



গড়গাঁও মহাবিদ্যালয়  
GARGAON COLLEGE

**MINUTES OF MEETINGS**  
**Research Committee**  
**2023-24**

# GARGAON COLLEGE



ESTD: 1959, Reaccredited by NAAC with B Grade

Simaluguri - 785686, Sivasagar, Assam

E-mail: [gargaoncollege@rediffmail.com](mailto:gargaoncollege@rediffmail.com)

Tel: 03772-296164











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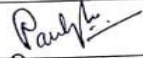
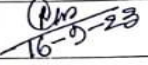


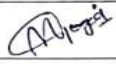
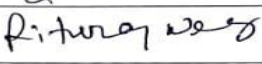

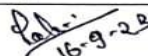
## Minutes of Meeting - 1

### Research Committee

GARGAON COLLEGE		
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Simaluguri - 785686, Sivasagar, Assam		Tel: 03772-296164
E-mail: <a href="mailto:gargaoncollege@rediffmail.com">gargaoncollege@rediffmail.com</a>		<a href="http://www.gargaoncollege.ac.in">www.gargaoncollege.ac.in</a>
Date: 08/09/2023		
<b>Notice</b>		
All the members of the Research Committee are hereby informed that their meetings is arranged on 16/09/2023 (Saturday) at 2:00 pm at IQAC Office, Gargaon College for discussion about following agenda. All should attend the same and cooperate.		
<b>Agenda:</b>		
1. Confirmation of minutes of earlier meetings.		
3. To send proposal for seminar/conference/workshops.		
4. To publish research papers, edited books, books chapters.		
 Dr. Dimbeshwar Das Coordinator Research Committee		
Sl. No.	Members	Notice Received
1	Dr. Pankaj Kr. Nath	
2	Dr. Ratna Das	
3	Dr. Raktim Patar	
4	Dr. Kabita Phukon	
5	Dr. Arandao Narzary	
6	Dr. Mintu Gogoi	
7	Dr. Ankur Dutta	
8	Dr. Rituraj Neog	
9	Dr. Boluram Das	
10	Dr. Pakiza Begum	

Minutes of the Research Committee Meeting – IV held on 16/09/2023

The meeting of the Research Committee of Gargaon College was held in IQAC office, Gargaon College on 16/09/2023 (Saturday) at 2:00 pm at IQAC Office. Under the cordiantorship of Dr. Dimebshwar Das. For this meeting following members were present.

Sl. No.	Members	Signature
1	Dr. Pankaj Kr. Nath	
2	Dr. Ratna Das	 16-9-23
3	Dr. Raktim Patar	
4	Dr. Kabita Phukon	
5	Dr. Arandao Narzary	
6	Dr. Mintu Gogoi	
7	Dr. Rituraj Neog	
8	Dr. Boluram Das	
9	Dr. Pakiza Begum	 16-9-23

Coordiantor of the Research Committee Dr. Dimbeshwar Das welcomed all the members. The Coordiantor briefed about the ojectives of the meetings and started discussions on the Agenda points.

**Agenda I:** Confirmation of minutes of earlier meetings.

**Discussions:** Coordiantor, Dr. Dimbeshwar Das read the minutes of earlier meetings and action taken report on it.

**Resolution No. 1:** All the members gave confirmations to minutes and expressed satisfaction on action taken report.

**Agenda II:** To send proposal for seminar/conference/workshops.

**Discussions:** Seminar/conference/FDP's, etc. are very important for learning new ideas to make us more effective and efficient in our work.

Reports on the seminar organized by the Department of English, IQAC, Department of Assamese and Department of Botany was received and discussed.

**Resolution No. 3:** It was decided to organizes Seminar/conference/FDP's at least one or two in an academic year by each departments of the college either in hybrid mode or offline.

**Resolution No. 4:** All HOD's to submit the reports related to all seminar/conference/FDP's/ workshops, etc. organized by the departments to Coordinator of the Research Committee of the College.

**Agenda III:** To publish research papers, edited books and books chapters.

**Discussions:** All the members put forward their views and after deliberative discussions the following decisions/resolution were taken.

**Resolution No. 5:** All the faculties of the college shall publish research papers and books chapters in their respective area of research in UGC care listed Journals, Edited Book Volumes, etc.

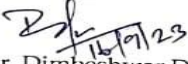
**Resolution No. 6:** All HOD's to submit the reports related to all published research papers and books chapters, etc. by the faculties of the departments to Coordinator of the Research Committee of the College.

