 To discuss about google classroom and e resource

The head of the department and President of the meeting, Dr. Rashmi Rekha Saikia apprised the faculty members of the need to maintain google classrooms and prepare videos for e resource owing to the cessation of offline classes. After discussion, it was decided that the faculty members shall maintain their google classrooms and prepare video lectures for the aid of students.



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Resolution No. 2 Resolved that faculty members shall maintain their google classrooms and prepare video lectures for the aid of students.

(Dr. Rashmi Rekha Saikia)
Head, Department of English
Gargaon College



**DEPARTMENT OF ENGLISH
GARGAON COLLEGE**

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email:dept.of.english.gc @gmail.com

Action Taken Report -2

Date: 28/9/2020

**To,
The Principal,
Gargaon College**

Sir,

As per decision of the departmental meeting held on 9/9/2020, the following actions have been taken:

1. Faculty members set the question papers and rendered their support in the conduct of the sessional examination.
2. Faculty members updated and maintained their google classrooms and prepared video lectures for the aid of students.

(Dr. Rashmi Rekha Saikia)
Head, Department of English
Gargaon College



Department of Geography

Meeting No 1



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC accredited with 'B' Grade

Department of Geography, Gargaon College

Date: 04/08/2020

Notice

It is a general notice to all faculty members of the Department of Geography, Gargaon College, that a departmental meeting has been convened on 4 August 2020 in order to discuss the upcoming academic session from August to December 2020. The discussion will be on the distribution of course content, class load, and timely conduction of Sessional and seminar for the 1st, 3rd, and 5th semester honors students of Geography.

The meeting is scheduled for 10 am at online mode using Zoom Meeting . All teachers are requested to attend the same.

Thank you

Aek
(Dr. Darjen Nath)
Head
Geography Dept.
Gargaon College
Date.....

HoD, Department of Geography
Gargaon College



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC accredited with 'B' Grade

Minutes of the Departmental Meeting

Date: 04/08/2020

Presence of Members

1. Dr. Dwijen Nath
2. Dr. Dilip Kumar Deka
3. Mrs. Monurama Phukan
4. Dr. Rituraj Neog

Item No. 1: Discussion on Distribution of Course Content and Class Load

The Department of Geography at Gargaon College convened a meeting on 4th August 2020 to discuss the upcoming academic session from August to December 2020. The primary focus was on the distribution of course content, class load, and the timely conduction of sessional exams and seminars for the 1st, 3rd, and 5th semester honors students of Geography.

Key Points Discussed:

- Ensuring a balanced distribution of course content among faculty members.
- Equitably assigning class loads to maintain teaching efficiency and quality.
- Planning for the timely conduct of sessional exams and seminars as there is online mode available.

Resolution No. 1: The department resolved to distribute the course content and class load evenly among all faculty members, ensuring no single member is overburdened. Additionally, a schedule for the sessional exams and seminars will be finalized and communicated to all faculty members.

Item No. 2: Confirmation of Online Meeting Platform

The faculty discussed and confirmed the use of Google Meet as the online meeting platform for the scheduled departmental meetings.

Resolution No. 2: It was unanimously agreed upon to conduct the departmental meeting online via Google Meet. The meeting link and details were shared with all faculty members prior to the scheduled meeting time.

Aekh
(Dr. Dwijen Nath)
Read
Geography Dept.
Gargaon College
Date.....

Meeting No 2



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC accredited with 'B' Grade

Department of Geography, Gargaon College

Date: 06/10/2020

Notice

It is a general notice to all the faculty members and students of the Department of Geography, Gargaon College. The department has decided on the criteria of assessment and evaluation, as well as the method of orienting the students on how they will take exams through online mode and how marks will be allotted for this academic session.

The meeting is scheduled for 2 p.m. in online mode using Zoom Meeting. All students and faculty members are requested to attend.

