



গড়গাঁও মহাবিদ্যালয়

GARGAON COLLEGE

NAAC accredited with 'B' Grade

MINUTES OF MEETINGS

DEPARTMENT-WISE

2022-23



Department of Assamese

Photograph of Meeting



MEETING NO 1

Date: 24-08-22



অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়
Assamese Department

Gargaon College

Estd. - 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Ref. No. ৯/২২-২৬

Date. ২২-০৮-২২

আবেদন

অহা ইংৰাজি ২৪-০৮-২২ তাৰিখে কিছু
শিক্ষণাত্মিক বিষয় আন্দোলন কৰিবলৈ
এখন মিলাতীয়া সভা আহ্বান কৰা হৈছে।
সকলো অধ্যাপক-অধ্যাপিকাৰ উপস্থিতিত সকলো
ইলাব আৰাই অনুমোদন হ'ল।

স্বাক্ষৰ:- ২.৬০ বৰা

নিৰ্দেশিত
কিৰণীয়া শৰ্মা
অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়

পাঠ্য, - ইচ্ছাশিক্ষাভিত্তিক কার্য, বর্ধিত কার্যশ্রেণী
 (সাক্ষর বাস্তব সূচনা) কবির লগ্নীয়া - কার্যপ্রকল্প
 - মধুর মিশ্রিত-অনন্ত আবেদন করা।

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নিম্নলিখিত তেজস্বী
 বিদ্যালয়
 কলিকাতা
 (Small stamp or signature block)

উপস্থিতির শস্য

- ১। নিম্নলিখিত তেজস্বী
- ২। প্রিয়দর্শী
- ৩। সফল শাস্ত্রিক
- ৪। প্রিয়ম্বদা চিত্রশিল্পী
- ৫। দেবদাসী বকলীশাল
- ৬। অমল

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MEETING NO 2

Date: 11-10-22



অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়
Assamese Department

Gargaon College

Estd. - 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Ref. No. 2/22-26

Date. 06-10-22

প্রতি

ব্রহ্ম-ইংলিচ ১১-১০-২২ তাৰিখে নাট্যৰূপ,
প্ৰতিবা-সন্মতি, অধিষ্ঠিত অধিবক্তা আদি; ফ্ৰীট-
-স্বাত-বিষয় আবেদন কৰিবলৈ এখন-স্বত
আজ্ঞা কৰা হৈছে। এই স্বত স্বতঃস্ফূৰ্ত
ত্ৰুণক-ত্ৰুণিকাক ঠিকিত থাকিবলৈ-
আজ্ঞা কৰা হৈছে।

স্বত : ২. ৬০ বৰ্ষা

বিনয়ী
বিভাগীয় অফিস
অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়

স্বাক্ষরিত



বিভাগীয় অফিস- ২ তারিখ- ২০২০-২২

তারিখ: ২০২০-২২-তারিখে-বিভাগীয় অফিসে
সহ-অনুমিত করা হয়। আরও তদ্বিষয়ে-
কর্তৃপক্ষ-আলোচনা করে।

- ২। সচেতনতা অর্জন
- ২। বিলাস প্রকল্প সচিব
- ৩। বিলাস-নিয়ন্ত্রণ-বিভাগ
- ৪। বিলাস-সংশোধন-কর্তৃপক্ষ-অনুমিত
করে-প্রতিষ্ঠান-অনুমিত
- ৫। 'Mentor Mentor' - প্রতিষ্ঠান-
- ৬। -সহায়তা-বিলাস-অনুমিত-অনুমিত-
কর্তৃপক্ষ-কর্তৃপক্ষ।
- ৬। 'NABE' - প্রতিষ্ঠান

ওপর-উল্লিখিত-বিষয়ে-অনুমিত-আলোচনা-কর্তৃপক্ষ-
সহ-অনুমিত-কর্তৃপক্ষ-বিলাস-অনুমিত-কর্তৃপক্ষ-
সহ-অনুমিত-কর্তৃপক্ষ-কর্তৃপক্ষ-সহ-অনুমিত-
কর্তৃপক্ষ।

এই-সহ-অনুমিত-বিলাস-অনুমিত-কর্তৃপক্ষ-
অনুমিত-প্রতিষ্ঠান-কর্তৃপক্ষ-বিলাস-অনুমিত-
কর্তৃপক্ষ।

ନୂତନ ପ୍ରଯୁକ୍ତିର ବ୍ୟବହାର ୨୦-୨୨ ଡିଗ୍ରୀ
 ପାଲଟି ବଦଳାଇ ଦିଆଯିବ ବୋଲି କୁହାଯାଇଛି ।
 ଏହାଛଡ଼ା ବିଭିନ୍ନ ପ୍ରକାରର ମିଶ୍ରଣ ଓ ଉପକରଣ
 ମଧ୍ୟ ବ୍ୟବହାର କରି ବିଭିନ୍ନ ପ୍ରକାରର ମିଶ୍ରଣ
 କରାଯିବ ।

- ୧। ପ୍ରକୃତ ସମସ୍ୟା ୧୦
- ୨। ପ୍ରକୃତ ସମସ୍ୟା ୧୦
- ୩। ପ୍ରକୃତ ସମସ୍ୟା ୧୦
- ୪। ପ୍ରକୃତ ସମସ୍ୟା ୧୦
- ୫। ପ୍ରକୃତ ସମସ୍ୟା ୧୦
- ୬। ପ୍ରକୃତ ସମସ୍ୟା ୧୦
- ୭। ପ୍ରକୃତ ସମସ୍ୟା ୧୦
- ୮। ପ୍ରକୃତ ସମସ୍ୟା ୧୦
- ୯। ପ୍ରକୃତ ସମସ୍ୟା ୧୦
- ୧୦। ପ୍ରକୃତ ସମସ୍ୟା ୧୦

କାର୍ଯ୍ୟସୂଚୀ :

୨୦-୨୦-୨୨ ଡିଗ୍ରୀର ସମସ୍ୟା ବିଭିନ୍ନ ପ୍ରକାରର ୨୦-୨୦-
 ୨୨ ଡିଗ୍ରୀର ପ୍ରତିଷ୍ଠା ସମ୍ପାଦନା କରାଯିବ । ଏହାଛଡ଼ା



MEETING NO 3

Date: 06-02-23



অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়
Assamese Department

Gargaon College

Estd. - 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Ref. No. ৩/২২-২৬

Date ২-০২-২৬

প্ৰাৰ্থনা

গোহা হাঁহুৰি ৬-০২-২৬ তাৰিখে বিলম্বত
গোহা হাঁহুৰি - গোহা হাঁহুৰি বৰা হৈছে। অৱশ্যে
অৱশ্যে - অৱশ্যে অৱশ্যে অৱশ্যে
অৱশ্যে - অৱশ্যে অৱশ্যে অৱশ্যে

বিনয়িতা গোস্বামী
বিভাগীয় প্ৰধান
অসমীয়া বিভাগ
গড়গাঁও

স্বাক্ষর বিবরণী



বিভাগীয় অফিস- ৬

৬-০২ ০২৩

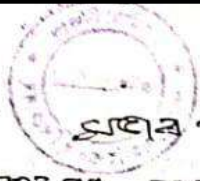
আমি ইংৰাজী ৫ ছেপ্তেম্বৰী, অক্ষয় মাসত
বিভাগত অক্ষয় অফিস অনুষ্ঠিত হৈ ঘৰ। অক্ষয় মাস
বিষয় আছিল - 'অক্ষয় বিভাগত সঠি ছেপ্ত
একাডেমি খোলা সম্পৰ্ক প্ৰশ্নৰ সূত্ৰ আৰু ব্যৱস্থা
সূত্ৰ বিষয়ক।

আমি 'অক্ষয়' অক্ষয়তলৈ 'Bank of India
Nazira' মাধ্যমত সঠি ছেপ্ত একাডেমি খোলাৰ বিষয়
সূত্ৰ কৰে।

-বিভাগত সঠি একাডেমিৰ নাম 'Depart-
ment of Assamese, Gauhati College' (অক্ষয়
বিভাগ নগৰীয়া মহাবিদ্যালয়) ধৰণে নামকৰণ
কৰাৰ বিষয় লগত হৈছে।

প্ৰশ্নাৰ্থিত ছেপ্ত একাডেমিৰ কাৰ্যকৰী
কৰাৰ বাবে বিভাগত অক্ষয় অফিসত
দেৱানী, প্ৰশ্নাৰ্থিত, অক্ষয় আৰু অক্ষয়
অক্ষয়ক ৫. অক্ষয় দক্ষ অক্ষয়ক
বিভাগত কৰা হৈছে।

অক্ষয়



স্বাধীনতা স্মরণ - এই উদ্যোগে প্রতি মাসে
 প্রকল্পে অর্থাৎ ২০০ টাকার খোলা গুডবুক
 লেখা হয়।

চৈনিকিতিক স্মরণ :

- ২। বিলাসি মেখা
- ২। শ্রীমতী সূত্র
- ৩। স্বাধীনতা স্মরণ
- ৪। বিলাসি মেখা
- ৫। দেবদাসী বকলীমান
- ৬। স্বাধীনতা স্মরণ

কার্য ব্যৱস্থা

শিগত ৬ ফেব্রুৱাৰী তাৰিখৰ বিলাসি মেখা
 স্মরণ স্মৰণে নাটিকাৰ 'Bank of India' মাধ্যমে
 ২০-০৩-২০২৬ তাৰিখে এটি একাউন্ট খোলা
 হয়।



বিলাসি মেখা

MEETING NO

Date: 24-03-2023



অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়
Assamese Department

Gargaon College

Estd. - 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Ref. No. 8/22-26

জ্ঞাপনা

Date 26-06-26

লেখা-সংখ্যা 28-06-26 তাৰিখে 'MOU' তালুগত
বিষয়সমূহ কাৰ্যকৰী কৰাৰ বাবে এখন সভা অনুষ্ঠিত
কৰা হৈছে। সকলো অৰ্থাৎ অৰ্থাৎ এই ক্ষেত্ৰত
উপস্থিত থাকিলে আশা কৰা হ'ল।

সম্পন্ন: ০৬/০৬

স্বাক্ষৰিত
বিভাগীয় প্ৰধান
অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়

କାର୍ଯ୍ୟପିବନ୍ଧନୀ



ସିଦ୍ଧାନ୍ତୀୟ ସଭା-୫

28-2026

ତାରିଖ 28-06-2026 ତାରିଖ ଦିନ ଦୁଇ-
ବଦ୍ଧତ ଓ ଏହି ସିଦ୍ଧାନ୍ତୀୟ ସଭା ଅନୁଷ୍ଠିତ ହେବ। ସଭାରେ
ତତ୍ପର ଉଦ୍ଦେଶ୍ୟ କରା ଦିନ ଦୁଇ ଆଲୋଚନା କରା
ହେବ -

୧। ଦେଶୀୟ କଳା ଦୁରଦ୍ଧା ମହାବିଦ୍ୟାଳୟର
ଫିଲଡ଼େ ଡିପାର୍ଟମେଣ୍ଟରେ ଅନୁଷ୍ଠିତ କାର୍ଯ୍ୟକ୍ରମର
ଠାଙ୍ଗି- ପ୍ରସ୍ତାବନା ।

୨। ପ୍ରଭୃତ ସାହିତ୍ୟ ନବିକ୍ରମର ଦ୍ଵାରା ଚୁଟିମିଶ୍ର
କାର୍ଯ୍ୟକ୍ରମ- ସମ୍ପର୍କ ପ୍ରସ୍ତାବିତ ପ୍ରକାର ସମ୍ପର୍କ
ଆଲୋଚନା ।

ସଭାରେ ଦୁଇୋଟି ବିଷୟରେ ଆଲୋଚନା-
କରି କାର୍ଯ୍ୟକ୍ରମ କାର୍ଯ୍ୟକ୍ରମ ଗଠନ ଆଧାର
ଲେବ ।

ଉପସ୍ଥିତିର ସଭାଗଣ :

- ୧। ସିଦ୍ଧାନ୍ତୀୟ ସଭା
- ୨। ଉପସ୍ଥିତ ସଭା
- ୩। ସିଦ୍ଧାନ୍ତୀୟ ସଭା
- ୪। ଦେଶୀୟ କଳା ମହାବିଦ୍ୟାଳୟ
- ୫। ଉପସ୍ଥିତ ସଭା

MEETING NO 5

Date: 10-04-2023



অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়
Assamese Department

Gargaon College

Estd. - 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Ref. No. ৬/ ২২-২৬

Date: ১০-৪-২৬

জ্ঞান

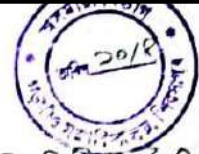
মেহা-ইংৰাজী ১০-০৪-২৬ তাৰিখে 'নাক' কাম-কাৰু
-সম্বন্ধত আলোচনা কৰিবলৈ মেহাৰি বিজিটিয়া সভা
নেতৃত্বিত কৰিবলৈ প্ৰিন্সা হৈছে। ইত্যন্যকৈ প্ৰেছিডে
একিবলৈ তানুৰাধী কামনা হ'ল।

সময়: ২.৬০ বজা

১
সীতালক্ষ্মী গৌৰী
বিভাগীয় প্ৰধান
অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়

কাৰ্জন-বিবৰণ

বিভাগীয় "সংস্থা" - ৫

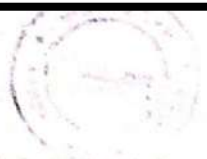


২০-০৪-২০২৩

আজি শুধৰ্তি ২০-০৪-২০২৩ তাৰিখে যোগেশ্বৰ
১) বৰ্তমান বিভাগত অৱশ্যে অক্ষয়ী সৰল অনুষ্ঠিত
হয়। ইয়াৰে মূলতঃ আশ্ৰয়স্থিগ মাত্ৰ বিজ্ঞান
কোষে বিভাগীয় মূলতঃ ২৫ টি-বিজ্ঞান আৰু গণিত-
বস্তু প্ৰস্তাৱ প্ৰৱৰ্ত্তন বাবে অনুষ্ঠিত হয়। ইয়াৰ
মধ্যে ২৫ টি বিজ্ঞান প্ৰস্তাৱ প্ৰৱৰ্ত্তন কৰি বিভাগৰ
অৰ্জনক অৰ্জনিক প্ৰকল্পত তাৰ দ্বাৰিছ দিহা
হয়। ইয়াৰ প্ৰস্তাৱমিত্ৰ প্ৰতিলিপি বিভাগীয়
প্ৰতিলিপিৰ প্ৰেৰণ কৰিব কালিত ইয়াৰ ইচ্ছিত
প্ৰৱৰ্ত্তন কৰে।

উল্লেখিতৰ স্বাক্ষৰ:

- ১। মিলনজি চেতিয়া
- ২। অক্ষয়ী সৰল
- ৩। অক্ষয়ী সৰল
- ৪। প্ৰিয়ংবা চিহ্নিত
- ৫। দেৱমালী বৰালী
- ৬। অক্ষয়ী সৰল



କାର୍ଯ୍ୟ ବ୍ୟବସ୍ଥା

ପିମ୍ପାତ ୨୦.୦୮.୨୦୨୦ ଅଧିକ୍ଷିତା କ୍ଷିତିଗାମ୍ଭୀର ବ୍ରତାବ
ପିମ୍ପାତ କାର୍ଯ୍ୟ ୨୦ ଟି ବିଷୟ ତାଙ୍କ ଯେଉଁ ବିଷୟ
- ଯତ୍ନ ତତ୍ପରତା ଅଧିକାରୀଙ୍କୁ ତତ୍ପରତା ଦେବା
ତାଙ୍କ ଉପସ୍ଥାପନା କାର୍ଯ୍ୟ ବିଷୟରେ ତାଙ୍କୁ ସେବା
କାର୍ଯ୍ୟ ରାଜ୍ୟ।



ଶିଳ୍ପୀଙ୍କୁ ଶେଷ
୨୦୨୦

ଅଧିକାରୀଙ୍କୁ
ଶ୍ରୀ
ଶ୍ରୀ
ଶ୍ରୀ
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ଶ୍ରୀ

MEETING NO.- 6

Date: 18-04-2022



অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়
Assamese Department

Gargaon College

Estd. - 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Ref. No. ৬/২২-২৬

Date ১৮-০৪-২৬

ৱাৰ্ণা

গোৱি সন্ধ্যা ১৮-০৪-২৬ তাৰিখে বিয়লি-
৬ বজাত বিলম্বত সন্ধ্যা ৬ বজাৰ অহা আশ্বান কথা
হৈছে। প্ৰাক্তন বিলম্বত আয়োজিত গ্ৰন্থ অহা - বতৰনা
অৰ্থাৎ- অৰ্থনৈতিক স্বাৰ্থলক্ষ্যৰে চৈনিক
আকিৰলৈ আশ্বান বহুমেধা অহা।

ৱাৰ্ণা
বিভাগীয় প্ৰধান
অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়

କାର୍ଯ୍ୟ-ବିବରଣୀ



ବିଭାଗୀୟ ଯୋଜନା - ୬

ତାରିଖ 24-08-26

ତାରିଖ ସଂଖ୍ୟା 24-08-26 ତାରିଖେ ବିଭାଗୀୟ
ଏକମାତ୍ର କୃଷକୀ ଯୋଜନା ଅନୁଷ୍ଠିତ ହେବ। ଯୋଜନା ତଳେ
ଫୁଲ୍ଲେଖ କରା ଗିରିଡ଼ି ଦିନ ଯୋଗୋଚ୍ଛା କରା ହେବ।

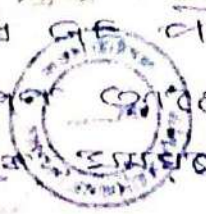
୧। ଗ୍ରାମୀଣ 'A&AR' - ଆୟୋଜନାରେ ବିଭାଗୀୟ
'A&AR' ପ୍ରକଳ୍ପର ଅନୁଗତି ଯୋଜନାରେ।

୨। ଗ୍ରାମୀଣ ଗାଈ PPP ପ୍ରକଳ୍ପର ଅନୁଗତି ଯୋଜନାରେ।

୩। ବିଭାଗୀୟ ଯୋଜନାରେ ଅନୁଗତି ଯୋଜନାରେ।

ଯୋଜନା ଗ୍ରାମୀଣ A&AR ଅନୁଗତି ଯୋଜନାରେ ବିଭାଗୀୟ
ପ୍ରତିଗିରିଡ଼ି ଓ ଅନ୍ୟାନ୍ୟ ଗ୍ରାମୀଣ ଗ୍ରାମୀଣ ଗ୍ରାମୀଣ
ପରିଚାଳନା କମିଟିର ସାହାଯ୍ୟରେ ଯୋଜନାରେ ଯୋଜନାରେ
ଗ୍ରାମୀଣ ଗାଈ ପ୍ରକଳ୍ପର ଅନୁଗତି ଯୋଜନାରେ ଅନୁଗତି
କରାଯାଏ। ଯୋଜନାରେ ଗ୍ରାମୀଣ ଗାଈ ଗ୍ରାମୀଣ ଗ୍ରାମୀଣ
କମିଟିର ସାହାଯ୍ୟରେ ଯୋଜନାରେ ଯୋଜନାରେ ଯୋଜନାରେ
କରାଯାଏ।

ଏହି ଯୋଜନାରେ ବିଭାଗୀୟ ଗ୍ରାମୀଣ ଗ୍ରାମୀଣ
ଗ୍ରାମୀଣ ଗ୍ରାମୀଣ ଗ୍ରାମୀଣ ଗ୍ରାମୀଣ ଗ୍ରାମୀଣ ଗ୍ରାମୀଣ
କମିଟିର ସାହାଯ୍ୟରେ ଯୋଜନାରେ ଯୋଜନାରେ ଯୋଜନାରେ
କରାଯାଏ।





পাঠ্যক্রম শেষ কৰিবলৈ অৰাধনা -
 আগবঢ়ায়। সৰ্বত - বিভাগৰ প্ৰকল্প পাঠ্যক্রম
 মানকৰ্ত্ত - আয়োচনা কৰা হয়।

উপস্থিতিৰ আৱণ

- ১। বীলম্বা-গেতিয়া
- ২। প্ৰিয়ং দুৰ্গ
- ৩। কুণ্ডন শঙ্কৰিকা
- ৪। প্ৰিয়ং প্ৰিয়ং
- ৫। দেৱধালী বৰলীঘাল
- ৬। অক্ষয় পা

স্বাক্ষৰ ব্যৱস্থা:

২৮-০৪-২৩ তাৰিখৰ সন্ধান অধিকাৰ অধীনে
 অধিকাৰ - Department AQAR প্ৰস্তুত কৰি ব্যৱস্থা
 গ্ৰহণৰ বাবে আৱশ্যকীয় মান নিৰূপণ ফোৰাম
 দাখিল কৰে।



বীলম্বা গেতিয়া

MEETING NO.- 7

Date: 11-06-2023



অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়
Assamese Department

Gargaon College

Estd. - 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Ref. No. 9/22-26

Date 11-06-26

তাৰা ইংৰাজী ২২-০৬ - ২৬ তাৰিখে মানুহৰ মতে
প্ৰভুত কৰা 'PPP' আৰু অন্যান্য কেইটিমান 'কৰ্মস্বী'
বিষয় - আলোচনা কৰিবলৈ - তেনে সিদ্ধান্তীয় প্ৰস্তাৱ
আহ্বান কৰা হৈছে। সকলো তৰ্কালোক - তৰ্কানিৰাক
স্বই স্বত্বত - উপস্থিত থাকিবলৈ - আহ্বান কৰা হৈছে।

সময় : ৩ বজা

বীৰপতি বোৰা
বিভাগীয় প্ৰধান
অসমীয়া বিভাগ
গড়গাঁও মহাবিদ্যালয়

কাৰ্জ-সিদ্ধি

শিষ্টাংশ-৭

১১-০৫-২৬

আদি ১১-০৫-২৬ তারিখে সিদ্ধান্ত দেয়া
কোষ-৭ আনয়ন করা হয়। এই ক্ষেত্রে
প্রণোদিত আনয়ন নাক'এ তাৎ প্রদত্ত করা হয়
PPP' এ সম্বন্ধে আলোচনা করা হয়। তাৎ
সঙ্গে প্রথম বন্ধ সিদ্ধান্ত দিয়ার তাৎ অত্রিক
অত্রিক সম্বন্ধে প্রিন্সিপাল তাৎ কেবল
প্রদত্ত ২'৪' ২'৪' সম্বন্ধেও আলোচনা করা
হয়।



বিলম্বিত



উপস্থিতির স্বাক্ষর :

- ১। বিলম্বিত
- ২। প্রিন্সিপাল
- ৩। অধ্যক্ষ
- ৪। প্রিন্সিপাল
- ৫। দেওয়ানী
- ৬। অধ্যক্ষ



Department of Botany

Photographs of Meetings





DEPARTMENT OF BOTANY
গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC Accredited with 'B' Grade
P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 11/07/22

NOTICE

A departmental meeting will be held on 12th July, 2022 at 3 P.M to discuss about the distribution of syllabus for upcoming odd semester classes. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist. Sivasagar, Pin 785686, Assam



DEPARTMENT OF BOTANY
গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE

NAAC Accredited with 'B' Grade
P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 12/07/2022

Minutes of the Meeting-01

Presence of Members:

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. To discuss about distribution of syllabus for upcoming odd semester classes.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist Sivasagar Pin 785686 Assam



DEPARTMENT OF BOTANY
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ACTION TAKEN REPORT-01

As per the decision taken on departmental meeting the syllabus is distributed among the faculty members of the department and faculty members are advised to completed the syllabus within the stipulated time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
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DEPARTMENT OF BOTANY
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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 03/08/2022

NOTICE

A departmental meeting will be held on 4th August, 2022 at 3 P.M to discuss about the decisions taken on HoD meeting. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist. Sivasagar, Assam



DEPARTMENT OF BOTANY
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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 04/08/2022

Minutes of the Meeting-02

Presence of Members:

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. Odd semester classes will be start from 16th August, 2022.
2. On September 7th, 64th Foundation day of the college will be celebrated.
3. Tanu Konger Debate competition will be organized on 2nd or 3rd week of October.
4. Important days to be celebrated by each department.
5. Student's union election will be held on 28th/29th September, 2022.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist. Sivasagar - Pin 785686 Assam



DEPARTMENT OF BOTANY
গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE

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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

ACTION TAKEN REPORT-02

As per the decision taken on departmental meeting the faculty members of the department and faculty members are advised to prepare themselves for upcoming odd semester classes.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist. Sivasagar, Pin 785686, Assam



DEPARTMENT OF BOTANY
গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC Accredited with 'B' Grade
P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 16/08/2022

NOTICE

A departmental meeting will be held on 16th August, 2022 at 3 P.M to discuss about the decisions taken on HoD meeting. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist. Sivasagar, Pin 785686 Assam



DEPARTMENT OF BOTANY
গড়গাঁও মহাবিদ্যালয়
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NAAC Accredited with 'B' Grade
P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 16/08/2022

Minutes of the Meeting-03

Presence of Members:

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. End semester result of B.Sc 6th semester students.
2. To discuss about class allotment routine.
3. To discuss about ICT class record.
4. To discuss about the selection of departmental IQAC coordinator.
5. Geotagged photographs and videos of the programmes are required.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist. Sivasagar, Pin 785686, Assam



DEPARTMENT OF BOTANY
গড়গাঁও মহাবিদ্যালয়
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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date:

ACTION TAKEN REPORT-03

As per decision of the departmental meeting held on 16th August, 2022, the following actions were taken-

1. The departmental routine has been made and allotment of classes to teachers based on the central routine has been made.
2. Individual ICT class records need to be maintained.
3. Mrs. Sangeeta Chetia is selected as departmental coordinator for the session 2022-23.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
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DEPARTMENT OF BOTANY
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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 08/09/2022

NOTICE

A departmental meeting will be held on 9th September, 2022 at 3 P.M to discuss about the decisions taken on HoD meeting. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head

Department of Botany
Gargaon College, Simaluguri
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DEPARTMENT OF BOTANY
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Date: 09/09/2022

Minutes of the Meeting-04

Presence of Members:

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. Student union Election will be held on 28th September, 2022.
2. It is compulsory for the teachers to be present in every event organized in the college.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
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DEPARTMENT OF BOTANY
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ACTION TAKEN REPORT-04

As per decision of the departmental meeting held on 9th September 2022, the following actions were taken-

1. Students were asked to update their identity cards for upcoming student's union election.
2. Faculty members are advised to present on each and every event organized in college.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist. Sivasagar, Pin 785686 Assam



DEPARTMENT OF BOTANY
গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC Accredited with 'B' Grade
P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 13/10/2022

NOTICE

A departmental meeting will be held on 14th October, 2022 at 3 P.M to discuss about the decisions taken on HoD meeting. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist. Sivasagar, Pin 785686, Assam



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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 14/10/2022

Minutes of the Meeting-05

Presence of Members:

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. Sessional exams of odd semester students will be held on 11th, 12th, 14th and 15th November, 2022.
2. The NC percentage will be below 50% and DC percentage will be below 20%.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist Sivasagar Pin 785686 Assam



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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 16/10/22

ACTION TAKEN REPORT-05

As per decision of the departmental meeting held on 14th October, 2022, faculty members are asked to set the question papers for upcoming sessional examination.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist. Sivasagar, Pin 785686, Assam



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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 07/11/2022

NOTICE

A departmental meeting will be held on 7th November, 2022 at 3 P.M to discuss about the decisions taken on HoD meeting. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head

Department of Botany
Gargaon College, Simaluguri
Dist Sivasagar, Pin 785686, Assam



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Date: 07/11/2022

Minutes of the Meeting-06

Presence of Members:

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. On the occasion of Lachit Divas (24th November) an essay competition will be organized.
Essay need to be uploaded in the portal.
2. Sessional exams of odd semester students will be held on 11th, 12th, 14th and 15th November, 2022.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist Sivasagar pin 785686 Assam



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ACTION TAKEN REPORT-06

As per decision of the departmental meeting held on 7th November, 2022, students and faculty members are asked to write and submit essay on Lachit Borphukan. Faculty members are also requested to submit the question papers for upcoming sessional examination.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist Sivasagar Pin 785686 Assam



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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 10/12/2022

NOTICE

A departmental meeting will be held on 12th December, 2022 at 3 P.M to discuss regarding the corpus fund of the department. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head

Department of Botany
Gargaon College, Simaluguri
Dist Sivasagar, Pin 785686 Assam



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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 12/12/2022

Minutes of the Meeting-07

Presence of Members:

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. Faculty members decided to contribute 500 Rs. each per month to the corpus fund.
2. The fund will be utilized in different departmental activities.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist. Sivasagar Pin 785686, Assam



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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 14/12/2022

NOTICE

A departmental meeting will be held on 14th December, 2022 at 4 P.M to discuss regarding the course distribution for upcoming even semester classes. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist Sivasagar Pin 785686, Assam



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Date: 14/12/2022

Minutes of the Meeting-08

Presence of Members:

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. Preparation of book list for 2nd, 4th and 6th semester students.
2. The course is distributed among the faculty members.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head

Department of Botany
Gargaon College, Simaluguri
Dist. Sivasagar Pin 785686 Assam



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ACTION TAKEN REPORT-08

As per the decision of the departmental meeting held on 14th December, 2022, the course is distributed among the faculty members and advised to complete the syllabus within stipulated time.

