



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE

**MINUTES OF MEETINGS
DEPARTMENT-WISE
2022-23**



Department of Assamese

Photograph of Meeting



MEETING NO 1

Date: 24-08-22



অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়
Assamese Department

Gargaon College

Estd. - 1959

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

Ref. No. ৯/২২-২৬

Date. ২২-০৮-২২

আবেদন

অহা ইংৰাজি ২৪-০৮-২২ তাৰিখে কিছু
শিক্ষণাত্মিক বিষয় আনোচনা কৰিবলৈ
এখন মিলাতীয়া সভা আয়োজন কৰা হৈছে।
সকলো অধ্যাপক-অধ্যাপিকাৰ উপস্থিতিত সকলো
বিষয় সাৰাই কৰোৱা হ'ল।

স্বাক্ষৰ:- ২.৬০ বৰা

নিৰ্দেশক
শিক্ষণীয় প্রধান
অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়

স্বাস্থ্য পরিকল্পনা



বিভাগীয় স্বাস্থ্য - ১

তারিখ 28-05-22

আমি আশ্মিয়া বিলাসত তখন কর্তব্য প্রকাশ
আয়োজক জনা হয়। এই প্রসঙ্গে মূলতঃ আনন্দক
নিশ্চয়বর্তিত বিলাসে স্বাস্থ্যসিদ্ধি বিদ্যমানতরিক
তোমঃ এইঃ বিদ্যমানতরিক কার্যকলাপ প্রসঙ্গে
আলোচনা করা হয়।

বিদ্যমানতরিক শ্রেণীর প্রকল্প প্রসঙ্গে
বর্ধক আয়োজন প্রসঙ্গে আলোচনা করে।
বিলাসের আর্থিক-আর্থনৈমিত্তিক প্রসঙ্গে
প্রসঙ্গে তৎকালীন আয়োজনসমূহ (স্বাস্থ্যসিদ্ধি)
কেন বিবেচনা করা হয়।

স্বাস্থ্যের ক্ষেত্রে লক্ষ্যঃ স্বাস্থ্যের আর্থিক
স্বাস্থ্যের আর্থিক প্রসঙ্গে বিবেচিত আলোচনা
নির্ভর প্রসঙ্গে প্রসঙ্গে প্রসঙ্গে বিবেচিত
উন্নতির প্রসঙ্গে প্রসঙ্গে প্রসঙ্গে
করে।

এই প্রসঙ্গে আনন্দক নিশ্চয়বর্তিত বিলাস
প্রসঙ্গে প্রসঙ্গে বিবেচিত, প্রসঙ্গে প্রসঙ্গে

স্বাস্থ্য

পাঠ্য, - ইচ্ছাশিক্ষাভিত্তিক কার্য, বর্ধিত কার্যশ্রেণী
 (সাক্ষর বাস্তব সৃষ্টি-কল্পিত লক্ষ্যায় - কার্যপ্রকল্প-
 - মূল্য মিশ্রিত-অনন্ত আবেদন করা।

(Faint, mostly illegible text in the background, possibly bleed-through from the reverse side of the page.)

নিম্নলিখিত তেজস্বী
 বিচারক দ্বারা
 করা হয়েছে।

উল্লেখিত শ্রেণীর

১। নিম্নলিখিত তেজস্বী

২। প্রকল্প

৩। সংগঠন শাখা

৪। প্রকল্প পরিচালনা

৫। দেওয়ানী বকালীদ্বারা

৬। অপর দিক

MEETING NO 2

Date: 11-10-22



অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়
Assamese Department

Gargaon College

Estd. - 1959

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

Ref. No. ২/২২-২৬

Date. ০৬-১০-২২

প্রতি

ব্রহ্ম-ইংলিষি ১১-১০-২২ তাৰিখে নাট্যৰূপ,
প্ৰতিবা-সন্ধানি, অধিষ্ঠিত অধিবক্তা আদি; ফ্ৰীট-
-স্বাত-বিষয় আবেদন কৰিবলৈ এখন-স্বত
আজ্ঞা কৰা হৈছে। এই স্বত স্বতঃস্ফূৰ্ত
ত্ৰীণক-ত্ৰীণিকাক ঠিকিত থাকিবলৈ-
আজ্ঞা কৰা হৈছে।

স্বত : ২. ৬০ বৰ্ষা

বিশিষ্ট
বিভাগীয় অফিস
অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়

স্বাক্ষরিত



বিভাগীয় অফিস- ২

তারিখ- ১১/১০/২২

তারিখ: ১১/১০/২২ - তারিখে - বিলাসত অফিস
সহ - অনুরূপ কঠোর অফিসে তদন্ত বিষয়-
কর্তৃক - আলোচনা করে।

- ২। সচেতনতা অগ্রসর
- ২। বিলাসত প্রকল্প সচেতনতা
- ৩। বিলাসত - নিয়ন্ত্রণ-ব্যবস্থার বিস্তার
- ৪। বিলাসত সার্ভিস প্রদানের উদ্দেশ্যে
এ প্রকল্পে কর্মসূচি অনুসরণ
- ৫। 'Mentor Mentee' এর প্রতিষ্ঠান
- ৬। -সহায়তা বিলাসত অর্থায়ন-
কর্ম-কাজ।
- ৬। 'NABE' এর প্রকৃতি

ওপর উল্লিখিত বিষয়সমূহ আলোচনা করে
সহ - অফিসে বিলাসতের সহায়তা কার্যক্রম
সহ - অফিসে কার্যক্রম করা - বিলাসত সহায়
করে।

এই অফিসে - বিলাসত এটি উদ্দেশ্যে
অনুরূপ প্রতিষ্ঠান কর্মসূচি বিলাসত সহায়

ନିମ୍ନ ଲିଖିତ କାର୍ଯ୍ୟକ୍ରମ ୨୦-୨୨ ଡିସେମ୍ବର
 ମାସର ଉପରାଜ୍ୟ ବିଭାଗ-ସହକାରୀ ଶାସକ
 ଉପରାଜ୍ୟ ବିଭାଗର ମୁଖ୍ୟାଳୟରେ ଉପସ୍ଥିତ
 ଉପରାଜ୍ୟ ବିଭାଗର ବିଭିନ୍ନ ଶାଖାର ଅଧିକାରୀ
 ଉପସ୍ଥିତ ରହିବେ।

- ୧। ଉପରାଜ୍ୟ ବିଭାଗର କାର୍ଯ୍ୟକ୍ରମ ୧୦
- ୨। ଉପରାଜ୍ୟ ବିଭାଗର କାର୍ଯ୍ୟକ୍ରମ ୧୧
- ୩। ଉପରାଜ୍ୟ ବିଭାଗର କାର୍ଯ୍ୟକ୍ରମ ୧୨
- ୪। ଉପରାଜ୍ୟ ବିଭାଗର କାର୍ଯ୍ୟକ୍ରମ ୧୩
- ୫। ଉପରାଜ୍ୟ ବିଭାଗର କାର୍ଯ୍ୟକ୍ରମ ୧୪
- ୬। ଉପରାଜ୍ୟ ବିଭାଗର କାର୍ଯ୍ୟକ୍ରମ ୧୫
- ୭। ଉପରାଜ୍ୟ ବିଭାଗର କାର୍ଯ୍ୟକ୍ରମ ୧୬
- ୮। ଉପରାଜ୍ୟ ବିଭାଗର କାର୍ଯ୍ୟକ୍ରମ ୧୭
- ୯। ଉପରାଜ୍ୟ ବିଭାଗର କାର୍ଯ୍ୟକ୍ରମ ୧୮
- ୧୦। ଉପରାଜ୍ୟ ବିଭାଗର କାର୍ଯ୍ୟକ୍ରମ ୧୯
- ୧୧। ଉପରାଜ୍ୟ ବିଭାଗର କାର୍ଯ୍ୟକ୍ରମ ୨୦
- ୧୨। ଉପରାଜ୍ୟ ବିଭାଗର କାର୍ଯ୍ୟକ୍ରମ ୨୧
- ୧୩। ଉପରାଜ୍ୟ ବିଭାଗର କାର୍ଯ୍ୟକ୍ରମ ୨୨

କାର୍ଯ୍ୟକ୍ରମ :
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୨୦-୨୨ ଡିସେମ୍ବର ମାସର ଉପରାଜ୍ୟ ବିଭାଗର କାର୍ଯ୍ୟକ୍ରମ ୨୦-୨୨  
 ଡିସେମ୍ବର ମାସର ଉପରାଜ୍ୟ ବିଭାଗର କାର୍ଯ୍ୟକ୍ରମ ୨୦-୨୨



**MEETING NO 3**

**Date: 06-02-23**



অসমীয়া বিভাগ  
গড়গাঁও মহাবিদ্যালয়  
*Assamese Department*

Gargaon College

Estd. - 1959

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

Ref. No. ৩/২২-২৬

Date ২-০২-২৬

প্ৰাৰ্থনা

গোৱা হৈছে ৬-০২-২৬ তাৰিখে বিলম্বিত  
অনুষ্ঠান-অনুষ্ঠান-অনুষ্ঠান কৰা হৈছে। অৱশ্যে  
অনুষ্ঠান-অনুষ্ঠানিক কৰি অৱশ্যে কৰা হৈছে  
অনুষ্ঠান-অনুষ্ঠানিক কৰা হৈছে।

বিনয়িতা গোস্বামী  
বিভাগীয় প্রধান  
অসমীয়া বিভাগ  
গড়গাঁও

স্বাক্ষর বিবরণী



বিভাগীয় স্মারক- ৬

৬-০২/০২৩

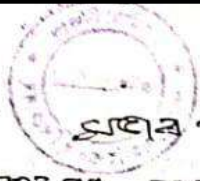
আদি হাঁহৰী ৫ চেংৰুৱাৰী, তাম্বি মাহলগৰে  
বিভাগত স্মারক স্মাৰ অনুষ্ঠিত হৈ ঘায়। স্মাৰ মূল  
বিষয় আছিল - 'অসমীয়া বিদ্যায়ৰ স্মি ছেংক  
একাডেমি খোলা স্মাৰক প্ৰস্তাৱ স্মাৰ আৰু স্মাৰ  
স্মাৰ বিস্ময়ক।

আদি-স্মাৰ স্মাৰকতলৈ 'Bank of India  
Nazira' স্মাৰত স্মি ছেংক একাডেমি খোলাৰ স্মি  
স্মাৰ কৰে।

-বিদ্যায়ৰ স্মি একাডেমিৰ নাম 'Department  
of Assamese, Gauhati University' (অসমীয়া  
বিদ্যায় স্মাৰত স্মাৰকতলৈ) স্মাৰ স্মাৰক  
স্মাৰ স্মি স্মাৰকতলৈ

প্ৰস্তাৱিত ছেংক একাডেমিৰ কাৰ্যকৰী  
স্মাৰ স্মাৰ বিদ্যায়ৰ স্মাৰকতলৈ স্মাৰক  
স্মাৰ স্মাৰ স্মাৰকতলৈ স্মাৰকতলৈ স্মাৰ  
স্মাৰকতলৈ স্মাৰকতলৈ স্মাৰকতলৈ  
স্মাৰকতলৈ স্মাৰকতলৈ স্মাৰকতলৈ  
স্মাৰকতলৈ স্মাৰকতলৈ স্মাৰকতলৈ

স্মি



স্বাধীনতা স্মরণ - এই উদ্যোগে প্রতি মাসে  
 প্রকল্পে অর্থাৎ ২০০ টকাৰে খোৱাৰ গিফট  
 লোৱা হয়।

চেম্বৰিতিক স্ৰাৱ :

- ২। বিলাসি মেৰিয়া
- ২। শ্ৰীমতী দেৱী
- ৩। স্বপ্ন স্মৃতি
- ৪। বিকাশ চিহ্নিত
- ৫। দেৱধানী বৰলীয়া
- ৬। অক্ষয় দত্ত

কাৰ্য ব্যৱস্থা

শিগত ৬ ফেব্ৰুৱাৰী তাৰিখৰ বিৰুদ্ধে অৱশ্যে  
 সিদ্ধান্ত কৰে নাহিবাৰ 'Bank of India' মাধ্যমে  
 ২০-০৩-২০২৬ তাৰিখে এটা একাউন্ট খোলা  
 হয়।



বিলাসি মেৰিয়া

MEETING NO

Date: 24-03-2023



অসমীয়া বিভাগ  
গড়গাঁও মহাবিদ্যালয়  
Assamese Department

Gargaon College

Estd. - 1959

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

Ref. No. 8/22-26

জ্ঞাননা

Date 26-06-26

লেখা-সংবাদী 28-06-26 তাৰিখে 'MOU' তালুগত  
বিষয়সমূহ কাৰ্যকৰী কৰাৰ বাবে এখন সভা অনুষ্ঠিত  
কৰা হৈছে। সকলো অৰ্থাৎ অৰ্থাৎ এই ক্ষেত্ৰত  
উপস্থিত থাকিলে আশা কৰা হ'ল।

সম্পন্ন : ০২০২

স্বাক্ষৰিত  
বিভাগীয় প্ৰধান  
অসমীয়া বিভাগ  
গড়গাঁও মহাবিদ্যালয়



କାର୍ଯ୍ୟପତ୍ର



ଦ୍ଵିତୀୟ ସଭା-୫

୨୫-୬-୨୦୨୬

ତାରିଖ ୨୫-୦୬-୨୦୨୬ ତାରିଖ ଦିନ ଦୁଇ-  
ବଜା ୦୫ମ ଦ୍ଵିତୀୟ ସଭା ଅନୁଷ୍ଠିତ ହେବ। ସଭା  
ତଳେ ଉଲ୍ଲେଖ କରା ଦିଆ ଯୁକ୍ତ ଆଲୋଚନା କରା  
ହେବ -

୧। ଦେଶୀୟ କଳା ପୁସ୍ତକ ମହାସମିଳନର  
ଫଳରେ ଉଦ୍ଘାଟନାରେ ଅନୁଷ୍ଠିତ କାର୍ଯ୍ୟକ୍ରମ  
ଆବଳୀ ପ୍ରସ୍ତୁତକରଣ ।

୨। ପୁସ୍ତକ ଆୟତ୍ତ ନବିକାରେ ଦ୍ଵାରା ଚୁଟିମଞ୍ଚ  
କାର୍ଯ୍ୟକ୍ରମ-ସମ୍ପର୍କ ପ୍ରସ୍ତୁତ କରାଯିବ  
ଆଲୋଚନା ।

ସଭାରେ ଦୁଇୋଟି ବିଷୟରେ ଆଲୋଚନା  
କରି କାର୍ଯ୍ୟକ୍ରମ କାର୍ଯ୍ୟକ୍ରମରେ ଆଲୋଚନା  
କରାଯିବ ।

ଫଳାଫଳ ସମ୍ପର୍କ :

- ୧। ସାଧାରଣ ସଭା
- ୨। ଉପସଭା
- ୩। ସାଧାରଣ ସଭା
- ୪। ଦେଶୀୟ କଳା ମହାସମିଳନ
- ୫। ପୁସ୍ତକ ଆୟତ୍ତ



০৮৫

সাক্ষ্য ব্যৱস্থা

খ্রিস্ট ২০০৬-২০২০ তারিখের বিদেশী মূল্যায়ন প্রকল্প  
আরও যুক্ত অন্তর্ভুক্তি প্রোগ্রাম উন্নয়ন ও আরও  
৫ অক্টোবর ২০২০ তারিখে দেওয়ান কাম মুনসিফ  
কোর্ট/অফিসে - যত্নসহকারে সনদ প্রকল্প :  
স্বাধীনতা - আরও কৌশল - বিদ্যমান দুর্নিয়ম স্বাভাবিক  
কর্তৃপক্ষের অনুমতি - হইবে।



স্বাক্ষরিত  
০৮/১০/২০

*[Faint, illegible handwritten text]*

MEETING NO 5

Date: 10-04-2023



অসমীয়া বিভাগ  
গড়গাঁও মহাবিদ্যালয়  
Assamese Department

Gargaon College

Estd. - 1959

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

Ref. No. ৬/২২-২৬

Date ১০-৪-২৩

জ্ঞান

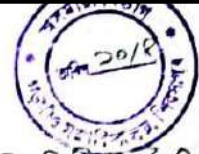
মে ১০-০৪-২৩ তাৰিখে 'নাক' কাম-কাৰু  
-সম্বন্ধত আলোচনা কৰিবলৈ সন্ধানি বিজিটিয়-সভা  
নেতৃত্বিত কৰিবলৈ প্ৰিন্সা হৈছে। ইত্যনকৈ সন্ধানি  
সন্ধানিত তানুৰাধী কামনা হ'ল।

সময়: ২.৩০ বজা

১  
সীতালক্ষ্মী গৌৰী  
বিভাগীয় প্ৰধান  
অসমীয়া বিভাগ  
গড়গাঁও মহাবিদ্যালয়

কাৰ্জন-বিবৰণ

বিভাগীয় "সংস্থা" - ৫



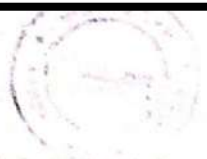
২০-০৪-২০২৩

তাৰিখ: ২০-০৪-২০২৩ তাৰিখে সন্মত  
১) বৰ্তমান বিভাগত অৱশ্যে অৱশ্যে সৰ্বমুঠ  
২) সৰ্বমুঠ মুঠ: আন্তঃবিভাগীয় আৰু বিভাগ  
কোষে বিভাগীয় মুঠ ২৫ টি - বিদ্যমান আৰু  
বৰ্তমান প্ৰস্তাব প্ৰৱৰ্তনৰ বাবে অনুমোদিত ২৫  
সেই ২৫ টি বিদ্যমান প্ৰস্তাব প্ৰৱৰ্তন কৰি  
অক্ৰিয়ত অক্ৰিয়ত অৱশ্যে তাৰ দ্বাৰা  
হয়। সেই প্ৰস্তাবমূলক প্ৰতিলিপি  
প্ৰতিলিপি প্ৰেৰণ কৰিব কালিত  
সংস্থা কৰে।

উল্লেখিত ব্যক্তি:

- ১। মিলন কলিতা
- ২। অক্ষয় কলিতা
- ৩। অক্ষয় কলিতা
- ৪। প্ৰিয়ংবা কলিতা
- ৫। দেৱশালী বৰালী
- ৬। অক্ষয় কলিতা





କାର୍ଯ୍ୟ ବ୍ୟବସ୍ଥା

ପିମ୍ପାତ ୨୦.୦୮.୨୦୨୦ ଅଧିକ୍ଷିତା କ୍ଷିତିଗାମୀ ସଂଘର  
ପ୍ରଧାନ କର୍ମୀ ୨୫ ଟି ବିଭିନ୍ନ ଭାଗରେ ଯେଉଁ ବିଭିନ୍ନ  
- ଯୁକ୍ତ ତତ୍ତ୍ୱାବଳୀର ଅଧିକାରୀଙ୍କୁ ତତ୍ତ୍ୱାବଳୀକରଣ  
- ତାଙ୍କୁ ଉପସ୍ଥାପନ କରିବା ପାଇଁ ଯୋଜନା କ୍ଷେତ୍ର  
- କାର୍ଯ୍ୟ ରାଜି।



ଶିଳ୍ପୀ ଶ୍ରୀମତୀ  
୧୫/୦୮/୨୦୨୦

ଅଧିକାରୀଙ୍କୁ ଉପସ୍ଥାପନ  
କରିବା ପାଇଁ ଯୋଜନା  
କ୍ଷେତ୍ର କାର୍ଯ୍ୟ ରାଜି।

MEETING NO.- 6

Date: 18-04-2022



অসমীয়া বিভাগ  
গড়গাঁও মহাবিদ্যালয়  
Assamese Department

Gargaon College

Estd. - 1959

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

Ref. No. ৬/২২-২৬

Date ১৮-০৪-২৬

ৱাৰ্ণা

গোষ্ঠী সভাৰ্থী ১৮-০৪-২৬ তাৰিখে বিয়লি-  
৬ বজাত বিলম্বত সন্ধ্যা কক্ষত সভা আহ্বান কৰা  
হৈছে। প্ৰাক্তন বিয়লিত আয়োজিত গ্ৰন্থ সভা-সত্বে  
অধ্যাপক-অধ্যক্ষিক স্মৃতিভূষণৰে চৈনহিত  
আহ্বানে আহ্বান কৰা হৈছে।

ৱাৰ্ণা  
বিভাগীয় প্ৰধান  
অসমীয়া বিভাগ  
গড়গাঁও মহাবিদ্যালয়







পাঠ্যক্রম শেষ কৰিবলৈ অৰাধনা -  
 আগবঢ়ায়। সৰ্বত - বিভাগৰ প্ৰকল্প পাঠ্যক্রম  
 মানকৰ্ত্ত - আয়োচনা কৰা হয়।

উপস্থিতিৰ আৱণ

- ১। বীলম্বা-গেতিয়া
- ২। শ্ৰীমতী দুৰ্গা
- ৩। কুণ্ডন শঙ্কৰিকা
- ৪। প্ৰিয়মা প্ৰিয়মা
- ৫। দেৱধালী বৰলীমা
- ৬। অক্ষয় মা

স্বাক্ষৰ ব্যৱস্থা:

২৮-০৪-২৩ তাৰিখৰ সন্ধান অধিকাৰী অফিছৰ  
 অধীনত বৰ্ষ - Department AQAR প্ৰস্তুত কৰি ব্যৱস্থা  
 গ্ৰহণৰ বাবে আৱশ্যকীয় মান নিশ্চয়ন ফোৰ্মৰ  
 দাখিল কৰে।



বীলম্বা গেতিয়া



**MEETING NO.- 7**

**Date: 11-06-2023**



অসমীয়া বিভাগ  
গড়গাঁও মহাবিদ্যালয়  
Assamese Department

Gargaon College

Estd. - 1959

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

Ref. No. 9/22-26

Date 11-06-26

তাৰা ইংৰাজী ২২-০৬ - ২৬ তাৰিখে মানুহৰ মতে  
প্ৰভুত কৰা 'PPP' আৰু অন্যান্য কেইটিমান 'কৰ্মস্বী'  
বিষয় - আলোচনা কৰিবলৈ - তেনে সিদ্ধান্তীয় প্ৰস্তাৱ  
আহাৰ কৰা হৈছে। সকলো তৰ্কালোক - তৰ্কানিৰাক  
স্বই স্বত্বত - উপস্থিত থাকিবলৈ - আহাৰ অনুৰোধ  
হ'ল।

সময় : ৩ বজা

বীৰপতি বোৰা  
বিভাগীয় প্ৰধান  
অসমীয়া বিভাগ  
গড়গাঁও মহাবিদ্যালয়

কাৰ্জ-সিদ্ধি

শিষ্টাংশ-৭

১১-০৫-২৬

আদি ১১-০৫-২৬ তারিখে সিদ্ধান্ত দেয়া  
কোষ-৭ আনয়ন করা হয়। এই ক্ষেত্রে  
প্রণোদিত আনয়ন নাক'এ তাৎ প্রণয়ন করা  
PPP'এ ক্ষেত্রে আলোচনা করা হয়। তাৎ  
লগতে গরম বন্ধ সিদ্ধান্ত দিয়া তাৎ অত্রিক  
-অত্রিক ক্ষেত্রে প্রণয়ন তাৎ কেবল  
প্রণয়ন ২'৪' ২'৪' ক্ষেত্রে আলোচনা করা  
হয়।



বিলম্বিত



উপস্থিতির স্বাক্ষর :

- ১। বিলম্বিত
- ২। প্রণয়ন
- ৩। অর্থনৈতিক
- ৪। শিক্ষা
- ৫। দেওয়ান
- ৬। অর্থ



# Department of Botany

## Photographs of Meetings





DEPARTMENT OF BOTANY  
গড়গাঁও মহাবিদ্যালয়  
**GARGAON COLLEGE**  
NAAC Accredited with 'B' Grade  
P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 11/07/22

NOTICE

A departmental meeting will be held on 12<sup>th</sup> July, 2022 at 3 P.M to discuss about the distribution of syllabus for upcoming odd semester classes. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar, Pin 785686, Assam





DEPARTMENT OF BOTANY  
গড়গাঁও মহাবিদ্যালয়  
**GARGAON COLLEGE**

NAAC Accredited with 'B' Grade  
P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 12/07/2022

**Minutes of the Meeting-01**

**Presence of Members:**

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. To discuss about distribution of syllabus for upcoming odd semester classes.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist Sivasagar Pin 785686 Assam



DEPARTMENT OF BOTANY  
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**ACTION TAKEN REPORT-01**

As per the decision taken on departmental meeting the syllabus is distributed among the faculty members of the department and faculty members are advised to completed the syllabus within the stipulated time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist Sivasagar, Pin 785686 Assam



DEPARTMENT OF BOTANY  
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**GARGAON COLLEGE**  
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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 03/08/2022

NOTICE

A departmental meeting will be held on 4<sup>th</sup> August, 2022 at 3 P.M to discuss about the decisions taken on HoD meeting. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar, Assam



DEPARTMENT OF BOTANY  
গড়গাঁও মহাবিদ্যালয়  
**GARGAON COLLEGE**  
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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 04/08/2022

**Minutes of the Meeting-02**

**Presence of Members:**

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

**The various matters that were discussed are:**

1. Odd semester classes will be start from 16<sup>th</sup> August, 2022.
2. On September 7<sup>th</sup>, 64<sup>th</sup> Foundation day of the college will be celebrated.
3. Tanu Konger Debate competition will be organized on 2<sup>nd</sup> or 3<sup>rd</sup> week of October.
4. Important days to be celebrated by each department.
5. Student's union election will be held on 28<sup>th</sup>/29<sup>th</sup> September, 2022.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar - Pin 785686 Assam





DEPARTMENT OF BOTANY  
গড়গাঁও মহাবিদ্যালয়  
**GARGAON COLLEGE**

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**ACTION TAKEN REPORT-02**

As per the decision taken on departmental meeting the faculty members of the department and faculty members are advised to prepare themselves for upcoming odd semester classes.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar, Pin 785686, Assam



DEPARTMENT OF BOTANY  
গড়গাঁও মহাবিদ্যালয়  
**GARGAON COLLEGE**  
NAAC Accredited with 'B' Grade  
P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 16/08/2022

NOTICE

A departmental meeting will be held on 16<sup>th</sup> August, 2022 at 3 P.M to discuss about the decisions taken on HoD meeting. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar, Pin 785686 Assam



DEPARTMENT OF BOTANY  
গড়গাঁও মহাবিদ্যালয়  
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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 16/08/2022

**Minutes of the Meeting-03**

**Presence of Members:**

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. End semester result of B.Sc 6<sup>th</sup> semester students.
2. To discuss about class allotment routine.
3. To discuss about ICT class record.
4. To discuss about the selection of departmental IQAC coordinator.
5. Geotagged photographs and videos of the programmes are required.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar, Pin 785686, Assam



DEPARTMENT OF BOTANY  
গড়গাঁও মহাবিদ্যালয়  
**GARGAON COLLEGE**  
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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date:

**ACTION TAKEN REPORT-03**

As per decision of the departmental meeting held on 16<sup>th</sup> August, 2022, the following actions were taken-

1. The departmental routine has been made and allotment of classes to teachers based on the central routine has been made.
2. Individual ICT class records need to be maintained.
3. Mrs. Sangeeta Chetia is selected as departmental coordinator for the session 2022-23.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar Pin 785686, Assam





DEPARTMENT OF BOTANY  
গড়গাঁও মহাবিদ্যালয়  
**GARGAON COLLEGE**  
NAAC Accredited with 'B' Grade  
P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 08/09/2022

NOTICE

A departmental meeting will be held on 9<sup>th</sup> September, 2022 at 3 P.M to discuss about the decisions taken on HoD meeting. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head

Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar, Pin 785686, Assam



DEPARTMENT OF BOTANY  
গড়গাঁও মহাবিদ্যালয়  
**GARGAON COLLEGE**  
NAAC Accredited with 'B' Grade  
P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 09/09/2022

**Minutes of the Meeting-04**

**Presence of Members:**

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. Student union Election will be held on 28<sup>th</sup> September, 2022.
2. It is compulsory for the teachers to be present in every event organized in the college.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar, Pin 785686, Assam



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**ACTION TAKEN REPORT-04**

As per decision of the departmental meeting held on 9<sup>th</sup> September 2022, the following actions were taken-

1. Students were asked to update their identity cards for upcoming student's union election.
2. Faculty members are advised to present on each and every event organized in college.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar, Pin 785686 Assam



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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 13/10/2022

NOTICE

A departmental meeting will be held on 14<sup>th</sup> October, 2022 at 3 P.M to discuss about the decisions taken on HoD meeting. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar, Pin 785686, Assam





DEPARTMENT OF BOTANY  
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**GARGAON COLLEGE**

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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 14/10/2022

**Minutes of the Meeting-05**

**Presence of Members:**

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. Sessional exams of odd semester students will be held on 11<sup>th</sup>, 12<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> November, 2022.
2. The NC percentage will be below 50% and DC percentage will be below 20%.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist Sivasagar Pin 785686 Assam



DEPARTMENT OF BOTANY  
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**GARGAON COLLEGE**

NAAC Accredited with 'B' Grade  
P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 16/10/22

**ACTION TAKEN REPORT-05**

As per decision of the departmental meeting held on 14<sup>th</sup> October, 2022, faculty members are asked to set the question papers for upcoming sessional examination.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar, Pin 785686, Assam



DEPARTMENT OF BOTANY  
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**GARGAON COLLEGE**

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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 07/11/2022

NOTICE

A departmental meeting will be held on 7<sup>th</sup> November, 2022 at 3 P.M to discuss about the decisions taken on HoD meeting. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head

Department of Botany  
Gargaon College, Simaluguri  
Dist Sivasagar, Pin 785686, Assam



DEPARTMENT OF BOTANY  
গড়গাঁও মহাবিদ্যালয়  
**GARGAON COLLEGE**

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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 07/11/2022

**Minutes of the Meeting-06**

**Presence of Members:**

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. On the occasion of Lachit Divas (24<sup>th</sup> November) an essay competition will be organized.  
Essay need to be uploaded in the portal.
2. Sessional exams of odd semester students will be held on 11<sup>th</sup>, 12<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> November, 2022.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist Sivasagar Pin 785686 Assam



DEPARTMENT OF BOTANY  
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**GARGAON COLLEGE**

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**ACTION TAKEN REPORT-06**

As per decision of the departmental meeting held on 7<sup>th</sup> November, 2022, students and faculty members are asked to write and submit essay on Lachit Borphukan. Faculty members are also requested to submit the question papers for upcoming sessional examination.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist Sivasagar Pin 785686 Assam





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**GARGAON COLLEGE**

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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 10/12/2022

NOTICE

A departmental meeting will be held on 12<sup>th</sup> December, 2022 at 3 P.M to discuss regarding the corpus fund of the department. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head

Department of Botany  
Gargaon College, Simaluguri  
Dist Sivasagar, Pin 785686 Assam



DEPARTMENT OF BOTANY  
গড়গাঁও মহাবিদ্যালয়  
**GARGAON COLLEGE**  
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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 12/12/2022

**Minutes of the Meeting-07**

**Presence of Members:**

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. Faculty members decided to contribute 500 Rs. each per month to the corpus fund.
2. The fund will be utilized in different departmental activities.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar Pin 785686, Assam



DEPARTMENT OF BOTANY  
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**GARGAON COLLEGE**

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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 14/12/2022

NOTICE

A departmental meeting will be held on 14<sup>th</sup> December, 2022 at 4 P.M to discuss regarding the course distribution for upcoming even semester classes. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist Sivasagar Pin 785686, Assam



DEPARTMENT OF BOTANY  
গড়গাঁও মহাবিদ্যালয়  
**GARGAON COLLEGE**

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Date: 14/12/2022

**Minutes of the Meeting-08**

**Presence of Members:**

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. Preparation of book list for 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester students.
2. The course is distributed among the faculty members.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head

Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar Pin 785686 Assam



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**GARGAON COLLEGE**  
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**ACTION TAKEN REPORT-08**

As per the decision of the departmental meeting held on 14<sup>th</sup> December, 2022, the course is distributed among the faculty members and advised to complete the syllabus within stipulated time.

