



গড়গাঁও মহাবিদ্যালয় GARGAON COLLEGE

**IQAC MINUTES & ACTION TAKEN
REPORTS**

JULY 2023- JUNE 2024

GARGAON COLLEGE



ESTD: 1959, Reaccredited by NAAC with B Grade

Simaluguri - 785686, Sivasagar, Assam

Tel: 03772-296164

E-mail: gargaoncollege@rediffmail.com

www.gargaoncollege.ac.in

Minutes of Meeting - 1

Date: 03-08-2023

An offline meeting of IQAC was held on 3rd August, 2023. The meeting was chaired by Dr Sabyasachi Mahanta, Principal. Dr. Mahanta delivered a welcome note to all the members of the committee. Dr. Mahanta pointed out the significance of different initiatives such as programs for slow and advanced learners, an unbiased feedback system, mentorship program and regular use of ICT classes in holistic development of the College and its mission of achieving excellence in quality teaching and skill developments.

The following members were present at the meeting:

Sl No.	Name	Designation
1	Dr Sabyasachi Mahanta	Principal
2	Dr Surajit Saikia	Coordinator, IQAC
3	Dr Nilutpal Chutia	Assistant Professor
4	Dr Pimily Langthasa	Assistant Professor
5	Dr Chirantan Bhagawati	Assistant Professor
6	Ms Ankika Dutta	Assistant Professor
7	Dr Shyamolima Saikia	Assistant Professor
8	Ms Plabita Phukon	Assistant Professor
9	Dr Saheen Shehnaz Begum	Assistant Professor
10	Ms Sangeeta Chetia	Assistant Professor
11	Dr Gitashree Arandhara	Assistant Professor
12	Dr Ankur Dutta	Assistant Professor
13	Ms Devojani Bokolial	Assistant Professor
14	Dr Bornali Dutta	Assistant Professor
15	Dr Plabon Jyoti Sharma	Assistant Professor
16	Mr Gautam Hazarika	Assistant Professor
17	Mr Jayanta Sonowal	Assistant Professor
18	Mr Rituraj Tahu	Assistant Professor
19	Dr Bidyut Bikash Hazarika	Assistant Professor
20	Dr Anurag Pratim Das	Assistant Professor
21	Dr Dipankar Buragohain	Assistant Professor
22	Ms Rejina Borah	Assistant Professor
23	Mr Kamal Das	Assistant Professor
24	Mr Yuvaraj Gogoi	Assistant Professor
25	Dr Dimbeshwar Das	Assistant Professor
26	Mr Shomkai Manham	Assistant Professor
27	Ms Nomami Dutta	Assistant Professor
28	Ms Swastika Borkatoky	Assistant Professor
29	Dr Rashmi Dutta	Assistant Professor
30	Ms Anshu Kumari	Assistant Professor
31	Dr Nazreen Parveen Ali	Assistant Professor

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32	Ms Priya Das	Assistant Professor
33	Ms Monika Gogoi	Assistant Professor
34	Dr Pakiza Begum	Assistant Professor
35	Ms Nidhi Gogoi	Assistant Professor

Item No. 01 Discussion on acquainting unbiased feedback system

The Chairperson requested the members to discuss about different aspects which need improvement to acquire a potentially good grade in the NAAC evaluation and suggested to conduct an unbiased feedback from different stakeholders to evaluate the different aspects which needs immediate focus for further improvement.

Resolution No. 1 Resolved that feedbacks shall be collected from different stakeholders to assess different aspects including curriculum planning and implementation, teaching methodology, infrastructure, library, sports, canteen as well as mentorship and regular use of ICT classes.

Item No. 2 Implementation of mentorship program

The members decided to prepare list of mentor mentees from each Departments. The committee decided that each faculty will be provided mentorship diaries for recording different activities and discussions organised under mentorship program. Committee also emphasized the need for each mentor to evaluate semester wise progress of their mentees.

Resolution No. 2 Resolved that mentorship diaries and format for evaluation of the progress of mentees shall be provided to each faculty.


Item No. 3 Implementation of different programs for slow and advanced learners

The members decided to prepare list of activities such as collecting remedial class records for slow learners from each faculty members and also organising different activities for advanced learners such as career counselling, extension activities and workshops for career development.