(Dr. Dimbeshwar Das)

HOD, Department of Botany
Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist. Sivasagar, Assam



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Date: 23/12/2022

NOTICE

A departmental meeting will be held on 23rd December, 2022 at 4 P.M to discuss regarding the decisions taken in the general staff meeting. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist Sivasagar, Pin 785686, Assam



DEPARTMENT OF BOTANY
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Date: 23/12/2022

Minutes of the Meeting-09

Presence of Members:

1. Dr. Dimbeshwar Das
2. Mrs. Sangeeta Chetia
3. Miss Sandeepa Agarwalla

The various matters that were discussed are:

1. To update individual teachers and departmental profile.
2. Records of student's project and field report.
3. Academic audit till February 2023.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist. Sivasagar Pin 785686, Assam



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ACTION TAKEN REPORT-109

(0)

As per the decision of the departmental meeting held on 23rd December, 2022, following actions were taken-

1. Faculty members are asked to submit individual reports of each programme organized by the department.
2. Individual ICT class report needs to submit by all faculty members.
3. Recent student's progression data need to be collected.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Department of Botany
Gargaon College, Simaluguri
Dist Sivasagar Pin 785686 Assam



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0

Date: 02/03/2023

NOTICE

An inter departmental meeting will be held on 2nd March, 2023 at 4 P.M to discuss regarding the celebration of "World Wildlife day" on 3rd March. All the faculty members are requested to attend the meeting on time.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri
Head

Department of Botany
Gargaon College, Simaluguri
Dist. Sivasagar, Pin 785686, Assam



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Date: 02/03/2023

Minutes of the Meeting-10

Proceeding

02/03/2023

Today on 2nd March 2023, an interdepartmental meeting was held regarding the celebration of World Wildlife Day on 3rd March. It was in the meeting following decisions were taken -

- ① It was decided to invite "Dr. Rubul Tanti" as a resource person.
- ② Welcome speech by Dr. Subhasis Mahanta Sir, followed by a small talk by Dr. Rina Handique Mam.
- ③ Inas Vote of thanks to be given Dr. Anurag Protim Das.
- ④ It is to be celebrated by th or online mode.
- ⑤ It is to be a student centric talk.

Signature of the Faculty :

- ① Dr. Rina Handique - (HOD - Zoology department) -
- ② Dr. Dimbeshwar Das - (HOD - Botany department) -
- ③ Pamily Langthasa -
- ④ Songeta Chelia -
- ⑤ Sandeepa Agarwalla -
- ⑥ Dr. Anurag Protim Das -

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head

Department of Botany
Gargaon College, Simaluguri
Dist Sivasagar, Pin 785686, Assam



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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

ACTION TAKEN REPORT-1D

As per the decision of the departmental meeting held on 2nd March, 2023, world wild life day was celebrated on 3rd March and Dr. Rubul Tanti joined as a resource person.

(Dr. Bimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist Sivasagar Pin 785686, Assam



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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 09/03/2023

NOTICE

An inter departmental meeting will be held on 9th March, 2023 at 4 P.M to discuss regarding the National Seminar on Atmanirbhar Bharat organized by IQAC, Gargaon College.

(Dr. Dimbeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head
Department of Botany
Gargaon College, Simaluguri
Dist. Sivasagar, Pin 785686, Assam

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DEPARTMENT OF BOTANY
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P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 09/03/2023

Minutes of the Meeting-14

Meeting

09/03/23

During on 9th March, 2023 a departmental meeting was held to discuss regarding the National Seminar on "Atmanirbhar Bharat: Opportunities and Challenges with Special Focus on North East India." In the meeting it was decided to present a collaborative paper from the department.

Signature:

(1) Dr. Dibeshwar Das

—

D. Das
9/3/23

(2) Sangeta Chelie

—

S. Chelie
9/3/23

(3) Indrdeepa Borowalla

—

I. Borowalla
9/3/23

D. Das
(Dr. Dibeshwar Das)

HOD, Botany

Gargaon College, Simaluguri

Head

Department of Botany
Gargaon College, Simaluguri
Dist Sivasagar, Pin 785686 Assam



Department of Chemistry

Notice- Meeting 1

Department of Chemistry, Gargaon College

NOTICE

Date: 1 /08/2022

It is hereby informed that a departmental meeting will be held on 2nd, August, 2022 at 1.30pm to discuss about class & course distribution for odd Semester. Therefore, all the faculty members are requested to present the same.

HOD, Chemistry

Agg/1/8/22
(Dr. Anna Gogoi)
Head of the Department
Chemistry Department
Gargaon College, Simaluguri

Minutes of Meetings

Meeting: 01/08/2022

A departmental meeting has been convened today to discuss about the class and course distribution for odd semester. After discussion the following decision had been taken

- (1) The course distribution will be remain same as previous year.
- (2) The classes will be allotted equally to all the faculty members.

Members Present

1) Anna Kogoi. AK

2) Ritwori Tam R

3) Pakiza Begum Pakiza

4) Saheen Shehnaz Begum Saheen

5)

Action Taken

Department of Chemistry, Gargaon College

Action Taken Report

Date: 1 /08/2022

To,
The Principal
Gargaon College

Sir,

With reference to the meeting held on 2 August, 2022, I like to inform you that following work have been done as per the decision taken in the meeting.

1. The departmental class routines have been prepared with respect to central routine
2. The classes are allotted equally to all the faculty members of our department.
3. The courses were distributed among all the faculty members.

HOD, Chemistry

08/15/22
Head of the Department
Chemistry Department
Gargaon College, Simaluguri -

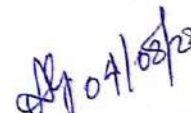
Notice- Meeting -2

Department of Chemistry, Gargaon College

NOTICE

Date: 04/08/2022

It is hereby notified to the faculty members of the Department that a departmental meeting shall be held on 4th April 2022 at 1 pm to discuss about upcoming general freshers, student union elections, days to be celebrated by each department this year and Tanu Konwar Memorial debate


HOD, Chemistry
Chemistry Department
Gargaon College, Simabagar

Minute of the Meeting

Meeting 04/08/2022.

A department meeting has been conveyed today to discuss about the points discussed in HOD meeting with the Principal.

1. A general freshers of the college will be held on either 25th or 26th August 2022 and there would be no department freshers' as such individually. There should be no application forwarded to the Principal with subject as seminar or etc, by the Head.
2. 64th foundation day will be celebrated on 7th Sept 2022.
3. Tanu Konwar debating committee will be formed.
4. Student union election will be held on 28/29 Sept 2022.
5. List of days to be celebrated by each dept will be sent over by IQAC and all depts are obliged to celebrate it (irrespective of holiday). Use of banners, ~~GPS~~ Geotagged photos are necessary. Report must be submitted. Student participation is necessary.
6. There should dept wise Code of Conduct with collaboration with PTA if reqd.

1. Anupam 4/8/22

2.

3. Sakshi Shukla

4. Rituraj Tanu

Action taken Report

Department of Chemistry, Gargaon College

Action Taken Report

Date:10/09/2022

To,
The Principal
Gargaon College

Sir,

With reference to the meeting held on 4th August, 2022, I like to inform you that following work have been done as per the decision taken in the meeting.

1. Department of Chemistry has prepared code of conduct.

HOD, Chemistry

10/9/22
(Dr. Anna Gogoi)
Head of the Department
Chemistry Department
Gargaon College, Simaluguri

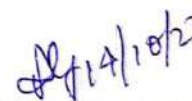
Notice -Meeting-3

Department of Chemistry, Gargaon College

NOTICE

Date:14/10/2022

It is hereby notified to the faculty members of the Department that a departmental meeting shall be held on 14th October 2022 at 2:45 pm to discuss the submission of attendance percentage of the students and preparation of question papers for the upcoming sessional examination.


Head of the Department
Chemistry Department
Gargaon College, Sivasagar
(Drs Anna Gogoi)

Minute of the meeting






Department Meeting

Date: 14/10/2022

A Departmental meeting was organized on 14th October 2022 at 2:45 pm to discuss about the follow up steps of HOD meeting with the Principal. The following points have been discussed -

- i) To submit the attendance percentage of all the students in 1st, 2nd & 3rd year by 15th Oct 2022 to generate NC-DC list. NC list will have students below 50% & DC list will have students below 20% attendance percent.
- ii) Sessional exam will be held from on 11th, 12th, 14th and 15th of November 2022. It will carry 40 marks for each paper.
- iii) It was discussed that tentatively end semester will be held from 25th Nov. 2022.

Signatures

1.  (Anna Rajar)
2.  (Arundha Narayan)
3.  Ritwik Taha
4.  Dr. Sakeer Sheikh Begum
5.  Prabha (Prabha J. Sarma)

Action taken report

Department of Chemistry, Gargaon College

Action Taken Report

Date: 15/11/2022

To,
The Principal
Gargaon College

Sir,

With reference to the meeting held on 14th October, 2022, I like to inform you that following work have been done.

1. Department of Chemistry has prepared NC/ DC list and submitted to the office.
2. The question paper for sessional examination has been set by faculty members of the department.

15/11/22
HOD, Chemistry
Head of the Department
Chemistry Department
Gargaon College, Simaluguri
(Dr. Anna Gogoi)

Notice -Meeting-4

Department of Chemistry, Gargaon College

NOTICE

Date: 24/10/2022

It is hereby informed to all the students of Department of Chemistry that seminar dates have been fixed as given below:

1st Sem: 28/10/2022

3rd Sem: 31/10/2022

5th Sem: 01/11/2022

24/10/22
HOD, Chemistry

(Dr. Anna Gogoi)

Head of the Department
Chemistry Department
Gargaon College, Simaluguri

Minute of meeting

Department Meeting.

Date: 24/10/22 Time: 2 pm

A Department meeting was organised on 24th October, 2022 at 2 pm to discuss about students seminar.


The following decision has been taken.

(1) The seminar will be conducted on 29th /10/22 for 1st sem; 31/10/22 for 3rd sem and on 1/11/2022 for 5th sem.


(2) There will be group discussion for 1st sem and 3rd sem generic elective students.

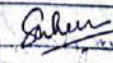
(3) The seminar topic will be provided on before 25th October to students.


Signature


(1) Anna Gopi. 

(2)

(3) Ritunjay Talwar 

(4) Sahar Shikha Begum 

(5) Prabha Jyoti Sarma 

(6) Pakizga Begum 

Action taken report

Department of Chemistry, Gargaon College

Action Taken Report

Date:24/10/2022

To,
The Principal
Gargaon College

Sir,

As per the decision in the meeting held on 24th October, 2022, the following action has been taken

1. The topic for seminar has been distributed among the students.
2. The student's seminar was held on 28th, 30th October and 1st November 2023.

HOD, Chemistry

24/10/22
Head of the Department
(Dr. Anirudh Ghosh)
Chemistry Department
Gargaon College, Simaluguri

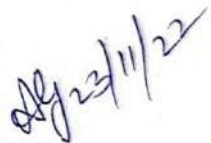
Notice -Meeting 5

Department of Chemistry, Gargaon College

NOTICE

Date: 23/11/2022

It is hereby notified to the faculty members of the Department that a departmental meeting shall be held on 23rd November 2022 at 9:30 am to discuss about the Parent-Teacher meeting to be organised on 26th November 2022.


HOD, Chemistry

Head of the Department
Chemistry Department
Gargaon College, Simaluguri

Minute of Meeting

Department meeting
23/11/22 (9:30 am)

A departmental meeting was organised to elaborate on the following points:





To discuss about Parent-Teacher meeting (PTM) so as to reorganise parent-teacher association. The meeting will be organised on 26th Nov 22, (tentatively) Saturday.

The details required to be submitted to Nitya da. will be submitted by Dr. P. J. Sarma.

3. An IQAC meeting was held ^{among IQAC coordinator & departmental IQAC coordinator} and Dr. Pakiza elaborated the following points to the members of Chemistry dept.:

- a) Department-wise Alumni-Talk
- b) " " Alumni - Association
- e) Videos-Photos of student presentation
 - d) Photos of ICT classes taken.
 - c) Mentorship meeting photos.
 - f) Mentorship Report card
 - f) Mentorship Report card.
 - g) Appointment Letter / Admission receipt of ex-student
 - h) Gender sensitization among student fraternity
 - i) Division of AQAR data collection (2021-22)
 - j) Departmental Academic audit.

4. Invitation letter to student & parent group for the upcoming PT Meeting so as to create a new Parent Teacher association.

Signatures :-
1. Anura gogo: 
2. Arundha Narany 
3. Rituraj Tamra
4. Pakiza Begum
5. Saheer Shehry Begum 
6. Prabon Joti Sarma 

Department of Chemistry, Gargaon College

Action Taken Report

Date:5/12/2022

To,
The Principal
Gargaon College

Sir,

As per the decision in the meeting held on 23rd November, 2022, the following action has been taken

1. The Parent-Teacher meeting was organised on 26th November, 2022.
2. A new parent -teacher association was created on the PTM, 2022.

HOD, Chemistry

Dr. Anand Gargoi
Head of Chemistry Department
Gargaon College, Simaluguri

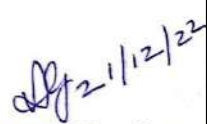
Notice- Meeting-6

Department of Chemistry, Gargaon College

NOTICE

Date: 21/12/2022

It is hereby notified to the faculty members of the Department that a departmental meeting shall be held on 21st December 2022 at 1 pm to discuss some important matters pertaining to the department.


Head of the Department, Chemistry
Chemistry Department
Gargaon College (Dibrugarh Gogoi)

Minute of Meeting

Departmental Meeting

21/12/2022 1-PM

A departmental meeting was organized to discuss important points related to practical examination and IQAC co-ordinator exchange. The points are as follows.

1. All the work should be finished such as copy checking, marks entry, on the day of the practical examination.
2. During the time of project work in the next semester, we all are recommended to not to use the physical laboratory for the as in that lab expensive instruments are there.
3. The ^{Departmental} IQAC co-ordinator is shifted from Dr. Pakiza Begum to Dr. Saheen Shehnaz Begum as Dr. Pakiza Begum has one more co-ordinator duty from Woman cell.

Signatures

1. Dr. Anna Crojoi
2. Dr. Arando Nazary
3. Dr. Rituraj Taku
4. Dr. Pakiza Begum ^{Jabi.}
5. Dr. Saheen Shehnaz Begum
6. Dr. Prabhu Jyoti Sarma ^{22/12/2022}

Action Taken Report

Department of Chemistry, Gargaon College

Action Taken Report

Date: 30/1/2023

To,
The Principal
Gargaon College

Sir,

As per the decision in the meeting held on 21st, December, 2022, the following action has been taken

1. The practical examination copy checking was done on the same day of examination.
2. Dr. Saheen Shehnaz Begum has appointed as new departmental IQAC Co-ordinator.

HOD, Chemistry

30/1/23
HOD of VmP College
Chemistry Department
Gargaon College, Simaluguri

Notice- Meeting-7

Department of Chemistry, Gargaon College

NOTICE

Date: 02/02/2023

It is hereby notified to the faculty members of the Department that a departmental meeting shall be held on 03/02/2022 at 12 noon to finalise chapter distribution and routine for this semester. AQAR related document submission and documentation for MoU with Sivasagar Girls' College will also be discussed in the same meeting.

02/02/23
Head HOD, Department
Chemistry Department
Gargaon College, Simaluguri
(Dr. Anna Gogoi)

Minute of Meeting

Departmental Meet

Date: 3rd Feb, 23

Time: 11:00 noon

A departmental meeting was organised to discuss some important issues which are stated below:

1) For preparing routine of even-semester; as there has been some changes in the main routine of college.

2) For preparing power-point presentation and preparation of the various points as per AQAR. This is in accordance with the notice by Principal Sir, as per guidelines of NAAC-AQAR. Notice dated 02.02.2023

3) Discussion on works needed to be done for ~~sign~~ signing MOU with Sivasagar Girls College.

4) Curriculum revision for even semester, 2022-23

Signatures:

1) Dr. Anurag Jaiswal

3/2/23

2) Dr. Arundhara Narayan

3/2/23

3) Mrs. Raksha Begum

3/2/23

4) Dr. Sakshi Shekhar Begum

5) Dr. Prabha Jyoti Sarma

3/2/2023

Action Taken Report

Department of Chemistry, Gargaon College

Action Taken Report

Date: 09/02/2023

To,
The Principal
Gargaon College

Sir,

As per the decision in the meeting held on 3rd February, 2023, the following action has been taken

1. The departmental class routines have been prepared
2. The classes are allotted equally to all the faculty members of our department.
3. The courses were distributed among all the faculty members.

HOD, Chemistry

9/2/23
(Dr . Anna Gogoi)
Head of the Department
Chemistry Department
Gargaon College, Simaluguri

Notice- Meeting-8

Department of Chemistry, Gargaon College

NOTICE

Date:08/02/2023

It is hereby notified to the faculty members of the Department that a departmental meeting shall be held on 9th February 2023 at 12 noon to discuss about advanced and slow learners and collection of feedback from the students.

08/02/23
HOD, Chemistry
Head of the Department
Chemistry (Dr. Anna Gogoi)
Gargaon College, Simaluguri

Minute of Meeting

Departmental Meeting

Date: 09-02-23

Time: 12:00 noon

A meeting has been convened to discuss some important issues, stated below:

1. Division of workload 2 of AQAR amongst the faculty members.
2. Collection of data for point 1.
3. To make Mentor-Mentee list.
4. How to Tackle the slow and advanced learners:
 - a) Taking remedial classes.
 - b) Giving assignment.
5. To upload important photos in department WhatsApp group with caption.
6. Student feedback form for this session & analyse the same.

Signatures.

- | | |
|-------------------|-------------------------|
| 1. Ansa Jaisi | 4. Sabeen Shehraz Begum |
| 2. Arantaz Nazary | 5. Prabha Jyoti Sarma |
| 3. Pakiza Begum | |

Action Taken Report

Department of Chemistry, Gargaon College

Action Taken Report

Date: 08/02/2023

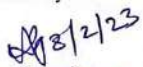
To,
The Principal
Gargaon College

Sir,

As per the decision in the meeting held on 9th February, 2023, the following action has been taken

1. The mentor mentee list for even SEM has been prepared
2. The slow and advanced learner students are identified and special classes/discussion has been arranged for them.

HOD, Chemistry


(Dr. Anna Gogoi)
Head of the Department
Chemistry Department
Gargaon College, Simaluguri

Notice- Meeting-9

Department of Chemistry, Gargaon College

NOTICE

Date:16 /03/2023

It is hereby informed that a general meeting with 6th semester students will be held on 17th March, 2023 at 11 am to discuss about attendance and any difficulties faced by the students at class Therefore all the faculty members and students of 6th SEM are requested to present the same.

HOD, Chemistry

16/03/23
Head of the Department
(Chemistry Department)
Gargaon College, Simaluguri

Minute of the Meeting

Meet with students

Date: 17-03-23

Time: 11-11:30 am


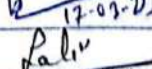
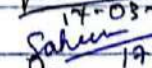
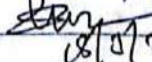

A meeting has been arranged with 6th sem students to motivate them for improving studies, & punctuality. The following points has been focused:

1) They had been missing classes in bank- importance of attending classes & how they will lose interest if they continue to be miss classes.

2) Only 6 out of 20 students have given Test conducted by Mr. R. Kumar Taher. They were motivated to give tests & how it would help them; the procedure a Teacher has to go through while conducting Test - paper setting, checking & the evaluation process has been discussed.

They ensure us that they would be attending tests & classes.

Name / Sign of faculties

- | | |
|--------------------|---|
| 1) Aram Das Nazary | 
17/03/23 |
| 2) Ritunj Talu | 
17-03-23 |
| 3) Raksha Begum | 
17-03-23 |
| 4) Sahar S. Begum | 
17/03/23 |
| 5) Prabha J. Sarma | 
18/03/23 |

Sl. no.	Name	Signature
1	Bikramaditya Phukan	Bikramaditya Phukan
2	Raktim Raj Gogoi	Rogoi
3	Ashish Gogoi	Ashish Gogoi
4	Sourov Gogoi	Sourov Gogoi
5	Kalpa Jyoti Handique	Kalpa Jyoti Handique
6	Sandhamee Phukan	Sandhamee Phukan
7	Pratyasha Barakoty	Pratyasha Barakoty
8	Khirumoni Mohan	Khirumoni Mohan
9	Abhishek Gogoi	Abhishek Gogoi
10	Ankita Chetia	Ankita Chetia
11	Mrunal Phukan	Mrunal Phukan
12	Kalyani Baruah	Kalyani Baruah
13	Priyanka Talukdar	Priyanka

Notice -Meeting-10

Department of Chemistry, Gargaon College

NOTICE

Date:23 /03/2023

It is hereby informed that a departmental meeting will be held on 24th March, 2023 at 9.30 am to discuss about Internal Academic Audit and preparation of departmental NC/ DC list. Therefore, all the faculty members are requested to present the same.

HOD, Chemistry

23/03/23
(Dr. Anna Goswami)
Head of the Department
Chemistry Department
Gargaon College, Simaluguri

Minute of the Meeting





Department Meeting

Date = 24/3/2023

A department meeting is organized on 24/3/2023 at 9:30 a.m. to discuss about the following points.

1. The Internal Academic Audit has been scheduled to be held on 27th & 28th March, 2023. For this purpose the department the faculties are doing their best to prepare the AQAR.
2. The students' attendance percentage is to ^{be} submitted to college to generate NC-DC list.

Signatures

1. Anura Gosai- 
2. Arundas Narayan 
- 3.
- 4.
5. Sakun S. Begum 
6. Prabon J. Sarma  04/04/2023

Action Taken Report

Department of Chemistry, Gargaon College

Action Taken Report

Date: 4/04/2023

To,
The Principal
Gargaon College

Sir,

As per the decision in the meeting held on 24th March, 2023, the following action has been taken

1. The percentage of attendance for students has been prepared and submitted to office.

HOD, Chemistry

[Signature] 4/4/23
(~~Head~~ ~~of~~ ~~the~~ ~~Department~~)
Chemistry Department
Gargaon College, Simaluguri

Notice -Meeting-11

Department of Chemistry, Gargaon College

NOTICE

Date:03 /4/2023

It is hereby informed that a meeting will be held on 04th April, 2023 at 12.30 pm with faculty member of Chemistry department and IQAC coordinator to discuss about AQAR preparation. Therefore, all the faculty members are requested to present the same.

HOD, Chemistry

[Handwritten Signature]
03/04/23
(Dr. Head of the Department
Chemistry Department
Gargaon College, Simaluguri)

Minute of the Meeting

Meeting with IQAC, Coordinator

Date: 4/04/23.

A meeting was held today to discuss with the members of department of Chemistry, about the AQAR and points of improvement so that more ex-students can be involved with the department. It was recommended that —

1. Free admission to students joining in Add on course
2. Inclusion of project work in add on syllabus
3. Increased functionality of the Moll with Sibsagar Girls' college.
4. Inclusion of workshop/career counselling by ex-students presently in prestigious higher educational institutes.
5. Researcher's Talk in collaboration with GC Alumni Association and outreach program.

Signatures


1. Arundhan Hazarika

2. Smajit Saikia

3. 

4. Pabi

5. Sakun

6.  04/04/2023

Action taken Report

Department of Chemistry, Gargaon College

Action Taken Report

Date: 12/04/2023

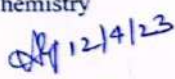
To,
The Principal
Gargaon College

Sir,

As per the decision in the meeting held on 4th April, 2023, the following action has been taken

1. One day career counselling program was organised to encourage students to attempt complete examination for higher studies.

HOD, Chemistry


(Dr . Anna Gogoi)

Head of the Department
Chemistry Department
Gargaon College, Simaluguri

Notice- Meeting-12

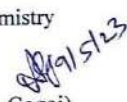
Department of Chemistry, Gargaon College

NOTICE

Date:09 /05/2023

It is hereby informed that Departmental meeting will be held on 9th June, 2023 at 1.30 pm to discuss about arrangement of upcoming alumni meet. Therefore, all the faculty members are requested to present the same.

HOD, Chemistry


(Dr . Anna Gogoi)

Head of the Department
Chemistry Department
Gargaon College, Simaluguri

Minute of the Meeting

Department Meeting
09/05/23

A department meeting is held at the dept on 09/05/23 at 12:30 pm to discuss what was conveyed at the meeting of the Heads with the Principal.

1. AQAR revised submission date extended to 15/5/23 for those who have not submitted.
2. Presentation will be held between 15 - 20th May 2023. It will be held for last 4 years. (18-19, 20-21, 14-20, 21-22)
3. External evaluator will visit before 31st May. Those evaluators will be from NAAC ~~peer~~ ^{peer} team. All files must be updated.
4. Files and registers have to be updated for the last 4 years.
5. Department profile, personal profile and departmental activity files must be cleared ~~of~~ before 20th May 2023.
6. Result, placement & enrolment has to be given for the last 4 years, department-wise.

Signatures :

1. Dr. Anura Geopri . 09/5/23
- 2.
3. Rituraj Taha 09/05/2023
4. Dr. Rakiza Begum . 09-5-23
- 5.
6. Dr. Paborn J. Sarma 09/05/2023

Minute of the Meeting

Inter-Department Meeting Day



Topic: Meeting for World Ocean Day

Time - 11:30 AM

31-5-2023

A meeting has been organized to discuss about how to celebrate world Ocean Day on 8th June. In the meeting, it is decided to organize a two days international workshop on a topic - "Career Planning: Exploring the Recent Trends in the Ocean of Science". It is also decided to invite four resource person to the workshop. Workshop would be conducted in online mode in zoom platform. The committee has decided to collaborate with Deptt. of Oceanography, Dibrugarh University to make the event more valuable.

Signatures:

- | | |
|--|--------------------------|
| 1. Arundha Narasany | 5. Saheen S. Begum Jalen |
| 2. Ritwaj Talu | 6. Prabon J. Sarma |
| 3. Rakita Bora
31-5-2023 | 7. |
| 4.   | 8. Chirak Saha |

Action Taken Report

Department of Chemistry, Gargaon College

Action Taken Report

Date: 10/05/2023

To,
The Principal
Gargaon College

Sir,

As per the decision in the meeting held on 31st May, 2023, the following action has been taken

2. Two days international workshop has been organised on the topic Career Planning: Exploring the recent trends in the Ocean of Science on online mode.
3. All the participate has been given participate certificate

HOD, Chemistry

[Signature] 10/5/23
(Head of the Department
Chemistry Department
College, Simaluguri

Minute of the Meeting

Department Meeting

Date : 03/06/23.

A department meeting was held today to discuss about celebration of world ocean day as a two-day program.


The main point of discussion was the Alumni Meet. It was decided that the Alumni meet would be held on 11th June 2023 (Sunday).


The flyer for the same was designed and distributed among the ex-students and invitation letters were ^{decided to be} prepared.


'Sunday' was chosen as most ex-students who are employed find it easier to come on closed days. Permission letter for using college amenities as well as Academic Gallery ~~was~~ are to be drawn. The canteen owners also has to be informed.

