



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE

MINUTES OF MEETINGS

IQAC Committee Wise

2021-22

GARGAON COLLEGE

ESTD: 1959, Reaccredited by NAAC with B Grade

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

Tel: 03772-296164
www.gargaoncollege.ac.in

Ref. No: GC/

Date:

Website Development Committee (WDC)

The Gargaon College : Simaluguri

Minutes of Meeting

Date: 10.08.2021

Minutes of the meeting of Website Development Committee

A meeting of Website development committee was held on 10.08.2021 in the Golden Jubilee Bhavan. The following members attended the meeting:

Dr. Sabyasachi Mahanta, Principal and Chairperson
Dr. Pankaj Kumar Nath, Coordinator
Mr. Nilutpal Chutia
Ms. Shyamolima Saikia
Mr. Yuvraj Gogoi
Dr. Chirantan Bhagawati
Dr. Rituraj Neog
Ms. Ankika Dutta
Mr. Pankaj Dutta
Mr. Sandeep Chutia

Item No. 01 To discuss about the upgradation of the college website

The Chairman apprised the members of the functioning of the existing college website and asked the members to upgrade the current version with a separate domain in place of the existing .org. The members present in the meeting discussed the matter and decided to upgrade the college website with a new domain .ac.in.

Resolution No. 1 Resolved that a new dynamic website of the college would be developed with a new academic domain .ac.in in place of existing .org.

Item No. 2 To discuss about discontinuation of admission portal

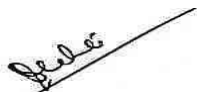
The Chairman discussed the admission portal irregularity with the members of the committee. The members discussed the anomalies of the payment gateway attached to the current admission portal and difficulties of uploading information in the current college website. It was decided by the members to inform the website developer to discontinue their service for maintenance of website and admission portal.

Resolution No. 2 Resolved that a letter would be sent to the website developer to discontinue their service for maintenance of website and admission portal.

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, WDC
Gargaon College



Dr Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College



Dr Surjit Saikia
Coordinator, IQAC
Gargaon College

Website Development Committee

The Gargaon College : Simaluguri

Action Taken Report

Date:25th September,2021

To,

**The Principal,
Gargaon College**

Sir,

As per decision of the Website Development Committee meeting held on 10.08.2021, the following actions have been taken:

1. A new academic domain with .ac.in for the college website was purchased on 07.09.2021 from ERNET India. The new website for the college has been assigned as gargaoncollege.ac.in
2. A letter from the office of the Principal had been sent to the Proprietor, Prism Infosys, Guwahati, informing them to discontinue their service for maintenance of website and admission portal.



Dr Pankaj Kumar Nath
Coordinator, LAC
Gargaon College

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Campus Development Committee

15. The committee appeals the authority to install the iron pillars and chains besides the foothpaths.
16. The committee decided to make a survey to planting the flower sapling in the campus.
17. A master plan will be framed for entire campus development.
18. Beautification in front of central library will be done in course of time.
19. To construct the approaching road from Borduarmukh to the college, a team will visit the local MLA and hon'ble Minister of Assam within a short period of time.
20. It is decided to clean up the old flower tubs.
21. New flower tubs will be purchased for conference halls.
22. Three no parking notice board will be installed in front of the main gate.
23. Oil painting of boundary walls will be done where the cultural heritage of Assam will be portrayed.
24. All the decisions of this meeting will be informed to the Principal for taking further action.

(Dr. P. K. Gogoi)
Co-ordinator,
Campus Dev. Committee
Gargaon College

Agenda.

- ① Chair of the Principal & Chairperson.
- ② Object of the meeting.
- ③ Discussion & Resolution passed.
- ④ Any other matter.
- ⑤ Remarks of the Chairperson.
- ⑥ End of the meeting.

Members present.

- ①
- ② Monurama Phukan.
- ③ Pimily Longthasa.
- ④ Boranali Dutta
- ⑤ Rakiza Bogen.
- ⑥ Bisupal Borgohain
- ⑦ ~~Pranab~~
- ⑧ Jayanta Sonowal
- ⑨ Baluwan Dn.
- ⑩ Nitali Borgohain Konwar
- ⑪ Poli Konwar
- ⑫ Nilupal Choui
- ⑬ Surjit Saikia

Proceeding :-

আজি ইংবাৰী চন/০২/২০২২ তাৰিখ সন্নিৱৰ্ত্ত অহাবিহানমণ্ড-মোনালী জয়ন্তী উদযত শ্ৰীমুতা (৩.) বিনা সন্নিৱৰ্ত্ত সভাপতিত্বত Campus Development Committee ৰ এখন সভা অনুষ্ঠিত হয়। সভাৰ উদ্দেশ্য ব্যাৰা সভা কমিটিৰ অধ্যক্ষক ড. সৰন কুমাৰ সাইক হোৱে। সভাপতিৰ আহ্বান কাল সন্ধান সদস্যই সন্নিৱৰ্ত্ত আহ্বানসময় সভাৰ আৰু সিন্ধু সন্নিৱৰ্ত্ত সন্নিৱৰ্ত্ত সন্নিৱৰ্ত্ত সভা হও।

