

GARGAON COLLEGE

ESTD: 1959
Simaluguri - 785686, Sivasagar, Assam
E-mail: gargaoncollege@rediffmail.com

Reaccredited by NAAC with B Grade
Tel: 03772-296164
www.gargaoncollege.ac.in

Date: 01/07/2018.

Minutes of Meeting 1

Minutes of 1st Meeting of IQAC:

A meeting of IQAC was held on 01.07.2018 in the IQAC office. The Principal of the college, Dr P.D. Gogoi, who was in chair welcomed all the members of the committee.

Item No. 01 To discuss about the SSR to be submitted for the 3rd cycle on March, 2019.

The Chairperson apprised the members of the necessity of making adequate preparation for NAAC peer team visit to the college for the 3rd cycle on March, 2019. The members discussed the matter and decided to hold an open general meeting in the coming days to discuss about the report to be submitted for the 3rd cycle on March, 2019.

Resolution No. 1 Resolved that an open general meeting will be held in the coming days to discuss about the SSR to be submitted for the 3rd cycle on March, 2019.

Item No.2 To consider ways to bring awareness on New Education Policy (draft), 2018.

The Chairperson apprised the committee that the New Education Policy (draft) 2018 needs to be comprehended by the faculty of the college. The members discussed the matter and offered strategies of making the faculty aware of the NEP. It was recommended by the members that a workshop/seminar should be organised to make the faculty aware of the said policy.

Resolution No.2 resolved that a workshop/seminar will be organised on New Education Policy (draft), 2018.

Item No. 3 to consider ways to bring together the various publications of the college under one cell.

The members discussed the matter and recommended that a Publication Cell should be constituted to bring all the publications of the college under it.

Resolution No. 3 Resolved that all publications of the college will be brought under Gargaon College Publication Cell from this month onwards.

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Date: 01/08/2018

Action Taken Report -1

To,

The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 01.07.2018, the following actions have been taken:

1. An open general meeting was held on 01.10.2018 to discuss about the SSR to be submitted for 3rd cycle of accreditation.
2. A seminar was organized on New Education Policy (draft) on 28/09/2018.
3. A notice has been circulated to the departments that all publications will be published under Gargaon College Publication from this month.
4. The process of introducing Add-On Courses on Mushroom Cultivation, Green Tea Cultivation, Communicative English for skill enhancement and entrepreneurship development is underway.



Dr K.J.Handique
Coordinator, IQAC
Gargaon College

Co-ordinator
IQAC
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Date: 02/12/2018

Minutes of Meeting - 2

Minutes of 2nd Meeting of IQAC :

A meeting of IQAC was held on 02.12.2018 in the IQAC office. The Principal of the college, Dr P.D. Gogoi, who was in chair welcomed all the members of the committee.

Item No. 01 To consider the confirmation of the Minutes of the 1st meeting of IQAC held on 01.07.2018.

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 1st meeting of IQAC held on 01.07.2018. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.

Resolution No. 1 Resolved that the Minutes of the 1st meeting held on 01.07.2018 be accepted for confirmation as decided by the Committee in the 2nd meeting of IQAC held on 02.12.2018.

Item No.2 To discuss about the preparation of AQAR.

Considering the urgency of the matter concerning preparation of AQAR, the members discussed the matter and suggested that AQAR should be prepared from January, 2019.

Resolution No. 2 Resolved that the AQAR shall be prepared from the month of January, 2019.

Item No.3 To discuss strategies for taking feedback from stakeholders.

The Chairman apprised the members of the need to take necessary feedback from the stakeholders. The members discussed the matter and decided that feedback from students, teachers, alumni, parents etc. should be taken at the end of the year and placed before Feedback Committee and Grievance Redressal Cell.

Resolution No.3 Resolved that feedback from students, teachers, alumni, parents etc. will be taken at the end of the year and placed before Feedback Committee and Grievance Redressal Cell.



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Date: 15/01/2019

Action Taken Report -2

To,

**The Principal,
Gargaon College**

Sir,

As per decision of IQAC meeting held on 02.12.2018, the following actions have been taken:

1. To prepare the AQAR for the year 2018-19, sub-committees have been constituted.
2. The process of taking feedback from students, teachers, alumni, parents etc. have been started.
3. The process of establishment of an Incubation Centre for training cum production of leaf compost and vermicompost has been initiated.