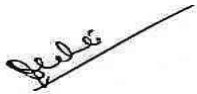
**Action Taken by the Research Committee**

Report on action taken on the decision of Research Committee meeting held on 30/01/2023 at 2:00 pm at IQAC Office


1. 5 Research Paper of the faculties of the College in the year 2023 was published.
  - 2 Research Paper by Devajani Bakalia, Assistant Professor, Dept. of Assamese
  - 1 Research paper by Sandeepa Agarwalla, Assistant Professor, Dept. of Botany
  - 2 Research Paper by Dr. Plaban Jyoti Sarma, Assistant Professor, Dept. of Chemistry
2. 100 Book Chapters has been communicated to various Edited Books by the faculties of the College was published in the year 2023.
  - 21 from Dept. of Assamese
  - 4 from Dep. of Botany
  - 7 from Dept. of Chemistry
  - 10 from Dept. of Commerce
  - 8 from Dept. of Economics
  - 3 from Dept. of Education
  - 9 from Dept. of English
  - 3 from Dept. of Geography
  - 3 from Dept. of Geology
  - 3 from Dept. of History
  - 9 from Dept. of Mathematics
  - 3 from Dept. of Physics
  - 5 from Dept. of Political Science

- 1 from Dept. of Statistics
  - 4 from Dept. of Sociology
  - 10 from Dept. of Zoology
3. Reports of International Conference, National Seminar, Seminar was Departments of English, IQAC , Boatny and Assamese were accepted.
  4. An edited book entitled "Women's Well-Being: Inclusive and sustainable growth" was published by the Womem's Cell of Gargaon College.
  5. The members of Research Committee planned to take necessary actions immediately.

  
16/07/23  
Dr. Dimbeshwar Das  
Coordinator  
Research Committee



Dr. Sabyasachi Mahanta  
Principal & Chairperson, IQAC  
Gargaon College

  
Dr. Surajit Saikia  
IQAC Coordinator  
Gargaon College

# GARGAON



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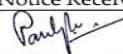
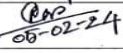


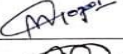
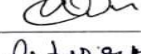
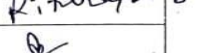

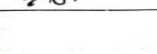
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Date:

## Minutes of Meeting – 2

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Date: 05/02/2024		
<b>Notice</b>		
All the members of the Research Committee are hereby informed that their meetings is arranged on 09/02/2024 (Saturday) at 2:00 pm at IQAC Office, Gargaon College for discussion about following agenda. All should attend the same and cooperate.		
<b>Agenda:</b>		
1. Confirmation of minutes of earlier meetings.		
3. To organize seminar/conference/workshops by the Departments for the students and teachers.		
4. To publish research papers, edited books, books chapters.		
 Dr. Dimbeshwar Das Coordinator Research Committee		
Sl. No.	Members	Notice Received
1	Dr. Pankaj Kr. Nath	
2	Dr. Ratna Das	 06-02-24
3	Dr. Raktim Patar	
4	Dr. Kabita Phukon	
5	Dr. Arandao Narzary	
6	Dr. Mintu Gogoi	
7	Dr. Ankur Dutta	
8	Dr. Rituraj Neog	
9	Dr. Boluram Das	
10	Dr. Pakiza Begum	 05-02-24

Minutes of the Research Committee Meeting – IV held on 09/02/2024

The meeting of the Research Committee of Gargaon College was held in IQAC office, Gargaon College on 09/02/2024 (Saturday) at 2:00 pm at IQAC Office. Under the cordiantorship of Dr. Dimebshwar Das. For this meeting following members were present.

Sl. No.	Members	Signature
1	Dr. Pankaj Kr. Nath	
2	Dr. Ratna Das	 09-02-24
3	Dr. Raktim Patar	
4	Dr. Kabita Phukon	
5	Dr. Arandao Narzary	
6	Dr. Mintu Gogoi	
7	Dr. Rituraj Neog	
8	Dr. Boluram Das	
9	Dr. Pakiza Begum	 09-02-24

Coordiantor of the Research Committee Dr. Dimbeshwar Das welcomed all the members. The Coordiantor briefed about the ojectives of the meetings and started discussions on the Agenda points.

**Agenda I:** Confirmation of minutes of earlier meetings.

**Discussions:** Coordiantor, Dr. Dimbeshwar Das read the minutes of earlier meetings and action taken report on it.

**Resolution No. 1:** All the members gave confirmations to minutes and expressed satisfaction on action taken report.

**Agenda II:** To organize seminar/conference/workshops by the Departments for the

**Discussions:** Seminar/conference/FDP's, etc. are very important for learning new ideas to make us more effective and efficient in our work.

Proposal of the National Seminar to be organized by the Department of Assamese was received and discussed.

**Resolution No. 3:** It was decided to organizes Seminar/conference/FDP's at least one or two in an academic year by each departments of the college either in hybrid mode or offline.