Thank you

Aneek
(Dr. Davijen Nath)

Head
Geography Dept.
Gargaon College
Date.....

HoD, Department of Geography
Gargaon College



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC accredited with 'B' Grade

Minutes of the Departmental Meeting

Date: 06/10/2020

Presence of Members

1. Dr. Dwijen Nath
2. Dr. Dilip Kumar Deka
3. Mrs. Monurama Phukan
4. Dr. Rituraj Neog

Item No. 1: Criteria of Assessment and Evaluation

The Department of Geography at Gargaon College held a meeting on 6th October 2020 to discuss the criteria of assessment and evaluation for the current academic session.

Key Points Discussed:

- Determining the criteria for assessing students' performance in online exams.
- Considering factors such as attendance, class participation, assignments, and online assessments.

Resolution No. 1: The department agreed upon a set of criteria for assessment and evaluation, which includes various components to comprehensively evaluate students' performance in online mode.

Item No. 2: Orienting Students on Online Exam Procedures

The meeting also focused on orienting students on the procedures for taking exams online.

Key Points Discussed:

- Providing guidelines and instructions for accessing and navigating the online exam platform.
- Clarifying the format of online exams, including time limits, question types, and submission procedures.
- Addressing any concerns or questions students may have regarding online exams.

Resolution No. 2: It was decided to conduct orientation sessions for students to familiarize them with the online exam procedures. These sessions will be conducted by faculty members and will include demonstrations and Q&A sessions to ensure students' understanding.

Aeeh
(Dr. Dwijen Nath)
Head
Geography Dept.
Gargaon College
Date.....

Meeting No 3



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC accredited with 'B' Grade

Department of Geography, Gargaon College

Date: 22/01/2021

Notice

It is a general notice to all faculty members of the Department of Geography, Gargaon College, that a departmental meeting has been convened on 22 January 2021 in order to discuss the upcoming academic session from January to July 2021. The discussion will be on the distribution of course content, class load, and timely conduction of Sessional and seminar for the 2nd, 4th, and 6th-semester honors students in Geography as the Pandemic is going on, special measures must be taken.

The meeting is scheduled for 11 am at online mode using Google Meet. All teachers are requested to attend the same.

Thank you

Aneek
(Dr. Davijen Nath)
Head
Geography Dept.
Gargaon College
Date.....

HoD, Department of Geography
Gargaon College



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
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Minutes of the Departmental Meeting

Date: 22/01/2021

Presence of Members

1. Dr. Dwijen Nath
2. Dr. Dilip Kumar Deka
3. Mrs. Monurama Phukan
4. Dr. Rituraj Neog

Item No. 1: Discussion on Distribution of Course Content and Class Load

The department discussed adapting course content for online delivery and equitably distributing class loads among faculty members for the 2nd, 4th, and 6th-semester honors students in Geography.

- Ensuring adaptation of course content and teaching methods for online delivery.
- Equitably distributing class loads among faculty members to accommodate the challenges of remote teaching.
- Planning for the timely conduct of sessional exams and seminars in an online format.

Resolution No. 1: Adapt course content for online delivery and distribute class loads equitably among faculty members.

Item No. 2: Implementation of Special Measures

Special measures were discussed to support students and faculty during the ongoing pandemic.

- Establishing communication channels for students to address their concerns and provide feedback on online learning experiences.

Resolution No. 2: Implement support measures for students and faculty during the pandemic, including additional resources for remote learning, training for online teaching, and establishing communication channels for feedback.

Aeeh
(Dr. Dwijen Nath)
Head
Geography Dept.
Gargaon College
Date.....

Meeting No 4



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
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Department of Geography, Gargaon College

Date: 31/03/2021

Notice

It is a general notice to all faculty members of the Department of Geography, Gargaon College, that a departmental meeting has been scheduled for March 31st, 2021, in the Google Classroom. The agenda includes discussions on the distribution of marks and internal assessments for students, aimed at enhancing student performance in the upcoming examinations. Additionally, we will address the timely organization of sessional exams and seminars for 2nd, 4th, and 6th-semester honours students in Geography.

