



গড়গাঁও মহাবিদ্যালয়
GARGAON COLLEGE

MINUTES OF MEETINGS

HOD MEETINGS 2022-23

GARGAON



COLLEGE

ESTD: 1959, Reaccredited by NAAC with B Grade

Simaluguri - 785686, Sivasagar, Assam

Tel: 03772-296164

E-mail: gargaoncollege@rediffmail.com

www.gargaoncollege.ac.in

Ref. No: GC/

Date:

HOD MEETING-1

HOD, Meeting

Date: 16/8/22

Agenda:-

Minutes:-(1) Mentioned previous meeting details

(2) Result not satisfying

(3) Not satisfied with the result of most of the depts.

(4) 51/

(5) All the dept must take corrective measure for the improvement of result.

(6) Must give extra time to all the students of the dept. Especially to 6th sem.

(7) Need course each as every students of the dept.

(8) Campus discipline by each faculty members

(9) Class allotment routine to be submitted by 12 pm on 17/08/2022

(10) P G advt. to be given immediately

(11) Timely taking of classes by all the dept.

(12) I CT class record per week

(13) Dept. of IQAC Co-ordinator to be decided by Head

(14) AQAR with geotag / video photo







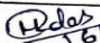



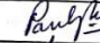



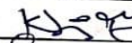


(15) E-Siksha video be submitted

(16) Teacher Exchange programme

(17) Fresher dates may be postponed due to grade III & IV entrance examination of DHE Assam

(18) Need to change work cultural all the faculty members

ATTENDANCE OF HOD MEETING

Hods Meeting.		Date:- 16/08/2022
Sl.No.	Name of Hods	Signature
1	Dr. Rima Handare	
2	Dr. Dilip Kumar Deka	 16/8/22
2	Dr. Anna Gogoi	
4	Dr. Majumdar Gogoi	 16/8/22
5	Dr. Meghali Borah	 16/08/22
6	Dr. Kabita Phukan	 16/08/2022
7	Nilakshi Chelisi	
8	Mina Roidas	 16/08/2022
9	Dr. Dimbeswar Das	 16/8/22
10	Dr. Sujit Saikia	
11	Pankaj Dutta	
12	Dr. Pankaj Kumar Nath	 16/8/22
13	Dr. Brijendra Baral	 16/8/22
14	Dr. Chandrahatya Gogoi	
15	Rajib Gogoi	
16	Kesava, Sri Handique	
17	Pabon Kr. Gogoi	
18	Diganta Konwar	

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HOD MEETING-2

HOD, Meeting

Date:09/09/2022

Agenda

GCSU Election

1. presence of all the teaching staff on all the event organized by the college.
2. Gargaon college union Election will be held on 28 sept 2022(Wednesday)
- 3.-0-
1. Induction programme will be held at Academic gallery and college Auditorium
On sept 10,2022
3. Admission :-8 2 seats in MA in five dept of Gargaon college
- 4, From 19th sept 2022 PG classes will be started .

ATTENDANCE OF HOD MEETING

Hods Meeting:-

Date:- 09/09/2022

Date	Name of Hods	Signature
1	Dr. Rina Handique	Rina
2	Kesobha Handique	Kesobha
3	Dr. Pabon Kr. Gogoi	Pabon
4	Dr. Manjuma Gogoi	Manjuma
5	Nelakhi Chelis	Nelakhi
6	Dr. Meghali Bora	Meghali
7	Dr. Anna Gogoi	Anna
8	Mina Robidas	Mina
9	Pragya Jyoti Boruah	Pragya
10	Dr. Pankaj Kumar Datta	Pankaj
11	Dr. Smajit Saitia	Smajit
12	Pankaj Datta	Pankaj
13	Dr. Dimpleswar Dora	Dimpleswar
14	Harekrishna Mili	Harekrishna
15	Dr. Chandachitra Gogoi	Chandachitra
16	Dr. Rajendra Baruah	Rajendra
17	Dilip Kumar Debra	Dilip
18	Ranjana Konwar	Ranjana
19	Rajib Gogoi	Rajib
20	Dr. Rajana Gogoi	Rajana