**Resolution No. 4:** All HOD's to submit the reports related to all seminar/conference/FDP's/ workshops, etc. organized by the departments to Coordinator of the Research Committee of the College.

**Agenda III:** To publish research papers, edited books and books chapters.

**Discussions:** All the members put forward their views and after deliberated discussions the following decisions/resolution were taken.

**Resolution No. 5:** All the faculties of the college shall publish research papers and books chapters in their respective area of research in UGC care listed Journals, Edited Book Volumes, etc.

**Resolution No. 6:** All HOD's to submit the reports related to all published research papers and books chapters, etc. by the faculties of the departments to Coordinator of the Research Committee of the College.


**Action Taken by the Research Committee**

Report on action taken on the decision of Research Committee meeting held on 09/02/2024 at 2:00 pm at IQAC Office

1. Reports of National Seminar organized by the Department of Assamese on April 5, 2024 (Friday) were received and accepted.
2. One day Workshop & Hands on Training on Aquarium Fabrication for the students of the college, organized by the IQAC, Gargaon College, Department of Botany and Zoology, Gargaon College on March 27, 2024 (Wednesday).
3. One day Workshop on Indian Knowledge System was organized for the students of Botany and Zoology by the Department of Botany and Zoology, Gargaon College on March 27, 2024 (Wednesday).
4. Three day workshop on "Personality Development" and "Insight into Research" was organized by the Department of Botany and Chemistry for the students from March 21 - 22, 2024.
5. One day State level Workshop on "Vermicomposting" was organized by Eco Club of Gargaon College in collaboration with Department of Zoology on May 6, 2024.
6. One day State level Workshop on "Solid Waste Management" was organized by Eco Club of Gargaon College in collaboration with Department of Chemistry on May 7, 2024.
7. The members of Research Committee planned to take necessary actions immediately.
8. Book Chapters published in 2023 - 2024 (till May 31, 2024).
  - a) 2 from Department of Botany.

  
Dr. Dimbeshwar Das  
Coordinator  
Research Committee

  
Dr. Sabyasachi Mahanta  
Principal & Chairperson, IQAC  
Gargaon College

  
Dr. Surajit Saikia  
IQAC Coordinator  
Gargaon College





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**MINUTES OF MEETINGS**

**Library Advisory Committee  
2023-24**

# GARGAON COLLEGE



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Ref. No: GC/

Date:

## Minutes of the Library Advisory Committee (LAC) Meeting

Venue: Librarian's Room

Date : 14.08.2023

Time :03:00 pm

A meeting of the Library Advisory Committee was held on 14<sup>th</sup> August 2023 under the presidency of Dr. Sabyasachi Mahanta,. The objectives of the meeting were-

- i). to discuss on the release of the amount to be released to the library furniture supplier.
- ii).to discuss on the installation / repair and replace the DVR system, CCTV Camera of Gargaon College Central Library.
- iii) to discuss on the purchase of a new inverter with long power backup facility.

The following members were present in the meeting

Dr Sabyasachi Mahanta, Principal  
Dr. Rina Handique, Vice Principal  
Dr. Pankaj Kumar Nath, Coordinator  
Dr Surajit Saikia, IQAC Coordinator  
Ms. Shyamolima Saikia  
Dr. Krishna Jyoti Handique  
Dr. Raktim Pator  
Dr. Rashmi Rekha Saikia  
Ms. Runjun Hazarika

### **Resolution No. 1.**

The members of the committee discussed on the release of amount to Commercial Equipment House, RKB Path, Dibrugarh for supplying 100 nos. of Neelkamal (Model-Novella) Chair and 13 pieces of library six seater tables to the Gargaon College Central Library.

The members of the committee resolved that the bill submitted by the supplier should be released to the vendor.

### **Resolution No.2.**

The members of the committee, after discussion decided to install 10 new HD Dome Cameras, one 32 channel DVR system with other required peripherals in the College Central Library as the earlier systems were damaged.

**Resolution No.3.**

To meet the frequent electricity power failure in the library, the committee has decided to purchase one double batteries inverter system to the library.

The committee also advised to invite quotations for both the CCTV system and Inverter at the earliest. As there was no other matter for discussion, the meeting ended with a vote of thanks from the Chair.