Resolution No. 2 Resolved that remedial class records will be collected from each faculty members and every department shall organise programs for career development of advanced learners.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


Dr. Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

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Action Taken Report -1

Date: 12-06-2024

To,

The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 3rd August, 2023, the following actions have been taken:

1. Feedback Committee was constituted.
2. Feedback was collected in both online and offline mode.
3. Feedback response were thoroughly analysed and a report was prepared.
4. An action taken report was prepared after evaluation of feedbacks.
5. Every mentors prepared individual mentorship reports which were compiled and uploaded in AQAR data.
6. Different programs including workshops, career awareness programs and talks were organised by each departments.
7. Remedial classes were arranged for slow learners and reports were prepared by each department.

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

**Minutes of Meeting - 2**

Date: 08/08/2023

An offline meeting of IQAC was held on 8th August, 2023. The meeting was Chaired by Dr Sabyasachi Mahanta, Principal. Dr. Mahanta delivered a welcome note to all the members of the committee. Dr. Mahanta emphasized the need of record keeping on placement of alumni, e-governance and extension activity records.

The following members were present at the meeting:


Sl No.	Name	Designation
1	Dr Sabyasachi Mahanta	Principal
2	Dr Surajit Saikia	Coordinator, IQAC
3	Dr Nilutpal Chutia	Assistant Professor
4	Dr Pimily Langthasa	Assistant Professor
5	Ms Ankika Dutta	Assistant Professor
6	Ms Sangeeta Chetia	Assistant Professor
7	Dr Saheen Shehnaz Begum	Assistant Professor
8	Dr Pakiza Begum	Assistant Professor
9	Dr Rashmi Dutta	Assistant Professor


Item No. 01 Discussion on record keeping of different aspects including placement record, e-governance report and extension activity reports for NAAC assessment

The Chairperson stressed that it is utmost necessary to maintain proper records of important aspects relayed to NAAC assessment including placement record of alumni, e-governance report and extension activity reports for NAAC assessment and evaluation. The members decided to department wise record of the data.

Resolution No. 1 Resolved that records will be periodically collected on important aspects including placement record, e-governance report and extension activity from each Department.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


Dr. Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

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Action Taken Report -2

Date: 12-06-2024

To,

The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 8th August, 2023, the following actions have been taken:

1. Reports for placement, e-governance and extension activities were prepared by each departments and compiled and uploaded under AQAR.

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

**Minutes of Meeting - 3**

Date: 22-08-2023

An offline meeting of IQAC was held on 22nd of August, 2023. Dr Sabyasachi Mahanta, Principal chaired the meeting and welcomed all the members of the committee. Dr. Mahanta emphasized on the need of increasing enrolment as per government norms and also focus on gender equality initiatives for holistic development of the college and involvement of all the stakeholders towards securing a potentially good outcome in the NAAC assessment.

The following members were present at the meeting:

Sl No.	Name	Designation
1	Dr Sabyasachi Mahanta	Principal
2	Dr Surajit Saikia	Coordinator, IQAC
3	Dr Boluram Das	Assistant Professor
4	Dr Bornali Dutta	Assistant Professor
5	Dr Dimbeswar Das	Assistant Professor
6	Nilutpal Chutia	Assistant Professor
7	Dr Pakiza Begum	Assistant Professor
8	Ms Ankika Dutta	Assistant Professor
9	Dr Shyamolima Saikia	Assistant Professor
10	Dr Saheen Shehnaz Begum	Assistant Professor
11	Dr Ankur Dutta	Assistant Professor
12	Dr Bornali Dutta	Assistant Professor
13	Dr Dilip Kumar Deka	Assistant Professor
14	Mr Rajib Gogoi	Assistant Professor
15	Mr Anil Tanti	Assistant Professor
16	Mr Saurav Hazarika	Office Assistant
17	Mr Biju Phukon	Office Assistant
18	Mr Debasish Gogoi	Office Assistant
19	Mr Gautam Gogoi	Office Assistant

Item No. 01 Discussion on increasing the student enrolment as per Government norms

The Committee discussed different aspects related to increasing the enrolment of students as per government norms. The members decided to prepare a time framed work plan for arranging classes and laboratory facilities as per increased enrolment. The committee also emphasized that the active engagement and cooperation of each and every department is necessary in efficient utilisation of resources for welfare of students. Accordingly, the following resolution was adopted.

Resolution No. 1 Resolved that a work plan shall be prepared with active engagement and cooperation of each and every department to sort out different issues related to increasing the enrolment of students as per government norms.



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Item No.2 Discussion on the different initiatives related to gender equality

The members discussed the list of tasks such as organising workshops, publishing books which can foster gender equality. Accordingly, tasks were distributed amongst different faculty members for attaining fast and efficient results.

Resolution No. 2 Resolved that faculty members shall be allotted different tasks such as organising workshops, publishing books which can foster gender equality.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.

