

OFFICE OF THE PRINCIPAL :: GARGAON COLLEGE :: SIMALUGURI

Minutes of the Academic Monitoring Committee Meeting

Date: 09/04/2024

Venue: Golden Jubilee Hall, Gargaon College

Chairperson: Dr. Sabyasachi Mahanta, Principal

Attendees:

1. Dr. Sabyasachi Mahanta, Principal (Chairperson)
2. Dr. Rina Handique, Vice Principal
3. Mr. Diganta Konwar, Associate Prof. & HOD, Physics
4. Dr. Surajit Konwar, IQAC Coordinator
5. Dr. Nilutpal Chutia, Nodal Officer, SAMARTH,
6. Dr. Pamkaj Kumar Nath, Librarian
7. Mrs. Runjun Hazarika, Associate Prof., Dept. of Assamese
8. Dr. Kabita Phukan, Assistant Prof. & HOD, Mathematics
9. Dr. Chandraditya Gogoi, Assistant Prof. & HOD, Geology

Agenda:

1. Monitoring of classes as per the Master Routine
2. Assessment of academic matters
3. Submission of required documents to the Department of Higher Education (DHE)

Decisions Taken:

1. The Academic Monitoring Committee will monitor the classes according to the Master Routine of the college. Members are required to report any irregularities in class delivery by faculty members to the Principal.
2. Regular assessment of academic matters will be conducted by the committee. At least two meetings will be convened in each semester as per the direction of the Department of Higher Education (DHE).
3. The Committee will ensure timely submission of required documents, including attendance records, Master time-table, and meeting minutes, to the Department of Higher Education (DHE) as per stipulated deadlines.

The meeting was ended with a vote of thanks from the Chairperson, Dr. Sabyasachi Mahanta.

Sachin
09/04/2024
(Dr. Sabyasachi Mahanta)
Principal,
Gargaon College
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)

Office of the Principal: Gargaon College: Simaluguri

Meeting of the Academic Monitoring Committee

Date: 09/04/2024

Sl. No.	Members Present	Designation	Signature
1	Dr. Sabyasachi Mahanta	Principal	<i>[Signature]</i> 09/04/2024
2	Dr. Rina Handique	Vice-Principal	<i>[Signature]</i> 09/04/2024
3	Mr. Diganta Konwar	HOD, Deptt. of Physics	<i>[Signature]</i> 09/04/24
4	Dr. Surajit Saikia	Co-ordinator, IQAC	<i>[Signature]</i> 9/4/24
5	Dr. Nilutpal Chutia	Nodal Officer, SAMARTH	<i>[Signature]</i> 09/04/2024
6	Dr. Pankaj Kr. Nath	Librarian	<i>[Signature]</i> 09.4.24
7	Ms. Runjun Hazarika	Deptt. of Assamese	<i>[Signature]</i> 09/4/24
8	Dr. Kabita Phukon	HOD, Dept. of Mathematics	<i>[Signature]</i> 09/04/24
9	Dr. Chandraditya Gogoi	HOD, Dept. of Geology	<i>[Signature]</i> 9-4-24

[Signature]
09/04/2024
Principal
Gargaon College
Simaluguri, Sivasagar (Assam)