



# MINUTES OF MEETINGS DEPARTMENT-WISE 2023-24



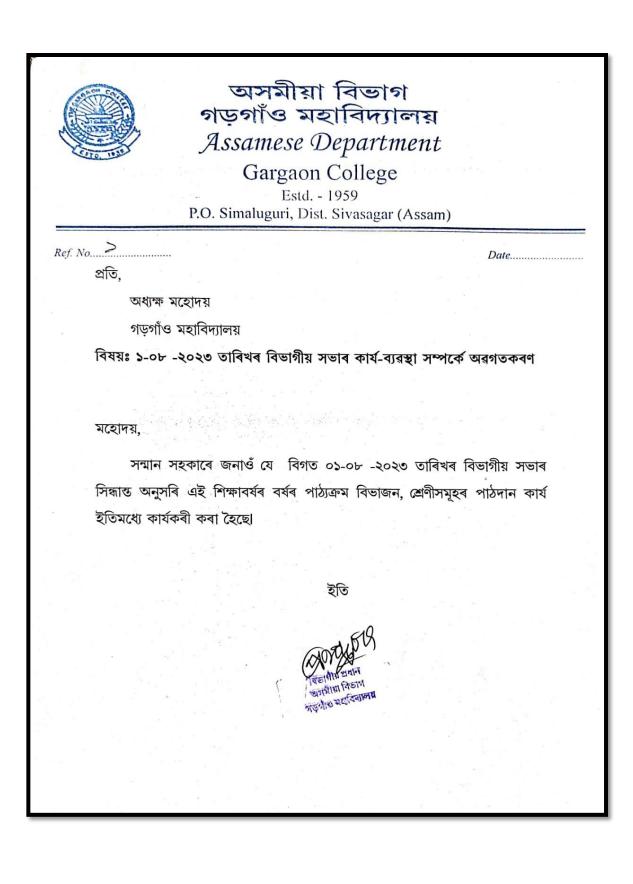
# Department of Assamese

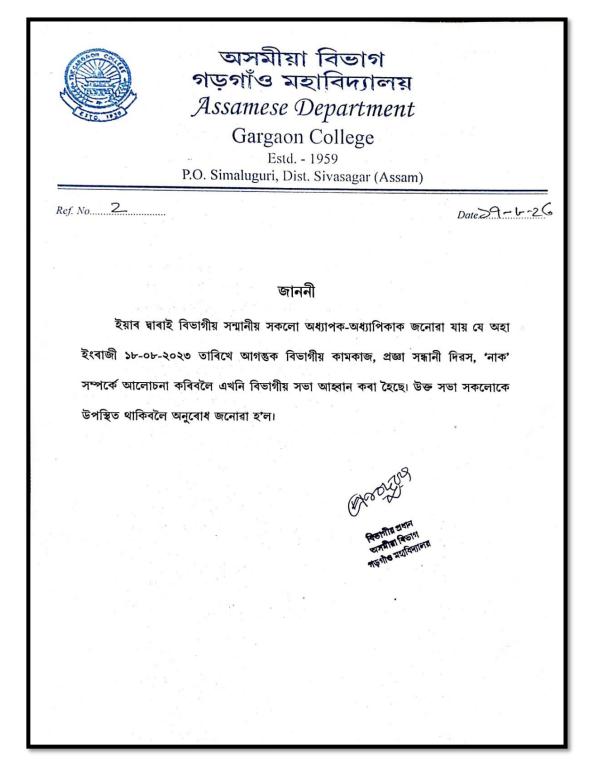
# **Photographs of Meeting**



ASTER CRIM	অসমীয়া বিভ		
	গড়গাঁও মহাবিদ		
Assamese Department			
Gargaon College			
Estd 1959			
P.O. Simaluguri, Dist. Sivasagar (Assam)			
Ref. No		Date 2 - 6 - 26	
	জাননী		
ইয়াৰ দ্বাৰাই বিভাগীয় সন্মানীয় সকলো অধ্যাপক-অধ্যাপিকাক জনোৱা যায় যে-আজি			
ইংৰাজী ০১-০৮-২০২৩ তাৰিখে আগন্তুক শিক্ষাবৰ্যৰ প্ৰস্তুতি আৰু পৰিকল্পনাৰ সম্পৰ্কে			
আলোচনা কৰিবলৈ এখনি বিভাগীয় সভা আহ্বান কৰা হৈছে। উক্ত সভা সকলোকে উপস্থিত			
থাকিবলৈ অনুৰোধ জনোৱা হ'ল।			
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		েনকানে বিভাগ অসমান বিভাগনের মন্ত্রপাত মহাবিদ্যালর	

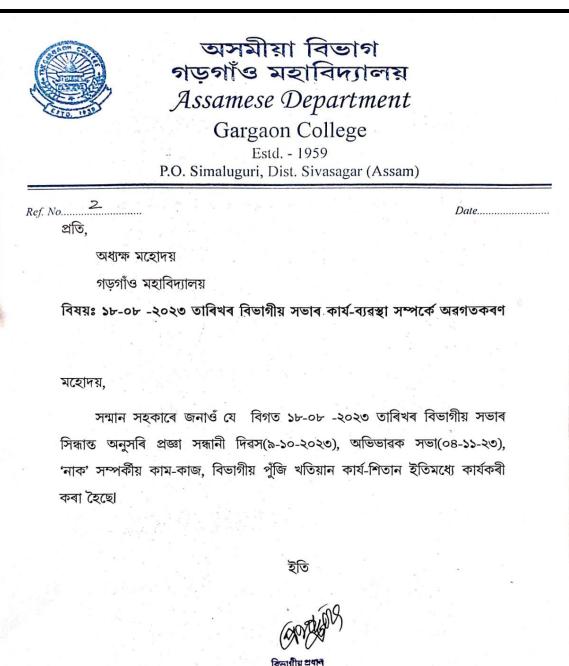
रार्धः विष्ठभा बिलानीम् -आला- २ TOTAL - 2-0 ज्यान्त्र ज्यात्रा विदायन ज्यात्र यहा जार्मेश रहा राहात तरिष द्रिय कबर विश्वद्यारि द्यादमा हरा। २। लगमख्य निरावर्षत अक्षति जाख मार्बिस्प्रेम 21 लागुरुम रिलाव्यन ज्ञाहार - राष्ट्रत किडावर्यंट - दिगडेक जुडाविन-इत्याहराज्या का हा का मार्ग्याया कि-2020 7 1078 ac 2'8 8'51 018 2018 नहरू एतनाम्डास्ट खाइही बोहार करोठाहरास्ट्रा दार 221 गुराला कार्मर राज्यता लागव-समाहा आग्रेयस्ट्र खिहार अहा दर्हा। टनसिखित आडवाः 21 almiss artist 21 000 203 61 3393 ~ 272, Foron 81 Garn Freshing CI Charlot ago avertar " ange as



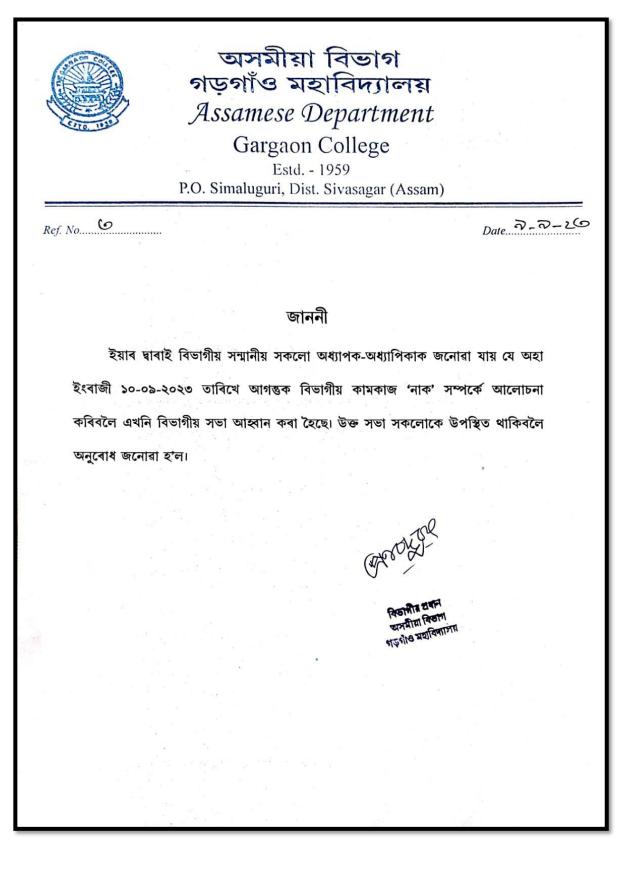


यार्थ- नवववनी चिल्टिंग न्याय विलामीय डावा - 2 जान्द्र जयबोगा विखाना विखानीय अर्थातव टेलागठ १४२ - विलाय प्रयाव जगायायून कवा रहा थिलानव on हार्र एकर एक कार्मालक कार्य के लाइ किए जारमा किछ यहाका का का का का किनान -सम्र जगरमाम्य कार्या रहा। २१ अत्वाः यत्वमा निर्मेश्वये । 21 খিলেগর তেশহা-ব্যহার গ্রুতিষ্ণান GI . ज्याहर्षत्रक यादा-म्मिलिय होड्न निष्टु में दे में HPIS ATTANT MACC' STERE CI JUR JEB BUE DIANO ्रेट्रे जाखार किलागब सबा राक्षारा फिल्म जाश' - महत २ - जांहा मर जारूको नी जाता -नियां रहा दाया राष्ट्र देवले ए दाका ला का की - सम्मास राष्ट्र दाख दालरे दिग्मा क्रिस्ट्रा ELE OTATO ELON ABRINO OPIL अहिरायर स्वाकी र-रायु लाहट्र- मार कार्य कार हर् (राद्याउ द्वांग डांग)

याए जर उर्ध्व 'ताज'व जिल्व 'काहल पुर्खा हाह्यस्त्र ग्राह्य काल होल होत् वाह उदानेशा विवायता । मुन्द्र गर्दान्द्राल रहा - ( सरमया - डायांच रहना हिन्दर - विदानीं हाराय दायाद का निदिम्याद गर किल्सल - पिडागर - 11872 - 22 म्हि स्ट हाहाया हिरामाह हेस् 21 र्षिट्रास्त रखान्न- याग्रे हर्गक्तान. विदामांच व्रवीत 15972 OSK18001 मार्गिय के मिल्ला प्रायम राजित्यन HACL SHOLD टेलाइजिव - आ अब-२७२ हरा २०१० 21 an 200 HI JESTHERE 2: Chie OI BARGA 272 FORM TQ78 8, Jaon Ruter Sup 100 - 18153 ENDA GI दिन्द्याली वयः सीमाल GREET THERE ERE OTALO ERETA EPITO ALES Manad state and a gain who sate and FRIE RED STAR



াবভাগায় অবন্দ অসমীয়া বিভাগ গড়গাঁও মহাবিদ্যালয়



कार्ध-1220 विद्यमण्ड यता- 6 2-60-06-725 रेशविमान? GITTE - Zearer 20-02-2026 - Grierer-मिलिकक जाने कारा कार का कि कर मिल करा जाने -याद्य- छाळ्ड आर्ज्झात- संकार जाहा जाहा ल्पर्ग्नाठार - कार्या द्वारा राखार याक राज्यकी हा-याय- याद्या द्वार द्वार देख दायाय न्यारह रिग्रिक मेटल करबरा ( 202 ठतूआंब G23 विद्यम् Care - Care - Care - Care BY NESRY 18 निर्हत न् स्ट्राही क्राइटिन न् हारही 2087-D 25-1... >। (हारीब किरा कार्ड यू ही गा कि 12 21 - जित्रक जाल जाल । 61 अग्ऊन - 277 - 27713 - 685 प्रस्मूट क्ष (त्रधुकि, ज्राह्म - भाग - भ्रीह्न) ह 552721 त्। व्यक्षस्वाह्य कान्स्राख्याया ul ICT Contanter, 91 जिन्द्र का रहार मा मुख्यावन EL PLAN JEPERED ERIDSI 17

A# 930 889-1 21 E. Zald- 220/2 ILanger Oursing 201 वर्षानका अवस्ती दकतीषातक जामदिक - प्राधीय कार्यात्र प्राधिक कहा कार्यन इम्बिम (Ano 12026 20102/2026 ত নাছতির জান্তর: বিতাগীম প্রধান অসমীয়া বিতাগ গড়গাঁও মহানিন্যালয় >1 (Aris 1208 121 Smitt Course 110 BILLE CARE COURS IT 12 GI अगछन श्वहार्क्स् 81 PADEN VELEAM (6) द्वधानी कालीयाला " Outo we sha manata is STATE RED BILTER - EATER BEAR 四日 四日子 たけ、西京の1851



# অসমীয়া বিভাগ গড়গাঁও মহাবিদ্যালয় Assamese Department

Gargaon College Estd. - 1959 P.O. Simaluguri, Dist. Sivasagar (Assam)

Date.....

Ref. No.....

প্রতি,

অধ্যক্ষ মহোদয়

গড়গাঁও মহাবিদ্যালয়

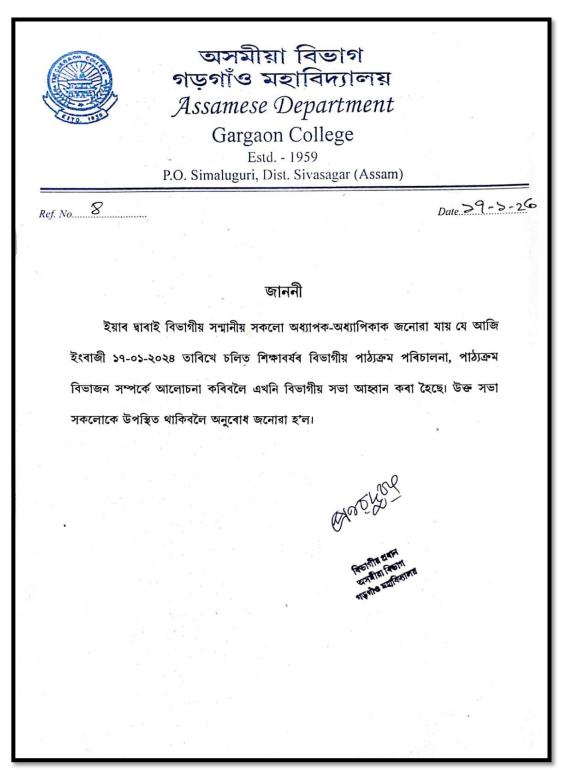
বিষয়ঃ ১০-০৯ -২০২৩ তাৰিখৰ বিভাগীয় সভাৰ কাৰ্য-ব্যৱস্থা সম্পৰ্কে অৱগতকৰণ

মহোদয়,

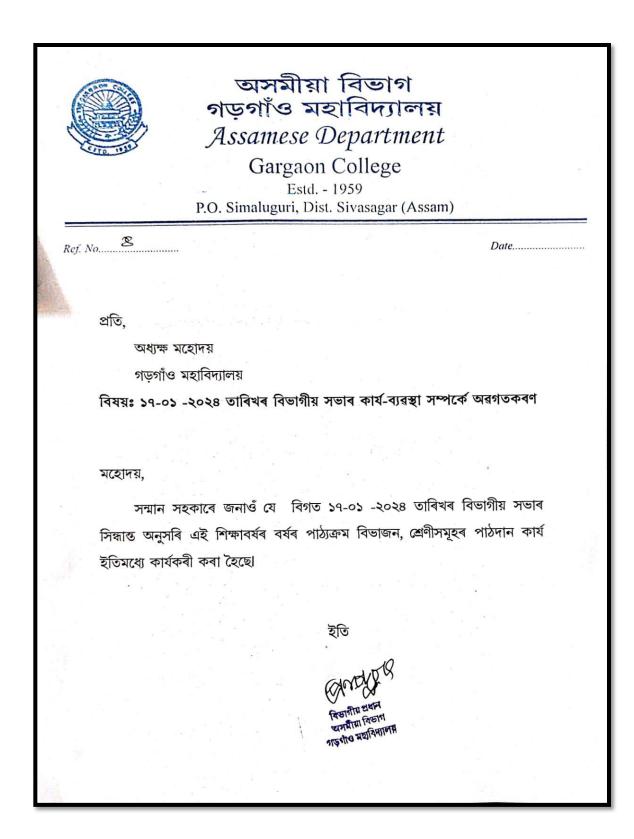
সন্মান সহকাৰে জনাওঁ যে বিগত ১০-০৯ -২০২৩ তাৰিখৰ বিভাগীয় সভাৰ সিন্ধান্ত অনুসৰি মেন্টৰশ্বিপ কাৰ্যসূচী, পুথিভঁৰালৰ গ্ৰন্থ তালিকা প্ৰস্তুত, 'ৰুচা' ডিজিটেল শ্ৰেণীকোঠালৈ পৰিৱৰ্তন, অভিভাৱক সভা(০৪-১১-২৩), 'নাক' সম্পৰ্কীয় কাম-কাজ আদি কাৰ্য-শিতান ইতিমধ্যে কাৰ্যকৰী কৰা হৈছে৷

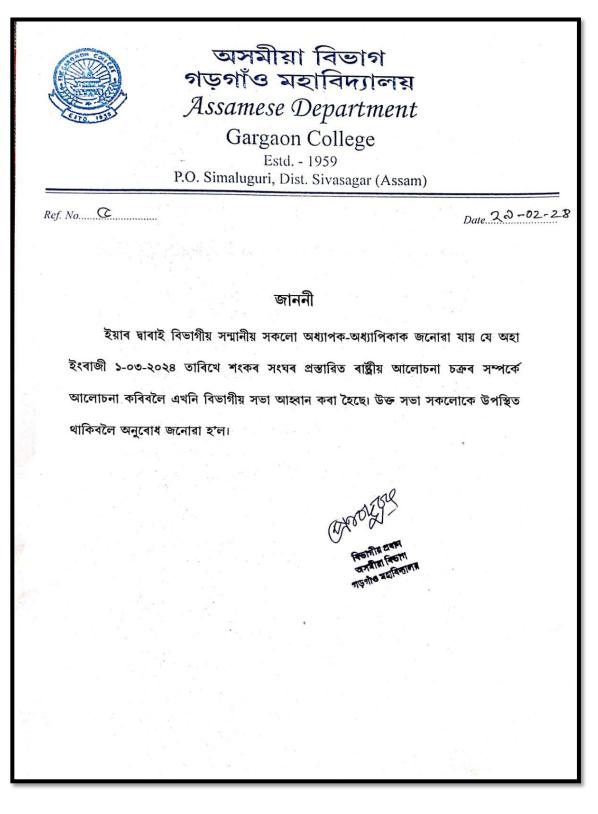
ইতি





ans fazaor किल्लाम डावा- 8 101 ar: 29-03-2028 आहि र बारा- २१-03-2028 जाबरक विलाज क्राय- रहाहों आदा कार्योक रहा - राख मूत्र कार्था प्रतिष्ठ - भारते के लाक मिन्द्र राक्ष मार्ट कोर्ट्राज्य किलाव्य- उन्हरक अग्रमाहता कहा रहा अलारे - हड्रा जाक- यन आन्मा प्राय-मिर्टन हाइकी कार्य कार्य के कि न्द्रभा करवा किंग्रिक साम्हास्त्र माह्यय -छारन्य हरहो कार प्रदर्णि - रजूर निउकराकत्व स्ट्राज्य करिया करिया करिया 281 रेलाप्ट्रवित्र भाउत्र : 5004 لاندى مح مد استراح اح 21 1000 509 বিতাগীয় প্রধান অসমীয়া বিভাগ 6 उभद्रम 22 लिख াড়গাঁও মহাবিদ্যালয় 81 Edistan FE 22020 ८। द्वार्थवानी वराठलीयाण UI ORDORS





काई- विखबना -orlas : ব্রিভেলিছা - ৫ 06-28 and 202121 >-06-2028 Orlan विहामण ज्यत- डाहा- जात्रील रहा। डाहाल भार काराहर दानाम्ब आर हात सामित विस्वा बर्दिश जारलाम्या - म्याब अखाव यावलि ल्यारहरुत क्रमा-यहा-। उत्हार ज्या-हाराव-THE STREP-PRAISTRES OF THE STREP OF THE STREP OF अब्दिति अस्तित द्याद्वास्ता-एक लाउझ्क TANA TRIAB STONT BIEN of a sorted 2/ Domas color of sont water as found EI ISTRAN IEI2200 el Charlan - यक्ती भार C1 612 20-153



প্রতি,

অধ্যক্ষ মহোদয়

গড়গাঁও মহাবিদ্যালয়

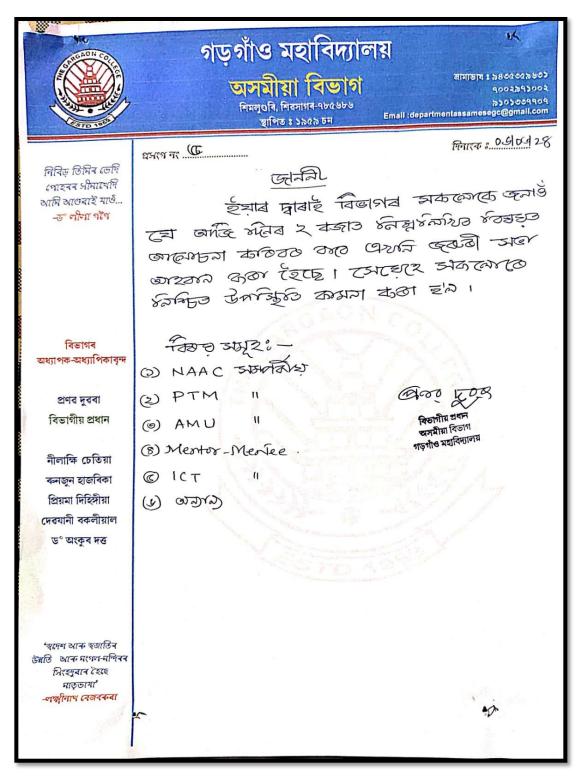
বিষয়ঃ ০১-০৩ -২০২৪ তাৰিখৰ বিভাগীয় সভাৰ কাৰ্য-ব্যৱস্থা সম্পৰ্কে অৱগতকৰণ

মহোদয়,

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ইতি

বিভাগীয় প্রধান অসমীয়া বিডাগ গড়গাও মহাবিদ্যালয়



कार्ध-क्रिबनी G1825-07-06-28 ster- y GTR - 2028 - 018(1) विद्यामक जमन - विदानी हा डादा ठाने कि अग्रा प्रहार उन्त देर्ह्या जहा मिना-- राम्ह जाट्टांच्या कवा - श्रा. 54 5630 15 The State of State >1 NAAC -STRATE 21 अदिलावक रादा राज्यकारि GI ट्यारेब-ट्यासे डाक्स्ट्राइंडिया। 81 Let Jazza stanter 122 GI - बार्ट्सिंग जगर सम्बन तर्च तर् किता राष्ट्रावन कार्ड्स्टो 91 2012-5177 Joan 19-1 - आसामा हारादे - जर्म - जन्म - दात्राय न्वाब - भी जीवेंक - प्रावादन - पिन- पार्श्वा अरम काई जबा जवाब निम्मुट ट्याहन - जबा रुद्रा CIR लानुगाब २५.06-2028 जाखिला माला-. लिगाहमूब दिल्मित द्वमान्द्र ७ ५४२ जादिलावन Ter orgige aver 221. 22-00-2028

जाबिया गहादाब द्या जा की दिन गत्रात्र विद्यार्थित दाग्रामक कार्यकार 251 rate stand and areas million Mercipito value develation star adiera टेनार्डाटन आक्षवः विकार्याष्ट्र >1 (ADO 209 21 Stimper (tolow V To har a A 6 अगेंद्रन श्रम किल्मी कार काहा के की गान 1 s 81 (सिर्ग्रज्ञ) मिहिरिश्रीमा (10) 10) <1 6h 9217 20 280 ENTENT N ETSELD T.D.J al order to the the Turster answer 123 1-EJUNES LOVES- 2102 10 Marino Recei - Strate Lange - Stales markeriere ciente ressure ore Six Dir elever STATISTICS THE TRANSPORT TO THE TANK THERE REAL AND A WIRLING MIRING MITS Wind the second construction and the NOW AC TIES INTE SOFTLIC 12112



# অসমীয়া বিভাগ গড়গাঁও মহাবিদ্যালয় Assamese Department

Gargaon College Estd. - 1959 P.O. Simaluguri, Dist. Sivasagar (Assam)

Date .....

Ref. No. 91

প্রতি.