Dr. Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

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Action Taken Report - 3

Date: 12.06.2024

To,

The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 22nd August, 2023, the following actions have been taken:

1. A work plan was prepared which include allotment of classrooms as per student enrolments in different departments keeping in view number of seats available, preparation of class routine and teaching responsibilities in each departments.
2. Dividing students into groups and allotment of laboratory classes to different student groups based on availability of resources in laboratory.
3. The Institute has organised workshops, and undertaken various initiatives which includes seminars, webinar as well as extension activities on entrepreneurship, soft skill development and health awareness for upholding gender sensitization.

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

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Minutes of Meeting - 4

Date: 24-08-2023

An offline meeting of IQAC was held on 24th of August, 2023. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee. Dr Mahanta emphasized the importance of emphasizing different aspects of Criteria 1 of AQAR such as curriculum aspects and participative learning as well as extension activities for securing a good grade in NAAC assessment as well as imparting quality education in the College.

The following members were present at the meeting:

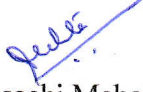
Sl No.	Name	Designation
1	Dr Sabyasachi Mahanta	Principal
2	Dr Surajit Saikia	Coordinator, IQAC
3	Dr Shyamolima Saikia	Assistant Professor
4	Dr Nilutpal Chutia	Assistant Professor
5	Dr Chirantan Bhagawati	Assistant Professor
6	Dr Bornali Dutta	Assistant Professor
7	Ms Nomami Dutta	Assistant Professor
8	Dr Ankur Dutta	Assistant Professor
9	Ms Devojeni Bokolial	Assistant Professor

Item No. 01 Discussion on the documents required for Criteria 1 of AQAR

Dr Surajit Saikia, IQAC Coordinator discussed the requirements of Criteria 1. He enumerated the documents to be submitted for Criteria 1 as part of AQAR 2022-23 submission. The Chairperson requested the members to develop a plan for collecting the data and documents as per requirement of Criteria 1.

Resolution No. 1 Resolved that a work plan will be prepared for collecting the data and documents as per requirement of Criteria 1 as part of AQAR 2022-23 submission.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


Dr. Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

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Action Taken Report - 4

Date: 12th June, 2024

To,

The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 24th August, 2023, the following actions have been taken:

1. The data requirement of key aspects of Criteria 1 of AQAR and SSR were enlisted.
2. Accordingly a work plan was prepared and tasks were distributed amongst different members of Criteria 1.
3. A tentative deadline was chosen on 30th May for compilation of 5 years data on different Criteria 1 aspects.
4. The final report of Criteria has been completed for uploading in Official Website of the College.


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College



Minutes of Meeting - 5

Date: 15-08-2023

An offline meeting of IQAC was held on 15th August, 2023. The meeting was chaired by Dr Sabyasachi Mahanta, Principal. Dr. Mahanta delivered a welcome note to all the members of the committee. Dr. Mahanta stressed the necessity of developing the official website of Gargaon College with an aesthetic user profile interface and the need for updating with the digital information system in order to keep the pace with the changing need of the time.

The following members were present at the meeting:

Sl No.	Name	Designation
1	Dr Sabyasachi Mahanta	Principal
2	Dr Rina Handique	Associate Professor
3	Dr Surajit Saikia	Coordinator, IQAC
4	Dr Shyamolima Saikia	Assistant Professor
5	Dr Shaheen Shehnaz Begum	Assistant Professor
6	Dr Nilutpal Chutia	Assistant Professor


Item No. 01 Discussion on updating data on College Website

The Chairperson requested the members to discuss various academic and administrative issues which needs to be uploaded in the Gargaon College official website. The members decided to prepare the list of items necessary to be updated in the College website, including the information related to teachers and alumni profiles as well as online grievance system. The committee also decided to create institutional login for all the faculty members in order to update the different aspects of AQAR and Samarth portal.

Resolution No. 1 Resolved that a list of items will be prepared which are necessary to be updated in the College website, including the information related to teachers and alumni profiles, E-shiksha portal, AQAR and Samarth portal as well as online grievance system.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


Dr. Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

**Action Taken Report - 5**Date: 12th June, 2024

To,

**The Principal,
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 15th August, 2023, the following actions have been taken:

1. College website has been updated with an aesthetic user friendly interface.
2. Institutional and departmental logins have been included.
3. Information related to faculty profile, alumni profile, E-shiksha portal, Samarth portal as well as online grievance system has been updated in the new website.

