

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: 09.11.2021

Minutes of 1st Meeting of IQAC :

An offline meeting of IQAC was held on 9.11.2021. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

The following members were present at the meeting:

Dr Sabyasachi Mahanta
Dr Rina Handique
Dr Surajit Saikia
Dr Kabita Phukan
Dr Rituraj Neog
Dr Chirantan Bhagawati
Bornali Dutta
Dr Dimbeswar Das
Nilutpal Chutia
Yuvaraj Gogoi
Dr Pakiza Begum

Item No. 01 To discuss about the revised AQAR

The Chairperson requested the members to discuss about the various aspects of the revised AQAR. The members engaged in a detailed discussion regarding the modifications made in the revised AQAR. After examining the various criteria, it was decided that the respective departments should be made aware of the changes in the revised AQAR by holding a meeting at the earliest. The following resolution was adopted.

Resolution No. 1 Resolved that the respective departments should be made aware of the changes in the revised AQAR by holding a meeting at the earliest.

Item No.2 To discuss about the distribution of tasks as per various criteria of AQAR

The members discussed the matter and for the purpose of speeding up the process of AQAR submission decided to allot the responsibilities of various criteria of the AQAR to different faculty members.

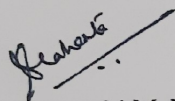
Resolution No. 2 Resolved that faculty members shall be allotted different tasks as per various criteria of AQAR.

Item No. 3 To discuss about the celebration of important days for the coming session

The members discussed the matter and for the purpose of celebrating important days for instance World Day against Child Labour, International Youth Day, World Literacy Day among others, it was decided to prepare a list of such days and notify the respective departments, cells etc. so that they could take adequate steps to organise and celebrate the said days.

Resolution No. 3 Resolved that a list of such days shall be prepared for the coming session and the respective departments, cells etc. shall be notified so that they could take adequate steps to organise and celebrate the said days.

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

Action Taken Report -1

Date: 24.02.2022

To,

**The Principal,
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 9.11.2021, the following actions have been taken:

1. A workshop on role of Internal Quality Assurance in Higher Educational Institutes was held on 23.02.2022.
2. A list of important days was prepared and the respective departments, cells etc. were notified of the same so that they could take adequate steps to organise and celebrate the said days.



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

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 - 2

Date: 11.11.2021

Minutes of 2nd Meeting of IQAC :

An offline meeting of IQAC was held on 11.11.2021. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

The following members were present at the meeting:

Dr Sabyasachi Mahanta
Dr Surajit Saikia
Polash Konwar
Mrinmoy Gogoi
Tribenee Baruah
Rikunika Phukan
Rutuja Deori
Rashmi Rekha Phukon
Karabi Gogoi
Sumon Gogoi
Gouranga Chetia
Bitupan Dutta
Kalyan Jyoti Saikia

Item No. 01 To discuss about the AQAR with the students

The Chairperson requested the members to discuss about the revised AQAR with the students. The members discussed the different criteria of the AQAR and SSR and explained the requirements to the students. Further, the members discussed about the role of students to maintain the quality of the institution. It was decided to take necessary steps so that students could lend their support and contribute to the developmental activities of the college.

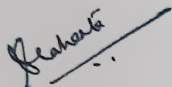
Resolution No. 1 Resolved that necessary steps should be taken so that students could lend their support and contribute to the developmental activities of the college.

Item No. 2 To discuss about the formation of departmental sub-committees of students

The members discussed the matter and instructed the students to form sub committees for the effective distribution of tasks amongst the students.

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

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

Action Taken Report -2

Date: 25.02.2022

To,
**The Principal,
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 11.11.2021, the following actions have been taken:

1. A few sub committees of students were formed to carry out different developmental activities of the college and accordingly students were engaged in the activities.
2. A select group of students of the sub committees were chosen and trained to extend their support and contribute to the developmental activities of the college.


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

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 - 3

Date: 15.11.2021

Minutes of 3rd Meeting of IQAC :

An offline meeting of IQAC was held on 15.11.2021. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

The following members were present at the meeting:

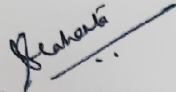
- Dr Sabyasachi Mahanta
- Dr Surajit Saikia
- Polash Konwar
- Kalyan Jyoti Saikia
- Mrinmoy Gogoi
- Subhrajit Konwar
- Tribenee Baruah
- Suman Gogoi
- Karabi Gogoi
- Rikunika Phukan
- Mayuri Bhattacharjee
- Rutuja Deori
- Dikshita Boruah

Item No. 01 To discuss about the distribution of responsibilities of the various student sub committees

The Chairperson requested the members to discuss about the distribution of responsibilities of the various student sub committees. The members discussed the matter and different responsibilities of the sub committees were chalked out. The IQAC Coordinator allocated the responsibilities to the different sub committees. The members decided that the sub committees should be guided to carry out their responsibilities as soon as possible.

