



গড়গাঁও মহাবিদ্যালয়  
GARGAON COLLEGE

**HoDs' Meeting**

**MINUTES OF MEETINGS  
2023-24**



# গড়গাঁও মহাবিদ্যালয় GARGAON COLLEGE

Meeting No 1 , Date 01-08-2023

Notice

neatly and also maintain the registers properly... Principal  
1:46 pm

TUESDAY

Biju( WhatsApp)

To\_all\_colleges\_and\_universities.pdf  
12 pages • PDF • 8 MB  
5:11 pm

WEDNESDAY

Gc( Principal( Dr. Sabyasachi  
আমার সমূহ শিক্ষক-কর্মচারী-শিক্ষার্থীকে মহাবিদ্যালয়খনব  
৬৫ সংখ্যক প্রতিষ্ঠা দিবসৰ সকলো কার্যসূচীতে সক্রিয়ভাৱে  
অংশ গ্রহণ কৰিবলৈ অনুৰোধ জনালোঁ... অধ্যক্ষ  
5:55 pm

YESTERDAY

Gc( Principal( Dr. Sabyasachi  
আমার সকলোকে বেগুধৰ মন প্ৰেক্ষাগৃহলৈ আহিবলৈ  
জনোৱা হ'ল... অধ্যক্ষ  
2:33 pm

আমার মহাবিদ্যালয়খনৰ গৌৰৱোজ্বল ৬৫ সংখ্যক প্রতিষ্ঠা  
দিবস উদযাপনৰ সকলো কার্যসূচীৰে সফল ৰূপায়ণ সম্ভৱ  
কৰি তোলা সম্মানীয় শিক্ষক-কর্মচারীবৃন্দ তথা মেহভাজন  
শিক্ষার্থীসকলৰ প্ৰতি আন্তৰিক ধন্যবাদ আৰু কৃতজ্ঞতা জ্ঞাপন  
কৰিলোঁ... অধ্যক্ষ  
6:54 pm

TODAY

Gc( Principal( Dr. Sabyasachi  
An emergent meeting of the HODs is convened today at  
2 pm in Golden Jubilee Hall. All the HODs, the IQAC  
coordinator and the Coordinator, Samarth portal are  
requested to attend the meeting without fail... Principal  
10:36 am

😊 + Type a message



Agenda & Minutes of Meeting

HOD, Meeting, Minutes

Date: - 01/08/2023

1. HOD, of all Departments, IQAC, Samarth Kshatri (Co-ordinator)
2. G. PG Courses - Newly added - Geography.
3. Given Appointment letter to newly appointment faculties of PG classes. (Total 5)
4. Introduction of newly appointment faculties of PG Courses.
5. Principal's speech  
After 5 years review - Dibrugarh University.
  - (i) Enrollment
  - (ii) Results.
6. Never leave the reading habit. "Balance between Saraswati and Lakshmi is very tough".
7. Take UG classes also. / Try to be resourceful / To co-operate with other colleagues / Cordial relation with the students - through whatsapp group.
8. Co-ordinator PG Classes (Dr. P. Kor. Gosai)
  8. shared
  8. Experience of 1st and 2nd Sem. of PG classes with the faculties. - Language problem & - Result of 2nd Sem. is good. Relation with Departments of University. is mandatory





## Agenda & Minutes of Meeting

Answer script evaluation is mandatory — can't be refused.

(15)

Professional Assessment should be given to students,  
(Sessional Answer Script)  
for I/A.



