



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE

**MINUTES OF THE MEETING ON
COMPOSITION OF MONITORING
COMMITTEE
FOR
TEACHERS, NON-TEACHING STAFF
AND STUDENTS**

**GARGAON COLLEGE
SIMALUGURI-785686
SIVASAGAR (ASSAM)**



MINUTES OF THE MEETING

Date: 26.08.2023

Time: 10:00 A.M.

Location: Golden Jubilee Hall, Gargaon College

Attendees:

Chairperson: Dr. Sabyasachi Mahanta, Principal

Secretary's Name: Dr. Rina Handique, Vice-Principal

Representative for Teachers: Dr. Pobon Gogoi

Representative for Non-teaching Staff: Mr. Biju Phukan

Student Representative: Kaustuv Chetia

Agenda:

Formation of Monitoring Committee for Teachers, Non-teaching Staff, and Students

The meeting was initiated by Chairperson Dr. Sabyasachi Mahanta where he welcomed all attendees and thanked them for their participation. He briefly outlined the purpose of forming a Monitoring Committee to oversee the performance and well-being of teachers, non-teaching staff, and students. The committee's role includes ensuring a conducive learning and working environment, addressing concerns, and promoting continuous improvement.

Appointment of Monitoring Committee:

The members unanimously elected as

Chairman: Dr. Sabyasachi Mahanta, Principal, Gargaon College

Vice- Chairman: Dr. Rina Handique, Vice Principal

Student development officer: Dr. Pobon Gogoi

Teacher representative: Dr. Kabita Phukan & Monuroma Phukan

Representative for Non-teaching Staff: Mr. Biju Phukan

Expert advisor: Dr. Surajit Saikia, IQAC Coordinator



Roles and Responsibilities:

The Chairperson, Dr. Sabyasachi Mahanta outlined the roles and responsibilities of the Monitoring Committee, including regular meetings, assessment of performance, addressing grievances, and collaborating with relevant stakeholders. The committee discussed the following

- Scheduling of official meeting
- Establishing communication channels
- Creating a plan for initial assessments
- The roles and responsibilities of the stakeholders
- Continuous conduct of Induction program by each department as well as by the college
- Display of code of conduct at the college website
- Display of code of conduct in a placard at college entrance
- Awareness of stakeholders towards their respective code of conduct

Chairperson thanked everyone for their commitment to the monitoring committee and encouraged active participation in achieving its objectives.

The meeting was adjourned at 12 PM.