Minutes :-

১। সন্নিৱৰ্ত্ত বৈঠক বচেষকত চাৰিজন অনুষ্ঠিত কৰা হব। অধ্যক্ষ সন্নিৱৰ্ত্ত সন্নিৱৰ্ত্ত সভাপতি বৈঠক অনুষ্ঠিত কৰা হব।
২। সন্নিৱৰ্ত্ত সন্নিৱৰ্ত্ত সন্নিৱৰ্ত্ত সন্নিৱৰ্ত্ত সভা হব আৰু সন্নিৱৰ্ত্ত সন্নিৱৰ্ত্ত সভা হব।
৩। সন্নিৱৰ্ত্ত সন্নিৱৰ্ত্ত Eco-bridge সন্নিৱৰ্ত্ত সন্নিৱৰ্ত্ত সভা হব।

Coordinator,
Campus Development Committee

Dr Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College

Dr Surjit Saikia
Coordinator, IQAC
Gargaon College

Action Taken Report of the Campus Development Committee

To,

The Principal,
Gargaon College
Dated: 20/4/2023

Sub: Submission of Action Taken Report of Campus Development Committee, IQAC.

Sir,

I have the honour to submit herewith the report of campus development committee constituted for campus development of the college.

1. The meeting was held on 19/02/2022 in the Golden Jubilee Hall of the College and minutes were prepared which was submitted to the Principal and IQAC for further action. Further, under the supervision of the committee the following actions had been taken.



A handwritten signature in black ink, appearing to read 'P. S. ...', on a light-colored background.

Coordinator,
Campus Development
Committee

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Minutes of the Library Advisory Committee Meeting

Venue: Golden jubilee Hall

Date : 20.09.2021

Time :2:00 PM

A meeting of the Library Advisory Committee was held at the Golden Jubilee hall on 20th September, 2021. The Chairman of the committee, Dr Sabyasachi Mahanta along with the faculty and student members were present at the meeting. The objectives of the meeting were to discuss certain issues related to repair work of the water pump of the library, purchase of some popular magazine to the college central library.

After discussion of the meeting following resolutions were taken by the library committee:

- R1.** The Minutes of the previous meeting held on 10.03.2021 be accepted for confirmation as decided by the Committee in the meeting of LAC held on 20.09.2021.
- R2.** The committees after discussion directed the librarian to do the needful in connection with the repair of the water jet pump of the library.
- R3.** The members of the committee also decided to purchase some popular English, Assamese magazines and some competitive entrance magazines like Competition Success Review, Protiyogita Darpan, Pratiyogita Kiran etc.
- R4.** The committee also decided and informed the librarian to purchase these magazines from a local vendor so that the magazines can be received on time.

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: 15th November,

2021
To,

**The Principal,
Gargaon College**

Sir,

As per the decision of the Library Advisory Committee meeting held on 20.09.21, the following actions have been taken:

3. The water jet pump of library was repaired on 28.09.21 and the pump is currently functioning.
4. Order has been placed to a local vendor to supply some popular English and Assamese magazine. Order has also been placed to purchase some popular competitive magazines



Dr. Pankaj Kumar Nath
Coordinator,
Library Advisory Committee
Gargaon

Minutes of the Library Advisory Committee (LAC) Meeting

Venue: Golden jubilee Hall

Date : 01.12.2021

Time :12:00 Noon

A meeting of the Library Advisory Committee was held at the Golden Jubilee hall on 1st December, 2021. The following members attended the meeting:

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

Item No. 01 To consider the confirmation of the Minutes of the previous meeting of IQAC held on 20.09.2021.

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 20.09.2021. 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 20.09.2021 be accepted for confirmation as decided by the Committee in the meeting of LAC held on 01.12.2021.

Item No. 02 Discussion on the replacement / repair of library door.

The members discussed the matter and the Chairman approved and suggested that the repair work of a library door must be undertaken.

Resolution No. 2 Resolved that the door of the library will be repaired within very short period.

Item No. 03 To discuss about repair/ purchase of DVR, CCTV camera displayer, and UPS

The Chairman suggested the replacement of DVR, purchasing of a low-cost common UPS for the library, purchase of pesticides etc. after due discussion with the members.

Resolution No. 3 Resolved that the DVR, low-cost UPS and pesticide should be purchased for the Central Library.

Item No. 04 To discuss about purchase of journals, books and e-journals.

After discussion with the members regarding purchase of books and journals, the Chairman suggested that irrelevant journals should be unsubscribed and instead other journals should be purchased. It was decided that new books would not be purchased keeping in view the curriculum changes that might occur with the implementation of the NEP.

Resolution No. 4 Resolved that relevant journals for different subjects should be purchased for the Central Library.

Item No. 05 to discuss about construction of ramp at the entrance of the library.