Dr Pankaj Kumar Nath  
Coordinator, LAC  
Gargaon College



**Dr Sabyasachi Mahanta**  
Principal & Chairperson, IQAC  
Gargaon College



**Dr Surjit Saikia**  
Coordinator, IQAC  
Gargaon College

## Library Advisory Committee

### Action Taken Report

Date: 21.08. 2023

To,  
**The Principal,  
Gargaon College**

Sir,

As per decision of the Library Advisory Committee meeting held on 14.08.2023, the following actions have been taken:

1. As per the discussion in the meeting 10 new HD Dome Cameras, one 32 channel DVR system with other required peripherals had been installed in the College Central Library.
2. To meet the frequent electricity power failure in the library, the committee has decided to purchase one double batteries inverter system to the library. The order for the same had been placed to the party after inviting the necessary quotations etc.
3. The purchasing amount against purchase of 100 nos. of Neelkamal (Model-Novella) Chair and 13 Partition Reading Table had been released and transferred through NEFT to Commercial Equipment House, RKB Path, Dibrugarh on 21.08.2023



Dr Pankaj Kumar Nath  
Coordinator, LAC  
Gargaon College

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Ref. No: GC/

Date:

## Minutes of the Library Advisory Committee (LAC) Meeting

Venue: Golden Jubilee Hall

Date : 06.11.2023

Time : 12:30 pm

A meeting of the Library Advisory Committee was held on 6<sup>th</sup> November 2023 under the president-ship of Dr. Sabyasachi Mahanta,. The main objective of the meeting was to open and compare the rates of the tender quoted by various local firms for purchasing the Double Battery Inverter to the Gargaon College Central Library and to purchase some popular journals to the college. The following members were present at the meeting:

Dr Sabyasachi Mahanta, Principal  
Dr. Rina Handique, Vice Principal  
Dr. Pankaj Kumar Nath, Coordinator  
Dr Surajit Saikia, IQAC Coordinator  
Ms. Runjun Hazarika  
Dr. Raktim Pator  
Ms. Shyamolima Saikia

It has been found that only three quotations from various suppliers have been received. The name of the firms are –

1. M/S Boruah Battery House, Simaluguri
2. M/S P.S.Electronics, Sivasagar
3. M/S Gogoi Electricals, Bazar Road, Simaluguri

### **Resolution No. 1.**

The members of the meeting discussed to purchase a few journals to the College Central Library form the coming new session. It has been decided to purchase some popular journals to the library. For this, the jury asked the librarian of the college to take necessary steps after consulting with the Principal.

### **Resolution No.2.**

Regarding the purchase of Double Battery Inverter it has been resolved that out of all the suppliers, the price rate quoted by M/S Boruah Battery House, Simaluguri found lowest. After discussion, the chairman and all the jury members have decided to order the Inverter set to the farm.

The chairman of the meeting asked the coordinator of the LAC to go for the necessary steps for purchasing of the same.

As there was no other matter for discussion, the meeting ended with a vote of thanks to and from the Chair.



Dr Pankaj Kumar Nath  
Coordinator, LAC  
Gargaon College



**Dr Sabyasachi Mahanta**  
Principal & Chairperson, IQAC  
Gargaon College



**Dr Surjit Saikia**  
Coordinator, IQAC  
Gargaon College

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Ref. No: GC/

Date:

## Minutes of the Library Advisory Committee (LAC) Meeting

Venue: Librarian's Chamber

Date : 22.12.2023

Time :02:00 pm

A meeting of the Library Advisory Committee was held on 22<sup>nd</sup> December, 2023 under the president-ship of Dr. Sabyasachi Mahanta,. The main objective of the meeting was to discuss on the subscription of UGC care journals/ Peer Reviewed journals to the Gargaon College Central Library. The following members were present at the meeting:

Dr Sabyasachi Mahanta, Principal  
Dr. Rina Handique, Vice Principal  
Dr. Pankaj Kumar Nath, Coordinator  
Dr Surajit Saikia, IQAC Coordinator  
Ms. Runjun Hazarika  
Ms. Shyamolima Saikia

**Item No. 01. To consider the confirmation of the Minutes of the previous meeting of LAC held on 14.08.2023.**

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the previous meeting of LAC held on 14.08.2023. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.

***Resolution No. 1 Resolved that the Minutes of the previous meeting held on 14.08.2023 be accepted for confirmation as decided by the Committee in the meeting of LAC held on 22.12.2023.***

**Item No.2. To discuss about purchase of UGC care journals/ Peer reviewed journal of various subjects.**

After discussion with the members regarding purchase of UGC care journals/ Peer reviewed journals, the Chairman and the jury members suggested for purchasing the journals.