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HOD MEETING-3

HoD Meeting

Date: 14/10/2022

Time: 2:00 pm

Venue: Golden Jubilee Hall

1. Attendance : N/C & D/C percentage
2. Sessional Examination – Date
 1. N/C – 50%
 - D/C – 20%
 - Don't copy paste the Excel Sheets
2. Sessional Examination
Full Marks : 40
Date : 11th, 12th, 14th & 15th November, 2022
3. Laboratory Bearer to be sent to Examination Br. For preparation of Answer Script for Sessional Examination.

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HOD MEETING-4

Date: 11/04/2023

Time: 1:00 pm

Venue: Golden Jubilee Hall

Agenda

1. Sessional Exam. : 25th to 28th April, 2023
40 Marks, Pattern should be University Final Question Paper
2. Question Paper Model should be submitted V.P. Result, Notice (Internal Notice).
3. International Seminar 5th & 6th May, 2023. All the faculties are directed to join the seminar.
4. Publication per faculty – 10 within 5 years.
5. Internal Audit Presentation after 5th & 6th May.
6. Plan of Action per Department – 12th April, 2023.
7. Exhibition – 24th April, 2023.
8. Students are directed to participate in the exhibition.

Proceeding

Meeting of the HoD

Venue: Golden Jubilee Hall

Time : 11:30 am

Chairperson: Dr. S. Mahanta,

Principal, Gargaon College

1. AQAR present (Final) should be prepared by the departments, reforming the former anomalies.
2. History, Political Science, Education, Geology, Physics, needs more correction.
3. Mathematics, Geology, Geography, English – needs little bit correction.
4. Career Counseling – Principal sir formally informed Dr. Dilip Deka to do needful and take necessary measures regarding Career Counselling.
5. HoDs are requested to collect the information of the students who have recently got the appointment in various State Govt. Services.
6. Informed the HoD's regarding the clearance/arrangement of documentation by 15th May, 2023. (within three days the presentation will be taken).
7. Presentation for all the sessions required.
1st July 2018 to 30th June 2019
1st July 2019 to 30th June 2020
1st July 2020 to 30th June 2021
1st July 2021 to 30th June 2022
1st July 2022 to 30th June 2023
8. Result, placement, enrolment should highlighted in the report.
9. All the reputed ex-service person and alumni record should kept and highlighted in the report.
10. Scholarship from 2018 onwards – needs to highlighted in the report.

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Hods Meeting:-		Date:- 11/04/2023
Sl. No.	Name of Hods	Signature
1	Dr. Rina Jandiana	<i>[Signature]</i>
2	Dilip Kumar Deka	<i>[Signature]</i> 11/4/23
3	Diganta Konwar	<i>[Signature]</i> 11/4/23
4	Dr. Pankaj Kumar Nath	<i>[Signature]</i> 11.4.23
5	Rejib Gogoi	<i>[Signature]</i> 11.4.23
6	Dr. Sujit Smita	<i>[Signature]</i>
7	Dr. Meghali Bora	<i>[Signature]</i> 11/04/23
8	Pankaj Dutta	<i>[Signature]</i>
9	Dr. Pabon Kr. Gogoi	<i>[Signature]</i>
10	Dr. Chanchhitya Gogoi	<i>[Signature]</i>
11	Dr. Pali Konwar	
12	Nalini Chel	<i>[Signature]</i>
13	Pragya Jyoti Boruah	<i>[Signature]</i>
14	Dr. Anu Gogoi	<i>[Signature]</i>
15	Sangeeta Chelien	<i>[Signature]</i>
16	Dr. Barnali Dutta	<i>[Signature]</i>
17	Dr. Kabita Phukan	<i>[Signature]</i>
18	Mina Robidas	<i>[Signature]</i>
19	Dr. Maymon Gogoi	<i>[Signature]</i> 11/04/23
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