(Dr. Dimbeshwar Das)

HOD, Department of Botany  
Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar, Assam





DEPARTMENT OF BOTANY  
গড়গাঁও মহাবিদ্যালয়  
**GARGAON COLLEGE**  
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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 23/12/2022

NOTICE

A departmental meeting will be held on 23<sup>rd</sup> December, 2022 at 4 P.M to discuss regarding the decisions taken in the general staff meeting. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist Sivasagar, Pin 785686, Assam



DEPARTMENT OF BOTANY  
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**GARGAON COLLEGE**  
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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 23/12/2022

**Minutes of the Meeting-09**

**Presence of Members:**

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. To update individual teachers and departmental profile.
2. Records of student's project and field report.
3. Academic audit till February 2023.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar Pin 785686, Assam



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ACTION TAKEN REPORT-109  
(0)

As per the decision of the departmental meeting held on 23<sup>rd</sup> December, 2022, following actions were taken-

1. Faculty members are asked to submit individual reports of each programme organized by the department.
2. Individual ICT class report needs to submit by all faculty members.
3. Recent student's progression data need to be collected.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Department of Botany  
Gargaon College, Simaluguri  
Dist Sivasagar Pin 785686 Assam



DEPARTMENT OF BOTANY  
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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

0

Date: 02/03/2023

NOTICE

An inter departmental meeting will be held on 2<sup>nd</sup> March, 2023 at 4 P.M to discuss regarding the celebration of "World Wildlife day" on 3<sup>rd</sup> March. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri  
Head

Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar, Pin 785686, Assam



DEPARTMENT OF BOTANY  
গড়গাঁও মহাবিদ্যালয়  
**GARGAON COLLEGE**  
NAAC Accredited with 'B' Grade  
P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 02/03/2023

**Minutes of the Meeting-10**

Proceeding

02/03/2023

Today on 2<sup>nd</sup> March 2023, an interdepartmental meeting was held regarding the celebration of World Wildlife Day on 3<sup>rd</sup> March. It was in the meeting following decisions were taken -

- ① It was decided to invite "Dr. Rubul Tanti" as a resource person.
- ② Welcome speech by Dr. Subhasis Mahanta Sir, followed by a small talk by Dr. Rina Handique Mam.
- ③ Inas Vole of thanks to be given Dr. Anurag Protim Das.
- ④ It is to be celebrated by th or online mode.
- ⑤ It is to be a student centric talk.

Signature of the Faculty :

- ① Dr. Rina Handique - (HOD - Zoology department) -
- ② Dr. Dimbeshwar Das - (HOD - Botany department) -
- ③ Pamily Langthasa -
- ④ Songeta Chelia -
- ⑤ Sandeepa Agarwalla -
- ⑥ Dr. Anurag Protim Das -

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head

Department of Botany  
Gargaon College, Simaluguri  
Dist Sivasagar, Pin 785686, Assam





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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

**ACTION TAKEN REPORT-1D**

As per the decision of the departmental meeting held on 2<sup>nd</sup> March, 2023, world wild life day was celebrated on 3<sup>rd</sup> March and Dr. Rubul Tanti joined as a resource person.

(Dr. Bimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist Sivasagar Pin 785686, Assam



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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 09/03/2023

NOTICE

An inter departmental meeting will be held on 9<sup>th</sup> March, 2023 at 4 P.M to discuss regarding the National Seminar on Atmanirbhar Bharat organized by IQAC, Gargaon College.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head  
Department of Botany  
Gargaon College, Simaluguri  
Dist. Sivasagar, Pin 785686, Assam

mugl  
mpg



DEPARTMENT OF BOTANY  
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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 09/03/2023

**Minutes of the Meeting-14**

Meeting

09/03/23

During on 9<sup>th</sup> March, 2023 a departmental meeting was held to discuss regarding the National Seminar on "Atmanirbhar Bharat: Opportunities and Challenges with Special Focus on North East India." In the meeting it was decided to present a collaborative paper from the department.

Signature:

① Dr. Dibeshwar Das

—

*D. Das*  
9/3/23

② Sangeta Chelie

—

*S. Chelie*  
9/3/23

③ Indrdeepa Borowalla

—

*I. Borowalla*  
9/3/23

*D. Das*  
(Dr. Dibeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head

Department of Botany  
Gargaon College, Simaluguri  
Dist Sivasagar, Pin 785686 Assam



# Department of Chemistry

## Notice- Meeting 1

Department of Chemistry, Gargaon College

### NOTICE

Date: 1 /08/2022

It is hereby informed that a departmental meeting will be held on 2<sup>nd</sup>, August, 2022 at 1.30pm to discuss about class & course distribution for odd Semester. Therefore, all the faculty members are requested to present the same.

HOD, Chemistry

*Agg/1/8/22*  
(Dr. Anna Gogoi)  
Head of the Department  
Chemistry Department  
Gargaon College, Simaluguri

## Minutes of Meetings

Meeting: 01/08/2022

A departmental meeting has been convened today to discuss about the class and course distribution for odd semester. After discussion the following decision had been taken

- (1) The course distribution will be remain same as previous year.
- (2) The classes will be allotted equally to all the faculty members.

### Members Present

1) Anna Kogoi. AK

2) Ritwari Tam R

3) Pakiza Begum Pakiza

4) Saheen Shehnaz Begum Saheen

5)



## Action Taken

Department of Chemistry, Gargaon College

### Action Taken Report

Date: 1 /08/2022

To,  
The Principal  
Gargaon College

Sir,

With reference to the meeting held on 2 August, 2022, I like to inform you that following work have been done as per the decision taken in the meeting.

1. The departmental class routines have been prepared with respect to central routine
2. The classes are allotted equally to all the faculty members of our department.
3. The courses were distributed among all the faculty members.

HOD, Chemistry

*08/15/22*  
Head of the Department  
Chemistry Department  
Gargaon College, Simaluguri -

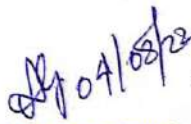
**Notice- Meeting -2**

Department of Chemistry, Gargaon College

**NOTICE**

Date: 04/08/2022

It is hereby notified to the faculty members of the Department that a departmental meeting shall be held on 4<sup>th</sup> April 2022 at 1 pm to discuss about upcoming general freshers, student union elections, days to be celebrated by each department this year and Tanu Konwar Memorial debate

  
HOD, Chemistry  
Chemistry Department  
Gargaon College, Simabagar

## Minute of the Meeting

Meeting 04/08/2022.

A department meeting has been conveyed today to discuss about the points discussed in HOD meeting with the Principal.

1. A general freshers of the college will be held on either 25<sup>th</sup> or 26<sup>th</sup> August 2022 and there would be no department freshers' as such individually. There should be no application forwarded to the Principal with subject as seminar or etc, by the Head.
2. 64<sup>th</sup> foundation day will be celebrated on 7<sup>th</sup> Sept 2022.
3. Tanu Konwar debating committee will be formed.
4. Student union election will be held on 28/29 Sept 2022.
5. List of days to be celebrated by each dept will be sent over by IQAC and all depts are obliged to celebrate it (irrespective of holiday). Use of banners, ~~GPS~~ Geotagged photos are necessary. Report must be submitted. Student participation is necessary.
6. There should dept wise Code of Conduct with collaboration with PTA if reqd.

1. Anupam 4/8/22

2.

3. Sakshi Shukla

4. Rituraj Tanu

## Action taken Report

Department of Chemistry, Gargaon College

### Action Taken Report

Date:10/09/2022

To,  
The Principal  
Gargaon College

Sir,

With reference to the meeting held on 4<sup>th</sup> August, 2022, I like to inform you that following work have been done as per the decision taken in the meeting.

1. Department of Chemistry has prepared code of conduct.

HOD, Chemistry

*10/9/22*  
(Dr. Anna Gogoi)  
Head of the Department  
Chemistry Department  
Gargaon College, Simaluguri

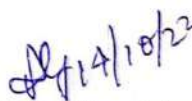
**Notice -Meeting-3**

Department of Chemistry, Gargaon College

**NOTICE**

Date:14/10/2022

It is hereby notified to the faculty members of the Department that a departmental meeting shall be held on 14<sup>th</sup> October 2022 at 2:45 pm to discuss the submission of attendance percentage of the students and preparation of question papers for the upcoming sessional examination.

  
Head of the Department  
Chemistry Department  
Gargaon College, Sivasagar  
HOD, Chemistry  
(Drs Anna Gogoi)



## Minute of the meeting






### Department Meeting

Date: 14/10/2022

A Departmental meeting was organized on 14<sup>th</sup> October 2022 at 2:45 pm to discuss about the follow up steps of HOD meeting with the Principal. The following points have been discussed -

- i) To submit the attendance percentage of all the students in 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> year by 15<sup>th</sup> Oct 2022 to generate NC-DC list. NC list will have students below 50% & DC list will have students below 20% attendance percent.
- ii) Sessional exam will be held from on 11<sup>th</sup>, 12<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> of November 2022. It will carry 40 marks for each paper.
- iii) It was discussed that tentatively end semester will be held from 25<sup>th</sup> Nov. 2022.

### Signatures

1.  (Anna Rajaraj)
2.  (Arundha Narayan)
3.  Rituraj Taha
4.  Dr. Sakeer Shekhar Begum
5.  Prabha (Prabha J. Sarma)

## Action taken report

Department of Chemistry, Gargaon College

### Action Taken Report

Date:15/11/2022

To,  
The Principal  
Gargaon College

Sir,

With reference to the meeting held on 14<sup>th</sup> October, 2022, I like to inform you that following work have been done.

1. Department of Chemistry has prepared NC/ DC list and submitted to the office.
2. The question paper for sessional examination has been set by faculty members of the department.

15/11/22  
HOD, Chemistry  
Head of the Department  
Chemistry Department  
Gargaon College, Simaluguri  
(Dr. Anna Gogoi)



Notice -Meeting-4

Department of Chemistry, Gargaon College

NOTICE

Date: 24/10/2022

It is hereby informed to all the students of Department of Chemistry that seminar dates have been fixed as given below:

1<sup>st</sup> Sem: 28/10/2022

3<sup>rd</sup> Sem: 31/10/2022

5<sup>th</sup> Sem: 01/11/2022

*24/10/22*  
HOD, Chemistry

(Dr. Anna Gogoi)

*Head of the Department*  
Chemistry Department  
Gargaon College, Simaluguri

## Minute of meeting

Department Meeting.

Date: 24/10/22 Time: 2 pm

A Department meeting was organised on 24<sup>th</sup> October, 2022 at 2 pm to discuss about students seminar.


The following decision has been taken.

(1) The seminar will be conducted on 29<sup>th</sup> / 10 / 22 for 1<sup>st</sup> sem; 31/10/22 for 3<sup>rd</sup> sem and on 1/11/2022 for 5<sup>th</sup> sem.


(2) There will be group discussion for 1<sup>st</sup> sem and 3<sup>rd</sup> sem generic elective students.

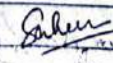
(3) The seminar topic will be provided on before 25<sup>th</sup> October to students.


Signature


(1) Anna Gopi. 

(2)

(3) Ritunjay Talwar 

(4) Sahar Shikha Begum 

(5) P. Laban Jyoti Sarma 

(6) Pakizga Begum 

## Action taken report

Department of Chemistry, Gargaon College

### Action Taken Report

Date:24/10/2022

To,  
The Principal  
Gargaon College

Sir,

As per the decision in the meeting held on 24<sup>th</sup> October, 2022, the following action has been taken

1. The topic for seminar has been distributed among the students.
2. The student's seminar was held on 28<sup>th</sup>, 30<sup>th</sup> October and 1<sup>st</sup> November 2023.

HOD, Chemistry

*Dr. Anita Goswami*  
24/10/22  
Head of the Department  
Chemistry Department  
Gargaon College, Simaluguri

## Notice -Meeting 5

Department of Chemistry, Gargaon College

### NOTICE

Date: 23/11/2022

It is hereby notified to the faculty members of the Department that a departmental meeting shall be held on 23<sup>rd</sup> November 2022 at 9:30 am to discuss about the Parent-Teacher meeting to be organised on 26<sup>th</sup> November 2022.

*Ag 23/11/22*

HOD, Chemistry

Head of the Department  
(Dr. Anna Gogoi)  
Chemistry Department  
Gargaon College, Simaluguri



## Minute of Meeting

Department meeting  
23/11/22 (9:30 am)

A departmental meeting was organised to elaborate on the following points:







To discuss about Parent-Teacher meeting (PTM) so as to reorganise parent-teacher association. The meeting will be organised on 26<sup>th</sup> Nov 22, (tentatively) Saturday.

The details required to be submitted to Nitya da. will be submitted by Dr. P. J. Sarma.

3. An IQAC meeting was held <sup>departmental among IQAC coordinator & AC coordinator</sup> and Dr. Pakiza elaborated the following points to the members of Chemistry dept.:

- a) Department-wise Alumni-Talk
- b) " " Alumni - Association
- e) Videos-Photos of student presentation
  - d) Photos of ICT classes taken.
  - c) Mentorship meeting photos.
  - f) Mentorship Report card
  - f) Mentorship Report card.
  - g) Appointment Letter / Admission receipt of ex-student
  - h) Gender sensitization among student fraternity
  - i) Division of AQAR data collection (2021-22)
  - j) Departmental Academic audit.

4. Invitation letter to student & parent group for the upcoming PT Meeting so as to create a new Parent Teacher association.

Signatures :-  
1. Anura gogo:   
2. Arundha Narany   
3. Rituraj Tam,   
4. Sakiza Begum   
5. Saheer Shehry Begum   
6. Prabon Jothi Sarma 

Department of Chemistry, Gargaon College

## Action Taken Report

Date:5/12/2022

To,  
The Principal  
Gargaon College

Sir,

As per the decision in the meeting held on 23<sup>rd</sup> November, 2022, the following action has been taken

1. The Parent-Teacher meeting was organised on 26<sup>th</sup> November, 2022.
2. A new parent -teacher association was created on the PTM, 2022.

HOD, Chemistry

*Dr. Anand Gargoi*  
Head of Chemistry Department  
Gargaon College, Simaluguri

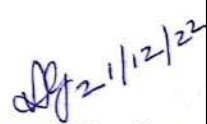
**Notice- Meeting-6**

Department of Chemistry, Gargaon College

**NOTICE**

Date: 21/12/2022

It is hereby notified to the faculty members of the Department that a departmental meeting shall be held on 21<sup>st</sup> December 2022 at 1 pm to discuss some important matters pertaining to the department.

  
Head of the Department, Chemistry  
Chemistry Department  
Gargaon College (Dibrugarh Gogoi)



## Minute of Meeting

### Departmental Meeting

21/12/2022 1-PM

A departmental meeting was organized to discuss important points related to practical examination and IQAC co-ordinator exchange. The points are as follows.

1. All the work should be finished such as copy checking, marks entry, on the day of the practical examination.
2. During the time of project work in the next semester, we all are recommended to not to use the physical laboratory for the as in that lab expensive instruments are there.
3. The <sup>Departmental</sup> IQAC co-ordinator is shifted from Dr. Pakiza Begum to Dr. Saheen Shehnaz Begum as Dr. Pakiza Begum has one more co-ordinator duty from woman cell.

### Signatures

1. Dr. Anna Crojoi
2. Dr. Arando Nazary
3. Dr. Rituraj Taku
4. Dr. Pakiza Begum <sup>Jabi.</sup>
5. Dr. Saheen Shehnaz Begum
6. Dr. Prabhu Jyoti Sarma <sup>22/12/2022</sup>

## Action Taken Report

Department of Chemistry, Gargaon College

### Action Taken Report

Date: 30/1/2023

To,  
The Principal  
Gargaon College

Sir,

As per the decision in the meeting held on 21<sup>st</sup>, December, 2022, the following action has been taken

1. The practical examination copy checking was done on the same day of examination.
2. Dr. Saheen Shehnaz Begum has appointed as new departmental IQAC Co-ordinator.

HOD, Chemistry

*30/1/23*  
HOD of VmP College  
Chemistry Department  
Gargaon College, Simaluguri

## Notice- Meeting-7

Department of Chemistry, Gargaon College

### NOTICE

Date: 02/02/2023

It is hereby notified to the faculty members of the Department that a departmental meeting shall be held on 03/02/2022 at 12 noon to finalise chapter distribution and routine for this semester. AQAR related document submission and documentation for MoU with Sivasagar Girls' College will also be discussed in the same meeting.

*02/02/23*  
Head HOD, Department  
Chemistry Department  
Gargaon College, Simaluguri  
(Dr. Anna Gogoi)



## Minute of Meeting

### Departmental Meet

Date: 3rd Feb, 23

Time: 11:00 noon

A departmental meeting was organised to discuss some important issues which are stated below:

1) For preparing routine of even-semester; as there has been some changes in the main routine of college.

2) For preparing power-point presentation and preparation of the various points as per AQAR. This is in accordance with the notice by Principal Sir, as per guidelines of NAAC-AQAR. Notice dated 02.02.2023

3) Discussion on works needed to be done for ~~sign~~ signing MOU with Sivasagar Girls College.

4) Curriculum revision for even semester, 2022-23

Signatures:

1) Dr. Anurag Jaiswal

3/2/23

2) Dr. Arundhara Narayan

3/2/23

3) Mrs. Raksha Begum

3/2/23

4) Dr. Sakshi Shekhar Begum

5) Dr. Prabha Jyoti Sarma

3/2/2023

## Action Taken Report

Department of Chemistry, Gargaon College

### Action Taken Report

Date: 09/02/2023

To,  
The Principal  
Gargaon College

Sir,

As per the decision in the meeting held on 3<sup>rd</sup> February, 2023, the following action has been taken

1. The departmental class routines have been prepared
2. The classes are allotted equally to all the faculty members of our department.
3. The courses were distributed among all the faculty members.

HOD, Chemistry

*9/2/23*  
( Dr . Anna Gogoi )  
Head of the Department  
Chemistry Department  
Gargaon College, Simaluguri

## Notice- Meeting-8

Department of Chemistry, Gargaon College

### NOTICE

Date:08/02/2023

It is hereby notified to the faculty members of the Department that a departmental meeting shall be held on 9<sup>th</sup> February 2023 at 12 noon to discuss about advanced and slow learners and collection of feedback from the students.

*08/02/23*  
HOD, Chemistry  
Head of the Department  
Chemistry (Dr. Anna Gogoi)  
Gargaon College, Simaluguri



## Minute of Meeting

### Departmental Meeting

Date: 09-02-23

Time: 12:00 noon

A meeting has been convened to discuss some important issues, stated below:

1. Division of workload 2 of AQAR amongst the faculty members.
2. Collection of data for point 1.
3. To make Mentor-Mentee list.
4. How to Tackle the slow and advanced learners:
  - a) Taking remedial classes.
  - b) Giving assignment.
5. To upload important photos in department WhatsApp group with caption.
6. Student feedback form for this session & analyse the same.

### Signatures.

1. Ansa Jaisi
2. Arantika Wangmay
3. Pakiza Begum

4. Sabeen Shehraz Begum
5. Prabon Jyoti Sarma



Department of Chemistry, Gargaon College

## Action Taken Report

Date: 08/02/2023

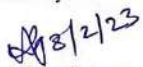
To,  
The Principal  
Gargaon College

Sir,

As per the decision in the meeting held on 9<sup>th</sup> February, 2023, the following action has been taken

1. The mentor mentee list for even SEM has been prepared
2. The slow and advanced learner students are identified and special classes/discussion has been arranged for them.

HOD, Chemistry

  
( Dr. Anna Gogoi )  
Head of the Department  
Chemistry Department  
Gargaon College, Simaluguri

## Notice- Meeting-9

Department of Chemistry, Gargaon College

### NOTICE

Date: 16 /03/2023

It is hereby informed that a general meeting with 6<sup>th</sup> semester students will be held on 17<sup>th</sup> March, 2023 at 11 am to discuss about attendance and any difficulties faced by the students at class. Therefore all the faculty members and students of 6<sup>th</sup> SEM are requested to present the same.

HOD, Chemistry

*16/03/23*  
Head of the Department  
(Chemistry Department)  
Gargaon College, Simaluguri

## Minute of the Meeting

### Meet with students

Date: 17-03-23

Time: 11-11:30 am


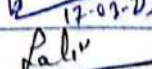
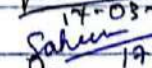
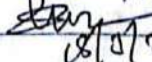

A meeting has been arranged with 6<sup>th</sup> sem students to motivate them for improving studies, & punctuality. The following points has been focused:

1) They had been missing classes in bank- importance of attending classes & how they will lose interest if they continue to be miss classes.

2) Only 6 out of 20 students have given Test conducted by Mr. R. Kumar Taher. They were motivated to give tests & how it would help them; the procedure a Teacher has to go through while conducting Test - paper setting, checking & the evaluation process has been discussed.

They ensure us that they would be attending tests & classes.

### Name / Sign of faculties

- |                    |                                                                                                 |
|--------------------|-------------------------------------------------------------------------------------------------|
| 1) Aram Das Nazary | <br>17/03/23 |
| 2) Ritunj Talu     | <br>17-03-23 |
| 3) Raksha Begum    | <br>17-03-23 |
| 4) Sahar S. Begum  | <br>17/03/23 |
| 5) Prabha J. Sarma | <br>18/03/23 |

| Sl. no. | Name                 | Signature            |
|---------|----------------------|----------------------|
| 1       | Bikramaditya Phukan  | Bikramaditya Phukan  |
| 2       | Raktim Raj Gogoi     | Rogoi                |
| 3       | Ashish Gogoi         | Ashish Gogoi         |
| 4       | Sourov Gogoi         | Sourov Gogoi         |
| 5       | Kalpa Jyoti Handique | Kalpa Jyoti Handique |
| 6       | Sandhamee Phukan     | Sandhamee Phukan     |
| 7       | Pratyasha Barakoty   | Pratyasha Barakoty   |
| 8       | Khirumoni Mohan      | Khirumoni Mohan      |
| 9       | Abhishek Gogoi       | Abhishek Gogoi       |
| 10      | Ankita Chetia        | Ankita Chetia        |
| 11      | Mrunal Phukan        | Mrunal Phukan        |
| 12      | Kalyani Baruah       | Kalyani Baruah       |
| 13      | Priyanka Talukdar    | Priyanka             |

## Notice -Meeting-10

Department of Chemistry, Gargaon College

### NOTICE

Date:23 /03/2023

It is hereby informed that a departmental meeting will be held on 24<sup>th</sup> March, 2023 at 9.30 am to discuss about Internal Academic Audit and preparation of departmental NC/ DC list. Therefore, all the faculty members are requested to present the same.

HOD, Chemistry

*23/03/23*  
(Dr. Anna Goswami)  
Head of the Department  
Chemistry Department  
Gargaon College, Simaluguri



## Minute of the Meeting





### Department Meeting

Date = 24/3/2023

A department meeting is organized on 24/3/2023 at 9:30 a.m. to discuss about the following points.

1. The Internal Academic Audit has been scheduled to be held on 27th & 28th March, 2023. For this purpose the department the faculties are doing their best to prepare the AQAR.
2. The students' attendance percentage is to <sup>be</sup> submitted to college to generate NC-DC list.

### Signatures

1. Anura Gosai- 
2. Arundha Narayan 
- 3.
- 4.
5. Sakun S. Begum 
6. Prabon J. Sarma  04/04/2023

## Action Taken Report

Department of Chemistry, Gargaon College

### Action Taken Report

Date: 4/04/2023

To,  
The Principal  
Gargaon College

Sir,

As per the decision in the meeting held on 24<sup>th</sup> March, 2023, the following action has been taken

1. The percentage of attendance for students has been prepared and submitted to office.

HOD, Chemistry

*[Signature]* 4/4/23  
(Dr. Artha Prasad)  
Chemistry Department  
Gargaon College, Simaluguri



## Notice -Meeting-11

Department of Chemistry, Gargaon College

### NOTICE

Date:03 /4/2023

It is hereby informed that a meeting will be held on 04<sup>th</sup> April, 2023 at 12.30 pm with faculty member of Chemistry department and IQAC coordinator to discuss about AQAR preparation. Therefore, all the faculty members are requested to present the same.

HOD, Chemistry  
03/04/23  
(Dr. Head of the Department  
Chemistry Department  
Gargaon College, Simaluguri)

## Minute of the Meeting

Meeting with IQAC, Coordinator

Date: 4/04/23.

A meeting was held today to discuss with the members of department of Chemistry, about the AQAR and points of improvement so that more ex-students can be involved with the department. It was recommended that —

1. Free admission to students joining in Add on course
2. Inclusion of project work in add on syllabus
3. Increased functionality of the Moll with Sibsagar Girls' college.
4. Inclusion of workshop/career counselling by ex-students presently in prestigious higher educational institutes.
5. Researcher's Talk in collaboration with GC Alumni Association and outreach program.

### Signatures


1. Arundhan Hazarika

2. Smajit Saikia

3. 

4. Pabi

5. Sakun

6.  04/04/2023

## Action taken Report

Department of Chemistry, Gargaon College

### Action Taken Report

Date: 12/04/2023

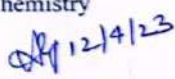
To,  
The Principal  
Gargaon College

Sir,

As per the decision in the meeting held on 4<sup>th</sup> April, 2023, the following action has been taken

1. One day career counselling program was organised to encourage students to attempt complete examination for higher studies.

HOD, Chemistry

  
( Dr . Anna Gogoi)

Head of the Department  
Chemistry Department  
Gargaon College, Simaluguri

## Notice- Meeting-12

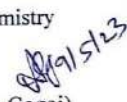
Department of Chemistry, Gargaon College

### NOTICE

Date:09 /05/2023

It is hereby informed that Departmental meeting will be held on 9<sup>th</sup> June, 2023 at 1.30 pm to discuss about arrangement of upcoming alumni meet. Therefore, all the faculty members are requested to present the same.

HOD, Chemistry

  
( Dr . Anna Gogoi)

Head of the Department  
Chemistry Department  
Gargaon College, Simaluguri



## Minute of the Meeting

Department Meeting  
09/05/23

A department meeting is held at the dept on 09/05/23 at 12:30 pm to discuss what was conveyed at the meeting of the Heads with the Principal.

1. AQAR revised submission date extended to 15/5/23 for those who have not submitted.
2. Presentation will be held between 15 - 20<sup>th</sup> May 2023. It will be held for last 4 years. (18-19, 20-21, 14-20, 21-22)
3. External evaluator will visit before 31<sup>st</sup> May. Those evaluators will be from NAAC ~~peer~~ peer team. All files must be updated.
4. Files and registers have to be updated for the last 4 years.
5. Department profile, personal profile and departmental activity files must be cleared ~~of~~ before 20<sup>th</sup> May 2023.
6. Result, placement & enrolment has to be given for the last 4 years, department-wise.

Signatures :

1. Dr. Anura Geopri . 09/5/23
- 2.
3. Rituraj Taha 09/05/2023
4. Dr. Rakiza Begum . 09-5-23
- 5.
6. Dr. Paborn J. Sarma 09/05/2023





## Minute of the Meeting

Inter-Department Meeting Day



Topic: Meeting for World Ocean Day

Time - 11:30 AM

31-5-2023

A meeting has been organized to discuss about how to celebrate world Ocean Day on 8<sup>th</sup> June. In the meeting, it is decided to organize a two days international workshop on a topic - "Career Planning: Exploring the Recent Trends in the Ocean of Science". It is also decided to invite four resource person to the workshop. Workshop would be conducted in online mode in zoom platform. The committee has decided to collaborate with Deptt. of Oceanography, Dibrugarh University to make the event more valuable.