অধ্যক্ষ মহোদয়

গড়গাঁও মহাবিদ্যালয়

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মহোদয়,

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ইতি

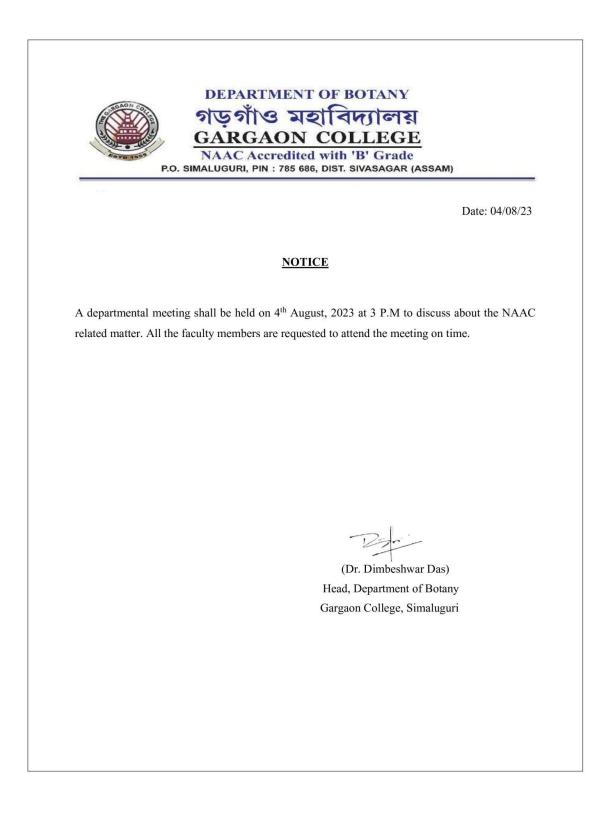
বিভাগীয অসমীয়া বিডাগ গড়গাঁও মহাবিদ্যালয়



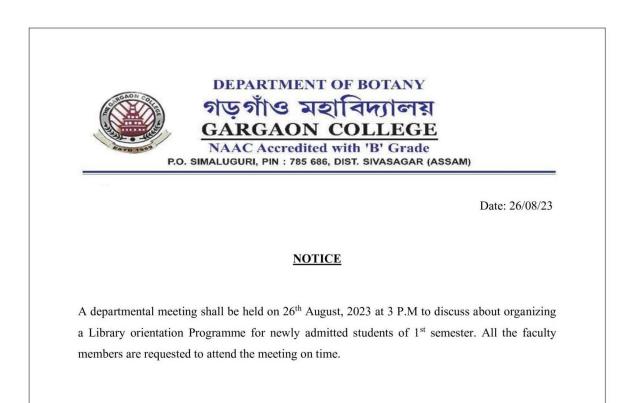
# **Department of Botany**

# **Photographs of Meetings**





4/8/23 Proceeding on 41h August, a departmental meeting was held to discuss about the matter that was dalked in the IgAC meding of principal six and criteria coordinators. The various matters are -(i) NAAC accredation will be linked with other things (RUSA grant) in future (1) The RUSA grant will be depend on enrollment, result, NIRF ranking NAAC grade etc. (1) All documents related to AGAR 22-23 Should be ready. (w) Appreciate all members for completion AGAR 2021-22. af (~) we should work together for better grading Signalure : Dr. Dembeshwar Das (1)Mrs. Sangeeter chelier (n)(m) Miss Sandeepa Agaewalle



(Dr. Dimbeshwar Das) Head, Department of Botany Gargaon College, Simaluguri

Proceeding	Signature of the students:
29/08/23	1/ Simpi Borrah
on 29th Agust, 23 a library orientalies	2) Mrigankhi Benush
programme leas organised by repartment	3) Gitashree Gegoi
of betany for the newly admitted	4) Porisonte Habarita
1st semetter students under FYUGEP.	3) Sonjuma Aussain
The librarian of Gargaon College library	I Judee Handique
Dr. Panky Kr. Nath delivered a Talk on Uses, library resources and rules to that	7) Songita Bagti
they can avail the resources. He also	<ol> <li>Janmani Burzagohain.</li> </ol>
Talked about the beaks, Journals, papers,	9) Fortin Sultana.
that are available in the library. He also	10) Suhana Husain
mentioned the e-resources, N-11st to It.	1) Lakhipniya Grogoi
students.	13/ Bulumoni Gegei 13/ Tanumoni Bunagahain
He also asked the students to visit the library frequently.	14) Difika Chugna.
a shiph at picture should be	15 Kalyon Dowatrah
بالرويديل بلاد بحجوم	16> Ashizh chullio
	A) Neyan Nithban Changenai
- in an even he descept.	(1) Manash Bordelau
	(13) Jyotish Konware (20) Panthib Nath
Signature of the faculties:	(a) Othojajit Jogoi
	, Cidiji. Jugo
1. Dr. Dumbershier Das 21/29/2025	
2. The Panky lumar With, Paulity 1000	
3. Mrs. Bangeele chilia Duly 31 823	
	() di
4. Sandapa Syntavalla Sinta p	21.8[2]
	Carina again



# গড়গাঁও মহাবিদ্যালয় GARGAON COLLEGE

DEPARTMENT OF BOTANY

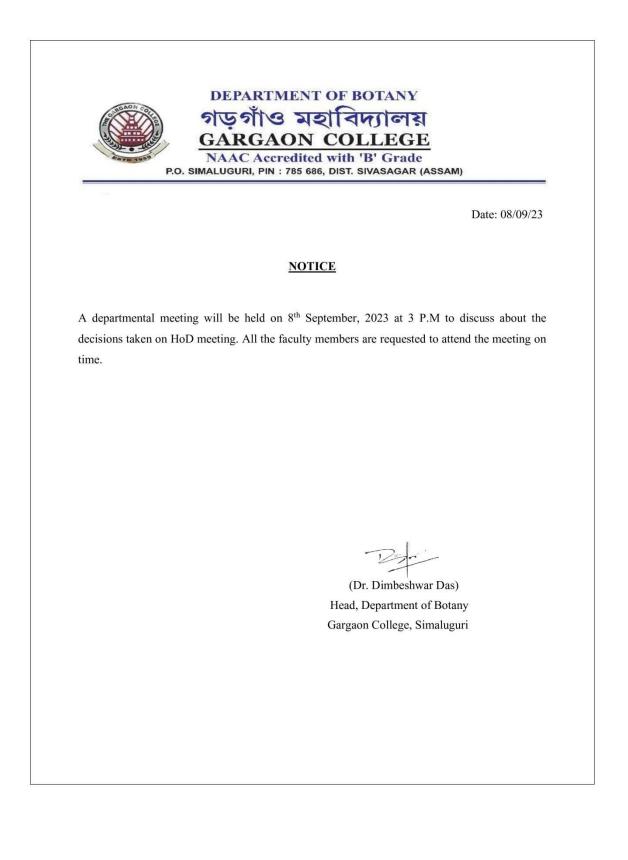
NAAC Accredited with 'B' Grade P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 26/8/2023

#### ACTION TAKEN REPORT

As per the decision taken on departmental meeting, a library orientation programme was organised for the newly admitted students of 1<sup>st</sup> semester under FYUGP. The librarian of Gargaon College Central library Dr. Pankaj Kr. Nath was invited as resource person for the programme. The programme was held on 29<sup>th</sup> of August, 2023.

(Dr. Dimbeshwar Das) Head, Department of Botany Gargaon College, Simaluguri



Proceeding Date: 8/9/23. Loday on 81h sept. a departmental meding was held to discuss about the matters that were discussed on HOD meeting held on 8/9/23. The matters that were discussed all' thereine 1) Sessional examination were be held from 16 1h oci. 16, 17, 19 and 20 oct, 23. 2) Student election will be held on Soth Sept , 23. 3) Tanue Konger Memorial Debate compétition wir be organized on oct 9, 2023. 4) A internal monitoring committee for Sessional exam will Se possiled and 3) for ABC, Adhar cald is melist. CONCORES (6) Action laken report is requered the each programme 7) Bicycle club need to be activated Signatione of faculty: (1) Dr. Dimbeshwar das (a)Mrs. Bargeela chelia (3) Miss Bandeepa Agaswalla.



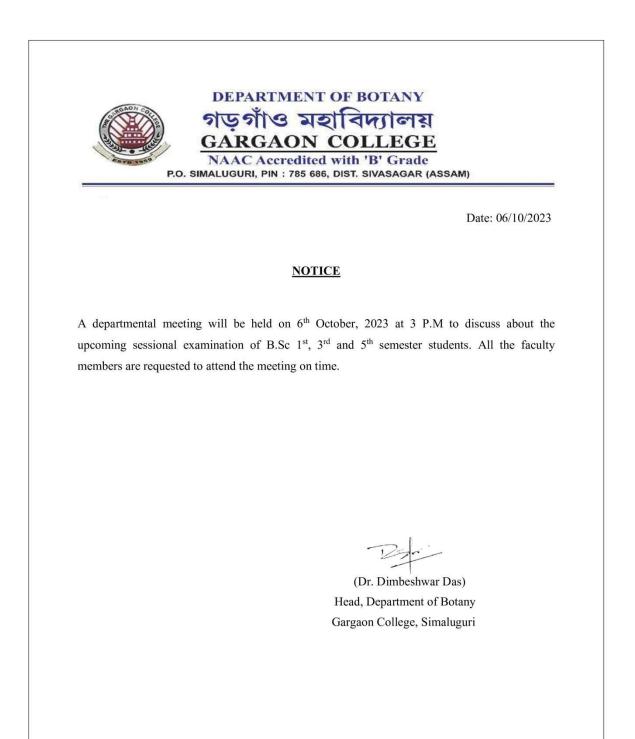
Date: 28/09/2023

#### ACTION TAKEN REPORT

As per the decision taken on departmental meeting held on 08/09/2023, following actions has been taken-

- 1. A class test will be organised for the students so that they prepare well for upcoming sessional examination.
- Seminar presentation will be organised for students of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester students from 10/10/2023.

(Dr. Dimbeshwar Das) Head, Department of Botany Gargaon College, Simaluguri



Proceeding Date: 06/ 10/23. on 6th oct, 23 a departmental mééling Jodery epcoming sessional to descuss about 1st, 3rd & 51h Gemesler examination of B.SC students. various matters that weeke discussed are -(1) faculty memberes are requested to submet by Josh oct 2023 (2) faculty memberes are also requested to submit the semenar and assignments mareks faculiy memberes: Signature of Dr. Deinbeshwar Das 06/0/23 (2) Sangéela Chelia (3) Sandrepa Agarwalla

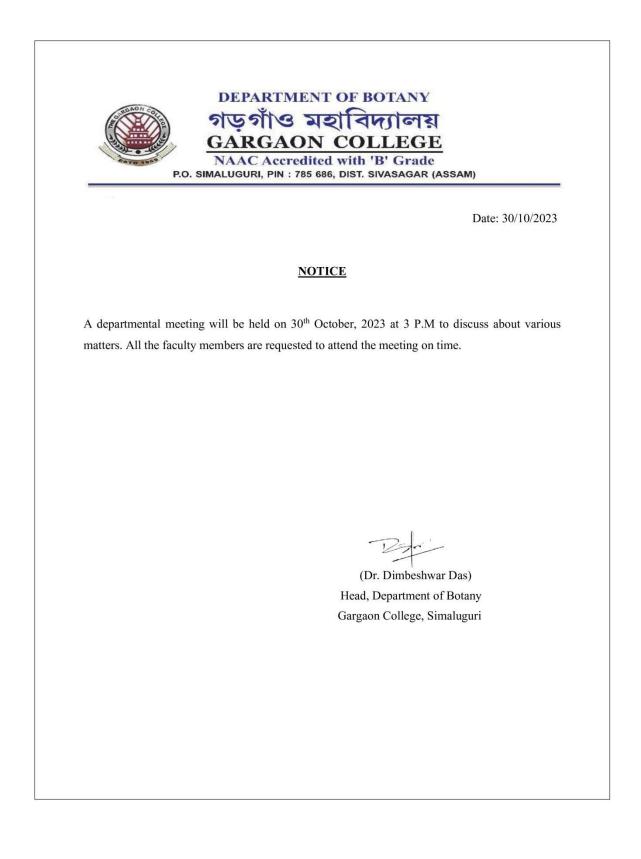


#### ACTION TAKEN REPORT

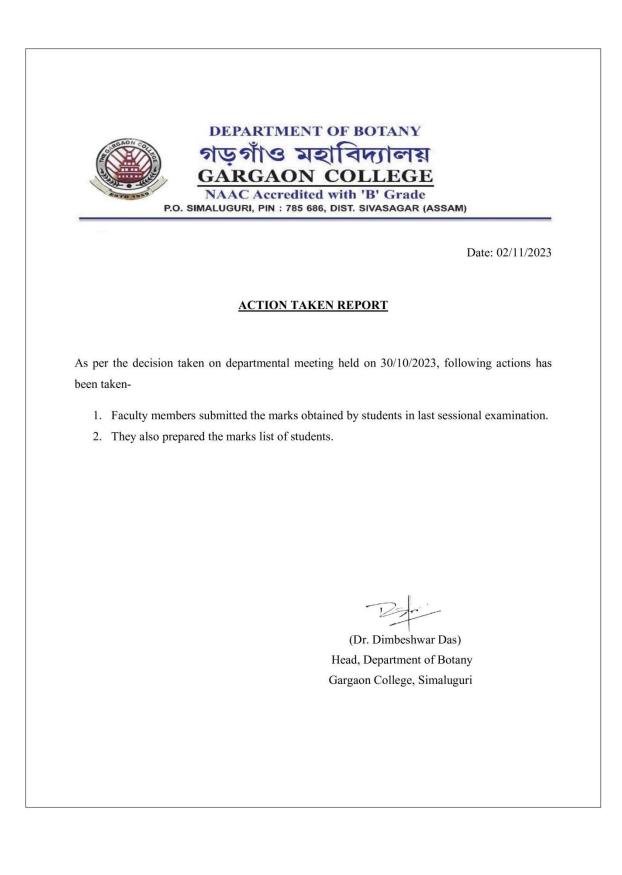
As per the decision taken on departmental meeting held on 06/10/2023, following actions has been taken-

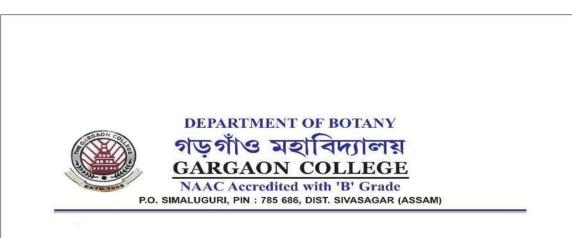
- 1. Faculty members submitted the question papers for sessional examination.
- 2. They also submitted the assignment and seminar presentation marks obtained by the students on 14/10/2023.

(Dr. Dimbeshwar Das) Head, Department of Botany Gargaon College, Simaluguri



Date: 30/10/23 proceeding on 30th oct, 23 a departmental meeting Joday held to discuss about following matters in presence of all the memberes of the department. These are -1) Faculty memberes are requested to submit the sessional exam's mareks 2) To prepare marksheet for sessional examination (3) Faculty members are asked to report about the course progression Signature of faculty: Drt. Dimbeshwar Das. (2) Sangeeter chilier Qhe (3) Sandeepa Agarewalla



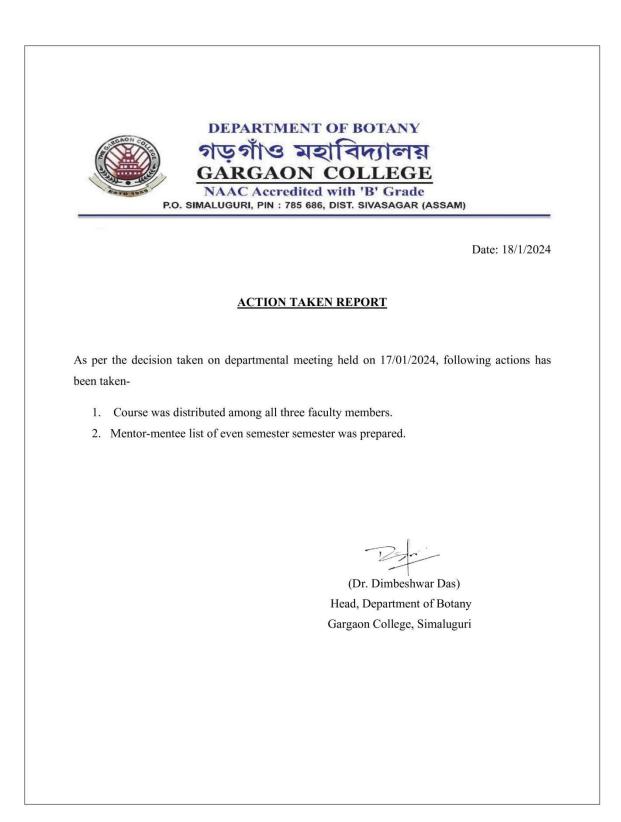


Date: 17/01/2024

#### NOTICE

A departmental meeting will be held on 17<sup>th</sup> January, 2024 at 3 P.M to discuss about course distribution and preparation of Mentor-Mentee list. All the faculty members are requested to attend the meeting on time.

17/01/2024 Doday on 17th January, 2024, a departmental meeting was hold to discuss about the following matters in presence of all the members of the department. These are (1) to distribute the course among the faculty members for 2nd 4th & 6th Semester. To prepare Montor - Mentee List of the even semester. (1)(2) To provide book l'als to the even correstor students Signature of the faculty: Ry- 17/01/2024 (1) Dr. Dimbertuwar Das Alelin (e) Sangeeler chelin -Sandapo (3) Sandapa Agarwalla





#### NOTICE

A departmental meeting will be held on 19<sup>th</sup> January, 2024 at 3 P.M to discuss about teaching plan by each faculty members. All the faculty members are requested to attend the meeting on time.

Sate: 19/01/24 Proceeding Joday a departmental meeting was held to upcoming erien semester discuss regarding were asked classes. Faculty members briet their teaching plan for and, Leth d 6th semester classes. Faculty members submit their also adviced to provide the book lest to the students. It was also decided to held the mentor-mentee meetings regularly (i) To submit the teaching plan by each (11) 30 provide booklist to the euen semerter students. (11) to held the Menter - Mentee meetings regularly. Signature of faculty: Dr. ambeshuear reas (2) Ms. Sangeeter chélier (3) Ms. Sandeeper Agarwalla



গড়গাঁও মহাবিদ্যালয় GARGAON COLLEGE

DEPARTMENT OF BOTANY

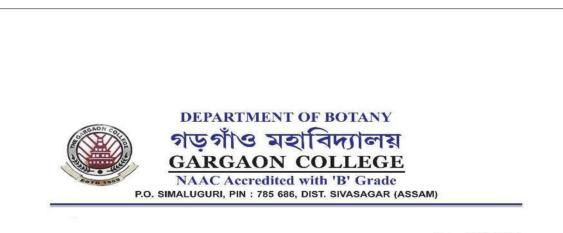
NAAC Accredited with 'B' Grade P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 20/01/2024

#### ACTION TAKEN REPORT

As per the decision taken on departmental meeting held on 19/01/2024, following actions has been taken-

1. Teaching plan was submitted by all faculty members for the even semester.

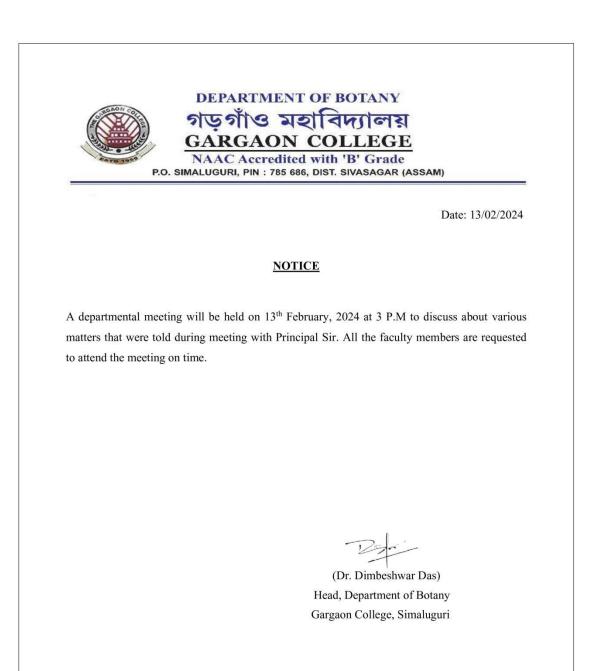


Date: 23/01/2024

#### NOTICE

A departmental meeting will be held on  $23^{rd}$  January, 2024 at 3 P.M to discuss about upcoming college week with the students of  $2^{nd}$ ,  $4^{th}$  and  $6^{th}$  semester. All the faculty members are requested to attend the meeting on time.

Lodey a departmental meeting was held with the students of and, 41h and 61h semester's students to discuss regarding upcoming callege week, 2024 20 be held from 1st Feb. Déscussions aure on various groups events, the theme of wall megaz sally etc. Student's were encouraged to participate various events and to showcase their datents of Signature faculty 53/01/24 Dembeshuar Das Sangeeta chélier (2) Ms. Sandeepa Agarwalla (3)Ségnature of students: 11: Arefo Ahmed Boro. 1. Sursbhojit Taye. 12. Shamima Y. Hazarika 2. Jonishmita Saikia 13 midisha morah 3. Shyamol Bornah 14 Azhara Akhtar 4 Rity konulare 5. Borrakha Dwagohein 15. Bilikher Grager 6. Netulpol Bonnah 7. Rotul Ali 16. Thornali Shukon 17 Borasha Chutia 18. Rahul hogoi 8. Mosliha Begun 19. Diveliamonda Chath 9 Gayatrie Goroi 20. Sanci Stron Kalifor. 10 Bathistha Chilia 21. Darchana Konwar.



Proceeding 13/02/23. Today a departmental meeting was held to discuss about different matters that are déscussed in melling will principal sis auler faculty members of the department, various matters that avere déscussed are (1) To update employment details of last 5 years. (2) To update ABAR data (3) To uplate the departmental & teachers profile. De repolate all departmental averk. (4)(5) Departmental newsletter Ségnature of faculty: Dr. Dimbeshwar was (2) Sangeeter chelier (3) Sandeeper Agarwaller 1448 and - your hull



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DEPARTMENT OF BOTANY

NAAC Accredited with 'B' Grade P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

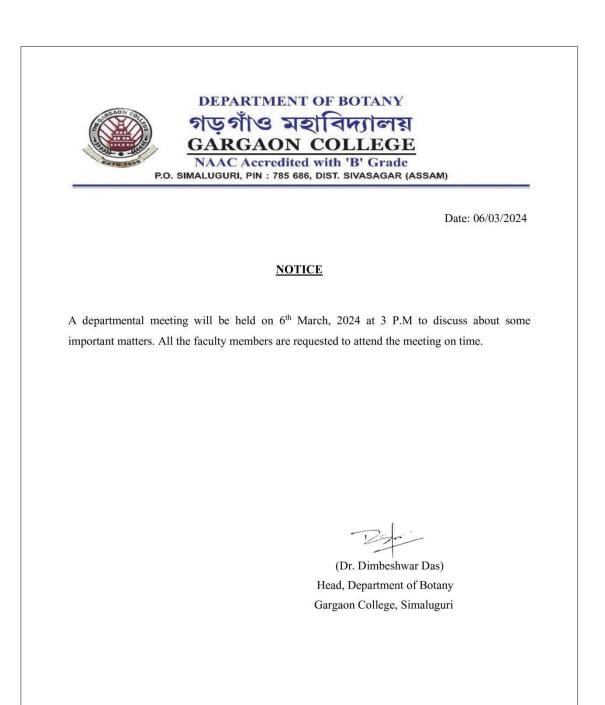
Date: 14/02/2024

#### ACTION TAKEN REPORT

As per the decision taken on departmental meeting held on 13/02/2024, following actions has been taken-

- 1. Employment details of alumni of the Department were updated.
- 2. All the data regarding AQAR were updated.

(Dr. Dimbeshwar Das) Head, Department of Botany Gargaon College, Simaluguri



6/3/2024 Proceeding Joday a departmental meeting was held to discuss about different matters related to departmental cererk various matters that were descussed are (1) preparation and submission of data for SSR. (2) Submission of gulerin report (3) To submit the work load for the session January to Suly June, 2024 (4) yo prepare a coffee lable sook for department\_ (5) To submit the ICT report Elgnature of faculty 100000 (1) Dr. Dimbeshwar Das (2) Sangeeter chelin (3) Sandeepa Agasusalla



গড়গাঁও মহাবিদ্যালয় GARGAON COLLEGE

DEPARTMENT OF BOTANY

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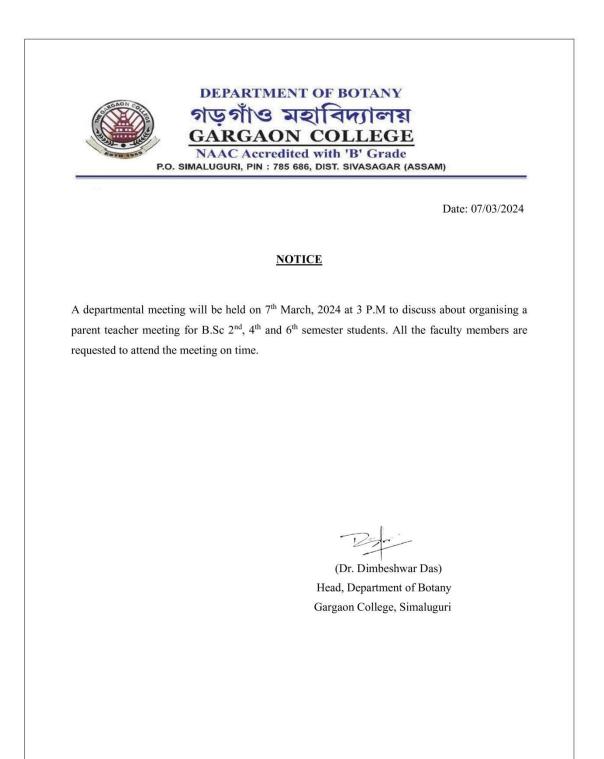
Date: 06/03/2024

#### ACTION TAKEN REPORT

As per the decision taken on departmental meeting held on 06/03/2024, following actions has been taken-

- 1. It was decided to publish a coffee table book by the Department.
- 2. Weekly ICT class report of all faculty members were submitted to IQAC.