**Resolution No. 2. Resolved that journals mentioned below for different subjects should be purchased for the Central Library.**

Sl. No.	Name of the Journal	Subscription for the Year
1	Journal of Scientific and Industrial Research (UGC Care)	2024
2	International journal of Scientific Research in Biological Science	2024
3	Indian Journal of Chemical Technology(UGC Care)	2024
4	International Journal of Commerce and Management Research	2024
5	Indian journal of Economics and Business	2024
6	International journal of Educational Research and Development	2024
7	The Literary Criterion (UGC Care)	2023 & 2024
8	Indian Journal of Environmental Protection (UGC Care)	2024
9	International Journal of Humanities and Social Science Research	2024
10	Indian Journal of Pure and Applied Physics (UGC Care)	2024
11	Aitihya- The Heritage	2024
12	Current Science	2024-2026
13	Economic and Political Weekly	2024
14	Indian Literature	2024-2026
15	Man and Society	2024
16	Nedfi databank journal	2024
17	University News	2024

As there was no other matter for discussion, the meeting ended with a vote of thanks to and from the Chair.

Dr Pankaj Kumar Nath  
Coordinator, LAC  
Gargaon College

Dr Sabyasachi Mahanta  
Principal & Chairperson, IQAC  
Gargaon College

Dr Surjit Saikia  
Coordinator, IQAC  
Gargaon College



## **Library Advisory Committee**

### **Action Taken Report**

Date: 27.12.2023

To,  
**The Principal,  
Gargaon College**

Sir,

As per decision of the Library Advisory Committee meeting held on 06.11.2023 and 22.12.2023, the following actions have been taken:

4. As per the discussion in the meeting different subject journals (UGC Care and Peer Review) had been subscribed for the year 2024.
5. To meet the frequent electricity power failure in the library, one double batteries inverter system to the library had been purchased and installed in the College Central Library. The quotations supplied by the vendors had been compared and
6. The purchasing amount against purchase of 100 nos. of Neelkamal (Model-Novella) Chair and 13 Partition reading tables had been transferred through NEFT to Commercial Equipment House, RKB Path, Dibrugarh on 21.08.2023.



Dr Pankaj Kumar Nath  
Coordinator, LAC  
Gargaon College

# GARGAON COLLEGE

ESTD: 1959, Reaccredited by NAAC with B Grade

Simaluguri - 785686, Sivasagar, Assam

E-mail: [gargaoncollege@rediffmail.com](mailto:gargaoncollege@rediffmail.com)

Tel: 03772-296164

[www.gargaoncollege.ac.in](http://www.gargaoncollege.ac.in)

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Ref. No: GC/

Date:

## **Minutes of the Library Advisory Committee (LAC) Meeting**

Venue: Golden Jubilee Hall

Date : 07.02.2024

Time :02:00 pm

A meeting of the Library Advisory Committee was held on 07 February, 2024 under the president-ship of Dr. Sabyasachi Mahanta,. The main objective of the meeting was to discuss on the purchase and repairing of electronic and electrical items of the Gargaon College Central Library. The following members were present at the meeting:

Dr Sabyasachi Mahanta, Principal  
Dr. Rina Handique, Vice Principal  
Dr. Pankaj Kumar Nath, Coordinator  
Dr Surajit Saikia, IQAC Coordinator  
Ms. Runjun Hazarika  
Ms. Shyamolima Saikia

**Item No. 01 To consider the confirmation of the Minutes of the previous meeting of LAC held on 22.12.2023.**

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the previous meeting of LAC held on 22.11.2023. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.

***Resolution No. 1 Resolved that the Minutes of the previous meeting held on 22.12.2023 be accepted for confirmation as decided by the Committee in the meeting of LAC held on 07.02.2024.***

**Item No. 02 Discussion on the purchase of new computers and other related peripherals.**

The members discussed the matter and the Chairman approved and suggested that two sets of new computers with i7 processor, one set with i3 processor be purchased to the Library. With it one Xerox machine, 5 Nos. of UPS, 12 nos. of UPS Batteries, 5 Nos. of All in One Lenovo PC Power Adapter, five CCTV Camera must be purchased.

***Resolution No. 2. Resolved that the items with specified configuration mentioned below should be purchased and quotations for the said work should be invited from the local supplier.***

- i) 2 (Two) numbers of assembled PC with i7 Processor, 8 GB RAM, @%^ GB SSD, !TB HDD, 22" LED monitor, Mouse, Keyboard with MS Office 2021pro and Windows 11 Pro (Original Version)***
- ii) One assembled i3 Proicessor, H81 Mother Board, 18.5LED Monitor, Key board, Mouse, UPS 600 VA Offline.***
- iii) Cannon Xerox Machine (ir 2224n)***
- iv) 18.5inch LG LED Monitor 4 Nos***
- v) @mp Bullet Normal HD CCTV Camera 5 nos.***
- vi) Lenovo All in one PC adopter (Original) 5 Nos.***
- vii) Ink cartridge for canon pixma G2012 computer***
- viii) UPS 600 VA 04 NOS***

**Item No. 03 To discuss about repair of computer damaged because of fluctuation of electricity power supply.**

The Chairman suggested the repairing of damaged PCs and purchasing and repairing of low-cost common UPS for the library etc. after due discussion with the members.