Signatures:

- |                                                                                                                                                                            |                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. Arundha Narasany                                                                                                                                                        | 5. Saheen S. Begum Jalen |
| 2. Ritwaj Talu                                                                                                                                                             | 6. Pabon J. Sarma        |
| 3. Rakita Bora<br>31-5-2023                                                                                                                                                | 7.                       |
| 4.   | 8. Chirak Saha           |

## Action Taken Report

Department of Chemistry, Gargaon College

### Action Taken Report

Date: 10/05/2023

To,  
The Principal  
Gargaon College

Sir,

As per the decision in the meeting held on 31<sup>st</sup> May, 2023, the following action has been taken

2. Two days international workshop has been organised on the topic Career Planning: Exploring the recent trends in the Ocean of Science on online mode.
3. All the participate has been given participate certificate

HOD, Chemistry

*[Signature]* 10/5/23  
(Head of the Department  
Chemistry Department  
Gargaon College, Simaluguri)



## Minute of the Meeting

Department Meeting

Date : 03/06/23.

A department meeting was held today to discuss about celebration of world ocean day as a two-day program.


The main point of discussion was the Alumni Meet. It was decided that the Alumni meet would be held on 11<sup>th</sup> June 2023 (Sunday).


The flyer for the same was designed and distributed among the ex-students and invitation letters were <sup>decided to be</sup> prepared.


'Sunday' was chosen as most ex-students who are employed find it easier to come on closed days. Permission letter for using college amenities as well as Academic Gallery ~~was~~ are to be drawn. The canteen owners also has to be informed.

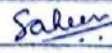
Signatures :-

1. Dr. Anna Jeopri. 

2. Dr. Arundha Narangy 

3. Rituraj 

4. Dr. Pakiza Begum. 

5. Dr. Saher Shehraz Begum 

## Action taken Report

Department of Chemistry, Gargaon College

### Action Taken Report

Date: 12/06/2023

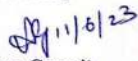
To,  
The Principal  
Gargaon College

Sir,

As per the decision in the meeting held on 03<sup>rd</sup> June, 2023, the following action has been taken

1. Alumni meet of Chemistry department was organized on 11/06/2023 (Sunday)
2. New WhatsApp group was open to communicate alumni.

HOD, Chemistry

  
( Dr . Anna Gogoi )  
Head of the Department  
Chemistry Department  
Gargaon College, Simaluguri



# Department of Commerce



| Sl no. | Date       | Meeting type | Agenda                                                                                                                                                                                                                        | Minutes                                                                                    |
|--------|------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 1      | 06/07/2022 | Departmental | Lab Maintenance fees and Departmental fund                                                                                                                                                                                    | A lab maintenance fee of Rs. 100 and Departmental Fee Rs. 1000 to be collected per teacher |
| 2      | 17/08/2022 | Departmental | Results and Regular Classes                                                                                                                                                                                                   |                                                                                            |
| 3      | 03/11/2022 | Departmental | Commerce Department Field Trip                                                                                                                                                                                                |                                                                                            |
| 4      | 07/02/2023 | Departmental | 1) Departmental AQAR Preparation<br>2) Program in memory of Mr. Gokul Ch. Sarmah<br>3) Department Fund Rs. 500<br>4) Webiner on Union Budget<br>5) Webiner with Zoology Department                                            |                                                                                            |
| 5      | 16/02/2023 | Departmental | Assignment of responsibility for preparation of AQAR                                                                                                                                                                          |                                                                                            |
| 6      | 16/02/2023 | Departmental | 1) Results of B.Com 1 <sup>st</sup> Semester analysis and remedial classes<br>2) Group Insurance of students                                                                                                                  |                                                                                            |
| 7      | 14/03/2023 | Departmental | Appreciation to Mrs. Fermuda Begum Baidev for Donation                                                                                                                                                                        |                                                                                            |
| 8      | 08/04/2023 | Departmental | Future Plan of the Department                                                                                                                                                                                                 |                                                                                            |
| 9      | 12/04/2023 | Departmental | Discussion Regarding Sessional Exam                                                                                                                                                                                           |                                                                                            |
| 10     | 02/06/2023 | Departmental | 1) Discussion on Industrial tour to ONGC Lakwa<br>2) Establishment of Tea Museum<br>3) Collaboration with Employment Exchange for Corporate Internship<br>4) coaching for FMO Post under APSC<br>5) Employment Exchange Drive |                                                                                            |
| 11     | 09/06/2023 | Departmental | Discussion of any issue pertaining to ONGC Industrial Tour                                                                                                                                                                    |                                                                                            |
| 12     | 19/06/2023 | Departmental | 1) Department AQAR presentation at Academic Gallery as on 22 <sup>nd</sup> June 2023<br>2) Departmental Presentation at DPS, Mezunga<br>3) Department Admission of B.Com 1 <sup>st</sup> Semester                             |                                                                                            |



## Department of Commerce

Gargaon College, Simaluguri,

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

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 05/07/2022

### NOTICE

The Department of Commerce is going to organise a departmental meeting regarding the fixation of Lab maintenance fee and Departmental fund on 06th July 2022. All the faculty members are requested to attend the same at the stipulated time.

*M. Bora*  
05/07/22

(Dr. Meghali Bora)

HoD, Department of Commerce,  
Gargaon College

*HOD*  
Department of Commerce  
Gargaon College  
Date .....



## Department of Commerce

Gargaon College, Simaluguri,

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

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 06/07/2022

### MINUTES OF MEETING dated 6th July 2022

**Presence of the members:**

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh

**Item No.1:** To collect lab maintenance fee

**Resolution:** Resolved that each student shall contribute RS.100 towards lab maintenance fee.

**Item No.2:** To collect Departmental Fund

**Resolution:** Resolved that an amount of Rs. 1000 shall be collected from each faculty for miscellaneous expenses of the department.

*M. Bora*  
06/07/22  
HOD  
Department of Commerce  
Gargaon College  
Date .....



## Department of Commerce

**Gargaon College, Simaluguri,**

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

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 16/08/2022

### NOTICE

The Department of Commerce is going to organise a departmental meeting regarding results and regular classes on 17th August 2022. All the faculty members are requested to attend the same at the stipulated time.

*m. bora*  
16/08/22

(Dr. Meghali Bora)  
HoD, Department of Commerce,  
Gargaon College

Department of Commerce  
Gargaon College



**Department of Commerce**  
**Gargaon College, Simaluguri,**  
P.O. Simaluguri, Dist. Sivasagar (Assam)  
Pin: 785686  
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 17/08/2022

**MINUTES OF MEETING**  
dated 17th August 2022

**Presence of the members:**

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh

**Item No.1:** To discuss results of 5th Semester students

**Resolution:** Resolved that classes of 5th Semester students have to attend classes regularly without any delay.

**Item No.2:** To digitalise teaching learning process

**Resolution:** Resolved that every faculty shall make effort towards digital teaching in digital classrooms of the department.

*M Bora*  
17/08/22

(Dr. Meghali Bora)  
HoD, Department of Commerce  
Gargaon College

*HOD*  
Department of Commerce  
Gargaon College  
Date .....



**Department of Commerce**  
**Gargaon College, Simaluguri,**  
P.O. Simaluguri, Dist. Sivasagar (Assam)  
Pin: 785686  
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 02/11/2022

**NOTICE**

The Department of Commerce is going to organise a departmental meeting on 3rd November 2022 regarding the field trip to be organised by the Department. All the faculty members are requested to attend the same at the stipulated time.

*M Bora*  
02/11/22

(Dr. Meghali Bora)  
HoD, Department of Commerce,  
Gargaon College  
**HOD**  
Department of Commerce,  
Gargaon College  
Date .....





**Department of Commerce**  
**Gargaon College, Simaluguri,**

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

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Dated: 03/11/2022

**MINUTES OF MEETING**  
dated 3rd November 2022

**Presence of the members:**

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh

**Item No.1:** To discuss the time and venue of Department Field trip

**Resolution:** Resolved that a department field trip shall be organised on 9th of November to Dillighat at Charaideo District for students of all the semesters

*Meghali Bora*  
03/11/22

(Dr. Meghali Bora)  
HoD, Department of Commerce  
Gargaon College

Department of Commerce  
Gargaon College  
Date .....



## Department of Commerce

**Gargaon College, Simaluguri,**

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

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 06/02/2023

### NOTICE

The Department of Commerce is going to organise a departmental meeting regarding the AQAR preparation, programme in memory of Mr. Gokul Ch. Baruah, Webiner etc on 7th February 2023. All the faculty members are requested to attend the same at the stipulated time.

*m/bora*  
06/02/23

(Dr. Meghali Bora)  
HoD, Department of Commerce,  
Gargaon College

*HOD*  
Department of Commerce  
Gargaon College  
Date .....



## Department of Commerce

### Gargaon College, Simaluguri,

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

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 07/02/2023

#### MINUTES OF MEETING dated 7th February 2023

**Presence of the members:**

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh

**Item No.1:** To prepare the department AQAR report

**Resolution:** Resolved that department AQAR report shall be prepared in live with the College AQAR report

**Item No.2:** To collect Departmental Fund

**Resolution:** Resolved that an one time amount of Rs. 500 shall be collected from each faculty for miscellaneous expenses of the department.

**Item No. 3:** To organise a program in memory of Mr. Gakul Ch. Baruah

**Resolution:** Program shall be organised soon

**Item No. 4:** Organise webinar

**Resolution:** Resolved that webinars are to be held by the department in coming days.

*Meghali Bora*  
07/02/23

(Dr. Meghali Bora)

HoD, Department of Commerce  
Gargaon College

*HOD*

Department of Commerce  
Gargaon College

Date .....



## Department of Commerce

Gargaon College, Simaluguri,

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

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 13/02/2023

### NOTICE

The Department of Commerce is going to organise a departmental meeting regarding the assignment of duty with regard to preparation of AQAR, the assessment of results of B. Com 1st semester students and decide remedial action as well as on Group Insurance on the 16th of February, 2023. All the faculty members are requested to attend the same at the stipulated time.

*Meghali Bora*  
13/02/23

(Dr. Meghali Bora)  
HoD, Department of Commerce,  
Gargaon College

*HO D*

Department of Commerce  
Gargaon College

Date .....



**Department of Commerce**  
**Gargaon College, Simaluguri,**  
P.O. Simaluguri, Dist. Sivasagar (Assam)  
Pin: 785686  
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 16/02/2023

**MINUTES OF MEETING**  
dated 16th February 2023

**Presence of the members:**

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh

**Item No.1:** To distribute duties for department AQAR report

**Resolution:** Resolved that department AQAR report shall be prepared in live with the College AQAR report and accordingly all the faculties were assigned individual responsibilities.

*M Bora*  
16/02/23

(Dr. Meghali Bora)  
HoD, Department of Commerce  
Gargaon College

3/02  
Department of Commerce  
Gargaon College  
Date .....



**Department of Commerce**  
**Gargaon College, Simaluguri,**  
P.O. Simaluguri, Dist. Sivasagar (Assam)  
Pin: 785686  
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 14/03/2023

**NOTICE**

The Department of Commerce is going to organise a departmental meeting on 14th March, 2023 for appreciation to Ms. Fermuda Begum, Ex Faculty of the department for her noble donation towards the Department. All the faculty members are requested to attend the same at the stipulated time.

*m/bora*  
*14/03/23*

(Dr. Meghali Bora)  
HoD, Department of Commerce,  
Gargaon College  
Department of Commerce  
Gargaon College  
Date .....





## Department of Commerce

Gargaon College, Simaluguri,

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

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 14/03/2023

### MINUTES OF MEETING dated 14th March 2023

**Presence of the members:**

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh

**Item No.1:** To appreciate the Noble donation of Ms. Fermuda Begum

**Resolution:** Resolved that the department is grateful towards Madam Fermuda Begum, Retired Faculty of the department for her noble donation of an inverter with battery worth Rs. 35,000 to the department.

*Meghali Bora*  
14/03/23

(Dr. Meghali Bora)  
HoD, Department of Commerce  
Gargaon College

*HO*  
Department of Commerce  
Gargaon College  
Date .....



**Department of Commerce**  
**Gargaon College, Simaluguri,**  
P.O. Simaluguri, Dist. Sivasagar (Assam)  
Pin: 785686  
Email: deptofcommercegargaoncollege@gmail.com

Ref no: .....

Dated: 07/04/2023

**NOTICE**

The Department of Commerce is going to organise a departmental meeting on 8th April 2023 regarding discussion of the future plans and course of action by the Department. All the faculty members are requested to attend the same at the stipulated time.

*M. Bora*  
08/04/23

(Dr. Meghali Bora)  
HoD, Department of Commerce,  
Gargaon College

*HO*  
Department of Commerce  
Gargaon College  
Date .....



## Department of Commerce

### Gargaon College, Simaluguri,

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

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 08/04/2023

#### MINUTES OF MEETING dated 8th April 2023

##### Presence of the members:

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh

**Item No.1:** To discuss future plans of the Department

**Resolution:** Resolved that the department will in a best possible way implement the plan handled by the college. A roadmap was also prepared for same.

*mbora*  
08/04/23

(Dr. Meghali Bora)  
HoD, Department of Commerce  
Gargaon College

*HO*  
Department of Commerce  
Gargaon College  
Date .....



**Department of Commerce**  
**Gargaon College, Simaluguri,**  
P.O. Simaluguri, Dist. Sivasagar (Assam)  
Pin: 785686  
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 01/06/2023

**NOTICE**

The Department of Commerce is going to organise a departmental meeting for discussing multiple issues of the Department on 2nd June 2023. All the faculty members are requested to attend the same at the stipulated time.

*m/bora*  
*01/06/23*

(Dr. Meghali Bora)  
HoD, Department of Commerce,  
Gargaon College

*HO*  
Department of Commerce  
Gargaon College  
Date .....



**Department of Commerce**  
**Gargaon College, Simaluguri,**  
P.O. Simaluguri, Dist. Sivasagar (Assam)  
Pin: 785686  
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 02/06/2023

**MINUTES OF MEETING**  
dated 2nd June 2023

**Presence of the members:**

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh
7. Dr. Nazreen Parveen Ali

**Item No.1:** To discuss issues relating to Industrial tour to ONGC

**Resolution:** Resolved that industrial tour is to be conducted on 10th June 2023 and plans for same shall be carried out as soon as possible.

**Item No. 2:** To submit proposal for establishment of Tea Museum

**Resolution:** Resolved that proposal for establishment of tea museum within college is to be submitted for showcasing history, cultures significance of tea industry in Assam.

**Item No. 3:** Collaborations with Employment Exchange

**Resolution:** Resolved that collaborations to be sought with Employment Exchange to provide Corporate Internships to the students. Also the employment exchange drive for 5th semester students was discussed

**Item No. 4:** Provide FMO coaching to aspiring students

**Resolution:** Resolved that faculty shall actively engage in providing coaching for FMO examination to be conducted by APSC.

*M/Bora*  
02/06/23

(Dr. Meghali Bora)

HoD, Department of Commerce  
Gargaon College

*HOD*

Department of Commerce

Gargaon College

Date .....



**Department of Commerce**  
**Gargaon College, Simaluguri,**

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

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 08/06/2023

**NOTICE**

The Department of Commerce is going to organise a departmental meeting on 9th June 2023 to discuss the issues pertaining to the ONGC industrial Tour scheduled on 11th June 2023. All the faculty members are requested to attend the same at the stipulated time.

*M. Bora*  
08/06/23

(Dr. Meghali Bora)  
HoD, Department of Commerce,  
Gargaon College  
Department of Commerce  
Gargaon College  
Date .....





**Department of Commerce**  
**Gargaon College, Simaluguri,**  
P.O. Simaluguri, Dist. Sivasagar (Assam)  
Pin: 785686  
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 09/06/2023

**MINUTES OF MEETING**  
dated 9th June 2023

**Presence of the members:**

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh
7. Dr. Nazreen Parveen Ali

**Item No.1:** To discuss issues relating to Industrial tour to ONGC

**Resolution:** Resolved that the industrial tour for the students to ONGC shall be organised on 10th of June 2023. Transportation arrangement, food arrangement, route etc were discussed. Further resolved that any amount left over after the completion of tour shall be applied to upgradation facilities for students.

*Meghali Bora*  
09/06/23

(Dr. Meghali Bora)  
HoD, Department of Commerce  
Gargaon College

3/02  
Department of Commerce  
Gargaon College  
Date .....



**Department of Commerce**  
**Gargaon College, Simaluguri,**  
P.O. Simaluguri, Dist. Sivasagar (Assam)  
Pin: 785686  
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 18/06/2023

**NOTICE**

The Department of Commerce is going to organise a departmental meeting regarding the presentation of AQAR 2021-22, Department presentation at DPS, Nazira and matters related to Admission of B.Com 1st Semester. All the faculty members are requested to attend the same at the stipulated time.

*M. Bora*  
18/06/23

(Dr. Meghali Bora)  
HoD, Department of Commerce,  
Gargaon College  
3102  
Department of Commerce  
Gargaon College  
Date .....



## Department of Commerce

Gargaon College, Simaluguri,

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

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 19/06/2023

### MINUTES OF MEETING dated 19th June 2023

**Presence of the members:**

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh
7. Dr. Nazreen Parveen Ali

**Item No.1:** To discuss regarding AQAR presentation

**Resolution:** Resolved that the department AQAR shall be presented by Mr. Anil Tanti and Dr. Mintu Gogoi at the scheduled date.

**Item No. 2:** To visit DPS Nazira

**Resolution:** Resolved that an awareness on prospects of Commerce Education in the College shall be presented to students of DPS, Nazira by Mrs. Nomami Dutta, Mr. Gautom Hazarika and Dr. Nazreen Parveen Ali on 22nd June 2023.

**Item No. 3:** Admission of B.Com 1st Semester

**Resolution:** Resolved that all the Faculty members will actively co operate in the admission process of B.Com 1st Semester during the month of July.

*M/Bora*  
19/06/23

(Dr. Meghali Bora)  
HoD, Department of Commerce  
Gargaon College  
HOD  
Department of Commerce  
Gargaon College  
Date .....



# Department of Economics



**DEPARTMENT OF ECONOMICS  
GARGAON COLLEGE**

Estd. – 1959

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

Pin: 785686

Email: economics2021\_gc@gmail.com

Date: 17-8-2022

**NOTICE**

The Department of Economics is going to conduct a meeting regarding departmental routine for the new session, allotment of classes to teachers, course distribution etc. for the odd Semester (2022) on 17-8-2022. All faculty members are requested to attend at the stipulated time.

(Dr. K. J. Handique)  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS  
GARGAON COLLEGE**

Estd. – 1959  
P.O. Simaluguri, Dist. Sivasagar (Assam)  
Pin: 785686  
Email: economics2021.gc@gmail.com

Date: 17-8-2022

**MINUTES OF MEETING-1**

**Presence of the Members:**

1. Dr. K.J. Handique
2. Dr. R. Borah
3. N. Chutia
4. Dr. S. Saikia
5. A. Dutta
6. J. Lahon
7. A. Kumari

**Item No. 1:** To discuss about departmental routine for the new session.

The Head of the Department initiated a meeting to discuss about the departmental routine for the new session and allotment of classes to teachers based on the central routine of the college.

**Resolution No. 1:** Resolved that the departmental routine and allotment of classes will be done available as soon as the central routine is made available by the College Routine Development committee.

**Item No.2:** To discuss about the unit distribution for the Odd Semester syllabus of the department.

The Head of the Department initiated a meeting to discuss about the unit distribution for the Odd Semester syllabus among the teachers.

**Resolution No.2:** Resolved that the course distribution for the Odd Semester (2022) syllabus will be the done immediately.

(Dr. K.J. Handique)  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri





**DEPARTMENT OF ECONOMICS  
GARGAON COLLEGE**

Estd. – 1959  
P.O. Simaluguri, Dist. Sivasagar (Assam)  
Pin: 785686  
Email: economics2021\_gc@gmail.com

Date: 20-8-2022

**ACTION TAKEN REPORT-1**

To  
The Principal  
Gargaon College

Sir,

I have the honour to inform that as per decision of the Departmental meeting held on 17-8-2022, the following actions have been taken.

1. The departmental routine has been set, allotment of classes among the teachers based on the central routine has been made properly.
2. The unit distribution among the teachers for the Odd Semester syllabus has been completed as per the decision of the meeting.

(Dr. K.J. Handique)  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS  
GARGAON COLLEGE**

Estd. - 1959

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

Pin: 785686

Email: economics2021.gc@gmail.com

Date: 1-2-2023

**NOTICE**

The Department of Economics is going to conduct a meeting regarding departmental routine for the new session, allotment of classes to teachers, course distribution etc. for the Even Semester (2023) on 1-2-2023. All faculty members are requested to attend at the stipulated time.

(Dr. K.J. Handique)  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS  
GARGAON COLLEGE**

Estd. - 1959

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

Pin: 785686

Email: economics2021.gc@gmail.com

Date: 1-2-2023

**MINUTES OF MEETINGS -2**

**Presence of Members:**

1. Dr. K.J. Handique
2. Dr. R. Borah
3. N. Chutia
4. Dr. S. Saikia
5. A. Dutta
6. J. Lahon
7. A. Kumari

**Item No. 1:** To discuss about departmental routine among the teachers.

The Head of the Department initiated a meeting to discuss about the departmental routine and allotment of classes to teachers based on the central routine of the college.

**Resolution No.1:** Resolved that the departmental routine and allotment of classes will be done available as soon as the central routine is made available by the College Routine Development committee.

**Item No. 2:** To discuss about the course distribution for the Even Semester syllabus

The Head of the Department initiated a meeting to discuss about the course distribution for the Even Semester syllabus.

**Resolution: No. 2:** Resolved that the course distribution for the Even Semester(2023) syllabus will be the done immediately.

(Dr. K.J. Handique)  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS  
GARGAON COLLEGE**

Estd. – 1959  
P.O. Simaluguri, Dist. Sivasagar (Assam)  
Pin: 785686  
Email: economics2021.gc@gmail.com

Date: 10-2-2023

**ACTION TAKEN REPORT-2**

To  
The Principal  
Gargaon College

Sir,

As per decision of the Department meeting held on 1-2-2023, the following actions have been taken.

1. The departmental routine has been set and allotment of classes to teachers based on the central routine has been done in the department.
2. The unit distribution for the Even Semester 2023 syllabus has been completed of the department.

Dr. K.J. Handique  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS  
GARGAON COLLEGE**

Estd. - 1959

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

Pin: 785686

Email: economics2021\_gc@gmail.com

Date: 14-2-2023

**NOTICE**

The Department of Economics is going to conduct a meeting regarding discussion on organising seminar on G-20 Presidency and celebrating International Day of Happiness for the Even Semester (2023) on 14-2-2023. All faculty members are requested to attend the meeting at the stipulated time.

(Dr. K.J. Handique)  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS  
GARGAON COLLEGE**

Estd. - 1959  
P.O. Simaluguri, Dist. Sivasagar (Assam)  
Pin: 785686  
Email: economics2021.gc@gmail.com

Date: 14-2-2023

**MINUTES OF MEETINGS -3**

**Presence of Members:**

1. Dr. K.J. Handique
2. Dr. R. Borah
3. N. Chutia
4. Dr. S. Saikia
5. A. Dutta
6. J. Lahon
7. A. Kumari

**Item No.1:** To discuss about organising a seminar on G-20 Presidency for the Even Semester (2023).

**Resolution No. 1:** Resolved that a seminar on "G-20 Presidency and India's Prospects" in the department would be organized as soon as possible.

**Item No.2:** To discuss about celebrating the International Day of Happiness.

**Resolution No. 2:** Resolved that International Day of Happiness will be celebrated in the department.

Dr. K.J. Handique  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri





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

Pin: 785686

Email: economics2021.gc@gmail.com

Date: 04-3-2023

**ACTION TAKEN REPORT-3**

To  
The Principal  
Gargaon College

Sir,

As per decision of the Department meeting held on 14-2-2023, the following actions have been taken.

1. A seminar on "G-20 Presidency and India's Prospects" was held on March 3rd, 2023.

Dr. K.J. Handique  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS  
GARGAON COLLEGE**

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Pin: 785686

Email: economics2021.gc@gmail.com

Date: 20-3-2023

**ACTION TAKEN REPORT-4**

To  
The Principal  
Gargaon College

Sir,

As per decision of the Department meeting held on 14-2-2023, the following actions have been taken.

1. International Day of Happiness was celebrated by the department was on March 20th, 2023.

Dr. K.J. Handique  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri



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P.O. Simaluguri, Dist. Sivasagar (Assam)  
Pin: 785686  
Email: economics2021.gc@gmail.com

Date: 10-4-2023

**NOTICE**

The Department of Economics is going to conduct a meeting regarding discussion on organising programme on career opportunity among the students of the department on 10-4-2023. All faculty members are requested to attend at the stipulated time.

(Dr. K.J. Handique)  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri



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Pin: 785686

Email: economics2021.gc@gmail.com

Date: 10-4-2023

**MINUTES OF MEETINGS -4**

**Presence of Members:**

1. Dr. K.J. Handique
2. Dr. R. Borah
3. N. Chutia
4. Dr. S. Saikia
5. A. Dutta
6. J. Lahon
7. A. Kumari

**Item No.1:** To discuss about holding an awareness programme on career opportunity among the students of the department. The Head of the Department request the members of the need to undertake awareness programmes on career opportunity among the students of the department.

**Resolution No. 1:** Resolved that awareness programme on career opportunity among the students of the department will be held in the coming days.

Dr. K.J. Handique  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri



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Pin: 785686  
Email: economics2021.ge@gmail.com

Date: 09-5-2023

**ACTION TAKEN REPORT-5**

To  
The Principal  
Gargaon College

Sir,

I have the honour to inform you that as per decision of the Department meeting held on 10-4-2023, the following actions has been taken:

1. A programme on "Career Prospects after Graduation: Exploring Opportunities & Facing Challenges" was organized on 19th April, 2023.
2. A lecture on "Career avenues after graduation: Overview of Banking exams" was organized on 4th May, 2023.

Dr. K.J. Handique  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri



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

Pin: 785686

Email: economics2021\_gc@gmail.com

Date: 28-4-2023

**NOTICE**

The Department of Economics is going to conduct a meeting regarding the need to undertake a Parent Teacher Meeting to discuss the student oriented works with the parents on 28-4-2023. All faculty members are requested to attend at the stipulated time.

(Dr. K.J. Handique)  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri





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Pin: 785686  
Email: economics2021\_gc@gmail.com

Date: 28-4-2023

**MINUTES OF MEETINGS -5**

**Presence of Members:**

1. Dr. K.J. Handique
2. Dr. R. Borah
3. N. Chutia
4. Dr. S. Saikia
5. A. Dutta
6. J. Lahon
7. A. Kumari

**Item No.1:** To discuss about holding Parent teacher Meeting in the department. The Head of the Department request the members of the need to undertake a Parent Teacher Meeting to discuss the student oriented works with the parents.

**Resolution No. 1:** Resolved that a Parent Teacher Meeting would be called as soon as possible in the department.

Dr.K.J.Handique  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS  
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Pin: 785686

Email: economics2021.ge@gmail.com

Date: 06-6-2023

**ACTION TAKEN REPORT - 6**

To  
The Principal  
Gargaon College

Sir,

I have the honour to inform you that as per decision of the Department meeting held on 28-4-2023, the following actions has been taken

1. A Parent Teacher Meeting was held on 06-6-2023 in the Department.

Dr. K.J. Handique  
HOD, Economics  
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique  
Associate Professor & Head  
Department of Economics  
Gargaon College, Simaluguri



# Department of Education



**DEPARTMENT OF EDUCATION**  
**GARGAON COLLEGE**  
**ESTD-1959**  
**P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)**  
**PIN:785686**  
EMAIL: edudeptgc@gmail.com

Date: 1<sup>st</sup> august 2022

**NOTICE**

The Department of Education is going to conduct a meeting regarding departmental routine, allotment of classes to teachers, course distribution etc for the odd semester (2022) on 2nd august 2022. All faculty members are requested to attend in the meeting at 2 pm..

Dr Bidyananda Borkakoty  
HoD, Department of Education  
Gargaon college, Simaluguri  
Dr Bidyananda Borkakoty  
HoD & Associate Professor  
Department of Education  
Gargaon College



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PIN:785664





Email:edudeptgc@gmail.com

Date: 02/08/2022

MINUTES OF MEETING-1

Date: 2<sup>nd</sup> august.

Presence of the Members:

1. Dr. Bidyananda Borkakoty 
2. Dr. Nitali Borgohain Konwar 
3. Dr. Ratna Das 
4. Dr. Poli knowar 


Item No. 1: To discuss about departmental routine

The Head of the department initiated a meeting to discuss about the departmental routine and allotment of classes to teachers based on the central routine.

**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.

**Item no. 2:** To discuss about the course distribution for the Odd semester (2022) syllabus. The Head of the Department initiated a meeting to discuss about the course distribution for the Odd semester(2022) syllabus.

**Resolution: No. 2:** Resolved that the course distribution for the Odd semester (2022) syllabus will be the done immediately.

  
(Dr. Bidyananda Borkakoty)

HoD , Education

Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty  
HoD & Associate Prof.  
Department of Education  
Gargaon College



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PIN:785664  
Email: [edudeptgc@gmail.com](mailto:edudeptgc@gmail.com)

Date:03/08/2022

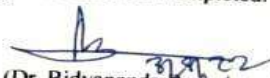
**ACTION TAKEN REPORT-1**

To  
The Principal  
Gargaon college

Sir,

As per decision of the Department meeting held on 2<sup>nd</sup> August 2022, the following actions have been taken.

1. The departmental routine has been set and allotment of classes to teachers based on the central routine has been made.
2. The course distribution for the odd semester (2022) syllabus has been completed.

  
(Dr. Bidyananda Borkakoty )

HoD , department of Education  
Gargaon college, Simaluguri

Dr Bidyananda Borkakoty  
HoD & Assessor  
Department of Education  
Gargaon College





2.

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**P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)**  
**PIN:785686**  
**EMAIL: edudeptge@gmail.com**

**Date: 05/09/2022**

**NOTICE**

The Department of Education is going to conduct a meeting regarding the celebration of International Literacy day on 8<sup>th</sup> September 2022 at 3 pm. All faculty members are requested to attend the meeting at stipulated time.