(Dr. Dimbeshwar Das) Head, Department of Botany Gargaon College, Simaluguri



07/3/24. Proceeding Loday a departmental meeting alas held to déscuess about organizing à parent teacher meeting for students of B.Sc. 2nd, 41h and 61h semester students. It creas decided in the meeting that the parent teacher's meet cuice be angoindized on 161h March, 2021p. Lignature of faculty: 67/03/24 1. dr. Dimbeshwar Das 2. Bangeeler chélier Shelen 3. Sandrepa Agarwalla



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DEPARTMENT OF BOTANY

NAAC Accredited with 'B' Grade P.O. SIMALUGURI, PIN : 785 686, DIST. SIVASAGAR (ASSAM)

Date: 16/03/2024

#### ACTION TAKEN REPORT

As per the decision taken on departmental meeting held on 07/03/2024, following actions has been taken-

1. A Parent teacher meeting was conducted on 16/03/2024.



# Department of Chemistry

# Department of Chemistry, Gargaon College

# NOTICE

Date:29 /07/2023

It is hereby informed that a general meeting will be held on 29<sup>th</sup> July, 2023 at 7 pm (online mode on google meet) to discuss about upcoming induction program to be held on 1 August, 23. Therefore all the faculty members are requested to present the same.

HOD, Chemistry

(<u>Dr</u> . Anna Gogoi)

Head of the Department Chemistry Department Gargaon College, Simaluguri

# b. Minute of Meeting

1 0 /00 22				
Date: 01/03/2023.		-		
Induction Program for	J.nc.	Mame	Signature	
'Induction Program for Neucomens				
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	4.	bitashri Dutla	Ge outa.	
	5	Sufice Ahmed.	S Ahmed .	
0.0.4	6	Krishnali Borcah	Krishnali Borah	and the second
. In induction program was held	7			a car a transmission
at the department (Room no. 12) on	8	Yarima Gogoi Mousiemi Saikia	Jarima Jogoi Mousen Aita	12 - 1999 -
1st August 2023 at 9:30 am. The	9.	Primote Genei	Prizonto Gipei Sangies Aukon	
program was organised to familiarize	10.	Sangita Phukon	Sangies Aukon	de la companya de la
_ shidenly with the department's facilities,	51	Cataboli Handique	Sadahde frandige	
resources, faculty members, academics, and	12	Barniudsma Likson	Banjud sma Likson	
evaluation process.	13	Krishnali Anandhara	Krishnali Anandhasa	
The second se	14.	Minhaj Hussain	Vlinhaj Hussain	
	15.		Ashonophul Alam	
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Department of Chemistry, Gargaon College

# **Action Taken Report**

Date:3/08/2023

To, The <u>Principal</u> Gargaon College

Sir,

With reference to the meeting held on 1st August, 2023, I like to inform you that following work have been done as per the decision taken in the meeting.

1. The induction programme was conducted successfully.

HOD, Chemistry

(Dr . Anna Gogoi) Head of the Department Chemistry Department Gargaon College, Simaluguri

#### Department of Chemistry, Gargaon College

#### NOTICE

#### Date:1 /08/2023

It is hereby informed that a departmental meeting will be held on 2<sup>nd</sup>, August, 2023 at 11.45 pm to discuss about class & course distribution for odd Semester. Therefore, all the faculty members are requested to present the same.

HOD, Chemistry

Q

(Dr . Anna Gogoi)

Head of the Department Chemistry Department Gargaon College, Simaluguri

#### **b.** Minute of Meeting

and all shears and Tate 218/2023 A deportmental meeting has been conveyed today on 21/8/23 to disserve about the course and clap distribution mong the faculty members of chemistry department for 1st lana FYULP. After dissusion the following decision hos been taken. DO LING 1350 2.31-5) () She cause was equally distribution to all the faculty members as per their epocial papers will as dearlence galling many a (2) Dhe class soil be alotted equally to all the faculty members Sigsature Dr. Anna gragoi. der. D (2) Dr. Arandow Namply 218123 (3) Ritanos TANN. (4) Due Paking Rogen (5) Dr. Saheen Shehraz Begun (6) Dr. Plaban Josti Scirma

To, The <u>Principal</u> Gargaon College

Sir,

With reference to the meeting held on 2 August, 2023, I like to inform you that following work have been done as per the decision taken in the meeting.

- 1. The classes are allotted equally to all the faculty members of our department.
- 2. The courses were distributed among all the faculty members.

HOD, Chemistry

(<u>Dr</u> . Anna Gogoi) Head of the Department Chemistry Department Gargaon College, Simaluguri

#### Department of Chemistry, Gargaon College

#### NOTICE

Date:12 /09/2023

It is hereby informed that a departmental meeting will be held on  $13^{th}$  <u>September</u>, 2023 at 11 am to discuss about the arrangement and maintain of store room of department. Therefore, all the faculty members are requested to present the same.

HOD, Chemistry

(Dr . Anna Gogoi)

Head of the Department Chemistry Department Gargaon College, Simaluguri

#### b. Minute of Meeting

alepartment Meeting Date = 13/09/23 Time = from 1 pm A department meeting is held today. on 23/09/23 to discuss about the overargemen Laboratory Stoke Room. and Various faculty members put their opinion on how to maintain The records of chemicals in Stock Book. Departmental IRAC coordinator, for a term of I year, at this meeting Signatures : 1, Dr. Anna Gogol. Sty 13/23 2. Ritmos Tahe Bistalis 3. Dres Pakigo Begun falisogen Saher 4. Dr. Saheen Shehraz Begun Saher 5. Dr. Plabon Zyott Jama Ph 13/9/23 K

### **Action Taken Report**

Date:18/09/2023

To, The <u>Principal</u> Gargaon College Sir,

With reference to the meeting held on  $13^{th}$  September, 2023, I like to inform you that following work have been done.

- 1. The Stock register book will be maintained by Rituraj Tahu
- The store room will <u>arranged</u> by Pinku Borgohain and Himanta <u>Duwarah</u>, Lab assistant.

HOD, Chemistry

(Dr . Anna Gogoi) Head of the Department Chemistry Department Gargaon College, Simaluguri

#### Department of Chemistry, Gargaon College

#### NOTICE

Date:08 /10/2023

It is hereby informed that a meeting will be held on 9<sup>th</sup> Octoberl. 2023 at 12.30 pm with faculty member of Chemistry department to discuss about NC/DC list preparation and question paper setting. Therefore, all the faculty members are requested to present the same.

HOD, Chemistry

off

(Dr . Anna Gogoi)

Head of the Department Chemistry Department Gargaon College, Simaluguri

#### b. Minute of Meeting

Date: 9/10/23 A department meeting was organised to discuss about NC-DC list for the first-FYUGP. The list has year students under be submitted by 14/10/23. The attendance students has to be calcut added or all the percentage calculated In the same meeting an update for NAAC selated work of the department was also Laber examina From odd. semestere Sersional fore the 16 fh held freom Octobe prepare Jenn sult beres peres befores 12th Octobere, 2024 The sessional exan marchaheals to be hanged 23rd Octohere, 2024. Signatures de Plai Begun Tyoti

### **Action Taken Report**

Date:24/10/2022

To, The <u>Principal</u> <u>Gargaon</u> College

Sir,

As per the decision in the meeting held on 24<sup>th</sup> October, 2022, the following action has been taken

- 1. Department of Chemistry has prepared NC/ DC list and submitted to the office.
- 2. The question paper for sessional examination has been set by faculty members of the department.

HOD, Chemistry

Ò

(Dr . Anna Gogoi) Head of the Department Chemistry Department Gargaon College, Simaluguri

#### Department of Chemistry, Gargaon College

#### NOTICE

Date:19 /12/2023

It is hereby informed that a meeting will be held on 20<sup>th</sup> December, 2023 at 12.05 pm with faculty member of Chemistry department to discuss about upload internal marks and upload regarding individual data to SAMARTH. Therefore, all the faculty members are requested to present the same.

HOD, Chemistry

Q

<u>(Dr</u> . Anna Gogoi) Head of the Department Chemistry Department Gargaon College, Simaluguri

#### b. Minute of Meeting

Date: 20/12/2023 A departmental meeting was held at 3 pm a few important points to discuss about Upload of internal marks of theory and practical examination of this semister 2. Completion of individual data at SAMARTH portal 3. Regarding details that of meeting was held Golden Jubilee Dec. 2023) " (on regarding upbad of marks of 1st semester student at Samarth portal coming days in 0.311 CLIPINGA and nellin 11 6 2 1 2 . . . . NINO. 0 1 4 - 1 1 . . 11 P 13 0 Signature Alt 1. 2. ano B. A. Ichn 1 thron 11 4. 5. 6. born Jyof

#### **Action Taken Report**

Date:29/12/2023

To, The <u>Principal</u> <u>Gargaon</u> College

Sir,

As per the decision in the meeting held on  $20^{\text{th}}$  December, 2023, the following action has been taken

- 1. The internal Assessment marks has been uploaded
- 2. The individual data will be uploaded by itself by each faculty members to SAMARTH.

HOD, Chemistry

(Dr . Anna Gogoi) Head of the Department Chemistry Department Gargaon College, Simaluguri

#### Department of Chemistry, Gargaon College

#### NOTICE

#### Date:05 /02/2024

It is hereby informed that a inter Departmental meeting will be held on 6th February, 2024, at 12.45 pm to discuss about course distribution and class distribution. Therefore, all the faculty members are requested to present the same.

HOD, Chemistry

SJ.

(Dr . Anna Gogoi)

Head of the Department Chemistry Department Gargaon College, Simaluguri

#### b. Minute of Meeting

Date : 06-02-2024 Courses Des Prespection held lo and ing was Lepartmental inte facult de The bale counce anongst nomberes. The supportant needing 1 Course allo Tment asol remain 2 aug 4th and 6th ho re semes fires course, syllabers & FOR NED NEP has hen No Freiberled aqually among Jaculties Memberes recent do' Dr. Anna gogoi. itmas Regen as Begun Sahan Stel Dr. P

#### Department of Chemistry, Gargaon College

#### **Action Taken Report**

Date:08 /02/2024

To, The <u>Principal</u> Gargaon College

Sir,

With reference to the meeting held on 6 February, 2024, I like to inform you that following work have been done as per the decision taken in the meeting.

1. The classes are allotted equally to all the faculty members of our department.

2. The courses were distributed among all the faculty members.

HOD, Chemistry

SJ.

(Dr . Anna Gogoi) Head of the Department Chemistry Department Gargaon College, Simaluguri

## Meeting No 7

#### Department of Chemistry, Gargaon College

### NOTICE

Date:02/04/2024

It is hereby informed that Departmental meeting will be held on 3<sup>rd</sup> April, 2024 at 2.30 pm to discuss about various decisions taken at the meeting of HoD's with Principal. Therefore, all the faculty members are requested to present the same.

HOD, Chemistry

<u>(Dr</u> . Anna Gogoi) Head of the Department Chemistry Department Gargaon College, Simaluguri

#### b. Minute of Meeting

Deparetment Meeting Dale: 03.04.24 to discuss about various déserce de cistons taken at the meeting of Hod's with Principal of the colleage. Minutes : i) The sessional examination will Lec Beld from 22th April to 26th April 2024 is the setting of question paper to finish on 13th April, 2024. fare must (1) The marksheets of sessional enatio will have to hang on or before 10th May, 2024 Segnaturees ASU & Dr. Anna Gogoi. 2) Dr-Arandao Manzony 0 Ritway 1 .... 25 Pali 5) Dres Pakigg Bogen 5) Dr. Saheer Shahnaz Begum 6) Dr. Plabour Spoti Sarma

#### Department of Chemistry, Gargaon College

#### **Action Taken Report**

Date:10 /05/2024

To, The <u>Principal</u> <u>Gargaon</u> College

Sir,

With reference to the meeting held on  $3^{rd}$  April, 2024, I like to inform you that following work have been done as per the decision taken in the meeting.

- 1. The question paper was set by all the faculty members individually for respective subjects
- 2. The answer script was hang on the notice paper as decision taken in HoD meeting

HOD, Chemistry

øJ.

(Dr Anna Gogoi) Head of the Department Chemistry Department Gargaon College, Simaluguri

## Meeting No 8

### Department of Chemistry, Gargaon College

## NOTICE

#### Date:26/05/2024

It is hereby informed that Departmental meeting will be held 27<sup>th</sup> May, 2024 at 2.05 pm to discuss about NAAC related work. Therefore, all the faculty members are requested to present the same.

HOD, Chemistry

<u>(Dr</u>. Anna Gogoi) Head of the Department Chemistry Department Gargaon College, Simaluguri

#### b. Minute of Meeting

Date: 27.05.24. Departmental Meeting A needing with the facely weathers have Non- CBGS Cooking plan from 2013-20. 2020-21 Class - Noutrine. /mon 2019 - 2024 2 s) Academic calendare for 2019-20 s) Academic calendare for 2019-20 s) Placement from 2019-24 s) To be submetted all the data from the deparetment by 30th May, 2624. d) PO, CO to be done wegently. s) Deparetment preograms to be thus from +) Deparetment programs 2019-21 Mallin 2 Min Signaturece A. Dr. Anna Gregoi. 2) Dr. Arandero Nasony 3) Liturio Tem. 4) Dren Pakiza Boyan 5) Dr. Plaban Shelney Begun 6) Dr. Plaban Jyoti Sarma E E

#### Department of Chemistry, Gargaon College

### **Action Taken Report**

Date:06/06/2024

To, The <u>Principal</u> <u>Gargaon</u> College

Sir,

As per the decision in the meeting held on 27-05-2024, the following action has been taken

1. Different works has been distributed among faculty members

HOD, Chemistry

of.

(Dr . Anna Gogoi) Head of the Department Chemistry Department Gargaon College, Simaluguri



# Department of Commerce



P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: deptofcommercegargaoncollege@gmail.com

Dated: 02/08/2023

## Meeting No. 1

#### Notice

The Department of Commerce is going to organize a departmental meeting regarding discussion of the Major, Minor and GFC Subjects and reshuffle of departmental duties on 3<sup>rd</sup> August, 2023 at 1 pm. All the faculty members are requested to attend the same at the stipulated time.

Dr. Meghali Bora Head, Department of Commerce Gargaon College

HOD Department of Commerce Gargaon College

Refno:



P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 03/08/2023

### MINUTES OF MEETING

dated 3<sup>rd</sup> August 2023

Presence of the members:

- 1. Dr. Meghali Bora
- 2. Mr. Anil Tanti
- 3. Mrs. Nomami Dutta
- 4. Mr. Gautom Hazarika
- 5. **Dr. Mintu Gogoi**
- 6. Dr. Nazreen Parveen Ali

Item No.1: Reshuffle of Departmental responsibilities

**Resolution**: It is resolved that the assigned members will accordingly carry out the departmental responsibilities.

**Item No.2**: Discussion on Major, Minor and Generic subjects to be offered under NEP **Resolution**: It is resolved to offer the following by the department:

Major:

- 1. Finance
- 2. Human Resource Management

Generic Elective Courses:

- 1. Fundamentals of Accounting
- 2. Introduction to Banking
- 3. Marketing for Beginners

Minor:

- 1. Indian Banking System
- 2. Marketing Management

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Dr. Meghali Bora Head, Department of Commerce Gargaon College



P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: deptofcommercegargaoncollege@gmail.com

Ref no:

Dated: 7/08/2023

## **ACTION TAKEN**

In response to resolutions of the meeting dated 03/08/2023, the following actions were taken:

1.Assigned members of the department resumed their responsibilities.

2. As per resolution the major, minor and generic elective courses have been offered to the students under NEP.

Dr. Meghali Bora Head, Department of Commerce Gargaon College



P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: deptofcommercegargaoncollege@gmail.com

> Ref no: Dated: 22/08/2023

## Meeting No. 2

### Notice

The Department of Commerce is going to organize a departmental meeting regarding allotment of departmental duties on  $23^{rd}$  August, 2023 at 1 pm. All the faculty members are requested to attend the same at the stipulated time.

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Dr. Meghali Bora Head, Department of Commerce Gargaon College



P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: deptofcommercegargaoncollege@gmail.com

Refno:

Dated: 23/08/2023

## MINUTES OF MEETING

dated 23<sup>rd</sup> August 2023

**Presence of the members:** 

- 7. Dr. Meghali Bora
- 8. Mr. Anil Tanti
- 9. Mrs. Nomami Dutta
- 10. Mr. Gautom Hazarika
- 11. Dr. Mintu Gogoi
- 12. Dr. Nazreen Parveen Ali

Item No.1: Allotment of Departmental responsibilities.

**Resolution**: It is resolved that the assigned members will accordingly carry out the departmental responsibilities as given below:

- 1. Departmental Fund Maintenance- Dr. Nazreen Parveen Ali.
- 2. ICT Lab Management- Dr. Mintu Gogoi.
- 3. IQAC record keeping- Dr. Nazreen Parveen Ali.
- 4. Extension Activities- Teamwork.
- 5. Departmental Record Keeping- Ms. Nomami Dutta
- 6. Departmental Exam Matters- Dr. Mintu Gogoi.
- 7. Alumni Matters- Mr. Anil Tanti.
- 8. Placement & Career Counselling- Mr. Gautom Hazarika, Dr. Nazreen Parveen Ali & Ms. Nomami Dutta.
- 9. Departmental Library- Ms. Nomami Dutta.
- 10. Samarth- Mr. Gautom Hazarika.
- 11. Parents Teachers Meetings- Dr. Meghali Bora & Dr. Mintu Gogoi.
- 12. Field Study/Industrial Tour/Training/Internship- Mr. Anil Tanti, Dr. Meghali Bora & Mr. Gautom Hazarika.
- 13. Addon Course- Dr. Meghali Bora & Mr. Gautom Hazarika
- 14. Departmental Publication- Dr. Meghali Bora & Dr. Mintu Gogoi.

Dr. Meghali Bora Head, Department of Commerce Gargaon College HOD Department of Commerce Gargaon College



P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: deptofcommercegargaoncollege@gmail.com

Refno:

Dated: 25/08/2023

## **ACTION TAKEN**

In response to resolutions of the meeting dated 23/08/2023, the following action was taken:

1.Assigned members of the department resumed their responsibilities.

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Dr. Meghali Bora Head, Department of Commerce Gargaon College



P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: deptofcommercegargaoncollege@gmail.com

Refno:

Dated: 31/08/2023

## Meeting No. 3

### Notice

The Department of Commerce is going to organize a departmental meeting regarding head of the department charge hand-over on 1<sup>st</sup> September, 2023 at 1 pm. All the faculty members are requested to attend the same at the stipulated time.

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Dr. Meghali Bora Head, Department of Commerce Gargaon College



**Department of Commerce Gargaon College, Simaluguri,** P.O. Simaluguri, Dist. Sivasagar (Assam)

Pin: 785686 Email: deptofcommercegargaoncollege@gmail.com

Refno:

Dated: 01/09/2023

## MINUTES OF MEETING

dated 1st September 2023

Presence of the members: 13. Dr. Meghali Bora

- Dr. Meghali Bora
   Mr. Anil Tanti
- 15. Mrs. Nomami Dutta
- 16. Mr. Gautom Hazarika
- 17. Dr. Mintu Gogoi
- 18. Dr. Nazreen Parveen Ali

Item No.1: Handover of Headship of the department.

**Resolution**: It is resolved that the headship of the department is handed over to Mr. Anil Tanti by former HOD Dr. Meghali Bora as per order from office of the Principal(order no. GC/Headship/116/2023/483, dated 31/08/2023.)

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Dr. Meghali Bora Head, Department of Commerce Gargaon College



P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: deptofcommercegargaoncollege@gmail.com

Refno:

Dated: 01/09/2023

## **ACTION TAKEN**

In response to resolutions of the meeting dated 1/09/2023, the following action was taken:

1. Assigned headship duty of the department was resumed immediately by Mr. Anil Tanti.

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Dr. Meghali Bora Head, Department of Commerce Gargaon College



P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: deptofcommercegargaoncollege@gmail.com

Refno:

Dated: 18/09/2023

## Meeting No. 4

### Notice

The Department of Commerce is going to organize a departmental meeting regarding various programmes to be organized by the department on 19<sup>th</sup> September, 2023 at 2 pm. All the faculty members are requested to attend the same at the stipulated time.

HO Department of Commerce Gargaon College



P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: deptofcommercegargaoncollege@gmail.com

Refno:

Dated: 19/09/2023

## MINUTES OF MEETING

dated 19<sup>th</sup> September 2023

## Presence of the members:

- 19. Dr. Meghali Bora
- 20. Mr. Anil Tanti
- 21. Mrs. Nomami Dutta
- 22. Mr. Gautom Hazarika
- 23. Dr. Mintu Gogoi
- 24. Dr. Nazreen Parveen Ali

Item No.1: Discussion on Alumni Talk Series/ Student Motivational Talks

Resolution: It is resolved to hold talk series by the alumni on Saturday's as per convenience.

Item No. 2: Student Seminar

Resolution: Student Seminar Shall be organized and date shall be fixed to conduct the programme.

Item 3: Extension Activity

**Resolution**: An awareness programme on maintenance of cash book to Gargaon Gaon Panchayat shall be organized.

Item 4: Placement Cell Activity:

**Resolution:** Special sessions suggested to be conducted for placement.

Department of Commerce Gargaon College



P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: deptofcommercegargaoncollege@gmail.com

Refno:

Dated: 25/09/2023

## ACTION TAKEN

In response to resolutions of the meeting dated 19/09/2023, the following actions were taken:

- 1. Alumni talks on various topics are being conducted as per schedule.
- 2. An awareness programme on maintenance of cash book was held on 23<sup>rd</sup> Sept.,2023 in Gargaon Gaon Panchayat.

HO Department of Commerce Gargaon College



P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: deptofcommercegargaoncollege@gmail.com

Refno:

Dated: 7/02/2024

## Meeting No. 5

### Notice

The Department of Commerce is going to organize a departmental meeting regarding performance of students, courses to be offered and other issues by the department on 8<sup>th</sup> February, 2024 at 2 pm. All the faculty members are requested to attend the same at the stipulated time.

Department of Commerce Gargaon College



P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: deptofcommercegargaoncollege@gmail.com

Refno:

Dated: 8/02/2024

#### MINUTES OF MEETING dated 8<sup>th</sup> February 2024

Presence of the members:

- 25. Dr. Meghali Bora
- 26. Mr. Anil Tanti
- 27. Mrs. Nomami Dutta
- 28. Mr. Gautom Hazarika
- 29. Dr. Mintu Gogoi
- 30. Dr. Nazreen Parveen Ali

Item No.1: Discussion on improvement of performance of students.

**Resolution**: It is resolved to take strict actions against irregular students and to take disciplinary actions against such irregularities.

Item No. 2: Orientation on subjects to be opted and Major, SEC and Minors to be offered.

**Resolution:** It is resolved to offer the following courses in the semester:

Minor: 1. Cost Accounting

2.Labour Welfare

SEC: 1. Event Management.

- GEC: 1. Sales Management
  - 2.Career Planning and Development.

Item 4: Other Issues.

**Resolution:** PTM, Gyanyatra, Mentor-mentee sessions and reading room are others issued were discussed.

Department of Commerce Gargaon College



P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: deptofcommercegargaoncollege@gmail.com

Refno:

Dated: 15/02/2024

## **ACTION TAKEN**

In response to resolutions of the meeting dated  $\frac{8}{02}/2024$ , the following actions were taken:

- 1. Courses were offered as per resolution for this semester.
- 2. Mentor-mentee sessions are being conducted at regular intervals.
- 3. A PTM was held on 13<sup>th</sup> February 2024 at 1 pm.
- 4. Name list of five students were collected for gyanyatra.

HO Department of Commerce Gargaon College



# Department of Economics

Photograph of the Meeting



## Meeting No 1



#### DEPARTMENT OF ECONOMICS GARGAON COLLEGE Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 16-6-2023

#### NOTICE

The Department of Economics is going to conduct a meeting regarding departmental routine for the new session, allotment of classes to teachers, course distribution etc. for the odd Semester (2023) on 16-6-2023. All faculty members are requested to attend at the stipulated time.



