

# **MINUTES OF MEETINGS**

**HOD MEETINGS 2022-23** 

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

www.gargaoncollege.ac.in

Tel: 03772-296164

Ref. No: GC/

## **HOD MEETING-1**

HOD, Meeting Date: 16/8/22 Agenda:-Minutes:-(1) Mentioned precious meeting details (2)Result not satisfying (3)Not satisfied with the result of most of the depts. (5)All the dept most take corrective measure for the improvement of result. (6)Must give exter time to all the students of the dpept. Especially to 6<sup>th</sup> sem. (7) Need course each as every students of the dept. (8) Campus discipline by each faculty members (9) Class allotment routine to be submitted by 12 pm on 17/08/2022 (10) P G advt.to be given immediately (11) Timely taking of classes by all the dept. (12)I CT∓ class record per week (13)Dept.of IQAC Co-ordinator to be decided by Head (14)AQAR with geotag /video photo (15)E-Giksha video be submitted (16)Teacher Exchange programme (17) Fresher dates may be postponed due to grade III & IV entrance examination of DHE Assam (18)Need to change work cultural all the faculty members

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(12)		Date: 16/08/2022
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## **HOD MEETING-2**

# **HOD**, Meeting Date:09/09/2022 **Agenda GCSU Election** 1.presence of all the teaching staff on all the event organized by the college. 2. Gargaon college union Election will be held on 28 sept 2022(Wednesday) 1.Induction programme will be held at Academic gallery and college Auditorium On sept 10,2022 3. Admission :-8 2 seats in MA in five dept of Gargaon college 4,From $\mathbf{19}^{\text{th}}$ sept 2022 PG classes will be started .

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	Dr. Raujana Sogsi	9/9/22
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## **HOD MEETING-3**

#### **HoD Meeting**

Date: 14/10/2022 Time: 2:00 pm

Venue: Golden Jubilee Hall

- 1. Attendance: N/C & D/C percentage
- 2. Sessional Examination Date
- 1. N/C 50%

D/C - 20%

Don't copy paste the Excel Sheets

2. Sessional Examination

Full Marks: 40

Date: 11th, 12th, 14th & 15th November, 2022

 Laboratory Bearer to be sent to Examination Br. For preparation of Answer Script for Sessonal Examination.

Hols Meeting Date: 14/10/2022				
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## **HOD MEETING-4**

Date: 11/04/2023

Time: 1:00 pm

Venue: Golden Jubilee Hall

#### Agenda

1. Sessional Exam.: 25<sup>th</sup> to 28<sup>th</sup> April, 2023

40 Marks, Pattern should be University Final Question Paper

- Question Paper Model should be submitted V.P. Result, Notice (Internal Notice).
- International Seminar 5<sup>th</sup> & 6<sup>th</sup> May,2023. All the faculties are directed to join the seminar.
- Publication per faculty 10 within 5 years.
- Internal Audit Presentation after 5<sup>th</sup> & 6<sup>th</sup> May.
- 6. Plan of Action per Department 12<sup>th</sup> April, 2023.
- 7. Exhibition 24<sup>th</sup> April, 2023.
- 8. Students are directed to participate in the exhibition.

#### Proceeding

#### Meeting of the HoD

Venue: Golden Jubilee Hall

Time: 11:30 am

Chairperson: Dr. S. Mahanta,

Principal, Gargaon College

- AQAR present (Final) should be prepared by the departments, reforming the former anomalies.
- History, Political Science, Education, Geology, Physics, needs more correction.
- 3. Mathematics, Geology, Geography, English needs little bit correction.
- Career Counseling Principal sir formally informed Dr. Dilip Deka to do needful and take necessary measures regarding Career Counselling.
- HoDs are requested to collect the information of the students who have recently got the appointment in various State Govt. Services.
- Informed the HoD's regarding the clearance/arrangement of documentation by 15<sup>th</sup> May, 2023. (within three days the presentation will be taken).
- 7. Presentation for all the sessions required.

1st July 2018 to 30th June 2019

1st July 2019 to 30th June 2020

1st July 2020 to 30th June 2021

1st July 2021 to 30th June 2022

1st July 2022 to 30th June 2023

- Result, placement, enrolment should highlighted in the report.
- All the reputed ex-service person and alumni record should kept and highlighted in the report.
- 10. Scholarship from 2018 onwards needs to highlighted in the report.

Hode Meeting:  240. Name of Hode  1 Dr. Ring standard  2 Dignth Konwar  4 Dr. Parkej human North  5 Refib Gozoi  6 Dr. Surjit Suitin  7 Dr. Maghali Born  8 Vankej Adt  9 Sr. Peter Kr. Gogoi  10 Dr. Chambally hogoi  11 Dr. Poli Ko mary  12 Neter Cht  13 Reapporath Borneah  14 Dr. Arma Gozoi  15 Sangaela Chiles  16 Dr. Borneli Oletta  17 Dr. Borneli Oletta  18 Mina Robidas  19 Sr. Mayumon Gogoi  20  21  22  23  24  25  26		. 1	As I			
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