***Resolution No. 3 Resolved that the damaged PC and UPS should be repaired and a few law cost UPS should be purchased for the Central Library.***

- i) UPS (Offline) Batteries-12 nos..***

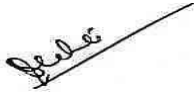
**Item No. 3: To discuss on the subscription (Renewal) of the NList consortia for the session 2024-25.**

***Resolution No. 3. Resolved that subscription of e-journals through NList consortia should be continued.***

As there was no other matter for discussion, the meeting ended with a vote of thanks to and from the Chair.



Dr Pankaj Kumar Nath  
Coordinator, LAC  
Gargaon College



**Dr Sabyasachi Mahanta**  
Principal & Chairperson, IQAC  
Gargaon College



**Dr Surjit Saikia**  
Coordinator, IQAC  
Gargaon College

## Library Advisory Committee

### Action Taken Report

Date: 10.05. 2024

To,  
**The Principal,  
Gargaon College**

Sir,

As per decision of the Library Advisory Committee meeting held on 07.02.2024, the following actions have been taken:

7. As per the discussion in the meeting **2 new i7 assembled PC and 1 i3 assembled PC Sets, 5 CCTV Camers, UPS, 12 UPS Batteries for 600VA UPS, Canon Xerox Machine, 4 LG LED Monitor, 5 Lenovo All in One Adapter** had been purchased and installed in the College Central Library.
8. The e-journal consortia INFLIBNET NList had been subscribed for a period of 2024-25.



Dr Pankaj Kumar Nath  
Coordinator, LAC  
Gargaon College

## Action Taken Report -1

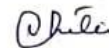
Date: 15/03/2024

To,  
**The Principal,  
Gargaon College**

Sir,

As per decision of the meeting of the Women Cell (IQAC) Committee held on 6<sup>th</sup> February, 2024, the following actions have been taken:

1. A three-day workshop beginning with a motivational programme was organized by Women Cell, Gargaon College Teachers' Unit and Women Cell, IQAC in association with NSS Unit of the college and Junbai Enterprize from 5<sup>th</sup> to 7<sup>th</sup> March, 2024.
2. A National Seminar on "The Role of Women in Holistic Development" as part of International Women's Day celebration was organized by Women Cell of Gargaon College Teachers' Unit, Women Cell of IQAC, NSS and NCC Unit of Gargaon College in association with Akashvani and Doordarshan Kendra, Dibrugarh at Gargaon College on 4<sup>th</sup> March, 2024.
3. Gargaon College Women's Cell, in association with Siu-Ka-Pha Multi-Speciality Hospital, Demow in Sivasagar district, and the Women Cell, Internal Quality Assurance Cell of Gargaon College, organized an awareness program on 'Issues and Solutions related to Women's Health' on February 22, 2024 at the Academic Gallery of Gargaon College.



Nilakhi Chetia  
Coordinator of Women Cell, IQAC  
Gargaon College



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**MINUTES OF MEETINGS**

**OBC / MOBC Development  
Committee  
2023-24**

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Ref. No: GC/

Date:

## Minutes of Meeting - 1

### OBC / MOBC Development Committee

A large number of students of the college belong to the OBC / MOBC categories. It is very essential to enhance the quality and upgradation of the students' prospect in near future. To keep in task with this issue the OBC / MOBC Development Committee arranged a meeting on 8<sup>th</sup> November, 2023.

The following members were present in the meeting.

1. Mr. Bitupal Borgohain, Co-ordinator
2. Mr. Anil Tanti
3. Mrs. Monurama Phukan
4. Dr. Anna Gogoi
5. Dr. Nilutpal Chutia

In this regard, our committee undertakes some of the following initiatives –

Minute No. 1: To inform OBC and MOBC students about the college digital resources through the library.

Minute No. 2: The committee decided to review the information related to scholarship of the last session.



Minute No. 3: The committee also took initiatives for creating a peaceful and decent environment by the OBC / MOBC students.



Dr. Sabyasachi Mahanta  
Principal & Chairperson, IQAC  
Gargaon College



Dr. Surajit Saikia  
IQAC Coordinator  
Gargaon College



Mr. Bitupal Borgohain  
Coordinator  
OBC/MOBCCommittee  
Gargaon College

## **OBC / MOBC Development Committee**

### **Action Taken Report**

Minute No. 1: The OBC / MOBC Development committee takes initiative to aware about the digital resources through the college library.

Minute No. 2: The OBC / MOBC Development Committee is constantly prepared to take initiatives to resolve any issues if it is occurred.