(Dr. K.J. Handique) HOD, Economics Gargaon College, Simaluguri Dr. Krishna Jyoti Handique Associate Professor & Head Department of Economics Gargaon College, Simaluguri



#### DEPARTMENT OF ECONOMICS GARGAON COLLEGE

Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 16-6-2023

#### MINUTES OF MEETING

#### **Presence of the Members:**

- 1. Dr. K.J. Handique
- 2. Dr. R. Borah
- 3. Dr. N. Chutia
- 4. Dr. S. Saikia
- 5. A. Dutta
- 6. A. Kumari

Item No. 1: To discuss about departmental routine

The Head of the Department initiated a meeting to discuss the departmental routine and allotment of classes to teachers based on the central routine.

**Resolution No. 1:** Resolved that the departmental routine and allotment of classes will be made available as soon as the central routine is made available by the College Routine Development Committee.

Item No. 2: To discuss about the course distribution for the Odd Semester (2023) syllabus

The Head of the Department initiated a meeting to discuss the course distribution for the Odd Semester (2023) syllabus.

**Resolution:** No. 2: Resolved that the course distribution for the Odd Semester (2023) syllabus will be done immediately.



Dr. K.J. Handique)

HOD, Economics Gargaon College, Simaluguri



#### DEPARTMENT OF ECONOMICS GARGAON COLLEGE

Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 19/6/2023

#### ACTION TAKEN REPORT

To The Principal Gargaon College

Sir,

As per decision of the Department meeting held on 16-6-2023 the following actions have been taken.

- 1. The departmental routine has been set and allotment of classes to teachers based on the central routine has been made.
- 2. The course distribution for the Odd Semester (2023) syllabus has been completed.



(Dr. K.J. Handique)

HOD, Economics Gargaon College, Simaluguri

## Meeting No 2



#### DEPARTMENT OF ECONOMICS GARGAON COLLEGE Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 26/06/2023

#### NOTICE

The Department of Economics is going to conduct a meeting regarding organizing an Orientation Programme and an Anti -Ragging Awareness Programme in the department for the first year students of Four-Year Undergraduate Programme Under NEP 2020. All faculty members are requested to attend at the stipulated time.



(Dr. K.J. Handique) HOD, Economics Gargaon College, Simaluguri Dr. Krishna Jyoti Handique Associate Professor & Head Department of Economics Gargaon College, Simaluguri



#### DEPARTMENT OF ECONOMICS

GARGAON COLLEGE Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 26/06/2023

#### MINUTES OF MEETING

#### Presence of the Members:

- 1. Dr. K.J. Handique
- 2. Dr. R. Borah
- 3. Dr. N. Chutia
- 4. Dr. S. Saikia
- 5. A. Dutta
- 6. A. Kumari

Item No. 1: To discuss about holding an Orientation Programme and an Anti -Ragging Awareness Programme in the department for the first year students of Four-Year Undergraduate Programme Under NEP 2020.

The Head of the Department called on the members of the need to organize an Orientation Programme and an Anti -Ragging Awareness Programme in the department for the first year students of Four-Year Undergraduate Programme Under NEP 2020.

**Resolution No. 1:** Resolved that an Orientation Programme and an Anti -Ragging Awareness Programme in the department would be organized as soon as the new sessions start.



(Dr. KJ. Handique) HOD, Economics Gargaon College, Simaluguri Dr. Krishna Jyoti Handique Associate Professor & Head Department of Economics Gargaon College, Simaluguri



### **DEPARTMENT OF ECONOMICS**

GARGAON COLLEGE Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 17/08/2023

#### ACTION TAKEN REPORT

To The Principal Gargaon College

Sir,

As per decision of the Department meeting held on 26/06/2023, the following actions have been taken.

1. An Orientation Programme was held on 01/08/2023 in the ICT Room of the Department.

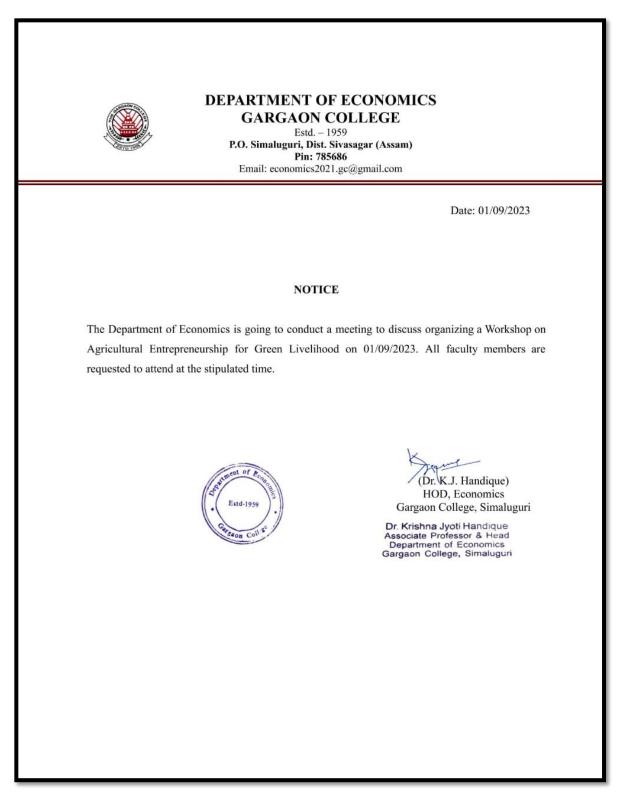
2. An Anti -Ragging Awareness Programme was held on 17/08/2023 in the ICT Room of the Department.

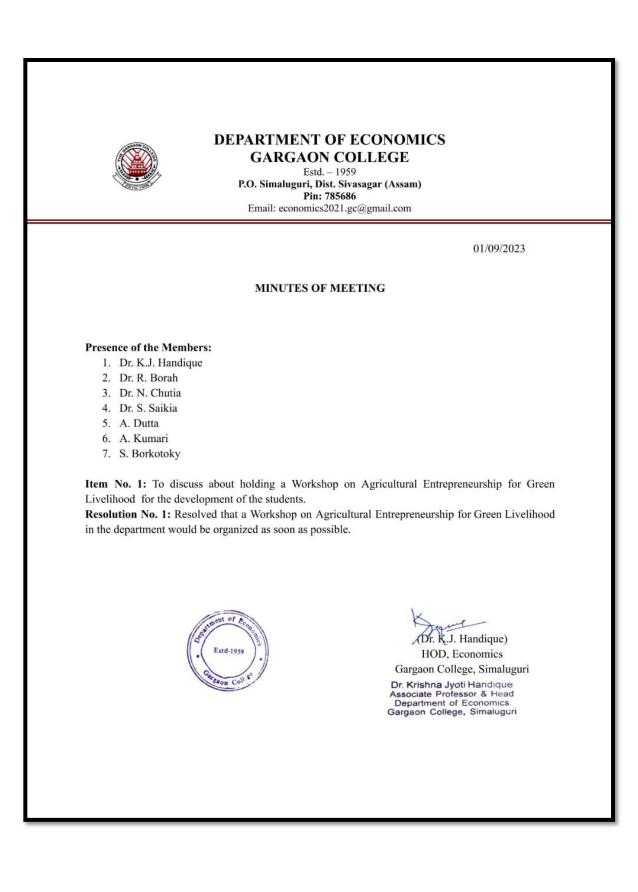


(Dr. K.J. Handique)

HOD, Economics Gargaon College, Simaluguri

### Meeting No 3







#### DEPARTMENT OF ECONOMICS GARGAON COLLEGE

Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 15/09/2023

#### ACTION TAKEN REPORT

To The Principal Gargaon College

Sir,

As per decision of the Department meeting held on 01/09/2023, the following actions have been taken.

 A Workshop on Agricultural Entrepreneurship for Green Livelihood was organised on 15th September, 2023 at the college premises. Dr. Pradip Handique, Senior Scientist and Head of the Krishi Vigyan Kendra, Rohdoi, Sivasagar was invited as resource person for this programme.



(Dr. K.J. Handique) HOD, Economics Gargaon College, Simaluguri

## Meeting No. 4



## DEPARTMENT OF ECONOMICS

GARGAON COLLEGE Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 20/09/2023

#### NOTICE

The Department of Economics is going to conduct a meeting regarding the need to undertake a Parent Teacher Meeting to discuss the student oriented works with the parents on 20/09/2023. All faculty members are requested to attend at the stipulated time.



(Dr. K.J. Handique)

HOD, Economics Gargaon College, Simaluguri



#### **DEPARTMENT OF ECONOMICS**

GARGAON COLLEGE Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 20/09/2023

#### MINUTES OF MEETING

**Item No.I:** To discuss about holding Parent teacher Meeting in the department. The Head of the Department request the members of the need to undertake a Parent Teacher Meeting to discuss the student oriented works with the parents.

**Resolution No. 1:** Resolved that a Parent Teacher Meeting would be called as soon as possible in the department.



(Dr. K.J. Handique) HOD, Economics Gargaon College, Simaluguri



### **DEPARTMENT OF ECONOMICS**

GARGAON COLLEGE Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 29/09/2023

#### ACTION TAKEN REPORT

To The Principal Gargaon College

Sir,

As per decision of the Department meeting held on 20/09/2023, the following actions have been taken.

1. A Parent teacher Meeting was organized on 26/09/2023.



(Dr.K.J. Handique) HOD, Economics Gargaon College, Simaluguri Dr. Krishna Jyoti Handique Associate Professor & Head Department of Economics Gargaon College, Simaluguri

## Meeting No 5



### DEPARTMENT OF ECONOMICS GARGAON COLLEGE Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686

Email: economics2021.gc@gmail.com

Date: 03/10/2023

### NOTICE

The Department of Economics is going to conduct a meeting regarding conducting BA Sessional Examination and MA First Sessional Examination.on 03/10/2023. All faculty members are requested to attend at the stipulated time.



(Dr. K.J. Handique)

HOD, Economics Gargaon College, Simaluguri Dr. Krishna Jyoti Handique Associate Professor & Head Department of Economics Gargaon College, Simaluguri



## DEPARTMENT OF ECONOMICS

GARGAON COLLEGE Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 03/10/2023

#### MINUTES OF MEETINGS

#### Presence of Members:

- 1. Dr. K.J. Handique
- 2. Dr. R. Borah
- 3. N. Chutia
- 4. Dr. S. Saikia
- 5. A. Dutta
- 6. A. Kumari
- 7. S. Borkotoky

Item No. 1: To discuss about conducting BA Sessional Examination.

The Head of the Department initiated a meeting to discuss about conducting BA Sessional Examination.

**Resolution No. 1**: Resolved that the BA Sessional Examination will be conducted as per the schedule provided by the college administration.

Item No. 2: To discuss about conducting MA First Sessional Examination.

The Head of the Department initiated a meeting to discuss about conducting MA First Sessional Examination.

**Resolution No. 2**: Resolved that the MA First Sessional Examination will be conducted from 11-10-2023.



and

(Dr. K.J. Handique) HOD,Economics Gargaon College, Simaluguri

Dr. Krishna Jyoti Handique Associate Professor & Head Department of Economics Gargaon College, Simaluguri



### DEPARTMENT OF ECONOMICS GARGAON COLLEGE

Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 03/10/2023

#### ACTION TAKEN REPORT

To The Principal Gargaon College

Sir,

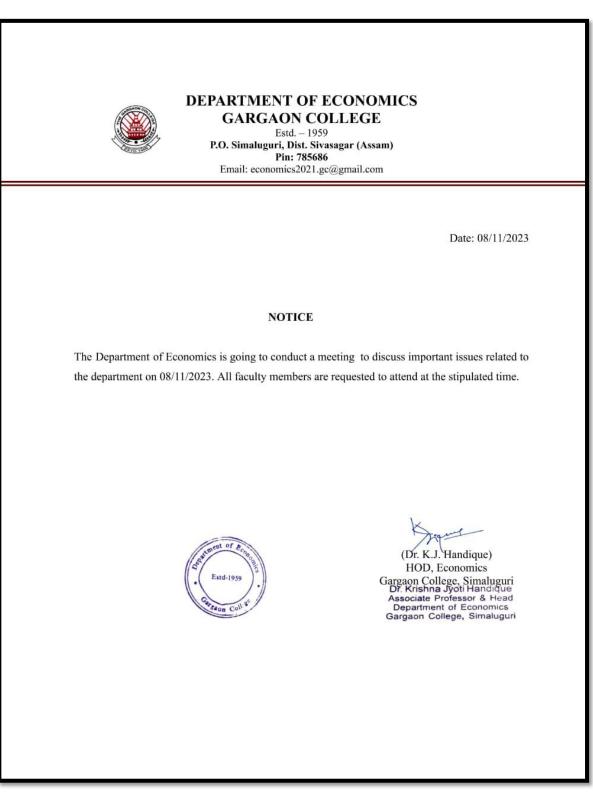
I have the honour to inform that as per decision of the Departmental meeting held on 03/10/2023, the following actions have been taken.

1. The BA Sessional Examination and MA First Sessional Examination routine has been set and responsibilities are allotted to the teachers.



Dr. K.J.Handique HOD, Economics Gargaon College, Simaluguri Dr. Kristina Jyoti Hansildue Associate Professor & Head Department of Economics Gargaon College, Simaluguri

## Meeting No 6





### DEPARTMENT OF ECONOMICS GARGAON COLLEGE

Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 08/11/2023

#### MINUTES OF MEETING

### Presence of the Members:

- 1. Dr. K.J. Handique
- 2. Dr. R. Borah
- 3. N. Chutia
- 4. Dr. S. Saikia
- 5. A Dutta
- 6. A. Kumari
- 7. S. Borkotoky

Item No. 1: To discuss holding Faculty Exchange Programmes for the development of the students. **Resolution No. 1:** Resolved that a Faculty Exchange Programmes in the department would be organized as soon as possible.

Item No. 2: To discuss about conducting MA Second Sessional Examination.

The Head of the Department initiated a meeting to discuss about conducting MA Second Sessional Examination.

**Resolution No. 2**: Resolved that the MA Second Sessional Examination will be conducted from 20-11-2023.

As there was no matter for discussion, the meeting ended with a vote of thanks to and from the Chair.



(Dr. K.J. Handique) HOD, Economics Gargaon College, Simaluguri Dr. Krishna Jyoti Handique Associate Professor & Head Department of Economics Gargaon College, Simaluguri



### DEPARTMENT OF ECONOMICS

GARGAON COLLEGE Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 01/12/2023

#### ACTION TAKEN REPORT

To The Principal Gargaon College

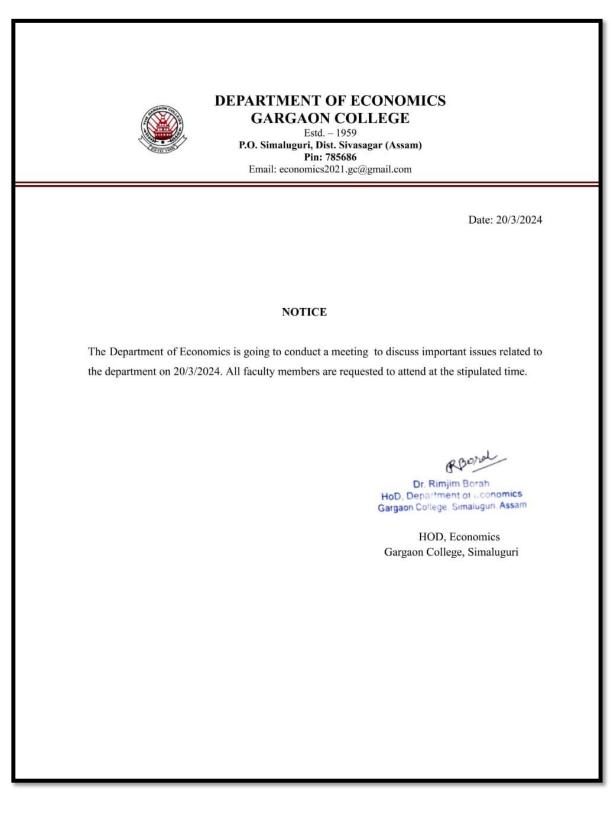
Sir,

I have the honour to inform that as per decision of the Departmental meeting held on 08/11/2023, the following actions have been taken.

- 1. The MA Second Sessional Examination routine has been set and responsibilities are allotted to the teachers.
- 2. Faculty Exchange Programme in the department was organized:
  - a. Dr. Ronjit Khanikar, Assistant Professor, Department of Economics, HCDG College, Nitaipukhuri, Sivasagar was invited as an invited faculty for the Faculty Exchange Programme on 16/11/2023.
  - b. Mr. Gautam Hazarika, Assistant Professor, Department of Commerce, Gargaon College was invited as resource person to deliver a lecture on the topic "Basic Rules of Accounting" on 16/11/2023, 20/11/2023 & 22/11/2023.
  - c. Mr. Rantu Hazarika, Assistant Professor, Department of Economics, Dibrugarh University, Assam was invited as an invited faculty for the University Faculty Programme.
  - d. Mr. Karuna Phukan, Assistant Professor, Department of Economics, Digboi College, Assam was invited as resource person for a Faculty Exchange Programme.

Dr. Rimjim Borah HoD, Department of Leonomics Gargaon College, Simaluguri, Assam

## Meeting No 7





### DEPARTMENT OF ECONOMICS

GARGAON COLLEGE Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 20/3/2024

#### MINUTES OF MEETING

#### Presence of the Members:

- 1. Dr. R. Borah
- 2. N. Chutia
- 3. Dr. S. Saikia
- 4. A Dutta
- 5. A. Kumari
- 6. S. Borkotoky
- 7. A. Begum

**Item No. 1:** To discuss holding extension activities, workshops, students seminars, career counselling programmes etc. for the development of the students.

**Resolution No. 1:** Resolved that workshops, students seminars, career counselling programmes etc. in the department would be organized as soon as possible.

Item No. 2: To discuss about conducting BA Sessional Examination.

The Head of the Department initiated a meeting to discuss about conducting BA Sessional Examination.

**Resolution No. 2**: Resolved that the BA Sessional Examination will be conducted as per the schedule provided by the college administration.

Item No. 3: To discuss about conducting MA First Sessional Examination.

The Head of the Department initiated a meeting to discuss about conducting MA First Sessional Examination.

**Resolution No. 3**: Resolved that the MA First Sessional Examination will be conducted from 03.04.2024.

Dr. Rimjim Borah HoD, Department of Leonomics Gargaon College, Simaluguri, Assam

HOD, Economics

Gargaon College, Simaluguri



### DEPARTMENT OF ECONOMICS GARGAON COLLEGE

Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 08/4/2024

#### ACTION TAKEN REPORT

To The Principal Gargaon College

Sir,

I have the honour to inform that as per decision of the Departmental meeting held on 20/3/2024, the following actions have been taken.

- 1. Career Counselling Programmes were organized in the department.
- 2. Extension Activities were organised in the nearby village.
- 3. A Students Seminar was organised.
- 4. One-day workshop on 'Entrepreneurship for Youth Empowerment' at the College premises on 26th February.
- 5. The BA Sessional Examination and MA First Sessional Examination routine has been set and responsibilities are allotted to the teachers.

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Dr. Rimjim Borah HoD, Department of Leonomics Gargaon College, Simaluguri, Assam

## Meeting No 8



### DEPARTMENT OF ECONOMICS GARGAON COLLEGE

Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date:29.4.2024

### NOTICE

The Department of Economics is going to conduct a meeting regarding conducting MA Second Sessional Examination.on 29/4/2024. All faculty members are requested to attend at the stipulated time.

Bono

Dr. Rimjim Borah HoD, Department of a conomics Gargaon College, Simaluguri, Assam



### DEPARTMENT OF ECONOMICS

GARGAON COLLEGE Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 29/4/2024

#### MINUTES OF MEETING

#### **Presence of the Members:**

- 1. Dr. R. Borah
- 2. N. Chutia
- 3. Dr. S. Saikia
- 4. A Dutta
- 5. A. Kumari
- 6. S. Borkotoky
- 7. A. Begum

Item No. 1: To discuss about conducting MA Second Sessional Examination.

The Head of the Department initiated a meeting to discuss about conducting MA Second Sessional Examination.

Resolution No. 1: Resolved that the MA Second Sessional Examination will be conducted from 10-05-2024.

As there was no matter for discussion, the meeting ended with a vote of thanks to and from the Chair.

Dr. Rimjim Borah HoD, Department of acconomics Gargaon College, Simaluguri, Assam



## DEPARTMENT OF ECONOMICS

GARGAON COLLEGE Estd. – 1959 P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email: economics2021.gc@gmail.com

Date: 29/4/2024

#### ACTION TAKEN REPORT

To The Principal Gargaon College

Sir,

I have the honour to inform that as per decision of the Departmental meeting held on 29.4.2024, the following actions have been taken.

1. The MA Second Sessional Examination routine has been set and responsibilities are allotted to the teachers.

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Dr. Rimjim Borah HoD, Department of Loonomics Gargaon College, Simaluguri, Assam



# Department of Education

## Meeting No.1



DEPARTMENT OF EDUCATION GARGAON COLLEGE ESTD-1959 P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)

PIN:785686

EMAIL: edudeptgc@gmail.com

Date: 1<sup>st</sup> august 2023

#### NOTICE

The Department of Education is going to conduct a meeting regarding departmental routine, allotment of classes to teachers, course distribution etc for the odd semester (2023) on 2nd august 2023. All faculty members are requested to attend in the meeting at 2 pm..

Dr Bidyananda Borkakoty

HoD, Department of Education

Gargaon college, Simaluguri

Dr. Bidyananda Borkarwey HoD & Associate Professor Department of Education Gargaon College, Simaluguri, Assan



#### GARGAON COLLEGE

#### ESTD-1964

### P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

#### PIN:785664

Email:edudeptgc@gmail.com

Date: 02/08/2023

#### **MINUTES OF MEETING-1**

### Date: 2<sup>nd</sup> august.

**Presence of the Members:** 

Dr. Bidyananda Borkakoty
 Dr. Ratna Das
 J.Dr. Poli knowar
 Konkona Borah
 Borah

Item No. 1: To discuss about departmental routine

The Head of the department initiated a meeting to discuss about the departmental routine and allotment of classes to teachers based on the central routine.

**Resolution No.1:** Resolved that the departmental routine and allotment of classes will be made available as soon as the central routine is made available by the College Routine Development Committee.

**Item no. 2:** To discuss about the course distribution for the Odd semester (2023) syllabus. The Head of the Department initiated a meeting to discuss about the course distribution for the Odd semester(2023) syllabus.

Resolution: No. 2: Resolved that the course distribution for the Odd semester (2023) syllabus will be the done immediately.

(Dr. Bidyananda Borkakoty)

HoD, Education

Gargaon college, Simaluguri

Dr. Bidge HoD & Association Department of Edu Gargaon College, Simalu



## DEPARTMENT OF EDUCATION GARGAON COLLEGE ESTD-1964

### P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

### PIN:785664

Email: edudeptgc@gmail.com

Date:04/08/2023

#### **ACTION TAKEN REPORT-1**

То

The Principal

Gargaon college

#### Sir

As per decision of the Department meeting held on 2<sup>nd</sup> August 2023, the following actions have been taken.

- 1. The departmental routine has been set and allotment of classes to teachers based on the central routine has been made.
- 2. The course distribution for the odd semester (2023) syllabus has been completed.

(Dr. Bidyahanda Borkakoty )

HoD, department of Education

Gargaon college, Simaluguri

Dr. Biog HoD & Assoc Department of Eu-Gargaon College, Simaluguri, Assan

## Meeting No.2



DEPARTMENT OF EDUCATION

2.

GARGAON COLLEGE ESTD-1959

P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)

PIN:785686

EMAIL: edudeptgc@gmail.com

Date: 04/09/2023

#### NOTICE

The Department of Education is going to conduct a meeting on 5<sup>th</sup> September regarding the celebration of International Literacy day on 8<sup>th</sup> September 2023 at 2 pm. All faculty members are requested to attend the meeting at stipulated time.

Dr Bidyananda Borkakoty

HoD, Department of Education

Gargaon college, Simaluguri

Dr. Bidyananda Burkenuty HoD & Associate Professor Department of Education Gargaon College, Simaluguri, Assan



#### **GARGAON COLLEGE**

#### ESTD-1964

#### P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

#### PIN:785664

Email:edudeptgc@gmail.com

Date: 05/09/2023

#### **MINUTES OF MEETING-2**

Date: 5th September

**Presence of the Members:** 

Dr. Bidyananda Borkakoty Dr. Ratna Das Dr. Poli knowar Konkona Borah Bobie Borah Borah.

Item No. 1: To discuss about the celebration of international literacy day.

The Head of the department initiated a meeting to discuss about the celebration of international literacy day

Resolution No.1: Resolved that the department of education is going to celebrate international literacy day.