# গড়গাঁও মহাবিদ্যালয় GARGAON COLLEGE

## Signatures of attendances

Date : 01/08/2023

HODs Meeting :-

Sl.No.	Name of HODs/Teacher	Name of Dept.	Signature
1	Dr. Rina Handa	Zoology	Dr. Rina
2	Dr. Majumdar	Histry	Dr. Majumdar
3	Dilip Kumar Deka	Geography	Dr. Dilip 1/8/23
4	Meghali Bora	Commerce	Meghali Bora 1/8/23
5	Mina Robidas	Sociology	Mina Robidas 01/08/23
6	Nilakshi Chelia	Annamese	Nilakshi Chelia 01/8/23
7	Kabita Phukon	Mathematics	Kabita Phukon 01/08/2023
8	Dr. Basmali Dutta	Statistics	Dr. Basmali Dutta 01/08/2023
9	Aramdas Narzary	Chemistry	Aramdas Narzary 1/8/23
10	Rimbhansur Das	Botany	Rimbhansur Das 01/08/23
11	Nikulpal Chutia	SAMARTH Coordinator	Nikulpal Chutia
12	Sanjit Saikia	Coordination	Sanjit Saikia
13	Dr. Chandraditya Gogoi	Geology	Dr. Chandraditya Gogoi
14	Dr. Pankaj Kumar Nath	Library	Dr. Pankaj Kumar Nath 01.08.23
15	Pankaj Datta	PGDCA	Pankaj Datta
*16	Swati Barik	Economics	Swati Barik
*17	Plabita Phukon	English	Plabita Phukon
*18	Bobee Borah	Education	Bobee Borah
19	Bisham Pat Borah	Pol. Sci	Bisham Pat Borah
20	Kamal Das	Geography	Kamal Das
21	Dr. Pabon Kr. Gogoi	Pol. Sci	Dr. Pabon Kr. Gogoi
22	Dr. Bijay Barik	Edut	Dr. Bijay Barik
23	Diganta Konwar	Physics	Diganta Konwar
24	Indira Barik	English	Indira Barik
25	Rajib Barik	English	Rajib Barik



গড়গাঁও মহাবিদ্যালয়  
GARGAON COLLEGE

Meeting No 2 , Date 08-09-2023

Notice

অধ্যক্ষৰ কাৰ্যালয় : গড়গাঁও মহাবিদ্যালয় : শিমলুগুৰি

দিনাংক-০৮/০৯/২০২৩

জাননী

ইয়াৰ দ্বাৰা গড়গাঁও মহাবিদ্যালয়ৰ সমূহ বিভাগীয় প্রধানক জনোৱা যায় যে, আজি দিনৰ ২:০০ বজাত সোণালী জয়ন্তী ভৱনত এখন জৰুৰী সভা আহ্বান কৰা হৈছে। গতিকে সমূহ বিভাগীয় প্রধানক উক্ত উল্লেখিত স্থান আৰু সময়ত উপস্থিত থাকিবলৈ জনোৱা হ'ল।

B. D. Das R. G. Das  
০৮/০৯/২৩ ৮/৯/২৩

B. D. Das  
০৮/০৯/২৩

B. D. Das ৮/৯/২৩

B. D. Das  
৮/৯/২৩

B. D. Das  
৮/৯/২৩

B. D. Das  
০৮/০৯/২০২৩

অধ্যক্ষ

গড়গাঁও মহাবিদ্যালয়।

অধ্যক্ষ

গড়গাঁও মহাবিদ্যালয়  
শিমলুগুৰি, শিৱসাগৰ, অসম

৪১১



## Agenda & Minutes of Meeting

**Proceeding, HODs Meeting**

**Date: 08/09/23**

**1/Important 1 agenda**

→Sessional Examinations.

⇒ Student Union Election.

⇒ Tanu Konger Memorial Debate Competition.

**2/ Student Union Election 30th Sept. 2023.**

**3 / Sessional Examination 40 marks. Total Marks Date 16, 17,19 &20th October 2023.**

**4/ 7th Oct Date for 2023, National Seminar of Dept. of Assamese. Memorial**

**5/ Oct.9.2023 Tanu konger Debate.**

**6 / Mobile no. & Email id - Regd. at Samarth Portal.**

**7/ For ABC- Aadhar is Must**

**8/ Internal monitoring Committee for Sessional Examinations.**

**IQAC Co-ordinator**

**\* future-Action Plan- Need Action Taken Report.**

**\* Bicycle Club-**

**\* Infernal Semester-Record.**

**\*Criteria wise filing.**

**\* Placement Record.fur last five years.**





# গড়গাঁও মহাবিদ্যালয় GARGAON COLLEGE

## Signatures of attendances

Date: 08/09/2023

HODs Meeting:

Sl.No.	Name of HODs	Name of Dept.	Signature
1	Diganta Konwar	Physics	
2	Dr. Rina Handique	Zoology	
3	Rajib Gogoi	English	
4	K. L. S. H. H. H.	Economics	
5	Pranab Dasgupta	Assamese	
6	Dilip Kumar Deka	Geog.	
7	Mr. Anil Tanti	Commerce	
8	Dr. Chandrabhaya Gogoi	Geology	
9	Dr. Pankaj Kumar Nath	Librarian	
10	Alaynma Gogoi, Sr	History	
11	Kabita Phukan	Mathematics	
12	Dimbeswar Das	Botany	
13	Dr. Arundha Dasgupta	Chemistry	
14	Dr. Ratna Das	Education	
15	Mina Robidas	Sociology	
16	Dr. Basmali Dutta	Statistics	
17	Dr. Surejit Saikia	Coordinator	
18	Pankaj Datta	PGDCN	
19	Dr. Pabon Kr. Gogoi	Pol. Sc	
20	Dr. Nilupal Chelun	Nodal Officer, SAMARTHA	



গড়গাঁও মহাবিদ্যালয়  
GARGAON COLLEGE

## Notice

3:32

VoLTE 5G



Gargaon College Official

Ankika, B, Bidyananda, Dimbeswar, Jayanta,...



February 9, 2024



**Principal Garg**

A meeting of all the HODs and faculty members of the PG departments is convened today at 1pm in Golden Jubilee Hall. All are notified to attend the meeting.... Principal

10:39 AM

An emergent meeting of the HODs is convened today at 2 pm in Golden Jubilee Hall. All the HODs, Librarian, Coordinator, IQAC and Nodal Officer, SAMARTH are notified to attend the meeting without fail... Principal

10:41 AM



Agenda & Minutes of Meeting

Proceedings

HOD Meeting  
09/02/2024  
Friday (2:00 PM)

1. Preparation for NAAC.
2. Last AQAR to be submitted by 2024.
3. Revert back of some data to the concerned teachers.
4. Very less classes till date.
5. <sup>Atten. & NC/DC</sup> ~~to~~ <sup>is</sup> going to be uploaded on Samarth Portal.
6. Concerned teachers should take their classes regularly.
7. No record of ICT classes/ ICT classer record to be submitted by Satra every Saturday Evening.
8. Workload to be submitted by tomorrow.
9. Complete the syllabus through in-house departmental arrangements.
10. Arrange special classes for the completion of courses.
11. Need the record of Online classes.
12. Dr. Nityutpal Chulia & Dr. Susajit Saikia briefed about the meeting of Samarth Portal.
  - Enrollement
  - Student Teacher Ratio.Based on above criteria the college will receive the grant from RUSA.
13. Record of Assam is below par — No submission of data's from the college at Samarth Portal.
14. Compliance report to be submitted for granting salary.



## Agenda & Minutes of Meeting

6. School teacher is performing better than college teacher.  
Placement record is below par.
17. NIRF Ranking, NAAC Accreditation; All India Higher Ranking Study Survey will be required for NAAC accreditation.
18. All the work should be time frame.
19. All the data of concerned dept. should compile the date within time frame.
20. Paper Publications - is very less in journals.
21. MOU's is more important. Need to be functional.
22. Awarazim's Enrollment. is very less. (Students).
23. Amalgamation is going to be started soon.
24. Technical issues in there regarding NC & DC of students.
25. Digital Class is must.
26. Placement record from all field is required.
27. School record of Scholarship is must.
28. Mentorship record is must.
29. Need a