Minute No. 3: The OBC / MOBC Development committee consistently ensures appropriate oversight and care to foster a calm and well-mannered atmosphere inside the college.



Mr. Bitupal Borgohain  
Coordinator  
OBC/MOBCCommittee  
Gargaon College

## Action Taken Report -1

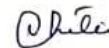
Date: 15/03/2024

To,  
The Principal,  
Gargaon College

Sir,

As per decision of the meeting of the Women Cell (IQAC) Committee held on 6<sup>th</sup> February, 2024, the following actions have been taken:

1. A three-day workshop beginning with a motivational programme was organized by Women Cell, Gargaon College Teachers' Unit and Women Cell, IQAC in association with NSS Unit of the college and Junbai Enterprize from 5<sup>th</sup> to 7<sup>th</sup> March, 2024.
2. A National Seminar on "The Role of Women in Holistic Development" as part of International Women's Day celebration was organized by Women Cell of Gargaon College Teachers' Unit, Women Cell of IQAC, NSS and NCC Unit of Gargaon College in association with Akashvani and Doordarshan Kendra, Dibrugarh at Gargaon College on 4<sup>th</sup> March, 2024.
3. Gargaon College Women's Cell, in association with Siu-Ka-Pha Multi-Speciality Hospital, Demow in Sivasagar district, and the Women Cell, Internal Quality Assurance Cell of Gargaon College, organized an awareness program on 'Issues and Solutions related to Women's Health' on February 22, 2024 at the Academic Gallery of Gargaon College.



Nilakhi Chetia  
Coordinator of Women Cell, IQAC  
Gargaon College



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**MINUTES OF MEETINGS**

**Publication Committee  
2023-24**

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Ref. No: .....

Date: 25/09/2023

## Minutes of Meeting - 1

### **Minutes of 1st Meeting of Publication Committee :**

A meeting of the Publication Committee was held on 25<sup>th</sup> September, 2023. Dr. Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

The following members were present at the meeting:

Dr. Sabyasachi Mahanta  
Nilakhi Chetia  
Dr. Meghali Bora  
Manurama Phukan  
Dr. Surajit Saikia  
Dr. Shyamolima Saikia  
Yuvaraj Gogoi  
Debajani Bakolial

### **Item No.1 To discuss about publication of research-based books**

The members discussed the matter and Dr. Surajit Saikia, IQAC Coordinator of the college broached the idea for publication of research-oriented books. After due discussion, it was resolved that the work related to the publication of the research-based books shall be carried out soon.

*Resolution No.1 Resolved that publication of various research-based books shall be carried out.*

### **Item No.2 To discuss about publication of college newsletter**

The members discussed the matter and decided that the publication of the annual college newsletter 'Aalok' shall be initiated very soon. For this purpose, the members decided upon a selection of the editorial board of the newsletter.

*Resolution No.2 Resolved that publication of college newsletter shall be initiated very soon.*

### **Item No. 3 Any other item**

The Chairperson enquired whether there was any other item to be discussed. The members brought up the matter relating to the college magazine *Gargayan*. The Chairperson enquired about the progress of publication of the magazine and stressed upon the need to speed up the publication work. After due discussion, it was decided that the publication of the magazine should be completed by January, 2024.

*Resolution No.3 Resolved that the publication of the students' annual magazine Gargayan should be completed by January, 2024.*

As there was no other matter for discussion, the meeting ended with a vote of thanks to and from the Chair.

*25/09/2023*  
(Dr. Sabyasachi Mahanta)  
Principal & Chairperson, IQAC  
Gargaon College

*Surajit*  
(Dr. Surajit Saikia)  
IQAC Coordinator  
Gargaon College

*Shamini*  
(Dr. Shyamolima Saikia)  
Coordinator of Publication Committee  
Gargaon College

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Ref. No: .....

Date: 13/11/2023

**Action Taken Report -1**

To,  
The Principal,  
Gargaon College

Sir,

As per decision of the meeting of the Publication Sub Committee held on 25<sup>th</sup> September, 2023, the following actions have been taken:

1. Process of applying for ISBN for the publication of a book on social science was initiated with the support of Librarian of Gargaon College on 28<sup>th</sup> September, 2023.
2. The publication process of the college newsletter was initiated by 11 November, 2023.
3. The publication process of the college magazine was expedited.