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Date: 30.03.2019

Minutes of Meeting - 3

Minutes of 3rd Meeting of IQAC :

A meeting of IQAC was held on 30.03.2019 in the IQAC office. Dr Sabyasachi Mahanta, Principal of the college who was the Chairperson welcomed all the members of the committee.

Item No. 01 To consider the confirmation of the Minutes of the 2nd meeting of IQAC held on 02.12.2018.

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 2nd meeting of IQAC held on 02.12. 2018. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.

Resolution No. 1 Resolved that the Minutes of the 2nd meeting held on 02.12.2018 be accepted for confirmation as decided by the Committee in the 3rd meeting of IQAC held on 30.03.2019.

Item No. 02 To consider new programmes to be implemented in the adopted village.

The members discussed the matter and recommended various programmes such as food processing, cultural activity, NSS camps, a socio-economic survey among others to be carried out in the adopted village for community development with the participation of students and teachers.

Resolution No. 02 Resolved that programmes such as food processing, cultural activity, NSS camps, a socio-economic survey will be taken up in the adopted village as part of institutional social responsibility.

Item No. 03 To discuss about the submission of AQAR report.

Considering the urgency of the matter, the Chairperson apprised the members of the necessity to speed up the process of submission of AQAR report. The members discussed the matter and suggested that the departments should be intimated to submit the data for the same.

Resolution No. 03 Resolved that the departments would be intimated to submit data related to AQAR report.

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Date: 18/04/2019

Action Taken Report -3

To,

The Principal,
Gargaon College

Sir,

As per the decision of the IQAC meeting held on 30.03.2019, the following actions have been taken:

1. Programmes such as food processing, cultural activity, NSS camps, a socio-economic survey in the adopted village as a part of institutional social responsibility has been initiated.
2. Reminder has been sent to the departments to submit the necessary data to prepare AQAR.
3. Semester wise remedial classes have been started for slow learners and special classes (such as Coaching for competitive examinations, project work etc.) for the advanced learners.



Dr K.J. Handique
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Gargaon College

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Date: 01/06/2019

Minutes of Meeting - 4

Minutes of 4th Meeting of IQAC :

A meeting of IQAC was held on 01.06.2019 in the IQAC office. Dr Sabyasachi Mahanta, Principal and Chairperson welcomed all the members of the committee.

Item No. 01 To consider the confirmation of the Minutes of the 3rd meeting of IQAC held on 30.03.2019.

The Chairperson requested the members to point out omission or commission, if any in recording the minutes of the 3rd meeting of IQAC held on 30.03.2019. The members discussed the minutes and after expression of satisfaction decided to accept the same. The following resolution was adopted.

Resolution No. 1 Resolved that the Minutes of the 3rd meeting held on 30.03.2019 be accepted for confirmation as decided by the Committee in the 4th meeting of IQAC held on 01.06.2019.

Item No.2 To discuss about the latest NAAC guidelines on AQAR.

Considering the urgency of the matter, the Chairman advised the members to get themselves acquainted with the latest NAAC guidelines on AQAR. The members discussed the matter and decided to chalk out a plan of action for the same.

Resolution No. 2 Resolved that a plan of action will be chalked out to implement the NAAC guidelines on AQAR.

Item No. 3 To discuss about the minor and major research projects of the teachers.

The members discussed the matter and suggested that faculty members of the college should be encouraged to apply for minor and major research projects from different funding agencies.

Resolution No.3 Resolved that appeal will be made to the faculty members to obtain minor as well as major research projects from different funding agencies.

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Date: 05/07/2019

Action Taken Report -4

To,

The Principal,
Gargaon College

Sir,

As per decision of the IQAC meeting held on 01.06.2019, the following actions have been taken:

1. Discussion was held regarding the latest guidelines on AQAR and the plan of action was chalked out.
2. IQAC appeals to obtain minor research projects from different funding agencies.
3. The feedback received from the stakeholders were reviewed and analyzed by the Feedback Committee and the Grievance and Redressal Cell.
4. The process of Biodiversity audit by the departments of Botany and Zoology in collaboration with IQAC is underway.



Dr K.J.Handique
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