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

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Minutes of Meeting - 6

Date: 30-08-2023

An offline meeting of IQAC was held on 30th August, 2023. The meeting was chaired by Dr Sabyasachi Mahanta, Principal. Dr. Mahanta delivered a welcome note to all the members of the committee. Dr. Mahanta emphasized the importance of formulation of outcome based education policy for achieving the mission of Gargaon College towards human resource development.

The following members were present at the meeting:

Sl No.	Name	Designation
1	Dr Sabyasachi Mahanta	Principal
2	Dr Surajit Saikia	Coordinator, IQAC
3	Dr Nilutpal Chutia	Assistant Professor
4	Ms Ankika Dutta	Assistant Professor
5	Ms Sujata Goala	Assistant Professor
6	Ms Sandeepa Agarwalla	Assistant Professor
7	Dr Saheen Shehnaz Begum	Assistant Professor


Item No. 01 Discussion on formulating the methodology for outcome based education

The members discussed about the methodology for outcome based education including preparation of course outcome, collection of data and finalisation of reports.

Resolution No. 1 Resolved that a thorough methodology will be prepared including preparation of course outcome, collection of data and finalisation of reports.

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


Dr. Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

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Action Taken Report - 6

Date: 13th June, 2024

To,

**The Principal,
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 30th August, 2023, the following actions have been taken:

1. A thorough methodology was prepared to quantitatively estimate the Course Outcome based on National Board of Accreditation methodology.
2. A report for the Programme Outcome, Programme Specific Outcome, and Course Outcome is prepared for uploading in the AQAR data of the official website of the institute.

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

**Coordinator
IQAC, Gargaon College**

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Minutes of Meeting - 7

Date: 02-09-2023

An offline meeting of IQAC was held on 2nd September, 2023. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee. Dr Mahanta emphasized the significance of different aspects related to Criteria 5 of AQAR and preparation for data collection and finalisation of reports accordingly.

The following members were present at the meeting:

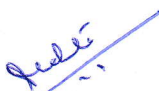
Sl No.	Name	Designation
1	Dr Sabyasachi Mahanta	Principal
2	Dr Surajit Saikia	Coordinator, IQAC
3	Mr Nilutpal Chutia	Assistant Professor
4	Dr Bornali Dutta	Assistant Professor
5	Dr Bornali Dutta	Assistant Professor
6	Dr Gitashree Arandhara	Assistant Professor

Item No. 1 Discussion on the data collection and report finalisation for Criteria 5

The Chairperson requested the members to develop a plan for data collection and report finalisation of Criteria 5. Members decided that amongst other aspects emphasize needs to be given on college week, report on national and international awards for securing high grade in NAAC assessment.

Resolution No. 1 Resolved to formulate a plan for data collection and report finalisation of Criteria 5 with emphasis on college week report and data collection on national and international awards achieved in the session 2023-24.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


Dr. Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

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Action Taken Report - 7

Date: 13th June, 2024

To,

The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 2nd September, 2023, the following actions have been taken:

1. Data on national and international awards have been collected for Criteria 5.
2. Report of Criteria 5 is finalized for uploading in AQAR data of the official website of the institute.

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

**Minutes of Meeting - 8**

Date: 07-08-2023

An offline meeting of IQAC was held on 07th June, 2023. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee. Dr Mahanta emphasized the need for preparing a plan for timely collection of data and preparation of reports for IQAC reports of different criteria.

The following members were present at the meeting:

Sl No.	Name	Designation
1	Dr Sabyasachi Mahanta	Principal
2	Dr Surajit Saikia	Coordinator, IQAC
3	Dr Nilutpal Chutia	Assistant Professor
4	Dr Pimily Langthasa	Assistant Professor
5	Dr Shyamolima Saikia	Assistant Professor
6	Dr Saheen Shehnaz Begum	Assistant Professor
7	Ms Ankika Dutta	Assistant Professor
8	Dr Bornali Dutta	Assistant Professor
9	Dr Pakiza Begum	Assistant Professor
10	Dr Dimbeshwar Das	Assistant Professor
11	Dr Anjan Konwar	Assistant Professor
12	Dr Rashmi Dutta	Assistant Professor
13	Ms Sujata Goala	Assistant Professor

Item No. 1 Discussion on the finalisation of AQAR 2023-24

The Chairperson emphasized that the IQAC Criteria coordinators need to prepare work plans to compile AQAR reports and assign deadlines for timely completion of tasks. Accordingly, members decided that a thorough plan shall be prepared and deadlines shall be assigned by each criteria coordinator for timely compilation of the AQAR 2023-24.

Resolution No. 1 Resolved that a thorough plan shall be prepared and deadlines shall be assigned by each criteria coordinator for timely compilation of the AQAR 2023-24.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.