  
Dr Bidyananda Borkakoty

HoD, Department of Education

Gargaon college, Simaluguri

Dr Bidyananda Borkakoty  
HoD & Associate Professor  
Department of Education  
Gargaon College



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Email:edudeptgc@gmail.com

Date: 06/09/2022

MINUTES OF MEETING-2

Date: 6<sup>th</sup> September

Presence of the Members:

5. Dr. Bidyananda Borkakoty *B*
6. Dr. Nitali Borgohain Konwar *NK*
7. Dr. Ratna Das *R*
8. Dr. Poli knowar *PK*

**Item No. 1:** To discuss about the celebration of international literacy day.

The Head of the department initiated a meeting to discuss about the celebration of international literacy day

**Resolution No.1:** Resolved that the department of education is going to celebrate international literacy day.

**Item no. 2:** International literacy day will be celebrated at Gargaon primary school.

**Resolution: No. 3:** Cultural programme and reading - writing material will be distributed among the children.

*(Signature)*  
(Dr. Bidyananda Borkakoty)

HoD, Education

Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty  
HoD & Assoc. Prof.  
Department of Education  
Gargaon College



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**Date:08/09/2022**

**ACTION TAKEN REPORT-2**

To  
The Principal  
Gargaon college

Sir

As per decision of the Department meeting held on 6<sup>th</sup> August 2022, the following actions have been taken.

1. International literacy day was celebrated at Gargaon primary school.
2. Food items and writing materials were distributed among children.
3. Students were taking part in cultural program.

(Dr. Bidyananda Borkakoty )

HOD , department of Education  
Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty  
H.O & Associate  
Department of Education  
Gargaon College



**DEPARTMENT OF EDUCATION**

**GARGAON COLLEGE**

**ESTD-1959**

**P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)**

**PIN:785686**

**EMAIL: [edudeptgc@gmail.com](mailto:edudeptgc@gmail.com)**

**Date: 26/09/ 2022**

**NOTICE**

The Department of Education is going to conduct a meeting to discuss regarding the organisation of Special Lecture for the students of the Department of Education on 27/9/2023 at 2pm. All faculty members are requested to attend the meeting at stipulated time.

  
26/9/22  
Dr Bidyananda Borkakoty

HoD, Department of Education  
Gargaon college, simaluguri

Dr Bidyananda Borkakoty  
HoD & Associate Professor  
Department of Education  
Gargaon College



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Email:edudeptgc@gmail.com

Date: 27/09/2022

MINUTES OF MEETING-3

Date: 27 September

Presence of the Members:

1. Dr. Bidyananda Borkakoty *BB*
2. Dr. Nitali Borgohain Konwar *NBK*
3. Dr. Ratna Das *RD*
4. Dr. Poli knowar *PK*
5. Kongkona Borah *KB*
6. Porishmita Kakoty *PK*

**Item No. 1:** To discuss about the organization of Special Lecture for the students of the Department of Education.

**Item No 2:** The Head of the department initiated a meeting to discuss about the organisation of Special Lecture for the students of the Department of Education.

**Resolution No.1:** Resolved that the department of education is going to organize a Special Lecture for the students of the Department of Education.

**Resolution No.2:** To organise a Special Lecture for the students of the Department of Education.

**Resolution 3.** ROMERO LUCIANO D' SOUZA would be resource person of the program

**Resolution 4.** Dr. Sabyasachi Mahanta, principal of Gargaon college was the inaugurator of the programme

*BB*  
(Dr. Bidyananda Borkakoty  
HoD , Department of Education

Dr. Bidyananda Borkakoty  
HoD & Associate Professor  
Department of Education  
Gargaon College



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PIN:785664  
Email: [edudeptgc@gmail.com](mailto:edudeptgc@gmail.com)**

**Date:03/10/2022**

**ACTION TAKEN REPORT-3**

To  
The Principal  
Gargaon college

Sir

As per decision of the Department meeting held on 26 September 2022, the following actions have been taken.

1. A special lecture on Scientific Method and Research in Education was organised.
2. Romero Luciano D' Souza was the Resource person of the Lecture.
3. Dr. Sabyasachi Mahanta principal of Gargaon college was the inaugurator of the program
4. 95 participants were took part in the program.

  
(Dr. Bidyananda Borkakoty)

HoD , department of Education

Dr. Bidyananda Borkakoty  
HoD - Department of Education  
Gargaon College

Gargaon college, Simalugurri



**DEPARTMENT OF EDUCATION**

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**ESTD-1959**

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**PIN:785686**

**EMAIL: [edudentgc@gmail.com](mailto:edudentgc@gmail.com)**

**Date: 10/11/2022**

**NOTICE**

The Department of Education is going to conduct a meeting to discuss about the conducting of sessional examination to be held from 14 November to 18 November on 12/11/2023 at 3pm.. All faculty members are requested to attend the meeting at stipulated time.

Dr Bidyananda Borkakoty

HoD, Department of Education

Gargaon college, Simaluguri

Dr Bidyananda Borkakoty  
HoD & Associate Professor  
Department of Education  
Gargaon College





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Email:edudeptgc@gmail.com

Date: 12/11/2022

MINUTES OF MEETING-4

Presence of the Members:

1. Dr. Bidyananda Borkakoty *AB*
2. Dr. Nitali Borgohain Konwar *NB*
3. Dr. Ratna Das *RD*
4. Dr. Poli knowar *PK*
5. Kongkona Borah *KB*

Item No. 1: To discuss about the time table of sessional examination.

Item No 2: The Head of the department initiated a meeting to discuss about the question paper setting for the upcoming sessional examination.

Item no. 3: Discussed about the distribution of examination duty.

*AB*  
(Dr. Bidyananda Borkakoty) 12/11/22

HoD, Education  
Gargaon college, Simaluguri

Dr. Bidyananda Bor  
HoD & Associate Profes  
Departm of Education  
Gargaon College



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**Email: [edudeptgc@gmail.com](mailto:edudeptgc@gmail.com)**

**Date:18/11/2022**


**ACTION TAKEN REPORT-4**

To  
The Principal  
Gargaon college


Sir

As per decision of the Department meeting held on 12 November 2022, the following actions have been taken.

1. The department of Education has conducted the sessional examination.
2. Answer scripts were taken for evaluation.

  
(Dr. Bidyananda Borkakoty)

HoD , department of Education  
Gargaon college, Simaluguri





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**PIN:785686**  
**EMAIL: [edudeptgc@gmail.com](mailto:edudeptgc@gmail.com)**

**Date: 18 January 2023**

**NOTICE**

The Department of Education is going to conduct a meeting regarding departmental routine, allotment of classes to the teachers, course distribution etc for the even semester (2023) on 19 January 2023. All faculty members are requested to attend at 3pm..

  
Dr Bidyananda Borkakoty

HoD, Department of Education  
Gargaon college, Simaluguri

Dr Bidyananda Borkakoty  
HoD & Associate Professor  
Department of Education  
Gargaon College



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Email:edudeptgc@gmail.com

Date: 19/01/2023

MINUTES OF MEETING-5

Date: 19 January

Presence of the Members:

- 1Dr. Bidyananda Borkakoty *[Signature]*
- 2Dr. Nitali Borgohain Konwer *[Signature]*
- 3Dr. Ratna Das
- 4Dr. Poli knower *[Signature]*
- 5 Konkona Borah *[Signature]*
5. Porishmita Kakoty *[Signature]*

Item No. 1: To discuss about departmental routine

The Head of the department initiated a meeting to discuss about the departmental routine and allotment of classes to the teachers based on the central routine.

**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.

**Item no. 2:** To discuss about the course distribution for the even semester (2023) syllabus. The Head of the Department initiated a meeting to discuss about the course distribution for the even semester(2023) syllabus.

**Resolution: No. 2:** Resolved that the course distribution for the even semester (2023) syllabus will be done immediately.

*[Signature]*  
(Dr. Bidyananda Borkakoty)

HoD, Department of Education

Dr. Bidyananda Borkakoty  
HoD & Associate Professor  
Department of Education  
Gargaon College



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**PIN:785664**  
**Email: [edudentge@gmail.com](mailto:edudentge@gmail.com)**

**Date:20/01/2023**

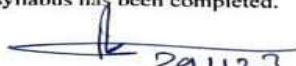
**ACTION TAKEN REPORT-5**

To  
The Principal  
Gargaon college

Sir

As per decision of the Department meeting held on 19 January 2023, the following actions have been taken.

3. The departmental routine has been set and allotment of classes to the teachers based on the central routine has been made.
4. The course distribution for the even semester(2023) syllabus has been completed.

  
(Dr. Bidyananda Borkakoty )

HoD , department of Education  
Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty  
H.O. & Associate Professor  
Department of Education



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**PIN:785686**  
**EMAIL:edudeptgc@gmail.com**

**Date: 14/03/ 2023**

**NOTICE**

The Department of Education is going to conduct a meeting regarding the organization of Special Lecture for the students of Department of Education tomorrow on 15/03/23at 3pm..All faculty members are requested to attend the meeting at stipulated time.

  
14/3/23  
Dr Bidyananda Borkakoty

HoD, Department of Education  
Gargaon college, Simal

Dr Bidyananda Borkakoty  
HoD & Associate Professor  
Department of Education  
Gargaon College



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Email:[edudeptgc@gmail.com](mailto:edudeptgc@gmail.com)

Date: 15/03/2023

MINUTES OF MEETING-6

Date: 15 March

Presence of the Members:

1. Dr. Bidyananda Borkakoty
2. Dr. Nitali Borgohain Konwer
3. Dr. Ratna Das
4. Dr. Poli knower
5. Kongkona Borah
6. Porishmita Kakoty

**Item No. 1:** To discuss about the organization of Special Lecture for the students of the Department of Education.

**Item No 2:** The Head of the department initiated a meeting to discuss about the organisation of Special Lecture for the students of the Department of Education.

**Resolution No.1:** Resolved that the department of education is going to organize a Special Lecture for the students of the Department of Education.

**Resolution 2.** Miss Prakashi Dowarah would be resource person of the program resolution  
Dr. Sabyasachi Mahanta principal of Gargaon college was the inaugurator of the program.

(Dr. Bidyananda Borkakoty)  
HoD, Department of Education

Dr. Bidyananda Borkakoty  
Assistant Professor  
Department of Education  
Gargaon College





**DEPARTMENT OF EDUCATION  
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PIN:785664  
Email: [edudeptgc@gmail.com](mailto:edudeptgc@gmail.com)**

**Date:20/03/2023**

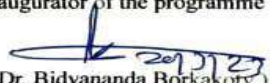
**ACTION TAKEN REPORT-6**

To  
The Principal  
Gargaon college

Sir

As per decision of the Department meeting held on 15<sup>th</sup> March 2023, the following actions have been taken.

- 1 A special lecture on Suicide among youth in India A brief outline was organized.
- 2 Miss Prakshi Dawrah was the Resource person of the Lecture.
- 3 Dr. Sabyasachi Mahanta principal of Gargaon college was the inaugurator of the programme

  
(Dr. Bidyananda Borkakoty)

HoD , department of Education  
Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty  
HoD & Resource person  
Department of Education  
Gargaon College



**DEPARTMENT OF EDUCATION**

**GARGAON COLLEGE**

**ESTD-1959**

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**PIN:785686**

**EMAIL: [edudeptgc@gmail.com](mailto:edudeptgc@gmail.com)**

**Date: 2/6/ 2023**

**NOTICE**

The Department of Education is going to conduct a meeting regarding the presentation of seminar cum project for the 6<sup>th</sup> semester students of the Department of Education on 03/06/2023 at 2pm. All faculty members are requested to attend the meeting at stipulated time.

**Dr Bidyananda Borkakoty**

**HoD, Department of Education**

**Gargaon college, Simaluguri**

Dr. Bidyananda Borkakoty  
HoD & Assistant Professor  
Department of Education  
Gargaon College



DEPARTMENT OF EDUCATION

GARGAON COLLEGE

ESTD-1964

P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

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Email:edudeptgc@gmail.com

Date: 03/06/2023

MINUTES OF MEETING-7

Date: 3/6/23

Presence of the Members:

1. Dr. Bidyananda Borkakoty 
2. Dr. Nitali Borgohain Konwer 
3. Dr. Ratna Das 
4. Dr. Poli knower 
5. Kongkona Borah 
6. Porishmita Kakoty 

**Item No. 1:** To discuss about the organization of project presentation seminar for the students of 6<sup>th</sup> semester Department of Education.

**Item No 2:** The Head of the department initiated a meeting to discuss about the organization of project presentation seminar for the students of 6<sup>th</sup> semester Department of Education.

**Resolution No.1:** Resolved that the department of education is going to organize project presentation seminar for the students of 6<sup>th</sup> semester Department of Education.

**Resolution 2.** Dr. Pranita Kalita would be resource person of the program

  
(Dr. Bidyananda Borkakoty)

HoD, Department of Education

Gargaon college.

Dr. Bidyananda Borkakoty  
HoD & Associate Professor  
Department of Education  
Gargaon College



**DEPARTMENT OF EDUCATION**  
**GARGAON COLLEGE**  
**ESTD-1964**  
**P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)**  
**PIN:785664**  
**Email: [edudeptgc@gmail.com](mailto:edudeptgc@gmail.com)**

**Date:07/06/2023**

**ACTION TAKEN REPORT-7**

To  
The Principal  
Gargaon college

Sir

As per decision of the Department meeting held on 03/06/2023, the following actions have been taken.

- 1.. project presentation seminar for the students of 6<sup>th</sup> semester Department of Education has been conducted.
- 2.Dr. Pranita Kalita HOD of department of Education, Sonari College was the Resource person of the program.

(Dr. Bidyananda Borkakoty )  
HoD , department of Education  
Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty  
HoD & Associate Prof.  
Department of Education  
Gargaon College



DEPARTMENT OF EDUCATION  
GARGAON COLLEGE  
ESTD-1959  
P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)  
PIN:785686  
EMAIL: [edudeptgc@gmail.com](mailto:edudeptgc@gmail.com)

Date: 25/6/ 2023

**NOTICE**

The Department of Education is going to conduct a meeting regarding the organization of parent - teacher meet on 26/06/23 at 2pm. All faculty members are requested to attend the meeting at stipulated time.

  
Dr Bidyananda Borkakoty

HoD, Department of Education  
Gargaon college, Simal

Dr Bidyananda Borkakoty  
Professor  
Department of Education  
Daha  
Gargaon college



DEPARTMENT OF EDUCATION

GARGAON COLLEGE

ESTD-1964

P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

PIN:785664

Email: [edudeptgc@gmail.com](mailto:edudeptgc@gmail.com)

Date: 26/06/2023

MINUTES OF MEETING-8

Date: 26/06/23


Presence of the Members:

1. Dr. Bidyananda Borkakoty 
2. Dr. Nitali Borgohain Konwer 
3. Dr. Ratna Das 
4. Dr. Poliknower 
5. Konkona Borah 

Item No. 1: To discuss about holding Parent-Teacher Meet in Department of Education.

Item No 2: The Head of the department called the members to undertake a PTM to discuss about students related matters.

Resolution No.1: Resolved that the department of education is going to organize Parent-Teacher Meet on 30/6/23.

  
(Dr. Bidyananda Borkakoty)

HoD, Department of Education

DO BIPASCO  
Department of Education  
Gargaon College



DEPARTMENT OF EDUCATION

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PIN:785664

Email: [edudeptgc@gmail.com](mailto:edudeptgc@gmail.com)

Date:30/06/2023

**ACTION TAKEN REPORT-8**

To

The Principal

Gargaon college

Sir

As per decision of the Department meeting held on 26/06/ 2023, the following actions have been taken.

1. A Parent Teacher Meeting was held on 30/06/2023 in the department of education.
2. Parent Teacher Meeting was successfully organized.

(Dr. Bidyananda Borkakoty )

HoD , department of Education

Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty  
HoD, Department of Education  
Gargaon College, Simaluguri





# Department of English



**DEPARTMENT OF ENGLISH  
GARGAON COLLEGE**

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

**Pin: 785686**

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

**NOTICE**

A departmental meeting has been convened on 17<sup>th</sup> August, 2022 to discuss matters relating to preparation of departmental routine, allotment of classes, course distribution among others for the odd semester, 2022. All the faculty members are requested to attend the same without fail.

  
**HOD**  
Head of the Department  
Department of English  
Gargaon College

(Mr. Rajib Gogoi)  
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](mailto:dept.of.english.gc@gmail.com)

## **Minutes of Meeting - 1**

Date: 17/08/2022

### **Minutes of 1<sup>st</sup> Meeting of the Department of English for the odd session, 2022-23**

An offline meeting of the department of English was held on 17.08.2022.

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 the departmental routine and academic calendar**

The head of the department Mr. Rajib Gogoi discussed about the preparation of departmental routine and allotment of classes with the faculty members. He urged upon the need to prepare the academic calendar with immediate effect. The members discussed the matter and it was decided that the departmental routine would be prepared after the central routine is circulated among the departments. It was also decided that the academic calendar would be prepared very soon by following the Academic Calendar of Dibrugarh University.

***Resolution No. 1 Resolved that the departmental routine and academic calendar would be prepared after the central routine is circulated among the departments.***

#### **Item No. 02 To discuss about course distribution**

The head of the department Mr. Rajib Gogoi requested the faculty members to discuss about the course distribution for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester. The members discussed the matter and apprised the head of the department regarding the units they would take up. The head of the department took note of the selections. It was decided that the course distribution would be prepared with immediate effect so as to initiate the classes once the routine got finalized.

***Resolution No. 2 Resolved that the course distribution would be prepared with immediate effect so as to initiate the classes.***



**HOD**  
Head of the Department  
Department of English  
Gargaon College

(Mr. Rajib Gogoi)  
Head, Department of English  
Gargaon College

## Action Taken Report -1

Date: 31<sup>st</sup> August, 2022

To,

**The Principal,  
Gargaon College**

Sir,

As per decision of the departmental meeting held on 17.08.2022 the following actions have been taken:

1. The departmental routine as well as academic calendar has been prepared.
2. The course for the odd semester was distributed among the faculty members of the department.



**HOD**  
Head of the Department  
Department of English  
Gargaon College

Mr. Rajib Gogoi  
Head, Dept. of English  
Gargaon College




**DEPARTMENT OF ENGLISH**  
**GARGAON COLLEGE**  
**P.O. Simaluguri, Dist. Sivasagar (Assam)**  
**Pin: 785686**  
Email: dept.of.english.gc [@gmail.com](mailto:dept.of.english.gc@gmail.com)

Date: 20/10/2022

## **NOTICE**

A departmental meeting has been convened on 21<sup>st</sup> Oct, 2022 to discuss matters relating to student seminar, course completion, parents meet etc. for the odd semester, 2022. All the faculty members are requested to attend the same without fail.

  
**HOD**  
Head of the Department  
Department of English  
Gargaon College

(Mr. Rajib Gogoi)  
Head, Department of English  
Gargaon College



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Email:dept.of.english.gc [@gmail.com](mailto:dept.of.english.gc@gmail.com)

## **Minutes of Meeting - 2**

Date: 21/10/2022

### **Minutes of 2<sup>nd</sup> Meeting of the Department of English for the odd session, 2022-23**

An offline meeting of the department of English was held on 21/10/2022.

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 the seminar as part of internal assessment**

The head of the department Mr. Rajib Gogoi discussed the matter relating to seminar as part of internal assessment with the faculty members of the department. The members discussed the matter and it was decided that the faculty members shall hand over the topics of the seminar to the students and the seminars for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester BA (hons) shall be held in the following week.

***Resolution No. 1 Resolved that faculty members shall hand over the topics of the seminar to the students and the seminars for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester BA (Hons) shall be held in the following week.***

#### **Item No. 02 To discuss about course completion**

The head of the department Mr. Rajib Gogoi discussed the matter relating to course completion with the faculty members of the department. The members discussed the matter and the head of the department Mr. Rajib Gogoi urged upon the faculty members of the department to complete the remaining units of the syllabus. It was decided that the faculty members would complete their courses within a few days.

***Resolution No. 2 Resolved that the faculty members would complete their courses within a few days.***



**Item No. 02 To discuss about Parents' Meet**

The head of the department Mr. Rajib Gogoi apprised the faculty members of the department about the need to hold the Parents' meet for the session and asked them to choose a date for the same. The members, after due discussion, selected 3<sup>rd</sup> November, 2022 as the date for organising the Parents' meet.

***Resolution No. 2 Resolved that the Parents' Meet shall be held on 3<sup>rd</sup> November, 2022.***



**HOD**  
Head of the Department  
Department of English  
Gargaon College

(Mr. Rajib Gogoi)  
Head, Department of English  
Gargaon College

## Action Taken Report -2

Date: 16<sup>th</sup> November, 2022

To,

**The Principal,  
Gargaon College**

Sir,

As per decision of the departmental meeting held on 21/10/2022, the following actions have been taken:

1. The Seminar as part of internal assessment for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester BA (Hons.) were conducted.
2. The courses were completed by the faculty members of the department by 1<sup>st</sup> week of November, 2022.
3. The Parents' Meet was organized on 3<sup>rd</sup> November, 2022.



**HOD**  
Head of the Department  
Department of English  
Gargaon College

Mr. Rajib Gogoi  
Head, Dept. of English  
Gargaon College



**DEPARTMENT OF ENGLISH**  
**GARGAON COLLEGE**  
**P.O. Simaluguri, Dist. Sivasagar (Assam)**  
**Pin: 785686**  
Email: dept.of.english.gc [@gmail.com](mailto:dept.of.english.gc@gmail.com)

Date: 11/02/2023

## **NOTICE**

A departmental meeting has been convened on 13<sup>th</sup> February, 2023 to discuss different matters relating to the hosting of the ICSSR Sponsored National Seminar on “Writings from North East India: Trends and Issues” incorporating matters such as formation of organizing committee, publication of abstract volume. All the faculty members are requested to attend the same without fail.

  
**HOD**  
Head of the Department  
Department of English  
Gargaon College

(Mr. Rajib Gogoi)  
Head, Department of English  
Gargaon College



**DEPARTMENT OF ENGLISH**  
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Email:dept.of.english.gc [@gmail.com](mailto:dept.of.english.gc@gmail.com)

## **Minutes of Meeting - 3**

Date:13/02 /2023

### **Minutes of 3<sup>rd</sup> Meeting of the Department of English for the even session, 2022-23**

An offline meeting to discuss different matters relating to the hosting of the ICSSR Sponsored National Seminar on “Writings from North East India: Trends and Issues” of the department of English was held on 13<sup>th</sup> February, 2023.

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 the formation of organizing committee for National Seminar**

The Convenor of the National Seminar Dr. Rashmi Rekha Saikia and Assistant Convenor Dr. Anjan Konwar apprised the head of the department Mr. Rajib Gogoi of the need to decide upon the organizing committee for smooth conduct of the National Seminar. The members discussed the matter and prepared a draft of the committee comprising of faculty members from all the departments. It was decided that the draft of the Organizing Committee be placed before the Principal of the college for formal approval.

***Resolution No. 1 Resolved that the draft of the Organizing Committee be placed before the Principal of the college for formal approval.***

#### **Item No. 02 To discuss about publication of Abstract volume**

The Convenor Dr. Rashmi Rekha Saikia discussed the matter relating to the publication of the Abstract Volume with the faculty members of the department. After due discussion, the responsibility of editing the Abstract Volume was entrusted upon Dr. Jitu Saikia and Dr. Shyamolima Saikia of the department of English. It was decided that the process of publication of the abstract volume should be initiated immediately with due consultation with the Principal of the college.

***Resolution No. 2 Resolved that the process of publication of the abstract volume should be initiated immediately with due consultation with the Principal of the college.***

  
**HOD**  
Head of the Department  
Department of English  
Gargaon College

(Mr. Rajib Gogoi)  
Head, Department of English  
Gargaon College

## Action Taken Report -3

Date: 20<sup>th</sup> February, 2023

To,  
**The Principal,  
Gargaon College**

Sir,

As per decision of the departmental meeting held on 13/02/2023 actions have been taken:

4. The Organizing Committee of the ICSSR Sponsored National Seminar on “Writings from North East India: Trends and Issues” was formed after due approval of the Principal of the College.
5. The process of publication of the Abstract volume of the National Seminar was initiated after due discussion and approval of the Principal of the College.



**HOD**  
Head of the Department  
Department of English  
Gargaon College

Mr. Rajib Gogoi  
Head, Dept. of English  
Gargaon College



**DEPARTMENT OF ENGLISH**  
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Email:dept.of.english.gc [@gmail.com](mailto:dept.of.english.gc@gmail.com)

Date: 25/03/2023

## **NOTICE**

A departmental meeting has been convened on 27<sup>th</sup> March, 2023 to discuss matters pertaining to course completion, student seminar etc. All the faculty members are requested to attend the same without fail.

  
**HOD**  
Head of the Department  
Department of English  
Gargaon College

(Mr. Rajib Gogoi)  
Head, Department of English  
Gargaon College





**DEPARTMENT OF ENGLISH**  
**GARGAON COLLEGE**  
**P.O. Simaluguri, Dist. Sivasagar (Assam)**  
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Email:dept.of.english.gc [@gmail.com](mailto:dept.of.english.gc@gmail.com)

## **Minutes of Meeting - 4**

Date: 27/03/2023

### **Minutes of 4<sup>th</sup> Meeting of the Department of English for the even session, 2022-23**

An offline meeting of the department of English was held on 27/03/2023.

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 course completion**

The department's faculty members and Mr. Rajib Gogoi, the head of the department, discussed about course completion. Following the discussion among the members, Mr. Rajib Gogoi, the department head, directed the faculty members to finish the remaining syllabus units. The faculty members were to finish their courses within the month, it was decided.

***Resolution No. 1 Resolved that the faculty members were to finish their courses within the month.***

#### **Item No. 02 To discuss about seminar as part of internal assessment**

As part of the department's internal assessment review process, faculty members and department head Mr. Rajib Gogoi discussed about the students' seminar. After discussing the issue, the members agreed that the seminars for the 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semesters of the BA (Hons.) would be held in the second week of April, 2023 with the faculty members allotting the seminar topics to the students.

***Resolution No. 2 Resolved that the seminars for the 2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> semesters of the BA (Hons) would be held in the first week of April, 2023 with the faculty members allotting the seminar topics to the students.***



**HOD**  
Head of the Department  
Department of English  
Gargaon College

(Mr. Rajib Gogoi)  
Head, Department of English  
Gargaon College

## Action Taken Report -4

Date: 30 April, 2023

To,  
**The Principal,  
Gargaon College**

Sir,

As per decision of the departmental meeting held on 27/03/2023, the following actions have been taken:

1. The faculty members of the department completed their courses.
2. The seminars for the 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semesters of the BA (hons.) were held from 11th April, 2023 onwards.



**HOD**  
Head of the Department  
Department of English  
Gargaon College

Mr. Rajib Gogoi  
Head, Dept. of English  
Gargaon College



# Department of Geography

## Photographs of Meetings





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GARGAON COLLEGE  
NAAC accredited with 'B' Grade

**DEPARTMENT OF GEOGRAPHY, GARGAON COLLEGE**

Date: 15<sup>th</sup> February 2023.

## NOTICE

I would like to inform you about an important Departmental Meeting scheduled for February 16th, 2023, which will address several significant matters concerning the Department of Geography. The meeting will discuss the aspects of special and remedial classes for slow learners. The meeting will also discuss about conduction of class test and student seminar along with selection of study area for 6<sup>th</sup> semester students.

*Dr. Dilip Kumar Deka*  
Associate Professor & HOD  
Dept. of Geography  
Gargaon College



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## DEPARTMENT OF GEOGRAPHY, GARGAON COLLEGE

### Departmental Meetings

A departmental meeting is being conducted on **16<sup>th</sup> February** to discuss and resolve the following issues.

The Departmental meeting chaired by head of the department of Geography and other faculties has convened on 16<sup>th</sup> of February, 2023. The faculty members discussed about slow and advanced learners of all semester and prepared plan for conducting remedial class and special class for slow learners of department of Geography. The faculty members with head of the department has decided for conducting class test and student seminars using both oral presentation and power point presentation mode for honors students of geography. The faculties also decided to encourage students for active participations in NEIGS national seminar will be held on Sivasagar Girls College. Further faculty members have made a decision for field study by the 6<sup>th</sup> semester students on Majuli under the guidance & supervision of Dr. Rituraj Neog.

### Members

1. Dr. Dilip Kumar Deka (H.O.D)
2. Dr. Dwijen Nath (Members)
3. Mrs. Monurama Phukan
4. Dr. Rituraj Neog

Dr. Dilip Kumar Deka  
Associate Professor & HOD  
Dept. of Geography  
Gargaon College



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DEPARTMENT OF GEOGRAPHY, GARGAON COLLEGE

Date: 10<sup>th</sup> April 2022

## NOTICE

I hope this notice finds you in good health and high spirits. I would like to inform you about an upcoming Departmental Meeting scheduled for April 11th, 2023, which is of utmost importance for the department. The meeting will discuss about post graduate classes, course and syllabus distribution for post graduate class and courses under Four-Year Undergraduate Program.

Dr. Dilip Kumar Deka  
Associate Professor & HOD  
Dept. of Geography  
Gargaon College





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**DEPARTMENT OF GEOGRAPHY, GARGAON COLLEGE**

**Action Taken Report**

The following action has been taken as discussed and decided in the meeting of 16<sup>th</sup> February, 2023.

- a) The remedial classes have been conducted for slow learners of the department of Geography.
- b) The class test has been conducted for upgrading the writing skill of the department.
- c) The department has conducted student seminar for 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester students of department of geography.
- d) A field visit has been made to Majuli on 21-22 March, 2023 for 6<sup>th</sup> semester dissertation work.

*Dr. Dilip Kumar Deka*  
Associate Professor & HOD  
Dept. of Geography  
Gargaon College



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**DEPARTMENT OF GEOGRAPHY, GARGAON COLLEGE**

**Departmental Meetings**

A departmental meeting is being conducted on **11<sup>th</sup> April** to discuss and resolve the following issues.

A Departmental meeting has been conducted on 11<sup>th</sup> of April, 2023 for discussing important issues regarding the course curriculum for the next academic session 2023-24, starting from 1<sup>st</sup> August, 2023. The meeting is headed by Dr. Dilip Kumar Deka, Head of the department of Geography along with other faculty members of the department. Faculty members have decided to prepare an action plan for all sort of academic and extension activities for the next academic session. Further, planning for post graduate classes including class load and mode of teaching has also been finalized in the meeting. The meeting broadly discussed about the new syllabus and course structure of Four Year under Graduate Program (Under NEP, 2020) in the 1<sup>st</sup> semester and required action plan accordingly.