Item no. 2: International literacy day will be celebrated at Department Of Education

Resolution: No. 3: Special Talk will be delivered by Dr. Ratna Das on the Topic "Digital Literacy"

(Dr. Bidyananda Borkakoty)

HoD, Education

Gargaon college, Simaluguri

Dr. Bidyananda oc HoD & Associate Prot-sof Department of Educe on Gargaon College, Simaluguri Assan



## DEPARTMENT OF EDUCATION GARGAON COLLEGE

### ESTD-1964

P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

#### PIN:785664

Email: edudeptgc@gmail.com

Date:08/09/2023

#### **ACTION TAKEN REPORT-2**

То

The Principal

Gargaon college

#### Sir

As per decision of the Department meeting held on 5<sup>th</sup> August 2023, the following actions have been taken.

1. International literacy day was celebrated at Department of education, Gargaon college

2. Special Talk was delivered by Dr. Ratna Das Assistant Professor Department Education on the Topic "Digital Literacy"

3. Students were taking part in program.

R

(Dr. Bidyananda Borkakoty ) HoD, department of Education Gargaon college, Simaluguri

> Dr. Bidyananda Borka-Dty HoD & Associate Professor Department of Education Gargaon College, Simaluguri, Assam

## Meeting No.3



DEPARTMENT OF EDUCATION GARGAON COLLEGE ESTD-1959 P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)

PIN:785686

EMAIL: edudeptgc@gmail.com

Date: 10/010/ 2023

#### NOTICE

The Department of Education is going to conduct a meeting to discuss about the conducting of sessional examination to be held from 16October to 20 October on 12/10/2023 at 3pm.. All faculty members are requested to attend the meeting at stipulated time.

Dr Bidyananda Borkakoty

HoD, Department of Education

Gargaon college, Simaluguri

Dr. Bidyanance en HoD & Associate Protesso Department of Education Gargaon College, Simaluouri, Assan



GARGAON COLLEGE

#### ESTD-1964

### P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

#### PIN:785664

Email:edudeptgc@gmail.com

Date: 12/10/2023

#### **MINUTES OF MEETING-3**

Presence of the Members:

1.Dr. Bidyananda Borkakoty 2..Dr. Ratna Das 3.Dr. Poli knowar pu 4. Kongkona Borah Corrah

Item No. 1: To discuss about the time table of sessional examination.

Item No 2: The Head of the department initiated a meeting to discuss about the question paper setting for the upcoming sessional examination.

Item no. 3: Discussed about the distribution of examination duty.

(Dr. Bidyananda Borkakoty)

HoD, Education

Gargaon college, Simaluguri

Dr. Bidyananda Europeouty HoD & Associate Professor Department of Education Gargaon College, Simaluguri, Assam

### Meeting No.5



DEPARTMENT OF EDUCATION

#### GARGAON COLLEGE

#### **ESTD-1964**

P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

#### PIN:785664

Email:edudeptgc@gmail.com

Date: 19/01/2024

#### **MINUTES OF MEETING-5**

Date: 19 January

Presence of the Members:

1 Dr. Bidyananda Borkakoty

2 Dr. Ratna Das

4 Konkona Borah Bonah.

Item No. 1: To discuss about departmental routine

The Head of the department initiated a meeting to discuss about the departmental routine and allotment of classes to the teachers based on the central routine.

Resolution No.1: Resolved that the departmental routine and allotment of classes will be made available as soon as the central routine is made available by the College Routine Development Committee.

Item no. 2: To discuss about the course distribution for the even semester (2024) syllabus. The Head of the Department initiated a meeting to discuss about the course distribution for the even semester(2024) syllabus.

Resolution: No. 2: Resolved that the course distribution for the even semester (2024) syllabus will be done immediately.

(Br. Bidyananda Borkakoty)

HoD, Department of Education

Dr. B. HoD & Associate Department of Education Gargaon College, Simaluouri Assan



GARGAON COLLEGE

#### **ESTD-1964**

P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

#### PIN:785664

Email: edudeptgc@gmail.com

Date:20/01/2024

### **ACTION TAKEN REPORT-5**

То

The Principal

Gargaon college

#### Sir

As per decision of the Department meeting held on 19 January 2024, the following actions have been taken.

- 3. The departmental routine has been set and allotment of classes to the teachers based on the central routine has been made.
- 4. The course distribution for the even semester(2024) syllabus has been compieted.

(Dr. Bidyananda Borkakoty )

HoD, department of Education

Gargaon college, Simaluguri

Dr. -HoD & A Department - S Ga Gargaon College, Simaluoun Ass

## Meeting No.5(B)



## DEPARTMENT OF EDUCATION

### GARGAON COLLEGE

#### ESTD-1959

## P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)

#### PIN:785686

EMAIL:edudeptgc@gmail.com

Date: 24/02/ 2024

#### NOTICE

The Department of Education is going to conduct a meeting regarding the organization of Parent Teacher Meet. To discuss the matter a departmental meeting is going to organised tomorrow on 25/02/24 at 3pm..All faculty members are requested to attend the meeting at stipulated time.

Dr Bidyananda Borkakoty HoD, Department of Education Gargaon college, Simal

e ange, sindi

Dr. Bidyananda borkakoly HoD & Associate Protessor Department of Education Gargaon College, Simaluguri, Assar



### GARGAON COLLEGE

#### ESTD-1964

#### P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

#### PIN:785664

Email:edudeptgc@gmail.com

Date: 25/02/2024

#### **MINUTES OF MEETING-5**

Date: 25 Feb

Presence of the Members:

1.Dr. Bidyananda Borkakoty 2;Dr. Ratna Das 3.Dr. Poli knower 4. Kongkona Borah Borrah.

Item No. 1: To discuss about the organization of PTM of the Department of Education.

Item No 2: The Head of the department initiated a meeting to discuss about the organisation of PTM of the Department of Education.

Resolution No.1: Resolved that the department of education is going to organize Parent Teacher Meeting of the Department of Education.

(Dr. Bidyananda Borkakoty HoD, Department of Education

> Dr. Bidyananua borkakoty HoD & Associate Professor Department of Education Gargaon College, Simaluouri Assam



### GARGAON COLLEGE

#### ESTD-1964

## P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

#### PIN:785664

Email: edudeptgc@gmail.com

Date:29/04/2024

#### **ACTION TAKEN REPORT-5**

To

The Principal

Gargaon college

Sir As per decision of the Department meeting held on 25 Feb 2024, the following actions have been taken

1.A Parent Teacher Meeting was held on 30/06/2023 in the department of education.

1. Parent Teacher Meeting was successfully organized.

2

(Dr. Bidyananda Borkakoty ) HoD, department of Education Gargaon college, Simaluguri

> Dr. Bidyananua es v HoD & Associate Professor Department of Education Gargaon College, Simaluquri, Assan

## Meeting No.6



DEPARTMENT OF EDUCATION

### GARGAON COLLEGE

ESTD-1959

### P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)

PIN:785686

EMAIL: edudeptgc@gmail.com

Date: 11/ 3/24

#### NOTICE

The Department of Education is going to conduct a meeting regarding the organusation of Alumni Meet of the Department of Education on 12/03/2024 at 2pm. All faculty members are requested to attend the meeting at stipulated time.

Dr Bidyananda Borkakoty

HoD, Department of Education

Gargaon college, Simaluguri

Dr. Bidyananda Borkakoty HoD & Associate Professor Department of Education Gargaon College, Simaluguri, Assam



#### **GARGAON COLLEGE**

#### **ESTD-1964**

P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

#### PIN:785664

Email:edudeptgc@gmail.com

Date: 12/03/2024

#### **MINUTES OF MEETING-6**

Date: 12/3/24

**Presence of the Members:** 

1.Dr. Bidyananda Borkakoty 2.Dr. Ratna Das 3.Dr. Poli knower 4. Kongkona Borah Bortah.

Item No. 1: To discuss about the organization of Alumni Meet of Department of Education.

Item No 2: Dr. Poli Konwar would be the convener of the Meet.

Resolution No.1: Resolved that Alumni Meet of Department of Education would be organised on 16/3/24.

(Dr. Bidyananda Borkakoty )

HoD, Department of Education

Gargaon college.

Dr. Bidyano HoD & Associate Professor Department of Education Gargaon College, Simaluouri Assar



DEPARTMENT OF EDUCATION GARGAON COLLEGE ESTD-1964 P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

#### PIN:785664

## Email: edudeptgc@gmail.com

Date:16/3/24

## **ACTION TAKEN REPORT-6**

То

The Principal

Gargaon college

#### Sir

As per decision of the Department meeting held on 12/03/2024, the following actions have been taken.

1. Alumni Meet Were organised on 16/3/24

2. Total 35 Alumni were participated in the meet.

3. They also took part in cultural programme

(Dr. Bidyananda Borkakoty) HoD, department of Education Gargaon college, Simaluguri

> Dr. Didy HoD & Ass Department of Education Gargaon College, Simalugur, Assa

## Meeting No.7



DEPARTMENT OF EDUCATION

GARGAON COLLEGE

#### ESTD-1959

P.O. SIMALUGURI, DIST. SIVASAGAR(ASSAM)

PIN:785686

EMAIL: edudeptgc@gmail.com

Date: 14/3/24

#### NOTICE

The Department of Education is going to conduct a meeting regarding the organization of a a seminar on Indian Knowledge System on 15/3/24 at 2pm. All faculty members are requested to attend the meeting at stipulated time.

Dr Bidyananda Borkakoty

HoD, Department of Education

Gargaon college, Simal

Dr. Bidyation across insuly HoD & Associate Professor Department of Education Gargaon College, Simaluouri, Assan



DEPARTMENT OF EDUCATION GARGAON COLLEGE

### ESTD-1964

# P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

### PIN:785664

Email:edudeptgc@gmail.com

Date: 15/3/24

## **MINUTES OF MEETING-7**

Date: 15/3/24

Presence of the Members:

1.Dr. Bidyananda Borkakoty 2.Dr. Ratna Das 3Dr. Poli knower 4 Konkona Borah *Bortab* 

Item No. 1: To discuss about the organisation of a saminar on Indian Knowledge system in Department of Education.

Item No 2: The Head of the department took initiative to organise the seminar.

Resolution No.1: Resolved that the department of education is going to organize a seminar on Indian Knowlwdge System on 18/3/24.

Resolution No.2 The Principal of Gargaon College Dr. Sabyachachi Mahanta Would be the Inaugurator of the Seminar.

Resolution No3. Dr. Anurag Protim Das Assistant Professor of Gargaon college would be the resource person of the seminar.

(Dr. Bidyananda Borkakoty )

HoD, Department of Education

Dr. Bidyananda burkeruty HoD & Associate Professor Department of Education Gargaon College, Simaluguri Assam



GARGAON COLLEGE

#### **ESTD-1964**

### P.O. SIMALUGURI, DIST, SIVASAGAR (ASSAM)

#### PIN:785664

Email: edudeptgc@gmail.com

Date:18/03/2024

#### **ACTION TAKEN REPORT-8**

То

The Principal, Gargaon college

Sir

As per decision of the Department meeting held on 15/03/ 2024 the following actions have been taken.

1. Seminar on Indian Knowledge system was Successfully organized

2. Total 100 students were took part in the seminar.

3. The Principal of Gargaon College Dr. Sabyachachi Mahanta Inaugurate the Seminar.

4. Dr. Anurag Protim Das Assistant Professor of Gargaon college had presented a seminar on Ancient Indian Knowledge System.

(Dr. Bidyananda Borkakoty )

HoD, department of Education

Dr. Bidyananda bor caroly HoD & Associate Professor Department of Education Gargaon College, Simaluquri, Assam



# Department of English

Photographs of Meetings





DEPARTMENT OF ENGLISH GARGAON COLLEGE

P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email:dept.of.english.gc @gmail.com

Date: 14/08/2023

## Meeting No 1

## NOTICE

A departmental meeting has been convened on 17<sup>th</sup> August, 2023 to discuss matters pertaining to preparation of departmental routine, academic calendar and course distribution. All the faculty members are requested to attend the same without fail.

(Mr. Rajib Gogoi) Head, Department of English Gargaon College



### DEPARTMENT OF ENGLISH GARGAON COLLEGE P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email:dept.of.english.gc @gmail.com

## Minutes of Meeting - 1

Date: 17/08/2023

### Minutes of 1st Meeting of the Department of English for the odd session, 2023-24

An offline meeting of the department of English was held on 17.08.2023.

The following members were present at the meeting:

Mr. Rajib Gogoi Dr. Rashmi Rekha Saikia Dr. Anjan Konwar Dr. Jitu Saikia Bitupal Borgohain Dr. Shyamolima Saikia

### Item No. 01 To discuss about the departmental routine and academic calendar

The head of the department Mr. Rajib Gogoi discussed about the preparation of departmental routine and allotment of classes with the faculty members. He urged upon the need to prepare the academic calendar with immediate effect. The members discussed the matter and it was decided that the departmental routine would be prepared after the central routine is circulated among the departments. It was also decided that the academic calendar would be prepared by following the Academic Calendar of Dibrugarh University.

# Resolution No. 1 Resolved that the departmental routine and academic calendar would be prepared after the central routine is circulated among the departments.

### Item No. 02 To discuss about course distribution

The head of the department Mr. Rajib Gogoi requested the faculty members to discuss about the course distribution for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester. The members discussed the matter and informed the head of the department regarding the units they would take up. The head of the department took note of the selections. It was decided that the course distribution would be completed with immediate effect so as to initiate the classes once the routine got finalized.

Resolution No. 2 Resolved that the course distribution would be completed with immediate effect so as to initiate the classes.



(Mr. Rajib Gogoi) Head, Department of English Gargaon College

## **Action Taken Report -1**

Date: 31st August, 2023

To,

## The Principal, Gargaon College

Sir,

As per decision of the departmental meeting held on 17.08.2023, the following actions have been taken:

- 1. The departmental routine as well as academic calendar has been prepared.
- 2. The course for the odd semester was distributed among the faculty members of the department.



Mr. Rajib Gogoi Head, Dept. of English Gargaon College



DEPARTMENT OF ENGLISH GARGAON COLLEGE

P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email:dept.of.english.gc @gmail.com

Date: 6/12/2023

## Meeting No 2

## NOTICE

A departmental meeting has been convened on 7<sup>th</sup> December, 2023 to discuss matters pertaining to remedial classes, mentorship and extension activity. All the faculty members are requested to attend the same without fail.



(Mr. Rajib Gogoi) Head, Department of English Gargaon College



## DEPARTMENT OF ENGLISH GARGAON COLLEGE

P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email:dept.of.english.gc @gmail.com

## Minutes of Meeting - 2

Date: 07/12/2023

## Minutes of 2<sup>nd</sup> Meeting of the Department of English for the odd session, 2023-24

An offline meeting of the department of English was held on 7/12/2023.

The following members were present at the meeting:

Mr. Rajib Gogoi Dr. Anjan Konwar Dr. Jitu Saikia Bitupal Borgohain Dr. Shyamolima Saikia

### Item No. 01 To discuss about the remedial classes for slow learners

The Head of the department apprised the members of the department regarding the matter relating to the conduct of remedial classes for the slow learners of the department. The members discussed the matter and it was decided that remedial classes shall be allotted to the faculty members very soon.

# Resolution No. 1 Resolved that the remedial classes shall be allotted to the faculty members with immediate effect.

## Item No. 02 To discuss about extension activity

The head of the department mooted the matter related to the planning of any extension activity by the department. The members discussed the matter and decided to carry out a Volunteer Teaching Programme to be conducted by the students of the department at the neighbourhood schools in the month of December, 2023.

# Resolution No. 2 Resolved that a Volunteer Teaching Programme shall be carried out by the students at the neighbourhood schools in the month of December, 2023.

## Item No. 03 To discuss about Mentorship Programme of the Department

The head of the department mooted the matter related to Mentorship Programme of the department. The members discussed the matter and it was decided that the allotment of mentors to the mentees shall be done with immediate effect. Further, it was decided that the mentees under Dr. Rashmi Rekha Saikia,

Associate Professor of the department shall be distributed amongst the other mentors since Dr. Saikia has taken lien on being appointed as Principal of a college.

Resolution No. 3 Resolved that the allotment of mentors to the mentees shall be done with immediate effect and the mentees under Dr. Rashmi Rekha Saikia, Associate Professor of the department shall be distributed amongst the other mentors.



(Mr. Rajib Gogoi) Head, Department of English Gargaon College

## **Action Taken Report -2**

Date: 2<sup>nd</sup> January, 2024

To,

### The Principal, Gargaon College

Sir,

As per decision of the departmental meeting held on 7/12/2023, the following actions have been taken:

- 3. Remedial classes were allotted to the faculty members of the department.
- 4. Volunteer Teaching Programme was carried out by the students of the department at the neighbourhood schools in the month of December, 2023.
- 5. Task of Allotting mentors to the mentees was completed.

Department of Eng Gargaon Col

Mr. Rajib Gogoi Head, Dept. of English Gargaon College



## DEPARTMENT OF ENGLISH GARGAON COLLEGE P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email:dept.of.english.gc @gmail.com

Date: 9/02/2024

## Meeting No 3

## NOTICE

A departmental meeting has been convened on 10<sup>th</sup> February, 2024 to discuss matters pertaining to preparation of departmental routine, course distribution, organization of Parent Teachers' Meeting and Career Counselling Programme. All the faculty members are requested to attend the same without fail.



(Mr. Rajib Gogoi) Head, Department of English Gargaon College



## DEPARTMENT OF ENGLISH GARGAON COLLEGE P.O. Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email:dept.of.english.gc @gmail.com

## Minutes of Meeting - 3

Date: 10/02/2024

#### Minutes of 3rd Meeting of the Department of English for the even session, 2023-24

An offline meeting of the department of English was held on 10/02/2024

The following members were present at the meeting:

Mr. Rajib Gogoi Dr. Anjan Konwar Dr. Jitu Saikia Bitupal Borgohain Dr. Shyamolima Saikia

#### Item No. 01 To discuss about the routine and course allotment

The head of the department Mr. Rajib Gogoi requested the faculty members to discuss about the departmental routine and course distribution for  $2^{nd}$ ,  $4^{th}$  and  $6^{th}$  semester. The members discussed the matter and apprised the head of the department regarding the units they would take up. The head of the department took note of the selections. It was decided that the departmental routine and course distribution would be prepared with immediate effect so as to initiate the classes once the routine got finalized.

# Resolution No. 1 Resolved that the departmental routine and course distribution would be prepared with immediate effect.

#### Item No. 02 To discuss about holding Parent Teachers' Meeting

The head of the department Mr. Rajib Gogoi apprised the members of the urgency to hold the Parent Teachers' Meeting. The members discussed the matter and decided to organize the said meeting in the month of March, 2024.

Resolution No. 2 Resolved that the Parent Teachers' Meeting shall be held in the month of March, 2024.

#### Item No. 03 To discuss about organising Career Counselling Programme

The head of the department Mr. Rajib Gogoi apprised the members of the necessity to hold a Career related Programme in the month of February itself. The members discussed the matter and decided to invite two past pupils associated with tourism sector for a Career Counseling Programme.

Resolution No. 2 Resolved that a Career related Programme shall be held in the month of February, 2024.

HOD Department Head of the not of Englist Department of Englist Gargaon College

(Mr. Rajib Gogoi) Head, Department of English Gargaon College

## **Action Taken Report -3**

Date: 14th March, 2024

To,

## The Principal, Gargaon College

Sir,

As per decision of the departmental meeting held on 10/02/2024, the following actions have been taken:

- 1. The departmental routine and course distribution has been prepared.
- 2. A Parent Teachers' Meeting was held on 6<sup>th</sup> March, 2024.
- 3. A Career Counselling Programme on "Tourism as a Career" was organized on 13<sup>th</sup> February, 2024.

HOD Department of Engli Gargaon

Mr. Rajib Gogoi Head, Dept. of English Gargaon College



# Department of Geography

# Photograph of Meeting





## Department of Geography, Gargaon College

## Meeting No. 1

Date: 20/08/2023

## <u>Notice</u>

It is a general notice to all faculty members of the Department of Geography, Gargaon College, that a departmental meeting has been convened on 22 August, 2023 in order to discuss the upcoming academic session from August to December, 2023. The discussion will be on the distribution of course content, class load, and timely conduction of Sessional and seminar for the 1st, 3rd, and 5th semester honors students of Geography.

The meeting is scheduled at 10 am at the departmental office. All teachers are requested to attend the same.

Thank you

Dr. Dilip Kumar Deka Associate Professor & HOM Dept. of Geography Gargaon College

Head, Department of Geography

Gargaon College



## **Minutes of the Departmental Meeting**

### Date: 22nd August, 2023

**Presence of Members** 

- 1. Dr. Dwijen Nath
- 2. Dr. Dilip Kumar Deka
- 3. Mrs. Monurama Phukan
- 4. Dr. Rituraj Neog

#### Item No.1: To discuss about the District Level Student Seminar

The department of geography has conducted departmental meeting on 22<sup>nd</sup> August 2023. The faculty members of the department namely Dr. Dilip Kumar Deka, Dr. Dwijen Nath, Mrs. Monurama Phukan & Dr. Rituraj Neog has made a discussion to organize a district level students seminar with inclusion of all students of department of geography in the Sivasagar district of Assam. The theme of the seminar is "Application of Remote Sensing in Geography". The primary concern of the department is to make awareness of application of remote sensing in different spheres of geography and allied subjects.

# Resolution No.1: the Department decided to conduct District level Student Seminar on 3<sup>rd</sup> October, 2023 (Tentative)

#### Item No.2: To discuss about the Course Distribution, Class Allotment and 1<sup>st</sup> Sessional

The faculty member of the department also discussed about the course distribution, class allotment as per the routine. Further faculties also discussed about upcoming Sessional exams with question paper setting and invigilation duty of the faculties.

Resolution No.2: the department decided about equal distribution of course content and paper setting for Sessional exams.

Dr. Dilip Kumar Deka Associate Professor & HOM Dept. of Geography Gargaon College



## ACTION TAKEN REPORT OF DEPARTMENT OF GEOGRAPHY, 2023-24

In accordance with the resolution passed in the Department of Geography meeting on 22<sup>nd</sup>August, 2024, the following actions have been carried out:

- 1. District-level student programs have been conducted, now including undergraduate and postgraduate students of geography from different colleges of Sivasagar District.
- 2. Based on the discussion, the course content and class responsibilities have been distributed among the faculty members of the Department of Geography.
- 3. The Sessional exams have been conducted according to the discussed schedule and institutionalguidelines.

Dr. Dilip Kumar Deka Associate Professor & HOP Dept. of Geography Gargaon College



## Department of Geography, Gargaon College

## Meeting No. 2

Date: 17/01/2024

## <u>Notice</u>

It is a general notice to all faculty members of the Department of Geography, Gargaon College, that a departmental meeting has been convened on 18<sup>th</sup> January, 2024 in order to discuss the upcoming academic session from January to June, 2024. The discussion will be on the distribution of course content, class load, and timely conduction of Sessional and seminar for the 1st, 3rd, and 5th semester honors students of Geography.

The meeting is scheduled at 10 am at the departmental office. All teachers are requested to attend the same.

Thank you

Dr. Dilip Kumar Deka Associate Professor & HOM Dept. of Geography Gargaon College

Head, Department of Geography

Gargaon College



## **Minutes of the Departmental Meeting**

## Date: 18th of January, 2024

**Presence of Members** 

- 1. Dr. Dilip Kumar Deka
- 2. Mrs. Monurama Phukan
- 3. Dr. Rituraj Neog
- 4. Miss. Rejina Borah

#### Item No.1: To discuss about the Course Distribution, Class Allotment and Teaching plan

The faculty member of the department also discussed about the course distribution, class allotment as per the routine. Further faculties also discussed about upcoming teaching plan for theupcoming session

Resolution No.1: the department decided about equal distribution of course content and effective implementation of teaching plan

#### Item No.2: To discuss about the field study tour for the 6<sup>th</sup> Semester Students

The Faculties discussed about the field study tour to Dibru-Saikhowa National Park for the dissertation of 6<sup>th</sup> semester major students tentatively in the last week of February, 2024.

Resolution No.2: the department finalized field study tour to Dibru-Saikhowa National Park under the supervision of Dr. Rituraj Neog, tentatively in the last week of February, 2024.

Dr. Dilip Kumar Deka Associate Professor & HOM Dept. of Geography Gargaon College



## Department of Geography, Gargaon College

### Meeting No. 3

Date: 17/03/2024

## **Notice**

It is a general notice to all faculty members of the Department of Geography, Gargaon College, that a departmental meeting has been convened on 18<sup>th</sup> March, 2024 in order to discuss the farewell meeting of Dr. Dwijen Nath. The discussion will be also on to organized student seminar for internal assessment and celebration of World Water Day, 2024.

The meeting is scheduled at 10 am at the departmental office. All teachers are requested to attend the same.