Resolution No. 1 Resolved that the sub committees should be guided to carry out their responsibilities as soon as possible.

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

Action Taken Report - 3

Date: 25.02.2022

To,

**The Principal,
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 15.11.2021, the following actions have been taken:

1. Various student sub committees were guided to carry out their responsibilities in the direction of development of the college.



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

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 - 4

Date: 20.12.2021

Minutes of 4th Meeting of IQAC :

An offline meeting of IQAC was held on 20.12.2021. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

The following members were present at the meeting:

Dr. Surajit Saikia
Rutuja Deori
Gouranga Chetia
Bitupan Dutta
Polash Konwar
Kalyan Jyoti Saikia
Mrinmoy Gogoi
Mousun Mohan
Jyotirmoy M. Tamuli
Mayuri Bhattacharjee
Nitiraj Phukon
Rituraj Saikia
Tapubrot Saikia
Aparajita Baruah
Ankita Borah
Rajkumari Phraleng Sang
Karabi Gogoi
Manash Pratim Borah
Subhrajit Gogoi
Kistina Neog
Protim Phukon
Bhaskar Gogoi

Item No. 01 To discuss about various academic and administrative issues with the members of Gargaon College Students' Union

The Chairperson requested the members to discuss various academic and administrative issues with the members of Gargaon College Students' Union. The members discussed various issues related to student grievances, admission support among others with the members of the students' union. It was decided that the student grievance system shall be made more robust and support rendered to students for admission related matters shall be made smoother.

Resolution No. 1 Resolved that the student grievance system shall be made more robust and support rendered to students for admission related matters shall be made smoother.

Item No.2 To discuss about the preparation for College Week and Inter College Youth Festival

The members discussed the matter with the student members of the Students' Union and explained to them how effective preparation should be made for the Inter College Youth Festival. It was decided that the best team and students for various categories to represent the college in the Youth Festival should be selected during the college week and the latter programme therefore needs to be conducted in a fair and judicious manner.

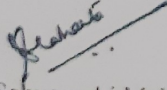
Resolution No. 2 Resolved that the best team and students for various categories to represent the college in the Youth Festival should be chosen by making a fair and judicious selection during the college week.

Item No. 3 To discuss about the health issues among the students

The members discussed the matter and decided upon developing strategies to tackle the same at the institutional level. They decided that various awareness programmes and health camps for students should be held.

Resolution No.3 Resolved that various awareness programmes and health camps for students should be held.

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

Action Taken Report - 4

Date: 28.02.2022

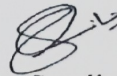
To,

**The Principal,
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 20.12.2021, the following actions have been taken:

2. In order to select the best team and students for various categories to represent the college in the Youth Festival, a fair and judicious selection of students was conducted during the college week.
3. Mental health and physical health programmes for students were conducted from time to time.



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

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 - 5

Date: 24.12.2021

Minutes of 5th Meeting of IQAC :

An offline meeting of IQAC was held on 24.12.2021. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

The following members were present at the meeting:

Dr. Surajit Saikia
Dr. Jitu Saikia
Shyamolima Saikia
ChirantanBhagawati
Dr. Rituraj Neog
Saheen Shehnaz Begum
Ankika Dutta
Dr. Mintu Gogoi

Item No. 01 To discuss about the examination criteria and evaluation process of the Add On courses

The Chairperson requested the members to discuss about the examination criteria and evaluation process of the Add On courses. The members discussed the matter and decided to entrust the coordinators of the respective programmes with the task of chalking out the evaluation process of their courses.

Resolution No. 1 Resolved that the coordinators of the respective programmes shall be entrusted to chalk out the evaluation process of their courses.

Item No.2 To discuss about the project work and their records in association with the course

The members discussed the matter and decided to entrust the coordinators of the courses with the task of selecting and incorporating suitable project work appropriate for the respective courses and keep proper documentation of the same.

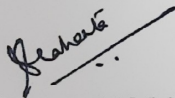
Resolution No. 2 Resolved that the coordinators of the courses shall be entrusted to select and incorporate suitable project work appropriate for the respective courses and keep proper documentation of the same.