The members of the LAC discussed the matter and decided that a ramp should be constructed at the entrance of the library.

Resolution No. 5 Resolved that a ramp should be constructed at the entrance of the Central Library.

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

Minutes of the Library Advisory Committee Meeting

Venue: Golden Jubilee Hall

Date : 10.02.2022

Time : 2:00 PM

A Library Advisory Committee meeting was convened by Dr. Pankaj Kr. Nath, on 20th January, 2022 at 2:00 PM at the Golden Jubilee. The meeting was presided over by Dr. Sabyasachi Mahanta, Principal of the college.

The objective of the meeting, as laid down by the librarian Dr. Pankaj Kumar Nath, was to discuss about the renewal of library automation software (Koha) and purchase of n-list for the year 2022-23.

After discussions at the meeting, the following resolutions were taken by the library committee:

- R1.** The Minutes of the previous meeting held on 01.12.2021 were accepted for confirmation as decided by the Committee in the meeting of LAC held on 10.02.2022.
- R2.** The committee after discussion granted the proposal to renew the library automation software (Koha) and approved the subscription of the NList consortia for the College Central Library.
- R3.** The committee directed the librarian to do needful for the renewal of these items.

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: 15th March, 2022

To,
**The Principal,
Gargaon College**

Sir,

As per decision of the Library Advisory Committee meeting held on 10.02.2022, the following actions have been taken:

5. The renewal of Integrated Library Management Software Koha has been renewed on 03.03.2022
6. The renewal of NList consortia has been done on 11.03.2022



Dr.Pankaj Kumar Nath
Coordinator,
Library Advisory Committee
Gargaon

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MINUTES OF MENTORSHIP COMMITTEE

30.11.2021

An urgent meeting of Gargaon College Mentorship Committee was held on 30th November 2021 to discuss various issues related with mentor-mentee program of the current session. The meeting, after threadbare discussion, took the following decisions:

1. To request, with due permission from the respected Principal of the college, each and every department of the college to continue their mentor-mentee program with their respective newcomers.
2. To request the departments to submit the list of mentor-mentee list within the month of December, 2021.
3. To request the departments to identify the advance and slow learners and adopt necessary measures for further advancement of learning.
4. To extend necessary help to the departments in their various activities adopted from time to time to enhance learning of the mentees.

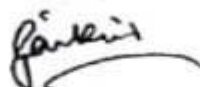
Members present:

1. Nilutpal Chutia
2. Dr. Meghali Bora
3. Dr. Arandao Narzary
4. Dr. Ranjana Gogoi
5. Mahananda Tamuli
6. Bonika Buragohain
7. Yuvaraj Gogoi
8. Dr. raktim Pator

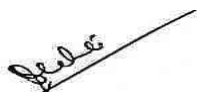
Dr. Jitu Saikia
Convenor
Mentorship Committee

Follow-up Actions
Mentorship Committee

The Mentorship Committee kept close contact with each and every department of the college. It collected the lists of mentor-mentees from the departments. It also extended help to the departments in conduct of their programs which were organized to enhance learning of the advance learners. The committee also supported the departments which went some extra miles in boosting up the zeal of the slow learners to carry on their academic life in an effective way.



Dr. Jitu Saikia
Convenor
Mentorship Committee



Dr Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College



Dr Surjit Saikia
Coordinator, IQAC
Gargaon College

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Date:

OBC / MOBC Development Committee

A majority of students of the college belong to the OBC / MOBC category. Hence, it is highly remarkable to make aware among the students for their output improvement as well as their better prospects in future.

A meeting of OBC / MOBC Development Committee was held on 11th February 2022.

The following members were present in the meeting.

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

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

Minute No – 1

To Aware the OBC / MOBC students regarding Government OBC / MOBC Scholarship.

Minute No – 2

To redress and solve the grievances (if any) come from OBC / MOBC students.

Minute No – 3

To introduce three awards for Arts, Science and Commerce Streams belonging to OBC / MOBC category based on merit in the final examination.

Minute No – 4

To organize awareness programme amongst the students regarding placement in different areas and in competitive examinations.

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

To Aware the OBC / MOBC students regarding Government OBC / MOBC Scholarship.

Resolved to make aware and necessary assist (if any) regarding the Government OBC / MOBC Scholarship.

Minute No – 2

To redress and solve the grievances (if any) come from OBC / MOBC students.

Resolved to solve grievances (if any) from the OBC / MOBC students.

Minute No – 3


To introduce three awards for Arts, Science and Commerce Streams belonging to OBC / MOBC category based on merit in the final examination.

Resolved to make it successful from the current year onwards.

Minute No – 4

To organize awareness programme amongst the students regarding placement in different areas and in competitive examinations.

Resolved a decision to tie up with the career counseling and guidance cell to motivate the students for their placement in different areas as well as in competitive examinations.