Dr. Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

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Action Taken Report – 8

Date: 13th June, 2024

To,

The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 07th August, 2023, the following actions have been taken:

1. The AQAR data have been collected from each departments.
2. Reports have been finalized for different Criteria of AQAR and uploaded in the official website of the institute.

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

Minutes of Meeting - 9

Date: 10-11-2023

An offline meeting of IQAC was held on 10th November, 2023. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee. Dr Mahanta emphasized the need for identifying the gaps related to different aspects of each criteria of SSR subjected to the weightage given to the aspects in NAAC assessment and evaluation benchmarks. Dr Mahanta also suggested to prepare a plan for conducting internal as well as external audit.

The following members were present at the meeting:

Sl No.	Members	Designation
1	Dr Sabyasachi Mahanta	Principal
2	Dr Rina Handique	Associate Professor
3	Dr Surajit Saikia	Assistant Professor
4	Dr Nilutpal Chutia	Assistant Professor
5	Mr Anil Tanti	Assistant Professor
6	Mrs Manurama Phukon	Assistant Professor
7	Ms Ankika Dutta	Assistant Professor
8	Dr Pimily Langthasa	Assistant Professor
9	Dr Rashmi Dutta	Assistant Professor
10	Dr Arandao Narzery	Assistant Professor
11	Dr Pakiza Begum	Assistant Professor
12	Ms Sandeepa Agarwalla	Assistant Professor
13	Dr Dipankar Buragohain	Assistant Professor
14	Dr Rituraj Neog	Assistant Professor
15	Mr Jayanta Sonowal	Assistant Professor
16	Mr Gautam Hazarika	Assistant Professor
17	Dr Saheen Shehnaz Begum	Assistant Professor
18	Ms Sangeeta Chetia	Assistant Professor
19	Dr Gitashree Arandhara	Assistant Professor
20	Dr Bornali Dutta	Assistant Professor
21	Dr Dimbeshwar Das	Assistant Professor
22	Dr Anjan Konwar	Assistant Professor

Item No. 1 Discussion on the finalisation of SSR

The Chairperson emphasized that the IQAC Criteria coordinators need to prepare work plans to compile SSR reports and assign deadlines for timely completion of tasks. Accordingly, members decided that a thorough plan shall be prepared and deadlines shall be assigned by each criteria coordinator for timely compilation of the SSR. In addition committee decided to identify the gaps observed in different aspects of each criteria subjected to the weightage and benchmarks given to the aspects in NAAC assessment and evaluation.

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Resolution No. 1 Resolved that a thorough plan shall be prepared and deadlines shall be assigned by each criteria coordinator for timely compilation of the SSR 2023-24 and identify the gaps in different aspects of each criteria.


Item No. 2 Preparing a plan for conducting internal as well as external audit

The Chairperson emphasized that the IQAC Criteria coordinators need to prepare a structure for Internal and External Audit of academic as well as administrative audit. The committee also decided to form an Audit Committee to look after the Internal and External Audit.

Resolution No. 2 Resolved to prepare a structure for Internal and External Academic as well as Administrative audit and also form an Audit Committee.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


Dr. Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

**Action Taken Report – 9**Date: 13th June, 2024

To,

**The Principal,
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 10th November, 2023, the following actions have been taken:

1. The SSR data have been collected from each departments.
2. Reports have been finalized for different Criteria of SSR and uploaded in the official website of the institute.

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
**Coordinator
IQAC, Gargaon College**

GARGAON COLLEGE



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Minutes of Meeting - 10

Date: 10-11-2023

An offline meeting of IQAC was held on 10th November, 2023. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee. Dr Mahanta emphasized that proper documentation of different courses related to Indian Knowledge System under different criteria of AQAR is of utmost importance for NAAC assessment. The following members were present at the meeting:


Sl No.	Name	Designation
1	Dr Sabyasachi Mahanta	Principal
2	Dr Rina Handique	Coordinator, IQAC
3	Dr Surajit Saikia	Associate Professor
4	Dr Nilutpal Chutia	Assistant Professor
5	Dr Bornali Dutta	Assistant Professor
6	Dr Pimily Langthasa	Assistant Professor
7	Dr Gitashree Arandhara	Assistant Professor
8	Dr Pakiza Begum	Assistant Professor
9	Ms Sandeepa Agarwalla	Assistant Professor
10	Dr Saheen Shehnaz Begum	Assistant Professor
11	Dr Shyamolima Saikia	Assistant Professor
12	Dr Rituraj Neog	Assistant Professor
13	Dr Nazreen Parveen Ali	Assistant Professor


Item No. 1 Discussion on the preparation of reports on Indian Knowledge System

The Chairperson emphasized that the IQAC Criteria coordinators need to focus on Indian Knowledge System as it has significant importance under NEP. Accordingly, members decided that a list shall be prepared on different courses related to Indian Knowledge System offered by different Departments under different criteria of AQAR. In addition committee also decided to organize workshops related to Indian Knowledge System.