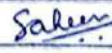
Signatures :-

1. Dr. Anna Jeopri. 

2. Dr. Arundha Narany 

3. Rituraj 

4. Dr. Pakiza Begum. 

5. Dr. Sahar Shehraz Begum 

Action taken Report

Department of Chemistry, Gargaon College

Action Taken Report

Date: 12/06/2023

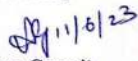
To,
The Principal
Gargaon College

Sir,

As per the decision in the meeting held on 03rd June, 2023, the following action has been taken

1. Alumni meet of Chemistry department was organized on 11/06/2023 (Sunday)
2. New WhatsApp group was open to communicate alumni.

HOD, Chemistry


(Dr . Anna Gogoi)
Head of the Department
Chemistry Department
Gargaon College, Simaluguri



Department of Commerce

Sl no.	Date	Meeting type	Agenda	Minutes
1	06/07/2022	Departmental	Lab Maintenance fees and Departmental fund	A lab maintenance fee of Rs. 100 and Departmental Fee Rs. 1000 to be collected per teacher
2	17/08/2022	Departmental	Results and Regular Classes	
3	03/11/2022	Departmental	Commerce Department Field Trip	
4	07/02/2023	Departmental	1) Departmental AQAR Preparation 2) Program in memory of Mr. Gokul Ch. Sarmah 3) Department Fund Rs. 500 4) Webiner on Union Budget 5) Webiner with Zoology Department	
5	16/02/2023	Departmental	Assignment of responsibility for preparation of AQAR	
6	16/02/2023	Departmental	1) Results of B.Com 1 st Semester analysis and remedial classes 2) Group Insurance of students	
7	14/03/2023	Departmental	Appreciation to Mrs. Fermuda Begum Baidev for Donation	
8	08/04/2023	Departmental	Future Plan of the Department	
9	12/04/2023	Departmental	Discussion Regarding Sessional Exam	
10	02/06/2023	Departmental	1) Discussion on Industrial tour to ONGC Lakwa 2) Establishment of Tea Museum 3) Collaboration with Employment Exchange for Corporate Internship 4) coaching for FMO Post under APSC 5) Employment Exchange Drive	
11	09/06/2023	Departmental	Discussion of any issue pertaining to ONGC Industrial Tour	
12	19/06/2023	Departmental	1) Department AQAR presentation at Academic Gallery as on 22 nd June 2023 2) Departmental Presentation at DPS, Mezunga 3) Department Admission of B.Com 1 st Semester	



Department of Commerce

Gargaon College, Simaluguri,

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 05/07/2022

NOTICE

The Department of Commerce is going to organise a departmental meeting regarding the fixation of Lab maintenance fee and Departmental fund on 06th July 2022. All the faculty members are requested to attend the same at the stipulated time.

M. Bora
05/07/22

(Dr. Meghali Bora)

HoD, Department of Commerce,
Gargaon College

HOD
Department of Commerce
Gargaon College
Date



Department of Commerce

Gargaon College, Simaluguri,

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 06/07/2022

MINUTES OF MEETING dated 6th July 2022

Presence of the members:

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh

Item No.1: To collect lab maintenance fee

Resolution: Resolved that each student shall contribute RS.100 towards lab maintenance fee.

Item No.2: To collect Departmental Fund

Resolution: Resolved that an amount of Rs. 1000 shall be collected from each faculty for miscellaneous expenses of the department.

M. Bora
06/07/22
HOD
Department of Commerce
Gargaon College
Date



Department of Commerce
Gargaon College, Simaluguri,
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 16/08/2022

NOTICE

The Department of Commerce is going to organise a departmental meeting regarding results and regular classes on 17th August 2022. All the faculty members are requested to attend the same at the stipulated time.

m. bora
16/08/22

(Dr. Meghali Bora)
HoD, Department of Commerce,
Gargaon College
Department of Commerce
Gargaon College



Department of Commerce
Gargaon College, Simaluguri,
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 17/08/2022

MINUTES OF MEETING
dated 17th August 2022

Presence of the members:

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh

Item No.1: To discuss results of 5th Semester students

Resolution: Resolved that classes of 5th Semester students have to attend classes regularly without any delay.

Item No.2: To digitalise teaching learning process

Resolution: Resolved that every faculty shall make effort towards digital teaching in digital classrooms of the department.

M Bora
17/08/22

(Dr. Meghali Bora)
HoD, Department of Commerce
Gargaon College

HOD
Department of Commerce
Gargaon College
Date



Department of Commerce
Gargaon College, Simaluguri,
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 02/11/2022

NOTICE

The Department of Commerce is going to organise a departmental meeting on 3rd November 2022 regarding the field trip to be organised by the Department. All the faculty members are requested to attend the same at the stipulated time.

M Bora
02/11/22

(Dr. Meghali Bora)
HoD, Department of Commerce,
Gargaon College
HOD
Department of Commerce,
Gargaon College
Date



Department of Commerce
Gargaon College, Simaluguri,

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Dated: 03/11/2022

MINUTES OF MEETING
dated 3rd November 2022

Presence of the members:

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh

Item No.1: To discuss the time and venue of Department Field trip

Resolution: Resolved that a department field trip shall be organised on 9th of November to Dillighat at Charaideo District for students of all the semesters

Meghali Bora
03/11/22

(Dr. Meghali Bora)
HoD, Department of Commerce
Gargaon College

Department of Commerce
Gargaon College
Date



Department of Commerce

Gargaon College, Simaluguri,

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 06/02/2023

NOTICE

The Department of Commerce is going to organise a departmental meeting regarding the AQAR preparation, programme in memory of Mr. Gokul Ch. Baruah, Webiner etc on 7th February 2023. All the faculty members are requested to attend the same at the stipulated time.

m/bora
06/02/23

(Dr. Meghali Bora)
HoD, Department of Commerce,
Gargaon College

HOD
Department of Commerce
Gargaon College
Date



Department of Commerce

Gargaon College, Simaluguri,

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 07/02/2023

MINUTES OF MEETING dated 7th February 2023

Presence of the members:

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh

Item No.1: To prepare the department AQAR report

Resolution: Resolved that department AQAR report shall be prepared in live with the College AQAR report

Item No.2: To collect Departmental Fund

Resolution: Resolved that an one time amount of Rs. 500 shall be collected from each faculty for miscellaneous expenses of the department.

Item No. 3: To organise a program in memory of Mr. Gakul Ch. Baruah

Resolution: Program shall be organised soon

Item No. 4: Organise webinar

Resolution: Resolved that webinars are to be held by the department in coming days.

M Bora
07/02/23

(Dr. Meghali Bora)

HoD, Department of Commerce
Gargaon College

HOD

Department of Commerce
Gargaon College

Date



Department of Commerce

Gargaon College, Simaluguri,

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 13/02/2023

NOTICE

The Department of Commerce is going to organise a departmental meeting regarding the assignment of duty with regard to preparation of AQAR, the assessment of results of B. Com 1st semester students and decide remedial action as well as on Group Insurance on the 16th of February, 2023. All the faculty members are requested to attend the same at the stipulated time.

Meghali Bora
13/02/23

(Dr. Meghali Bora)
HoD, Department of Commerce,
Gargaon College

HO D

Department of Commerce
Gargaon College

Date



Department of Commerce
Gargaon College, Simaluguri,
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 16/02/2023

MINUTES OF MEETING
dated 16th February 2023

Presence of the members:

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh

Item No.1: To distribute duties for department AQAR report

Resolution: Resolved that department AQAR report shall be prepared in live with the College AQAR report and accordingly all the faculties were assigned individual responsibilities.

M Bora
16/02/23

(Dr. Meghali Bora)
HoD, Department of Commerce
Gargaon College

3/02
Department of Commerce
Gargaon College
Date



Department of Commerce
Gargaon College, Simaluguri,
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 14/03/2023

NOTICE

The Department of Commerce is going to organise a departmental meeting on 14th March, 2023 for appreciation to Ms. Fermuda Begum, Ex Faculty of the department for her noble donation towards the Department. All the faculty members are requested to attend the same at the stipulated time.

m/bora
14/03/23

(Dr. Meghali Bora)
HoD, Department of Commerce,
Gargaon College
Department of Commerce
Gargaon College
Date



Department of Commerce
Gargaon College, Simaluguri,
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 14/03/2023

MINUTES OF MEETING
dated 14th March 2023

Presence of the members:

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh

Item No.1: To appreciate the Noble donation of Ms. Fermuda Begum

Resolution: Resolved that the department is grateful towards Madam Fermuda Begum, Retired Faculty of the department for her noble donation of an inverter with battery worth Rs. 35,000 to the department.

Meghali Bora
14/03/23

(Dr. Meghali Bora)
HoD, Department of Commerce
Gargaon College

HO
Department of Commerce
Gargaon College
Date



Department of Commerce
Gargaon College, Simaluguri,
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: deptofcommercegargaoncollege@gmail.com

Ref no: _____

Dated: 07/04/2023

NOTICE

The Department of Commerce is going to organise a departmental meeting on 8th April 2023 regarding discussion of the future plans and course of action by the Department. All the faculty members are requested to attend the same at the stipulated time.

M. Bora
08/04/23

(Dr. Meghali Bora)
HoD, Department of Commerce,
Gargaon College

HOD
Department of Commerce
Gargaon College
Date



Department of Commerce

Gargaon College, Simaluguri,

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 08/04/2023

MINUTES OF MEETING dated 8th April 2023

Presence of the members:

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh

Item No.1: To discuss future plans of the Department

Resolution: Resolved that the department will in a best possible way implement the plan handled by the college. A roadmap was also prepared for same.

mbora
08/04/23

(Dr. Meghali Bora)
HoD, Department of Commerce
Gargaon College

HO
Department of Commerce
Gargaon College
Date



Department of Commerce
Gargaon College, Simaluguri,
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 01/06/2023

NOTICE

The Department of Commerce is going to organise a departmental meeting for discussing multiple issues of the Department on 2nd June 2023. All the faculty members are requested to attend the same at the stipulated time.

m/bora
01/06/23

(Dr. Meghali Bora)
HoD, Department of Commerce,
Gargaon College

HO
Department of Commerce
Gargaon College
Date



Department of Commerce
Gargaon College, Simaluguri,
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 02/06/2023

MINUTES OF MEETING
dated 2nd June 2023

Presence of the members:

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh
7. Dr. Nazreen Parveen Ali

Item No.1: To discuss issues relating to Industrial tour to ONGC

Resolution: Resolved that industrial tour is to be conducted on 10th June 2023 and plans for same shall be carried out as soon as possible.

Item No. 2: To submit proposal for establishment of Tea Museum

Resolution: Resolved that proposal for establishment of tea museum within college is to be submitted for showcasing history, cultures significance of tea industry in Assam.

Item No. 3: Collaborations with Employment Exchange

Resolution: Resolved that collaborations to be sought with Employment Exchange to provide Corporate Internships to the students. Also the employment exchange drive for 5th semester students was discussed

Item No. 4: Provide FMO coaching to aspiring students

Resolution: Resolved that faculty shall actively engage in providing coaching for FMO examination to be conducted by APSC.

M/Bora
02/06/23

(Dr. Meghali Bora)

HoD, Department of Commerce

Gargaon College

HOD

Department of Commerce

Gargaon College

Date



Department of Commerce
Gargaon College, Simaluguri,

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 08/06/2023

NOTICE

The Department of Commerce is going to organise a departmental meeting on 9th June 2023 to discuss the issues pertaining to the ONGC industrial Tour scheduled on 11th June 2023. All the faculty members are requested to attend the same at the stipulated time.

M. Bora
08/06/23

(Dr. Meghali Bora)
HoD, Department of Commerce,
Gargaon College
Department of Commerce
Gargaon College
Date



Department of Commerce
Gargaon College, Simaluguri,
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 09/06/2023

MINUTES OF MEETING
dated 9th June 2023

Presence of the members:

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh
7. Dr. Nazreen Parveen Ali

Item No.1: To discuss issues relating to Industrial tour to ONGC

Resolution: Resolved that the industrial tour for the students to ONGC shall be organised on 10th of June 2023. Transportation arrangement, food arrangement, route etc were discussed. Further resolved that any amount left over after the completion of tour shall be applied to upgradation facilities for students.

Meghali Bora
09/06/23

(Dr. Meghali Bora)
HoD, Department of Commerce
Gargaon College

3/02
Department of Commerce
Gargaon College
Date



Department of Commerce
Gargaon College, Simaluguri,
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 18/06/2023

NOTICE

The Department of Commerce is going to organise a departmental meeting regarding the presentation of AQAR 2021-22, Department presentation at DPS, Nazira and matters related to Admission of B.Com 1st Semester. All the faculty members are requested to attend the same at the stipulated time.

M. Bora
18/06/23

(Dr. Meghali Bora)
HoD, Department of Commerce,
Gargaon College
3102
Department of Commerce
Gargaon College
Date



Department of Commerce

Gargaon College, Simaluguri,

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 19/06/2023

MINUTES OF MEETING dated 19th June 2023

Presence of the members:

1. Dr. Meghali Bora
2. Mr. Anil Tanti
3. Mrs. Nomami Dutta
4. Mr. Gautom Hazarika
5. Dr. Mintu Gogoi
6. Dr. Mrinal Ghosh
7. Dr. Nazreen Parveen Ali

Item No.1: To discuss regarding AQAR presentation

Resolution: Resolved that the department AQAR shall be presented by Mr. Anil Tanti and Dr. Mintu Gogoi at the scheduled date.

Item No. 2: To visit DPS Nazira

Resolution: Resolved that an awareness on prospects of Commerce Education in the College shall be presented to students of DPS, Nazira by Mrs. Nomami Dutta, Mr. Gautom Hazarika and Dr. Nazreen Parveen Ali on 22nd June 2023.

Item No. 3: Admission of B.Com 1st Semester

Resolution: Resolved that all the Faculty members will actively co operate in the admission process of B.Com 1st Semester during the month of July.

M/Bora
19/06/23

(Dr. Meghali Bora)

HoD, Department of Commerce

Gargaon College

HOD

Department of Commerce

Gargaon College

Date



Department of Economics



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. – 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: economics2021_gc@gmail.com

Date: 17-8-2022

NOTICE

The Department of Economics is going to conduct a meeting regarding departmental routine for the new session, allotment of classes to teachers, course distribution etc. for the odd Semester (2022) on 17-8-2022. All faculty members are requested to attend at the stipulated time.

(Dr. K. J. Handique)
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. – 1959
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: economics2021.gc@gmail.com

Date: 17-8-2022

MINUTES OF MEETING-1

Presence of the Members:

1. Dr. K.J. Handique
2. Dr. R. Borah
3. N. Chutia
4. Dr. S. Saikia
5. A. Dutta
6. J. Lahon
7. A. Kumari

Item No. 1: To discuss about departmental routine for the new session.

The Head of the Department initiated a meeting to discuss about the departmental routine for the new session and allotment of classes to teachers based on the central routine of the college.

Resolution No. 1: Resolved that the departmental routine and allotment of classes will be done available as soon as the central routine is made available by the College Routine Development committee.

Item No.2: To discuss about the unit distribution for the Odd Semester syllabus of the department.

The Head of the Department initiated a meeting to discuss about the unit distribution for the Odd Semester syllabus among the teachers.

Resolution No.2: Resolved that the course distribution for the Odd Semester (2022) syllabus will be the done immediately.

(Dr. K.J. Handique)
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. – 1959
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: economics2021_gc@gmail.com

Date: 20-8-2022

ACTION TAKEN REPORT-1

To
The Principal
Gargaon College

Sir,

I have the honour to inform that as per decision of the Departmental meeting held on 17-8-2022, the following actions have been taken.

1. The departmental routine has been set, allotment of classes among the teachers based on the central routine has been made properly.
2. The unit distribution among the teachers for the Odd Semester syllabus has been completed as per the decision of the meeting.

(Dr. K.J. Handique)
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. - 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: economics2021.gc@gmail.com

Date: 1-2-2023

NOTICE

The Department of Economics is going to conduct a meeting regarding departmental routine for the new session, allotment of classes to teachers, course distribution etc. for the Even Semester (2023) on 1-2-2023. All faculty members are requested to attend at the stipulated time.

(Dr. K.J. Handique)
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. - 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: economics2021.gc@gmail.com

Date: 1-2-2023

MINUTES OF MEETINGS -2

Presence of Members:

1. Dr. K.J. Handique
2. Dr. R. Borah
3. N. Chutia
4. Dr. S. Saikia
5. A. Dutta
6. J. Lahon
7. A. Kumari

Item No. 1: To discuss about departmental routine among the teachers.

The Head of the Department initiated a meeting to discuss about the departmental routine and allotment of classes to teachers based on the central routine of the college.

Resolution No.1: Resolved that the departmental routine and allotment of classes will be done available as soon as the central routine is made available by the College Routine Development committee.

Item No. 2: To discuss about the course distribution for the Even Semester syllabus

The Head of the Department initiated a meeting to discuss about the course distribution for the Even Semester syllabus.

Resolution: No. 2: Resolved that the course distribution for the Even Semester(2023) syllabus will be the done immediately.

(Dr. K.J. Handique)
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. - 1959
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: economics2021.gc@gmail.com

Date: 10-2-2023

ACTION TAKEN REPORT-2

To
The Principal
Gargaon College

Sir,

As per decision of the Department meeting held on 1-2-2023, the following actions have been taken.

1. The departmental routine has been set and allotment of classes to teachers based on the central routine has been done in the department.
2. The unit distribution for the Even Semester 2023 syllabus has been completed of the department.

Dr. K.J. Handique
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. - 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: economics2021_gc@gmail.com

Date: 14-2-2023

NOTICE

The Department of Economics is going to conduct a meeting regarding discussion on organising seminar on G-20 Presidency and celebrating International Day of Happiness for the Even Semester (2023) on 14-2-2023. All faculty members are requested to attend the meeting at the stipulated time.

(Dr. K.J. Handique)
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. - 1959
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: economics2021.gc@gmail.com

Date: 14-2-2023

MINUTES OF MEETINGS -3

Presence of Members:

1. Dr. K.J. Handique
2. Dr. R. Borah
3. N. Chutia
4. Dr. S. Saikia
5. A. Dutta
6. J. Lahon
7. A. Kumari

Item No.1: To discuss about organising a seminar on G-20 Presidency for the Even Semester (2023).

Resolution No. 1: Resolved that a seminar on "G-20 Presidency and India's Prospects" in the department would be organized as soon as possible.

Item No.2: To discuss about celebrating the International Day of Happiness.

Resolution No. 2: Resolved that International Day of Happiness will be celebrated in the department.

Dr. K.J. Handique
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. - 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: economics2021.gc@gmail.com

Date: 04-3-2023

ACTION TAKEN REPORT-3

To
The Principal
Gargaon College

Sir,

As per decision of the Department meeting held on 14-2-2023, the following actions have been taken.

1. A seminar on "G-20 Presidency and India's Prospects" was held on March 3rd, 2023.

Dr. K.J. Handique
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. – 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: economics2021.gc@gmail.com

Date: 20-3-2023

ACTION TAKEN REPORT-4

To
The Principal
Gargaon College

Sir,

As per decision of the Department meeting held on 14-2-2023, the following actions have been taken.

1. International Day of Happiness was celebrated by the department was on March 20th, 2023.

Dr. K.J. Handique
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. - 1959
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: economics2021.gc@gmail.com

Date: 10-4-2023

NOTICE

The Department of Economics is going to conduct a meeting regarding discussion on organising programme on career opportunity among the students of the department on 10-4-2023. All faculty members are requested to attend at the stipulated time.

(Dr. K.J. Handique)
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. - 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: economics2021.gc@gmail.com

Date: 10-4-2023

MINUTES OF MEETINGS -4

Presence of Members:

1. Dr. K.J. Handique
2. Dr. R. Borah
3. N. Chutia
4. Dr. S. Saikia
5. A. Dutta
6. J. Lahon
7. A. Kumari

Item No.1: To discuss about holding an awareness programme on career opportunity among the students of the department. The Head of the Department request the members of the need to undertake awareness programmes on career opportunity among the students of the department.

Resolution No. 1: Resolved that awareness programme on career opportunity among the students of the department will be held in the coming days.

Dr. K.J. Handique
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. - 1959
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: economics2021.ge@gmail.com

Date: 09-5-2023

ACTION TAKEN REPORT-5

To
The Principal
Gargaon College

Sir,

I have the honour to inform you that as per decision of the Department meeting held on 10-4-2023, the following actions has been taken:

1. A programme on "Career Prospects after Graduation: Exploring Opportunities & Facing Challenges" was organized on 19th April, 2023.
2. A lecture on "Career avenues after graduation: Overview of Banking exams" was organized on 4th May, 2023.

Dr. K.J. Handique
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. - 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: economics2021_ge@gmail.com

Date: 28-4-2023

NOTICE

The Department of Economics is going to conduct a meeting regarding the need to undertake a Parent Teacher Meeting to discuss the student oriented works with the parents on 28-4-2023. All faculty members are requested to attend at the stipulated time.

(Dr. K.J. Handique)
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. – 1959
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email: economics2021_gc@gmail.com

Date: 28-4-2023

MINUTES OF MEETINGS -5

Presence of Members:

1. Dr. K.J. Handique
2. Dr. R. Borah
3. N. Chutia
4. Dr. S. Saikia
5. A. Dutta
6. J. Lahon
7. A. Kumari

Item No.1: To discuss about holding Parent teacher Meeting in the department. The Head of the Department request the members of the need to undertake a Parent Teacher Meeting to discuss the student oriented works with the parents.

Resolution No. 1: Resolved that a Parent Teacher Meeting would be called as soon as possible in the department.

Dr.K.J.Handique
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



**DEPARTMENT OF ECONOMICS
GARGAON COLLEGE**

Estd. - 1959

P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email: economics2021.ge@gmail.com

Date: 06-6-2023

ACTION TAKEN REPORT - 6

To
The Principal
Gargaon College

Sir,

I have the honour to inform you that as per decision of the Department meeting held on 28-4-2023, the following actions has been taken

1. A Parent Teacher Meeting was held on 06-6-2023 in the Department.

Dr. K.J. Handique
HOD, Economics
Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique
Associate Professor & Head
Department of Economics
Gargaon College, Simaluguri



Department of Education



DEPARTMENT OF EDUCATION
GARGAON COLLEGE
ESTD-1959
P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)
PIN:785686
EMAIL: edudeptgc@gmail.com

Date: 1st august 2022

NOTICE

The Department of Education is going to conduct a meeting regarding departmental routine, allotment of classes to teachers, course distribution etc for the odd semester (2022) on 2nd august 2022. All faculty members are requested to attend in the meeting at 2 pm..

Dr Bidyananda Borkakoty
HoD, Department of Education
Gargaon college, Simaluguri
Dr Bidyananda Borkakoty
HoD & Associate Professor
Department of Education
Gargaon College



DEPARTMENT OF EDUCATION
GARGAON COLLEGE
ESTD-1964
P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)
PIN:785664





Email:edudeptgc@gmail.com

Date: 02/08/2022

MINUTES OF MEETING-1

Date: 2nd august.

Presence of the Members:

1. Dr. Bidyananda Borkakoty 
2. Dr. Nitali Borgohain Konwar 
3. Dr. Ratna Das 
4. Dr. Poli knowar 


Item No. 1: To discuss about departmental routine

The Head of the department initiated a meeting to discuss about the departmental routine and allotment of classes to teachers based on the central routine.

Resolution No.1: Resolved that the departmental routine and allotment of classes will be made available as soon as the central routine is made available by the College Routine Development Committee.

Item no. 2: To discuss about the course distribution for the Odd semester (2022) syllabus. The Head of the Department initiated a meeting to discuss about the course distribution for the Odd semester(2022) syllabus.

Resolution: No. 2: Resolved that the course distribution for the Odd semester (2022) syllabus will be the done immediately.


(Dr. Bidyananda Borkakoty)

HoD , Education

Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty
HoD & Associate Prof.
Department of Education
Gargaon College



DEPARTMENT OF EDUCATION
GARGAON COLLEGE
ESTD-1964
P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)
PIN:785664
Email: edudeptgc@gmail.com

Date:03/08/2022

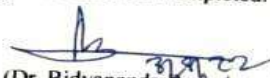
ACTION TAKEN REPORT-1

To
The Principal
Gargaon college

Sir,

As per decision of the Department meeting held on 2nd August 2022, the following actions have been taken.

1. The departmental routine has been set and allotment of classes to teachers based on the central routine has been made.
2. The course distribution for the odd semester (2022) syllabus has been completed.


(Dr. Bidyananda Borkakoty)

HoD , department of Education
Gargaon college, Simaluguri

Dr Bidyananda Borkakoty
HoD & Assessor
Department of Education
Gargaon College



2.

DEPARTMENT OF EDUCATION

GARGAON COLLEGE

ESTD-1959

P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)

PIN:785686

EMAIL: edudeptge@gmail.com

Date: 05/09/2022

NOTICE

The Department of Education is going to conduct a meeting regarding the celebration of International Literacy day on 8th September 2022 at 3 pm. All faculty members are requested to attend the meeting at stipulated time.


Dr Bidyananda Borkakoty

HoD, Department of Education

Gargaon college, Simaluguri

Dr Bidyananda Borkakoty
HoD & Associate Professor
Department of Education
Gargaon College



DEPARTMENT OF EDUCATION
GARGAON COLLEGE
ESTD-1964
P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)
PIN:785664
Email:edudeptgc@gmail.com

Date: 06/09/2022

MINUTES OF MEETING-2

Date: 6th September

Presence of the Members:

5. Dr. Bidyananda Borkakoty *B*
6. Dr. Nitali Borgohain Konwar *NK*
7. Dr. Ratna Das *R*
8. Dr. Poli knowar *PK*

Item No. 1: To discuss about the celebration of international literacy day.

The Head of the department initiated a meeting to discuss about the celebration of international literacy day

Resolution No.1: Resolved that the department of education is going to celebrate international literacy day.

Item no. 2: International literacy day will be celebrated at Gargaon primary school.

Resolution: No. 3: Cultural programme and reading - writing material will be distributed among the children.

(Signature)
(Dr. Bidyananda Borkakoty)

HoD, Education

Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty
HoD & Assoc. Prof.
Department of Education
Gargaon College



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GARGAON COLLEGE
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PIN:785664
Email: edudeptgc@gmail.com**

Date:08/09/2022

ACTION TAKEN REPORT-2

To
The Principal
Gargaon college

Sir

As per decision of the Department meeting held on 6th August 2022, the following actions have been taken.

1. International literacy day was celebrated at Gargaon primary school.
2. Food items and writing materials were distributed among children.
3. Students were taking part in cultural program.

(Dr. Bidyananda Borkakoty)

HOD , department of Education
Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty
H.O & Associate
Department of Education
Gargaon College



DEPARTMENT OF EDUCATION

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PIN:785686

EMAIL: edudeptgc@gmail.com

Date: 26/09/ 2022

NOTICE

The Department of Education is going to conduct a meeting to discuss regarding the organisation of Special Lecture for the students of the Department of Education on 27/9/2023 at 2pm. All faculty members are requested to attend the meeting at stipulated time.


26/9/22
Dr Bidyananda Borkakoty

HoD, Department of Education
Gargaon college, simaluguri

Dr Bidyananda Borkakoty
HoD & Associate Professor
Department of Education
Gargaon College



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P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)
PIN:785664

Email:edudeptgc@gmail.com

Date: 27/09/2022

MINUTES OF MEETING-3

Date: 27 September

Presence of the Members:

1. Dr. Bidyananda Borkakoty *BB*
2. Dr. Nitali Borgohain Konwar *NBK*
3. Dr. Ratna Das *RD*
4. Dr. Poli knowar *PK*
5. Kongkona Borah *KB*
6. Porishmita Kakoty *PK*

Item No. 1: To discuss about the organization of Special Lecture for the students of the Department of Education.

Item No 2: The Head of the department initiated a meeting to discuss about the organisation of Special Lecture for the students of the Department of Education.

Resolution No.1: Resolved that the department of education is going to organize a Special Lecture for the students of the Department of Education.

Resolution No.2: To organise a Special Lecture for the students of the Department of Education.