Mr. Bitupal Borgohain
Coordinator
OBC/MOBCCommittee
Gargaon College

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Publication Committee

Minutes of Meeting - 1

Date: 29th Nov

2021

Minutes of 1st Meeting of Publication Committee :

An online meeting of the Publication Committee was held on 29th Nov, 2021. 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
Shyamolima Saikia
Yuvaraj Gogoi
Debajani Bakolial
Rutuja Deori
Ankit Handique

Item No.1 To discuss about various course-based and research-based books.

The members discussed the matter and proposal was given for publication of at least 3 student oriented course-based books, one each from science, arts and commerce along with the publication of books on creative writing. Members also suggested that the publication committee can take up publication of e-books for example coffee-table books based on handicraft, art etc. of significant villages/tourist destinations of Sivasagar. Yuvaraj Gogoi suggested that publication of research-based books on the life and customs of specific local communities of Sivasagar could be undertaken.

Resolution No.1 Resolved that publication of various books shall be carried out.

Item No.2 To discuss about organising seminar/workshops on research writing/ publication.

The members discussed the matter and decided that seminars/workshops on research writing and publication would be organized by the college in collaboration with other institutions/organizations. The members further decided to incorporate such workshops/courses as a continuous programme for students.

Resolution No.2 Resolved that seminars/workshops on research writing/publication shall be organized.

Item No. 3 Any other item

The Chairperson enquired whether there was any other item to be discussed. Dr. Surajit Saikia IQAC Coordinator of the college broached the idea of creating signboards displaying the brief profiles of people associated with the college eg. Shri Benudhar Mohan, Shri Indrajit Chetia among others. The members discussed the matter and it was decided that the work of signboards would be taken up.

Resolution No.3 Resolved that the work of creating signboards commemorating different people associated with the college would be taken up.

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



Shyamolima Saikia
Coordinator of Publication Committee
Gargaon College



Dr Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College



Dr Surjit Saikia
Coordinator, IQAC
Gargaon College

Action Taken Report -1

Date: 6 Feb, 2022

To,
**The Principal,
Gargaon College**

Sir,

As per decision of the meeting of the Publication Sub Committee held on 29th Nov, 2021 the following actions have been taken:

7. A One Week Online Faculty Development Programme cum Workshop on Academic Reading and Writing titled “Common Denominators: Reading and Writing across Disciplines” was organized by IQAC in collaboration with Centre for Writing and Pedagogy, Krea University from March 23-28, 2022.
8. Process of applying for ISBN for a few college publications of humanities, social science among others was initiated with the support of Librarian of Gargaon College.



Shyamolima Saikia
Coordinator of Publication Committee
Gargaon College

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Online Examination Committee

Date: 29.11.2021

Report of the Meeting

A Departmental Meeting was held on 19th November, 2021 with the following agenda

Objective of the Meeting

A meeting was conducted on 19th November, 2021 in presence of all the members of the committee. Various issues related to conducting online examination has been discussed.

In the starting of the meeting, Coordinator of the committee has given an idea about the importance of online examination to uplift the intellectual capability of the student.

Then coordinator of IQAC, Dr. Surajit Saikia has suggested to conduct a weekly and a monthly online test on Google platform.

Dr. Dimbeswar Das has suggested about the marks for each test and proposed to take the content of the current course as syllabus for online exam.

Dr. Baluram Das has suggested conducting the weekly examination department wise and monthly examination centrally.

Pankaj Dutta has informed about various topic related to smooth conduction of online MCQ test in Google platform.

All other members of the committee have also given their individual suggestion during the meeting.

Venue - Golden Jubilee

Date - 29-11-21

Sl. No

Name

Signature

1

2

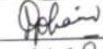
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Monuama Phukan



4.

Bonika Buragohain



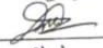
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Mohananda Tamuli



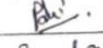
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Pankaj Datta



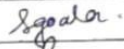
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Pakira Bogen



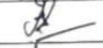
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Sujata Guha



9.

JAYANTA SONWAL



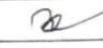
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GAUTOM HAZARIKA



11.

Balwan Das



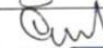
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Srajit Saikia



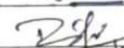
13.

Maninal Guha



14.

Dr Dinkeshwar Das



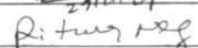
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Rituraj Talwar



16

Rituraj Talwar



Guidelines for Online Examination

Gargaon College

Introduction:

Online exam is a great way of conducting tests and other important exams with the help of internet. An online exam needs a device capable of accessing the internet such as a computer or a smart phone. Online exams, also known as virtual exams, enable examiners to conduct exams using the internet for remote candidates. In an online examination, candidates are expected to answer the questions on their systems. Google form is widely used by teachers to conduct exams online. Google form supports multiple question types like MCQ, subjective questions, etc. Google forms also have the facility to upload images in questions as well as answers which have made life easy for teachers and students who find it difficult to type using a phone or computer.