Resolution No. 1 Resolved to prepare a list of different courses related to Indian Knowledge System offered by different Departments under different criteria of AQAR and also organize workshops related to Indian Knowledge System

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


Dr. Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
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Action Taken Report – 10

Date: 13th June, 2024

To,

**The Principal,
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 10th November, 2023, the following actions have been taken:

1. The data on Indian Knowledge System have been collected from each departments.
2. Reports of different programs related to Indian Knowledge System have been finalized for different Criteria of SSR and uploaded in the official website of the institute.

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

**Coordinator
IQAC, Gargaon College**

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Minutes of Meeting - 11

Date: 06-03-2024

An offline meeting of IQAC was held on 06th March, 2024. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee. Dr Mahanta encouraged all the members to focus on compilation of SSR with full enthusiasm so as to complete the tasks as per deadlines.

The following members were present at the meeting:

Sl No.	Name	Designation
1	Dr Sabyasachi Mahanta	Principal
2	Dr Surajit Saikia	Coordinator, IQAC
3	Dr Nilutpal Chutia	Assistant Professor
4	Dr Pimily Langthasa	Assistant Professor
5	Dr Chirantan Bhagawati	Assistant Professor
6	Ms Ankika Dutta	Assistant Professor
7	Dr Shyamolima Saikia	Assistant Professor
8	Dr Saheen Shehnaz Begum	Assistant Professor
9	Ms Sangeeta Chetia	Assistant Professor
10	Dr Gitashree Arandhara	Assistant Professor
11	Dr Ankur Dutta	Assistant Professor
12	Ms Devojani Bokolial	Assistant Professor
13	Dr Bornali Dutta	Assistant Professor
14	Dr Plabon Jyoti Sharma	Assistant Professor
15	Mr Gautam Hazarika	Assistant Professor
16	Mr Jayanta Sonowal	Assistant Professor
17	Mr Rituraj Tahu	Assistant Professor
18	Dr Bidyut Bikash Hazarika	Assistant Professor
19	Dr Anurag Pratim Das	Assistant Professor
20	Dr Dipankar Buragohain	Assistant Professor
21	Ms Rejina Borah	Assistant Professor
22	Mr Harekrishna Mili	Assistant Professor
23	Mr Yuvaraj Gogoi	Assistant Professor
24	Dr Dimbeshwar Das	Assistant Professor
25	Mr Shomkai Manham	Assistant Professor
26	Ms Nomami Dutta	Assistant Professor
27	Ms Swastika Borkatoky	Assistant Professor
28	Dr Rashmi Dutta	Assistant Professor
29	Ms Anshu Kumari	Assistant Professor
30	Dr Nazreen Parveen Ali	Assistant Professor
31	Dr Baluram Das	Assistant Professor
32	Ms Monikha Gogoi	Assistant Professor
33	Dr Pakiza Begum	Coordinator, IQAC
34	Dr Mintu Gogoi	Assistant Professor

**Item No. 1 Discussion on the preparation of SSR reports**

The Chairperson emphasized that the faculty members need to devote time and effort for compilation of SSR. Accordingly, members decided that a tentative deadline is fixed on 25th March, 2024 for compilation of SSR. In addition committee also decided to assemble in the IQAC office from 2 PM onwards in the working days.

Resolution No. 1 Resolved to devote time from 2PM every day for compilation of SSR within a tentative deadline of 25th March, 2024.

Item No. 2 Discussion on the SSR Report

The committee discussed on different aspects of SSR and also decided to prepare criteria wise coffee table books, faculty wise timetable and workload, ICT class record of each faculty, maintain uniformity in font size, page layout line spacing etc. in different of reports associated with the SSR. The committee decided to start self-finance projects in different departments

Resolution No. 2 Resolved to prepare criteria wise coffee table books, faculty wise timetable and workload, ICT class record of each faculty, maintain uniformity in font size, page layout line spacing etc. in different of reports associated with the SSR.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.

Dr. Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

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Action Taken Report – 11

Date: 13th June, 2024

To,

The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 06th March, 2024, the following actions have been taken:

1. The data on SSR have been collected as per deadline from each departments.
2. Reports of different Criteria of SSR have been finalized including faculty wise teaching load in departmental timetable, work plan, ICT class records of 5 years for different Criteria of SSR and uploaded in the official website of the institute.
3. Preparation of Criteria wise coffee table book is in progress.