Resolution 3. ROMERO LUCIANO D' SOUZA would be resource person of the program

Resolution 4. Dr. Sabyasachi Mahanta, principal of Gargaon college was the inaugurator of the programme

BB
(Dr. Bidyananda Borkakoty
HoD, Department of Education

Dr. Bidyananda Borkakoty
HoD & Associate Professor
Department of Education
Gargaon College



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PIN:785664
Email: edudeptgc@gmail.com

Date:03/10/2022

ACTION TAKEN REPORT-3

To
The Principal
Gargaon college

Sir

As per decision of the Department meeting held on 26 September 2022, the following actions have been taken.

1. A special lecture on Scientific Method and Research in Education was organised.
2. Romero Luciano D' Souza was the Resource person of the Lecture.
3. Dr. Sabyasachi Mahanta principal of Gargaon college was the inaugurator of the program
4. 95 participants were took part in the program.


(Dr. Bidyananda Borkakoty)

HoD , department of Education

Dr. Bidyananda Borkakoty
HoD - Department of Education
Gargaon College

Gargaon college, Simalugurri



DEPARTMENT OF EDUCATION
GARGAON COLLEGE
ESTD-1959
P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)
PIN:785686
EMAIL: edudentgc@gmail.com

Date: 10/11/2022

NOTICE

The Department of Education is going to conduct a meeting to discuss about the conducting of sessional examination to be held from 14 November to 18 November on 12/11/2023 at 3pm.. All faculty members are requested to attend the meeting at stipulated time.

Dr Bidyananda Borkakoty
HoD, Department of Education
Gargaon college, Simaluguri

Dr Bidyananda Borkakoty
HoD & Associate Professor
Department of Education
Gargaon College



DEPARTMENT OF EDUCATION

GARGAON COLLEGE

ESTD-1964

P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

PIN:785664

Email: edudeptgc@gmail.com

Date: 12/11/2022

MINUTES OF MEETING-4


Presence of the Members:

1. Dr. Bidyananda Borkakoty 
2. Dr. Nitali Borgohain Konwar 
3. Dr. Ratna Das 
4. Dr. Poli knowar 
5. Kongkona Borah 

Item No. 1: To discuss about the time table of sessional examination.

Item No 2: The Head of the department initiated a meeting to discuss about the question paper setting for the upcoming sessional examination.

Item no. 3: Discussed about the distribution of examination duty.


(Dr. Bidyananda Borkakoty)

HoD, Education
Gargaon college, Simaluguri

Dr. Bidyananda Bor
HoD & Associate Profes
Departm of Education
Gargaon College



DEPARTMENT OF EDUCATION
GARGAON COLLEGE
ESTD-1964
P.O. SIMALUGURI, DIST. SIVASAGAR (ASSAM)
PIN:785664
Email: edudeptgc@gmail.com

Date:18/11/2022


ACTION TAKEN REPORT-4

To
The Principal
Gargaon college

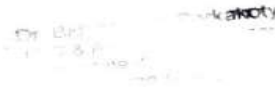
Sir

As per decision of the Department meeting held on 12 November 2022, the following actions have been taken.

1. The department of Education has conducted the sessional examination.
2. Answer scripts were taken for evaluation.


(Dr. Bidyananda Borkakoty)

HoD , department of Education
Gargaon college, Simaluguri





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ESTD-1959
P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)
PIN:785686
EMAIL: edudeptgc@gmail.com

Date: 18 January 2023

NOTICE

The Department of Education is going to conduct a meeting regarding departmental routine, allotment of classes to the teachers, course distribution etc for the even semester (2023) on 19 January 2023. All faculty members are requested to attend at 3pm..


Dr Bidyananda Borkakoty

HoD, Department of Education
Gargaon college, Simaluguri

Dr Bidyananda Borkakoty
HoD & Associate Director
Department of Education
Gargaon College



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PIN:785664
Email:edudeptgc@gmail.com

Date: 19/01/2023

MINUTES OF MEETING-5

Date: 19 January

Presence of the Members:

- 1Dr. Bidyananda Borkakoty *[Signature]*
- 2Dr. Nitali Borgohain Konwer *[Signature]*
- 3Dr. Ratna Das
- 4Dr. Poli knower *[Signature]*
- 5 Konkona Borah *[Signature]*
5. Porishmita Kakoty *[Signature]*

Item No. 1: To discuss about departmental routine

The Head of the department initiated a meeting to discuss about the departmental routine and allotment of classes to the teachers based on the central routine.

Resolution No.1: Resolved that the departmental routine and allotment of classes will be made available as soon as the central routine is made available by the College Routine Development Committee.

Item no. 2: To discuss about the course distribution for the even semester (2023) syllabus. The Head of the Department initiated a meeting to discuss about the course distribution for the even semester(2023) syllabus.

Resolution: No. 2: Resolved that the course distribution for the even semester (2023) syllabus will be done immediately.

[Signature]
(Dr. Bidyananda Borkakoty)

HoD, Department of Education

Dr. Bidyananda Borkakoty
HoD & Associate Professor
Department of Education
Gargaon College



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GARGAON COLLEGE
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P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)
PIN:785664
Email: edudentge@gmail.com

Date:20/01/2023

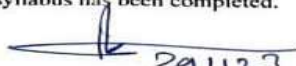
ACTION TAKEN REPORT-5

To
The Principal
Gargaon college

Sir

As per decision of the Department meeting held on 19 January 2023, the following actions have been taken.

3. The departmental routine has been set and allotment of classes to the teachers based on the central routine has been made.
4. The course distribution for the even semester(2023) syllabus has been completed.


(Dr. Bidyananda Borkakoty)

HoD , department of Education
Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty
H.O. & Associate Professor
Department of Education
Gargaon College, Simaluguri



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GARGAON COLLEGE
ESTD-1959
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PIN:785686
EMAIL:edudeptgc@gmail.com

Date: 14/03/ 2023

NOTICE

The Department of Education is going to conduct a meeting regarding the organization of Special Lecture for the students of Department of Education tomorrow on 15/03/23at 3pm..All faculty members are requested to attend the meeting at stipulated time.


14/3/23
Dr Bidyananda Borkakoty

HoD, Department of Education
Gargaon college, Simal

Dr Bidyananda Borkakoty
HoD & Associate Professor
Department of Education
Gargaon College



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P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)
PIN:785664

Email:edudeptgc@gmail.com

Date: 15/03/2023

MINUTES OF MEETING-6

Date: 15 March

Presence of the Members:

1. Dr. Bidyananda Borkakoty
2. Dr. Nitali Borgohain Konwer
3. Dr. Ratna Das
4. Dr. Poli knower
5. Kongkona Borah
6. Porishmita Kakoty

Item No. 1: To discuss about the organization of Special Lecture for the students of the Department of Education.

Item No 2: The Head of the department initiated a meeting to discuss about the organisation of Special Lecture for the students of the Department of Education.

Resolution No.1: Resolved that the department of education is going to organize a Special Lecture for the students of the Department of Education.

Resolution 2. Miss Prakashi Dowarah would be resource person of the program

Dr. Sabyasachi Mahanta principal of Gargaon college was the inaugurator of the program.

(Dr. Bidyananda Borkakoty)
HoD, Department of Education

Dr. Bidyananda Borkakoty
Assistant Professor
Department of Education
Gargaon College



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PIN:785664
Email: edudeptgc@gmail.com

Date:20/03/2023

ACTION TAKEN REPORT-6

To
The Principal
Gargaon college

Sir

As per decision of the Department meeting held on 15th March 2023, the following actions have been taken.

- 1 A special lecture on Suicide among youth in India A brief outline was organized.
- 2 Miss Prakshi Dawrah was the Resource person of the Lecture.
- 3 Dr. Sabyasachi Mahanta principal of Gargaon college was the inaugurator of the programme


(Dr. Bidyananda Borkakoty)

HoD , department of Education
Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty
HoD & Resource person
Department of Education
Gargaon College



DEPARTMENT OF EDUCATION

GARGAON COLLEGE

ESTD-1959

P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)

PIN:785686

EMAIL: edudeptgc@gmail.com

Date: 2/6/ 2023

NOTICE

The Department of Education is going to conduct a meeting regarding the presentation of seminar cum project for the 6th semester students of the Department of Education on 03/06/2023 at 2pm. All faculty members are requested to attend the meeting at stipulated time.

Dr Bidyananda Borkakoty

HoD, Department of Education

Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty
HoD & Assistant Professor
Department of Education
Gargaon College



DEPARTMENT OF EDUCATION

GARGAON COLLEGE

ESTD-1964

P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

PIN:785664

Email:edudeptgc@gmail.com

Date: 03/06/2023

MINUTES OF MEETING-7

Date: 3/6/23

Presence of the Members:

1. Dr. Bidyananda Borkakoty 
2. Dr. Nitali Borgohain Konwer 
3. Dr. Ratna Das 
4. Dr. Poli knower 
5. Kongkona Borah 
6. Porishmita Kakoty 

Item No. 1: To discuss about the organization of project presentation seminar for the students of 6th semester Department of Education.

Item No 2: The Head of the department initiated a meeting to discuss about the organization of project presentation seminar for the students of 6th semester Department of Education.

Resolution No.1: Resolved that the department of education is going to organize project presentation seminar for the students of 6th semester Department of Education.

Resolution 2. Dr. Pranita Kalita would be resource person of the program


(Dr. Bidyananda Borkakoty)

HoD, Department of Education

Gargaon college.

Dr. Bidyananda Borkakoty
HOD & Associate Professor
Department of Education
Gargaon College



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ESTD-1964
P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)
PIN:785664
Email: edudeptgc@gmail.com

Date:07/06/2023

ACTION TAKEN REPORT-7

To
The Principal
Gargaon college

Sir

As per decision of the Department meeting held on 03/06/2023, the following actions have been taken.

- 1.. project presentation seminar for the students of 6th semester Department of Education has been conducted.
- 2.Dr. Pranita Kalita HOD of department of Education, Sonari College was the Resource person of the program.

(Dr. Bidyananda Borkakoty)
HoD , department of Education
Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty
HoD & Associate Prof.
Department of Education
Gargaon College



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GARGAON COLLEGE
ESTD-1959
P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)
PIN:785686
EMAIL: edudeptgc@gmail.com

Date: 25/6/ 2023

NOTICE

The Department of Education is going to conduct a meeting regarding the organization of parent - teacher meet on 26/06/23 at 2pm. All faculty members are requested to attend the meeting at stipulated time.


Dr Bidyananda Borkakoty

HoD, Department of Education
Gargaon college, Simal

Dr Bidyananda Borkakoty
Professor
Department of Education
Date: 25/6/23
Gargaon College



DEPARTMENT OF EDUCATION

GARGAON COLLEGE

ESTD-1964

P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

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Email: edudeptgc@gmail.com

Date: 26/06/2023

MINUTES OF MEETING-8

Date: 26/06/23

Presence of the Members:

1. Dr. Bidyananda Borkakoty 
2. Dr. Nitali Borgohain Konwer 
3. Dr. Ratna Das 
4. Dr. Poliknower 
5. Konkona Borah 

Item No. 1: To discuss about holding Parent-Teacher Meet in Department of Education.

Item No 2: The Head of the department called the members to undertake a PTM to discuss about students related matters.

Resolution No.1: Resolved that the department of education is going to organize Parent-Teacher Meet on 30/6/23.


(Dr. Bidyananda Borkakoty)

HoD, Department of Education

DO Borkakoty
Head of Department of Education
Department of Education
Gargaon College



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P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

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Email: edudeptgc@gmail.com

Date:30/06/2023

ACTION TAKEN REPORT-8

To

The Principal

Gargaon college

Sir

As per decision of the Department meeting held on 26/06/ 2023, the following actions have been taken.

1. A Parent Teacher Meeting was held on 30/06/2023 in the department of education.
2. Parent Teacher Meeting was successfully organized.

(Dr. Bidyananda Borkakoty)

HoD , department of Education

Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty
HoD, Department of Education
Gargaon College, Simaluguri



Department of English



**DEPARTMENT OF ENGLISH
GARGAON COLLEGE**


P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686

Email:dept.of.english.gc@gmail.com

NOTICE

A departmental meeting has been convened on 17th August, 2022 to discuss matters relating to preparation of departmental routine, allotment of classes, course distribution among others for the odd semester, 2022. All the faculty members are requested to attend the same without fail.


HOD
Head of the Department
Department of English
Gargaon College

(Mr. Rajib Gogoi)
Head, Department of English
Gargaon College



DEPARTMENT OF ENGLISH
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P.O. Simaluguri, Dist. Sivasagar (Assam)
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Minutes of Meeting - 1

Date: 17/08/2022

Minutes of 1st Meeting of the Department of English for the odd session, 2022-23

An offline meeting of the department of English was held on 17.08.2022.

The following members were present at the meeting:

Mr. Rajib Gogoi
Dr. Rashmi Rekha Saikia
Dr. Anjan Konwar
Dr. Jitu Saikia
Bitupal Borgohain
Dr. Shyamolima Saikia

Item No. 01 To discuss about the departmental routine and academic calendar

The head of the department Mr. Rajib Gogoi discussed about the preparation of departmental routine and allotment of classes with the faculty members. He urged upon the need to prepare the academic calendar with immediate effect. The members discussed the matter and it was decided that the departmental routine would be prepared after the central routine is circulated among the departments. It was also decided that the academic calendar would be prepared very soon by following the Academic Calendar of Dibrugarh University.

Resolution No. 1 Resolved that the departmental routine and academic calendar would be prepared after the central routine is circulated among the departments.

Item No. 02 To discuss about course distribution

The head of the department Mr. Rajib Gogoi requested the faculty members to discuss about the course distribution for 1st, 3rd and 5th semester. The members discussed the matter and apprised the head of the department regarding the units they would take up. The head of the department took note of the selections. It was decided that the course distribution would be prepared with immediate effect so as to initiate the classes once the routine got finalized.

Resolution No. 2 Resolved that the course distribution would be prepared with immediate effect so as to initiate the classes.


HOD
Head of the Department
Department of English
Gargaon College

(Mr. Rajib Gogoi)
Head, Department of English
Gargaon College

Action Taken Report -1

Date: 31st August, 2022

To,

**The Principal,
Gargaon College**

Sir,

As per decision of the departmental meeting held on 17.08.2022 the following actions have been taken:

1. The departmental routine as well as academic calendar has been prepared.
2. The course for the odd semester was distributed among the faculty members of the department.



HOD
Head of the Department
Department of English
Gargaon College

Mr. Rajib Gogoi
Head, Dept. of English
Gargaon College




DEPARTMENT OF ENGLISH
GARGAON COLLEGE
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Pin: 785686
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Date: 20/10/2022

NOTICE

A departmental meeting has been convened on 21st Oct, 2022 to discuss matters relating to student seminar, course completion, parents meet etc. for the odd semester, 2022. All the faculty members are requested to attend the same without fail.


HOD
Head of the Department
Department of English
Gargaon College

(Mr. Rajib Gogoi)
Head, Department of English
Gargaon College



DEPARTMENT OF ENGLISH
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Minutes of Meeting - 2

Date: 21/10/2022

Minutes of 2nd Meeting of the Department of English for the odd session, 2022-23

An offline meeting of the department of English was held on 21/10/2022.

The following members were present at the meeting:

Mr. Rajib Gogoi
Dr. Rashmi Rekha Saikia
Dr. Anjan Konwar
Dr. Jitu Saikia
Bitupal Borgohain
Dr. Shyamolima Saikia

Item No. 01 To discuss about the seminar as part of internal assessment

The head of the department Mr. Rajib Gogoi discussed the matter relating to seminar as part of internal assessment with the faculty members of the department. The members discussed the matter and it was decided that the faculty members shall hand over the topics of the seminar to the students and the seminars for 1st, 3rd and 5th semester BA (hons) shall be held in the following week.

Resolution No. 1 Resolved that faculty members shall hand over the topics of the seminar to the students and the seminars for 1st, 3rd and 5th semester BA (Hons) shall be held in the following week.

Item No. 02 To discuss about course completion

The head of the department Mr. Rajib Gogoi discussed the matter relating to course completion with the faculty members of the department. The members discussed the matter and the head of the department Mr. Rajib Gogoi urged upon the faculty members of the department to complete the remaining units of the syllabus. It was decided that the faculty members would complete their courses within a few days.

Resolution No. 2 Resolved that the faculty members would complete their courses within a few days.

Item No. 02 To discuss about Parents' Meet

The head of the department Mr. Rajib Gogoi apprised the faculty members of the department about the need to hold the Parents' meet for the session and asked them to choose a date for the same. The members, after due discussion, selected 3rd November, 2022 as the date for organising the Parents' meet.

Resolution No. 2 Resolved that the Parents' Meet shall be held on 3rd November, 2022.



HOD
Head of the Department
Department of English
Gargaon College

(Mr. Rajib Gogoi)
Head, Department of English
Gargaon College

Action Taken Report -2

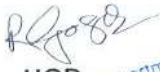
Date: 16th November, 2022

To,
**The Principal,
Gargaon College**

Sir,

As per decision of the departmental meeting held on 21/10/2022, the following actions have been taken:

1. The Seminar as part of internal assessment for 1st, 3rd and 5th semester BA (Hons.) were conducted.
2. The courses were completed by the faculty members of the department by 1st week of November, 2022.
3. The Parents' Meet was organized on 3rd November, 2022.



HOD
Head of the Department
Department of English
Gargaon College

Mr. Rajib Gogoi
Head, Dept. of English
Gargaon College



DEPARTMENT OF ENGLISH
GARGAON COLLEGE
P.O. Simaluguri, Dist. Sivasagar (Assam)
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Date: 11/02/2023

NOTICE

A departmental meeting has been convened on 13th February, 2023 to discuss different matters relating to the hosting of the ICSSR Sponsored National Seminar on “Writings from North East India: Trends and Issues” incorporating matters such as formation of organizing committee, publication of abstract volume. All the faculty members are requested to attend the same without fail.


HOD
Head of the Department
Department of English
Gargaon College

(Mr. Rajib Gogoi)
Head, Department of English
Gargaon College



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GARGAON COLLEGE
P.O. Simaluguri, Dist. Sivasagar (Assam)
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Minutes of Meeting - 3

Date:13/02 /2023

Minutes of 3rd Meeting of the Department of English for the even session, 2022-23

An offline meeting to discuss different matters relating to the hosting of the ICSSR Sponsored National Seminar on “Writings from North East India: Trends and Issues” of the department of English was held on 13th February, 2023.

The following members were present at the meeting:

Mr. Rajib Gogoi
Dr. Rashmi Rekha Saikia
Dr. Anjan Konwar
Dr. Jitu Saikia
Bitupal Borgohain
Dr. Shyamolima Saikia

Item No. 01 To discuss about the formation of organizing committee for National Seminar

The Convenor of the National Seminar Dr. Rashmi Rekha Saikia and Assistant Convenor Dr. Anjan Konwar apprised the head of the department Mr. Rajib Gogoi of the need to decide upon the organizing committee for smooth conduct of the National Seminar. The members discussed the matter and prepared a draft of the committee comprising of faculty members from all the departments. It was decided that the draft of the Organizing Committee be placed before the Principal of the college for formal approval.

Resolution No. 1 Resolved that the draft of the Organizing Committee be placed before the Principal of the college for formal approval.

Item No. 02 To discuss about publication of Abstract volume

The Convenor Dr. Rashmi Rekha Saikia discussed the matter relating to the publication of the Abstract Volume with the faculty members of the department. After due discussion, the responsibility of editing the Abstract Volume was entrusted upon Dr. Jitu Saikia and Dr. Shyamolima Saikia of the department of English. It was decided that the process of publication of the abstract volume should be initiated immediately with due consultation with the Principal of the college.

Resolution No. 2 Resolved that the process of publication of the abstract volume should be initiated immediately with due consultation with the Principal of the college.


HOD
Head of the Department
Department of English
Gargaon College

(Mr. Rajib Gogoi)
Head, Department of English
Gargaon College

Action Taken Report -3

Date: 20th February, 2023

To,
**The Principal,
Gargaon College**

Sir,

As per decision of the departmental meeting held on 13/02/2023 actions have been taken:

4. The Organizing Committee of the ICSSR Sponsored National Seminar on “Writings from North East India: Trends and Issues” was formed after due approval of the Principal of the College.
5. The process of publication of the Abstract volume of the National Seminar was initiated after due discussion and approval of the Principal of the College.



HOD
Head of the Department
Department of English
Gargaon College

Mr. Rajib Gogoi
Head, Dept. of English
Gargaon College



DEPARTMENT OF ENGLISH
GARGAON COLLEGE
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email:dept.of.english.gc [@gmail.com](mailto:dept.of.english.gc@gmail.com)

Date: 25/03/2023

NOTICE

A departmental meeting has been convened on 27th March, 2023 to discuss matters pertaining to course completion, student seminar etc. All the faculty members are requested to attend the same without fail.


HOD
Head of the Department
Department of English
Gargaon College

(Mr. Rajib Gogoi)
Head, Department of English
Gargaon College



DEPARTMENT OF ENGLISH
GARGAON COLLEGE
P.O. Simaluguri, Dist. Sivasagar (Assam)
Pin: 785686
Email:dept.of.english.gc [@gmail.com](mailto:dept.of.english.gc@gmail.com)

Minutes of Meeting - 4

Date: 27/03/2023

Minutes of 4th Meeting of the Department of English for the even session, 2022-23

An offline meeting of the department of English was held on 27/03/2023.

The following members were present at the meeting:

Mr. Rajib Gogoi
Dr. Rashmi Rekha Saikia
Dr. Anjan Konwar
Dr. Jitu Saikia
Bitupal Borgohain
Dr. Shyamolima Saikia

Item No. 01 To discuss about course completion

The department's faculty members and Mr. Rajib Gogoi, the head of the department, discussed about course completion. Following the discussion among the members, Mr. Rajib Gogoi, the department head, directed the faculty members to finish the remaining syllabus units. The faculty members were to finish their courses within the month, it was decided.

Resolution No. 1 Resolved that the faculty members were to finish their courses within the month.

Item No. 02 To discuss about seminar as part of internal assessment

As part of the department's internal assessment review process, faculty members and department head Mr. Rajib Gogoi discussed about the students' seminar. After discussing the issue, the members agreed that the seminars for the 2nd, 4th and 6th semesters of the BA (Hons.) would be held in the second week of April, 2023 with the faculty members allotting the seminar topics to the students.

Resolution No. 2 Resolved that the seminars for the 2nd, 4th, and 6th semesters of the BA (Hons) would be held in the first week of April, 2023 with the faculty members allotting the seminar topics to the students.



HOD
Head of the Department
Department of English
Gargaon College

(Mr. Rajib Gogoi)
Head, Department of English
Gargaon College

Action Taken Report -4

Date: 30 April, 2023

To,
**The Principal,
Gargaon College**

Sir,

As per decision of the departmental meeting held on 27/03/2023, the following actions have been taken:

1. The faculty members of the department completed their courses.
2. The seminars for the 2nd, 4th and 6th semesters of the BA (hons.) were held from 11th April, 2023 onwards.



HOD
Head of the Department
Department of English
Gargaon College

Mr. Rajib Gogoi
Head, Dept. of English
Gargaon College



Department of Geography

Photographs of Meetings





গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC accredited with 'B' Grade

DEPARTMENT OF GEOGRAPHY, GARGAON COLLEGE

Date: 15th February 2023.

NOTICE

I would like to inform you about an important Departmental Meeting scheduled for February 16th, 2023, which will address several significant matters concerning the Department of Geography. The meeting will discuss the aspects of special and remedial classes for slow learners. The meeting will also discuss about conduction of class test and student seminar along with selection of study area for 6th semester students.

Dr. Dilip Kumar Deka
Associate Professor & HOD
Dept. of Geography
Gargaon College



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NAAC accredited with 'B' Grade

DEPARTMENT OF GEOGRAPHY, GARGAON COLLEGE

Departmental Meetings

A departmental meeting is being conducted on **16th February** to discuss and resolve the following issues.

The Departmental meeting chaired by head of the department of Geography and other faculties has convened on 16th of February, 2023. The faculty members discussed about slow and advanced learners of all semester and prepared plan for conducting remedial class and special class for slow learners of department of Geography. The faculty members with head of the department has decided for conducting class test and student seminars using both oral presentation and power point presentation mode for honors students of geography. The faculties also decided to encourage students for active participations in NEIGS national seminar will be held on Sivasagar Girls College. Further faculty members have made a decision for field study by the 6th semester students on Majuli under the guidance & supervision of Dr. Rituraj Neog.

Members

1. Dr. Dilip Kumar Deka (H.O.D)
2. Dr. Dwijen Nath (Members)
3. Mrs. Monurama Phukan
4. Dr. Rituraj Neog

Dr. Dilip Kumar Deka
Associate Professor & HOD
Dept. of Geography
Gargaon College



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GARGAON COLLEGE
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DEPARTMENT OF GEOGRAPHY, GARGAON COLLEGE

Date: 10th April 2022

NOTICE

I hope this notice finds you in good health and high spirits. I would like to inform you about an upcoming Departmental Meeting scheduled for April 11th, 2023, which is of utmost importance for the department. The meeting will discuss about post graduate classes, course and syllabus distribution for post graduate class and courses under Four-Year Undergraduate Program.

Dr. Dilip Kumar Deka
Associate Professor & HOD
Dept. of Geography
Gargaon College



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DEPARTMENT OF GEOGRAPHY, GARGAON COLLEGE

Action Taken Report

The following action has been taken as discussed and decided in the meeting of 16th February, 2023.

- a) The remedial classes have been conducted for slow learners of the department of Geography.
- b) The class test has been conducted for upgrading the writing skill of the department.
- c) The department has conducted student seminar for 2nd, 4th and 6th semester students of department of geography.
- d) A field visit has been made to Majuli on 21-22 March, 2023 for 6th semester dissertation work.

Dr. Dilip Kumar Deka
Associate Professor & HOD
Dept. of Geography
Gargaon College



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DEPARTMENT OF GEOGRAPHY, GARGAON COLLEGE

Departmental Meetings

A departmental meeting is being conducted on **11th April** to discuss and resolve the following issues.

A Departmental meeting has been conducted on 11th of April, 2023 for discussing important issues regarding the course curriculum for the next academic session 2023-24, starting from 1st August, 2023. The meeting is headed by Dr. Dilip Kumar Deka, Head of the department of Geography along with other faculty members of the department. Faculty members have decided to prepare an action plan for all sort of academic and extension activities for the next academic session. Further, planning for post graduate classes including class load and mode of teaching has also been finalized in the meeting. The meeting broadly discussed about the new syllabus and course structure of Four Year under Graduate Program (Under NEP, 2020) in the 1st semester and required action plan accordingly.

Members

1. Dr. Dilip Kumar Deka (H.O.D)
2. Dr. Dwijen Nath (Members)
3. Mrs. Monurama Phukan
4. Dr. Rituraj Neog

Dr. Dilip Kumar Deka
Associate Professor & HOD
Dept. of Geography
Gargaon College



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DEPARTMENT OF GEOGRAPHY, GARGAON COLLEGE

Action Taken Report

The following action has been taken as discussed and decided in the meeting of 11th April, 2023.

- a) Course and syllabus distributed for post graduate classes for the next academic session.
- b) Course and syllabus distributed for FYUGP course and classes for the next academic session.
- c) An extension activity as student outreach program has been carried out at Na-mati high school of Nazira.

Dr. Dilip Kumar Deke
Associate Professor & HOD
Dept. of Geography
Gargaon College



Department of Geology

Department of Geology
GARGAON COLLEGE



ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

Date: 17.01.2023

NOTICE

The Department of Geology is going to conduct a meeting on 17.01.2023 at 2 pm regarding curriculum planning and implementation. All the faculty members are requested to attend the meeting without fail.


Head of the Department
Department of Geology
Gargaon College

Department of Geology
GARGAON COLLEGE



ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

Minutes of DMC meeting on curriculum planning and implementation

Academic Year: 2022-2023

Semester: Even Semester (2nd, 4th and 6th Semester)

Academic planning:

As per the DMC meeting held on 17/01/2023 following decisions have been taken for smoothly running the CBCS courses of Geology (Honours and Generic) during the even semesters 2023 as well as for imparting quality education and developing a proper assessment system of the students.