Online examination Committee:

The Online examination committee under IQAC of Gargaon College has decided to conduct weekly online MCQ examination for students (1st, 3rd and 5th semester honours) of all the departments using Google platform (Google form). The examination will be conducted on Saturday of every week.

Objectives:

1. To encourage students to have an in depth study relating to the existing course of study.
2. To enhance the competitive skill of students for higher studies.

Report of the Meeting Date - 04/08/2022
Venue - Golden Jubilee

A Departmental Meeting was held on 04/08/2022 with the following agenda.

Various issues related to objectives and guidelines of the exam have been discussed.

In the starting of the meeting, Coordinator of the committee has given an idea about the possible alternatives.

All the members of the committee have given their individual suggestion during the meeting.

Guidelines for MCQ Paper:

1. There should be a total 10 objective type multiple choice questions carrying 1 mark each.
2. The questions must cover the basic knowledge relating to their papers/subject.
3. The questions must cover the syllabus taught/discussed in the department.
4. The duration of the exam will be 15 minutes.
5. There must be weekly examination with 10 numbers of questions for each semester (1st, 3rd and 5th).
6. The questions for each subject/dept. will be developed by the respective faculty members of the departments.
7. The questions must be prepared in the Google form using the departmental email-id (each dept. has to open a new departmental Gmail account).
8. The Google link (question papers in Google form) will be shared /provided in the Whatsapp group for each semester by the department.
9. The filled up Google forms/questions will be maintained by concerned dept. and will be provided to the coordinator whenever required.

Signature of the members

① Jayanta Bonowal


② Dr-Dimbhushwar Das

③ Bonika Buragohain

④ Pakiza Begum

⑤ Rituraj Talwar

⑥ Rituraj Neog

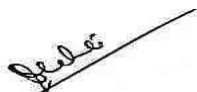


— Phaid.

Jah.



Rituraj Neog



Dr Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College



Dr Surjit Saikia
Coordinator, IQAC
Gargaon College

GARGAON COLLEGE



ESTD: 1959, Reaccredited by NAAC with B Grade

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

Tel: 03772-296164
www.gargaoncollege.ac.in

Ref. No: GC/

Date:

Student Grievances Redressal committee

Students' Grievances Redressal Committee

Meeting : 01 Date : 08-12-2021

Agenda :

1. সভাৰ উদ্বোধন ব্যৱস্থা,
2. IQAC ৰ সমন্বয়কৰ বক্তব্য
3. শি্ষিকতা কাৰ্যসূচী আৰু নবিকল্পনা সম্বন্ধে আলোচনা,
4. অন্তিমবছৰীয়াৰ প্ৰযোজিত শি্ষিকতা SARC ৰ প্ৰেছৰ অধুৱকী সম্বন্ধে আলোচনা,
5. SARC ৰ নিৰ্বাচন প্ৰক্ৰিয়া সম্বন্ধে আলোচনা,

Signatures of members:

- 1 Rituraj Tamu.
- 2 Chirantan Bhagwati
- 3 Rituraj Yeoj
- 4 Ankita Dutta
- 5 Meghali Bora
- 6 Nilupat Gohi
- 7 Sujata Goswami
- 8 Anken Patil
- 9 Rajana Goswami
- 10
- 11

Students' & Binivanus Redressal Committee

Meeting : 01

Date : 08-12-2021

Agenda :

1. সভাৰ উদ্বোধন ব্যাখ্যা,
2. IQAC ৰ সমন্বয়কৰ দুআহাৰ
3. সশিক্ষিত কাৰ্যসূচী আৰু নবিকল্পনা সম্বন্ধে আলোচনা,
4. মাতৃশিক্ষায়তনৰ প্ৰেজাৰ্টেচ সশিক্ষিত SARC ৰ প্ৰেজাৰ্টেচ
অনুষ্ঠান সম্বন্ধে আলোচনা,
5. SARC ৰ লিংক প্ৰযুক্তি সম্বন্ধে আলোচনা,

Signatures of members:

- ① Rituraj Taha.
- ② Chirantan Bhagwati
- ③ Rituraj Yeog
- ④ Ankika Dutta
- ⑤ Meghali Bora
- ⑥ Nilupat Gohi
- ⑦ Sujata Goswami
- ⑧ Anshu Patra
- ⑨ Ranjana Goswami
- ⑩
- ⑪

Meeting : 01

Date : 08-12-2021

Proceedings of 1st Meeting of Bargarua College Students' Grievance Redressal Cell held on 08-12-2021 at 11 AM at IQAC Office of Bargarua College.

The first meeting of Bargarua College Students' Grievance Redressal Cell (SGRC) is held at IQAC Office of Bargarua College where all the teacher members along with Dr. Surajit Saikia, the Coordinator of IQAC are present.

At the very outset Dr. Ranjana Goswami, the Coordinator of the Cell explain the objective of the meeting and request all the esteemed members of the Cell to take active participation in planning and execution of mechanism of the Students' Grievance Redressal Cell.