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

Minutes of Meeting - 12

Date: 11-03-2024

An offline meeting of members of Criteria 3 of AQAR was held on 11th March, 2024. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee. Dr Mahanta encouraged all the members to focus on compilation of SSR with full enthusiasm so as to complete the tasks related to Criteria 3 as per deadlines.

The following members were present at the meeting:

Sl No.	Name	Designation
1	Dr Sabyasachi Mahanta	Principal
2	Dr Surajit Saikia	Coordinator, IQAC
3	Dr Nilutpal Chutia	Assistant Professor
4	Ms Sandeepa Agarwalla	Assistant Professor
5	Dr Plabon Jyoti Sharma	Assistant Professor
6	Dr Pakiza Begum	Assistant Professor
7	Dr Dipankar Buragohain	Assistant Professor

Item No. 1 Discussion on the preparation of SSR reports

The Chairperson emphasized that the faculty members need to compile the SSR within deadline and accordingly enumerate the important points which need to be focussed in Criteria 3.

Resolution No. 1 *The Committee decided the following important points are to be focussed in Criteria 3:*

- *Collecting grant letters of research projects as supporting documents which should be around Rs 15 lakh*
- *Find out the number of women participation in every event*
- *Collect feedback of each program*
- *Mandatorily collect supporting information in every report*
- *Extension activity outside the institute is of utmost importance*
- *To present the data in different aspects in graphical format such as pi diagram*
- *To download the Google sheet links of participants and upload them in college website*
- *To prepare attendance sheets of participants*
- *To collect the number of awards and recognitions received for extension activities from Govt./ Govt. recognised bodies*

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- *Must include Google forms for feedback and certificates for NCC parades.*

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.

Dr. Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

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Action Taken Report – 12

Date: 13th June, 2024

To,

**The Principal,
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 11th March, 2024, the following actions have been taken:

1. The data on SSR have been collected for Criteria 3 as per deadline from each departments.
2. Final reports of different of aspects of Criteria 3 of SSR have been completed for uploading in the official website of the institute.

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

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Minutes of Meeting - 13

Date: 13-03-2024

An offline meeting of IQAC was held on 13th March, 2024. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee. Dr Mahanta encouraged all the members to develop a transparent and effective evaluation criteria for evaluating students' performance and certification.

The following members were present at the meeting:


Sl No.	Name	Designation
1	Dr Sabyasachi Mahanta	Principal
2	Dr Nilutpal Chutia	Assistant Professor
3	Dr Surajit Saikia	Assistant Professor
4	Ms Gautam Hazarika	Assistant Professor
5	Mr Jayanta Sonowal	Assistant Professor
6	Dr Pimily Langthasa	Assistant Professor
7	Dr Barnali Dutta	Assistant Professor
8	Dr Pakiza Begum	Assistant Professor
9	Dr Saheen S Begum	Assistant Professor
10	Ms Rejina Borah	Assistant Professor
11	Mr Ankur Bhattacharjee	Assistant Professor
12	Ms Sangeeta Chetia	Assistant Professor

Item No. 1 Discussion on the evaluation criteria and certification of Add on course

The Chairperson emphasized that the faculty members needs to develop a criteria for evaluation and certification of add on courses. Accordingly the committee decided that every Course Coordinator need to prepare a guideline with benchmark indicators for grading and evaluation which will take into consideration students' performance in internal and end semester examination, attendance, group discussion/presentation and home assignments. Moreover, paricipants will be provided a certificate which will include the Grade and Title of the course after successful completion of the course.

Resolution No. 1 resolved that every Course Coordinator need to prepare a guideline with benchmark indicators for grading and evaluation which will take into consideration students' performance in internal and end semester examination, attendance, group discussion/presentation and home assignments

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


Dr. Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

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Action Taken Report – 13

Date: 13th June, 2024

To,

The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 13th March, 2024, the following actions have been taken:

1. Every Course Coordinator prepared a guideline with benchmark indicators for grading and evaluation which will take into consideration students' performance in internal and end semester examination, attendance, group discussion/presentation and home assignments.
2. Certificates have been issued to the participants who successfully completed the course and final reports of different add on course have been completed for uploading in the official website of the institute.

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

Coordinator
IQAC, Gargaon College

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Minutes of Meeting - 14

Date: 14-03-2024

An offline meeting of members of members of Criteria 7 of AQAR was held on 14th March, 2024. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee. Dr Mahanta encouraged all the members to focus on green audit, and environmental audit.