Signatures of attendances

HODs Meeting

Date: 03/02/24

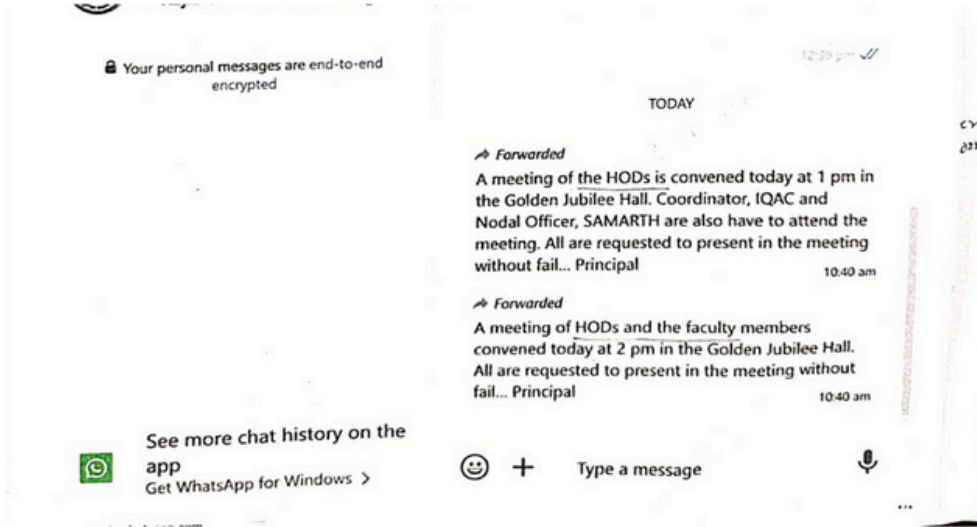
Sl.No.	Name of HODs	Dept	Signature
1			
2	Rina Handique	Zoology	Rani
3	Diganta Konwar	Physics	Dan
4	Poojab Dhandar	Assamese	DR
5	Mu. Anil Tanti	Commerce	AT
6	Dr. B. Anand Borah	Education	B
7	Rajib Gogoi	English	R. Gogoi
8	Pabon Kr. Gogoi	Pat.Sc	P. Gogoi
9	Dr. Dimbeswar Das	Botany	DD
10	Dr. Chandanika Gogoi	Geology	CG
✓11	Dr. Sujit Saikia	Coordinator IQAC	SS 9-2-24
✓12	Dr. Pankaj Kumar Nath	Librarian	PN 09.02.2024
✓13	Dr. Nilupal Barua	Head officer SAMARTH	NB
14	Dr. Basmati Dutta	Statistics	BD
15	Dr. Kabita Phukan	Mathematics	DP
16	Dr. Anna Gogoi	Chemistry	AG
17	For Head, Monwama Phukan	Geography	M
18	Mina Robidas	Sociology	MR
19	Dr. Mayana Gogoi	History	MG 02/24
20	Dr. Rimjim Borah	Economics	RB



গড়গাঁও মহাবিদ্যালয়  
GARGAON COLLEGE

## Meeting No 4, Date 3.4.2024

Notice





## Agenda & Minutes of Meeting

Regd. Office : down town hospital, Sankardev Path, Dispur, Guwahati-781006, Ph No : 98641 37777, 0361 2341111

HOD Meeting

Date: - 3/4/24.

Minutes Proceedings

{  
~~70020 Gupta~~  
~~25004 Sharma~~  
}

1. Sessional Exam Dates  
23 April - 26 April 2023.
2. Sessional Exam Marksheet to be hanged on the Notice Board. as per Dibrugarh University guidelines.  
Geotagged photo to be taken.
3. Grievances of the students to be addressed properly after Sessional Result Exam. Result.
4. Complete the courses by taking Special Classes to be taken for each Semester. for the completion of Courses.
5. Teacher's Diary to be maintained properly.
6. Departmental Profile, Personal Profile, <sup>Teaching Plan</sup> ~~start to be~~ maintained and all NAAC related documents to be maintained properly.
7. Faculty to be present in college after giving their attendance. If any urgency in their please inform the authority.
8. 5<sup>th</sup> April 2024. Dept. of Assamese is organizing a National Seminar. All the faculties <sup>shall</sup> ~~must~~ be present in the seminar.
9. For any ~~inform~~ workshop, webinar <sup>etc.</sup> organized by the Dept. prior information to be taken from the authority.
10. All the faculties to be involved in both Teaching & Non-teaching activities.
11. Total Enrollment is a crucial factor for getting grant from RUSA.