IQAC Coordinator Dr. Surajit Saikia also has elaborated about the functions of the Cell so that the college for the benefit of the student and urged the Committee to redress the grievance promptly and judiciously.

After discussion following resolutions are adopted.

1. 'Students' Complaint Boxes' are to be installed in various places inside the College campus.
2. The 'Complaint Letter Format' is to be prepared so that students can complain in a standard written form. Mr. Rituraj Taha, Assistant Professor in Chemistry is entrusted the responsibility of preparing the 'Complaint Letter Format'.

3. It is resolved to prepare an online link in the form of 'Google Form' for lodging complaint virtually. Dr. Rituraj Neog, Assistant Professor in Geography and Dr. Chirantaku Bhagwati, Assistant Professor of Geology are given the responsibility of preparing the online 'Google Form' format for lodging complaint by the students.

4. It is resolved to carry a 'Students' Satisfaction Survey' via online Google form regarding various institutional matters. Students to be fill up the form by expressing their views on sports, cultural facilities, essential amenities, canteen, response from office staffs, common room facilities, library services etc., so that a continuous survey can be carried out and a quantitative analysis can be done.

Department of Statistics of Gargyaon College is entrusted the responsibility of conducting this survey on behalf of IQAC.

5. A resolution taken to ^{add a} ~~construct a~~ 'web page' for Grievance Redressal system at Gargyaon college website from ~~where~~ where students can access the ~~link~~ ~~to~~ 'Google form link' and 'complaint letter format' to lodge complaint online and offline respectively.

At the end of the meeting the coordinator of the cell offered vote of thanks to all present in the meeting for their active participation.

Ranjana
08-12-2021

(Dr. Ranjana Sarm)
Coordinator, Students' Grievance Redressal Cell.

Students' Grievance Redressal Cell

Meeting : 02

Date : 20-12-2021

Venue : Deptt of Statistics

Time : 12-30 PM

Action Taken on the basis of Resolution taken on Meeting 01 dated 08-12-2021

1. In response to Resolution 1, Dr. Ranjana Gosai, Associate Professor of Statistics and the coordinator of the cell offered her willingness to donate three "Complaint Boxes" to install at various places inside the college campus and the ~~cost~~ one complaint box is bought online. If all the members of the cell approve the standard of the 'complaint box', then remaining two will be ordered ~~on~~ for buying online.
2. Mr. Rituraj Taha, Assistant Professor of Chemistry was entrusted the responsibility of preparing a format for 'Complaint letter format' and he has submitted the same to the Coordinator few days back. In today's Meeting-02, the format as content of the 'Complaint letter format' will be discussed for final approval.
3. A draft 'Google Form' for online submission of students' grievances was prepared ^{jointly} by Dr. Rituraj Neeg, Assistant Professor of Geography and Dr. Chirantan Bhasawati, Assistant Professor of Geology and submitted to the Coordinator of the cell few days back. This draft - The content of the 'Draft Google Form' will be discussed in the 'Meeting 2' to be held today for final approval.
4. In response to Resolution 4, Department of faculties & students of Department of Statistics agree to conduct an online 'Students' Satisfaction Survey' via online link of Google form.

Fifth Semester Statistics (Honours) students are entrusted the to prepare the questionnaire and two students have submitted their part of the questionnaire. Remaining students will also submit their part within few days. After receiving complete questionnaire structured questionnaire, it will be discussed in the next meeting of the Cell for final approval.

5. Although the 'Gargam College Website' has a page on Students Grievance Redressal system, as Resolution 5, it was decided to modify by adding a 'google link' form and a 'Complaint letter format', so that students can lodge their complaint online. Regarding this matter the coordinator contacted Dr. Pankaj Kr. Nath, Librarian, Gargam College Library and he assured the Cell to fix adding the 'Google Form link' and 'Complaint Letter Format' in pdf form.

6. The Cell has received two complaint letters from students - one regarding opening the College Gymnasium and other for installing dustbin at the ground floor of RVSA Building. Regarding this the Academic Coordinator contacted Hon'ble Principal Dr. Sabyasachi Mahanta on 14-12-2021 and he advised to submit the same with a resolution taken by the Cell.

AGENDA : Meeting 02 Date : 20-12-2021

1. Discussion on Action taken by the Cell on Resolutions of Meeting 01 of dated 08-12-2021
2. Speech by Coordinator IQAC.
3. Any other.

Signatures of the members present at the meeting

<u>Name</u>	<u>Signature</u>
1. CHIRANTAN BHAGAWATI	Chirantan Bhagawati
2. Rituraj Neeg	Rituraj Neeg
3. Anshu Dn. D.	Anshu Dn. D.
4. Rituraj Tew	Rituraj Tew
5. Pooja Kharwar	Pooja Kharwar (SR)
6. Anshu Gogoi	Anshu Gogoi (SR)
7. Anshu Sankar	Anshu Sankar (Coordinator IQAC)
8. Anshu Datta	Anshu Datta
9. Dr. Ranjana Goswami	Dr. Ranjana Goswami
10.	
11.	
12.	