Thank you

Dr. Dilip Kumar Deka Associate Professor & HOM Dept. of Geography Gargaon College

Head, Department of Geography

Gargaon College



## **Minutes of the Departmental Meeting**

## Date: 18<sup>th</sup> of March, 2024

#### Presence of Members

- 1. Dr. Dilip Kumar Deka
- 2. Mrs. Monurama Phukan
- 3. Dr. Rituraj Neog
- 4. Miss. Rejina Borah

#### Item No.1: to discuss about the farewell meeting of Retired Dr. Dwijen Nath

The meeting discussed about to conduct the farewell meeting of Retired Dr. Dwijen Nath, Associate Professor of Department of Geography tentatively in the last week of April, 2024

**Resolution No.1:** the department decided finally to co conducts the farewell meeting of Retired Dr.Dwijen Nath, Associate Professor of Department of Geography

#### Item No.2: Discussion to organize student seminar

Further meeting discussed to organize the student seminar as a part of internal assessment for major students of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester of department of geography.

**Resolution No.2:** the department decided finally to conducts student seminar for major students of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester of department of geography from 8<sup>th</sup> to 9<sup>th</sup> April, 2024.

#### Item No.3: Discussion to World Water Day

The faculties of geography in the meeting discussed to organize World Water Day on 22<sup>nd</sup>March, 2024 to create awareness among students on conservation of water.

**Resolution No.3:** The faculties of geography in the meeting finalized to organize World WaterDay on 22<sup>nd</sup> March, 2024.

Dr. Dilip Kumar Deka Associate Professor & HOM Dept. of Geography Gargaon College



## ACTION TAKEN REPORT OF DEPARTMENT OF GEOGRAPHY, 2023-24

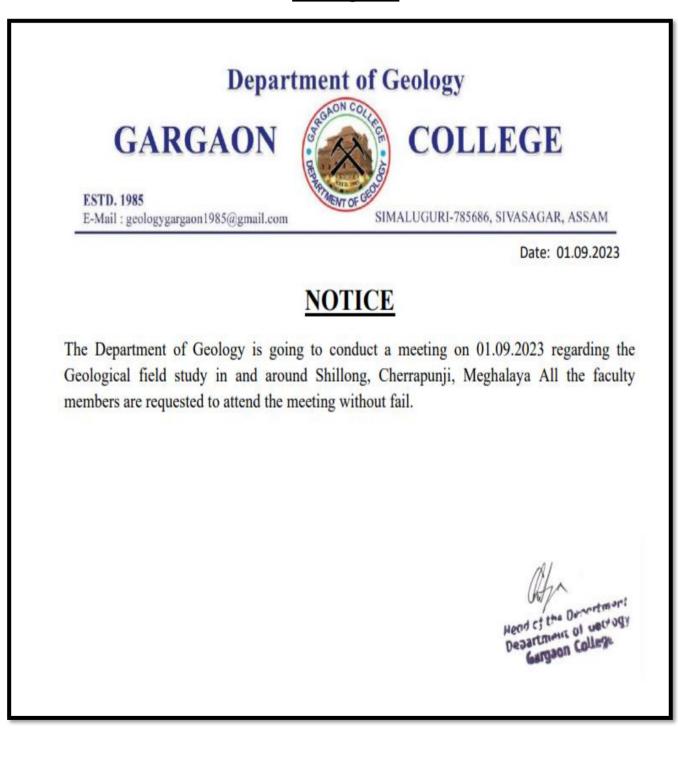
Following the decisions made in the Department of Geography meeting on 18<sup>th</sup> January and 18<sup>th</sup> March, 2024, the following actions have been undertaken:

- The department organized a field study trip to Dibru-Saikhowa National Park on February 26, 2024, for 6th-semester students to support their project reports and dissertation work.
- Course content has been equally distributed among faculty members to ensure effective implementation of the teaching plan for both the current and upcoming semesters.
- 3. An awareness program was conducted on World Water Day, March 22, 2024, as decided in the department meeting held on March 18, 2024.
- 4. The Sessional exams have been conducted according to the discussed schedule and institutional guidelines.

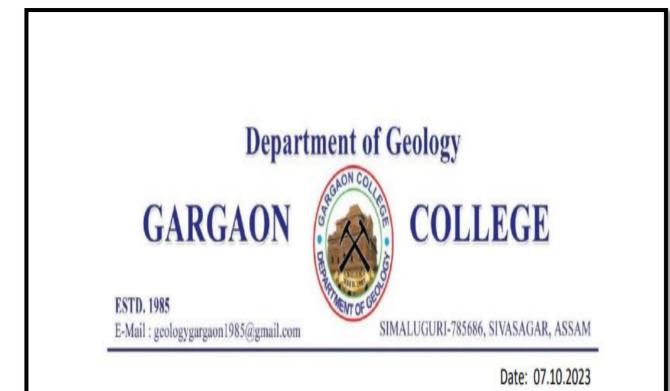
Dr. Dilip Kumar Deka Associate Professor & HO® Dept. of Geography Gargaon College

# Department of Geology





Marsulis of the Eaculty muting (Departmentel) Members present 1 An. Chardraditya Gogol HOD, Deptl. of Geology 2 Mrs. Boaika Suragehain Assl. Prof. Deptl. of Geology chiranten Blagana Asst. Prof. Super of yeology A. Dr. Dipankar Buragohim Assl. Prof. Duper. of Geology athai Agenda of the meeting : I to discuss about the Geopogical field study is and around shilling, cherapunge, negularyon Minutes of the meeting :pankar Buragehain ld study is and asound Geological fie pughalagia prise nous of the yealogy Repartment the faculty missions have dect are for wich 3th simester stude Geology Department from 29th actober 2023 54 November, 2023



# Action taken report

The Department of Geology has carried out a Geological field survey programme in and around Shillong, Cherrapunji, Meghalaya from 29<sup>th</sup> October, 2023 to 5<sup>th</sup> November, 2023.

Head of the Durantmont Department of userogy

## Meeting No 2



Date: 02.09.2023

## NOTICE

The Department of Geology is going to conduct a meeting on 02.09.2023 at 2 pm regarding a Parents-Teachers meeting. All the faculty members are requested to attend the meeting without fail.

remort Department of veryogy argaon College

meeting Minute of the Faculty Date : 02/09/23 Munkes Present: 10 Dr. chandradilija Gogei HOD. Department of Geology 2) Ms Bonika Buragehain Asst. Proficesor, Department of Geology (3) Dr. Chirantan Bhagawate Sost. Professor, Department of Geology (1) Dr. Diparkar Burgohain ..... \* To déscuss about the quardias multing Agenda of the muting :- 1 1000 Minute of the meeting 1 initiated ika Busagohata Bon new committee for Parente, Inchire is MATA) . MUNINE ON ANI set the faculty members have decided organise the providing muling an 23hd September 2023 a demander aller



Date: 26.09.2023

## Action taken report

The Department of Geology has conducted Parents-Teachers meeting on 23.09.2023. In a general meeting held in the seminar hall of the Department of Geology, Gargaon College on 23-9-2023 the following committee is formed.

(Executive body for 2023-24)

- 1. President: Dr.Chandraditya Gogoi (Head of the Department)
- 2. Secretary: Pranjal Gogoi
- 3. Assistant Secretary: Porag Gogoi
- 4. Executive Member: Pratima Borgohain
- 5. Executive Member: Prabin Konwar
- 6. Executive Member: Nuruj Chabukdhara
- 7. Executive Member: Ajanta Baruah

# One of our students parent Mr. Manuram Baruah donated Six thousand rupees to our department for annual subscription of Prantik (Assamese) and one science journal for the Geology department.

ortmort

Head of the Devertment Department of very gy Gargaon College

## Meeting No 3



Date: 02.09.2023

## NOTICE

The Department of Geology is going to conduct a meeting on 02.09.2023 regarding conduction of Alumni meet. All the faculty members are requested to attend the meeting without fail.

nertmart Department of untrogy Head of th Gargaon College

Minutes of the Faculty Meeting Dete 09/09/23 Mimburs Present: O Dr. chardradilyon ejogoi HoD, Department of Geology (11) Ms. Donika Brungohein Asl. Rofessos, Department of Geology gland (11) Dr. Chikantan, Bhaganali Asst. professor, Department of Geology (10) Dr. Diparkar Buragohain sast. Riofusor, Department of yealogy do of the meeting: 1 to discuss about the Alumai mut. load the rest append instee of the muting : \* to cansense of a second and a second of Banika Buragohain has mitialid the discussion on the 1st meeting on Alumni meet. All the faculty members have decided to organise the 1st meeting for Alumni meet on 23rd Septimber, 2023,



Date:26.09.2023

## Action taken report

The Department of Geology has conducted Alumni meet on 23.09.2023.

. Denertmort Department of untrogy Head cit Gargaon College

## Meeting No 4



Date: 12.10.2023

## NOTICE

The Department of Geology is going to conduct a meeting on 12.10.2023 regarding conduction of sessional examination for the odd semester students. All the faculty members are requested to attend the meeting without fail.

Head of the Dennetment Department of user ogy Gargaon College

Minutes of the Faculty meeting late: 12/10/2023 Monbers present? Sr. chandradilya ljogon HOD. Sept. of yieldy (1) Mrs Bonika Burgehe Asal Prof. Dept. of Hi (14) Dr. Chiranten Breganste Asst. frg. Dept of Geology Dr. Sipankar Buragohein Ause prof. Dept. of Gralogy Auf. muting - ponduction Aguada 2013 Banerel minules: itisma is mile and duclded to conduct 023 to 20/10/2023 AS P college authority 1 34 1 The bine the



## Date: 20.10.2023

## Action taken report

The Department of Geology has conducted sessional examination for the even semester students from 16.10.2023 to 20.10.2023.

mertmort Department of veryogy Head C

Gargaon College

## Meeting No 5



Date: 13.10.2023

## NOTICE

The Department of Geology is going to conduct a meeting on 13.10.2023 regarding conduction of practical examination for the odd semester students. All the faculty members are requested to attend the meeting without fail.

ertmor! Department of untrogy argaon College

minates of the faculty miling Date: 13/10/2092 members present? Dr. Chandradity yogoi HOD of Guragonia Rept of yeology (11) As cheranten Bhaganall Assel Prof Dept of Gralogy (IV) Dr. Dipankar Burragona Asst. Ind. Rept. of yeology enda of the meeting about condu to disc the practical ananination for odd Simistrib 202 Minutes of the meeting: A. Chendreditya Gogsi has initiated conduction of practical maninetion for odd pinester 2023, we the facility monthus france decid to conduct the practical examination from 20/11.2023 29-11/2023 . Carl Mint Spin Mark Mark



Date: 30.11.2023

## Action taken report

The Department of Geology has conducted practical examination for the odd semester students from 20.11.2023 to 29.11.2023.

ortmort Department of untrogy Head c argaon College

## Meeting No 6

### Department of Geology GARGAON ESTD. 1985 E-Mail : geologygargaon1985@gmail.com E-Mail : geologygargaon1985@gmail.com

# NOTICE

The Department of Geology is going to conduct a meeting on 17.01.2024 regarding the distribution of course curriculum for even semester, 2024. All the faculty members are requested to attend the meeting without fail.

ertmort Hend of the Own artment of user ogy ingaon College nea

Even Simistik Minutes of the meeting (Faculty) Date: 19 01/2029 All Sale Minbus Present: 1) Dr. chendradilya M gogoi. HOP. Sept. of yealogy (ii) Mrs. Borika Burgohen Assl. Prof. Dept. of yeology (III) Dr. Chirantan Bhagawatt Assel. prof. Dept. of yeregy (14) Dr. Elpankas Burgohain gas 1 ycology Asst. prof. Dipl of Agenda of the meeting: to discuss about the distribution of currication for wen since course 1 Aring printer of the meeting: idradition gogoi has the itialid the distribution discussion dipartment faculty minburs of the Geology. Following taken in the !! Reciterone well meeting : 1 talk sinesty @4th simester (no 6 th servester (1) second percelie 1 - er- 13 C 2 - Dr. Chardendilys Goga Cs - B. Chardentily Gogai (cos) - DSE-3 prinor - Dr. Chiracter Chaquesti ( Cq - Mrs. Benika biragolas ( BB4) - C-19 40 D. Diparkal Berlegelan (DBG) GE - Mr. Borika Burgehan - DSE-9 GE - De Chirantan Oragannik (CR) SEC - Dr. lipanker Burgohin

## Meeting No 7



Date: 18.01.2024

# Action taken report

The Department of Geology has conducted a meeting on 17.01.2024 regarding the distribution of course curriculum for even semester, 2024. All the courses were distributed equally to all the faculty members.

rtmort PERMIT OF USCHORY gaon College

Minutes of the Merte Date: 19/01/2023 te. Myster Mimbers Present: Dr. Chardradition gogot HOD, Dipt of Meelogy mis Bonika Burajohnin (1U Ript of glealogy Assl. Professor (w) Dr. Chivarlan Chaganati Ander professor Dipt of yealogy 10) Dr. Dipankar Burayobeis Sul Professor, Digt of Agenda of the meeting: 6 marshar and documents sequired discuss about the all the NAAC withing for the puriod of 2013-2024 Minutes of the sonething ? Ar Chirantan Bhagawalt has initialed the Conge and ussion signaling the documents required for all for the puriade of 2023 to 2024 ( till mores) Neitrian requested all other faculty members to He has make the signiled reports including norkshop acrecce counseling programme, pinning its for the same 1 Lenhy 11



Date: 20.01.2024

## Action taken report

The Department of Geology has conducted a meeting on 19.01.2024 at 2 pm to discuss about the documents required for all the NAAC Criterions for the period of 2023-2024. All the faculty members were requested to make all the reports including workshop, career counselling programmes and seminars etc.

vertmont Department of untrogy Head of th argaon College

## Meeting No 8



Date: 15.02.2024

## NOTICE

The Department of Geology is going to conduct a meeting on 15.02.2024 to discuss about organising a career counselling programme. All the faculty members are requested to attend the meeting without fail.

ar! Gargaon College

(1, 1) 1 M. Maites of the bacully oncenny? Dato= 15/92/2/9 1 Members Present : De Chandradilya lyopei in the state (1) Mrs. Banika Owagohan Assi hopison Opt of Groboy Main (11) Dr. Chiraclan Bhagannili (IV) Dry Ripankar Burgohen, ( Assi- Profusor Rept of Gladugy. John MANDER ME THERE FOR THE SECOND Agenda of the meeting: to discuss about the organising rousiling programme and the point is Mirules of the muling? and the second second second second Mes. Bonika Brengohaw has initiated the palece woldsselling discussion regarding arganising in accel approved students. All the faculty mensus here decided to invite Mrs. Martash Igoti Snipin at Russice Person and agrid to organise the same on 23:02:2024 man in the light and



Date:24.02.2024

## Action taken report

The Department of Geology has organised a career counselling programme on 23.02.2024. The Resource person for the programme was Mr. Manash Jyoti Saikia.

ortmor: Department of user ogy Gargaon College

## Meeting No 9



Date: 17.02.2024

# NOTICE

The Department of Geology is going to conduct a meeting on 17.02.2024 to discuss about extension activity. All the faculty members are requested to attend the meeting without fail.

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Department of user ogy

Minutes of the Faculty miching Data: 17/02/2029 Kildel and Sec. 11 unbers Present" Dr. Chandredilya yogor HOD. allan 1 (1) Mrs. Bonika Burgehain Assi. Professor Assi Professor (m) Dr. Chiesalas Bhaganating) 19 (IV) De Oparkas Burgohain (1) Assi · Professor 10 well meetings Agenda of the meeting? si of extinsion conduction To discuss about the 10101 activity tens when all a start FAR Minutes of the muting that is ( here and Buragohin her inte in signiting conduction of adopted village 1 (Agianne) at the faculty ment Darie yaon. insit the same on 26/02/2024 mich fin students of the department.



Date: 27.02.2024

## Action taken report

The Department of Geology has conducted an extension activity at Longkak Gohain Gaon L P School on 26.02.2024. Few students from the Department have also participated in the programme along with the faculty members of the Geology Department.

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Department of ustrogy Gargaon College

## Meeting No 10



Date: 22.02.2024

## NOTICE

The Department of Geology is going to conduct a meeting on 22.02.2024 to discuss about Alumni meet. All the faculty members are requested to attend the meeting without fail.

rtmort Department of user ogy Gargaon College

Lund Minutes of the faculty meiting Arto: 29/09/2029 Aunters Prisul chandradilys yogoi HOD Bonika Chaganal As Dip Burgah Ra Asst. professor MAR . of the muting? Azenda erganising 1120 discuss about the mieting? Minutes Chandradilips Gogoi AL ing olga arganise to 18 Д, 1 15 Seen of Win gal. 44 314



Date: 27.02.2024

# Action taken report

The Department of Geology has conducted an extension activity at Longkak Gohain Gaon L P School on 26.02.2024. Few students from the Department have also participated in the programme along with the faculty members of the Geology Department.

ortmort Department of very ogy + D+ gaon College

## Meeting No 11

#### **Department of Geology** NON CO GARGAON COLLEGE SIMALUGURI-785686, SIVASAGAR, ASSAM E-Mail : geologygargaon1985@gmail.com

ESTD. 1985

Date: 08.04.2024

# NOTICE

The Department of Geology is going to conduct a meeting on 08.04.2024 to discuss question paper setting and conduction of sessional examination for the even semester students. All the faculty members are requested to attend the meeting without fail.

ortmort. WHITE OF URLY ORY Head gaon College Degart

Accinetes of the Faculty meeting Det: -08/04/2021 Minbus Present Der Chandradity yogoi Hop, Deple of yealogy D Mu Bonika Buragohin Aust. Professor, Dept of Geology Depart (4) Dr. Chivantar Bhaganali Asit - Professor, Dept of Yeelogy (N) &. Diparkar Buragohin Asst. Professor. Dept. of feelogy. Agenda of the militage To diesuss about the question paper setting for sussional manination for even sumsta as the produce a decision of the set Minutes of the Muting ?? s marked its older bins of marken o Ag. Chardredilia gazon has initiated the meeting and advised all the faculty members to set the question papers for the men somestice, 2029 Supare 18/04/2029 and submit the pople copie to Mrs. Akash yoyou ( beau of the dept.) to print the question papers



Date: 27.04.2024

# Action taken report

The Department of Geology has conducted sessional examination for the even semester students from 23.04.2024 to 26.04.2024.

ortmor! HIE OF URLY ORY argaon College Departm



# Department of History



## Meeting No 1

#### **NOTICE**

Date: 10/08/23

This is for general information to all the faculty members of the department that a meeting is scheduled on 12/08/2023 to discuss the matter of advanced and slow learners of the department. Hence faculty members are requested to attend the meeting.

Dr. Manjumoni Cegoi Dhar Associate Professor & H.O.D. Deptt. History Gargaon College, Simalagun Sivasagar, Assam



Date: 12-08-2023

#### **Minutes of the Meeting**

A departmental meeting was held on 12.08.2023 under the presidency of Dr. Manjumoni Gogoi Dhar to discuss the matter of learners (students) of the History Department. The Head of the Department and other faculty members of History have adopted a measurement to identify the advanced and slow learners among the students. The categorization was made on the basis of following points:

- 1. On the basis of the percentage obtained by the students and the enrolment during the time of admission.
- 2. On the basis of student's performance in internal semester assessments i.e, Sessional examination, class test.
- 3. Considering the active participation in various academic activities such as seminar presentation, workshops and their attendance in class.
- 4. On the basis of student's conceptual clarity on a particular topic and their interest of communication with teachers.

On the meeting, the Department also adopted some measures to guide the slow learners and advanced learners. For advanced learners:

- Career counseling and planning especially for advanced learners.
- Student seminars, workshop and symposiums for active participation.
- Proper guidance and adequate preparation for competitive examinations.
- Encourage the students to visit college library and to gain academic knowledge from different sources.
- For further academic advancement, encourage the students to present research papers using ICT tools.

For slow learners:

- The faculty members of the Department have decided to undertake remedial and special classes for their upliftment.
- Motivational talks will organize time to time.
- Study materials will provide for their benefits.
- Special care for slow learners regarding the preparation of answer writings in various examinations.
- Skill development programs for enhancement of student's ability





Date: 16/08/2023

#### **Action Taken Report**

This is to notify that as per the meeting held on 12/08/2024, the department adopted some specific measures to identify and guide the slow and advance learners such as career counseling, student seminar, guidance for competitive examinations for advance learners and remedial classes, motivation talk, skill development programs etc. for the slow learners. The meeting was concluded with vote of thanks by the Head of the department.

Dr. Manjuponi Gegoi Dhar Associate Professor & H.O.D. Deptt. History Gargaon College, Simalagun Sivasagar, Assam



## Meeting No 2

## **NOTICE**

Date: 16/08/2023

This is for general information to all the faculty members of the Department that a meeting will be held on 19/08/23 to discuss and distribute work load among the faculty members. Hence all the faculty members are requested to attend the meeting without fail.

Dr. Maniumoni Cogoi Dhar Associate Professor & H.O.D. Deptt. History Gargaon College, Simalagui Sivasagar, Assam



Date: 19/08/2023

## **Minutes of the Meeting**

A departmental meeting was held on 19/08/2023 under the presidency of Dr. Manjumoni Gogoi Dhar, at the department of History. Dr. Raktim Patar and Dr. Boluram Das assistant professors of the History Department also attended the meeting to discuss about the following points-

- 1. Work load distribution for the year of 2023-2024.
- 2. Course to be distributed among the faculty members.
- 3. The new faculty was also to be given his part of course for the session.

The meeting was concluded with vote of thanks by the Head of the department.

Dr. Manjumoni Gogoi Dhar Associate Professor & H.O.D. Deptt. History Gargaon College, Simalagun Sivasagar, Assam



Date: 22/08/2023

### **Action Taken Report**

This is to notify that as per the meeting held on 19/ 08/2023 all the faculty members of the dept mutually decided to distribute the work load among themselves and would be responsible for their duties.

Dr. Manjumoni Gogoi Dhar Associate Professor & H.O.D. Deptt. History Gargaon College, Simalagun Sivasagar, Assam



## Meeting No 3

### **NOTICE**

Date: 09-03-2024

This is to notify that a meeting is scheduled on 11/03/2024 to discuss various academic work and activities related to forthcoming NAAC assessment and conducting of ICT classes. Therefore all the faculty members of the department are requested to attend the meeting and do the needful.

rtment of History Gargaon College Simalucuri. Sivasagar, Assam

(Dr.Baluram Das) HoD, Department of History



Date: 11-03-2024

### Agenda:

I. Academic discussion

II. NAAC Assessment

III. Discussion of FYUGP 1st Semester ICT class

The faculty members of the department of History organized a departmental meeting for discussion on various academic activities for the smooth running of the session. At the same time a serious discussion also taken place for the upcoming NAAC visit of the Institute. The faculty members also pointed out various merits and demerits for the conducting of FYUGP under NEP of 2020. On the other hand the faculty members of the dept sincerely realize to make some innovative practices for the greater interest of the students of the department.



(Dr. Baluram Das) HoD, Department of History



Date: 14-03-2024

#### **Action Taken Report**

The faculty members of the department of History collectively decided to take part on various academic activities as per the meeting held at the department in March 11, 2024 under the guidance of HoD Dr. Baluram Das. The faculty members also discuss various departmental activities ahead of NAAC visit of the institute. DR. Shomkai Manham also pointed out various merits and demerits for the conducting of FYUGP under NEP of 2020 for the greater interest of the students of the department.



(Dr. Baluram Das) HoD, Department of History



### Meeting No 4

#### **NOTICE**

Date: 22-03-2024

This for general information to all the faculty member of the department that a departmental meeting with the principal of Gargaon college will be held on 25<sup>th</sup> March, 2024 regarding the signing of the MOU between the department of History, Gargaon College and Goalpara College.

I, therefore request all the faculty members to attend the principal's chamber at sharp 12 noon without fail.

Please treat it to most urgent.

Department of History Gargaon College Simeluguri, Sivasagar, Assam

(Dr. Baluram Das)



Date: 25/03/2024

#### DEPARTMENTAL JOINT MEETING WITH PRINCIPAL:

A departmental joint meeting was held on 25<sup>th</sup> March, 2024, with the principal of Gargaon College, Dr. Sabyasachi Mahanta, for the signing of an MOU with the Department of History, Goalpara College. Dr. Baluram Das, HOD of History department initiated the meeting and explained the main motives for signing of the MOU with Goalpara College. Other faculty members of the department also wholeheartedly supported and finally principal of Gargaon agreed with the views of the History department. After the successful completion of the discussion with principal the faculty members of the department offered thanks and gratitude to the principal of Gargaon College for giving the opportunity to the department.

artment of History Gargaon College Simalucuri. Sivasagar, Assam

(Dr. Baluram Das)



Date: 28/03/2024

#### **Action Taken Report**

In accordance with the meeting held on 25<sup>th</sup> March, 2024, with the principal of Gargaon College, Dr. Sabyasachi Mahanta, agreed with the signing of an MOU with the Department of History, Goalpara College. The faculty members of the department offered thanks and gratitude to the principal of Gargaon College for giving this opportunity to the department.



(Dr. Baluram Das)



### Meeting No 5

### **NOTICE**

Date: 25/04/2024

This is for general information to all the faculty members of the department that a meeting is scheduled on 26/04/2024 to discuss on the issue of distribution of answer scripts of the sessional examination, present status of the P.G. course, activities related to NAAC assessment and responsibilities of the faculties during the forthcoming even semester examination. Hence all the faculty members are requested to attend the meeting without fail.