1. For smooth running of courses following course allotments have been made:

C3	Geochemistry and Optical Mineralogy	Dr. Chirantan Bhagawati
C4	Structural Geology and Plate tectonics	Dr. Chandraditya Gogoi
GE2	Palaeontology	Prof. Bonika Buragohain, New Teacher
C8	Palaeontology	Prof. Bonika Buragohain
C9	Stratigraphic Principles and Indian Stratigraphy	Dr. Chandraditya Gogoi
C10	Hydrogeology and Oceanography	New Teacher
GE4	Geomorphology, Remote Sensing & GIS	Dr. Chirantan Bhagawati, New Teacher
C13	Economic Geology, Coal and Petroleum	Prof. Bonika Buragohain
C14	Remote Sensing and GIS	New Teacher
DSE3	Geology of North-East India	Dr. Chandraditya Gogoi
DSE4	Earth and Climate	Dr. Chirantan Bhagawati

2. For student assessment a following criteria shall be adopted:

For student assessment following factors shall be taken into account:

- class attendance,
- results of sessional examination to be held for 40 marks,
- class presentations and group discussions of 40 marks,
- Home assignments of 40 marks

Department of Geology
GARGAON COLLEGE



ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

3. For implementing quality education following student feedback and actions taken report shall be initiated.


The weightage shall be given to each factor mentioned above as per the criteria mentioned below:

Sl. No.	Criteria for assessment	% weightage
1.	Class attendance	25
2.	Sessional examination	25
3.	Class presentation, Quiz, Group discussion	25
4.	Home assignment	25

Total marks in internal assessment shall be calculated as per the following criteria:

$$\text{Total marks in internal assessment (out of 13)} = \frac{\text{marks awarded out of 100}}{100} \times 13$$

4. At the end of the course, a Course Completion Certificate shall be provided on successful completion of the course.


Head of the Department
Department of Geology
Gargaon College

Dr. Chandraditya Gogoi
HOD
Department of Geology
Gargaon College

Department of Geology
GARGAON COLLEGE



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SIMALUGURI-785686, SIVASAGAR, ASSAM

Action taken report

The Department of Geology has conducted different seminar for students from their course curriculum and also allotment for the courses for the Teachers have been decided. All the teachers are following the allotted course curriculum and also taking the students feedback as well conducting sessional examination.


Head of the Department
Department of Geology
Gargaon College

Department of Geology
GARGAON COLLEGE



ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

NOTICE

The Department of Geology is going to conduct a meeting on 27.03.2023 regarding class seminar and group discussion for the even semester students. All the faculty members are requested to attend the meeting without fail.


Head of the Department
Department of Geology
Gargaon College

NOTICE

Department of Geology

GARGAON



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ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM


DMC Meeting Minutes

Date: 28/03/2023

As per the DMC meeting held today at 10.30 am on 28/03/2023 following decisions have been taken for conducting class seminars and group discussions for the even semester from 01/04/2023 to 10/04/2023.

Semester	Date	Time
6 th	1 st & 3 rd April, 2023	9 AM - 12 Noon
4 th	5 th & 6 th April, 2023	1 PM - 3 PM
2 nd	8 th & 10 th April, 2023	

1. Students will be allotted seminar topics in groups and everyone will be encouraged to present orally using PowerPoint presentation.
2. Each faculty is assigned responsibility to conduct the seminars of their respective subject.
3. Group discussions will be arranged after each presentation.
4. Strict discipline shall be maintained during presentations.
5. The results of the presentations and group discussions shall be discussed completion of the presentations.


Head of the Department
Department of Geology
Gargaon College

HOD
Department of Geology
Gargaon College

Department of Geology

GARGAON



COLLEGE

ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

Action taken report

The Department of Geology has conducted a seminar and group discussion for the even semester students on the following dates:

Semester	Date	time
2 nd	1 st and 3 rd April, 2023	9am to 12 Noon and 1pm to 3 pm
4 th	5 th and 6 th April, 2023	9am to 12 Noon and 1pm to 3 pm
6 th	8 th and 10 th Aoril, 2023	9am to 12 Noon and 1pm to 3 pm


Head of the Department
Department of Geology
Gargaon College

Department of Geology
GARGAON COLLEGE



ESTD. 1985

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SIMALUGURI-785686, SIVASAGAR, ASSAM

Date: 01.04.2023

NOTICE

The Department of Geology is going to conduct a meeting on 03.04.2023 regarding conduction of practical examination for the even semester students. All the faculty members are requested to attend the meeting without fail.


Head of the Department
Department of Geology
Gargaon College

Department of Geology
GARGAON COLLEGE



ESTD. 1985
E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

DMC Meeting Minutes

Date: 03/04/2023

As per the DMC meeting held today at 10am on 03/04/2023 following decisions have been taken for conducting practical examination for the odd semester from 16/05/2023 to 13/06/2023:

1. Each faculty is assigned duty to set question papers of their respective subject.
2. Invigilation duty is allotted to one teacher per class rooms during the examinations.
3. Strict discipline shall be maintained and use of mobile phones shall be strictly prohibited during examinations.
4. The copies of the examination shall be packed and sealed within the day after completion of the practical examinations.

Time table for practical examinations

2nd Semester Examinations (H & GE)

Paper	Date
C3	18-05-2023
C4	19-05-2023
GE2	19-05-2023

4th Semester Examinations (H & GE)

Paper	Date
C8	12-06-2023
C9	12-06-2023
C10	13-06-2023
GE4	18-05-2023

6th Semester Examinations (H & GE)

Paper	Date
C13	16-05-2023
C14	17-05-2023
DSE3	16-05-2023
DSE4	17-05-2023

Head of the Department
Department of Geology
Gargaon College

Department of Geology

GARGAON



COLLEGE

ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

Action taken report

The Department of Geology has conducted practical examination for the even semester students from 16.05.2023 to 13.05.2023.


Head of the Department
Department of Geology
Gargaon College.

Department of Geology
GARGAON COLLEGE



ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

Date: 04.04.2023

NOTICE

The Department of Geology is going to conduct a meeting on 05.04.2023 regarding conduction of sessional examination for the even semester students. All the faculty members are requested to attend the meeting without fail.


Head of the Department
Department of Geology
Gargaon College

Department of Geology
GARGAON COLLEGE



ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

DMC Meeting Minutes

Date: 05/04/2023

As per the DMC meeting held today at 9.30 am on 05/04/2023 following decisions have been taken for conducting sessional examination for the even semester from 25/04/2023 to 28/04/2023.

1. Each faculty is assigned duty to set question papers of their respective subject.
2. Invigilation duty is allotted to one teacher per class rooms during the examinations.
3. Strict discipline shall be maintained and use of mobile phones shall be strictly prohibited during examinations.
4. The results of the examination shall be displayed within a week after completion of the sessional examinations.

Head of the Department
Department of Geology
Gargaon College

HOD
Department of Geology
Gargaon College

Department of Geology

GARGAON



COLLEGE

ESTD. 1985

E-Mail : geologygargaon1985@gmail.com

SIMALUGURI-785686, SIVASAGAR, ASSAM

Action taken report

The Department of Geology has conducted sessional examination for the even semester students from 25.04.2023 to 28.04.2023.


Head of the Department
Department of Geology
Gargaon College



Department of History




গড়াগাঁও মহাবিদ্যালয়
GARGAON COLLEGE
AACB ACCREDITED WITH 'B' GRADE

Department of History
Gargaon College
Simaluguri, Sivasagar, Assam
Email: historygc1959@gmail.com

NOTICE

Date: 13.02.2023

This is to notify that there will be a departmental meeting on 16.02.2023 at the department common room to discuss on various issues related to AQAR and Academic issues. So, all the faculty members are requested to attend the meeting without fail.


(Dr. Manjumon Gogoi Dhar)
Dr. Manjumon Gogoi Dhar
Associate Prof. & H.O.D.
Dept. History
Gargaon College
Sivasagar, Assam



গড়াগাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC ACCREDITED WITH 'B' Grade

Department of History
Gargaon College
Simaluguri, Sivasagar, Assam
Email: historygc1959@gmail.com

Minutes of the Meeting

Date: 16.02.2023

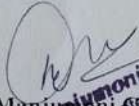
A departmental meeting of the faculties of History was held on 16/02/2023 at the Department common room at 2 pm, under the presidency of Dr. Manjumoni Gogoi Dhar. It was attended by all faculty members of the department. The discussion was held on the following agenda-

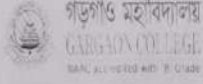
1. Preparation of Departmental Profile.
2. Preparation of individual faculty appraisal.
3. Formation of a departmental Internal Semester Examination Monitoring Committee.

The participation of the meeting forwarded valuable suggestion on the issues during the discussion. After the deliberations the following resolution were adopted-

1. The meeting has decided that all the faculty members will co-operate with the HOD in preparation of the Departmental profile and supply all the relevant documents to the head.
2. All the faculty members will prepare their individual academic and other appraisal as per the format provided by the IQAC, Gargaon College.
3. The meeting has decided to set up an internal semester examination monitoring committee with the following members:
 1. Chairperson: Dr. Manjumoni Gogoi Dhar
 2. Dr. Raktim Patar
 3. Dr. Boluram Das
 4. Mr. Shomkai Manham
 5. Miss Monika Gogoi
 6. Miss Nidhi Gogoi.

The meeting has empowered the committee to decide on issues such as conduct of class, seminars, group discussion, home assignment and Sessional Examination. The meeting concluded with a short speech from the chairperson.


(Dr. Manjumoni Gogoi Dhar
Associate Professor & H.O.D.
Dept. of History
Head, Department of History
Gargaon College, Simaluguri
Sivasagar, Assam



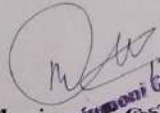
গড়াগাঁও মহাবিদ্যালয়
GARGAON COLLEGE
SIVA, ASSAM-781019

Department of History
Gargaon College
Simaluguri, Sivasagar, Assam
Email: historygc1959@gmail.com

NOTICE

Date: 16.03.2023

This is notify that there will be a departmental meeting on 18/03/2023 at the department common room to discuss on a MOU With other institution and organizing a national seminar. Therefore, all the faculty members requested to attend the meeting without fail.


(Dr. Manjupri Gogoi Dhar)
Associate Professor & H.O.D.
Dept. History, Simaluguri
Gargaon College, Sivasagar, Assam



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Department of History
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Simaluguri, Sivasagar, Assam
Email: historygc1959@gmail.com

PROCEEDING

Date: 18.03.2023

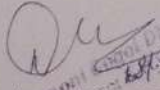
A departmental meeting was held on 18/03/2023, under the presidency of Dr. Manjumoni Gogoi Dhar, at the department of History to discuss the following points-

- Conclusion of MOU with other institution and organization.
- To organize a national seminar in coming days.

After deliberation, the meeting has decided the following points-

- It is resolve that a MOU will be conducted with Bharatiya Itihas Sankalan Samiti and Department of History, Nazira College.
- It is also decided that a proposal for national seminar will be submitted to the ICHR, New Delhi within the next week. And a letter of collaboration will be sent to Bharatiya Itihas Sankalan Samiti, Guwahati. For this purpose a seminar proposal committee has been formed with the following members-
 1. President, Dr. Monjumoni Gogoi Dhar.
 2. Secretary, Dr. Raktim Patar.
 3. Joint Secretary, Dr. Boluram Das.
 4. Co-ordinator, Mr. Shomkai Manham.
 5. Co ordinator, Miss. Monikha Gogoi.
 6. Co-ordinator, Miss. Nidhi Gogoi.

The meeting concluded with the vote thanks by the president.


(Dr. Manjumoni Gogoi Dhar)
Head, Department of History
Gargaon College, Sivasagar, Assam



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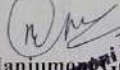
Department of History
Gargaon College
Simaluguri, Sivasagar, Assam
Email: historygc1959@gmail.com

Report on Action Taken

Date: 28.03.2023

The departments have taken an action as per the department meeting held on 28.03.2023. The actions taken are as follows:

1. The faculties have completed the self appraisal report.
2. The Internal Semester Examination Monitoring Committee have displayed the marks and have prepared the question papers for the test.


(Dr. Manjumoni Gogoi) H.O.D.
Head, Department of History
Gargaon College, Simaluguri
Sivasagar, Assam



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GARGAON COLLEGE
NAAC accredited with 'B' Grade

Department of History
Gargaon College
Simaluguri, Sivasagar, Assam
Email: historygc1959@gmail.com

Report On Action Taken

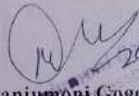
Date: 20.04.2023

To,

The Principal
Gargaon College

Sir, as per the Departmental meeting held on 18/03/2023, the following action has been taken:

1. An MOU was signed with Bharatiya Itihas Sankalan Samiti.


(Dr. Manjuri Gogoi Dhar)
Head, Department of History
Gargaon College, Sivasagar, Assam



গড়াগাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC ACCREDITED WITH 'B' GRADE

Department of History
Gargaon College
Simaluguri, Sivasagar, Assam
Email: historygc1959@gmail.com

NOTICE

Date: 01.05.2023

This is notify to all the faculty members that there will be a Departmental meeting on 03/05/2023 to discuss the topic on even semester Sessional examination and checking of answer scripts. Therefore, Faculty members are requested to present at the meeting without fail.


(Dr. Manjiv Gogoi Dhar)
Associate Professor & H.O.D.
Dept. of History
Gargaon College, Simaluguri
Sivasagar, Assam
Head, Department of History



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC ACCREDITED WITH 'B' GRADE

Department of History
Gargaon College
Simaluguri, Sivasagar, Assam
Email: historygc1959@gmail.com

PROCEEDING

Date: 03.05.2023

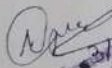
A Departmental meeting was held on 03/05/2023, under the presidency Dr. Manjumoni Gogoi Dhar at the Department common room. The following points are discussed:

1. To evaluate the answer scripts of even semesters Sessional examination.
2. To display of marks on the Department notice board.

After discussion, the following decisions were made:

1. All the faculty members will evaluate their allotted answer scripts and will submit the marks to the department on or before 15/05/2023.
2. The mark sheets will be hanged on the Department notice board on or before 15/05/2023.

The meeting concluded with the words of the HoD.


(Dr. Manjumoni Gogoi Dhar)
Head, Department of History



গড়াগাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC accredited with 'B' Grade


Department of History
Gargaon College
Simaluguri, Sivasagar, Assam
Email: historygc1959@gmail.com

Report on Action Taken

Date: 17.05.2023

The Department has taken action as per the Departmental meeting held on 03/05/2023. The action taken as follows:

1. The faculties have completed the evaluation of answer scripts of even semester's Sessional examination.
2. All the evaluated paper's Mark Sheets are hanged on the Department notice board.


(Dr. Manoj Kumar Gogoi, D.O.
Associate Professor & H.O.D.
Dept. of History,
Gargaon College, Sivasagar
Sivasagar, Assam
Head, Department of History



Department of Mathematics

GARGAON



COLLEGE

DEPARTMENT OF MATHEMATICS

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date : 08/08/22

NOTICE

The Department of Mathematics is going to conduct a meeting regarding syllabus distribution World Photography Day etc. All faculty members are requested to attend at the stipulated time.

(Dr. Kabita Phukon)
HoD, Department of
Mathematics

Gargaon College, Simaluguri

Departmental Meeting: Date:: 16/08/2022

An Online departmental meeting has been conducted today on 16/08/2022 at 5.00 pm and take the following decisions.

1. Discussion on the Celebration of World Photography Day.
2. Discussion on Syllabus Distribution, Routine Formation, Workload Distribution etc.

Attendance Signature

1. Dr. Kabita Phukon: 

2. Mr. Harekrishna Mili: 

3. Miss Sujata Goala: 



(Dr. Kabita Phukon)
HoD, Department of
Mathematics
Gargaon College, Simaluguri

Action Taken Report

To

The Principal

Gargaon College , Simaluguri.

Date: 19/08/22

Sir,

As per the decision of the Department meeting held on the date 16/08/22, the following actions have been taken,

1. World Photography Day has celebrated.
2. Workload distribution, and syllabus distribution have done.

Link of the report of world photography Day:

https://docs.google.com/document/d/1_tDrEOg8Y0xKvQzD0oLshYnVb2oJ7yhJ/edit?usp=drive_link&oid=100535744338449054110&rtpof=true&sd=true



(Dr. Kabita Phukon)

HoD, Department of Mathematics

Gargaon College, Simaluguri

GARGAON  **COLLEGE**

DEPARTMENT OF MATHEMATICS

ESTD: 1970

Simaluguri:- 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date : 26/09/22

NOTICE

The Department of Mathematics is going to conduct a meeting regarding discussion on Parent Teacher Meeting and National Mathematics Day, at 12:02 p.m today. All faculty members are requested to attend at the stipulated time.



(Dr. Kabita Phukon)

HoD, Department of

Mathematics

Gargaon College, Simaluguri

Departmental Meeting: Date:: 26/09/2022

A departmental meeting has been conducted today 26/09/2022 at 12.05 p.m. and take the following decisions.

1. Discussion on Guardian Meeting and future Plane.
2. Discussion on the Celebration of National Mathematics Day, 2022.

Attendance Signature

1. Dr. Kabita Phukon: 

2. Mr. Harekrishna Mili: 

3. Miss. Sujata Goala: 



(Dr. Kabita Phukon)
HoD, Department of
Mathematics
Gargaon College, Simaluguri

ACTION TAKEN REPORT

To
 The Principal
 Gargaon College, Simaluguri.

Date: 30/12/22

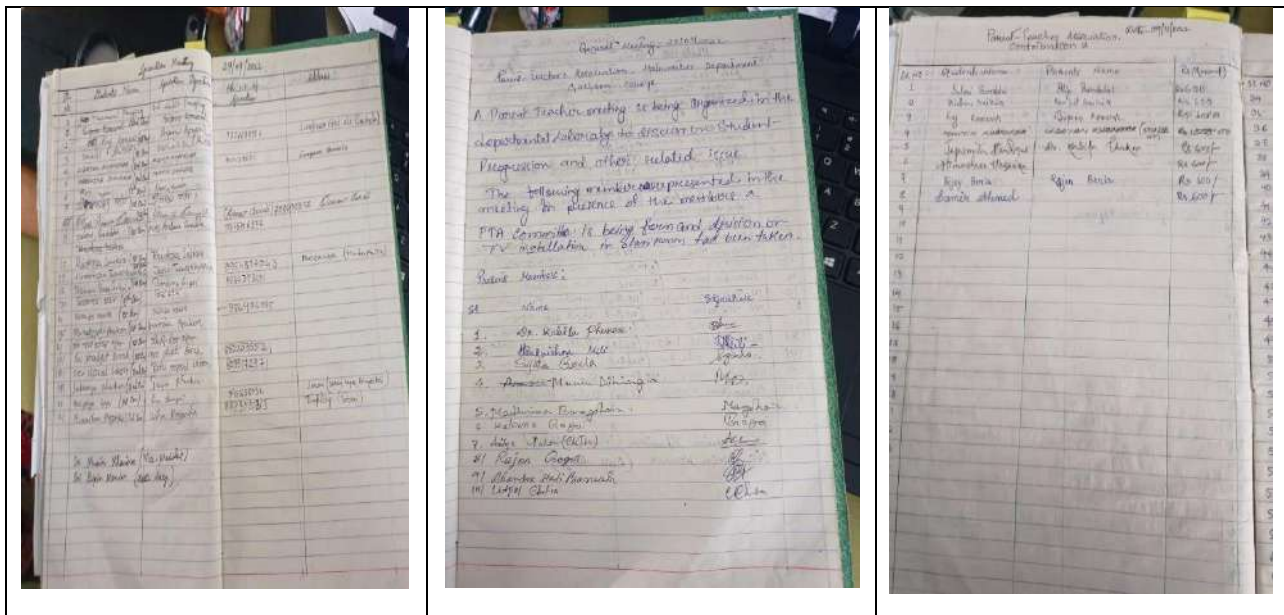
Sir,

As per the decision of the Department meeting held on the date, 26/09/2023, the following actions have been taken,

1. A Guardian Meeting has held.
2. National Mathematics Day have bserveed.

Link of the report of National Mathematics Day: https://drive.google.com/file/d/1FclhmMVVjbx-BqRPOxs5qUYTK29ek_IB/view?usp=sharing

Link of the Report of the Guardian Meeting:



Phukon

(Dr. Kabita Phukon)

HoD, Department of Mathematics

Gargaon College, Simaluguri

GARGAON  **COLLEGE**
DEPARTMENT OF MATHEMATICS

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date : 02/11/22

NOTICE

The Department of Mathematics is going to conduct a meeting regarding student progression. All faculty members are requested to attend at the stipulated time.

Date :- 05/11/2022

Time :- 1:00 pm



(Dr. Kabita Phukon)
HoD, Department of
Mathematics
Gargaon College, Simaluguri.

Departmental Meeting: Date:: 05/11/2022

A departmental meeting has been conducted today 05/11/2022 at 1.00 pm and take the following decisions.

1. Discussion on Student's Progression.
2. Discussion on Student Seminar.
3. Discussion on Parent Teacher Meet.

Attendance Signature

4. Dr. Kabita Phukon: 

5. Mr. Harekrishna Mili: 

6. Miss Sujata Goala: 



(Dr. Kabita Phukon)
HoD, Department of
Mathematics
Gargaon College, Simaluguri.

ACTION TAKEN REPORT

To

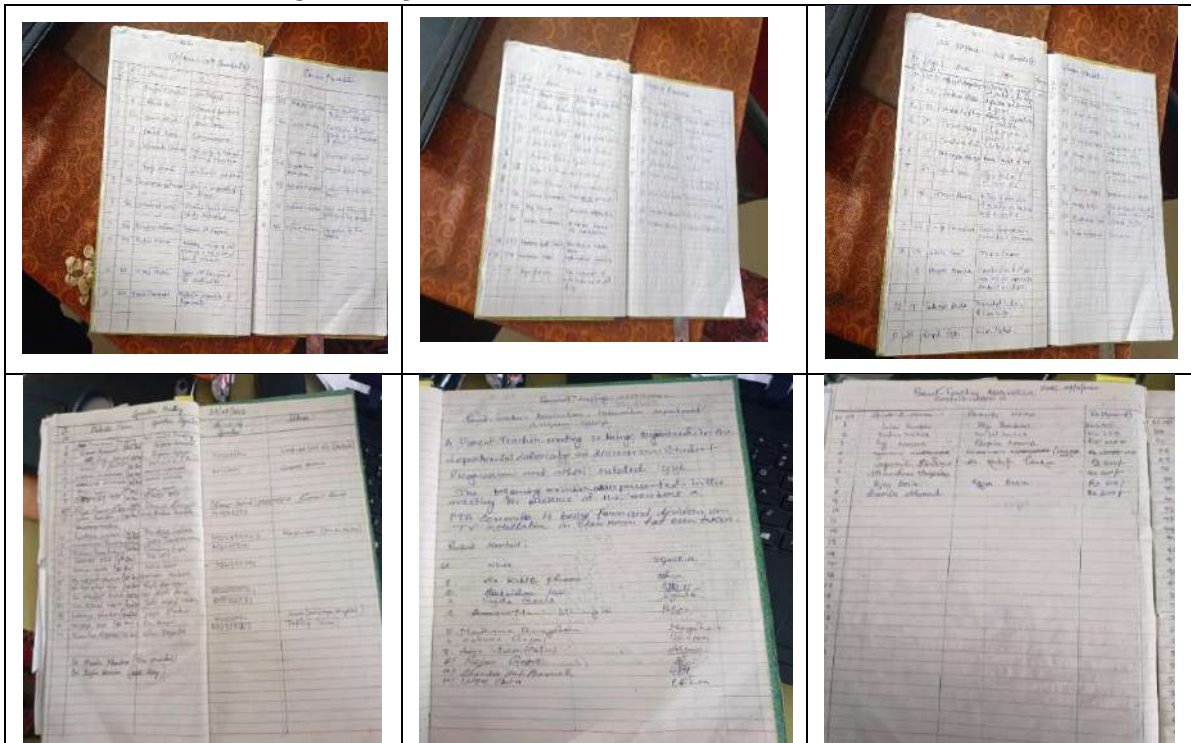
Date:27/11/22

The Principal
Gargaon College, Simaluguri.

Sir,

As per the decision of the Department meeting held on the date, 01/11/2022, the following actions have been taken,

1. Student seminars have organized.
2. Parent Teacher Meeting has organized.



Record of Student Seminar and PTM

(Dr. Kabita Phukon)

HOD, Department of Mathematics

Gargaon College, Simaluguri


GARGAON COLLEGE
DEPARTMENT OF MATHEMATICS

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date: 22.03.23

NOTICE

The Department of Education is going to conduct a meeting regarding student progression and NAAC work on 25.03.23 at 5:00 pm. All faculty members are requested to attend at the stipulated time.



(Dr. Kabita Phukon)

HoD, Department of

Mathematics

Gargaon College

Departmental Meeting: Date:: 25/03/2023

A departmental meeting has been conducted today on 25/03/2023 at 5 pm and take the following decisions.

1. Discussion on AQAR/NAAC work.
2. Student Progression.
3. Discussion on MoU.

Attendance Signature

7. Dr. Kabita Phukon : 

8. Mr. Harekrishna Mili : 

9. Miss Sujata Goala : 



(Dr Kabita Phukon)

HoD, Department of Mathematics

Gargaon College, Simaluguri

ACTION TAKEN REPORT

Date: 19/05/23

To

The Principal

Gargaon College, Simaluguri.

Sir,

As per the decision of the Department meeting held on the date, 25/03/23 the following actions have been taken,

1. Seminars and special classes for students have been planned.
2. AQAR presentation work has been started.



Link of Faculty Exchange with B. Borah College:

<https://youtu.be/TyU7F1eAkoU>



(Dr. Kabita Phukon)

HoD, Department of Mathematics

Gargaon College, Simaluguri

GARGAON  **COLLEGE**

DEPARTMENT OF MATHEMATICS

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date : 1 /4/2023

NOTICE

The Department of Mathematics is going to conduct a meeting regarding student progress and future plane for the odd Semester today at 12:02 p.m. All faculty members are requested to attend at the stipulated time.



(Dr. Kabita Phukon)

HoD, Department of Mathematics

Gargaon College

Departmental Meeting: Date:: 03/04/2023

A departmental meeting has been conducted today on 03/04/2023 at 12-1.00 pm and take the following decisions.


1. Discussion on Student Progress.
2. Discussion on Future Plane.

Attendance Signature

10. Dr. Kabita Phukon:



11. Mr. Harekrishna Mili:



12. Miss Sujata Goala:





Phukon

(Dr Kabita Phukon)
HoD, Department of
Mathematics
Gargaon College,

ACTION TAKEN REPORT

Date : 5/4/23

To

The Principal

Gargaon College, Simaluguri.

Sir,

As per the decision of the Department meeting held on date, 1/4/23 the following actions have been taken,

- 1. Class test date has been scheduled.**
- 2. Plane of action cum Academic Calendar has been prepared.**



(Dr Kabita Phukon)
HoD, Department of
Mathematics
Gargaon College

GARGAON  **COLLEGE**

DEPARTMENT OF MATHEMATICS

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date:04.04.23

NOTICE

The Department of Mathematics is going to conduct a meeting regarding student seminar and alumni meeting, on 6/4/23. All faculty members are requested to attend at the stipulated time 4:00 pm .

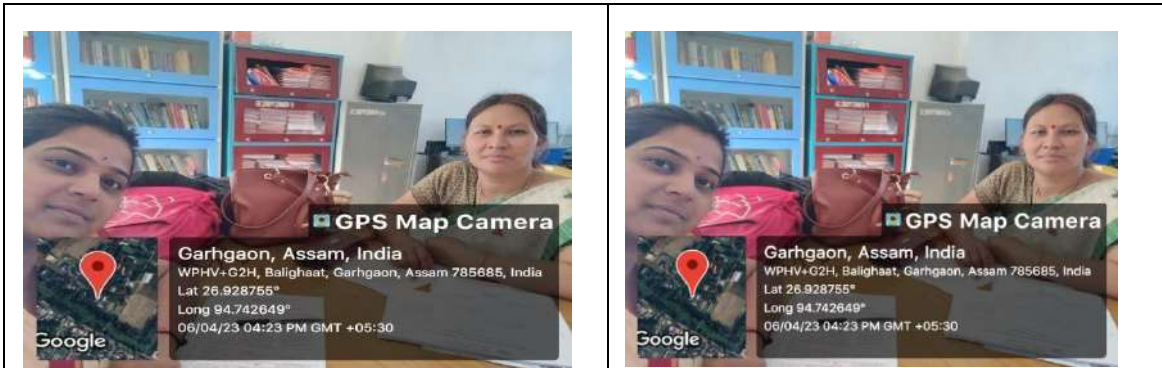


(Dr. Kabita Phukon)
HoD, Department of
Mathematics
Gargaon College

Departmental Meeting : Date:: 06/04/2023

A departmental meeting has been conducted today on 06/04/2023 at 4.00pm and take the following decisions.