Proceedings of 2nd Meeting of Gargagan College Students' Grievance Redressal Cell held on 20/12/2021 at 12:30 PM at Department of Statistics, Gargagan College.

The second meeting of SHRC is held on 20-12-21 at 12-30 PM at Department of Statistics and the coordinator of the Cell, Dr. Ranjana Goswami briefed about the action taken by the cell on the basis of the Resolutions adopted in the First Meeting of SHRC on 08-12-2021 and following Resolutions are adopted.

1. It is resolved that the complaints lodged by the students before SHRC to be forwarded to the Principal, Gargagan College for further taking further necessary action.

- ② It is resolved that the draft of the Google Form for e-submission of complaints to be asked for further editing to include all the make it bilingual by including Assamese language too. It is decided to entrust the responsibility to finalize the form upon Dr Ankur Dutta (for Assamese version) and Dr. Rituparna Neog & Dr Chirantan Bhagwati for English version.
Rituraj
- ③ Student's Complaint Box ~~is~~ purchased online is accepted by the cell and it is decided to buy two more ~~such~~ same type of Complaint Box.
- ④ ~~A~~ It is resolved to create a new EMAIL ID for SARC and is entrusted the responsibility to create the same to Dr. Chirantan Bhagwati.

Coordinator of the cell offered vote of thanks to the members present in the meeting including Dr. Surajit Saikia, Coordinator IPAC and the meeting is concluded.

Leijy
20/12/2021

Dr. Ranjana Goswami
Coordinator, SARC, Jangam Bldg.

Meeting - 03

Students' Grievance Redressal Cell

Venue: Dept. of St.

Meeting - 03

Date: 01-06-2022

Time: 11:15 AM

Subject: Discussion on complaints received by students received in Complaint Box.

Signatures of the members present at the meeting

<u>Name</u>	<u>Signature</u>
1. Dr. Ranjana Jassi	[Signature] 01/06/22
2. Dr. Snehit Senkin	[Signature] 1/6/22
3. Dr. Meghali Bora	[Signature] 01/06/22
4. Nilupal Chutia	[Signature] 01/06/22
5. Chirantan Bhagwati	[Signature] 1-6-22
6. Anika Dutta	[Signature] 1-6-22
7. Dr. Ankur Datta	[Signature] 1-6-22
8. Sujata Guala	[Signature] 1-6-22
9. Dr. Rituraj Nay	[Signature] Rituraj Nay

Action taken on the basis of Resolution taken in Meeting-02 dated 20-12-2021.

- In response to resolution 1, the complaints are forwarded to the honorable Principal, Jangam College for necessary steps.
- For e-submission of the complaints by students, bilingual Google Form link is generated and shared in various platform (specially in students' WhatsApp group) for students' accessibility, easy accessibility. All the HODs are informed to share the link among students.

④. Four numbers of Students' Complaint Box are installed in various locations inside the campus. Till then complaints are pouring.

⑤. A new e-mail ID of the cell is created. Details are given below

username : cellgrievancessredressal.gc@gmail.com
password : grievance@GC

Agenda of the Meeting - 03, Dated 01-06-22

1. Discussion on grievances received from students -
2. Any other.

Proceeding of the 3rd Meeting of Garguam College Students' Grievances Redressal Cell held on 01-06-2022 at 11-15 AM at the Department of Statistics, Garguam College.

At the very outset the coordinator of the cell, Dr. Rajana Goswami briefed about the action taken by the Cell on the basis of the Resolutions adopted in the previous meeting dated 20-12-2021.

The Cell has received altogether 07 (seven) complaints and these are ~~thoroughly~~ thoroughly discussed and Resolutions adopted accordingly.

Complaint 1: (Date: 29/4/22)

Subject: Unhygienic and dirty toilets at Girls' Common Room.

Resolution: The matter is discussed and forwarded to the Teacher-in-charge of the Girls' Common Room and ~~to~~ to the Girls' Common Room Secretary through the Principal,

Garganv college.

Complaint No. 2:

Demand for teaching and providing notes in English language of the subject Sociology (Generic).

Resolution: It is resolved to forward the matter to the honorable Principal, Garganv college for taking necessary measure.

Complaint No. 3

Subject: Demand for reducing the fees for form-fillup. The complainant had not mentioned about the whether form fill-up is for admission or examination.

Resolution: The fees for admission/examination is not under the purview of Student's Grievance Redressal Cell. Admission fees is fixed by the College administration as per DHE's guidelines and examination fees are fixed by the Dibrugarh University. That is why the cell is unable to adopt a resolution regarding fees structure.

Complaint No. 4

Subject: Demanding separate Freshman's Social Programme by the HS 1st year students.

Resolution: The cell discussed the matter and admitted that no extra-curricular programme/activities are organized entirely for HS students. It is known to all that from 2022-23 onwards the HS admission in UA colleges will be closed for new NEP, yet the matter is forwarded to the

Hon'ble Principal for his earnest decision.