The meeting is scheduled for 10 am online mode through Google Meet. All teachers are requested to attend the same.

Thank you

Heeh
(Dr. Darjen Nath)
Head
Geography Dept.
Gargaon College
Date.....

HoD, Department of Geography
Gargaon College



গড়গাঁও মহাবিদ্যালয়
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Minutes of the Departmental Meeting

Date: 31/03/2021

Presence of Members

1. Dr. Dwijen Nath
2. Dr. Dilip Kumar Deka
3. Mrs. Monurama Phukan
4. Dr. Rituraj Neog

Item No. 1: Discussion on Distribution of Marks and Internal Assessments

Key Points Discussed:

- Reviewing the current system of marks distribution and internal assessments.
- Identifying areas for improvement to better align with academic standards and student needs.
- Brainstorming strategies to motivate students for better performances and ensure fair assessment practices.

Resolution No. 1: Revise marks distribution and internal assessments for better student support and fairness in assessment.

Item No. 2: Timely Organization of Sessional Exams and Seminars

Key Points Discussed:

- Establishing a schedule for sessional exams and seminars to ensure adequate preparation time for students.
- Assigning responsibilities for exam paper setting, invigilation, and seminar organization.
- Considering the logistical aspects of conducting exams and seminars in an online format.

Resolution No. 2: Establish a clear schedule for sessional exams and seminars, assign responsibilities, and address logistical challenges.

Alekh
(Dr. Dwijen Nath)
Head
Geography Dept.
Gargaon College
Date.....

All Action taken Report 2020-21



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
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ACTION TAKEN REPORT OF DEPARTMENT OF GEOGRAPHY, 2020-21

In accordance with the resolutions passed in the Department of Geography meeting on 4th August, and 6th October, 2020, the following actions have been carried out:

1. Distributed the course content and class load evenly among faculty members for the 1st, 3rd, and 5th semester honors students, ensuring that no single member was overburdened with responsibilities.
2. Conducted sessional exams and seminars in accordance with the planned schedule, utilizing the available online resources to facilitate smooth execution and participation.
3. Established comprehensive criteria for assessing students' performance in online exams, considering various factors such as attendance, class participation, assignments, and online assessments.
4. Organized orientation sessions for students to familiarize them with the procedures and protocols of online exams, ensuring their understanding and preparedness for the assessment process.

Aneek
(Dr. Darjeen Nath)
Head
Geography Dept.
Gargaon College
Date.....



Department of Statistics

DEPARTMENT OF  STATISTICS


GARGAON COLLEGE

P.O. : SIMALUGURI; DIST.: SIVASAGAR; ASSAM - 785686
Email ID: statistics.gargaoncollege2020@gmail.com

Date: 04-08-2020

Notice

A Departmental meeting is called on **05-08-2020 at 1 p.m.** to discuss some academic matters.
All the faculty members are directed to attend the meeting on time.


(Dr. Ranjana Gogoi)
Head
Department of Statistics
Gargaon College, Simaluguri

(Dr. Ranjana Gogoi)
HoD, Statistics

Date: 05-08-2020

MINUTES OF MEETING -1

Date: 5th August, 2020

Presence of the Members:

1. Dr. Ranjana Gogoi, HoD Statistics
2. Ms. Bornali Dutta, Assistant Professor of Statistics

Item No. 1: To discuss Departmental Routine and Academic Calendar.

Dr. Ranjana Gogoi initiated a meeting to discuss the preparation of departmental routine and allotment of classes to teachers based on the central routine. Dr. Gogoi also discussed the preparation of the Academic Calendar based on the Dibrugarh University Academic Calendar.