1. Discussion on Alumni meeting.
2. Discussion on Student's Seminar.



Attendance Signature

13. Dr. Kabita Phukon:

14. Miss Sujata Goala:

(Dr. Kabita Phukon)
HoD, Department of
Mathematics
Gargaon College

Date : 30/05/23

ACTION TAKEN REPORT

To

The Principal

Gargaon college

Sir,

As per the decision of the Department meeting held on date, 6/04/23 the following actions have been taken,

1. Alumni meeting has been held.
2. Date of student seminar has been decided.

Link of Student seminar: <https://youtu.be/sHC0D5KojWQ>

<https://youtu.be/QTzXd0OVpPo>

Link of Alumni Meet: https://youtu.be/QDgm_ac-wVkh<https://youtu.be/NyrnejD-w48>



(Dr. Kabita Phukon)

HoD, Department of

Mathematics
Gargaon College

GARGAON  **COLLEGE**
DEPARTMENT OF MATHEMATICS

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date: 8.05.23

NOTICE

The Department of Mathematics is going to conduct a meeting regarding AQAR presentation, on 10/5/23. All faculty members are requested to attend at the stipulated time, 10:00 am .



(Dr. Kabita Phukon)

HoD, Department of

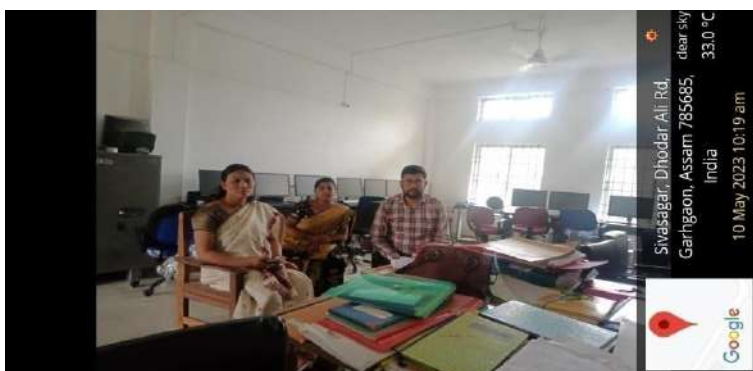
Mathematics

Gargaon College

Departmental Meeting : Date:: 10/05/2023

A departmental meeting has been conducted today on 10/05/2023 at 10-11 am and take the following decisions:

1. Discussion on AQAR PRESENTATION.
2. Preparing a strategy to collect data regarding placement and student scholarships.



1. Dr. Kabita Phukon:

2. Mr. Harekrishna Mili:

3. Miss Sujata Goala:

(Dr. Kabita Phukon)

HOD, Department of Mathematics

Date : 30/06/23

ACTION TAKEN REPORT

To

The Principal,

Gargaon College, Simaluguri

Sir,

As per the decision of the Department meeting held on the date, 10/05/23 the departmental AQAR has been prepared.

Link of the AQAR ppt:

<https://docs.google.com/presentation/d/1Nt7nNQ3GBZXmYiDyeUd9jpMcS1YR7DOD/edit?usp=sharing&oid=100535744338449054110&rtpof=true&sd=true>



(Dr. Kabita Phukon)

HoD, Department of Mathematics

Gargaon College, Simaluguri


GARGAON COLLEGE
DEPARTMENT OF MATHEMATICS

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date : 05/06/23

NOTICE

The Department of Mathematics is going to conduct a meeting regarding career counseling of the students and a discussion on mentor-mentee etc. today at 12:02 p.m. All faculty members are requested to attend at the stipulated time.



(Dr. Kabita Phukon)
HoD, Department of
Mathematics
Gargaon College,
Simaluguri

Departmental Meeting : Date:: 08/06/2023

A departmental meeting has been conducted today on 08/06/2023 at 1.00 pm and take the following decisions.

1. Discussion on Student's Progression and Career Counseling.
2. Mentor Mentee Meeting.

Attendance Signature

1. Dr. Kabita Phukon: 

2. Mr. Harekrishna Mili: 

3. Miss Sujata Goala: 



(Dr. Kabita Phukon)

HoD, Department of Mathematics

Gargaon College, Simaluguri

ACTION TAKEN REPORT

Date: 12/06/23

To

The Principal

Gargaon College, Simaluguri.

Sir,

As per the decision of the Department meeting held on date, 08/06/23 career counseling session and mentor mentee meeting have been held.





Phukon

(Dr. Kabita Phukon)

HoD, Department of Mathematics

Gargaon College, Simaluguri


GARGAON COLLEGE
DEPARTMENT OF MATHEMATICS

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date:23.06.23

NOTICE

The Department of Mathematics is going to conduct a meeting regarding the student seminar and alumni meeting, on 23.06.23 at 12:00 pm.

All faculty members are requested to attend at the stipulated time.



(Dr. Kabita Phukon)

HoD, Department of

Mathematics

Gargaon College, Simaluguri.

Departmental Meeting: Date:: 23/06/2023

A departmental meeting has been conducted today 23/06/2023 from 12-1.00 p.m. and the following decisions.

1. Discussion on Alumni Contribution.

Attendance Signature

1. Dr. Kabita Phukon: 

2. Mr. Harekrishna Mili: 

3. Miss Sujata Goala: 



(Dr. Kabita Phukon)

HoD, Department of Mathematics

Gargaon College, Simaluguri

Date : 27/06/23

ACTION TAKEN REPORT

To
The Principal
Gargaon College, Simaluguri.

Sir,

As per the decision of the Department meeting held on the date, 23/06/23, the former HOD Mrs. Milon Bhuyan contributed an Aquaguard to the department on 27/06/23.



Phukon

(Dr. Kabita Phukon)

HoD, Department of Mathematics

Gargaon College, Simaluguri



Department of Physics



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAM
SESSION-2022-2023

Notice 1



DEPARTMENT OF PHYSICS

GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686

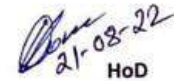
Email ID: physicsdepartmentgc@gmail.com

Ref no.

Date: 01.08.2022

NOTICE

It is hereby informed that a departmental meeting is convened on 04-08-2022 at 2:00 pm in the department to discuss about the preparation of departmental class routine, academic calendar and course distribution among the faculty members etc for Odd Semester 2022. All the faculty members are requested to be present at the stipulated time.


21-08-22

HoD

Dept of Physics

Gargaon College

HOD

Department of Physics
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-
2022-2023

Minutes of Meeting 1



DEPARTMENT OF PHYSICS

GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686
Email ID: physicsdepartmentgc@gmail.com

Ref no. :

Date: 04.08.2022

MINUTES OF MEETING-1

Date: 4th August, 2022

Presence of the Members:

1. Mr. Diganta Konwar, HoD of Dept of Physics
2. Mr. Guna Kanta Sonowal, Assistant Professor of Dept of Physics
3. Mr. Jayanta Sonowal, Assistant Professor of Dept of Physics
4. Dr. Gitashri Arandhara, Assistant Professor of Dept of Physics
5. Dr. Bidyut Bikash Hazarika, Assistant Professor of Dept of Physics

Item No. 1: To discuss Departmental class routine and Academic Calendar

Mr. Diganta Konwar convened the meeting to discuss the preparation of departmental routine and allotment of classes to the faculty members of based on the central routine provided by the College Routine Development Committee.

Resolution No. 1: Resolved that the Departmental Routine and allotment of classes will be made available as soon as the Central Routine is made accessible by the College authority. The classes will be conducted based on the previous semester routine until the central routine is available.

Item No. 2: To discuss the syllabus or course distribution for the Odd Semester, 2022.

Head of the Department and all faculty members discussed about the course distribution.

Resolution No. 2: Resolved that the course distribution for the Odd Semester (2022) will be done by Mr. Guna Kanta Sonowal.

Item No. 3: To discuss the preparation of Departmental Academic Calendar

Head of the department discussed about the preparation of departmental Academic Calendar.

Resolution No. 3: Resolved that the Departmental Academic Calendar will be made by Dr. Bidyut Bikash Hazarika based on Dibrugarh University Academic Calendar.

Item No. 4: To discuss about induction programme for newly admitted students

Head of the department discussed about organizing an orientation programme for fresher.

Resolution No. 4: Resolved that the Induction Programme will be conducted in the last week of August


HoD

Dept. of Physics
Gargaon College

Department of Physics
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-

2022-2023
Action Taken Report 1



DEPARTMENT OF PHYSICS

GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686

Email ID: physicsdepartmentgc@gmail.com

Ref no. :

Date: 30.08.2022

Action Taken Report-1

To
The Principal
Gargaon College

Sir,

As per the decision of the Department meeting held on 4th August 2022, the following actions have been taken

1. Departmental routine has been prepared and allotment of classes to faculty members has been done based on central routine provided by the College Routine Development Committee.
2. The Course distribution for Odd Semester 2022, syllabus has been completed.
3. The Departmental Academic Calendar was prepared based on Dibrugarh University Academic Calendar.
4. The Induction/Orientation Programme for newly admitted students was held on 26th of August 2022.


31/8/22

HoD

Dept. of Physics
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-
2022-2023

Notice 2



DEPARTMENT OF PHYSICS

GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686

Email ID: physicsdepartmentgc@gmail.com

Ref no.

Date: 03.09.2022

NOTICE

It is hereby informed that a departmental meeting will be held on 06-09-2022 at 2:00 pm in the department to discuss about different departmental aspects. All the faculty members are requested to be present at the stipulated time.


3/9/22
HoD

Dept of Physics
Gargaon College
Department of Physics
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-
2022-2023

Minutes of Meeting 2



DEPARTMENT OF PHYSICS

GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686

Email ID: physicsdepartmentgc@gmail.com

Ref no. :

Date: 06.09.2022

MINUTES OF MEETING-2

Date: 06th September, 2022

Presence of the Members:

1. Mr. Diganta Konwar, HoD of Dept of Physics.
2. Mr. Guna Kanta Sonowal, Assistant Professor of Dept of Physics
3. Mr. Jayanta Sonowal, Assistant Professor of Dept of Physics
4. Dr. Gitashri Arandhara, Assistant Professor of Dept of Physics
5. Dr. Bidyut Bikash Hazarika, Assistant Professor of Dept of Physics

Item No. 1: To discuss the previous Even Semester result of students

Head of the Department of Physics convened the meeting to discuss about the result of previous Even Semester result of students.

Resolution No. 1: It is resolved that one to one counselling of the students will be done by the faculty members.

Item No. 2. To discuss about ICT classes


Resolution No. 2 Each teacher will conduct at least one ICT class per week.

Item No. 3. To select IQAC coordinator for the department

Resolution No. 3. Head of the Department of Physics selected Mr. Jayanta Sonowal as a department representative for the smooth conduct of departmental IQAC work.

Item No. 4. To discuss about organizing student seminar for 1st, 3rd and 5th semester major students

Resolution No. 4. The student seminar will be conducted from 2nd week of October.


6/9/22
HoD
Dept. of Physics
Gargaon College
Department of Physics
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAM SESSION-
2022-2023

Action Taken Report 2



DEPARTMENT OF PHYSICS

GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686
Email ID: physicsdepartmentgc@gmail.com

Ref no. :

Date: 30.11.2022


Action Taken Report-2

To
The Principal
Gargaon College

Sir,

As per the decision of the Department meeting held on 6th September 2022, the following actions have been taken

1. The counselling of all the students have been done by the faculty members and some remedial measures are advised for individual student for better understanding and hence results.
2. The ICT classes are regularly taken by the faculty members.
3. The student seminars were conducted on 12th October, 17th and 18th November 2022.


30/11/22
HoD
Dept. of Physics
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-
2022-2023

Notice 3



DEPARTMENT OF PHYSICS

GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686

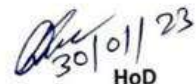
Email ID: physicsdepartmentgc@gmail.com

Ref no.

Date: 30.01.2023

NOTICE

It is hereby informed that a departmental meeting is convened on 02-02-2023 at 2:00 pm in the department to discuss about the preparation of departmental class routine and course distribution among the faculty members etc for Even Semester 2023. All the faculty members are requested to be present at the stipulated time.


30/01/23
HoD

Dept of Physics
Gargaon College

Department of Physics
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-
2022-2023



DEPARTMENT OF PHYSICS

GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686
Email ID: physicsdepartmentgc@gmail.com

Ref no. :

Date:02.02.2023

MINUTES OF MEETING-3

Date: 2nd February, 2023

Presence of the Members:

1. Mr. Diganta Konwar, HoD of Dept of Physics.
2. Mr. Guna Kanta Sonowal, Assistant Professor of Dept of Physics
3. Mr. Jayanta Sonowal, Assistant Professor of Dept of Physics
4. Dr. Gitashri Arandhara, Assistant Professor of Dept of Physics
5. Dr. Bidyut Bikash Hazarika, Assistant Professor of Dept of Physics

Item No. 1: To discuss Departmental class routine and class allotments

Mr. Diganta Konwar convened the meeting to discuss the preparation of departmental routine and allotment of classes to the faculty members of based on the central routine provided by the College Routine Development Committee.

Resolution No. 1: Resolved that the Departmental Routine and allotment of classes will be made available as soon as the Central Routine is made accessible by the College authority. The classes will be conducted based on the previous semester routine until the central routine is available.

Item No. 2. To discuss the progress in the preparation of departmental AQAR

Head of the Department of Physics discussed about the progress of the departmental AQAR preparation for the forthcoming internal audit presentation.

Resolution No. 2. It is resolved that the work related to departmental AQAR will be completed soon.


2/2/23

HoD

Dept. of Physics
Gargaon College
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-
2022-2023



Action Taken Report 3

DEPARTMENT OF PHYSICS

GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686

Email ID: physicsdepartmentgc@gmail.com

Ref no. :

Date:30.02.2023

Action Taken Report-3

To
The Principal
Gargaon College

Sir,

As per the decision of the Department meeting held on 2nd February 2023, the class routine and allotment of classes to faculty members has been done based on central routine provided by the College Routine Development Committee.


30/2/23

HoD

Dept. of Physics
Gargaon College of Physics
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAM
SESSION-2022-2023



Notice 4 DEPARTMENT OF PHYSICS

GARGAON COLLEGE
PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686
Email ID: physicsdepartmentgc@gmail.com

Ref no.

Date: 07.03.2023

NOTICE

It is hereby informed that a departmental meeting will be held on 09-03-2023 at 2:00 pm in the department to discuss various departmental issues. All the faculty members are requested to be present at the stipulated time.


7/3/23
HoD

Dept of Physics
Gargaon College
Department of Physics
Gargaon College



Dept of Physics

GARGAON COLLEGE, SIMALUGURI-785686, SIVASAGAR, ASSAMSESSION-
2022-2023

Minutes of Meeting 4



DEPARTMENT OF PHYSICS

GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686

Email ID: physicsdepartmentgc@gmail.com

Ref no. :

Date:09.03.2023

MINUTES OF MEETING-4

Date: 9th March, 2023

Presence of the Members:

1. Mr. Diganta Konwar, HoD of Dept of Physics.
2. Mr. Guna Kanta Sonowal, Assistant Professor of Dept of Physics
3. Mr. Jayanta Sonowal, Assistant Professor of Dept of Physics
4. Dr. Gitashri Arandhara, Assistant Professor of Dept of Physics
5. Dr. Bidyut Bikash Hazarika, Assistant Professor of Dept of Physics

Item No. 1: To discuss about the parent teacher meeting

Head of the Department of Physics convened the meeting to discuss about organizing a parent teacher meeting and to finalized a date for it.

Resolution No. 1: It is resolved that the parent teacher meeting will be held on 21th April 2023 at 11.00 am.

Item No. 2. To discuss about the alumni meet

Head of the Department of Physics discussed about organizing an alumni meet. He has finalized a date for it and also prepared a guest list for the programme.

Resolution No. 2 It is resolved that the alumni meeting will be held on 29th April 2023 at 12.30 pm in the Academic Gallery of College.

Item No. 3. To discuss about the remedial classes

Head of the Department of Physics discussed about the remedial classes and advised to prepare a routine for allotment of classes among the faculty members.

Resolution No. 3. It is resolved that the routine for remedial classes for 2nd and 4th semester backlog and slow learner will be prepared soon and classes will start from 20th March 2023

Item No.4. To Discuss about collection of feedback from students, alumni and teacher

Head of the Department of Physics discussed extensively about collection of feedback from student, alumni and teacher.

Resolution No. 4. It is resolved that the feedback will be collected using Google form separately for student, alumni and teacher.


9/3/23
HoD

Dept. of Physics
Gargaon College
Department of Physics
Gargaon College

Action Taken Report 4



DEPARTMENT OF PHYSICS

GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686

Email ID: physicsdepartmentgc@gmail.com

Ref no. :

Date:30.04.2023

Action Taken Report-4

To
The Principal
Gargaon College

Sir,

As per the decision of the Department meeting held on 9th March 2023, the following actions have been taken

1. The parent teacher meeting was held on the proposed date.
2. The alumni meet was held on the proposed date
3. The remedial classes are going on according to the routine.
4. Feedback collected from student, alumni and teacher.


30/4/23

HoD

Dept. of Physics
Gargaon College
Department of Physics
Gargaon College



Department of Political Science

25/07/22

NOTICE

The department of political science is going to organise a meeting regarding departmental routine, allotment of classes to teacher, course of distribution etc for the odd semester (2022) on 27th July, 2022.

All faculties are requested to attend the meeting.

HOD, Political Science

HoD

Department of Political Science
Gargaon College, Simaluguri

HoD

Department of Political Science
Gargaon College, Simaluguri

Dept. Faculty Meeting

27/7/2022

Agenda :

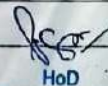
- 1) Chair of the HOD.
- 2) Object of the meeting.
- 3) Discussion on routine and class allotment.
- 4) Preparation for sessional Exam.
- 5) Any other matter.
- 6) Remarks of the HOD.
- 7) End of the meeting.

Proceeding and minutes of the meeting :

A departmental meeting was organised on 27th July, 2022. The meeting was attended by all the faculty members and the students of all the three semesters under the chairmanship of HOD. The object of the meeting was informed to the members by HOD. After detailed discussion following decisions are taken which is mentioned in the following minutes —

- 1) Respective department faculties observed and emphasised upon the allotment of classes according to the class routine.
- 2) After that respective department faculties observed upon the preparation of the students regarding the upcoming examinations, their doubts and writing skills.
- 3) After that everyone had discussed about the progress of the student.

At last, HOD has offered his sincere thanks to the faculty members and declared the end of the meeting.



HoD

Department of Political Science
Gargaon College, Simaluguri

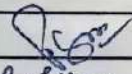
28/07/2022

Action Taken Report - I

The following steps are taken in relation to the meeting held on 27/7/22 -

① The departmental routine has been made.

② And the classes are allocated to the respective teachers.


HOD, Political Science

HoD
Department of Political Science
Gargaon College, Simlauri

HoD
Department of Political Science
Gargaon College, Simlauri

17/08/22

NOTICE

The department of Pol. Sci is going to organise a meeting regarding the framing of course plan and lesson plan for the odd semester on 20th of Aug, 2022.

All faculties are requested to attend the meeting.

HoD, Political Science

HoD
Department of Political Science
Gargaon College, Simaluguri

Department Faculty Meeting

20/08/2022

Agenda:

- 1) Chair of the HOD.
- 2) Object of the meeting.
- 3) Discussion on the framing of course plan and lesson plan.
- 4) Discussion on the progress of the course.
- 5) Dept. Programme.
- 6) Any other matters.
- 7) Remarks of the HOD.
- 8) End of the meeting.

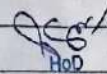
The proceeding of the Dept. Faculty meeting

Today a meeting of dept faculties are held under the chairmanship of HOD. The subject of the meeting was informed to the members by HOD.

After detail discussion following decisions are taken which is mentioned in the following minutes -

- 1) With the inauguration of the meeting the Chairperson and the faculty members of dept. were talking about the framing of course plan and lesson plan.
- 2) After that everyone had discussed about the progress of the students.
- 3) The meeting has decided to make a student data base containing the details of the students.

The meeting was concluded by the HOD with his valuable speech and he stimulated the dept faculties to work more coherent manner in near future.


HOD

Department of Political Science
Gargaon College, Simlajuguri

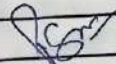
subject

22/08/2022

Action Taken Report --2

The following steps are taken in relation to the meeting held on 20/08/2022.

- ① The semester course plan is framed
- ② The classes will be through proper lesson plan, is taken finally.


HOD - Political Science

HoD
Department of Political Science
Gargaon College, Simaluguri

12/11/22

NOTICE

The department of political science is going to organise a meeting regarding mentor-mentee issue on 15th Nov, 22. All faculties are requested to present in the meeting.

HO, Political Science

HoD
Department of Political Science
Gargaon College, Simaluguri

HoD
Department of Political Science
Gargaon College, Simaluguri

Dept. Faculty Meeting

15/01/23

Agenda:

- 1) Chair of the HOD.
- 2) Object of the meeting
- 3) Discussion on Mentor-Mentee issue.
- 4) Slow learners and advance learners identification and process to enrich them.
- 5) Any other matters.
- 6) Remarks of the HOD
- 7) End of the meeting

The Proceeding of the Dept. Faculty meeting:

Today a meeting of dept. faculties are held under the chairmanship of HOD. The subject of the meeting was informed to the members by HOD. After detail discussion following decisions are taken which is mentioned in the following minutes.

1) With the inauguration of the meeting the chairperson dealt with the mentor-mentee issues who were regarding with the students, raising common problems faced by the faculties and procedures to upgrade them.

2) After that everyone had discussed about the progress of the students. The faculty members of the departments were talking about the low falls of the students and advise those who showed their excellency.

3) After that everyone had discussed about the progress of the students.

At last, HOD has offered his sincere thanks to the faculty members and declared the end of the meeting.

17/11/2022

Action Taken Report - 3

The following steps are taken in relation to the meeting hold on 15/11/22 -

- (i) The mentors are being selected and mentees are divided among the mentors
- (ii) After the meeting, the slow learners and advance students are selected.
- (iii) For the slow learners, some remedial measures are being taken for their upliftment.

HoD
Department of Political Science
Gargaon College, Simaluguri



Mod. Political Science.

HoD
Department of Political Science
Gargaon College, Simaluguri

7/01/2023

NOTICE

The dept. of pol. sci. is going to organize a meeting regarding the future plan and the progress of the student on 10th January, 2023. All faculties are requested to attend the meeting.



Head, Political Science

HoD
Department of Political Science
Gargeon College, Simlaguri

Dept. Faculty Meeting

10/01/23

Agenda:

- 1) (Chair of the HOD
- 2) Object of the meeting
- 3) Discussion on future plan
- 4) Discussion about the progress of the students
- 5) Any other matters
- 6) Remarks of the HOD
- 7) End of the meeting

Proceeding and minutes of the meeting:

Today a meeting of faculty members of the department of Political Science is held in department common room under the chairmanship of HOD. The subject of the meeting is informed to the faculties by the HOD. He said that to discuss about the future plan, progress of the student, preparing mentor-mentee list and any other matters of the department this meeting is convened.

After the detail discussion on the agenda following decisions have been taken as minutes.

- 1) Mentor-mentee list will be prepared within one week.
- 2) The meeting has decided to make a student database containing the details of the student.

At last, HOD has offered his sincere thanks to the faculty members and declare the end of the meeting.



HoD

Department of Political Science
Gargaon College, Simaluguri

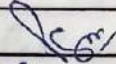
12/01/2023

Action taken Report - 4

The following steps are taken in relation to the meeting held on 10/01/23

(1) The faculties envision the future plan for teaching learning effectiveness.

(2) How much students' learning progress achieved is discussed and overlooked.


HOD, Political Science.

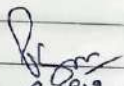
HoD
Department of Political Science
Gargaon College, Simaluguri

HoD
Department of Political Science
Gargaon College, Simaluguri

10/06/23

NOTICE

The department of political science is going to organize a meeting on 12/06/2023 regarding to overlook the progresses of classes as well as evaluation of sessional examination on 12/06/23.


HOD, Political Science

HOD
Department of Political Science
Gargaon College, Simlughuri

HOD
Department of Political Science
Gargaon College, Simlughuri

Dept. Faculty Meeting

12/06/23

Agenda:

- 1) Chair of the HOD
- 2) Object of the meeting
- 3) Discussion
- 4) Any other matters
- 5) Remarks of the HOD
- 6) End of the meeting

Proceeding and minutes of the meeting:

With the chairmanship of HOD, the meeting was started and he delivered the subject of the meeting. The objective of the meeting was to overlook the progress of the classes as well as evaluation of the sessional examination which was held recently.

After that detail discussion on the agenda following decisions have been taken as minutes -

- 1) The respective faculties explained their prog of the syllabus and marks interpretation.
- 2) After that discussed the various ways and to developed students outcome.


To summarize the meetings HOD end the session meeting, suggesting for more hard work

14/06/2023

Action Taken Report - 5

The following steps are taken in relation to the meeting held on 12/06/23

- ① The progress reports are collected from the faculties and examined.
- ② The evaluation of sessional examination is done.


HoD, Political Science

HoD
Department of Political Science
Gargan College, Simlughuri

HoD
Department of Political Science
Gargan College, Simlughuri

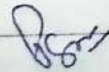
13/07/23

NOTICE

The dept of Political Science is going to organise a meeting on 15/07/23 regarding a parent-teacher meeting.

All faculties are requested to attend the meeting.

HOD
Department of Political Science
Gargaon College, Simaluguri



HOD, Political Science.

HOD
Department of Political Science
Gargaon College, Simaluguri

Dept. Faculty Meeting

15/07/23

Agenda:

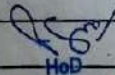
- 1) Chair of the HOD
- 2) Object of the meeting
- 3) Discussion
- 4) Any other matters
- 5) Remarks of the HOD
- 6) End of the meeting

Proceeding and minutes of the meeting:

A departmental meeting was organised on 15th July, 2023. The meeting was attended by all the faculty members and the students of all the three semesters. The subject of the meeting was informed to the members by HOD. After detail discussion following decisions are taken which is mentioned in the following minutes -

- 1) To conduct a parent-teacher organisation a meeting will be called within this month.
- 2) After that discussed the various ways and means to developed students out come.

At last, HOD has offered his sincere thanks to the faculty members and declare the end of the meeting



HOD

Department of Political Science
Gargaon College, Simaluguri

Department of Political Science
Gargaon College, Simaluguri


17/07/2022

Action Taken Report - 6

The following steps are taken in relation to the meeting held on 15/07/23.

(i) A parent teacher meeting is called for.

(ii) The grievances are taken from the parents and mutual opinions are shared.


HoD, Political Science,

HoD
Department of Political Science
Gargaon College, Simaluguri

14/07/2023

NOTICE

meeting

The departmental is going to be organised for cleanliness drive in the premise of political science on 17/07/23.

All faculties and students are asked to attend.

HoD, Political science

HoD

Department of Political Science
Gargaon College, Simaluguri

HoD
Department of Political Science
Gargaon College, Simaluguri

Dept Faculty Meeting

17/07/23

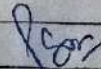
Agenda :

- 1) Chair of the HOD
- 2) Object of the meeting
- 3) Discussion
- 4) Any other matter
- 5) Remarks of the HOD
- 6) End of the meeting

Proceeding and minutes of the meeting :

A departmental meeting was organised on 17th July, 2023. The meeting was attended by all the faculty members and the students of all the three semesters and P.G. students. The object of the meeting was to conduct a cleanliness drive and to increase the awareness among the students regarding swachhata. The HOD has delivered a speech on swachhata and how swachhata and cleanliness can be achieved through group work. And today cleanliness drive is conducted in the premise of dept. with the help of attended students.

After that, HOD has offered his sincere thanks to the students and the faculties and declare the end of the meeting.