HoD partment of History Gargaon College Simalucuri. Sivasagar, Assam

(Dr. Baluram Das)



Date: 26/04/2024

#### DEPARTMENTAL MEETING

#### AGENDA:

1. Regarding the distribution of answer scripts both M.A and B.A sessional examination.

2. Discussion About the present status of the courses of M.A syllabus.

3. Regarding NAAC assessment.

4. Discussion on the forthcoming even semester examination and individual responsibilities during the examination period.

The faculty members of the department assembled to discuss on above mention agendas on 26<sup>th</sup> April, 2024, for the smooth running of the department. The meeting was presided over by HOD, Dr. Baluram Das, in presence of the faculty members of the department.

artment of History Gargaon College Simalucuri. Sivasagar, Assam

(Dr. Baluram Das)



Date: 29/04/2024

#### **Action Taken Report**

As per the discussion in the departmental meeting held on 26/04/2024 following resolutions are accepted:

1. The meeting resolved that the answer scripts and other exam-related work should be completed on time.

2. The meeting resolved that the remaining portion of the syllabus of the M.A course should be finished before the commencement of the final examination.

3. The meeting also resolved that the departmental NAAC assessment-related work should be up to date for the greater interest of the institution.

4. The meeting also resolved that the duties and responsibilities related to the examination conducted by the College should be performed diligently.

intment of History Gargaon College Simalucuri. Sivasagar, Assam

(Dr. Baluram Das)



# Department of Mathematics





# **DEPARTMENT OF MATHEMATICS**

#### ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date: 02/08/23

### NOTICE

The Department of Mathematics is going to conduct a meeting regarding workload distribution student progression etc, for the odd Semester today at 12:02 p.m.All faculty members are requested to attend at the stipulated time.

Bhukon .

(Dr. Kabita Phukon) HoD, Department of Mathematics Gargaoncollege, Simaluguri Departmental Meeting : Date:: 04/08/2023 AND 07/08/2023

A departmental meeting has been conducted today on  $4^{TH}$  and  $7^{TH}$  AUGUST, 2023 at 4.00 pm and take the following decisions

**1.** Discussion on Class Routine, Workload Distribution, Syllabus distribution etc.

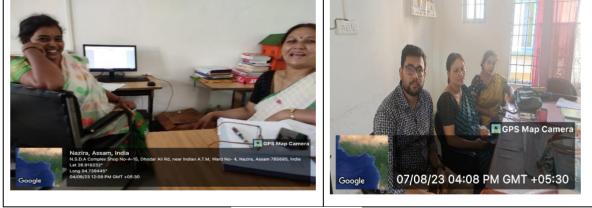
Attendance Signature

- 1. Dr. Kabita Phukon:
- 2. Mr. Harekrishna Mili:
- Ali li

Brukon

3. Miss Sujata Goala:





Bhukon .

(Dr. Kabita Phukon) HoD, Department of Mathematics Gargaoncollege, Simaluguri

**ACTION TAKEN REPORT 1** 

То

The Principal

GargaonCollege, Simaluguri

Sir,

As per the decision of the Department meeting held on date, 4<sup>th</sup> and 7<sup>th</sup> august, 2023 thedistribution of workload, class routine and syllabus distribution has been done.

Bruxon .

(Dr. Kabita Phukon) HoD, Department of Mathematics Gargaoncollege, Simaluguri

GARGAON



# **DEPARTMENT OF MATHEMATICS**

### ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date: 23.08.23

### NOTICE

The Department of Mathematics is going to conduct a meeting regarding the student progression and AQAR work, on 23 /8/23 at 4:30 pm.

All faculty members are requested to attend at the stipulated time.

Brukon .

(Dr. Kabita Phukon) HoD, Department of Mathematics Gargaon College

### Departmental Meeting: Date:: 24/08/2023

A departmental meeting hasbeen conducted today 24/08/2023 at 4.30 p.m. and take the following decisions.

- 1. Discussion on AQAR.
- 2. Discussion on class test.
- 3. Discussion on student's progression and Mentor Mentee meeting.

4. Discussion on documents that need to be submitted for curriculum planning and implementation.



#### **Attendance Signature**

- 4. Dr. Kabita Phukon:
- 5. Mr. Harekrishna Mili:
- 6. Miss Sujata Goala:



Brukon.

Bhukon .

(Dr. Kabita Phukon) HoD, Department of Mathematics, Gargaon College

### **ACTION TAKEN REPORT**

Date: 30.08.23

То

**The Principal** 

Gargaon College, Simaluguri.

Sir,

# As per the decision of the Department meeting held on date, 24/8/23 the following actions have been taken:

- 1. Class test has beenconducted.
- 2. Different Criteria work of AQAR has been started.



Brukon .

(Dr. Kabita Phukon) HoD, Department of Mathematics, Gargaon College GARGAON



COLLEGE

## **DEPARTMENT OF MATHEMATICS**

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date : 02/09/23

### NOTICE

The Department of Mathematics is going to conduct a meeting regarding departmental Bank Account, Pranjal Phukon Health issue, and a discussion on mentor-mentee, etc. for the odd Semester today at 12:02p.m. All faculty members are requested to attend at the stipulated time.

Brukon.

(Dr. Kabita Phukon) HoD, Department of Mathematics Gargaon College, Departmental Meeting : Date:: 02/09/2023

A departmental meeting has been conducted today on 02/09/2023 at 12.5 pm and take the following decisions.

- 1. Discussion on Pranjal Phukan Health issue.
- 2. Discussion on the formation of a department bank account.
- 3.Mentor mentee meeting.

Attendance Signature

- 1. Dr. Kabita Phukon:
- 2. Mr. Harekrishna Mili:



3. Miss Sujata Goala: Joah.

Bhukon.

(Dr Kabita Phukon) HoD, Department of Mathematics Gargaon College, Simaluguri То

The Principal

Gargaon College , Simaluguri.

Date: 7/09/23

Sir,

As per the decision of the Department meeting held on the date, 02/09/2023, the following

actions have been taken,

1. Donation Collected to meet Pranjal Phukon's Medical Expenditure.

### 2. Mentor-Mentee Meeting is being held.



Bruker.

(Dr Kabita Phukon) HoD, Department of Mathematics Gargaon College, Simaluguri





**DEPARTMENT OF MATHEMATICS** 

### ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date: 14 .12.23

### NOTICE

The Department of Mathematics is going to conduct a meeting regarding upcoming NAAC preparation, on 4/12/23. All faculty members are requested to attend at the stipulated time, 3.00 pm.

Brukon .

(Dr. Kabita Phukon) HoD, Department of Mathematics Gargaon College Departmental Meeting : Date:: 04/12/2023

A departmental meeting has been conducted today on 04/12/2023 at 3-4 pm and take the following decisions:

- 1. Discussion on the Staff meeting held today itself from 11 am to 2 pm.
- 2. Preparing a strategy to compile data regarding SSR.



# 1. Dr. Kabita Phukon:



- Wili
- 2. Mr. Harekrishna Mili:





### ACTION TAKEN REPORT

То

The Principal,

Gargaon College, Simaluguri

Sir,

As per the decision of the Department meeting held on the date, the departmental documents are being compiled.

Bhukon .

(Dr. Kabita Phukon) HoD, Department of Mathematics Gargaon College, Simaluguri GARGAON



COLLEGE

### **DEPARTMENT OF MATHEMATICS**

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date: 9.02.24

### NOTICE

The Department of Mathematics is going to conduct a meeting regarding the preparation of semester classes and AQAR work, on 09/2/24. All faculty members are requested to attend at the stipulated time, 3:30 pm.

Bonukon .

(Dr. Kabita Phukon) HoD, Department of Mathematics

**Gargaon College** 

Departmental Meeting : Date:: 9.02.24

A departmental meeting has been conducted today on 9.02.24 at 3.30 pm and take the following decisions:

- 1. Discussion on AQAR Documentation.
- 2. Preparing a strategy to collect data regarding placement.
- 3. Decision taken to conduct Parent Teacher Meet.
- 4. Decision taken to organized mentoring session.
  - 1. Dr. Kabita Phukon:
  - 2. Mr. Harekrishna Mili:
    - 3. Miss Sujata Goala:

Igoala.

Brukon .

(Dr. Kabita Phukon)

HOD, Department of Mathematics

Photo of the meeting



### ACTION TAKEN REPORT

### Date : 10.04.24

То

The Principal,

### Gargaon College, Simaluguri

Sir,

# As per the decision of the Department meeting held on that date, the following action is being taken:

- 1. A Parent Teacher meeting was held on 10.2.24.
- 2. Mentoring sessions is being held weekly.
- 3. ICT class week is being established.

### Link of PTM:

https://docs.google.com/document/d/1EvQf9EeOkOOBJX4uHqJsPDsrUITXeSDfXyfIDRw U90w/edit?usp=sharing

### ICT RECORD:

https://drive.google.com/drive/folders/1scr93JsS82OPmVnNQGOv5JcTcch5nZN7?usp= sharing

### Link to Mentoring Session:

https://docs.google.com/document/d/1VKCI5I6uBKHYo5BamA3bg0lk7Uqr8Blj/edit?us p=sharing&ouid=107099717131931612039&rtpof=true&sd=true

Donukon .

(Dr. Kabita Phukon) HoD, Department of Mathematics Gargaon College, Simaluguri





COLLEGE

## **DEPARTMENT OF MATHEMATICS**

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date: 6.03.24

### NOTICE

The Department of Mathematics is going to conduct a meeting regarding the preparation of semester classes and AQAR work, on 06/3/24. All faculty members are requested to attend at the stipulated time, 3:30 pm.

Bonukon .

(Dr. Kabita Phukon) HoD, Department of Mathematics Gargaon College

### **Departmental Meeting**

### Date:: 06/3/2024

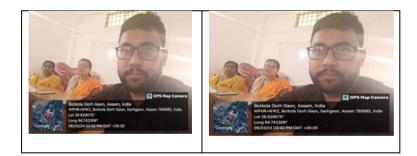
A departmental meeting has been conducted today, on 6/3/2024 at 3.30 pm, immediately after the NAAC Criteria Coordinator meeting, to take the following decisions.

- 1. Continuation of Google Classroom.
- 2. Compilation of the ABC (Academic Bank of Credit) report.
- 3. Regarding extension Activity.
- 4. Preparation of weekly mentorship and ICT reports.

**Decision Taken:** 

- 1. ABC report prepared by HKM.
- 2. ICT and mentorship report by SG.
- 3. Extension Activity to: Field Activity Coding of Shapes in ture.

### **Attendance Signature**





### 1. Dr. Kabita Phukon:

Mr. Harekrishna Mili: 
 3. 3. Miss Sujata Goala:



То

The Principal

Gargaon College , Simaluguri.

Date: 10/4/24

Sir,

As per the decision of the Department meeting held on, 6/03/2024 the following

actions have been taken,

1. Departmental Data of Criteria 1, 5, and 7 has been submitted.

2. Data compilation of Criteria 2, 6, and 4 is going on.

Bruken.

(Dr. Kabita Phukon) HoD, Department of Mathematics Gargaon College GARGAON



COLLEGE

## **DEPARTMENT OF MATHEMATICS**

ESTD: 1970

Simaluguri - 785686, Sivasagar, Assam

E-mail: mathgargaon@gmail.com

Date: 16.04.24

NOTICE

The Department of Mathematics is going to conduct a meeting regarding the preparation of semester classes and AQAR work, on 17/04/24. All faculty members are requested to attend at the stipulated time, 10:00 pm.

Poneron .

(Dr. Kabita Phukon)

HoD, Department of

**Mathematics** 

**Gargaon College** 

### Departmental Meeting : Date:: 17.04.24

A departmental meeting has been conducted today on 17.04.24 at 10.00 am and take the following decisions:

- 1. Discussion related to 4<sup>th</sup> semester practical examination.
- 2. Discussion related to submission of internal assessment of all semester.

1. Dr. Kabita Phukon:

- Mr. Harekrishna Mili:
   Miss Sujata Goala:

Brukon

(Dr. Kabita Phukon)

HOD, Department of Mathematics

### **ACTION TAKEN REPORT**

Date: 17.04.24

To

The Principal,

### Gargaon College, Simaluguri

Sir,

# As per the decision of the Department meeting held on that date, the following action is being taken:

- 1. Practical Exam conducted successfully on 29.04.2024.
- 2. Internal assessment submitted.

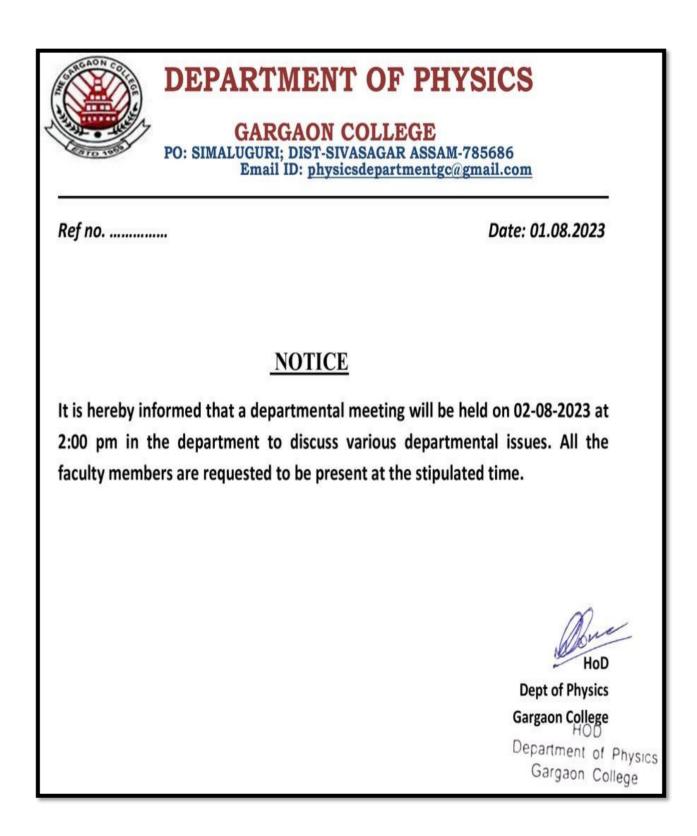
Brukon .

(Dr. Kabita Phukon) HoD, Department of Mathematics Gargaon College, Simaluguri



# Department of Physics

Meeting No 1





GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686 Email ID: physicsdepartmentgc@gmail.com

#### Ref no. : .....

Date: 02.08.2023

### MINUTES OF MEETING-1

Date: 03rd October, 2023

#### Presence of the Members:

- Mr. Diganta Konwar, HoD of Dept of Physics.
   Mr. Guna Kanta Sonowal, Assistant Professor of Dept of Physics
- 2. Mr. Guna Kanta Sonowal, Assistant Professor of Dept of Physics
- 3. Mr. Jayanta Sonowal, Assistant Professor of Dept of Physics
- 4. Dr. Gitashri Arandhara, Assistant Professor of Dept of Physics
- 5. Dr. Bidyut Bikash Hazarika, Assistant Professor of Dept of Physics Item No. 1: To discuss Departmental class routine and Academic Calendar

Mr. Diganta Konwar convened the meeting to discuss the preparation of departmental routine and allotment of classes to the faculty members.

**<u>Resolution No. 1:</u>** Resolved that the Departmental Routine and allotment of classes will be made available as soon as the Central Routine is made accessible by the College authority. The classes will be conducted based on the previous semester routine until the central routine is available.

#### Item No. 2: To discuss the syllabus or course distribution for the Odd Semester, 2023.

Head of the Department and all faculty members discussed about the course distribution.

**<u>Resolution No. 2:</u>** Resolved that the course distribution for the Odd Semester (2023) will be done by Mr. Jayanta Sonowal.

Item No. 3: To discuss the preparation of Departmental Academic Calendar

Head of the department discussed about the preparation of departmental Academic Calendar.

**<u>Resolution No. 3:</u>** Resolved that the Departmental Academic Calendar will be made by Dr. Gitashri Arandhara based on Dibrugarh University Academic Calendar.

#### Item No. 4: To discuss the previous Even Semester result of students

Head of the Department of Physics convened the meeting to discuss about the result of previous Even Semester result of students.

**<u>Resolution No. 4:</u>** It is resolved that remedial classes will be held for students and that faculty members would provide one-on-one counselling to each student.

### Item No. 5: To discuss the preparation of Mentor Mentee list for 1<sup>st</sup> semester students

Head of the Department of Physics convened the meeting to discuss about the preparation of Mentor Mentee list for 1<sup>st</sup> semester students

**<u>Resolution No. 5:</u>** It is resolved that the Mentor Mentee list for the newly admitted 1<sup>st</sup> semester (FYUGP) students will be prepared by tomorrow.

HoD

Dept. of Physics Gargaon College HOD Department of Physics Gargaon College



GARGAON COLLEGE PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686 Email ID: physicsdepartmentgc@gmail.com

Ref no. : .....

Date: 28.08.2023

### **Action Taken Report-1**

To The Principal Gargaon College

#### Sir,

As per the decision of the Department meeting held on 4<sup>th</sup> August 2023, the following actions have been taken

- 1. Departmental routine has been prepared and allotment of classes to faculty members has been done based on central routine provided by the College Routine Development Committee.
- 2. The Course distribution for Odd Semester 2023, syllabus has been completed.
- 3. The Departmental Academic Calendar was prepared based on Dibrugarh University Academic Calendar.
- 4. The counselling of all the students have been done by the faculty members and some remedial measures are advised for individual student.
- 5. The Mentor Mentee list has been prepared.

HoD

Dept. of Physics Gargaon College Department of Physics Gargaon College

### Meeting No 2



# **DEPARTMENT OF PHYSICS**

GARGAON COLLEGE PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686 Email ID: <u>physicsdepartmentgc@gmail.com</u>

Ref no. .....

Date: 30.09.2023

### NOTICE

It is hereby informed that a departmental meeting will be held on 03-10-2023 at 2:00 pm in the department to discuss different departmental aspects. All the faculty members are requested to be present at the stipulated time.

HoD

Dept of Physics Gargaon College HOD Department of Physics Gargaon College



GARGAON COLLEGE PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686 Email ID: physicsdepartmentgc@gmail.com

Ref no. : .....

Date: 03.10.2023

#### **MINUTES OF MEETING-2**

Date: 03rd October, 2023

#### **Presence of the Members:**

- 1. Mr. Diganta Konwar, HoD of Dept of Physics.
- 2. Mr. Guna Kanta Sonowal, Assistant Professor of Dept of Physics
- 3. Mr. Jayanta Sonowal, Assistant Professor of Dept of Physics
- 4. Dr. Gitashri Arandhara, Assistant Professor of Dept of Physics
- 5. Dr. Bidyut Bikash Hazarika, Assistant Professor of Dept of Physics

Item No. 1: To discuss about organizing student seminar for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester major students

**Resolution No. 1:** The student seminar will be conducted from 2<sup>nd</sup> week of October.

Item No. 2. To discuss about setting of question papers for the forthcoming sessional exam. <u>Resolution No. 2</u> It is resolved that distinct question papers will be assigned to each faculty member based on the course to which they are allocated.

Item No. 3. To discuss about organizing a Parent Teacher Meeting.

**Resolution No. 3.** It is resolved that a Parent Teacher Meeting will be held on 31<sup>st</sup> of October. <u>Item No. 4.</u> To discuss about organizing a faculty exchange programme with Sivasagar Girls' College, Sivasagar under the MOU.

**Resolution No. 4.** It is resolved that on 17<sup>th</sup> October 2023 the HoD of Physics, Gargaon College will deliver a lecture on Value Added Course of 1st semester FYUGP at Sivasagar Girls' College, Sivasagar.

HoD

Dept. of Physics Gargaon College HOD Department of Physics Gargaon College



GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686 Email ID: physicsdepartmentgc@gmail.com

Ref no. : .....

Date: 31.11.2023

### **Action Taken Report-2**

To The Principal Gargaon College

Sir,

As per the decision of the Department meeting held on 3<sup>rd</sup> October 2023, the following actions have been taken

- 1. The student seminars were conducted on 13<sup>th</sup>, 14<sup>th</sup> and 30<sup>th</sup> October 2023.
- 2. Parent Teacher Meeting was held on 31st of October.
- On 17<sup>th</sup> October 2023 the HoD of Physics, Gargaon College has delivered a lecture on Value Added Course of 1st semester FYUGP at Sivasagar Girls'College, Sivasagar.

HoD Dept. of Physics Gargaon College Department of Physics Gargaon College

### Meeting No 3



# **DEPARTMENT OF PHYSICS**

GARGAON COLLEGE PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686 Email ID: physicsdepartmentgc@gmail.com

Ref no. .....

Date: 30.01.2024

### NOTICE

It is hereby informed that a departmental meeting will be held on 01-02-2024 at 2:00 pm in the department to discuss various departmental issues. All the faculty members are requested to be present at the stipulated time.

HoD

Dept of Physics Gargaon College HOD Department of Physics Gargaon College



# GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686 Email ID: physicsdepartmentgc@gmail.com

Ref no. : .....

Date:01.02.2024

### **MINUTES OF MEETING-3**

Date: 1st February, 2024

### **Presence of the Members:**

- 1. Mr. Diganta Konwar, HoD of Dept of Physics.
- 2. Mr. Guna Kanta Sonowal, Assistant Professor of Dept of Physics
- 3. Mr. Jayanta Sonowal, Assistant Professor of Dept of Physics
- 4. Dr. Gitashri Arandhara, Assistant Professor of Dept of Physics
- 5. Dr. Bidyut Bikash Hazarika, Assistant Professor of Dept of Physics

### Item No. 1: To discuss Departmental class routine and class allotments

Mr. Diganta Konwar convened the meeting to discuss the preparation of departmental routine and allotment of classes to the faculty members of based on the central routine provided by the College Routine Development Committee.

**Resolution No. 1:** Resolved that the Departmental Routine and allotment of classes will be made available as soon as the Central Routine is made accessible by the College authority.

Item No. 2. To discuss about the conduct of ICT classes on regular basis

Head of the Department of Physics discussed about the conduct of ICT classes on regular basis **Desclution No. 2.** It is resolved that the ICT classes will be taken regularly in room no. 15 by the

**Resolution No. 2.** It is resolved that the ICT classes will be taken regularly in room no 15 by the faculty members at their convenience.

HoD Dept. of Physics Gatgaon College Department of Physics Gargaon College



GARGAON COLLEGE PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686 Email ID: physicsdepartmentgc@gmail.com

Ref no. : .....

Date:30.02.2024

### **Action Taken Report-3**

To The Principal Gargaon College

Sir,

As per the decision of the Department meeting held on 1<sup>st</sup> February 2024, the class routine and allotment of classes to faculty members has been done based on central routine provided by the College Routine Development Committee. The ICT classes are held regularly.

HoD

Dept. of Physics Gargaon College HOD Department of Physics Gargaon College

### Meeting No 4



# **DEPARTMENT OF PHYSICS**

GARGAON COLLEGE PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686 Email ID: physicsdepartmentgc@gmail.com

Ref no. .....

Date: 02.03.2024

### NOTICE

It is hereby informed that a departmental meeting will be held on 04-03-2024 at 2:00 pm in the department to discuss different departmental aspects. All the faculty members are requested to be present at the stipulated time.

HoD

Dept of Physics Gargaon College HOD Department of Physics Gargaon College



# GARGAON COLLEGE

PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686 Email ID: physicsdepartmentgc@gmail.com

### Ref no. : .....

### Date:04.03.2024

### **MINUTES OF MEETING-4**

Date: 4<sup>th</sup> March, 2024

### **Presence of the Members:**

- 1. Mr. Diganta Konwar, HoD of Dept of Physics.
- 2. Mr. Guna Kanta Sonowal, Assistant Professor of Dept of Physics
- 3. Mr. Jayanta Sonowal, Assistant Professor of Dept of Physics
- 4. Dr. Gitashri Arandhara, Assistant Professor of Dept of Physics
- 5. Dr. Bidyut Bikash Hazarika, Assistant Professor of Dept of Physics

### Item No. 1: To discuss about the Gyanyatra programme

**<u>Resolution No. 1</u>**: It is resolved that some students of the department will impart classes in their alma mater as part of the project 'Gyanyatra' under the aegis of IQAC, Gargaon College.

### Item No. 2. To discuss about an educational trip.

Head of the Department of Physics discussed about organizing an educational trip.

**<u>Resolution No. 2</u>** It is resolved that all the students and faculty members of the department will go on an educational trip to CSIR- NEIST, Jorhat during the  $3^{rd}$  week of March 2024.

HOD

Dept. of Physics Gargaon College HOD Department of Physics Gargaon College



GARGAON COLLEGE PO: SIMALUGURI; DIST-SIVASAGAR ASSAM-785686 Email ID: physicsdepartmentgc@gmail.com

Ref no. : .....

Date:30.03.2024

### **Action Taken Report-4**

To The Principal Gargaon College

Sir,

As per the decision of the Department meeting held on 4<sup>th</sup> March, 2024, the following actions have been taken

- 1. The programme 'Gyanyatra' has been conducted by the department on 9<sup>th</sup> March 2024.
- 2. The department visited CSIR-NEIST on 18th March 2024.