Item No. 3 To discuss about the visiting lectures of the respective courses


The members discussed the matter and considering the need to make the courses more effective, they decided that lectures, to be delivered by university faculty members or other experts on the area concerned, should be organized in offline or online mode from time to time during the course.

Resolution No. 3 Resolved that lectures, to be delivered by university faculty members or other experts on the area concerned, shall be organized in offline or online mode from time to time during the course.

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

Action Taken Report - 5

Date: 28.02.2022

To,

**The Principal,
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 24.12.2021, the following actions have been taken:

4. The coordinators of the various Add On programmes chalked out the evaluation process of their courses.
5. Several lectures delivered by university faculty members and other experts on different areas of the Add On programmes were organized in offline or online mode from time to time.



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

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 - 6

Date: 28.01.2022

Minutes of 6th Meeting of IQAC :

An offline meeting of IQAC was held on 28.01.2022. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

The following members were present at the meeting:

Dr. Surajit Saikia
Dr. Mrinal Ghosh
Gautom Hazarika
Yuvaraj Gogoi
Dr. Pankaj Kumar Nath
Shyamolima Saikia
Dr. Kabita Phukon
Sujata Gowala
Ankika Dutta
Sangeeta Chetia
Devajani Bakolial
Bornali Dutta
Jayanta Sonowal
Dr. Rituraj Neog
Dr. Dimbeshwar Das
Nilutpal Chetia
Dr. Chandraditya Gogoi
Dr. Mintu Gogoi
Pimily Langhthasa
Saheen Shehnaz Begum

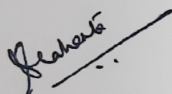
Item No. 01 To discuss about the progress of the classes and examination of the Add On Courses

The Chairperson requested the members to discuss about the progress of the classes and examination of the Add On Courses. The members discussed the matter and took stock of the progress

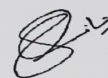
of course curriculum and conduct of examination of the various add on courses. The members decided that coordinators should be entrusted the task of ensuring the smooth completion of all the courses in due time.

Resolution No. 1 Resolved that the coordinators shall be entrusted with the responsibility of ensuring the smooth completion of all the courses in due time.

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

Action Taken Report – 6

Date: 1.03.2022


To,

**The Principal,
Gargaon College**

Sir,

As per decision of the IQAC meeting held on 28.01.2022, the following actions have been taken:

6. The course curriculum of the various Add On courses were completed and the examinations of the same were conducted on time.



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

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 - 7

Date: 18.04.2022

Minutes of 7th Meeting of IQAC :

An offline meeting of IQAC was held on 18.04.2022. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

The following members were present at the meeting:

Dr. Surajit Saikia
Pimily Langthasa
Bornali Dutta
Sangeeta Chetia
Dr. Rashmi Dutta
Ankika Dutta
Nilakhi Chetia
Devajani Bakalial
JayantaSonowal
Rituraj Neog
Nlutpal Chutia
Dr. Mintu Gogoi
Dr. Mrinal Ghosh
Gautom Hazarika
Haekrishna Mili
Saheen Shehnaz Begum
Dr. Dimbeshwar Das
Dr. Pankaj Kumar Nath
Dr. Chandraditya Gogoi
Yuvaraj Gogoi

Item No. 01 To discuss about the commencement of classes of the Add On Courses

The Chairperson requested the members to discuss about the commencement of the classes of the various Add On Courses. After discussion, the members decided that classes shall be held from the month of May, 2022.

Resolution No. 1 Resolved that the classes of the Add On Courses shall be held from the month of May, 2022.

Item No.2 To discuss about the E-Resource development

The members discussed the matter related to E resource development and decided that the course coordinators of the various Add On Courses should make efforts to consolidate the existing e-repository of the institution by taking initiatives to prepare e-resource pertaining to their respective add on course curriculums.

Resolution No. 2 Resolved that the course coordinators shall take initiatives to prepare e-resource pertaining to their respective add on course curriculums.

Item No. 3 To discuss about MoU with different institutions

The members discussed the matter and decided that the collaborative activities related to the Add On courses should be taken up by signing MoUs with various institutions.

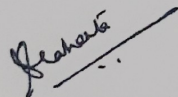
Resolution No.3 Resolved that collaborative activities related to the Add On courses should be taken up by signing MoUs with various institutions.

Item No. 4 To discuss about Course outcome video

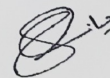
The members discussed the matter and decided that the course coordinators should prepare videos covering the course outcome of their respective Add On Courses.

Resolution No.4 Resolved that coordinators should prepare videos covering the course outcome of their respective Add On Courses.

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