Resolution No. 1: Resolved that the Departmental routine and allotment of classes will be made available as soon as the central routine is made available by the College Routine Development Committee. It is also resolved that a departmental academic calendar will be prepared based on the Dibrugarh University Academic Calendar.

Item No. 2: To discuss the course/ syllabus distribution for the B.Sc 1st, 3rd and 5th Semester Courses.

The Head of the Department discussed the syllabus distribution for the Odd Semester Courses.


Resolution: No. 2: Resolved that the course distribution for the Odd Semester (2020) syllabus will be done by the HoD.

Item No. 3: To discuss the Preparation of the Teaching Plan.

Dr. Ranjana Gogoi asked the faculty members to prepare individual teaching plans for the academic session from August, 2020 to December 2020.

Resolution No. 03

Resolved that individual teaching plans will be prepared within a week.


(Dr. Ranjana Gogoi)
Head
Department of Statistics
Gargaon College, Simaluguri

(Dr. Ranjana Gogoi)

HoD, Statistics

GARGAON COLLEGE

P.O. : SIMALUGURI; DIST.: SIVASAGAR; ASSAM - 785686
Email ID: statistics.gargaoncollege2020@gmail.com

Date: 14-8-2020


ACTION TAKEN REPORT-1

To
The Principal
Gargaon College

Sir,

As per the decision of the Department meeting held on 5th August 2020, the following actions have been taken.

1. The Departmental routine has been prepared and allotment of classes to teachers based on the central routine has been made.
2. The Departmental Academic Calendar was prepared based on the Dibrugarh University Academic Calendar.
3. The course distribution for the Odd Semester (2020) syllabus has been completed.
4. Faculty-wise individual teaching plan has been prepared.


(Dr. Ranjana Gogoi)
Head
Department of Statistics
Gargaon College, Simaluguri

(Dr. Ranjana Gogoi)

HoD, Statistics

DEPARTMENT OF  STATISTICS

GARGAON COLLEGE

P.O. : SIMALUGURI; DIST.: SIVASAGAR; ASSAM - 785686
Email ID: statistics.gargaoncollege2020@gmail.com

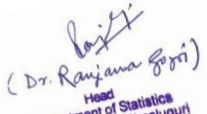
Date: 09-02-2021

NOTICE

A Departmental meeting is called on **10-02-2021 at 3 pm** to discuss the following agenda.

All the faculty members are directed to attend the meeting on time.

Agenda: i) Date for Open Book Examination



(Dr. Ranjana Gogoi)
Head
Department of Statistics
Gargaon College, Simaluguri

(Dr. Ranjana Gogoi)

HoD, Statistics

DEPARTMENT OF  STATISTICS

GARGAON COLLEGE

P.O. : SIMALUGURI; DIST.: SIVASAGAR; ASSAM - 785686
Email ID: statistics.gargaoncollege2020@gmail.com

Date: 10-02-2021

MINUTES OF MEETING

Date: 10th February, 2021

Presence of the Members:

1. Dr. Ranjana Gogoi, HoD Statistics.
2. Ms Bornali Dutta, Assistant Professor of Statistics.

Item No. 1: To discuss organizing Open Book sessional examination for the 1st, 3rd and 5th semester (Hons and generic) students.

Dr. Ranjana Gogoi asked the faculty members to fix the sessional examination date.

Resolution No. 1: Resolved that sessional examination will be held on 15th, 17th, 18th, 19th and 20th February, 2021.



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Date: 17.02.2021

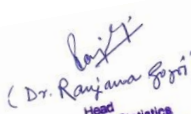
ACTION TAKEN REPORT

To
The Principal
Gargaon College

Sir,

As per the decision of the Department meeting held on 10th February, 2021 the following actions have been taken.

1. Sessional examination of B.sc 1st, 3rd and 5th Semester was held on 15th, 17th, 18th, 19th and 20th February, 2021.



(Dr. Ranjana Gogoi)
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(Dr. Ranjana Gogoi)

HoD, Statistics