**Members**

1. Dr. Dilip Kumar Deka (H.O.D)
2. Dr. Dwijen Nath (Members)
3. Mrs. Monurama Phukan
4. Dr. Rituraj Neog

Dr. Dilip Kumar Deka  
Associate Professor & HOD  
Dept. of Geography  
Gargaon College



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**DEPARTMENT OF GEOGRAPHY, GARGAON COLLEGE**

**Action Taken Report**

The following action has been taken as discussed and decided in the meeting of 11<sup>th</sup> April, 2023.

- a) Course and syllabus distributed for post graduate classes for the next academic session.
- b) Course and syllabus distributed for FYUGP course and classes for the next academic session.
- c) An extension activity as student outreach program has been carried out at Na-mati high school of Nazira.

*Dr. Dilip Kumar Deke*  
Associate Professor & HOD  
Dept. of Geography  
Gargaon College



# Department of Geology

**Department of Geology**  
**GARGAON COLLEGE**



ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

Date: 17.01.2023

**NOTICE**

The Department of Geology is going to conduct a meeting on 17.01.2023 at 2 pm regarding curriculum planning and implementation. All the faculty members are requested to attend the meeting without fail.

  
Head of the Department  
Department of Geology  
Gargaon College

**Department of Geology**  
**GARGAON COLLEGE**



ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

**Minutes of DMC meeting on curriculum planning and implementation**

Academic Year: 2022-2023

Semester: Even Semester (2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester)

Academic planning:

As per the DMC meeting held on 17/01/2023 following decisions have been taken for smoothly running the CBCS courses of Geology (Honours and Generic) during the even semesters 2023 as well as for imparting quality education and developing a proper assessment system of the students.

1. For smooth running of courses following course allotments have been made:

|      |                                                  |                                      |
|------|--------------------------------------------------|--------------------------------------|
| C3   | Geochemistry and Optical Mineralogy              | Dr. Chirantan Bhagawati              |
| C4   | Structural Geology and Plate tectonics           | Dr. Chandraditya Gogoi               |
| GE2  | Palaeontology                                    | Prof. Bonika Buragohain, New Teacher |
| C8   | Palaeontology                                    | Prof. Bonika Buragohain              |
| C9   | Stratigraphic Principles and Indian Stratigraphy | Dr. Chandraditya Gogoi               |
| C10  | Hydrogeology and Oceanography                    | New Teacher                          |
| GE4  | Geomorphology, Remote Sensing & GIS              | Dr. Chirantan Bhagawati, New Teacher |
| C13  | Economic Geology, Coal and Petroleum             | Prof. Bonika Buragohain              |
| C14  | Remote Sensing and GIS                           | New Teacher                          |
| DSE3 | Geology of North-East India                      | Dr. Chandraditya Gogoi               |
| DSE4 | Earth and Climate                                | Dr. Chirantan Bhagawati              |

2. For student assessment a following criteria shall be adopted:

For student assessment following factors shall be taken into account:

- class attendance,
- results of sessional examination to be held for 40 marks,
- class presentations and group discussions of 40 marks,
- Home assignments of 40 marks

**Department of Geology**  
**GARGAON COLLEGE**



ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

3. For implementing quality education following student feedback and actions taken report shall be initiated.


The weightage shall be given to each factor mentioned above as per the criteria mentioned below:

| Sl. No. | Criteria for assessment                    | % weightage |
|---------|--------------------------------------------|-------------|
| 1.      | Class attendance                           | 25          |
| 2.      | Sessional examination                      | 25          |
| 3.      | Class presentation, Quiz, Group discussion | 25          |
| 4.      | Home assignment                            | 25          |

Total marks in internal assessment shall be calculated as per the following criteria:

$$\text{Total marks in internal assessment (out of 13)} = \frac{\text{marks awarded out of 100}}{100} \times 13$$

4. At the end of the course, a Course Completion Certificate shall be provided on successful completion of the course.

  
Head of the Department  
Department of Geology  
Gargaon College

Dr. Chandraditya Gogoi  
HOD  
Department of Geology  
Gargaon College



**Department of Geology**  
**GARGAON COLLEGE**



ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

**Action taken report**

The Department of Geology has conducted different seminar for students from their course curriculum and also allotment for the courses for the Teachers have been decided. All the teachers are following the allotted course curriculum and also taking the students feedback as well conducting sessional examination.

  
Head of the Department  
Department of Geology  
Gargaon College

Department of Geology  
**GARGAON COLLEGE**



ESTD. 1985

E-Mail : [geologygargaon1985@gmail.com](mailto:geologygargaon1985@gmail.com)

SIMALUGURI-785686, SIVASAGAR, ASSAM

**NOTICE**

The Department of Geology is going to conduct a meeting on 27.03.2023 regarding class seminar and group discussion for the even semester students. All the faculty members are requested to attend the meeting without fail.

  
Head of the Department  
Department of Geology  
Gargaon College

## NOTICE

### Department of Geology

# GARGAON



# COLLEGE

ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM


#### DMC Meeting Minutes

Date: 28/03/2023

As per the DMC meeting held today at 10.30 am on 28/03/2023 following decisions have been taken for conducting class seminars and group discussions for the even semester from 01/04/2023 to 10/04/2023.

| Semester        | Date                                           | Time           |
|-----------------|------------------------------------------------|----------------|
| 6 <sup>th</sup> | 1 <sup>st</sup> & 3 <sup>rd</sup> April, 2023  | 9 AM - 12 Noon |
| 4 <sup>th</sup> | 5 <sup>th</sup> & 6 <sup>th</sup> April, 2023  | 1 PM - 3 PM    |
| 2 <sup>nd</sup> | 8 <sup>th</sup> & 10 <sup>th</sup> April, 2023 |                |

1. Students will be allotted seminar topics in groups and everyone will be encouraged to present orally using PowerPoint presentation.
2. Each faculty is assigned responsibility to conduct the seminars of their respective subject.
3. Group discussions will be arranged after each presentation.
4. Strict discipline shall be maintained during presentations.
5. The results of the presentations and group discussions shall be discussed completion of the presentations.

  
Head of the Department  
Department of Geology  
Gargaon College

HOD  
Department of Geology  
Gargaon College

## Department of Geology

# GARGAON



# COLLEGE

ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

### Action taken report

The Department of Geology has conducted a seminar and group discussion for the even semester students on the following dates:

| Semester        | Date                                             | time                           |
|-----------------|--------------------------------------------------|--------------------------------|
| 2 <sup>nd</sup> | 1 <sup>st</sup> and 3 <sup>rd</sup> April, 2023  | 9am to 12 Noon and 1pm to 3 pm |
| 4 <sup>th</sup> | 5 <sup>th</sup> and 6 <sup>th</sup> April, 2023  | 9am to 12 Noon and 1pm to 3 pm |
| 6 <sup>th</sup> | 8 <sup>th</sup> and 10 <sup>th</sup> Aoril, 2023 | 9am to 12 Noon and 1pm to 3 pm |

  
Head of the Department  
Department of Geology  
Gargaon College

**Department of Geology**  
**GARGAON COLLEGE**



ESTD. 1985

E-Mail : [geologygargaon1985@gmail.com](mailto:geologygargaon1985@gmail.com)

SIMALUGURI-785686, SIVASAGAR, ASSAM

Date: 01.04.2023

**NOTICE**

The Department of Geology is going to conduct a meeting on 03.04.2023 regarding conduction of practical examination for the even semester students. All the faculty members are requested to attend the meeting without fail.

  
Head of the Department  
Department of Geology  
Gargaon College

**Department of Geology**  
**GARGAON COLLEGE**



ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

**DMC Meeting Minutes**

Date: 03/04/2023

As per the DMC meeting held today at 10am on 03/04/2023 following decisions have been taken for conducting practical examination for the odd semester from 16/05/2023 to 13/06/2023:

1. Each faculty is assigned duty to set question papers of their respective subject.
2. Invigilation duty is allotted to one teacher per class rooms during the examinations.
3. Strict discipline shall be maintained and use of mobile phones shall be strictly prohibited during examinations.
4. The copies of the examination shall be packed and sealed within the day after completion of the practical examinations.

**Time table for practical examinations**

*2<sup>nd</sup> Semester Examinations (H & GE)*

| Paper | Date       |
|-------|------------|
| C3    | 18-05-2023 |
| C4    | 19-05-2023 |
| GE2   | 19-05-2023 |

*4<sup>th</sup> Semester Examinations (H & GE)*

| Paper | Date       |
|-------|------------|
| C8    | 12-06-2023 |
| C9    | 12-06-2023 |
| C10   | 13-06-2023 |
| GE4   | 18-05-2023 |

*6<sup>th</sup> Semester Examinations (H & GE)*

| Paper | Date       |
|-------|------------|
| C13   | 16-05-2023 |
| C14   | 17-05-2023 |
| DSE3  | 16-05-2023 |
| DSE4  | 17-05-2023 |

Head of the Department  
Department of Geology  
Gargaon College

Department of Geology

**GARGAON**



**COLLEGE**

ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

### **Action taken report**

The Department of Geology has conducted practical examination for the even semester students from 16.05.2023 to 13.05.2023.

  
Head of the Department  
Department of Geology  
Gargaon College.



**Department of Geology**  
**GARGAON COLLEGE**



ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

Date: 04.04.2023

**NOTICE**

The Department of Geology is going to conduct a meeting on 05.04.2023 regarding conduction of sessional examination for the even semester students. All the faculty members are requested to attend the meeting without fail.

  
Head of the Department  
Department of Geology  
Gargaon College.

**Department of Geology**  
**GARGAON COLLEGE**



ESTD. 1985

E-Mail : geologygargaon1985@gmail.com


SIMALUGURI-785686, SIVASAGAR, ASSAM

DMC Meeting Minutes

Date: 05/04/2023

As per the DMC meeting held today at 9.30 am on 05/04/2023 following decisions have been taken for conducting sessional examination for the even semester from 25/04/2023 to 28/04/2023.

1. Each faculty is assigned duty to set question papers of their respective subject.
2. Invigilation duty is allotted to one teacher per class rooms during the examinations.
3. Strict discipline shall be maintained and use of mobile phones shall be strictly prohibited during examinations.
4. The results of the examination shall be displayed within a week after completion of the sessional examinations.

  
Head of the Department  
Department of Geology  
Gargaon College

HOD  
Department of Geology  
Gargaon College

Department of Geology

**GARGAON**



**COLLEGE**

ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

### **Action taken report**

The Department of Geology has conducted sessional examination for the even semester students from 25.04.2023 to 28.04.2023.

  
Head of the Department  
Department of Geology  
Gargaon College



# Department of History




গড়গাঁও মহাবিদ্যালয়  
GARGAON COLLEGE  
AACB ACCREDITED WITH 'B' GRADE

Department of History  
Gargaon College  
Simaluguri, Sivasagar, Assam  
Email: [historygc1959@gmail.com](mailto:historygc1959@gmail.com)

NOTICE

Date: 13.02.2023

This is to notify that there will be a departmental meeting on 16.02.2023 at the department common room to discuss on various issues related to AQAR and Academic issues. So, all the faculty members are requested to attend the meeting without fail.

  
(Dr. Manjumon Gogoi Dhar)  
Dr. Manjumon Gogoi Dhar  
Associate Professor & H.O.D.  
Dept. History  
Gargaon College, Simaluguri  
Sivasagar, Assam



গড়াগাঁও মহাবিদ্যালয়  
GARGAON COLLEGE  
NAAC ACCREDITED WITH 'B' Grade

Department of History  
Gargaon College  
Simaluguri, Sivasagar, Assam  
Email: [historygc1959@gmail.com](mailto:historygc1959@gmail.com)

Minutes of the Meeting

Date: 16.02.2023

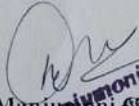
A departmental meeting of the faculties of History was held on 16/02/2023 at the Department common room at 2 pm, under the presidency of Dr. Manjumoni Gogoi Dhar. It was attended by all faculty members of the department. The discussion was held on the following agenda-

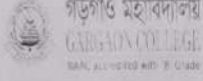
1. Preparation of Departmental Profile.
2. Preparation of individual faculty appraisal.
3. Formation of a departmental Internal Semester Examination Monitoring Committee.

The participation of the meeting forwarded valuable suggestion on the issues during the discussion. After the deliberations the following resolution were adopted-

1. The meeting has decided that all the faculty members will co-operate with the HOD in preparation of the Departmental profile and supply all the relevant documents to the head.
2. All the faculty members will prepare their individual academic and other appraisal as per the format provided by the IQAC, Gargaon College.
3. The meeting has decided to set up an internal semester examination monitoring committee with the following members:
  1. Chairperson: Dr. Manjumoni Gogoi Dhar
  2. Dr. Raktim Patar
  3. Dr. Boluram Das
  4. Mr. Shomkai Manham
  5. Miss Monika Gogoi
  6. Miss Nidhi Gogoi.

The meeting has empowered the committee to decide on issues such as conduct of class, seminars, group discussion, home assignment and Sessional Examination. The meeting concluded with a short speech from the chairperson.

  
(Dr. Manjumoni Gogoi Dhar  
Associate Professor & H.O.D.  
Dept. of History  
Head, Department of History  
Gargaon College, Simaluguri  
Sivasagar, Assam



গড়াগাঁও মহাবিদ্যালয়  
GARGAON COLLEGE  
SIVA, ASSAM-781019

Department of History  
Gargaon College  
Simaluguri, Sivasagar, Assam  
Email: [historygc1959@gmail.com](mailto:historygc1959@gmail.com)

**NOTICE**

Date: 16.03.2023

This is notify that there will be a departmental meeting on 18/03/2023 at the department common room to discuss on a MOU With other institution and organizing a national seminar. Therefore, all the faculty members requested to attend the meeting without fail.

  
(Dr. Manjunath Gogoi Dhar)  
Associate Professor & H.O.D.  
Dept. History, Simaluguri  
Gargaon College, Sivasagar, Assam





গড়গাঁও মহাবিদ্যালয়  
GARGAON COLLEGE  
NAAC Accredited with 'B' Grade

Department of History  
Gargaon College  
Simaluguri, Sivasagar, Assam  
Email: [historygc1959@gmail.com](mailto:historygc1959@gmail.com)

PROCEEDING

Date: 18.03.2023

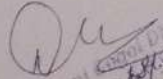
A departmental meeting was held on 18/03/2023, under the presidency of Dr. Manjumoni Gogoi Dhar, at the department of History to discuss the following points-

- Conclusion of MOU with other institution and organization.
- To organize a national seminar in coming days.

After deliberation, the meeting has decided the following points-

- It is resolve that a MOU will be conducted with Bharatiya Itihas Sankalan Samiti and Department of History, Nazira College.
- It is also decided that a proposal for national seminar will be submitted to the ICHR, New Delhi within the next week. And a letter of collaboration will be sent to Bharatiya Itihas Sankalan Samiti, Guwahati. For this purpose a seminar proposal committee has been formed with the following members-
  1. President, Dr. Monjumoni Gogoi Dhar.
  2. Secretary, Dr. Raktim Patar.
  3. Joint Secretary, Dr. Boluram Das.
  4. Co-ordinator, Mr. Shomkai Manham.
  5. Co ordinator, Miss. Monikha Gogoi.
  6. Co-ordinator, Miss. Nidhi Gogoi.

The meeting concluded with the vote thanks by the president.

  
(Dr. Manjumoni Gogoi Dhar)

Head, Department of History  
Gargaon College, Sivasagar, Assam



গড়গাঁও মহাবিদ্যালয়  
GARGAON COLLEGE  
NAAC Accredited with 'B' Grade

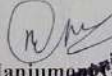
Department of History  
Gargaon College  
Simaluguri, Sivasagar, Assam  
Email: [historygc1959@gmail.com](mailto:historygc1959@gmail.com)

Report on Action Taken

Date: 28.03.2023

The departments have taken an action as per the department meeting held on 28.03.2023. The actions taken are as follows:

1. The faculties have completed the self appraisal report.
2. The Internal Semester Examination Monitoring Committee have displayed the marks and have prepared the question papers for the test.

  
(Dr. Manjumoni Gogoi) H.O.D.  
Head, Department of History  
Gargaon College, Simaluguri  
Sivasagar, Assam



গড়াগাঁও মহাবিদ্যালয়  
GARGAON COLLEGE  
NAAC accredited with 'B' Grade

Department of History  
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Simaluguri, Sivasagar, Assam  
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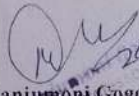
**Report On Action Taken**

Date: 20.04.2023

To,  
The Principal  
Gargaon College

Sir, as per the Departmental meeting held on 18/03/2023, the following action has been taken:

1. An MOU was signed with Bharatiya Itihas Sankalan Samiti.

  
(Dr. Manjumoni Gogoi Dhar)  
Head, Department of History  
Gargaon College, Sivasagar, Assam




গড়াগাঁও মহাবিদ্যালয়  
GARGAON COLLEGE  
NAAC ACCREDITED WITH 'B' GRADE

Department of History  
Gargaon College  
Simaluguri, Sivasagar, Assam  
Email: [historygc1959@gmail.com](mailto:historygc1959@gmail.com)

NOTICE

Date: 01.05.2023

This is notify to all the faculty members that there will be a Departmental meeting on 03/05/2023 to discuss the topic on even semester Sessional examination and checking of answer scripts. Therefore, Faculty members are requested to present at the meeting without fail.

  
(Dr. Manjiv Gogoi Dhar)  
Associate Professor & H.O.D.  
Dept. of History  
Gargaon College, Simaluguri  
Sivasagar, Assam  
Head, Department of History



গড়গাঁও মহাবিদ্যালয়  
GARGAON COLLEGE  
NAAC ACCREDITED WITH 'B' GRADE

Department of History  
Gargaon College  
Simaluguri, Sivasagar, Assam  
Email: [historygc1959@gmail.com](mailto:historygc1959@gmail.com)

PROCEEDING

Date: 03.05.2023

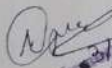
A Departmental meeting was held on 03/05/2023, under the presidency Dr. Manjumoni Gogoi Dhar at the Department common room. The following points are discussed:

1. To evaluate the answer scripts of even semesters Sessional examination.
2. To display of marks on the Department notice board.

After discussion, the following decisions were made:

1. All the faculty members will evaluate their allotted answer scripts and will submit the marks to the department on or before 15/05/2023.
2. The mark sheets will be hanged on the Department notice board on or before 15/05/2023.

The meeting concluded with the words of the HoD.

  
(Dr. Manjumoni Gogoi Dhar)  
Head, Department of History



গড়াগাঁও মহাবিদ্যালয়  
GARGAON COLLEGE  
NAAC accredited with 'B' Grade


Department of History  
Gargaon College  
Simaluguri, Sivasagar, Assam  
Email: [historygc1959@gmail.com](mailto:historygc1959@gmail.com)

Report on Action Taken

Date: 17.05.2023

The Department has taken action as per the Departmental meeting held on 03/05/2023. The action taken as follows:

1. The faculties have completed the evaluation of answer scripts of even semester's Sessional examination.
2. All the evaluated paper's Mark Sheets are hanged on the Department notice board.

  
(Dr. Manoj Kumar Gogoi, D.O.  
Associate Professor & H.O.D.  
Dept. of History,  
Gargaon College, Sivasagar  
Sivasagar, Assam  
Head, Department of History



# Department of Mathematics



**GARGAON**



**COLLEGE**

**DEPARTMENT OF MATHEMATICS**

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

---

Date : 08/08/22

NOTICE

The Department of Mathematics is going to conduct a meeting regarding syllabus distribution World Photography Day etc. All faculty members are requested to attend at the stipulated time.

(Dr. Kabita Phukon)  
HoD, Department of  
Mathematics

Gargaon College, Simaluguri

Departmental Meeting: Date:: 16/08/2022

An Online departmental meeting has been conducted today on 16/08/2022 at 5.00 pm and take the following decisions.

1. Discussion on the Celebration of World Photography Day.
2. Discussion on Syllabus Distribution, Routine Formation, Workload Distribution etc.

**Attendance Signature**

1. Dr. Kabita Phukon: 

2. Mr. Harekrishna Mili: 

3. Miss Sujata Goala: 



(Dr. Kabita Phukon)  
HoD, Department of  
Mathematics  
Gargaon College, Simaluguri

## Action Taken Report

To

The Principal

Gargaon College , Simaluguri.

Date: 19/08/22

Sir,

As per the decision of the Department meeting held on the date 16/08/22, the following actions have been taken,

1. World Photography Day has celebrated.
2. Workload distribution, and syllabus distribution have done.

Link of the report of world photography Day:

[https://docs.google.com/document/d/1\\_tDrEOg8Y0xKvQzD0oLshYnVb2oJ7yhJ/edit?usp=drive\\_link&oid=100535744338449054110&rtpof=true&sd=true](https://docs.google.com/document/d/1_tDrEOg8Y0xKvQzD0oLshYnVb2oJ7yhJ/edit?usp=drive_link&oid=100535744338449054110&rtpof=true&sd=true)



(Dr. Kabita Phukon)

HoD, Department of Mathematics

Gargaon College, Simaluguri

**GARGAON**  **COLLEGE**

DEPARTMENT OF MATHEMATICS

ESTD: 1970

Simaluguri:- 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

---

Date : 26/09/22

NOTICE

The Department of Mathematics is going to conduct a meeting regarding discussion on Parent Teacher Meeting and National Mathematics Day, at 12:02 p.m today. All faculty members are requested to attend at the stipulated time.



(Dr. Kabita Phukon)

HoD, Department of

Mathematics

Gargaon College, Simaluguri

Departmental Meeting: Date:: 26/09/2022

A departmental meeting has been conducted today 26/09/2022 at 12.05 p.m. and take the following decisions.

1. Discussion on Guardian Meeting and future Plane.
2. Discussion on the Celebration of National Mathematics Day, 2022.

**Attendance Signature**

1. Dr. Kabita Phukon: 

2. Mr. Harekrishna Mili: 

3. Miss. Sujata Goala: 



(Dr. Kabita Phukon)  
HoD, Department of  
Mathematics  
Gargaon College, Simaluguri

# ACTION TAKEN REPORT

To  
 The Principal  
 Gargaon College, Simaluguri.

Date: 30/12/22

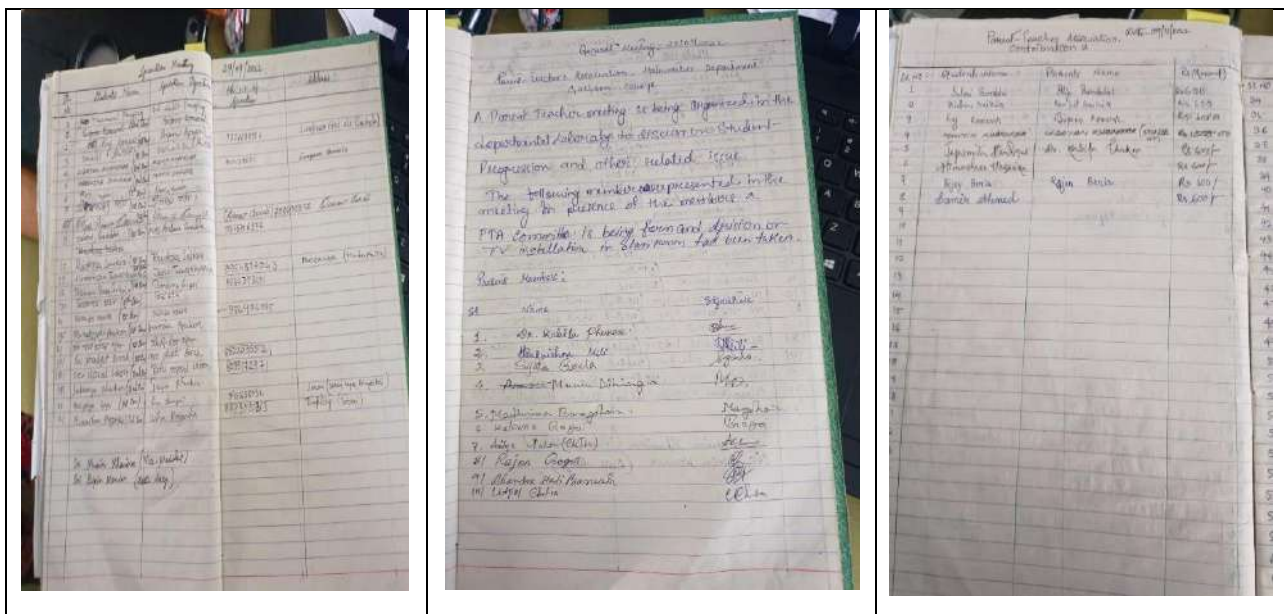
Sir,

As per the decision of the Department meeting held on the date, 26/09/2023, the following actions have been taken,

1. A Guardian Meeting has held.
2. National Mathematics Day have bserveed.

Link of the report of National Mathematics Day: [https://drive.google.com/file/d/1FclhmMVVjbx-BqRPOxs5qUYTK29ek\\_IB/view?usp=sharing](https://drive.google.com/file/d/1FclhmMVVjbx-BqRPOxs5qUYTK29ek_IB/view?usp=sharing)

Link of the Report of the Guardian Meeting:



*Phukon*

(Dr. Kabita Phukon)

HoD, Department of Mathematics

Gargaon College, Simaluguri

**GARGAON**  **COLLEGE**  
**DEPARTMENT OF MATHEMATICS**

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

---

Date : 02/11/22

NOTICE

The Department of Mathematics is going to conduct a meeting regarding student progression. All faculty members are requested to attend at the stipulated time.

Date :- 05/11/2022

Time :- 1:00 pm



(Dr. Kabita Phukon)  
HoD, Department of  
Mathematics  
Gargaon College, Simaluguri.



Departmental Meeting: Date:: 05/11/2022

A departmental meeting has been conducted today 05/11/2022 at 1.00 pm and take the following decisions.

1. Discussion on Student's Progression.
2. Discussion on Student Seminar.
3. Discussion on Parent Teacher Meet.

**Attendance Signature**

4. Dr. Kabita Phukon: 

5. Mr. Harekrishna Mili: 

6. Miss Sujata Goala: 



(Dr. Kabita Phukon)  
HoD, Department of  
Mathematics  
Gargaon College, Simaluguri.

**ACTION TAKEN REPORT**

To

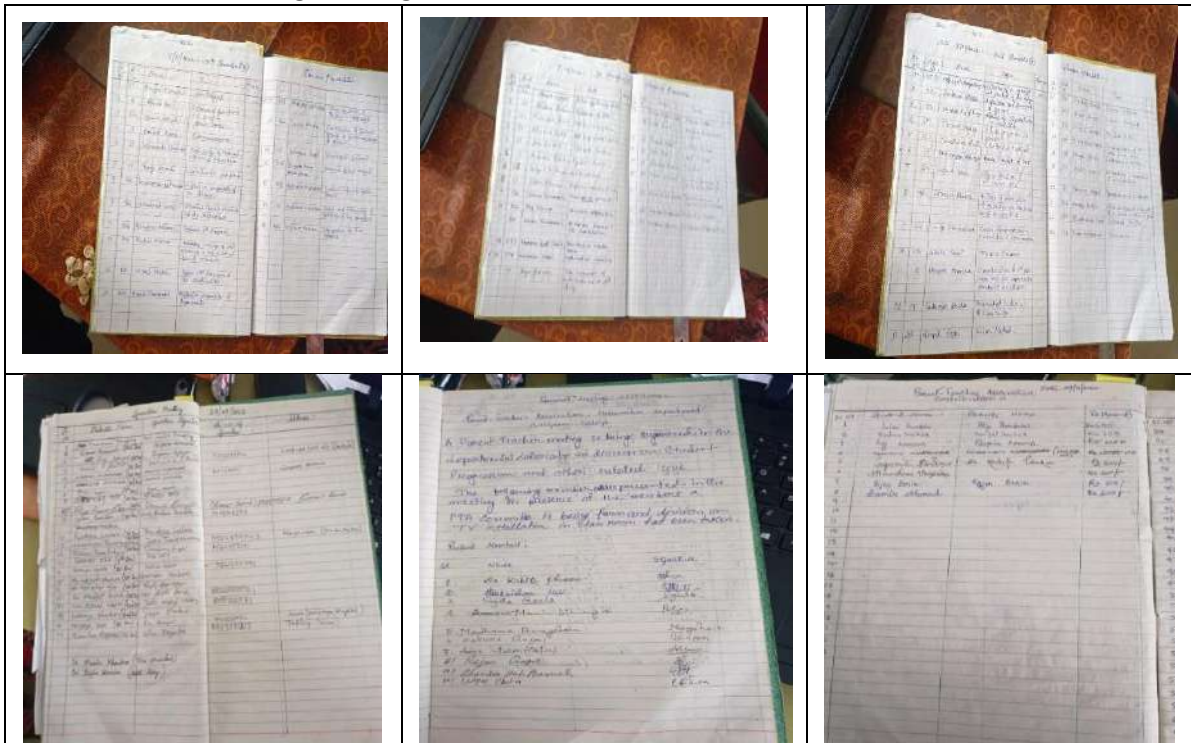
Date:27/11/22

The Principal  
**Gargaon College, Simaluguri.**

Sir,

As per the decision of the Department meeting held on the date, 01/11/2022, the following actions have been taken,

1. Student seminars have organized.
2. Parent Teacher Meeting has organized.



**Record of Student Seminar and PTM**

(Dr. Kabita Phukon)

HOD, Department of Mathematics

Gargaon College, Simaluguri

  
**GARGAON COLLEGE**  
**DEPARTMENT OF MATHEMATICS**

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

---

Date: 22.03.23

NOTICE

The Department of Education is going to conduct a meeting regarding student progression and NAAC work on 25.03.23 at 5:00 pm. All faculty members are requested to attend at the stipulated time.



(Dr. Kabita Phukon)

HoD, Department of

Mathematics

Gargaon College

Departmental Meeting: Date:: 25/03/2023

A departmental meeting has been conducted today on 25/03/2023 at 5 pm and take the following decisions.