The following members were present at the meeting:

Sl No.	Name	Designation
1	Dr Sabyasachi Mahanta	Principal
2	Dr Nilutpal Chutia	Coordinator, IQAC
3	Dr Surajit Saikia	Assistant Professor
4	Ms Sangeeta Chetia	Assistant Professor
5	Ms Devojanee Bokolial	Assistant Professor
6	Dr Saheen S Begum	Assistant Professor
7	Dr Anurag Pratim Das	Assistant Professor
8	Mr Jayanta Sonowal	Assistant Professor

Item No. 1 Discussion on the green audit and environmental audit

The Chairperson emphasized that the Criteria members needs to develop a strategy for timely completion of Criteria report. The Committee decided to conduct Green Audit and Environmental Audit for assessing different initiatives undertaken by the college to safeguard the environment.

Resolution No. 1 resolved to conduct Green Audit and Environmental Audit for assessing different initiatives undertaken by the college to safeguard the environment.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


Dr. Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
IQAC, Gargaon College

**Action Taken Report – 14**Date: 14th June, 2024

To,

**The Principal,
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 14th March, 2024, the following actions have been taken:

1. Energy audit, green audit and environmental audit have been carried out.
2. The reports of the audits have been completed for uploading in the official website of the institute.

Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

**Coordinator
IQAC, Gargaon College**

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Minutes of Meeting - 15

Date: 16-03-2024

An offline meeting of IQAC was held on 16th March, 2024. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee. . Dr. Mahanta pointed encouraged the students and emphasized their role in holistic development of the College and its mission of achieving excellence in quality teaching and skill developments.

The following members were present at the meeting:

Sl No.	Name	Designation
1	Dr Sabyasachi Mahanta	Principal
2	Dr Surajit Saikia	Coordinator, IQAC
3	Dr Nilutpal Chutia	Assistant Professor
4	Dr Gitashree Saikia	Assistant Professor
5	Dr Bornali Dutta	Assistant Professor
6	Ms Barbie Borgohain	Student
7	Ms Arfina Ahmed	Student
8	Mr Tendon Borgohain	Student
9	Mr Udipta Moupia	Student
10	Ms Akangkha Baruah	Student
11	Mr Jahnobi Phukan	Student
12	Ms Mousumi Gogoi	Student
13	Ms Latashree Borgohain	Student
14	Ms Gayatri Gogoi	Student
15	Mr Mintu Buragohain	Student
16	Mr Ankur Boruah	Student
17	Mr Parikhit Konwar	Student
18	Mr Dimpal Gogoi	Student
19	Mr Mondeep Gogoi	Student
20	Mr Hrishikesh Duwari	Student
21	Ms Asishpriya Saikia	Student
22	Mr Manashpran Saikia	Student
23	Mr Diganta Das	Student
24	Mr Jit Arandhara	Student
25	Ms Nikharomi Chetia	Student
26	Mr Partha Pratim Gogoi	Student
27	Mr Rupanjyoti Chetia	Student
28	Ms Tapokhi Saikia	Student

The Chairperson briefed the different aspects of NAAC evaluation and the role of students towards achieving excellence in academic as well as extracurricular activities which will help the College to acquire a potentially good grade in the NAAC evaluation.

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Resolution No. 1 Resolved that students shall be encouraged to participate in different activities organised in the college and also actively engage in preparation of SSR report for NAAC evaluation.

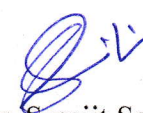
Item No. 2 Formation of departmental sub-committees of students

The members decided to prepare list of active students from each Departments so as to form sub committees for the effective distribution of tasks amongst the students. The Department representatives of each Department was assigned responsibilities towards forming Students Sub-Committee and divide tasks related to preparation of SSR report for NAAC evaluation.

Resolution No. 2 Resolved that sub committees for the effective distribution of tasks amongst the students will be formed.

The meeting ended with this important discussion, and a concluding vote of thanks was offered by the Chair.


Dr. Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)


Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College
Coordinator
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Action Taken Report – 15

Date: 14th June, 2024

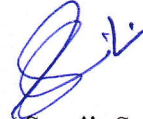
To,

**The Principal,
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 16th March, 2024, the following actions have been taken:

1. Students sub committees have been prepared including members of Students' Union and Department Representatives. Accordingly different responsibilities have been assigned for data collection on SSR.
2. The reports of the SSR have been completed for uploading in the official website of the institute.



Dr. Surajit Saikia
Coordinator, IQAC
Gargaon College

**Coordinator
IQAC, Gargaon College**