(Dr. Shyamolima Saikia  
Coordinator, Publication Committee  
Gargaon College

## Action Taken Report -1

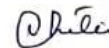
Date: 15/03/2024

To,  
**The Principal,  
Gargaon College**

Sir,

As per decision of the meeting of the Women Cell (IQAC) Committee held on 6<sup>th</sup> February, 2024, the following actions have been taken:

1. A three-day workshop beginning with a motivational programme was organized by Women Cell, Gargaon College Teachers' Unit and Women Cell, IQAC in association with NSS Unit of the college and Junbai Enterprize from 5<sup>th</sup> to 7<sup>th</sup> March, 2024.
2. A National Seminar on "The Role of Women in Holistic Development" as part of International Women's Day celebration was organized by Women Cell of Gargaon College Teachers' Unit, Women Cell of IQAC, NSS and NCC Unit of Gargaon College in association with Akashvani and Doordarshan Kendra, Dibrugarh at Gargaon College on 4<sup>th</sup> March, 2024.
3. Gargaon College Women's Cell, in association with Siu-Ka-Pha Multi-Speciality Hospital, Demow in Sivasagar district, and the Women Cell, Internal Quality Assurance Cell of Gargaon College, organized an awareness program on 'Issues and Solutions related to Women's Health' on February 22, 2024 at the Academic Gallery of Gargaon College.



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**MINUTES OF MEETINGS**

**Women Cell (IQAC) Committee  
2023-24**



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Date:

## Minutes of Meeting - 1

Date: 6<sup>th</sup> February, 2024

### Minutes of 1<sup>st</sup> Meeting of Women Cell (IQAC) Committee :

An offline meeting of the Women Cell (IQAC) Committee was held on 6<sup>th</sup> February, 2024. Dr. Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

The following members were present at the meeting:

Dr. Sabyasachi Mahanta  
Nilakhi Chetia  
Manurama Phukan  
Dr. Raktim Patar  
Bonika Buragohain  
Dr Nilutpal Chutia  
Dr. Surajit Saikia  
Dr. Shyamolima Saikia  
Nomami Dutta  
Debajani Bakolial  
Sujata Goala

### Item No.1 To discuss about publications by Women Cell

The Chairman apprised the members of the necessity of bringing out publications by the Women Cell. The members discussed the matter and proposal was given for publication for a research-based publication. After due discussion, it was decided that a multidisciplinary book to be edited by Nilakhi Chetia, Dr. Kabita Phukon and Nomami Dutta shall be brought out by the Cell.

***Resolution No.1 Resolved that a multidisciplinary book to be edited by Nilakhi Chetia, Dr. Kabita Phukon and Nomami Dutta shall be brought out by the Cell.***

**Item No.1 To discuss about programmes to be organized by Women Cell related to women's health**

The members discussed the matter and it was decided that a health awareness programme on the health and hygiene of girl students shall be held and the strategy of preparations for the same were further discussed.

***Resolution No.1 Resolved that a health awareness programme on the health and hygiene of girl students shall be held.***

**Item No.2 To discuss about programmes related to skill development for students**

The members discussed the matter and considering the necessity of imparting vocational skills to students, it was decided that a workshop related to cake making, LED Bulb manufacturing, candle making, recycling of plastic and electronics etc. for the students shall be organized.

***Resolution No.2 Resolved that a workshop related to cake making, LED Bulb manufacturing, candle making, recycling of plastic and electronics etc. for the students shall be organized.***

**Item No. 3 To discuss about celebration of International Women's Day**

The Chairperson brought up the matter relating to the celebration of International Women's Day. The members discussed the matter and it was decided that owing to the holidays from 8<sup>th</sup> to 10<sup>th</sup> March, 2024, the International Women's Day shall be organized on 4<sup>th</sup> March, 2024. Further, it was decided that a National Seminar in association with Dibrugarh All India Radio would be organized to celebrate the occasion.

***Resolution No.3 Resolved that International Women's Day shall be celebrated on 4<sup>th</sup> March, 2024. Further, it was resolved that a National Seminar would be celebrated in association with Dibrugarh All India Radio to celebrate the occasion.***

**Item No. 4 Any other Item**

The Chairperson enquired whether there was any other item to be discussed. The members discussed the matter and decided that an award should be constituted for girl students of the college. Further, it was decided that the award would be named as Best Girl Student Award and conferred in the name of Late Lohit Buragohain, father of Bonika Buragohain, Assistant Professor of the Dept. of Geology. The eligibility criteria for the said award were also discussed.

***Resolution No.3 Resolved that a Best Girl Student Award in the name of Late Lohit Buragohain shall be instituted from this year coinciding with the celebration of International Women's Day.***

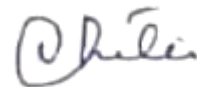
As there was no other matter for discussion, the meeting ended with a vote of thanks to and from the Chair.



Dr. Sabyasachi Mahanta  
Principal & Chairperson, IQAC  
Gargaon College



Dr. Surajit Saikia  
IQAC Coordinator  
Gargaon College



Nilakhi Chetia  
Coordinator of Women Cell  
Gargaon College