Agenda & Minutes of Meeting

- 12) 9<sup>th</sup> 24-25 session . . RD will be minor subject . .
- 13) Take prior application to be sent <sup>given</sup> for any leave taken by the faculties. Soft copies to be sent via whatsapp.
- 14) Students attendance to be uploaded in Samanta portal.
- 15) Pay Fixation Application to be submitted to the o/o the Principal.
- 16) No permission for farewell is not allowed. Academic Galley shall not be allowed for farewell.
- 17) Every HOD shall take responsibility for maintaining decorum; discipline, etc. while organizing farewell. (~~27 April / 2pm - 4pm~~ <sub>2024</sub>). on 27 April 2024 (Saturday) from 2pm - 4pm.
- 18) All the proposal for field trip, educational visit, etc to be sent through Head of the Department to the Principal.
- 19) Never to leave the campus without prior permission of the authority.
- 20) 2019-2020: Placement record is required for NAAC purpose. & Also Higher Studies.





Signatures of attendances

HODs Meeting

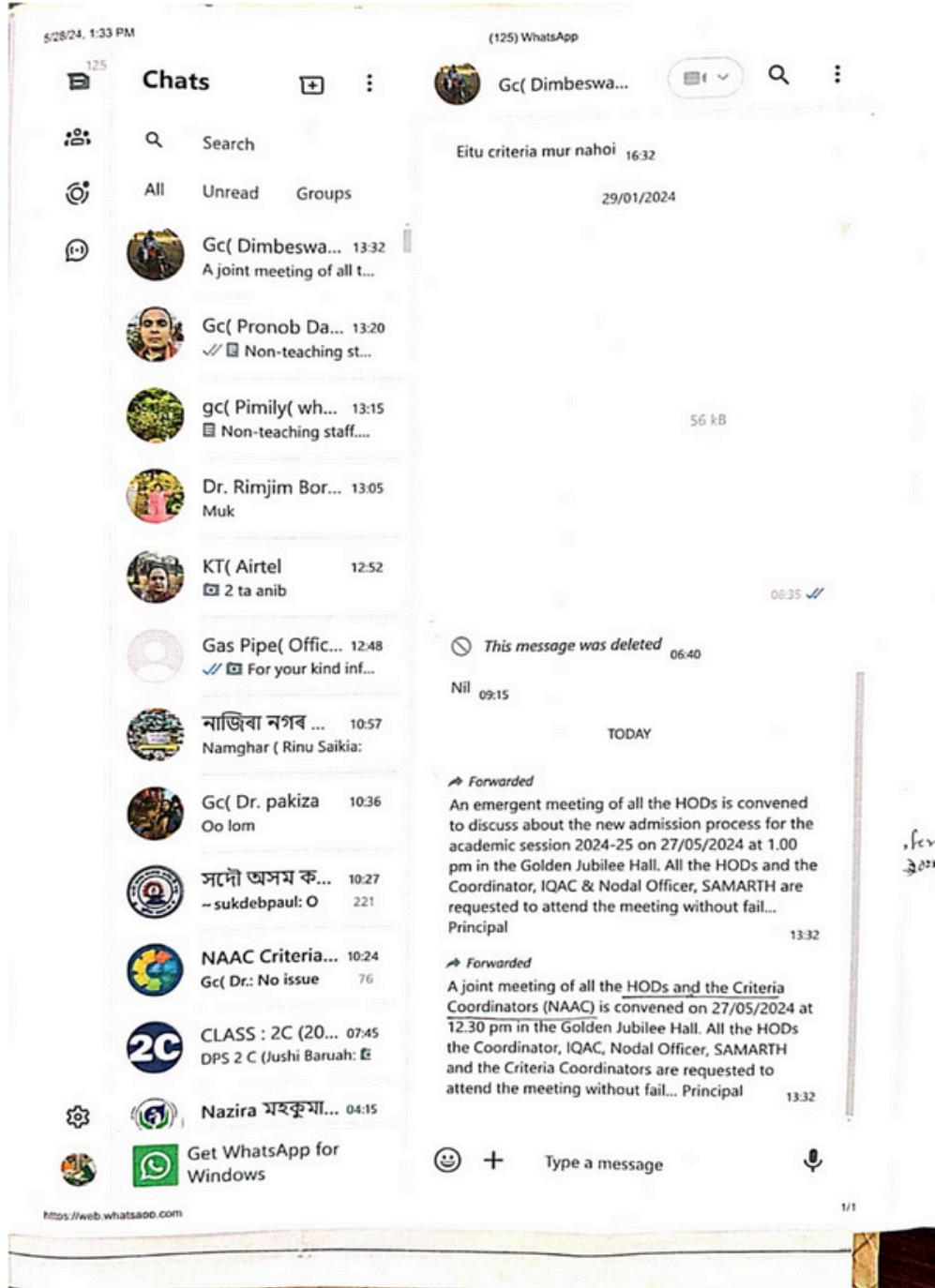
Date: 03/04/2024

S.No	Name of HODs	Dept.	Signature
1.	Purnab Dasgupta	Assamese	
2.	Dr. Dinkarwar Das	Bafany	
3.	Anil Tanti	Commerce	
4.	Mina Robidas	Sociology	Hadas/214124
5.	Dr. Anna Rogor.	Chemistry	
6.	Dr. Rimjim Borah	Economics	
7.	Dr. Kabita Phukan	Mathematics	
8.	Rina Handique	Zoology	
9.	Rajib Gogoi	English	
10.	Dr. Ramananda Das	P.L.E.	
11.	Dr. Bahuman Das	History	
12.	Dr. Rajul Borah	Education	
13.	Dilip Kumar Deka	Geography	
14.	Dr. Surajit Saikia	Economics	
15.	Dr. Chanchuditya Gogoi	Geology	
16.	Dr. Pankaj Kumar Nath	Librarian	
17.	Pragya J. Borah	R.D	
18.	Dr. Bimali Chutia	Statistics	
19.	Dr. Nilupal Chuti	Nodal Officer, SAMARTH	