HOD

Department of Political Science
Gargaon College, Simaluguri


Department of Political Science
Gargaon College, Simaluguri

Action taken reports - 2

19/07/2023

The following steps are taken in relation to the meeting held on 17/07/23.

- ① The cleanliness drive is conducted on 17/07/23



HOD, POL Science

HoD
Department of Political Science
Gargaon College, Simlatuguri

HoD
Department of Political Science
Gargaon College, Simlatuguri

Actions Taken Report - 8.

25/07/2023

The following steps are being taken in relation to the meeting held 02/7/23.

(i) The problems of students are identified

(ii) The efforts are being made to overcome the grievances of students

HoD
Department of Political Science
Gargan College, Simaluguri

HoD, Political Science.

HoD
Department of Political Science
Gargan College, Simaluguri

Dept. Faculty Meeting

22/7/23

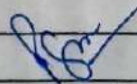
Agenda:

- 1) Chair of the HOD
- 2) Object of the meeting
- 3) Discussion
- 4) Any other matters
- 5) Remarks of the HOD
- 6) End of the meeting

Proceeding and minutes of the meeting:

With the chairmanship of HOD, the meeting was started and he delivered the object of the meeting. The object of the meeting was to find out the learning problems faced by the students as well as to overcome the grievances of the students. The faculties and students engaged in discussing the problems faced by the students and the faculties resort some special measures and solutions provided to the students.

At last, HOD has offered his sincere thanks to the faculty members and the students and declare the end of the meeting.



HoD
Department of Political Science
Gargaon College, Simaluguri

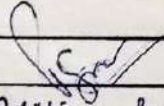
actions taken Report - 8.

25/07/2023

The following steps are being taken in relation to the meeting held 22/7/23.

(i) The problems of students are identified

(ii) The efforts are being made to overcome the grievances of students


HoD, Political Science.

HoD
Department of Political Science
Gargaon College, Simaluguri

HoD
Department of Political Science
Gargaon College, Simaluguri



Department of Sociology



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC accredited with 'B' Grade

DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

ESTD-1974


P.O. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com

Date :- 01/08/2022

NOTICE

The Department of Sociology is going to conduct a meeting regarding departmental class routine allotment to teachers, course distribution etc. for the odd semester (2022) on 2nd August, 2022. All faculty members are requested to attend at the stipulated time.


Head of the Department
Sociology Department
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



গড়গাঁও মহাবিদ্যালয়
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DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com

Minutes of the Meeting

Date- 02-08-2022

Presence of The Members


1. Mrs. Mina Robidas
2. Mohananda Tamuli.

Item No.1: To discuss about departmental Routine

Resoulution No.1: Resolved that the departmental routine and allotment of classes will be made according to central routine provided by the institution.

Item No.2 : To discuss about course distribution of Odd semester,2022

Resoulution No.2: Resolved that the course distribution of odd semester,2022 will be done within two days.


Head of the Department
Sociology Department
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



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DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com

ACTION TAKEN REPORT-1

To

The Principal


Gargaon College

Date:-4/08/2022

Sir,

As per decision of the Department meeting held on 2nd August 2022, the following actions have been taken,

1. The department routine has been set and allotted of classes to the teachers based on central routine has been made by the college.
2. The course distribution of odd semester, 2022 has been done.


Head of the Department
Sociology Department
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



 **GPS Map Camera**

Borkola Gorh Gaon, Assam, India
WPHV+P4M, Borkola Gorh Gaon, Garhgaon, Assam 785685, India
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Long 94.742835°
02/08/22 11:49 AM GMT +05:30





গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE
NAAC accredited with 'B' Grade

DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com

Date:-10/10/2022

NOTICE

The department of Sociology is going to conduct a meeting regarding departmental library and wall magazine on 12 October 2022. All faculty members and students are requested to attend at the stipulated time.

Time:- 12 Noon

Venue:- Sociology Department.

Head of the Department
Sociology Department
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



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DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com

Minutes of the Meeting –

Date- 12-10-2022

Presence of The Members


1. Mrs. Mina Robidas
2. Mohananda Tamuli
3. Dr. Priyanka Tamuli

Item No.1: To discuss about the departmental library.

Resoulution No.1: Resolved that the teachers & students of the department will set rules and regulation for maintaining department library.

Item No.2 : To discuss about wall magazine.

Resoulution No.2: Resolved that an editorial board is essential to prepare the wall magazine. In this regard a committee was formed for editorial activity.


Head of the Department
Sociology Department
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Photograph of the meeting





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DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com

Date:-01/11/2022

NOTICE

The department of Sociology is going to conduct a meeting regarding sessional examination for the odd semester (2022) on 2nd November, 2022. All faculty members are requested to attend at the stipulated time.

Time:-

Venue:- Sociology Department.

Head of the Department
Sociology Department
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



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DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com

Minutes of the Meeting –

Date- 02-11-2022

Presence of The Members


4. Mrs. Mina Robidas
5. Mohananda Tamuli
6. Dr. Priyanka Tamuli

Item No.1: To discuss about question Paper setting for sessional examination.

Resolution No.1: Resolved that the faculty member of the department will set the question papers according to allotted syllabus.

Item No.2: To discuss about examination duties of sessional exam.

Resolution No.2: Resolved that to conduct sessional exam smoothly the examination duties are allotted among the faculty member.


Head of the Department
Sociology Department
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



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DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com

ACTION TAKEN REPORT-2

To

The Principal


Gargaon College, Simaluguri.

10/11/2022

Respected Sir,

As per decision of the Department meeting held on 2nd November 2022, the following action have been taken,

1. The faculty member submitted their question paper stipulated time.
2. The faculty member of the department did their duties regularly and helps to conduct the sessional examination smoothly.


Head of the Department
Sociology Department
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Photograph of the Meeting





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DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com


Date:- 17/01/2023

NOTICE

The department of Sociology is going to conduct a meeting regarding course distribution for the even semester 2023 on today, 17 January 2023. All faculty members are requested to attend at the on time.

Time :-2 PM

Venue:- Sociology Department


Head of the Department
Sociology Department
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



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GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam

Email: deptsociology29@gmail.com

Minutes of the Meeting -1


Date- 17-01-2023

Presence of The Members”

3. Mrs. Mina Robidas
4. Mohananda Tamuli
5. Dr. Priyanka Tamuli

Item No.1: To discuss about course distribution of Even semester,2023.

Resoulution No.1: Resolved that the course distribution of Even semester,2023 will be done within 19/01/2023.


Head of the Department
Sociology Department
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



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GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com

ACTION TAKEN REPORT-1


To
The Principal
Gargaon College

Date:- 20/01/2023

Sir,

As per decision of the Department meeting held on 17.01.2023, following action have been taken,

1. The course distribution of Even semester,2023 has been done.


Head of the Department
Sociology Department
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Photograph of the meeting





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GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com


Date:- 28/01/2023

NOTICE

The department of Sociology is going to conduct a meeting for preparing class routine of the even semester,2023 on 30/01/2023. All faculty members are requested to attend at the on time.

Time :-2 PM.

Venue :- Sociology Department


Head of the Department
Sociology Department
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



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P.O. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com

Minutes of the Meeting -2


Date- -30/01/2023

Presence of The Members”

7. Mrs. Mina Robidas
8. Mohananda Tamuli
9. Dr. Priyanka Tamuli

Item No.1: To discuss about class allotment

Resolution No.1: Resolved that the faculty member of the department will set the class routine as per central routine provided by college.


Head of the Department
Sociology Department
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri



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DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com

ACTION TAKEN REPORT-2

Date :-02/02/2023

To


The Principal

Gargaon College

Sir,

As per decision of the Department meeting held on 30 January 2023, the following action have been taken,

- 1.The faculty member discussed about the class allotment and prepare a final class distribution routin.

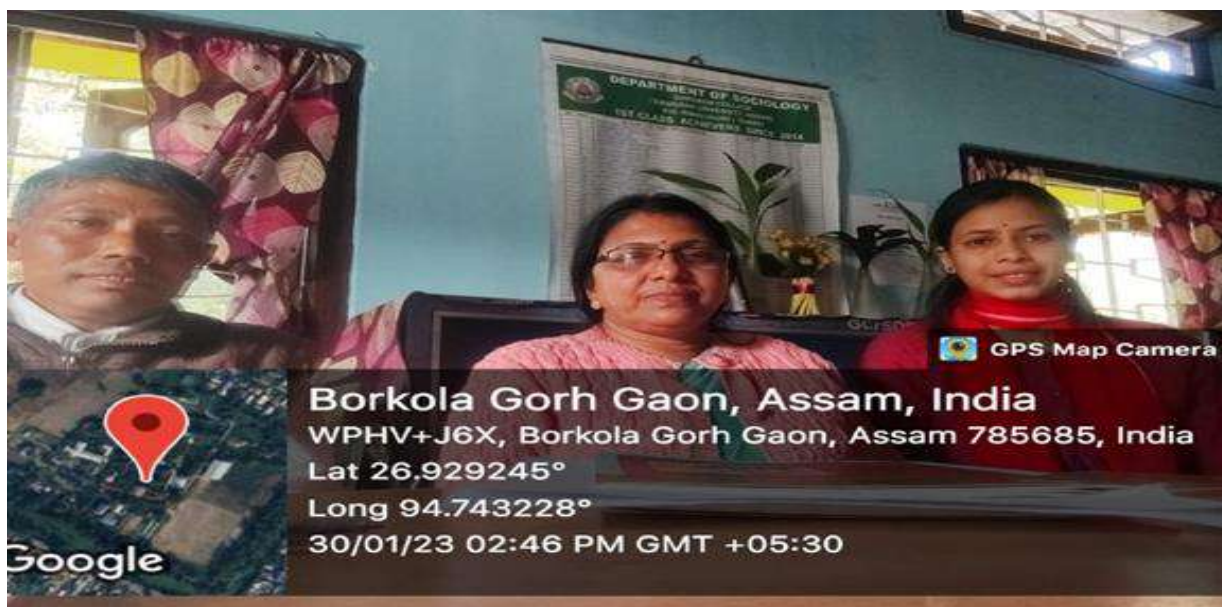

Head of the Department
Sociology Department
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Photographies of the Meetings:





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DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam

Email: deptsociology29@gmail.com

Minutes of the Meeting -1

IQAC Meeting

Date:-12/04/2023

Presence of The Members”


1. Dr. Surajit Saikia
2. Mrs. Mina Robidas
3. Mohananda Tamuli
4. Dr. Priyanka Tamuli

Item No.1: To discuss about action plan for 2023

Resolution No.1: Resolved that the faculty member of the department will prepare an action plan for the mentioned year.

Item No.1: To discuss about how to do action that has been mention in action plan.

Resolution No.1: Resolved that all the departmental works have been divided among the faculty member of the department.

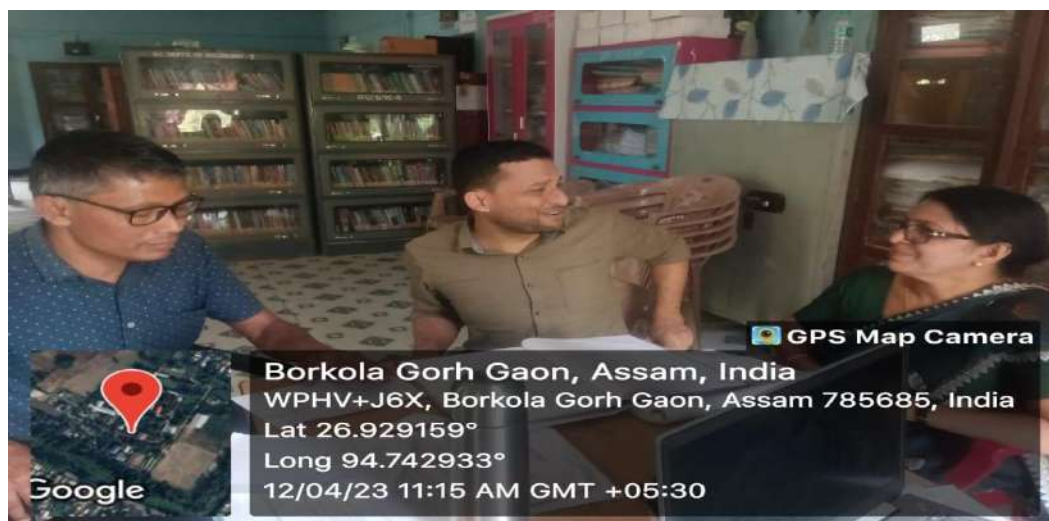

Head of the Department
Sociology Department
Gargaon College, Simaluguri

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Photographs of the meeting



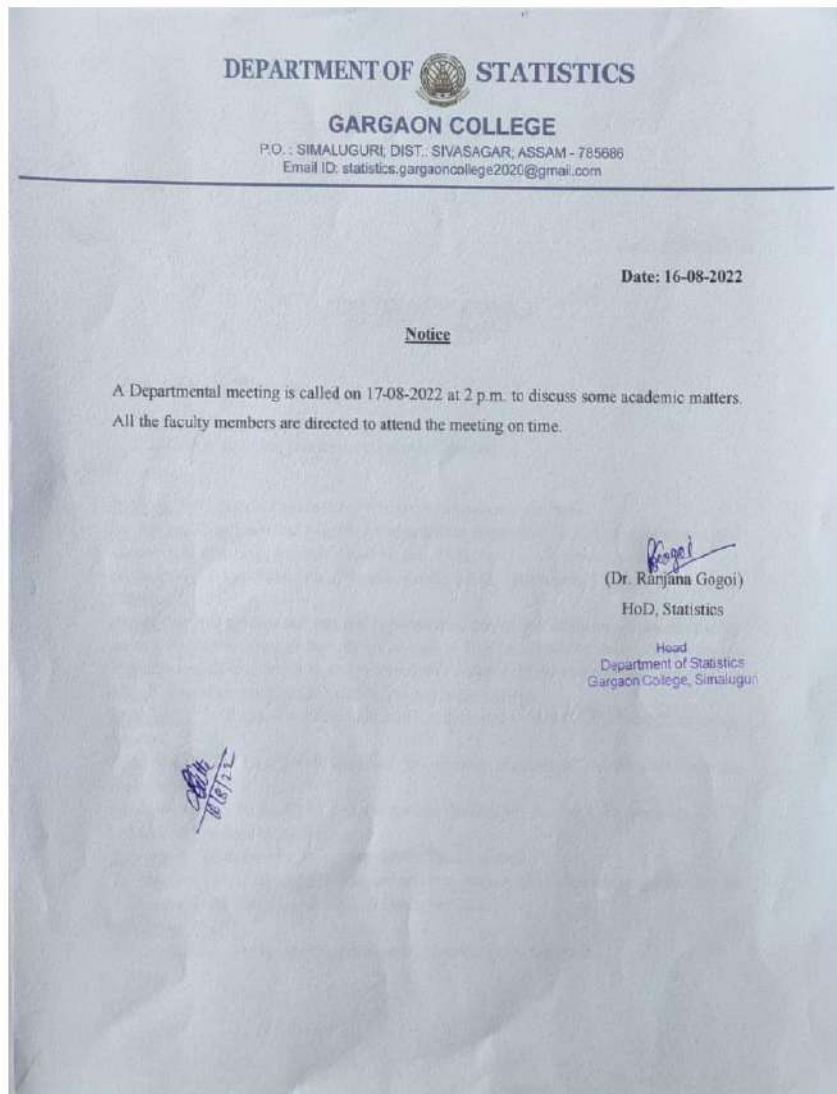


Department of Statistics



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Notice 1:





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Minutes of Meeting-1:

DEPARTMENT OF  STATISTICS
GARGAON COLLEGE
P.O.: SIMALUGURI, DIST: SIVASAGAR, ASSAM - 785086
Email ID: statistics.gargaoncollege2020@gmail.com

Date: 17-08-2022

MINUTES OF MEETING -1
Date: 17th August, 2022

Presence of the Members:

1. Dr. Ranjana Gogoi, HoD Statistics
2. Ms Bornali Dutta, Assistant Professor of Statistics

Item No. 1: To discuss Departmental Routine and Academic Calendar.
Dr. Ranjana Gogoi initiated a meeting to discuss the preparation of departmental routine and allotment of classes to teachers based on the central routine. Dr. Gogoi also discussed the preparation of the Academic Calendar based on the Dibrugarh University Academic Calendar.


Resolution No. 1: Resolved that the Departmental routine and allotment of classes will be made available as soon as the central routine is made available by the College Routine Development Committee. It is also resolved that a departmental academic calendar will be prepared based on the Dibrugarh University Academic Calendar.

Item No. 2: To discuss the course/ syllabus distribution for the B.Sc 1st, 3rd and 5th Semester Courses.
The Head of the Department discussed the syllabus distribution for the Odd Semester Courses.

Resolution: No. 2: Resolved that the course distribution for the Odd Semester (2022) syllabus will be done by the HoD.

Item No. 3: To discuss the Preparation of the Teaching Plan.
Dr. Ranjana Gogoi asked the faculty members to prepare individual teaching plans for the academic session from August, 2022 to December 2022.


Resolution No. 03
Resolved that individual teaching plans will be prepared within a week.


(Dr. Ranjana Gogoi)
HoD, Statistics
Head
Department of Statistics
Gargaon College, Simaluguri



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Action Taken Report-1:

DEPARTMENT OF  STATISTICS
GARGAON COLLEGE
P.O.: SIMALUGURI; DIST.: SIVASAGAR; ASSAM - 785686
Email ID: statistics.gargaoncollege2020@gmail.com

Date: 30-8-2022


ACTION TAKEN REPORT-1

To
The Principal
Gargaon College

Sir,

As per the decision of the Department meeting held on 17th August 2022, the following actions have been taken.

1. The Departmental routine has been prepared and allotment of classes to teachers based on the central routine has been made.
2. The Departmental Academic Calendar was prepared based on the Dibrugarh University Academic Calendar.
3. The course distribution for the Odd Semester (2022) syllabus has been completed.
4. Faculty-wise individual teaching plan has been prepared.

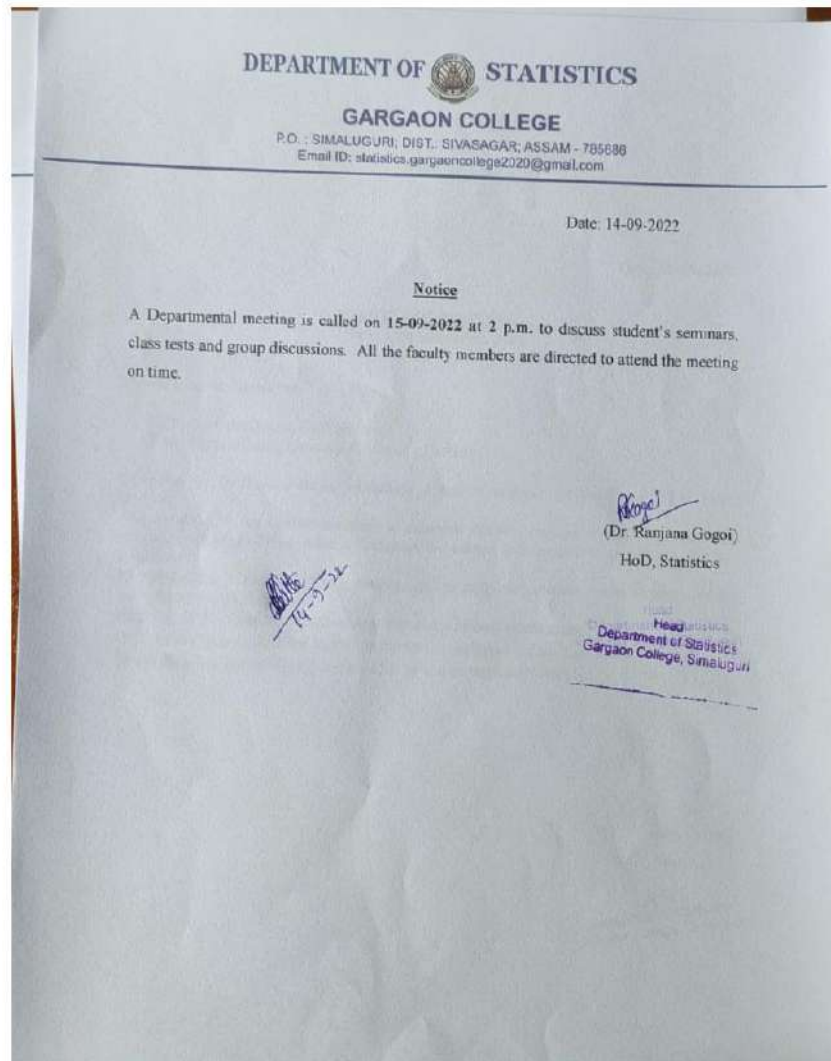

(Dr. Ratjana Gogoi)
HoD, Statistics

Gargaon College - Simaluguri



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Notice-2:





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Minutes of Meeting-2:

DEPARTMENT OF  STATISTICS
GARGAON COLLEGE
P.O. : SIMALUGURI, DIST. : SIVASAGAR, ASSAM - 785686
Email ID: statistics.gargaoncollege2020@gmail.com

Date: 15-09-2022

MINUTES OF MEETING-2
Date: 15th September, 2022

Presence of the Members:


1. Dr. Ranjana Gogoi, HoD Statistics.
2. Ms. Bornali Dutta, Assistant Professor of Statistics.

Item No. 1: To discuss about conducting a student seminar for the Hons and Generic students.
The Head called the faculty members to organize student seminars in the department for internal evaluation. The members discussed the matter and decided to organize a student seminar.

Resolution No. 1: Resolved that a student seminar in the department would be organized as per syllabus-related topics.

Item No. 2: To discuss conducting class test and sessional examination.
Dr. Ranjana Gogoi asked the faculty members to regularly conduct class tests.


Resolution No. 2: Resolved that class tests would be organized weekly.


(Dr. Ranjana Gogoi)
HoD, Statistics
Head
Department of Statistics
Gargaon College, Simaluguri



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Action Taken Report-2:

DEPARTMENT OF  STATISTICS
GARGAON COLLEGE
P.O. : SIMALUGURI, DIST. : SIVAGARH, ASSAM - 785688
Email ID: statistics.gargaoncollege2020@gmail.com

Date: 29-09-2022


ACTION TAKEN REPORT-2

To
The Principal
Gargaon College.

Sir,

As per the decision of the Department meeting held on 15th September, 2022, the following actions have been taken


1. Student seminar will be organized in the first week of October.
2. The concerned course teacher organized class tests weekly.


(Dr. Ranjana Gogoi)
HoD, Statistics
Head
Department of Statistics
Gargaon College, Simaluguri



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
Notice-3:

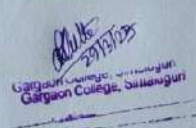
DEPARTMENT OF  STATISTICS
GARGAON COLLEGE
P.O. : SIMALUGURI, DIST.: SIVASAGAR, ASSAM - 785086
Email ID: statistics.gargaoncollege2020@gmail.com

Date: 29-03-2023

NOTICE

A Departmental meeting is called on 29-03-2023 at 2.30 p.m. to discuss the Internal Audit.
All the faculty members are directed to attend the meeting on time.


(Dr. Ranjana Gogoi)
HoD, Statistics


Gargaon College, Simaluguri
Gargaon College, Simaluguri


Head
Department of Statistics
Gargaon College, Simaluguri

29-03-2023



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Minutes of Meeting-3:

DEPARTMENT OF  STATISTICS
GARGAON COLLEGE
P.O. : SIMALUGURI, DIST: SIVASAGAR, ASSAM - 785688
Email ID: statistics.gargaoncollege2020@gmail.com


MINUTES OF MEETING -3
Date: 29th March, 2023

Presence of the Members:

1. Dr. Ranjana Gogoi, HoD Statistics.
2. Ms Bornali Dutta, Assistant Professor of Statistics.

Item No. 1: To discuss the Internal Audit Presentation held on 28-03-2023.
Dr. Ranjana Gogoi extensively discussed their AQAR (Internal Audit) preparation & presentation, their limitations, corrections and modifications etc as instructed by the Principal and IQAC Coordinator.


Resolution No. 1: Resolved that the faculties prepare an action plan to complete the corrected AQAR before facing the External Audit Team for evaluation of the department.


(Dr. Ranjana Gogoi)
HoD, Statistics
head
Department of Statistics
Gargaon College, Simaluguri



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Action Taken Report-3:

DEPARTMENT OF  STATISTICS
GARGAON COLLEGE
P.O. : SIMALUGURI, DIST. : SIVASAGAR, ASSAM - 785688
Email ID: statistics.gargaoncollege2020@gmail.com

Date: 08-04-2023


ACTION TAKEN REPORT-3

To
The Principal
Gargaon College

Sir,

As per the decision of the Department meeting held on 29th March, 2023 the following actions have been taken

1. AQAR is corrected based on the instructions given by the Principal and IQAC Coordinator.


(Dr. Ranjana Gogoi)
HoD, Statistics

Head
Department of Statistics
Gargaon College, Simaluguri

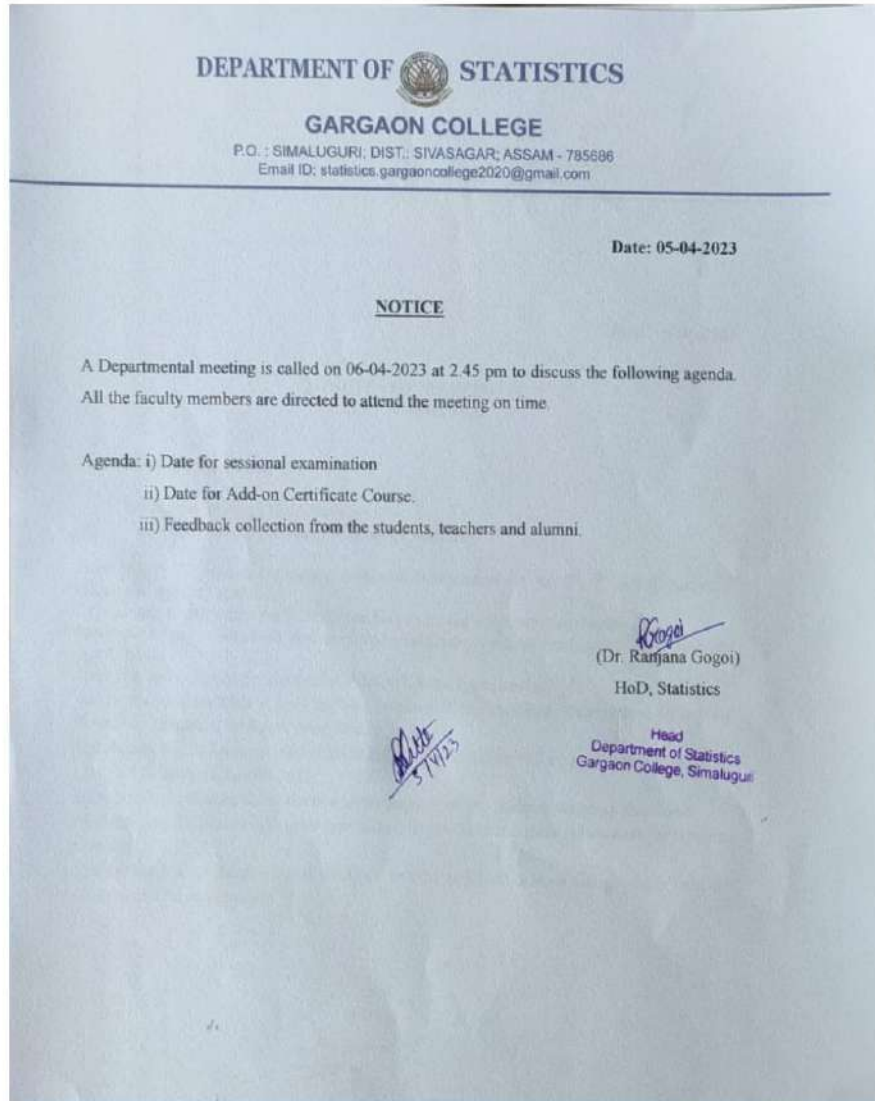
DATE: 12/04/2023

GARGAON COLLEGE



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Notice-4:





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Minutes of Meeting-4:

DEPARTMENT OF  STATISTICS
GARGAON COLLEGE
P.O. : SIMALGURI, DIST. Sivasagar, ASSAM - 785596
Email ID: statistics.gargaoncollege2020@gmail.com

Date: 06-04-2023

MINUTES OF MEETING -4
Date: 6th April, 2023

Presence of the Members:

1. Dr. Ranjana Gogoi, HoD Statistics.
2. Ms Bimali Dutta, Assistant Professor of Statistics.

Item No. 1: To discuss organizing sessional examination for the 2nd, 4th and 6th semester (Hons and generic) students.
Dr. Ranjana Gogoi asked the faculty members to fix the sessional examination date.
Resolution No. 1: Resolved that sessional examination will be held on 18th, 19th and 20th April, 2023.