1. Discussion on AQAR/NAAC work.
2. Student Progression.
3. Discussion on MoU.

**Attendance Signature**

7. Dr. Kabita Phukon : 

8. Mr. Harekrishna Mili : 

9. Miss Sujata Goala : 



(Dr Kabita Phukon)

**HoD, Department of Mathematics**

**Gargaon College, Simaluguri**

## ACTION TAKEN REPORT

Date: 19/05/23

To

The Principal

Gargaon College, Simaluguri.

Sir,

As per the decision of the Department meeting held on the date, 25/03/23 the following actions have been taken,

1. Seminars and special classes for students have been planned.
2. AQAR presentation work has been started.



Link of Faculty Exchange with B. Borah College:

<https://youtu.be/TyU7F1eAkoU>



(Dr. Kabita Phukon)

HoD, Department of Mathematics

Gargaon College, Simaluguri

**GARGAON**  **COLLEGE**

DEPARTMENT OF MATHEMATICS

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

---

Date : 1 /4/2023

NOTICE

The Department of Mathematics is going to conduct a meeting regarding student progress and future plane for the odd Semester today at 12:02 p.m. All faculty members are requested to attend at the stipulated time.



(Dr. Kabita Phukon)

HoD, Department of Mathematics

Gargaon College

**Departmental Meeting: Date:: 03/04/2023**

A departmental meeting has been conducted today on 03/04/2023 at 12-1.00 pm and take the following decisions.

1. Discussion on Student Progress.
2. Discussion on Future Plane.

Attendance Signature

10. Dr. Kabita Phukon:



11. Mr. Harekrishna Mili:



12. Miss Sujata Goala:







*Phukon*

(Dr Kabita Phukon)  
HoD, Department of  
Mathematics  
Gargaon College,

ACTION TAKEN REPORT

Date : 5/4/23

**To**

**The Principal**

**Gargaon College, Simaluguri.**

**Sir,**

**As per the decision of the Department meeting held on date, 1/4/23 the following actions have been taken,**

- 1. Class test date has been scheduled.**
- 2. Plane of action cum Academic Calendar has been prepared.**



(Dr Kabita Phukon)  
HoD, Department of  
Mathematics  
Gargaon College

**GARGAON**  **COLLEGE**

DEPARTMENT OF MATHEMATICS

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

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Date:04.04.23

NOTICE

The Department of Mathematics is going to conduct a meeting regarding student seminar and alumni meeting, on 6/4/23. All faculty members are requested to attend at the stipulated time 4:00 pm .

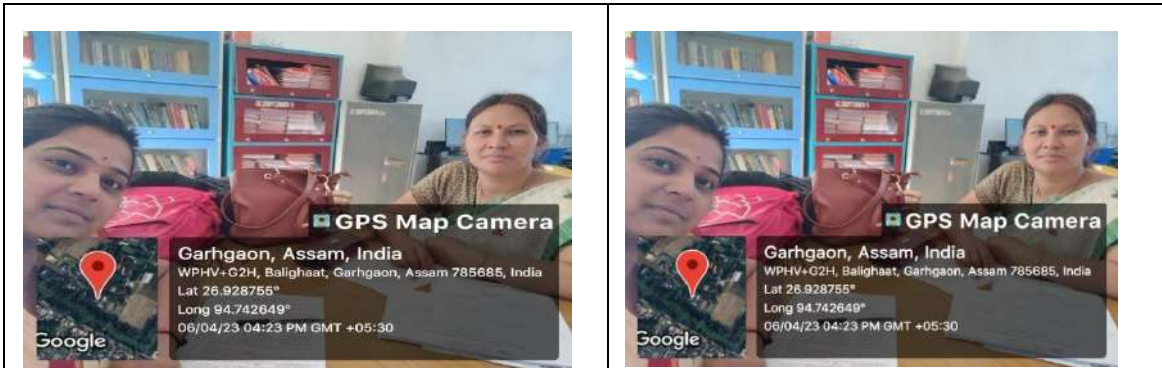


(Dr. Kabita Phukon)  
HoD, Department of  
Mathematics  
Gargaon College

Departmental Meeting : Date:: 06/04/2023

A departmental meeting has been conducted today on 06/04/2023 at 4.00pm and take the following decisions.

1. Discussion on Alumni meeting.
2. Discussion on Student's Seminar.



Attendance Signature

13. Dr. Kabita Phukon:

14. Miss Sujata Goala:

(Dr. Kabita Phukon)  
HoD, Department of  
Mathematics  
Gargaon College

Date : 30/05/23

ACTION TAKEN REPORT

To

The Principal

Gargaon college

Sir,

As per the decision of the Department meeting held on date, 6/04/23 the following actions have been taken,

1. Alumni meeting has been held.
2. Date of student seminar has been decided.

Link of Student seminar: <https://youtu.be/sHC0D5KojWQ>

<https://youtu.be/QTzXd0OVpPo>

Link of Alumni Meet: [https://youtu.be/QDgm\\_ac-wVkh](https://youtu.be/QDgm_ac-wVkh)<https://youtu.be/NyrnejD-w48>



(Dr. Kabita Phukon)

HoD, Department of

Mathematics  
Gargaon College

**GARGAON**  **COLLEGE**  
**DEPARTMENT OF MATHEMATICS**

**ESTD: 1970**

**Simaluguri - 785686, Sivasagar, Assam**

**E-mail: mathgargaon@gmail.com**

---

Date: 8.05.23

**NOTICE**

The Department of Mathematics is going to conduct a meeting regarding AQAR presentation, on 10/5/23. All faculty members are requested to attend at the stipulated time, 10:00 am .



(Dr. Kabita Phukon)

HoD, Department of

Mathematics

Gargaon College

## Departmental Meeting : Date:: 10/05/2023

A departmental meeting has been conducted today on 10/05/2023 at 10-11 am and take the following decisions:

1. Discussion on AQAR PRESENTATION.
2. Preparing a strategy to collect data regarding placement and student scholarships.



1. Dr. Kabita Phukon:

2. Mr. Harekrishna Mili:

3. Miss Sujata Goala:

(Dr. Kabita Phukon)

HOD, Department of Mathematics



**Date : 30/06/23**

**ACTION TAKEN REPORT**

**To**

**The Principal,**

**Gargaon College, Simaluguri**

**Sir,**

**As per the decision of the Department meeting held on the date, 10/05/23 the departmental AQAR has been prepared.**

Link of the AQAR ppt:

<https://docs.google.com/presentation/d/1Nt7nNQ3GBZXmYiDyeUd9jpMcS1YR7DOD/edit?usp=sharing&oid=100535744338449054110&rtpof=true&sd=true>



**(Dr. Kabita Phukon)**

**HoD, Department of Mathematics**

**Gargaon College, Simaluguri**

**GARGAON**  **COLLEGE**  
**DEPARTMENT OF MATHEMATICS**

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

---

Date : 05/06/23

**NOTICE**

The Department of Mathematics is going to conduct a meeting regarding career counseling of the students and a discussion on mentor-mentee etc. today at 12:02 p.m. All faculty members are requested to attend at the stipulated time.



(Dr. Kabita Phukon)  
HoD, Department of  
Mathematics  
Gargaon College,  
Simaluguri

Departmental Meeting : Date:: 08/06/2023

A departmental meeting has been conducted today on 08/06/2023 at 1.00 pm and take the following decisions.

1. Discussion on Student's Progression and Career Counseling.
2. Mentor Mentee Meeting.

### Attendance Signature

1. Dr. Kabita Phukon: 

2. Mr. Harekrishna Mili: 

3. Miss Sujata Goala: 



(Dr. Kabita Phukon)

HoD, Department of Mathematics

Gargaon College, Simaluguri

**ACTION TAKEN REPORT**

**Date: 12/06/23**

**To**

**The Principal**

**Gargaon College, Simaluguri.**

**Sir,**

**As per the decision of the Department meeting held on date, 08/06/23 career counseling session and mentor mentee meeting have been held.**





*Phukon*

**(Dr. Kabita Phukon)**

**HoD, Department of Mathematics**

**Gargaon College, Simaluguri**

  
**GARGAON COLLEGE**  
**DEPARTMENT OF MATHEMATICS**

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

---

Date:23.06.23

NOTICE

The Department of Mathematics is going to conduct a meeting regarding the student seminar and alumni meeting, on 23.06.23 at 12:00 pm.

All faculty members are requested to attend at the stipulated time.



(Dr. Kabita Phukon)

HoD, Department of

Mathematics

Gargaon College, Simaluguri.

Departmental Meeting: Date:: 23/06/2023

A departmental meeting has been conducted today 23/06/2023 from 12-1.00 p.m. and the following decisions.

1. Discussion on Alumni Contribution.

### Attendance Signature

1. Dr. Kabita Phukon: 

2. Mr. Harekrishna Mili: 

3. Miss Sujata Goala: 



(Dr. Kabita Phukon)

HoD, Department of Mathematics

Gargaon College, Simaluguri



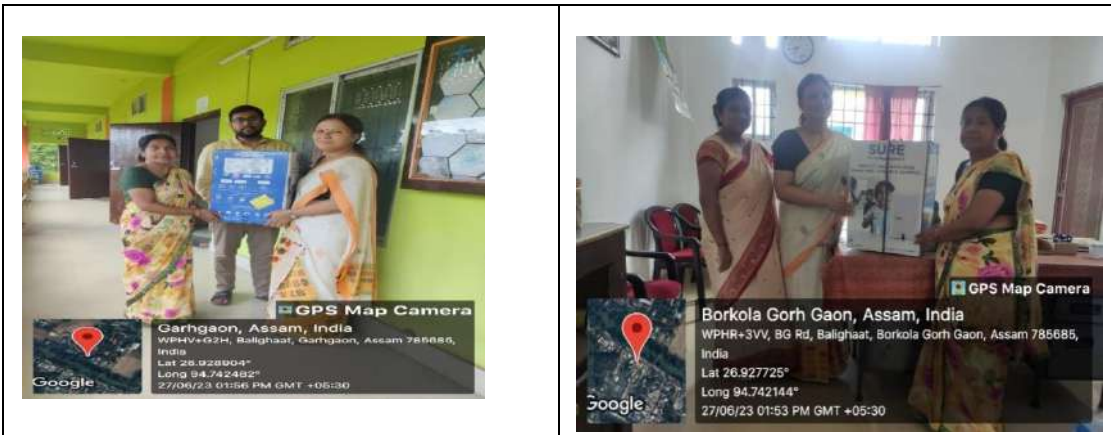
Date : 27/06/23

**ACTION TAKEN REPORT**

**To**  
**The Principal**  
**Gargaon College, Simaluguri.**

**Sir,**

As per the decision of the Department meeting held on the date, 23/06/23, the former HOD Mrs. Milon Bhuyan contributed an Aquaguard to the department on 27/06/23.



*Phukon*

**(Dr. Kabita Phukon)**

**HoD, Department of Mathematics**

**Gargaon College, Simaluguri**



# Department of Physics



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAM  
SESSION-2022-2023

## Notice 1



### DEPARTMENT OF PHYSICS

GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686

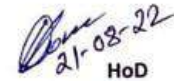
Email ID: [physicsdepartmentgc@gmail.com](mailto:physicsdepartmentgc@gmail.com)

Ref no. ....

Date: 01.08.2022

#### NOTICE

It is hereby informed that a departmental meeting is convened on 04-08-2022 at 2:00 pm in the department to discuss about the preparation of departmental class routine, academic calendar and course distribution among the faculty members etc for Odd Semester 2022. All the faculty members are requested to be present at the stipulated time.

  
21-08-22

HoD

Dept of Physics

Gargaon College

HOD

Department of Physics  
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-  
2022-2023

# Minutes of Meeting 1



**DEPARTMENT OF PHYSICS**

**GARGAON COLLEGE**

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686  
Email ID: [physicsdepartmentgc@gmail.com](mailto:physicsdepartmentgc@gmail.com)

Ref no. : .....

Date: 04.08.2022

## MINUTES OF MEETING-1

Date: 4<sup>th</sup> August, 2022

### **Presence of the Members:**

1. Mr. Diganta Konwar, HoD of Dept of Physics
2. Mr. Guna Kanta Sonowal, Assistant Professor of Dept of Physics
3. Mr. Jayanta Sonowal, Assistant Professor of Dept of Physics
4. Dr. Gitashri Arandhara, Assistant Professor of Dept of Physics
5. Dr. Bidyut Bikash Hazarika, Assistant Professor of Dept of Physics

### **Item No. 1: To discuss Departmental class routine and Academic Calendar**

Mr. Diganta Konwar convened the meeting to discuss the preparation of departmental routine and allotment of classes to the faculty members of based on the central routine provided by the College Routine Development Committee.

**Resolution No. 1:** Resolved that the Departmental Routine and allotment of classes will be made available as soon as the Central Routine is made accessible by the College authority. The classes will be conducted based on the previous semester routine until the central routine is available.

### **Item No. 2: To discuss the syllabus or course distribution for the Odd Semester, 2022.**

Head of the Department and all faculty members discussed about the course distribution.

**Resolution No. 2:** Resolved that the course distribution for the Odd Semester (2022) will be done by Mr. Guna Kanta Sonowal.

### **Item No. 3: To discuss the preparation of Departmental Academic Calendar**

Head of the department discussed about the preparation of departmental Academic Calendar.

**Resolution No. 3:** Resolved that the Departmental Academic Calendar will be made by Dr. Bidyut Bikash Hazarika based on Dibrugarh University Academic Calendar.

### **Item No. 4: To discuss about induction programme for newly admitted students**

Head of the department discussed about organizing an orientation programme for fresher.

**Resolution No. 4:** Resolved that the Induction Programme will be conducted in the last week of August

  
HoD

Dept. of Physics  
Gargaon College

Department of Physics  
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-

2022-2023  
**Action Taken Report 1**



**DEPARTMENT OF PHYSICS**

**GARGAON COLLEGE**

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686

Email ID: [physicsdepartmentgc@gmail.com](mailto:physicsdepartmentgc@gmail.com)

Ref no. : .....

Date: 30.08.2022

**Action Taken Report-1**

To  
The Principal  
Gargaon College

Sir,

As per the decision of the Department meeting held on 4<sup>th</sup> August 2022, the following actions have been taken

1. Departmental routine has been prepared and allotment of classes to faculty members has been done based on central routine provided by the College Routine Development Committee.
2. The Course distribution for Odd Semester 2022, syllabus has been completed.
3. The Departmental Academic Calendar was prepared based on Dibrugarh University Academic Calendar.
4. The Induction/Orientation Programme for newly admitted students was held on 26<sup>th</sup> of August 2022.

  
31/8/22

HoD

Dept. of Physics  
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-  
2022-2023

## Notice 2



### DEPARTMENT OF PHYSICS

GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686

Email ID: [physicsdepartmentgc@gmail.com](mailto:physicsdepartmentgc@gmail.com)

Ref no. ....

Date: 03.09.2022

### NOTICE

It is hereby informed that a departmental meeting will be held on 06-09-2022 at 2:00 pm in the department to discuss about different departmental aspects. All the faculty members are requested to be present at the stipulated time.

  
3/9/22  
HoD

Dept of Physics  
Gargaon College  
Department of Physics  
Gargaon College





Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-  
2022-2023

## Minutes of Meeting 2



**DEPARTMENT OF PHYSICS**

**GARGAON COLLEGE**

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686

Email ID: physicsdepartmentgc@gmail.com

Ref no. : .....

Date: 06.09.2022

### MINUTES OF MEETING-2

Date: 06<sup>th</sup> September, 2022

#### **Presence of the Members:**

1. Mr. Diganta Konwar, HoD of Dept of Physics.
2. Mr. Guna Kanta Sonowal, Assistant Professor of Dept of Physics
3. Mr. Jayanta Sonowal, Assistant Professor of Dept of Physics
4. Dr. Gitashri Arandhara, Assistant Professor of Dept of Physics
5. Dr. Bidyut Bikash Hazarika, Assistant Professor of Dept of Physics

#### **Item No. 1: To discuss the previous Even Semester result of students**

Head of the Department of Physics convened the meeting to discuss about the result of previous Even Semester result of students.

**Resolution No. 1:** It is resolved that one to one counselling of the students will be done by the faculty members.

#### **Item No. 2. To discuss about ICT classes**


**Resolution No. 2** Each teacher will conduct at least one ICT class per week.

#### **Item No. 3. To select IQAC coordinator for the department**

**Resolution No. 3.** Head of the Department of Physics selected Mr. Jayanta Sonowal as a department representative for the smooth conduct of departmental IQAC work.

**Item No. 4. To discuss about organizing student seminar for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester major students**

**Resolution No. 4.** The student seminar will be conducted from 2<sup>nd</sup> week of October.

  
6/9/22  
HoD  
Dept. of Physics  
Gargaon College  
Department of Physics  
Gargaon College





Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAM SESSION-  
2022-2023

## Action Taken Report 2



**DEPARTMENT OF PHYSICS**

**GARGAON COLLEGE**

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686  
Email ID: [physicsdepartmentgc@gmail.com](mailto:physicsdepartmentgc@gmail.com)

Ref no. : .....

Date: 30.11.2022


### Action Taken Report-2

To  
The Principal  
Gargaon College

Sir,

As per the decision of the Department meeting held on 6<sup>th</sup> September 2022, the following actions have been taken

1. The counselling of all the students have been done by the faculty members and some remedial measures are advised for individual student for better understanding and hence results.
2. The ICT classes are regularly taken by the faculty members.
3. The student seminars were conducted on 12<sup>th</sup> October, 17<sup>th</sup> and 18<sup>th</sup> November 2022.

  
30/11/22  
HoD  
Dept. of Physics  
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-  
2022-2023

## Notice 3



### DEPARTMENT OF PHYSICS

**GARGAON COLLEGE**

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686

Email ID: [physicsdepartmentgc@gmail.com](mailto:physicsdepartmentgc@gmail.com)

Ref no. ....

Date: 30.01.2023

### NOTICE

It is hereby informed that a departmental meeting is convened on 02-02-2023 at 2:00 pm in the department to discuss about the preparation of departmental class routine and course distribution among the faculty members etc for Even Semester 2023. All the faculty members are requested to be present at the stipulated time.

  
30/01/23  
HoD

Dept of Physics  
Gargaon College  
Department of Physics  
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-  
2022-2023



**DEPARTMENT OF PHYSICS**

**GARGAON COLLEGE**

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686  
Email ID: physicsdepartmentgc@gmail.com

Ref no. : .....

Date:02.02.2023

**MINUTES OF MEETING-3**

Date: 2<sup>nd</sup> February, 2023

**Presence of the Members:**

1. Mr. Diganta Konwar, HoD of Dept of Physics.
2. Mr. Guna Kanta Sonowal, Assistant Professor of Dept of Physics
3. Mr. Jayanta Sonowal, Assistant Professor of Dept of Physics
4. Dr. Gitashri Arandhara, Assistant Professor of Dept of Physics
5. Dr. Bidyut Bikash Hazarika, Assistant Professor of Dept of Physics

**Item No. 1: To discuss Departmental class routine and class allotments**

Mr. Diganta Konwar convened the meeting to discuss the preparation of departmental routine and allotment of classes to the faculty members of based on the central routine provided by the College Routine Development Committee.

**Resolution No. 1:** Resolved that the Departmental Routine and allotment of classes will be made available as soon as the Central Routine is made accessible by the College authority. The classes will be conducted based on the previous semester routine until the central routine is available.

**Item No. 2. To discuss the progress in the preparation of departmental AQAR**

Head of the Department of Physics discussed about the progress of the departmental AQAR preparation for the forthcoming internal audit presentation.

**Resolution No. 2.** It is resolved that the work related to departmental AQAR will be completed soon.

  
2/2/23

HoD

Dept. of Physics  
Department of Physics  
Gargaon College  
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-  
2022-2023



## Action Taken Report 3

### DEPARTMENT OF PHYSICS

**GARGAON COLLEGE**

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686

Email ID: [physicsdepartmentgc@gmail.com](mailto:physicsdepartmentgc@gmail.com)

Ref no. : .....

Date:30.02.2023

### Action Taken Report-3

To  
The Principal  
Gargaon College

Sir,

As per the decision of the Department meeting held on 2<sup>nd</sup> February 2023, the class routine and allotment of classes to faculty members has been done based on central routine provided by the College Routine Development Committee.

  
30/2/23

HoD

Dept. of Physics  
Gargaon College of Physics  
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAM  
SESSION-2022-2023



## Notice 4 DEPARTMENT OF PHYSICS

GARGAON COLLEGE  
PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686  
Email ID: [physicsdepartmentgc@gmail.com](mailto:physicsdepartmentgc@gmail.com)

Ref no. ....

Date: 07.03.2023

### NOTICE

It is hereby informed that a departmental meeting will be held on 09-03-2023 at 2:00 pm in the department to discuss various departmental issues. All the faculty members are requested to be present at the stipulated time.

  
7/3/23  
HoD

Dept of Physics  
Gargaon College  
Department of Physics  
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-  
2022-2023

## Minutes of Meeting 4



**DEPARTMENT OF PHYSICS**

**GARGAON COLLEGE**

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686

Email ID: [physicsdepartmentgc@gmail.com](mailto:physicsdepartmentgc@gmail.com)

Ref no. : .....

Date:09.03.2023

### MINUTES OF MEETING-4

Date: 9<sup>th</sup> March, 2023

#### **Presence of the Members:**

1. Mr. Diganta Konwar, HoD of Dept of Physics.
2. Mr. Guna Kanta Sonowal, Assistant Professor of Dept of Physics
3. Mr. Jayanta Sonowal, Assistant Professor of Dept of Physics
4. Dr. Gitashri Arandhara, Assistant Professor of Dept of Physics
5. Dr. Bidyut Bikash Hazarika, Assistant Professor of Dept of Physics

#### **Item No. 1: To discuss about the parent teacher meeting**

Head of the Department of Physics convened the meeting to discuss about organizing a parent teacher meeting and to finalized a date for it.

**Resolution No. 1:** It is resolved that the parent teacher meeting will be held on 21<sup>th</sup> April 2023 at 11.00 am.

#### **Item No. 2. To discuss about the alumni meet**

Head of the Department of Physics discussed about organizing an alumni meet. He has finalized a date for it and also prepared a guest list for the programme.

**Resolution No. 2** It is resolved that the alumni meeting will be held on 29<sup>th</sup> April 2023 at 12.30 pm in the Academic Gallery of College.

#### **Item No. 3. To discuss about the remedial classes**

Head of the Department of Physics discussed about the remedial classes and advised to prepare a routine for allotment of classes among the faculty members.

**Resolution No. 3.** It is resolved that the routine for remedial classes for 2<sup>nd</sup> and 4<sup>th</sup> semester backlog and slow learner will be prepared soon and classes will start from 20<sup>th</sup> March 2023

#### **Item No.4. To Discuss about collection of feedback from students, alumni and teacher**

Head of the Department of Physics discussed extensively about collection of feedback from student, alumni and teacher.

**Resolution No. 4.** It is resolved that the feedback will be collected using Google form separately for student, alumni and teacher.

9/3/23  
HoD

Dept. of Physics  
Gargaon College  
Department of Physics  
Gargaon College



# Action Taken Report 4



**DEPARTMENT OF PHYSICS**

**GARGAON COLLEGE**

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686  
Email ID: physicsdepartmentgc@gmail.com

Ref no. : .....

Date:30.04.2023

## Action Taken Report-4

To  
The Principal  
Gargaon College

Sir,

As per the decision of the Department meeting held on 9<sup>th</sup> March 2023, the following actions have been taken

1. The parent teacher meeting was held on the proposed date.
2. The alumni meet was held on the proposed date
3. The remedial classes are going on according to the routine.
4. Feedback collected from student, alumni and teacher.

  
30/4/23

HoD

Dept. of Physics  
Gargaon College  
Department of Physics  
Gargaon College



# Department of Political Science



25/07/22

NOTICE

The department of political science is going to organise a meeting regarding departmental routine, allotment of classes to teacher, course of distribution etc for the odd semester (2022) on 27th July, 2022.

All faculties are requested to attend the meeting.

HOD, Political Science

HoD

Department of Political Science  
Gargaon College, Simaluguri

HoD

Department of Political Science  
Gargaon College, Simaluguri

## Dept. Faculty Meeting

27/7/2022

Agenda :

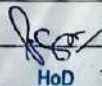
- 1) Chair of the HOD.
- 2) Object of the meeting.
- 3) Discussion on routine and class allotment.
- 4) Preparation for sessional Exam.
- 5) Any other matter.
- 6) Remarks of the HOD.
- 7) End of the meeting.

Proceeding and minutes of the meeting :

A departmental meeting was organised on 27th July, 2022. The meeting was attended by all the faculty members and the students of all the three semesters under the chairmanship of HOD. The object of the meeting was informed to the members by HOD. After detailed discussion following decisions are taken which is mentioned in the following minutes —

- 1) Respective department faculties observed and emphasised upon the allotment of classes according to the class routine.
- 2) After that respective department faculties observed upon the preparation of the students regarding the upcoming examinations, their doubts and writing skills.
- 3) After that everyone had discussed about the progress of the student.

At last, HOD has offered his sincere thanks to the faculty members and declared the end of the meeting.



HoD

Department of Political Science  
Gargaon College, Simaluguri



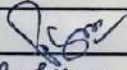
28/07/2022

## Action Taken Report - I

The following steps are taken in relation to the meeting held on 27/7/22 -

① The departmental routine has been made.

② And the classes are allocated to the respective teachers.

  
HOD, Political Science

HoD  
Department of Political Science  
Gargaon College, Simlauri

HoD  
Department of Political Science  
Gargaon College, Simlauri

22/10/22

17/08/22

NOTICE

The department of Pol. Sci is going to organise a meeting regarding the framing of course plan and lesson plan for the odd semester on 20<sup>th</sup> of Aug, 2022.

All faculties are requested to attend the meeting.

HO, Political Science

HoD  
Department of Political Science  
Gargaon College, Simaluguri

HoD  
Department of Political Science  
Gargaon College, Simaluguri

## Department Faculty Meeting

20/08/2022

### Agenda:

- 1) Chair of the HOD.
- 2) Object of the meeting.
- 3) Discussion on the framing of course plan and lesson plan.
- 4) Discussion on the progress of the course.
- 5) Dept. Programme.
- 6) Any other matters.
- 7) Remarks of the HOD.
- 8) End of the meeting.

### The proceeding of the Dept. Faculty meeting

Today a meeting of dept faculties are held under the chairmanship of HOD. The subject of the meeting was informed to the members by HOD.

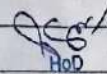
After detail discussion following decisions are taken which is mentioned in the following minutes -

1) With the inauguration of the meeting the Chairperson and the faculty members of dept. were talking about the framing of course plan and lesson plan.

2) After that everyone had discussed about the progress of the students.

3) The meeting has decided to make a student data base containing the details of the students.

The meeting was concluded by the HOD with his valuable speech and he stimulated the dept faculties to work more coherent manner in near future.

  
HOD

Department of Political Science  
Gargoon College, Simlauguri

subject



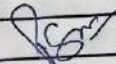
22/08/2022

## Action Taken Report --2

The following steps are taken in relation to the meeting held on 20/08/2022.

- ① The semester course plan is framed
- ② The classes will be through proper lesson plan, it is taken finally.

HoD  
Department of Political Science  
Gargaon College, Simaluguri

  
HoD - Political Science

HoD  
Department of Political Science  
Gargaon College, Simaluguri

12/11/22

NOTICE

The department of political science is going to organise a meeting regarding mentor-mentee issue on 15<sup>th</sup> Nov, 22. All faculties are requested to present in the meeting.

HO D, Political Science

HoD  
Department of Political Science  
Gargaon College, Simaluguri

HoD  
Department of Political Science  
Gargaon College, Simaluguri



## Dept. Faculty Meeting

15/01/23

### Agenda:

- 1) Chair of the HOD.
- 2) Object of the meeting
- 3) Discussion on Mentor-Mentee issue.
- 4) Slow learners and advance learners identification and process to enrich them.
- 5) Any other matters.
- 6) Remarks of the HOD
- 7) End of the meeting

### The Proceeding of the Dept. Faculty meeting:

Today a meeting of dept. faculties are held under the chairmanship of HOD. The subject of the meeting was informed to the members by HOD. After detail discussion following decisions are taken which is mentioned in the following minutes.

1) With the inauguration of the meeting the chairperson dealt with the mentor-mentee issues who were regarding with the students, raising common problems faced by the faculties and procedures to upgrade them.

2) After that everyone had discussed about the progress of the students. The faculty members of the departments were talking about the low falls of the students and advise those who showed their excellency.

3) After that everyone had discussed about the progress of the students.

At last, HOD has offered his sincere thanks to the faculty members and declared the end of the meeting.

17/11/2022

## Action Taken Report - 3

The following steps are taken in relation to the meeting hold on 15/11/22 -

- (i) The mentors are being selected and mentees are divided among the mentors
- (ii) After the meeting, the slow learners and advance students are selected.
- (iii) For the slow learners, some remedial measures are being taken for their upliftment.

HoD  
Department of Political Science  
Gargaon College, Simaluguri

Mod. Political Science.

HoD  
Department of Political Science  
Gargaon College, Simaluguri



7/01/2023

NOTICE

The dept. of pol. sci. is going to organize a meeting regarding the future plan and the progress of the student on 10<sup>th</sup> January, 2023. All faculties are requested to attend the meeting.



Head, Political Science

HoD  
Department of Political Science  
Gargeon College, Simlaguri

## Dept. Faculty Meeting

10/01/23

### Agenda:

- 1) Chair of the HOD
- 2) Object of the meeting
- 3) Discussion on future plan
- 4) Discussion about the progress of the students
- 5) Any other matters
- 6) Remarks of the HOD
- 7) End of the meeting

### Proceeding and minutes of the meeting:

Today a meeting of faculty members of the department of Political Science is held in department common room under the chairmanship of HOD. The subject of the meeting is informed to the faculties by the HOD. He said that to discuss about the future plan, progress of the student, preparing mentor-mentee list and any other matters of the department this meeting is convened.