Complaint No. 5:

Subject: Complaint on out of order ceiling fan at ICM hall by the students of Sociology.

Resolution: The subject is forwarded to the Hon'ble Principal to take immediate measure of repairing the fan at ICM hall.

Complaint No. 6:

Subject: Sub-standard quality of food provided by the College Canteen.

Resolution: The matter is discussed at the meeting and most of the members agreed that the quality of canteen food to be improved. The matter is forwarded to the Hon'ble Principal to take necessary measure for the improvement of food quality at the canteen.

The meeting also discussed. The members present at the meeting also felt that the Canteen should provide simple vegetarian lunch for needy students as well as faculty.

Complaint No. 7:

A list of complaints regarding various matters related to students & college are received as 'व्यक्तिगत', which are discussed one by one and resolutions are adopted accordingly.

(i). The language of the Notices from the College authority should be in Assamese language too.

Hon'ble Principal for his earnest decision.

Complaint No. 5:

Subject: Complaint on out of order ceiling fan at ICM hall by the students of Sociology.

Resolution: The subject is forwarded to the Hon'ble Principal to take immediate measure of repairing the fan at ICM hall.

Complaint No. 6:

Subject: Sub-standard quality of food provided by the College Canteen.

Resolution: The matter is discussed at the meeting and most of the members agreed that the quality of canteen food to be improved. The matter is forwarded to the Hon'ble Principal to take necessary measure for the improvement of food quality at the canteen.

The meeting also discussed. The members present at the meeting also felt that the Canteen should provide simple vegetarian lunch for needy students as well as faculty.

Complaint No. 7:

A list of complaints regarding various matters related to students & college are received as 'व्यक्तिगत', which are discussed one by one and resolutions are adopted accordingly.

(i). The language of the Notices from the College authority should be in Assamese language too.

Discussion: The complainant had not mentioned about the subject matter of the Notius which are normally served as received in English. In general notius are written in Assamese, but the examination related notius etc. ^{circulated} ~~from~~ Dibrugarh University, authority are always in ~~Assamese~~ English. Similarly scholarship related notius are circulated from DHE & other concerned authorities written in English. So translating the notius in to Assamese language is not arisen.

(ii) Haphazard and unsystematic admissions procedure in 2nd, 4th and 6th Semester.

Resolution: The matter is forwarded to the Hon'ble Principal Gargam College to take necessary measure.

(iii) Subject: Bad odour at the College Gate at Balighat.

Discussion: The matter is discussed at the meeting and everyone agreed that the foul and disgusting smell at the entrance of the college from Balighat occur due to throwing of ^{garbage} ~~waste~~ of the Balighat market (specially from fish and meat market) towards College gate. Although the students, NSS group, NCC and college authority took part of cleaning this area, yet the Balighat Market authority time to time, yet the Bazar Authority do not pay any attention ~~to~~ on this matter.

Resolution: The matter is forwarded to the Principal for adopting ~~in~~ a permanent solution.

(iv) Subject: Seeking permission for carrying personal books to inside the library for studying.

through the Principal,
Resolution: The matter is forwarded to the Librarian
Dr. Pankaj Nath for adopting a good step for the
benefit of the students.

(v). Subject: Classroom teaching in Assamese by
language.

Resolution: The subject is forwarded to the College
Principal, Gargam village for taking necessary steps.

(vi). Subject: Difficulties on searching seat no, room no,
etc on exam days.

Discussion: Most of the students who ^{have} arrived at the
examination centre at ^{the} nick of time for which it becomes
difficult for them to find their seat in the examination hall,
although the 'Seat Plan' of each Examination venue are
displayed at the entrance of the campus hours before the time.

Resolution: The meeting adopted a resolution that from the
all the "Seat Plan" will be posted in advance in all the
students' WhatsApp group the day before the examination
from the next Sem End Semester Examination.

(vii)

Resolution: After rigorous discussion on several
complaints the meeting adopted a few ~~the~~ other
resolutions as mentioned below.

(A). The meeting entrusted the responsibility of ^{prepare the} writing
the rules of 'writing a complaint' in a proper format
to post in each 'Complaint Box' to Dr Ankur Dutta,
one of the members of the cell, as that complaints
received from students. He will write the format in
Assamese. Along with this format the link of Google form

and QR code to be included in the format for easy accessibility of the Google form.

②. The meeting offered thankfulness and gratitude to Dr. Rajana Saji for her contributive contribution of four 'Complaint Boxes' which are installed in different locations in the College Campus.


The Coordinator of the Cell offered vote of thanks to the members present in the meeting for their active participation and valuable comments for adopting various resolutions.

Saji
01/06/22

(Dr. Rajana Saji)

Coordinator, Students' Grievances
Redressal Cell
Gargaon College,


Dr Sabyasachi Mahanta
Principal & Chairperson, IQAC
Gargaon College


Dr Surjit Saikia
Coordinator, IQAC
Gargaon College