Item No. 2: To discuss conduction of Add-on Course Examination.
An extensive discussion is held on how to conduct the certificate examination of Add-on Course on Statistical Software using SPSS.
Resolution No. 2: Resolved that Add-on Course Examination will be held online mode using Google Classroom on 09.04.2023.


Item No. 3: To discuss the collection of feedback from the students, teachers and alumni.
An extensive discussion is held on how to collect the feedback from the students, alumni and teachers.
Resolution No. 2: Resolved that feedback will be collected using a Google form from the student, alumni and teachers.

Ranjana Gogoi
HoD, Statistics
Department of Statistics
Gargaon College, Sivasagar



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Action Taken Report-4:

DEPARTMENT OF  STATISTICS
GARGAON COLLEGE
P.O. : SIMALUGURI, DIST.: SIVASAGAR, ASSAM - 785086
Email ID: statistics.gargaoncollege2020@gmail.com

Date: 11.04.2023


ACTION TAKEN REPORT-4

To
The Principal
Gargaon College

Sir,

As per the decision of the Department meeting held on 6th April, 2023 the following actions have been taken.

1. Sessional examination of B.sc 2nd, 4th and 6th Semester was held on 18th, 19th and 20th April, 2023.
2. Add-on Course Examination was held online mode using Google Classroom on 09.04.2023.
3. Google forms are created to collect feedback from the students, alumni and faculty members.


(Dr. Ranjana Gogoi)
HoD, Statistics
Head
Department of Statistics
Gargaon College, Simaluguri



Department of Zoology

Meeting No 1



www.gargaoncollege.ac.in

DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: deptofzoologygargaoncollege@gmail.com

Date: 12/08/2022

NOTICE

The Department of Zoology is going to conduct a staff meeting on 13th of August, 2022 at 1:00 PM to departmental office Room to discuss regarding departmental routine, allotment of classes to teachers, course distribution etc. for the Odd semester 2022. All the faculty members are requested to remain present at the stipulated time.

Rina Handique
12/08/2022

(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri



DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: deptofzoologygargaoncollege@gmail.com

Date: 13/08/2022

MINUTES OF MEETING

A Departmental staff meeting was conveyed by Dr.Rina Handique, Head of the Department on 13th August, 2022 at 1.00 PM at the Departmental Staff Room. The objective of the meeting, as laid down by Dr.Rina Handique, to discuss about the following items-

Item No. 1: To discuss about departmental routine

The Head of the Department initiated a meeting to discuss about the departmental routine and allotment of classes to teachers based on the central routine.

Resolution No. 1: Resolved that the departmental routine and allotment of classes will be made available as soon as the central routine is made available by the College Routine Development Committee.

Item No. 2: To discuss about the course distribution for the Odd Semester (2022) syllabus

The Head of the Department initiated a meeting to discuss about the course distribution for the Odd Semester (2022) syllabus.

Resolution: No. 2: Resolved that the course distribution for the Odd Semester (2022) syllabus shall be done to the respective teachers.

The meeting was closed at 1.30 PM.

Presence of the Members:

1. Dr. Rina Handique
2. Pimily Langthasa
3. Dr. Rashmi Dutta


(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri



**DEPARTMENT OF ZOOLOGY
GARGAON COLLEGE**

ESTD: 1969
Simaluguri - 785686, Sivasagar, Assam
E-mail: deptofzoologygargaoncollege@gmail.com

Date: 21/08/2022

ACTION TAKEN REPORT

To,
The Principal,
Gargaon College

Sir,

As per the decision of the departmental meeting held on 13th of August, the following actions have been taken.

1. The department routine has been set and the allotment of classes to the teachers was prepared according to the central routine provided by the College Routine Development Committee.
2. The distribution of the courses was done among the teachers for the Odd semester session as per the decision done in the meeting.


(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri

Meeting No 2



**DEPARTMENT OF ZOOLOGY
GARGAON COLLEGE**

www.gargaoncollege.ac.in

ESTD: 1969
Simaluguri - 785686, Sivasagar, Assam
E-mail: depttozoologygargaoncollege@gmail.com

Date: 19/09/2022

NOTICE

The Department meeting is going to conduct on 20th of September, 2022 at 3.00 PM at the Departmental Room (Room no.3) with the 5th semester students to discuss related to Field trip. All faculty members and the students of 5th semester are requested to remain present.

Rina Handique 19/09/2022
(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri



DEPARTMENT OF ZOOLOGY
GARGAON COLLEGE

www.gargaoncollege.ac.in

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: deptofzoologygargaoncollege@gmail.com

Date: 20/09/2022

MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 20th of September, 2022 at 3.00 PM at the Departmental Room (Room no.3) with the 5th semester students.

Objective of the Meeting

The objective of the meeting, as laid down by Dr. Rina Handique, to discuss about the following matters:

1. To discuss about the field trip as a part of the aspart of the syllabus DSC I Animal Behavior & Chronobiology
2. Fixation of date and duration of visit.

Dr. Rina Handique discussed the matter and suggested valuable points in relation to the trip and explain the importance of the trip. Ms. Pimily Langthasa and Dr. Rashmi Dutta, Assistant Professor, Department of Zoology, further added that the field visit will enriched adequate knowledge on the natural ecosystems and the diversity existing therein within the students.

After discussions at the meeting, the following resolutions were taken:

R1. After the through discussion with the teachers and the students the selection of the field is yet to be selected from the list such as: Bobitora Wildlife Snactuary, Manas National Park, Zoological Park, Kolkata etc.

R2. The date and selection of the field will be fixed in the next meeting.

The meeting was closed at 4.00 PM.

Teachers Present: 03

Students Present: 19

Rina Handique
20/09/2022

(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri.

Meeting No 3



DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

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Simaluguri - 785686, Sivasagar, Assam
E-mail: depttofzoologygargaoncollege@gmail.com

Date: 23/09/2022

NOTICE

The Department meeting is going to conduct on 24th of September, 2022 at 2.00 PM at the Departmental Room (Room no.3) with the 5th semester students to discuss related to Field trip and fixation of the date and selection of the study location. All faculty members and the students of 5th semester are requested to remain present.

Dr. Rina Handique
(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686

**Department of Zoology
GARGAON COLLEGE
Simaluguri.**



DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969
Simaluguri - 785686, Sivasagar, Assam
E-mail: deptofzoologygargaoncollege@gmail.com

Date: 24/09/2022

MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 24th September, 2022 at 2.00 PM at the Departmental Room (Room no.1) with the 5th semester students.

As per the meeting held on 20/09/2022, the following actions have been taken:

1. Zoological Park, Kolkata (Covering Indian Museum and Botanical Garden) has been selected as the site for the field visit.
2. The date for the trip has been selected from 31st October-05th of November 2022.
3. The journey was decided to start from 31st October at Simaluguri station (Boarding station) to Kolkata (Destination station)
4. Suggested valuable points in relation for the trip and important measures during the trip was discussed.

The meeting was concluded at 3:10 PM.

Teachers Present: 03

Students Present: 17


(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686
Department of Zoology
GARGAON COLLEGE
Simaluguri.



DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: deptofzoologygargaoncollege@gmail.com

Date: 26/09/2022

ACTION TAKEN REPORT

To,
The Principal,
Gargaon College

Sir,

As per the decision of the departmental meeting held on 34th of September, the following actions have been taken.

1. Zoological Park, Kolkata (Covering Indian Museum and Botanical Garden) has been selected as the site for the field visit.
2. The date for the trip has been selected from 31st October-05th of November 2022.
3. The journey was decided to start from 31st October at Simaluguri station (Boarding station) to Kolkata (Destination station)

Rina 26/09/2022
(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri.



Meeting No 4



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ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: depttofzoologygargaoncollege@gmail.com

Date: 29/09/2022

NOTICE

The Department meeting is going to conduct on 30th of September, 2022 at 2.00 PM at the Departmental Room (Room no.1) with the 1st semester students to discuss related to Field trip. All the faculty members and the students of 1st semester are requested to remain present to discuss the matter.

Rina Handique
(Dr. Rina Handique)

Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri.



DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969
Simaluguri - 785686, Sivasagar, Assam
E-mail: deptofzoologygargaoncollege@gmail.com

Date: 30/09/2022

MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 30th of September, 2022 at 2.00 PM at the Departmental Room (Room no.1) with the 1st semester students.

Objective of the Meeting

The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about the fixation of the date and selection of the National Park/Wildlife Sanctuaries for the visit. Dr. Rina Handique discussed the matter and suggested valuable points in relation to fixation of the National Parks and Sanctuaries for the visit. Ms. Pimily Langthasa, Dr. Rashmi Dutta, and Dr. Anurag Protim Das, Assistant Professor, Department of Zoology, made valuable suggestions on the fixation of the date.

After discussions at the meeting, the following resolutions were taken:

R1. After the discussion Karizanga National Park was selected as a site for visit based on the shortest route from the college.

R2. Also, the date for the visit is decided on 15th of October, 2022. Suggested valuable points in relation for the trip and important measures during the trip was discussed.

The meeting was closed at 3.00 PM.

Teachers Present: 04

1. Dr. Rina Handique
2. Pimily Langthasa
3. Dr. Rashmi Dutta
4. Dr. Anurag Protim Das

Rina
30/09/2022
(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686
Department of Zoology
GARGAON COLLEGE
Simaluguri.



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E-mail: deptofzoologygargaoncollege@gmail.com

Date: 01/10/2022

ACTION TAKEN REPORT

To,
The Principal,
Gargaon College

Sir,

As per the decision of the departmental meeting held on 30th of September, the following actions have been taken.

1. Karizanga National Park was selected as a site for visit based on the shortest route from the college.
2. The date for the visit is decided on 15th of October, 2022.

Sain 01/10/2022
(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri.

Meeting No 5



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GARGAON COLLEGE**

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: deptofzoologygargaoncollege@gmail.com

Date: 27/10/2022

NOTICE

The Department of Zoology is going to conduct a staff meeting on 28th of October, 2022 at 2.00 PM at the Departmental Staff Room to discuss related to the upcoming sessional examination. All the faculty members are requested to attain at the stipulated time.

(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686

**Department of Zoology
GARGAON COLLEGE
Simaluguri.**



**DEPARTMENT OF ZOOLOGY
GARGAON COLLEGE**

ESTD: 1969
Simaluguri - 785686, Sivasagar, Assam
E-mail: depttofzoologygargaoncollege@gmail.com

Date: 28.10.2022

MINUTES OF THE MEETING

A Departmental staff meeting was conveyed by Dr. Rina Handique, Head of the Department on 28th October, 2022 at 2:00 PM

Objective of the Meeting


The objective of the meeting was laid down by the Dr. Rina Handique, Head was to discuss about the following matters:

1. Regarding the discussion about the completion of the syllabus
2. Question paper setting for the 1st Sessional examination

Dr. Rina Handique, Head discussed about the completion of the syllabus from each faculty members till date. Hence followed by the pattern of setting questions papers for the upcoming 1st sessional examination. The meeting was closed at 2.30 PM.

Teachers Present: 04

1. Dr. Rina Handique
2. Pimily Langthasa
3. Dr. Rashmi Dutta
4. Dr. Anurag Protim Das


28/10/2022
(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686

**Department of Zoology
GARGAON COLLEGE
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Meeting No 6



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GARGAON COLLEGE**

ESTD: 1969

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E-mail: deptofzoologygargaoncollege@gmail.com

Date: 09/11/2022

NOTICE

The Department of Zoology is going to conduct a staff meeting on 10th of November, 2022 at 2.00 PM at the Departmental Staff Room to discuss related to the Parents Teachers Meeting. All the faculty members are requested to attain at the stipulated time.

Rina Handique
(Dr. Rina Handique)

Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri.



DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969

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E-mail: depttofzoologygargaoncollege@gmail.com

Date: 10/11/2022

MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 10th November, 2022 at 2:00 PM.

Objective of the Meeting

The objective of the meeting, as laid down by the Dr. Rina Handique, was to discuss about the Parents Teachers Meeting (PTM) and for the Reconstitution of the Parent-Teacher Association and Executive Committee for the year 2023-24.

After discussions at the meeting, the following resolutions were taken:

R1. The date for the PTM is decided to be held on 16.11.2022 at 10 A.M.

R2. Reconstitution of the Parent-Teacher Association and Executive Committee for the year 2023-24 on the same day.

R3. Therefore, the students were told to inform their parents/guardians to attend the meeting.

The meeting ended with a vote of thanks.

Members present:

1. Dr. Rina Handique
2. Pimily Langthasa
3. Dr, Rashmi Dutta
4. Dr, Anurag Protim Das


(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
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Simaluguri.





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Date: 17/11/2022

ACTION TAKEN REPORT

To,
The Principal,
Gargaon College

Sir,

As per the decision of the departmental meeting held on 10th of November, 2022, the following actions have been taken.

1. A Parent Teacher Meeting (PTM) was held on 16/11/2022.
2. A new Reconstitution of the Parent-Teacher Association and Executive Committee for the year 2023-24 on the same day.

Rina
17/11/2022
(Dr. Rina Handique)

Head,

Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri



Meeting No 7



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GARGAON COLLEGE**

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: depttofzoologygargaoncollege@gmail.com

Date: 29/01/2023

NOTICE

The Department of Zoology is going to conduct a staff meeting on 30th of January, 2023 at 11:00 AM to discuss related to Department office Room to discuss regarding departmental routine, allotment of classes to teachers, course distribution etc. for the Even semester 2023. All the faculty members are requested to remain present at the stipulated time.

Rina
29/01/2023

(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686

**Department of Zoology
GARGAON COLLEGE
Simaluguri**



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ESTD: 1969
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E-mail: deptofzoologygargaoncollege@gmail.com

Date: 30/01/2023

MINUTES OF MEETING

A Departmental staff meeting was conveyed by Dr. Rina Handique, Head of the Department on 30th of January, 2023 at the Departmental Staff Room. The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about the following items-

Item No. 1: To discuss about departmental routine

The Head of the Department initiated a meeting to discuss about the departmental routine and allotment of classes to teachers based on the central routine.

Resolution No. 1: Resolved that the departmental routine and allotment of classes will be made available as soon as the central routine is made available by the College Routine Development Committee.

Item No. 2: To discuss about the course distribution for the Even Semester (2023) syllabus

The Head of the Department initiated a meeting to discuss about the course distribution for the Even Semester (2023) syllabus.

Resolution: No. 2: Resolved that the course distribution for the Even Semester (2023) syllabus shall be done to the respective teachers.

The meeting was closed at 12.30 PM.

Presence of the Members:

1. Dr. Rina Handique
2. Pimily Langthasa
3. Dr. Anurag Protim Das

(Dr. Rina Handique)
Head,
Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri.



DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: depttofzoologygargaoncollege@gmail.com

Date: 01/02/2023

ACTION TAKEN REPORT

To,
The Principal,
Gargaon College

Sir,

As per the decision of the departmental meeting held on 30th of January, 2023, the following actions have been taken.

1. The department routine has been set and the allotment of classes to the teachers was prepared according to the central routine provided by the College Routine Development Committee.
2. The distribution of the courses was done among the teachers for the Even semester session as per the decision done in the meeting.

(Dr. Rina Handique)

Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri



Meeting No 8



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GARGAON COLLEGE**

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: deptofzoologygargaoncollege@gmail.com

Date: 01/02/2023

NOTICE

The Department of Zoology is going to conduct an urgent meeting on 1st of February, 2023 at 3.00 PM at the Departmental Room (Room no. 1) with all the of 2nd, 4th and 6th semester students to discuss regarding observation of Wetland Day. All the students and the faculty members are requested to attend the meeting at the stipulated time.


01/02/2023
(Dr. Rina Handique)
Head,
Department of Zoology
Gargaon College
Simaluguri-785686
**Department of Zoology
GARGAON COLLEGE
Simaluguri.**



DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: deptofzoologygargaoncollege@gmail.com

Date: 01/02/2023

MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 1st of February, 2023 at 3.00 PM at the Departmental Room 1.

Objective of the Meeting

The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about observation of Wetland Day on 2nd of February. The programme will basically aims to raise global awareness about the vital role of wetlands on human as well as on Earth.

RI: After the discussion, Hatihuria Beel located in Hahchara was selected as the site for the visit.

Presence of the Members

Teachers: 03

Students: 35

1. Dr. Rina Handique
2. Pimily Langthasa
3. Dr. Anurag Protim Das

Rina
01/02/2023

(Dr. Rina Handique)

Head,

Department of Zoology

Gargaon College

Simaluguri-785686

Department of Zoology

GARGAON COLLEGE

Simaluguri.



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ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: deptofzoologygargaoncollege@gmail.com

Date: 06/02/2023

ACTION TAKEN REPORT

To,
The Principal,
Gargaon College

Sir,

As per the decision of the departmental meeting held on 1st of February, 2023, the following actions have been taken.

1. Wetland Day was observed on 02/02/2023. Hatihuria Beel was visited to raise the importance of the wetland.

Rina
06/02/2023

(Dr. Rina Handique)

Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri.



Meeting No 9

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**DEPARTMENT OF ZOOLOGY
GARGAON COLLEGE**

ESTD: 1969


Simaluguri - 785686, Sivasagar, Assam

E-mail: deptofzoologygargaoncollege@gmail.com

Date: 13/02/2023

NOTICE

The Department of Zoology is going to conduct a staff meeting on 14th of February, 2023 at 3.00 PM at the Departmental Staff Room to discuss regarding organizing an student orientated entrepreneurship programme. All the faculty members are requested to attain the meeting at the stipulated time.


13/02/2023
(Dr. Rina Handique)
Head
Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri



DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

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Simaluguri - 785686, Sivasagar, Assam

E-mail: depttofzoologygargaoncollege@gmail.com

Date: 13/02/2023

MINUTES OF THE MEETING


A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 14th of February, 2023 at 3.00 PM at the Departmental Staff Room.

Objective of the Meeting

The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about organizing a student orientated entrepreneurship programme and selection of a particular topic for the programme. Also the selection of the date for the programme.

R1: Entrepreneurship programmerelated of the Aquarium was selected as the topic for the programme.

R2: 17/02/2023 was selected as the day of the programme at 11:00 AM.


13/02/2023
(Dr. Rina Handique)
Head,
Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri



DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: deptofzoologygargaoncollege@gmail.com

Date: 20/02/2023

ACTION TAKEN REPORT

To,
The Principal,
Gargaon College

Sir,

As per the decision of the departmental meeting held on 14th of February, 2023, the following actions have been taken.

1. Entrepreneurship programme related to the Aquarium was selected as the topic for the programme.
2. 17/02/2023 was selected as the day of the programme at 11:00 AM.

Dr. Rina Handique
20/02/2023

(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri.

Meeting No 10



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E-mail: deptofzoologygargaoncollege@gmail.com

Date: 23/02/2023

NOTICE

The Department of Zoology is going to conduct a staff meeting on 25th of February, 2023 at 2.00 PM at the Departmental Staff Room to discuss regarding the organizing World Wildlife Day, 2023. All the faculty members are requested to attend the meeting at the stipulated time.


23/02/2023
(Dr. Rina Handique)
Head, Department of Zoology
GARGAON COLLEGE
Simaluguri.
Department of Zoology
Gargaon College
Simaluguri-785686



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Date: 25/02/2023

MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 25th of February, 2023 at 2.00 PM at the Departmental Staff Room.

Objective of the Meeting

The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about organizing a World Wildlife Day. After the discussions the following resolutions were taken:

R1: Mr. Rubul Tanti, Project Officer, Elephant Research and Conservation, Aranyak Guwahati will be the resource person of the programme.

R2: The programme will be conducted through online mode using Zoom.

R3: The time selected for the programme at 7:00 PM.

Rina
25/02/2023
(Dr. Rina Handique)
Head
Department of Zoology
GARGAON COLLEGE
Gargaon Coll
Simaluguri.
Simaluguri-785686



DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: deptofzoologygargaoncollege@gmail.com

Date: 06/03/2023

ACTION TAKEN REPORT

To,
The Principal,
Gargaon College

Sir,

As per the decision of the departmental meeting held on 14th of February, 2023, the following actions have been taken.

1. World wildlife Day was celebrated on 03/03/2023 at 7:00 pm through online mode.
2. Mr. Rubul Tanti, Project Officer, Elephant Research and Conservation, Aranyak Guwahati was the resource person of the programme.

Rina
06/03/2023

(Dr. Rina Handique)

Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri



Meeting No 11



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ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: deptofzoologygargaoncollege@gmail.com

Date: 23/03/2023

NOTICE

It is hereby informed that a departmental staff meeting will be held on 24th of March, 2023 at 11.00 PM at the Departmental Staff Room to discuss about Internal Academic Audit and preparation of NC/DC list. Therefore, all the faculty members are requested to attain the meeting at the stipulated time.

Rina
23/03/2023
(Dr. Rina Handique), Zoology
Head of Department
Department of Zoology
GARGAON COLLEGE
Gargaon College
Simaluguri-785686



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E-mail: deptofzoologygargaoncollege@gmail.com

Date: 24/03/2023

MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 24th of March, 2023 at 11.00 PM at the Departmental Staff Room.

The objective of the meeting, was to discuss about the following points:

1. The NC/DC list of the students of all the semesters has to be submitted to office by 31st of March.
2. The Internal Academic Audit has been scheduled on 27th and 28th of March.

Rina
24/03/2023
(Dr. Rina Handique)
Head
Department of Zoology
Gargaon College
Simaluguri-785686



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E-mail: depttofzoologygargaoncollege@gmail.com

Date: 03/04/2023

ACTION TAKEN REPORT

To,
The Principal,
Gargaon College

Sir,

As per the decision of the departmental meeting held on 24th of March, 2023, the following actions have been taken.

1. The percentage of attendance and the NC/DC list for the students has been prepared and submitted to the office.

Rina
03/04/2023
(Dr. Rina Handique)

Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri



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Meeting No 12



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ESTD: 1969

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E-mail: deptofzoologygargaoncollege@gmail.com

Date: 05/04/2023

NOTICE

It is hereby to inform that a staff meeting is going to conduct on 6th of June, 2023 at 12.00 PM at the Departmental Staff Room to discuss about organizing an outreach programme. All the faculty members are requested to attain the meeting at the stipulated time.

(Dr. Rina Handique)
Head
Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri.



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Date: 06/04/2023

MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 6th of June, 2023 at 12.00 PM.

Objective of the Meeting

The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about the final fixation of the date and selection of the local fish farm.

Dr. Rina Handique discussed the matter and suggested valuable points in relation to fixation of the fish farm for the visit. The list of the Local entrepreneurs in the area within the district were the prime interest to visit not only to give the syllabus/general information, importance and awareness but also to boost the entrepreneurship among the students. Ms. Pimily Langhasa and Dr. Anurag Protim Das, Assistant Professor, Department of Zoology, made suggestions on the fixation of the date.

After discussions at the meeting, the following resolutions were taken:

R1. After the discussion the final selection of the farm selected was Nazira Fish Farm. It was based on the shortest route from the college.

R2. The date of the visit is decided to be on 12th of April, 2023

Teachers Present: 03

Students Present: 19

(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686

**Department of Zoology
GARGAON COLLEGE
Simaluguri.**



**DEPARTMENT OF ZOOLOGY
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ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: depttofzoologygargaoncollege@gmail.com

Date: 24/04/2023

ACTION TAKEN REPORT

To,
The Principal,
Gargaon College

Sir,

As per the decision of the departmental meeting held on 6th of June, 2023, the following actions have been taken.

1. An Outreach programme was conducted by the Zoology department on 12/04/2023.
2. The Local Nazira Fish Farm was visited to boost the entrepreneurship among the students

(Dr. Rina Handique)
Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri.



Meeting No 13



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E-mail: deptofzoologygargaoncollege@gmail.com

Date: 11/04/2023

NOTICE

The Department of Zoology is going to conduct a staff meeting on 11th of April, 2022 at 4.00 PM at the Departmental Staff Room to discuss related to the upcoming sessional examination, AQAR, etc.. All the faculty members are requested to attain at the stipulated time.

Rina
11/04/2022
(Dr. Rina Handique)

Head, Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri.



DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

ESTD: 1969

Simaluguri - 785686, Sivasagar, Assam

E-mail: deptofzoologygargaoncollege@gmail.com

Date: 11.04.2023

MINUTES OF THE MEETING

A Departmental staff meeting was conveyed by Dr. Rina Handique, Head of the Department on 11th of April, 2023 at 4.00 PM.

Objective of the Meeting


The objective of the meeting was laid down by the Dr. Rina Handique, Head was to discuss about the following matters:

1. Regarding the discussion about the completion of the syllabus
2. Question paper setting for the 1st Sessional examination and the pattern should follow the Dibrugarh University final question pattern.
3. Upcoming future plan of action
4. Regarding the AQAR presentation

Dr. Rina Handique, Head discussed about the completion of the syllabus from each faculty members till date. Hence followed by the pattern of setting questions papers for the upcoming sessional examination. The meeting was closed at 4.30 PM.

Teachers Present: 03

1. Dr. Rina Handique
2. Pimily Langthasa
3. Dr. Anurag Protim Das


11/04/2023
(Dr. Rina Handique)
Head
Department of Zoology
Gargaon College
Simaluguri-785686

Meeting No 14



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GARGAON COLLEGE**

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Date: 14/06/2023

NOTICE

It is hereby informed that a departmental staff meeting will be held on 14th of June, 2023 at 12.00 PM at the Departmental Staff Room to discuss about AQAR preparation. Therefore, all the faculty members are requested to attain the meeting at the stipulated time.

Rina
14/06/2023
(Dr. Rina Handique)
Head
Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri.



**DEPARTMENT OF ZOOLOGY
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E-mail: deptofzoologygargaoncollege@gmail.com

Date: 14/06/2023

MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 14th of June, 2023 at 12.00 PM at the Departmental Staff Room.

Objective of the Meeting

The objective of the meeting, was about the AQAR presentation and inclusion of some point for the improvement. The following resolutions were taken:

1. MoU with other Colleges and Universities.
2. Student centric collaborative work with other Colleges.
3. Alumni contribution to the programme through collaboration with Alumni and outreach program.


Department of Zoology
GARGAON COLLEGE
Simaluguri.

Meeting No 15



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Date: 27/06/2023

NOTICE

The Department of Zoology is going to conduct a staff meeting on 27th of June, 2023 at 12.00 PM at the Departmental Staff Room to discuss about organizing Departmental Alumni Meet. All the faculty members are requested to attend the meeting at the stipulated time.

Rina
(Dr. Rina Handique)

Head

Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri.



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DEPARTMENT OF ZOOLOGY GARGAON COLLEGE

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E-mail: deptofzoologygargaoncollege@gmail.com

Date: 27/06/2023

MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 27th of June, 2023 at 12.00 PM at the Departmental Staff Room.

Objective of the Meeting

The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about organizing an Alumni Meet. After the discussions the following resolutions were taken:

R1: It was decided that the Alumni Meet would be held on 30/06/2023

R2: The Meet will be conducted through online mode using Zoom.

R3: The time selected for the programme at 7:00 PM.

R4: The information of the meet shall be informed to all the ex-students through an existing WhatsApp Group.


27/06/2023
(Dr. Rina Handique)
Head
Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri.

Meeting No 16



**DEPARTMENT OF ZOOLOGY
GARGAON COLLEGE**

ESTD: 1969

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Date: 01/07/2023

NOTICE

It is hereby to inform that a staff meeting is going to conduct on 6th of June, 2023 at 12.00 PM at the Departmental Staff Room to discuss about organizing an outreach programme. All the faculty members are requested to attain the meeting at the stipulated time.

(Dr. Rina Handique)

Head

Department of Zoology
Gargaon College
Simaluguri-785686

Department of Zoology
GARGAON COLLEGE
Simaluguri.