After the detail discussion on the agenda following decisions have been taken as minutes.

- 1) Mentor-mentee list will be prepared within one week.
- 2) The meeting has decided to make a student database containing the details of the student.

At last, HOD has offered his sincere thanks to the faculty members and declare the end of the meeting.



HoD

Department of Political Science  
Gargaon College, Simaluguri



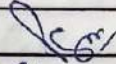
12/01/2023

## Action taken Report - 4

The following steps are taken in relation to the meeting held on 10/01/23

(1) The faculties envision the future plan for teaching learning effectiveness.

(2) How much students' learning progress achieved is discussed and overlooked.

  
HOD, Political Science.

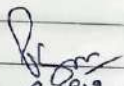
HoD  
Department of Political Science  
Gargaon College, Simaluguri

HoD  
Department of Political Science  
Gargaon College, Simaluguri

10/06/23

NOTICE

The department of political science is going to organize a meeting on 12/06/2023 regarding to overlook the progresses of classes as well as evaluation of sessional examination on 12/06/23.

  
HOD, Political Science

HOD  
Department of Political Science  
Gargaon College, Simlughuri

HOD  
Department of Political Science  
Gargaon College, Simlughuri

## Dept. Faculty Meeting

12/06/23

### Agenda:

- 1) Chair of the HOD
- 2) Object of the meeting
- 3) Discussion
- 4) Any other matters
- 5) Remarks of the HOD
- 6) End of the meeting

### Proceeding and minutes of the meeting:

With the chairmanship of HOD, the meeting was started and he delivered the subject of the meeting. The objective of the meeting was to overlook the progress of the classes as well as evaluation of the sessional examination which was held recently.

After that detail discussion on the agenda following decisions have been taken as minutes -

- 1) The respective faculties explained their prog of the syllabus and marks interpretation.
- 2) After that discussed the various ways and to developed students outcome.

To summarize the meetings HOD end the session meeting, suggesting for more hard work




14/06/2023

## Action Taken Report - 5

The following steps are taken in relation to the meeting held on 12/06/23

- ① The progress reports are collected from the faculties and examined.
- ② The evaluation of sessional examination is done.

  
HoD, Political Science

HoD  
Department of Political Science  
Gargan College, Simaluguri

HoD  
Department of Political Science  
Gargan College, Simaluguri

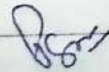
13/07/23

NOTICE

The dept of Political Science is going to organise a meeting on 15/07/23 regarding a parent-teacher meeting.

All faculties are requested to attend the meeting.

HOD  
Department of Political Science  
Gargaon College, Simaluguri



HOD, Political Science.

HOD  
Department of Political Science  
Gargaon College, Simaluguri

## Dept. Faculty Meeting

15/07/23

### Agenda:

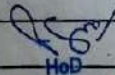
- 1) Chair of the HOD
- 2) Object of the meeting
- 3) Discussion
- 4) Any other matters
- 5) Remarks of the HOD
- 6) End of the meeting

### Proceeding and minutes of the meeting:

A departmental meeting was organised on 15th July, 2023. The meeting was attended by all the faculty members and the students of all the three semesters. The subject of the meeting was informed to the members by HOD. After detail discussion following decisions are taken which is mentioned in the following minutes -

- 1) To conduct a parent-teacher organisation a meeting will be called within this month.
- 2) After that discussed the various ways and means to developed students out come.

At last, HOD has offered his sincere thanks to the faculty members and declare the end of the meeting



HOD

Department of Political Science  
Gargaon College, Simaluguri

Department of Political Science  
Gargaon College, Simaluguri




17/07/2022

## Action Taken Report - 6

The following steps are taken in relation to the meeting held on 15/07/23.

(i) A parent teacher meeting is called for.

(ii) The grievances are taken from the parents and mutual opinions are shared.

  
HoD, Political Science,

HoD  
Department of Political Science  
Gargaon College, Simaluguri

14/07/2023

NOTICE

meeting

The departmental is going to be organised for cleanliness drive in the premise of political science on 17/07/23.

All faculties and students are asked to attend.

HoD, Political science

HoD

Department of Political Science  
Gargaon College, Simaluguri

HoD  
Department of Political Science  
Gargaon College, Simaluguri



## Dept Faculty Meeting

17/07/23

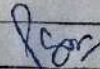
### Agenda :

- 1) Chair of the HOD
- 2) Object of the meeting
- 3) Discussion
- 4) Any other matter
- 5) Remarks of the HOD
- 6) End of the meeting

### Proceeding and minutes of the meeting :

A departmental meeting was organised on 17th July, 2023. The meeting was attended by all the faculty members and the students of all the three semesters and P.G. students. The object of the meeting was to conduct a cleanliness drive and to increase the awareness among the students regarding swachhata. The HOD has delivered a speech on swachhata and how swachhata and cleanliness can be achieved through group work. And today cleanliness drive is conducted in the premise of dept. with the help of attended students.

After that, HOD has offered his sincere thanks to the students and the faculties and declare the end of the meeting.



HOD

Department of Political Science  
Gargaon College, Simaluguri

Department of Political Science  
Gargaon College, Simaluguri

Action taken reports - 2

19/07/2023

The following steps are taken in relation to the meeting held on 17/07/23.

- ① The cleanliness drive is conducted on 17/07/23



HOD, POL Science

HoD  
Department of Political Science  
Gargaon College, Simlatuguri

HoD  
Department of Political Science  
Gargaon College, Simlatuguri



Actions Taken Report - 8.

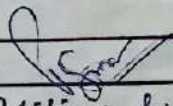
25/07/2023

The following steps are being taken in relation to the meeting held 02/7/23.

(i) The problems of students are identified

(ii) The efforts are being made to overcome the grievances of students

HoD  
Department of Political Science  
Gargan College, Simaluguri

  
HoD, Political Science.

HoD  
Department of Political Science  
Gargan College, Simaluguri

## Dept. Faculty Meeting

22/7/23

### Agenda:

- 1) Chair of the HOD
- 2) Object of the meeting
- 3) Discussion
- 4) Any other matters
- 5) Remarks of the HOD
- 6) End of the meeting

### Proceeding and minutes of the meeting:

With the chairmanship of HOD, the meeting was started and he delivered the object of the meeting. The object of the meeting was to find out the learning problems faced by the students as well as to overcome the grievances of the students. The faculties and students engaged in discussing the problems faced by the students and the faculties resort some special measures and solutions provided to the students.

At last, HOD has offered his sincere thanks to the faculty members and the students and declare the end of the meeting.

HoD  
Department of Political Science  
Gargaon College, Simaluguri



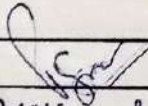
actions taken Report - 8.

25/07/2023

The following steps are being taken in relation to the meeting held 22/7/23.

(i) The problems of students are identified

(ii) The efforts are being made to overcome the grievances of students

  
HoD, Political Science.

HoD  
Department of Political Science  
Gargaon College, Simaluguri

HoD  
Department of Political Science  
Gargaon College, Simaluguri



# Department of Sociology



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DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam


Email: [depttsociology29@gmail.com](mailto:depttsociology29@gmail.com)

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Date :- 01/08/2022

## NOTICE

The Department of Sociology is going to conduct a meeting regarding departmental class routine allotment to teachers, course distribution etc. for the odd semester (2022) on 2<sup>nd</sup> August, 2022. All faculty members are requested to attend at the stipulated time.

  
Head of the Department  
Sociology Department  
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



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Minutes of the Meeting

Date- 02-08-2022

Presence of The Members


1. Mrs. Mina Robidas
2. Mohananda Tamuli.

Item No.1: To discuss about departmental Routine

Resolution No.1: Resolved that the departmental routine and allotment of classes will be made according to central routine provided by the institution.

Item No.2 : To discuss about course distribution of Odd semester,2022

Resolution No.2: Resolved that the course distribution of odd semester,2022 will be done within two days.

  
Head of the Department  
Sociology Department  
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri





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ACTION TAKEN REPORT-1


To  
The Principal  
Gargaon College

Date:-4/08/2022

Sir,

As per decision of the Department meeting held on 2<sup>nd</sup> August 2022, the following actions have been taken,

1. The department routine has been set and allotted of classes to the teachers based on central routine has been made by the college.
2. The course distribution of odd semester, 2022 has been done.

  
Head of the Department  
Sociology Department  
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



Borkola Gorh Gaon, Assam, India

WPHV+P4M, Borkola Gorh Gaon, Garhgaon, Assam 785685, India

Lat 26.929208°

Long 94.742835°

02/08/22 11:49 AM GMT +05:30

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Date:-10/10/2022

## NOTICE

The department of Sociology is going to conduct a meeting regarding departmental library and wall magazine on 12 October 2022. All faculty members and students are requested to attend at the stipulated time.

Time:- 12 Noon

Venue:- Sociology Department.

Head of the Department  
Sociology Department  
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



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Minutes of the Meeting –

Date- 12-10-2022

Presence of The Members


1. Mrs. Mina Robidas
2. Mohananda Tamuli
3. Dr. Priyanka Tamuli

Item No.1: To discuss about the departmental library.

Resolution No.1: Resolved that the teachers & students of the department will set rules and regulation for maintaining department library.

Item No.2 : To discuss about wall magazine.

Resolution No.2: Resolved that an editorial board is essential to prepare the wall magazine. In this regard a committee was formed for editorial activity.

  
Head of the Department  
Sociology Department  
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Photograph of the meeting





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Date:-01/11/2022

## NOTICE

The department of Sociology is going to conduct a meeting regarding sessional examination for the odd semester (2022) on 2<sup>nd</sup> November, 2022. All faculty members are requested to attend at the stipulated time.

Time:-

Venue:- Sociology Department.

Head of the Department  
Sociology Department  
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri





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Minutes of the Meeting –

Date- 02-11-2022

Presence of The Members


4. Mrs. Mina Robidas
5. Mohananda Tamuli
6. Dr. Priyanka Tamuli

Item No.1: To discuss about question Paper setting for sessional examination.

Resolution No.1: Resolved that the faculty member of the department will set the question papers according to allotted syllabus.

Item No.2: To discuss about examination duties of sessional exam.

Resolution No.2: Resolved that to conduct sessional exam smoothly the examination duties are allotted among the faculty member.

  
Head of the Department  
Sociology Department  
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



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ACTION TAKEN REPORT-2

To

The Principal


Gargaon College, Simaluguri.

10/11/2022

Respected Sir,

As per decision of the Department meeting held on 2<sup>nd</sup> November 2022, the following action have been taken,

1. The faculty member submitted their question paper stipulated time.
2. The faculty member of the department did their duties regularly and helps to conduct the sessional examination smoothly.

  
Head of the Department  
Sociology Department  
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Photograph of the Meeting





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
Date:- 17/01/2023

## NOTICE

The department of Sociology is going to conduct a meeting regarding course distribution for the even semester 2023 on today, 17 January 2023. All faculty members are requested to attend at the on time.

Time :-2 PM

Venue:- Sociology Department

  
Head of the Department  
Sociology Department  
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



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Minutes of the Meeting -1


Date- 17-01-2023

Presence of The Members”

3. Mrs. Mina Robidas
4. Mohananda Tamuli
5. Dr. Priyanka Tamuli

Item No.1: To discuss about course distribution of Even semester,2023.

Resoulution No.1: Resolved that the course distribution of Even semester,2023 will be done within 19/01/2023.

  
Head of the Department  
Sociology Department  
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



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ACTION TAKEN REPORT-1


To  
The Principal  
Gargaon College

Date:- 20/01/2023

Sir,

As per decision of the Department meeting held on 17.01.2023, following action have been taken,

1. The course distribution of Even semester,2023 has been done.

  
Head of the Department  
Sociology Department  
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



Photograph of the meeting





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Date:- 28/01/2023

## NOTICE

The department of Sociology is going to conduct a meeting for preparing class routine of the even semester,2023 on 30/01/2023. All faculty members are requested to attend at the on time.

Time :-2 PM.

Venue :- Sociology Department

  
Head of the Department  
Sociology Department  
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



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Minutes of the Meeting -2


Date- -30/01/2023

Presence of The Members”

7. Mrs. Mina Robidas
8. Mohananda Tamuli
9. Dr. Priyanka Tamuli

Item No.1: To discuss about class allotment

Resolution No.1: Resolved that the faculty member of the department will set the class routine as per central routine provided by college.

  
Head of the Department  
Sociology Department  
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



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ACTION TAKEN REPORT-2

Date :-02/02/2023

To


The Principal

Gargaon College

Sir,

As per decision of the Department meeting held on 30 January 2023, the following action have been taken,

- 1.The faculty member discussed about the class allotment and prepare a final class distribution routin.

  
Head of the Department  
Sociology Department  
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Photographies of the Meetings:





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Minutes of the Meeting -1

IQAC Meeting

Date:-12/04/2023

Presence of The Members”


1. Dr. Surajit Saikia
2. Mrs. Mina Robidas
3. Mohananda Tamuli
4. Dr. Priyanka Tamuli

Item No.1: To discuss about action plan for 2023

Resolution No.1: Resolved that the faculty member of the department will prepare an action plan for the mentioned year.

Item No.1: To discuss about how to do action that has been mention in action plan.

Resolution No.1: Resolved that all the departmental works have been divided among the faculty member of the department.

  
Head of the Department  
Sociology Department  
Gargaon College, Simaluguri

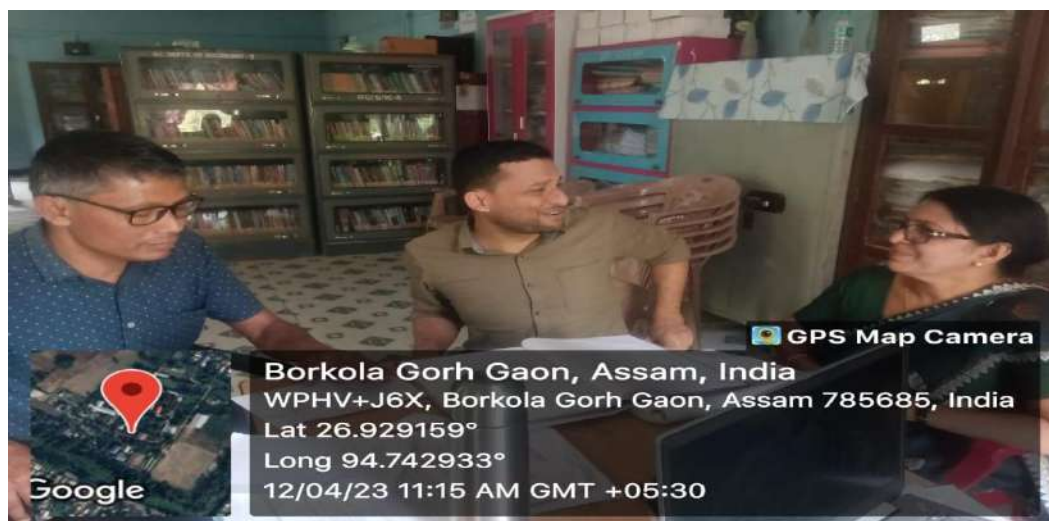
Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



Photographs of the meeting



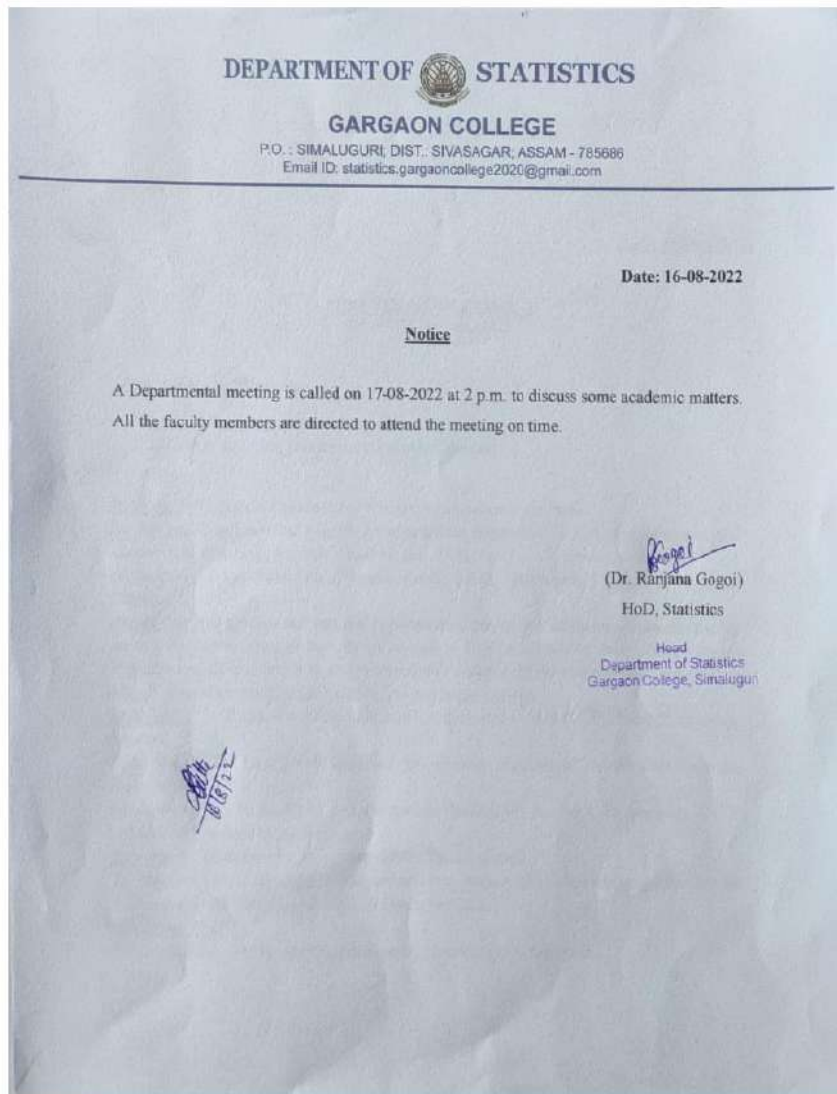


# Department of Statistics



গড়গাঁও মহাবিদ্যালয়  
GARGAON COLLEGE  
NAAC accredited with 'B' Grade


## Notice 1:





গড়গাঁও মহাবিদ্যালয়  
GARGAON COLLEGE  
NAAC accredited with 'B' Grade

## Minutes of Meeting-1:

DEPARTMENT OF  STATISTICS  
GARGAON COLLEGE  
P.O.: SIMALUGURI, DIST: SIVASAGAR, ASSAM - 785086  
Email ID: statistics.gargaoncollege2020@gmail.com

Date: 17-08-2022

MINUTES OF MEETING -1  
Date: 17th August, 2022

**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 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> 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 (2022) 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, 2022 to December 2022.


**Resolution No. 03**  
Resolved that individual teaching plans will be prepared within a week.

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



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## Action Taken Report-1:

DEPARTMENT OF  STATISTICS  
GARGAON COLLEGE  
P.O.: SIMALIGURI, DIST.: SIVASAGAR, ASSAM - 785686  
Email ID: statistics.gargaoncollege2020@gmail.com

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Date: 30-8-2022


ACTION TAKEN REPORT-1

To  
The Principal  
Gargaon College

Sir,

As per the decision of the Department meeting held on 17th August 2022, 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 (2022) syllabus has been completed.
4. Faculty-wise individual teaching plan has been prepared.

  
(Dr. Ratjana Gogoi)  
HoD, Statistics

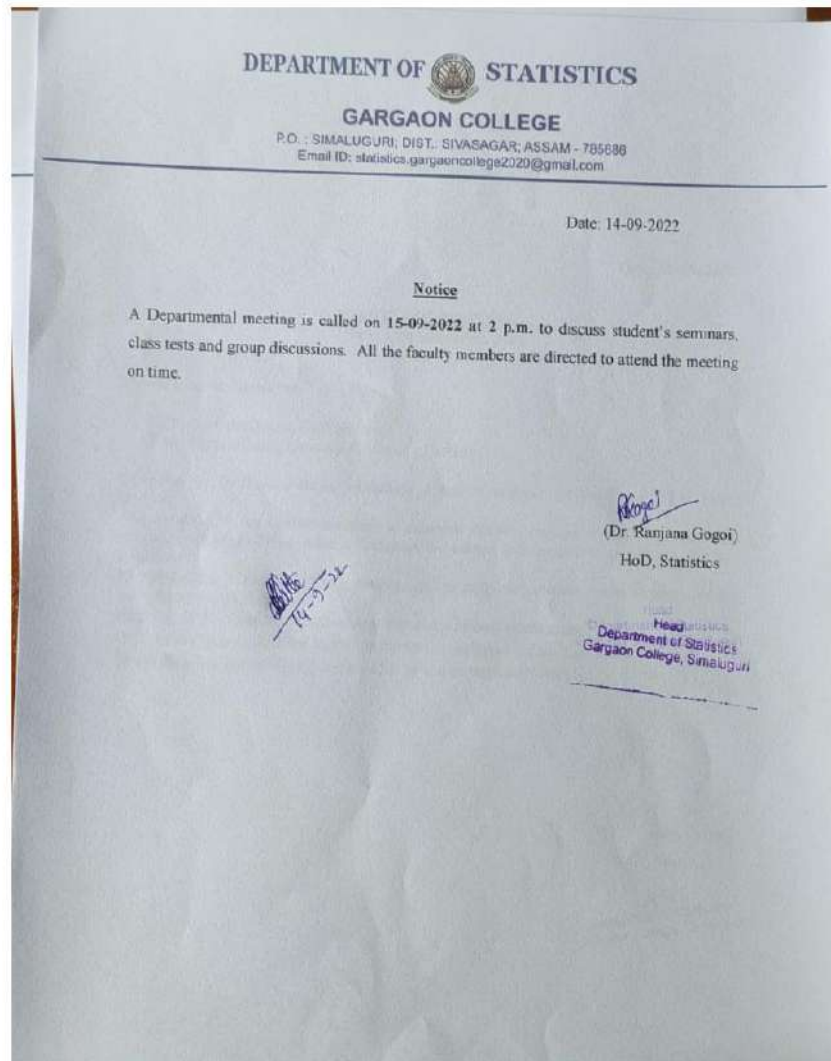
Gargaon College - Simaliguri





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## Notice-2:








গড়গাঁও মহাবিদ্যালয়  
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## Minutes of Meeting-2:

DEPARTMENT OF  STATISTICS  
GARGAON COLLEGE  
P.O. : SIMALUGURI, DIST. SIVASAGAR, ASSAM - 785006  
Email ID: statistics.gargaoncollege2020@gmail.com

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Date: 15-09-2022

**MINUTES OF MEETING-2**  
Date: 15th September, 2022

**Presence of the Members:**


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

**Item No. 1:** To discuss about conducting a student seminar for the Hons and Generic students.  
The Head called the faculty members to organize student seminars in the department for internal evaluation. The members discussed the matter and decided to organize a student seminar.

**Resolution No. 1:** Resolved that a student seminar in the department would be organized as per syllabus- related topics.

**Item No. 2:** To discuss conducting class test and sessional examination.  
Dr. Ranjana Gogoi asked the faculty members to regularly conduct class tests.


**Resolution No. 2:** Resolved that class tests would be organized weekly.

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



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## Action Taken Report-2:

DEPARTMENT OF  STATISTICS  
GARGAON COLLEGE  
P.O. : SIMALUGURI, DIST. : SIVAGARH, ASSAM - 785688  
Email ID: statistics.gargaoncollege2020@gmail.com

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Date: 29-09-2022


**ACTION TAKEN REPORT-2**

To  
The Principal  
Gargaon College.

Sir,

As per the decision of the Department meeting held on 15th September, 2022, the following actions have been taken


1. Student seminar will be organized in the first week of October.
2. The concerned course teacher organized class tests weekly.

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



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## Notice-3:


DEPARTMENT OF  STATISTICS  
GARGAON COLLEGE  
P.O. : SIMALUGURI, DIST.: SIVASAGAR, ASSAM - 785086  
Email ID: statistics.gargaoncollege2020@gmail.com

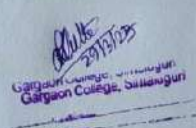
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Date: 29-03-2023

**NOTICE**

A Departmental meeting is called on 29-03-2023 at 2.30 p.m. to discuss the Internal Audit.  
All the faculty members are directed to attend the meeting on time.

  
(Dr. Ranjana Gogoi)  
HoD, Statistics

  
Gargaon College, Simaluguri  
Gargaon College, Simaluguri


Head  
Department of Statistics  
Gargaon College, Simaluguri

29/3/23



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## Minutes of Meeting-3:

DEPARTMENT OF  STATISTICS  
GARGAON COLLEGE  
P.O. : SIMALUGURI, DIST: SIVASAGAR, ASSAM - 795688  
Email ID: statistics.gargaoncollege2020@gmail.com

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
**MINUTES OF MEETING -3**  
Date: 29<sup>th</sup> March, 2023

**Presence of the Members:**

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

**Item No. 1:** To discuss the Internal Audit Presentation held on 28-03-2023.  
Dr. Ranjana Gogoi extensively discussed their AQAR (Internal Audit) preparation & presentation, their limitations, corrections and modifications etc as instructed by the Principal and IQAC Coordinator.


**Resolution No. 1:** Resolved that the faculties prepare an action plan to complete the corrected AQAR before facing the External Audit Team for evaluation of the department.

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



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## Action Taken Report-3:

DEPARTMENT OF  STATISTICS  
GARGAON COLLEGE  
P.O. : SIMALUGURI, DIST. : SIMASAGAR, ASSAM - 785688  
Email ID: statistics.gargaoncollege2020@gmail.com

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Date: 08-04-2023


**ACTION TAKEN REPORT-3**

To  
The Principal  
Gargaon College

Sir,

As per the decision of the Department meeting held on 29<sup>th</sup> March, 2023 the following actions have been taken

1. AQAR is corrected based on the instructions given by the Principal and IQAC Coordinator.

  
(Dr. Ranjana Gogoi)  
HoD, Statistics

Head  
Department of Statistics  
Gargaon College, Simaluguri

DATE: 12/04/2023

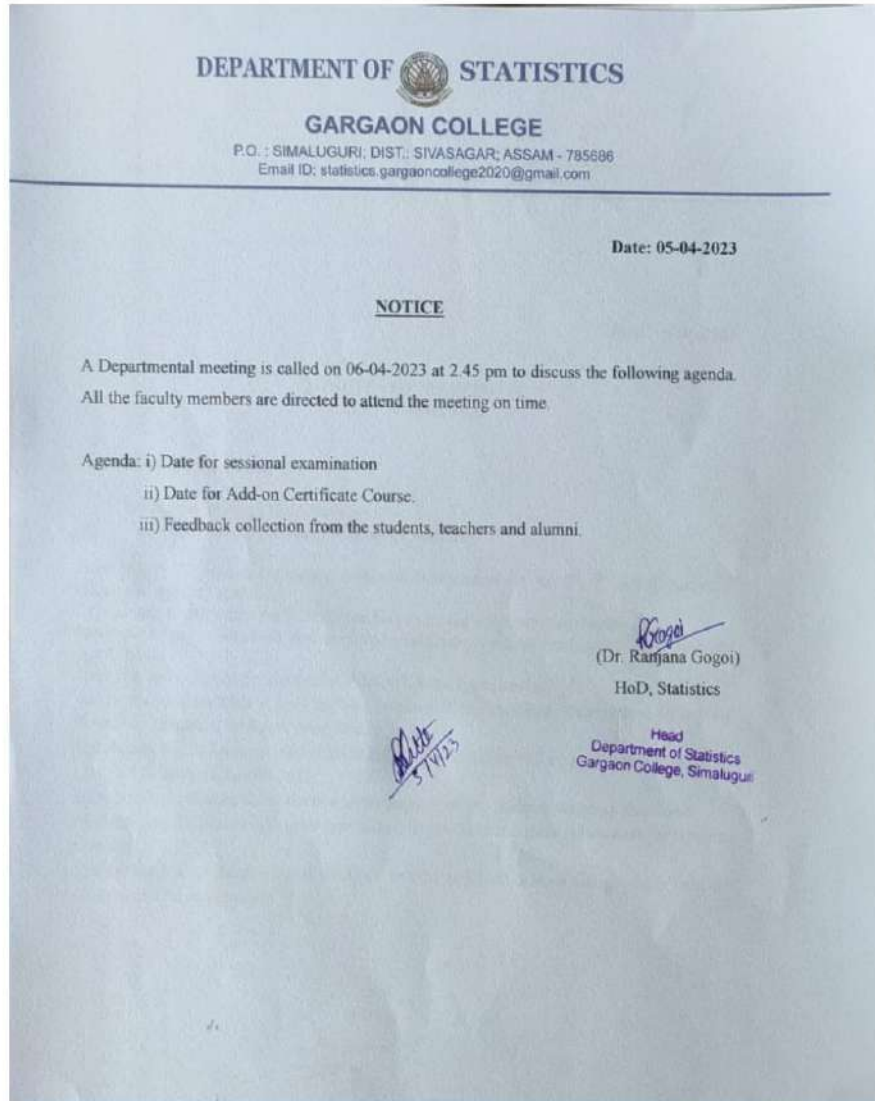
GARGAON COLLEGE





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## Notice-4:








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## Minutes of Meeting-4:

DEPARTMENT OF  STATISTICS  
GARGAON COLLEGE  
P.O. : SIMALGURI, DIST. Sivasagar, ASSAM - 785596  
Email ID: statistics.gargaoncollege2020@gmail.com

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Date: 06-04-2023

**MINUTES OF MEETING -4**  
Date: 6<sup>th</sup> April, 2023

**Presence of the Members:**

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

**Item No. 1:** To discuss organizing sessional examination for the 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> 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 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> April, 2023.

**Item No. 2:** To discuss conduction of Add-on Course Examination.  
An extensive discussion is held on how to conduct the certificate examination of Add-on Course on Statistical Software using SPSS.  
**Resolution No. 2:** Resolved that Add-on Course Examination will be held online mode using Google Classroom on 09.04.2023.


**Item No. 3:** To discuss the collection of feedback from the students, teachers and alumni.  
An extensive discussion is held on how to collect the feedback from the students, alumni and teachers.  
**Resolution No. 2:** Resolved that feedback will be collected using a Google form from the student, alumni and teachers.