Meeting No 4, Date 27.5.2024

Notice





Agenda & Minutes of Meeting

IQAC Meeting

27-05-2024

1. Data related to NAAC is yet to be received.
2. To send the data's in prescribed format from 2019 to 2022.
3. Need co-operation from all the members of the college for the submission of SSR.
4. 3 days within 3 days to be all the data's to be submitted.

§-

HOD Meeting

27-05-2024

- ① Admission screening 5-9 June 2024.
- ② 1st Merit list by 10 June 2024. 11
- ③ All the grant will be related to the NAAC grading.
- ④ Required at least 3000 enrolment in the college for applying autonomous.
- ⑤ Result and Enrolment is also required for grant.
- ⑥ Routine New routine committee for Odd Semester (June-Dec) 2024 will be headed by Dr. Diganta Kumar.



Signatures of attendances

Head of the Departments meetings

Date : 27/05/2024

Sl. No.	Name of HoDs	Department	Full Signature
1	Dr. Rina Handian	Zoology	Sari
2	Diganta Konwar	Physics	D.K.
3	Dr. Adyasha Borkhady	Edutech	A.B.
4	Mrs. Anil Tanti	Commerce	A.T.
5	Dr. Sujit Saikia	Economics	S.S.
6	Dr. Nilupal Chaitin	Nodal Officer, SAHARDI	N.C.
7	Dr. Sabeen Sheroz Begum	Criteria 7, Chemistry	S.B.
8	Purnabhusan	Assessors	P.B.
9	Dr. Chandrashekhar Gogoi	Geology	C.G.
10	Rajib Gogoi	English	R.G.
11	Dr. Rimjim Borah	Economics	R.B.
12	Pragna Jyoti Boruah	P.O	P.B.
13	Dr. Basmali Chutia	Statistics	B.C.
14	Dr. Dimbeswar Das	Botany	D.D.
15	Dr. Pimily Lavasthara	Zoology	P.L.
16	Dr. Rakita Begum	Pharmacy	R.B.
17	Dr. Balaram Das	History	B.D.
18	Miaa Robidas	Sociology	M.R.
19	Dr. Kabita Phukan	Mathematics	K.P.
20	Dr. Anna Gogoi	Chemistry	A.G.
21	Dr. Ramnarayan Das	Physical Science	R.D.
22	Dr. Dilip Kumar Deka	Geography	D.K.