*Ranjana Gogoi*  
HoD, Statistics  
Department of Statistics  
Gargaon College, Sivasagar



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## Action Taken Report-4:

DEPARTMENT OF  STATISTICS  
GARGAON COLLEGE  
P.O. : SIMALUGURI, DIST.: SIVASAGAR, ASSAM - 785086  
Email ID: statistics.gargaoncollege2020@gmail.com

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Date: 11.04.2023


ACTION TAKEN REPORT-4

To  
The Principal  
Gargaon College

Sir,

As per the decision of the Department meeting held on 6<sup>th</sup> April, 2023 the following actions have been taken.

1. Sessional examination of B.sc 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester was held on 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> April, 2023.
2. Add-on Course Examination was held online mode using Google Classroom on 09.04.2023.
3. Google forms are created to collect feedback from the students, alumni and faculty members.

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



# Department of Zoology

## Meeting No 1



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

### DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: [deptofzoologygargaoncollege@gmail.com](mailto:deptofzoologygargaoncollege@gmail.com)

Date: 12/08/2022

#### NOTICE

The Department of Zoology is going to conduct a staff meeting on 13<sup>th</sup> of August, 2022 at 1:00 PM to departmental office Room to discuss regarding departmental routine, allotment of classes to teachers, course distribution etc. for the Odd semester 2022. All the faculty members are requested to remain present at the stipulated time.

*Rina Handique*  
12/08/2022

(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
GARGAON COLLEGE  
Simaluguri



## DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: [deptofzoologygargaoncollege@gmail.com](mailto:deptofzoologygargaoncollege@gmail.com)

Date: 13/08/2022

### MINUTES OF MEETING

A Departmental staff meeting was conveyed by Dr.Rina Handique, Head of the Department on 13<sup>th</sup> August, 2022 at 1.00 PM at the Departmental Staff Room. The objective of the meeting, as laid down by Dr.Rina Handique, to discuss about the following items-

**Item No. 1:** To discuss about departmental routine

The Head of the Department initiated a meeting to discuss about the departmental routine and allotment of classes to teachers based on the central routine.

**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.

**Item No. 2:** To discuss about the course distribution for the Odd Semester (2022) syllabus

The Head of the Department initiated a meeting to discuss about the course distribution for the Odd Semester (2022) syllabus.

**Resolution: No. 2:** Resolved that the course distribution for the Odd Semester (2022) syllabus shall be done to the respective teachers.

The meeting was closed at 1.30 PM.

#### **Presence of the Members:**

1. Dr. Rina Handique
2. Pimily Langthasa
3. Dr. Rashmi Dutta

  
(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
GARGAON COLLEGE  
Simaluguri



**DEPARTMENT OF ZOOLOGY  
GARGAON COLLEGE**

ESTD: 1969  
Simaluguri - 785686, Sivasagar, Assam  
E-mail: [deptofzoologygargaoncollege@gmail.com](mailto:deptofzoologygargaoncollege@gmail.com)

Date: 21/08/2022

**ACTION TAKEN REPORT**

To,  
The Principal,  
Gargaon College

Sir,

As per the decision of the departmental meeting held on 13<sup>th</sup> of August, the following actions have been taken.

1. The department routine has been set and the allotment of classes to the teachers was prepared according to the central routine provided by the College Routine Development Committee.
2. The distribution of the courses was done among the teachers for the Odd semester session as per the decision done in the meeting.

  
(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

**Department of Zoology  
GARGAON COLLEGE  
Simaluguri**



Meeting No 2



**DEPARTMENT OF ZOOLOGY  
GARGAON COLLEGE**

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

ESTD: 1969  
Simaluguri - 785686, Sivasagar, Assam  
E-mail: [depttozoologygargaoncollege@gmail.com](mailto:depttozoologygargaoncollege@gmail.com)

Date: 19/09/2022

NOTICE

The Department meeting is going to conduct on 20<sup>th</sup> of September, 2022 at 3.00 PM at the Departmental Room (Room no.3) with the 5<sup>th</sup> semester students to discuss related to Field trip. All faculty members and the students of 5<sup>th</sup> semester are requested to remain present.

*Rina Handique* 19/09/2022  
(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

**Department of Zoology  
GARGAON COLLEGE  
Simaluguri**



DEPARTMENT OF ZOOLOGY  
GARGAON COLLEGE

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ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: [deptofzoologygargaoncollege@gmail.com](mailto:deptofzoologygargaoncollege@gmail.com)

Date: 20/09/2022

MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 20<sup>th</sup> of September, 2022 at 3.00 PM at the Departmental Room (Room no.3) with the 5<sup>th</sup> semester students.

**Objective of the Meeting**

The objective of the meeting, as laid down by Dr. Rina Handique, to discuss about the following matters:

1. To discuss about the field trip as a part of the aspart of the syllabus DSC I Animal Behavior & Chronobiology
2. Fixation of date and duration of visit.

Dr. Rina Handique discussed the matter and suggested valuable points in relation to the trip and explain the importance of the trip. Ms. Pimily Langthasa and Dr. Rashmi Dutta, Assistant Professor, Department of Zoology, further added that the field visit will enriched adequate knowledge on the natural ecosystems and the diversity existing therein within the students.

After discussions at the meeting, the following resolutions were taken:

**R1.** After the through discussion with the teachers and the students the selection of the field is yet to be selected from the list such as: Bobitora Wildlife Snactuary, Manas National Park, Zoological Park, Kolkata etc.

**R2.** The date and selection of the field will be fixed in the next meeting.

The meeting was closed at 4.00 PM.

**Teachers Present:** 03

**Students Present:** 19

*Rina Handique*  
20/09/2022

(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
GARGAON COLLEGE  
Simaluguri.

## Meeting No 3



### DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

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

ESTD: 1969  
Simaluguri - 785686, Sivasagar, Assam  
E-mail: [depttofzoologygargaoncollege@gmail.com](mailto:depttofzoologygargaoncollege@gmail.com)

Date: 23/09/2022

#### NOTICE

The Department meeting is going to conduct on 24<sup>th</sup> of September, 2022 at 2.00 PM at the Departmental Room (Room no.3) with the 5<sup>th</sup> semester students to discuss related to Field trip and fixation of the date and selection of the study location. All faculty members and the students of 5<sup>th</sup> semester are requested to remain present.

*Dr. Rina Handique*  
(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

**Department of Zoology  
GARGAON COLLEGE  
Simaluguri.**



## DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969  
Simaluguri - 785686, Sivasagar, Assam  
E-mail: [deptofzoologygargaoncollege@gmail.com](mailto:deptofzoologygargaoncollege@gmail.com)

Date: 24/09/2022

### MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 24<sup>th</sup> September, 2022 at 2.00 PM at the Departmental Room (Room no.1) with the 5<sup>th</sup> semester students.

As per the meeting held on 20/09/2022, the following actions have been taken:

1. Zoological Park, Kolkata (Covering Indian Museum and Botanical Garden) has been selected as the site for the field visit.
2. The date for the trip has been selected from 31<sup>st</sup> October-05<sup>th</sup> of November 2022.
3. The journey was decided to start from 31<sup>st</sup> October at Simaluguri station (Boarding station) to Kolkata (Destination station)
4. Suggested valuable points in relation for the trip and important measures during the trip was discussed.

The meeting was concluded at 3:10 PM.

Teachers Present: 03

Students Present: 17

  
(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
**GARGAON COLLEGE**  
Simaluguri.



## DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: [deptofzoologygargaoncollege@gmail.com](mailto:deptofzoologygargaoncollege@gmail.com)

Date: 26/09/2022

### ACTION TAKEN REPORT

To,  
The Principal,  
Gargaon College

Sir,

As per the decision of the departmental meeting held on 34<sup>th</sup> of September, the following actions have been taken.

1. Zoological Park, Kolkata (Covering Indian Museum and Botanical Garden) has been selected as the site for the field visit.
2. The date for the trip has been selected from 31<sup>st</sup> October-05<sup>th</sup> of November 2022.
3. The journey was decided to start from 31<sup>st</sup> October at Simaluguri station (Boarding station) to Kolkata (Destination station)

*Rina* 26/09/2022  
(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
GARGAON COLLEGE  
Simaluguri.



Meeting No 4



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

**DEPARTMENT OF ZOOLOGY  
GARGAON COLLEGE**

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: [depttofzoologygargaoncollege@gmail.com](mailto:depttofzoologygargaoncollege@gmail.com)

Date: 29/09/2022

NOTICE

The Department meeting is going to conduct on 30<sup>th</sup> of September, 2022 at 2.00 PM at the Departmental Room (Room no.1) with the 1<sup>st</sup> semester students to discuss related to Field trip. All the faculty members and the students of 1<sup>st</sup> semester are requested to remain present to discuss the matter.

*Rina Handique*  
(Dr. Rina Handique)

Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
**GARGAON COLLEGE**  
Simaluguri.





## DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969  
Simaluguri - 785686, Sivasagar, Assam  
E-mail: [deptofzoologygargaoncollege@gmail.com](mailto:deptofzoologygargaoncollege@gmail.com)

Date: 30/09/2022

### MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 30<sup>th</sup> of September, 2022 at 2.00 PM at the Departmental Room (Room no.1) with the 1<sup>st</sup> semester students.

#### **Objective of the Meeting**

The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about the fixation of the date and selection of the National Park/Wildlife Sanctuaries for the visit. Dr. Rina Handique discussed the matter and suggested valuable points in relation to fixation of the National Parks and Sanctuaries for the visit. Ms. Pimily Langthasa, Dr. Rashmi Dutta, and Dr. Anurag Protim Das, Assistant Professor, Department of Zoology, made valuable suggestions on the fixation of the date.

After discussions at the meeting, the following resolutions were taken:

R1. After the discussion Karizanga National Park was selected as a site for visit based on the shortest route from the college.

R2. Also, the date for the visit is decided on 15<sup>th</sup> of October, 2022. Suggested valuable points in relation for the trip and important measures during the trip was discussed.

The meeting was closed at 3.00 PM.

#### **Teachers Present: 04**

1. Dr. Rina Handique
2. Pimily Langthasa
3. Dr. Rashmi Dutta
4. Dr. Anurag Protim Das

*Rina*  
30/09/2022  
(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686  
Department of Zoology  
GARGAON COLLEGE  
Simaluguri.



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**DEPARTMENT OF ZOOLOGY  
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Simaluguri - 785686, Sivasagar, Assam  
E-mail: [deptofzoologygargaoncollege@gmail.com](mailto:deptofzoologygargaoncollege@gmail.com)

Date: 01/10/2022

**ACTION TAKEN REPORT**

To,  
The Principal,  
Gargaon College

Sir,

As per the decision of the departmental meeting held on 30<sup>th</sup> of September, the following actions have been taken.

1. Karizanga National Park was selected as a site for visit based on the shortest route from the college.
2. The date for the visit is decided on 15<sup>th</sup> of October, 2022.

*Sain* 01/10/2022  
(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
**GARGAON COLLEGE**  
Simaluguri.

Meeting No 5



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Date: 27/10/2022

NOTICE

The Department of Zoology is going to conduct a staff meeting on 28<sup>th</sup> of October, 2022 at 2.00 PM at the Departmental Staff Room to discuss related to the upcoming sessional examination. All the faculty members are requested to attain at the stipulated time.

(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

**Department of Zoology  
GARGAON COLLEGE  
Simaluguri.**



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Date: 28.10.2022

### MINUTES OF THE MEETING

A Departmental staff meeting was conveyed by Dr. Rina Handique, Head of the Department on 28<sup>th</sup> October, 2022 at 2:00 PM

#### **Objective of the Meeting**

The objective of the meeting was laid down by the Dr. Rina Handique, Head was to discuss about the following matters:

1. Regarding the discussion about the completion of the syllabus
2. Question paper setting for the 1<sup>st</sup> Sessional examination

Dr. Rina Handique, Head discussed about the completion of the syllabus from each faculty members till date. Hence followed by the pattern of setting questions papers for the upcoming 1<sup>st</sup> sessional examination. The meeting was closed at 2.30 PM.

#### **Teachers Present: 04**

1. Dr. Rina Handique
2. Pimily Langthasa
3. Dr. Rashmi Dutta
4. Dr. Anurag Protim Das

  
28/10/2022  
(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
**GARGAON COLLEGE**  
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Meeting No 6



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Date: 09/11/2022

NOTICE

The Department of Zoology is going to conduct a staff meeting on 10<sup>th</sup> of November, 2022 at 2.00 PM at the Departmental Staff Room to discuss related to the Parents Teachers Meeting. All the faculty members are requested to attain at the stipulated time.

*Rina Handique*  
**(Dr. Rina Handique)**

Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

**Department of Zoology  
GARGAON COLLEGE  
Simaluguri.**





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Date: 10/11/2022

### MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 10<sup>th</sup> November, 2022 at 2:00 PM.

#### **Objective of the Meeting**

The objective of the meeting, as laid down by the Dr. Rina Handique, was to discuss about the Parents Teachers Meeting (PTM) and for the Reconstitution of the Parent-Teacher Association and Executive Committee for the year 2023-24.

After discussions at the meeting, the following resolutions were taken:

- R1. The date for the PTM is decided to be held on 16.11.2022 at 10 A.M.
- R2. Reconstitution of the Parent-Teacher Association and Executive Committee for the year 2023-24 on the same day.
- R3. Therefore, the students were told to inform their parents/guardians to attend the meeting.

The meeting ended with a vote of thanks.

#### **Members present:**

1. Dr. Rina Handique
2. Pimily Langthasa
3. Dr, Rashmi Dutta
4. Dr, Anurag Protim Das

  
(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
**GARGAON COLLEGE**  
Simaluguri.





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Date: 17/11/2022

**ACTION TAKEN REPORT**

To,  
The Principal,  
Gargaon College

Sir,

As per the decision of the departmental meeting held on 10<sup>th</sup> of November, 2022, the following actions have been taken.

1. A Parent Teacher Meeting (PTM) was held on 16/11/2022.
2. A new Reconstitution of the Parent-Teacher Association and Executive Committee for the year 2023-24 on the same day.

*Rina*  
*17/11/2022*  
(Dr. Rina Handique)

Head,

Department of Zoology  
Gargaon College  
Simaluguri-785686

**Department of Zoology  
GARGAON COLLEGE  
Simaluguri**

Meeting No 7



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Date: 29/01/2023

NOTICE

The Department of Zoology is going to conduct a staff meeting on 30<sup>th</sup> of January, 2023 at 11:00 AM to discuss related to Department office Room to discuss regarding departmental routine, allotment of classes to teachers, course distribution etc. for the Even semester 2023. All the faculty members are requested to remain present at the stipulated time.

*Rina*  
29/01/2023

(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

**Department of Zoology  
GARGAON COLLEGE  
Simaluguri**



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Date: 30/01/2023

### MINUTES OF MEETING

A Departmental staff meeting was conveyed by Dr. Rina Handique, Head of the Department on 30<sup>th</sup> of January, 2023 at the Departmental Staff Room. The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about the following items-

**Item No. 1:** To discuss about departmental routine

The Head of the Department initiated a meeting to discuss about the departmental routine and allotment of classes to teachers based on the central routine.

**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.

**Item No. 2:** To discuss about the course distribution for the Even Semester (2023) syllabus

The Head of the Department initiated a meeting to discuss about the course distribution for the Even Semester (2023) syllabus.

**Resolution: No. 2:** Resolved that the course distribution for the Even Semester (2023) syllabus shall be done to the respective teachers.

The meeting was closed at 12.30 PM.

#### **Presence of the Members:**

1. Dr. Rina Handique
2. Pimily Langthasa
3. Dr. Anurag Protim Das

(Dr. Rina Handique)  
Head,  
Department of Zoology  
Gargaon College  
Simaluguri-785686  
Department of Zoology  
**GARGAON COLLEGE**  
Simaluguri.



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Date: 01/02/2023

### ACTION TAKEN REPORT

To,  
The Principal,  
Gargaon College

Sir,

As per the decision of the departmental meeting held on 30<sup>th</sup> of January, 2023, the following actions have been taken.

1. The department routine has been set and the allotment of classes to the teachers was prepared according to the central routine provided by the College Routine Development Committee.
2. The distribution of the courses was done among the teachers for the Even semester session as per the decision done in the meeting.

(Dr. Rina Handique)

Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
GARGAON COLLEGE  
Simaluguri



Meeting No 8



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Date: 01/02/2023

NOTICE

The Department of Zoology is going to conduct an urgent meeting on 1<sup>st</sup> of February, 2023 at 3.00 PM at the Departmental Room (Room no. 1) with all the of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester students to discuss regarding observation of Wetland Day. All the students and the faculty members are requested to attend the meeting at the stipulated time.

  
01/02/2023  
(Dr. Rina Handique)  
Head,  
Department of Zoology  
Gargaon College  
Simaluguri-785686  
**Department of Zoology  
GARGAON COLLEGE  
Simaluguri.**



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Date: 01/02/2023

### MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 1<sup>st</sup> of February, 2023 at 3.00 PM at the Departmental Room 1.

#### **Objective of the Meeting**

The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about observation of Wetland Day on 2<sup>nd</sup> of February. The programme will basically aims to raise global awareness about the vital role of wetlands on human as well as on Earth.

RI: After the discussion, Hatihuria Beel located in Hahchara was selected as the site for the visit.

#### **Presence of the Members**

Teachers: 03

Students: 35

1. Dr. Rina Handique
2. Pimily Langthasa
3. Dr. Anurag Protim Das

*Rina*  
01/02/2023

**(Dr. Rina Handique)**

Head,

Department of Zoology

Gargaon College

Simaluguri-785686

Department of Zoology

**GARGAON COLLEGE**

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Date: 06/02/2023

**ACTION TAKEN REPORT**

To,  
The Principal,  
Gargaon College

Sir,

As per the decision of the departmental meeting held on 1<sup>st</sup> of February, 2023, the following actions have been taken.

1. Wetland Day was observed on 02/02/2023. Hatihuria Beel was visited to raise the importance of the wetland.

*Rina*  
06/02/2023

(Dr. Rina Handique)

Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
**GARGAON COLLEGE**  
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Meeting No 9

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Date: 13/02/2023

NOTICE

The Department of Zoology is going to conduct a staff meeting on 14<sup>th</sup> of February, 2023 at 3.00 PM at the Departmental Staff Room to discuss regarding organizing an student orientated entrepreneurship programme. All the faculty members are requested to attain the meeting at the stipulated time.

  
13/02/2023  
(Dr. Rina Handique)  
Head  
Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
GARGAON COLLEGE  
Simaluguri



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Date: 13/02/2023

### MINUTES OF THE MEETING


A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 14<sup>th</sup> of February, 2023 at 3.00 PM at the Departmental Staff Room.

#### **Objective of the Meeting**

The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about organizing a student orientated entrepreneurship programme and selection of a particular topic for the programme. Also the selection of the date for the programme.

**R1:** Entrepreneurship programmerelated of the Aquarium was selected as the topic for the programme.

**R2:** 17/02/2023 was selected as the day of the programme at 11:00 AM.

  
13/02/2023  
(Dr. Rina Handique)  
Head,  
Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
GARGAON COLLEGE  
Simaluguri



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Date: 20/02/2023

### ACTION TAKEN REPORT

To,  
The Principal,  
Gargaon College

Sir,

As per the decision of the departmental meeting held on 14<sup>th</sup> of February, 2023, the following actions have been taken.

1. Entrepreneurship programme related to the Aquarium was selected as the topic for the programme.
2. 17/02/2023 was selected as the day of the programme at 11:00 AM.

*Dr. Rina Handique*  
20/02/2023

(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
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Meeting No 10



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Date: 23/02/2023

NOTICE

The Department of Zoology is going to conduct a staff meeting on 25<sup>th</sup> of February, 2023 at 2.00 PM at the Departmental Staff Room to discuss regarding the organizing World Wildlife Day, 2023. All the faculty members are requested to attend the meeting at the stipulated time.

  
23/02/2023  
(Dr. Rina Handique)  
Head, Department of Zoology  
GARGAON COLLEGE  
Simaluguri.  
Department of Zoology  
Gargaon College  
Simaluguri-785686



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Date: 25/02/2023

**MINUTES OF THE MEETING**

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 25<sup>th</sup> of February, 2023 at 2.00 PM at the Departmental Staff Room.

**Objective of the Meeting**

The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about organizing a World Wildlife Day. After the discussions the following resolutions were taken:

**R1:** Mr. Rubul Tanti, Project Officer, Elephant Research and Conservation, Aranyak Guwahati will be the resource person of the programme.

**R2:** The programme will be conducted through online mode using Zoom.

**R3:** The time selected for the programme at 7:00 PM.

*Rina*  
25/02/2023  
(Dr. Rina Handique)  
Head  
Department of Zoology  
GARGAON COLLEGE  
Gargaon Coll  
Simaluguri.  
Simaluguri-785686





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Date: 06/03/2023

### ACTION TAKEN REPORT

To,  
The Principal,  
Gargaon College

Sir,

As per the decision of the departmental meeting held on 14<sup>th</sup> of February, 2023, the following actions have been taken.

1. World wildlife Day was celebrated on 03/03/2023 at 7:00 pm through online mode.
2. Mr. Rubul Tanti, Project Officer, Elephant Research and Conservation, Aranyak Guwahati was the resource person of the programme.

*Rina*  
06/03/2023

(Dr. Rina Handique)

Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
GARGAON COLLEGE  
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Meeting No 11



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Date: 23/03/2023

NOTICE

It is hereby informed that a departmental staff meeting will be held on 24<sup>th</sup> of March, 2023 at 11.00 PM at the Departmental Staff Room to discuss about Internal Academic Audit and preparation of NC/DC list. Therefore, all the faculty members are requested to attain the meeting at the stipulated time.

*Rina*  
23/03/2023  
(Dr. Rina Handique), Head  
Department of Zoology  
GARGAON COLLEGE  
Gargaon College  
Simaluguri-785686



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Date: 24/03/2023

### MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 24<sup>th</sup> of March, 2023 at 11.00 PM at the Departmental Staff Room.

The objective of the meeting, was to discuss about the following points:

1. The NC/DC list of the students of all the semesters has to be submitted to office by 31<sup>st</sup> of March.
2. The Internal Academic Audit has been scheduled on 27<sup>th</sup> and 28<sup>th</sup> of March.

  
24/03/2023  
(Dr. Rina Handique)  
Head  
Department of Zoology  
Gargaon College  
Simaluguri-785686

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Date: 03/04/2023

### ACTION TAKEN REPORT

To,  
The Principal,  
Gargaon College

Sir,

As per the decision of the departmental meeting held on 24<sup>th</sup> of March, 2023, the following actions have been taken.

1. The percentage of attendance and the NC/DC list for the students has been prepared and submitted to the office.

*Rina*  
03/04/2023  
(Dr. Rina Handique)

Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
GARGAON COLLEGE  
Simaluguri



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Meeting No 12



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Date: 05/04/2023

NOTICE

It is hereby to inform that a staff meeting is going to conduct on 6<sup>th</sup> of June, 2023 at 12.00 PM at the Departmental Staff Room to discuss about organizing an outreach programme. All the faculty members are requested to attain the meeting at the stipulated time.

(Dr. Rina Handique)  
Head  
Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
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Simaluguri.



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Date: 06/04/2023

**MINUTES OF THE MEETING**

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 6<sup>th</sup> of June, 2023 at 12.00 PM.

**Objective of the Meeting**

The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about the final fixation of the date and selection of the local fish farm.

Dr. Rina Handique discussed the matter and suggested valuable points in relation to fixation of the fish farm for the visit. The list of the Local entrepreneurs in the area within the district were the prime interest to visit not only to give the syllabus/general information, importance and awareness but also to boost the entrepreneurship among the students. Ms. Pimily Langhasa and Dr. Anurag Protim Das, Assistant Professor, Department of Zoology, made suggestions on the fixation of the date.

After discussions at the meeting, the following resolutions were taken:

**R1.** After the discussion the final selection of the farm selected was Nazira Fish Farm. It was based on the shortest route from the college.

**R2.** The date of the visit is decided to be on 12<sup>th</sup> of April, 2023

**Teachers Present:** 03

**Students Present:** 19

**(Dr. Rina Handique)**  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

**Department of Zoology  
GARGAON COLLEGE  
Simaluguri.**





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Date: 24/04/2023

**ACTION TAKEN REPORT**

To,  
The Principal,  
Gargaon College

Sir,

As per the decision of the departmental meeting held on 6<sup>th</sup> of June, 2023, the following actions have been taken.

1. An Outreach programme was conducted by the Zoology department on 12/04/2023.
2. The Local Nazira Fish Farm was visited to boost the entrepreneurship among the students

(Dr. Rina Handique)  
Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
**GARGAON COLLEGE**  
Simaluguri.



Meeting No 13



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**DEPARTMENT OF ZOOLOGY  
GARGAON COLLEGE**

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: [deptofzoologygargaoncollege@gmail.com](mailto:deptofzoologygargaoncollege@gmail.com)

Date: 11/04/2023

NOTICE

The Department of Zoology is going to conduct a staff meeting on 11<sup>th</sup> of April, 2022 at 4.00 PM at the Departmental Staff Room to discuss related to the upcoming sessional examination, AQAR, etc.. All the faculty members are requested to attain at the stipulated time.

*Rina*  
11/04/2022  
(Dr. Rina Handique)

Head, Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
**GARGAON COLLEGE**  
Simaluguri.



## DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

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Simaluguri - 785686, Sivasagar, Assam  
E-mail: [deptofzoologygargaoncollege@gmail.com](mailto:deptofzoologygargaoncollege@gmail.com)

Date: 11.04.2023

### MINUTES OF THE MEETING

A Departmental staff meeting was conveyed by Dr. Rina Handique, Head of the Department on 11<sup>th</sup> of April, 2023 at 4.00 PM.

#### Objective of the Meeting

The objective of the meeting was laid down by the Dr. Rina Handique, Head was to discuss about the following matters:

1. Regarding the discussion about the completion of the syllabus
2. Question paper setting for the 1<sup>st</sup> Sessional examination and the pattern should follow the Dibrugarh University final question pattern.
3. Upcoming future plan of action
4. Regarding the AQAR presentation

Dr. Rina Handique, Head discussed about the completion of the syllabus from each faculty members till date. Hence followed by the pattern of setting questions papers for the upcoming sessional examination. The meeting was closed at 4.30 PM.

#### Teachers Present: 03

1. Dr. Rina Handique
2. Pimily Langthasa
3. Dr. Anurag Protim Das

  
11/04/2023  
(Dr. Rina Handique)  
Head  
Department of Zoology  
Gargaon College  
Simaluguri-785686

Meeting No 14



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**DEPARTMENT OF ZOOLOGY  
GARGAON COLLEGE**

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam  
E-mail: [deptofzoologygargaoncollege@gmail.com](mailto:deptofzoologygargaoncollege@gmail.com)

Date: 14/06/2023

NOTICE

It is hereby informed that a departmental staff meeting will be held on 14<sup>th</sup> of June, 2023 at 12.00 PM at the Departmental Staff Room to discuss about AQAR preparation. Therefore, all the faculty members are requested to attain the meeting at the stipulated time.

*Rina*  
14/06/2023  
(Dr. Rina Handique)  
Head  
Department of Zoology  
Gargaon College  
Simaluguri-785686  
Department of Zoology  
GARGAON COLLEGE  
Simaluguri.



## DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

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Simaluguri - 785686, Sivasagar, Assam  
E-mail: [deptofzoologygargaoncollege@gmail.com](mailto:deptofzoologygargaoncollege@gmail.com)

Date: 14/06/2023

### MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 14<sup>th</sup> of June, 2023 at 12.00 PM at the Departmental Staff Room.

#### Objective of the Meeting

The objective of the meeting, was about the AQAR presentation and inclusion of some point for the improvement. The following resolutions were taken:

1. MoU with other Colleges and Universities.
2. Student centric collaborative work with other Colleges.
3. Alumni contribution to the programme through collaboration with Alumni and outreach program.

  
Department of Zoology  
GARGAON COLLEGE  
Simaluguri.

Meeting No 15



**DEPARTMENT OF ZOOLOGY  
GARGAON COLLEGE**

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Simaluguri - 785686, Sivasagar, Assam  
E-mail: [deptofzoologygargaoncollege@gmail.com](mailto:deptofzoologygargaoncollege@gmail.com)

Date: 27/06/2023

NOTICE

The Department of Zoology is going to conduct a staff meeting on 27<sup>th</sup> of June, 2023 at 12.00 PM at the Departmental Staff Room to discuss about organizing Departmental Alumni Meet. All the faculty members are requested to attend the meeting at the stipulated time.

*Rina*  
(Dr. Rina Handique)

Head

Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
**GARGAON COLLEGE**  
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## DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

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Simaluguri - 785686, Sivasagar, Assam  
E-mail: [deptofzoologygargaoncollege@gmail.com](mailto:deptofzoologygargaoncollege@gmail.com)

Date: 27/06/2023

### MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 27<sup>th</sup> of June, 2023 at 12.00 PM at the Departmental Staff Room.

#### **Objective of the Meeting**

The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about organizing an Alumni Meet. After the discussions the following resolutions were taken:

**R1:** It was decided that the Alumni Meet would be held on 30/06/2023

**R2:** The Meet will be conducted through online mode using Zoom.

**R3:** The time selected for the programme at 7:00 PM.

**R4:** The information of the meet shall be informed to all the ex-students through an existing WhatsApp Group.

  
27/06/2023  
(Dr. Rina Handique)  
Head  
Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
GARGAON COLLEGE  
Simaluguri.



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Meeting No 16



**DEPARTMENT OF ZOOLOGY  
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[www.gargaoncollege.ac.in](http://www.gargaoncollege.ac.in)

Date: 01/07/2023

NOTICE

It is hereby to inform that a staff meeting is going to conduct on 6<sup>th</sup> of June, 2023 at 12.00 PM at the Departmental Staff Room to discuss about organizing an outreach programme. All the faculty members are requested to attain the meeting at the stipulated time.

(Dr. Rina Handique)

Head

Department of Zoology  
Gargaon College  
Simaluguri-785686

Department of Zoology  
**GARGAON COLLEGE**  
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