Dept. of Physics Gargaon College HOD Department of Physics Gargaon College



# Department of Political Science



### DEPARTMENT OF POLITICAL SCIENCE GARGAON COLLEGE

Estd-1959 P.O Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email:polsciencegc@gmail.com

### Meeting No.1

Date- 14/07/2023

# NOTICE

The Department of Political Science is going to conduct a departmental meeting on 17/07/2023 to discuss about organising a cleanliness drive in the college premises involving all the students of the department to promote awareness regarding swachata. All faculty members and all UG, PG students are requested to attend the meeting at the stipulated time.

C 0

Dr. Ramananda Das HoD, Department of Political Science Gargaon College, Simaluguri



DEPARTMENT OF POLITICAL SCIENCE GARGAON COLLEGE Estd-1959 P.O Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email:polsciencegc@gmail.com

Date-17/07/2023

### MINUTES OF THE MEETING-1 Date: 17<sup>th</sup> July 2023

**Presence of the Members** 

- 1. Dr. Ramananda Das
- 2. Dr. Pobon Gogoi
- 3. Dr. Yuvraj Gogoi

Item no 1: To discuss about organising a cleanliness drive

The Head of the Department initiated a meeting to discuss about organising a cleanliness drive in the college premises to promote awareness on 'swachata' among all students.

**Resolution No. 1**: Resolved to organise a cleanliness drive as a group activity involving all

faculty members and students of the department.

C 20

Dr. Ramananda Das HoD, Department of Political Science Gargaon College, Simaluguri



### DEPARTMENT OF POLITICAL SCIENCE GARGAON COLLEGE

Estd-1959 P.O Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email:polsciencegc@gmail.com

### **ACTION TAKEN REPORT-1**

### TO THE PRINCIPAL GARGAON COLLEGE

Sir,

As per the decision of the Departmental meeting held on 17th July 2023, the following actions have been taken.

1. A cleanliness drive was organised in the premises of the department in which all

students and faculty members participated making it a grand success.

C 9 00

Dr. Ramananda Das HoD, Department of Political Science Gargaon College, Simaluguri



DEPARTMENT OF POLITICAL SCIENCE GARGAON COLLEGE Estd-1959

P.O Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email:polsciencegc@gmail.com

Date-19/07/2023

## Meeting No 2 NOTICE

The Department of Political Science is going to conduct a departmental meeting on 22/07/2023 to discuss about the issues associated with students' learning process as well as address student related grievances. All faculty members and students are requested to attend the meeting at the stipulated time.

C -20

Dr. Ramananda Das HoD, Department of Political Science Gargaon College, Simaluguri



## DEPARTMENT OF POLITICAL SCIENCE GARGAON COLLEGE Estd-1959 P.O Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email:polsciencegc@gmail.com

Date-22/07/2023

# MINUTES OF THE MEETING-1 Date: 22<sup>nd</sup> July 2023

### **Presence of the Members**

- 4. Dr. Ramananda Das
- 5. Dr. Pobon Gogoi
- 6. Dr. Yuvraj Gogoi

Item no 1: To discuss about students learning problems.

The Head of the Department initiated a meeting to discuss about the issues associated with

students' learning process.

**Resolution No. 1**: Students expressed the problems they face in learning and the faculty members resolved to address such problems by encouraging regular teacher-student interaction.

Item no 2: To address students grievances

The Head of the Department initiated a meeting and encouraged the students to speak up about the grievances faced by them.

Resolution No. 2: Students expressed their grievances like the problems related to attendance

69

Dr. Ramananda Das HoD, Department of Political Science

Gargaon College, Simaluguri



# DEPARTMENT OF POLITICAL SCIENCE GARGAON COLLEGE

Estd-1959 P.O Simaluguri, Dist. Sivasagar (Assam) Pin: 785686 Email:polsciencegc@gmail.com

# **ACTION TAKEN REPORT-1**

# TO THE PRINCIPAL GARGAON COLLEGE

Sir,

As per the decision of the Departmental meeting held on 22nd July 2023, the following actions have been taken.

- 1. Regular teacher student interactive session takes place to improve student learning process.
- 2. Special measures like conducting extra classes to cover syllabus, making arrangements for exams that students missed out, etc. has been taken by department faculty to address the students grievances.

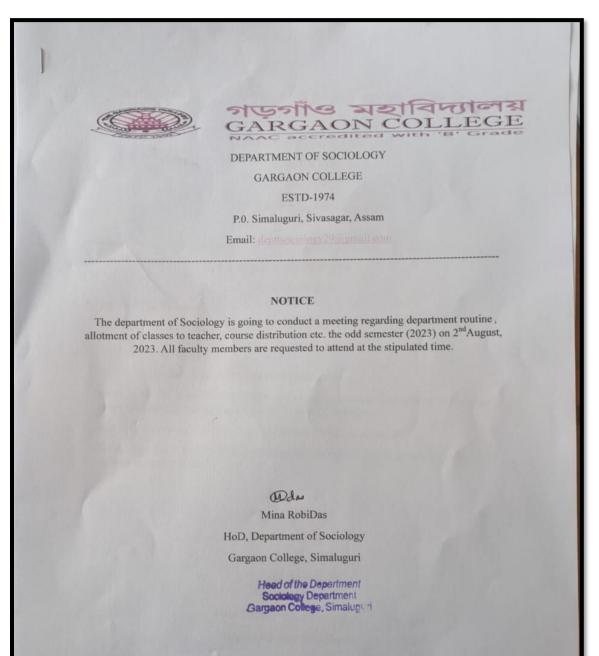
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Dr. Ramananda Das HoD, Department of Political Science Gargaon College, Simaluguri



# Department of Sociology

# Meeting No 1







DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com

Minutes of the Meeting -1

Date- 02-08-2023

Presence of The Members"

- 1. Mrs. Mina Robidas
- 2. MohanandaTamuli
- 3. Dr. Priyanka Tamuli

Item No.1: To discuss about departmental Routine

Resolution No.1: Resolved that the departmental routine and allotment of class will be made according to central routine provided by the institution.

Item No.2: To discuss about course distribution of Odd semester,2023

Resolution No.2: Resolved that the course distribution of Odd semester, 2023 will be done as soon as Possible.

### Ddas

#### Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Head of the Department Sociology Department Gargeon College, Simaluguri



### গড়গাও মহাবিদ্যালয় GARGAON COLLEGE

DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

#### ESTD-1974

P.0. Simaluguri, Sivasagar, Assam

Email: depthsociology29/aumail.com

#### ACTION TAKEN REPORT-1

To

The Principal

Gargaon College

Sir,

As per decision of the Department meeting held on 2<sup>nd</sup> August 2023, the following action have been taken,

1. The department routine has been set and al **do**ted of class to teacher based on central routine has been made.

2. The course distribution of odd semester, 2023 has been done.

#### Adas

#### Mina Robidas

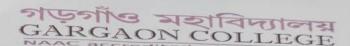
HoD, Department of Sociology

Gargaon College, Simaluguri

Head of the Departme. Sociology Department Gergeon College, Simaluguri

# Meeting No 2





DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

ESTD-1974

P.O. Simaluguri, Sivasagar, Assam

Email: depthsociology 29/2/gmail.com

#### NOTICE

The department of Sociology is going to conduct a meeting regarding sessional examination the Odd semester (2023) on 28<sup>th</sup> September, 2023. All faculty members are requested to attend at the stipulated time.

### Odas

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Head of the Department Sociology Department Gargaon College, Simalugeet





DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

#### ESTD-1974

P.0. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com

Minutes of the Meeting -2

Date- 28-09-2023

Presence of The Members"

- 1. Mrs. Mina Robidas
- 2. MohanandaTamuli
- 3. Dr. Priyanka Tamuli

Item No.1: To discuss about question Paper setting

Resoulution No.1: Resolved that the faculty member of the department will set the question paper according to allotted syllabus.

Item No.2: To discuss about examination duties of sessional exam.

Resoulution No.2: Resolved that to conduct sessional exam smoothly the examination duties are allotted among the faculty member.

# Redao

### Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Head of the Department Sociology Department Gargaon College, Simaluguri





DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

#### ESTD-1974

P.0. Simaluguri, Sivasagar, Assam

Email: deptisociology29@email.com

### ACTION TAKEN REPORT-2

To

The Principal

Gargaon College

Sir,

As per decision of the Department meeting held on 28<sup>th</sup> September 2023, the following action have been taken,

1. The faculty member submitted their question paper stipulated time.

2. The faculty member of the department did their duties regularly and helps to conduct the sessional examination smoothly.

#### Adas

#### Mina Robidas

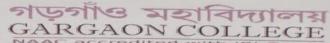
### HoD, Department of Sociology

Gargaon College, Simaluguri

Heed of the Department Sociology Department Gargaon College, Simaluguri

# Meeting No 3





DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE

ESTD-1974

P.0. Simaluguri, Sivasagar, Assam

Email: depttsociology29@gmail.com

#### NOTICE

The department of Sociology is going to conduct a meeting regarding department routine allotment of classes to teacher, course distribution etc. the Even semester (2024) on 17<sup>th</sup>January, 2024. All faculty members are requested to attend at the stipulated time.

Odas

Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Head of the Department Sociology Department Gargaon College, Simaluguri





### DEPARTMENT OF SOCIOLOGY

#### GARGAON COLLEGE

ESTD-1974

P.0. Simaluguri, Sivasagar, Assam

Email: depthoeiology29@email.com

Minutes of the Meeting -1

#### Date- 17-01-2024

Presence of The Members"

1. Mrs. Mina Robidas

2. MohanandaTamuli

Item No.1: To discuss about departmental Routine

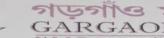
Resolution No.1: Resolved that the departmental routine and allotment of class will be made according to central routine provided by the institution.

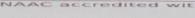
Item No.2: To discuss about course distribution of Even semester, 2024.

Resolution No.2: Resolved that the course distribution of Even semester, 2024 will be done as soon as Possible.

### Odas

Mina Robidas HoD, Department of Sociology Gargaon College, Simaluguri Head of the Departme Sociology Department Gargaon College, Simaluguri





THE MAN

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DEPARTMENT OF SOCIOLOGY

GARGAON COLLEGE ESTD-1974

P.0. Simaluguri, Sivasagar, Assam

Email: deptisociology 29/2/gmail.com

ACTION TAKEN REPORT-1

To

The Principal

Gargaon College

Sir,

As per decision of the Department meeting held on 17th january 2024, following action have been taken,

1. The department routine has been set and alooted of class to teacher based on central routine has been made.

2. The course distribution of Even semester, 2024 has been done.

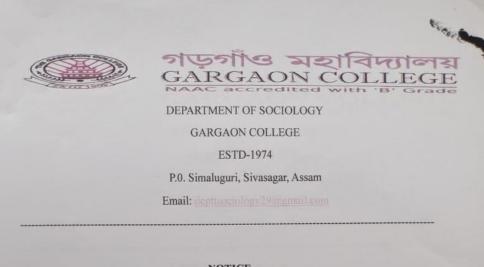
(Dedos Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Head of the Department Sociology Department Gargaen College, Simalugun

# Meeting No 4



#### NOTICE

The department of Sociology is going to conduct a meeting regarding sessional examination the even semester (2024) on 10<sup>th</sup> April. All faculty members are requested to attend at the stipulated time.

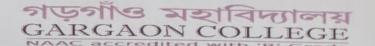
Ddao Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Head of the Department Sociology Department Gangaon College, Simaluguri





#### DEPARTMENT OF SOCIOLOGY

#### GARGAON COLLEGE

#### ESTD-1974

#### P.0. Simaluguri, Sivasagar, Assam

#### Email: depttsociology29@gmail.com

Minutes of the Meeting -2

#### Date- 10-04-2024

Presence of the Members"

- 1. Mrs. Mina Robidas
- 2. Mohananda Tamuli
- 3. Kashmiri Saikia

Item No.1: To discuss about question Paper setting

Resolution No.1: Resolved that the faculty member of the department will set the question paper according to allotted syllabus.

Item No.2: To discuss about examination duties of sessional exam.

Resoulution No.2: Resolved that to conduct sessional exam smoothly the examination duties are allotted among the faculty members

# Robers

### Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Head of the Department Sociology Department Gargaon College, Simalugur





#### DEPARTMENT OF SOCIOLOGY

#### GARGAON COLLEGE

ESTD-1974

#### P.0. Simaluguri, Sivasagar, Assam

Email: depttsociology 29@amail.com

#### **ACTION TAKEN REPORT-2**

To

The Principal

Gargaon College

Sir,

As per decision of the Department meeting held on 10<sup>th</sup> April 2024, the following action have been taken,

1. The faculty member submitted their question paper stipulated time.

2. The faculty member of the department did their duties regularly and helps to conduct the sessional examination smoothly.

#### Welao Mina Robidas

HoD, Department of Sociology

Gargaon College, Simaluguri

Head of the Department Sociology Department Gargaon College, Simalu

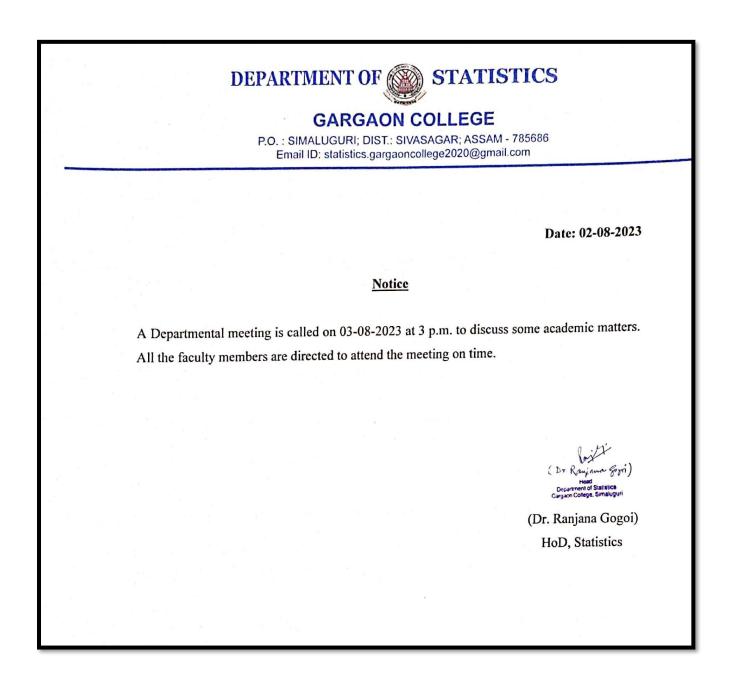


# **Department of Statistics**

Photographs of the Meetings



# Meeting No. 1



# DEPARTMENT OF A STATISTICS

#### GARGAON COLLEGE

P.O.: SIMALUGURI; DIST.: SIVASAGAR; ASSAM - 785686 Email ID: statistics.gargaoncollege2020@gmail.com

Date: 03-08-2023

#### MINUTES OF MEETING -1 Date: 3<sup>rd</sup> August, 2023

#### **Presence of the Members:**

1. Dr. Ranjana Gogoi, HoD Statistics

2. Dr. Bornali Dutta, Assistant Professor of Statistics

Item No. 1: To discuss Departmental Routine and Academic Calendar.

Dr. Ranjana Gogoi initiated a meeting to discuss the preparation of departmental routine and allotment of classes to teachers based on the central routine. Dr. Gogoi also discussed the preparation of the Academic Calendar based on the Dibrugarh University Academic Calendar.

**Resolution No. 1:** Resolved that the Departmental routine and allotment of classes will be made available as soon as the central routine is made available by the College Routine Development Committee. It is also resolved that a departmental academic calendar will be prepared based on the Dibrugarh University Academic Calendar.

Item No. 2: To discuss the course/ syllabus distribution for the B.Sc 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester Courses.

The Head of the Department discussed the syllabus distribution for the Odd Semester Courses.

**Resolution:** No. 2: Resolved that the course distribution for the Odd Semester (2022) syllabus will be done by the HoD.

Item No. 3: To discuss the Preparation of the Teaching Plan.

Dr. Ranjana Gogoi asked the faculty members to prepare individual teaching plans for the academic session from August, 2023 to November 2023.

#### Resolution No. 03

Resolved that individual teaching plans will be prepared within a week.

(Dr. Ranjana Gogoi) HoD, Statistics

# DEPARTMENT OF STATISTICS

### GARGAON COLLEGE

P.O.: SIMALUGURI; DIST.: SIVASAGAR; ASSAM - 785686 Email ID: statistics.gargaoncollege2020@gmail.com

Date: 05-8-2023

#### **ACTION TAKEN REPORT-1**

To The Principal Gargaon College

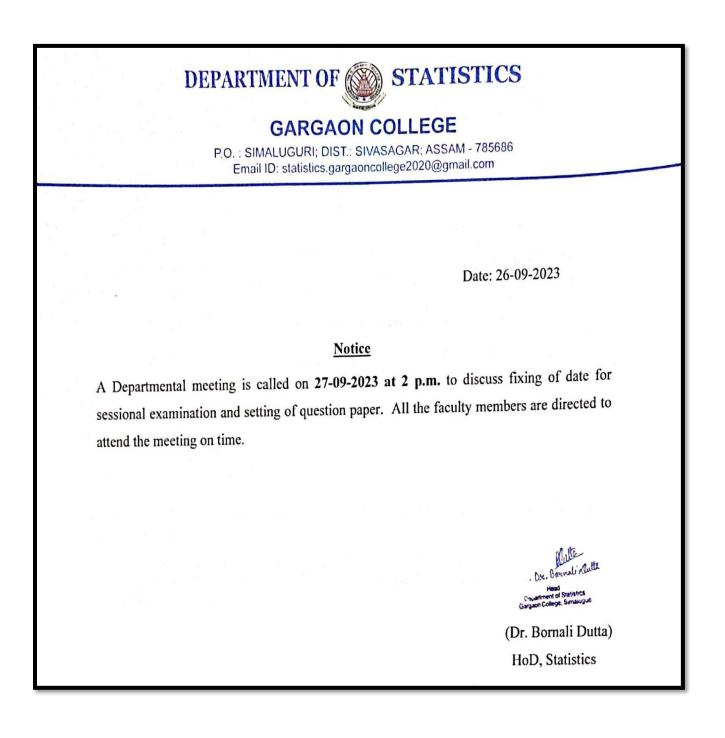
Sir,

As per the decision of the Department meeting held on 3<sup>rd</sup> August 2023, the following actions have been taken.

- 1. The Departmental routine has been prepared and allotment of classes to teachers based on the central routine has been made.
- 2. The Departmental Academic Calendar was prepared based on the Dibrugarh University Academic Calendar.
- 3. The course distribution for the Odd Semester (2023) syllabus has been completed.
- 4. Faculty-wise individual teaching plan has been prepared.

(Dr. Ranjana Gogoi) HoD, Statistics

# Meeting No. 2



# DEPARTMENT OF (S) STATISTICS

### GARGAON COLLEGE

P.O. : SIMALUGURI; DIST.: SIVASAGAR; ASSAM - 785686 Email ID: statistics.gargaoncollege2020@gmail.com

Date: 27-09-2023

# MINUTES OF MEETING -2 Date: 27<sup>th</sup> September, 2023

#### **Presence of the Members:**

1. Dr. Bornali Dutta, HoD Statistics.

2. Ms Gariyashi Borah, Assistant Professor of Statistics.

3. Mr. Niranjan Yadav, Alumni Faculty

4. Mr. Debasish Biswas, Alumni Faculty

Item No. 1: To discuss organizing sessional examination for the 1st, 3rd and 5th Semester (Hons and generic) Students.

Dr. Ranjana Gogoi asked the faculty members to fix the sessional examination date.

Resolution No. 1: Resolved that sessional examination will be held from 16<sup>th</sup> October to 20<sup>th</sup> October, 2023.

Item No.2: Dr. Bornali Dutta asked the faulty members to setting of question papers. Resolution No.2: Resoled that setting of question papers will be done on or before 7th October, 2023.



(Dr. Bornali Dutta) HoD, Statistics

# DEPARTMENT OF 6 STATISTICS

# GARGAON COLLEGE

P.O. : SIMALUGURI; DIST.: SIVASAGAR; ASSAM - 785686 Email ID: statistics.gargaoncollege2020@gmail.com

Date: 03-10-2023

## **ACTION TAKEN REPORT-2**

То The Principal Gargaon College

Sir,

As per the decision of the Department meeting held on 27th September 2023, the following actions have been taken.

- 1. Sessional examination will be held from 16<sup>th</sup> to 20<sup>th</sup> October 2023
- 2. Total marks for major students will be 50/55/60 respectively for 5<sup>th</sup> Sem, 3<sup>rd</sup> Sem and

1st Sem Students.

(Dr. Bornali Dutta) HoD, Statistics



# Department of Zoology

Photograph of Meeting



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 14/06/2023

### NOTICE

It is notify that the Department of Zoology is going to conduct a staff meeting on 15<sup>th</sup> of June, 2023 at 1:30 PM at department staff room to discuss regarding departmental routine, allotment of classes, course distribution etc. for the Odd semester 2023. All the faculty members are requested to remain present at the stipulated time.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686

Pepertment of Zoology RARGAON COLLEGF Simaluguri



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 15/06/2023

## **MINUTES OF MEETING**

A Departmental staff meeting was conveyed by Dr. Rina Handique, Head of the Department on 15<sup>th</sup> June, 2023 at 1.30 PM at the Departmental Staff Room. The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about the following items-

Item No. 1: To discuss about departmental routine

The Head of the Department initiated a meeting to discuss about the departmental routine and allotment of classes to teachers based on the central routine.

**Resolution No. 1:** Resolved that the departmental routine and allotment of classes will be made available as soon as the central routine is made available by the College Routine Development Committee.

Item No. 2: To discuss about the course distribution for the Odd Semester (2023) syllabus

The Head of the Department initiated a meeting to discuss about the course distribution for the Odd Semester (2023) syllabus.

**Resolution:** No. 2: Resolved that the course distribution for the Odd Semester (2023) syllabus shall be done to the respective teachers.

The meeting was closed at 2.30 PM.

### **Presence of the Members:**

- 1. Dr. Rina Handique
- 2. Dr. Pimily Langthasa
- 3. Dr. Rashmi Dutta
- 4. Dr. Anurag Protim Das

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686

> ARGAON COLLEGF Simeluguri



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 16/06/2023

# **ACTION TAKEN REPORT**

**To,** The Principal, Gargaon College

Sir,

As per the decision of the departmental meeting held on  $15^{\text{th}}$  of June, the following actions have been taken.

- 1. The department routine has been set and the allotment of classes to the teachers was prepared according to the central routine provided by the College Routine Development Committee.
- 2. The distribution of the courses was done among the teachers for the Odd semester session as per the decision done in the meeting.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686 Cepartment of Zoology GARGAON COLLEGF Simaluguri

ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 17/06/2023

## NOTICE

An urgent department staff meeting is conveyed on 17<sup>th</sup> of June, 2023 at 12:00 PM to discuss regarding the admission process (FYUGP) and NAAC compilation. All the faculty members are requested to remain present at the stipulated time.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686

> ARGAON COLLEGF Simaluguri

ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 20/06/2023

Phone: (03772) 252251 www.gargaoncollege.ac.in

## **NOTICE**

This is to inform that the departmental meeting is scheduled on 21.06.2023 in the department office at 1:00 PM. All the faculty members are requested to remain present at the stipulated time. The agenda of the meeting is to discuss the allotment of mentees to the Mentors.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686 Construction of Zoology GARGAON COLLEGF Simaluguri



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 21/06/2023

# MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 21<sup>st</sup> June 2023 at 1.00 PM at the Departmental office room to discuss regarding the distribution of mentee to respective mentors.

## **Objective of the Meeting**

The objective of the meeting as laid down by Dr. Rina Handique, to discuss about the following matters:

- 1. Mentor-Mentee system procedures
- 2. Roles and responsibilities of the mentors.

The meeting was closed at 2.30 PM.

### Faculties attended the meeting:

- 1. Rina Handique (HoD)
- 2. Dr. Pimily Langthasa
- 3. Dr. Rashmi Dutta
- 4. Dr. Anurag Protim Das

Pepertment of Zoology ARGAON COLLEGF Simaluguri

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686

ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 21/06/2023

Phone: (03772) 252251 www.gargaoncollege.ac.in

### **NOTICE**

It is hereby informed that the faculty members of the department are entrusted the responsibility of mentoring the students of the department. The mentors should collect the student's performance report and maintain the mentee's report card regularly. Further, they are also requested to prepare the mentorship report and submit to the Head of the department at the end of the session.

Pepertment of Zoology ARGAON COLLEGF Simaluguri

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686

ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 18/09/2023

## NOTICE

A staff meeting is convey on 20<sup>th</sup> of September, 2023 at 12.00 PM at the Departmental Staff Room to discuss regarding to organize World Rhino Day. All the faculty members are requested to attain the meeting for the same.

(Dr. Rina Handique) Head Department of Zoology Gargaon College Simaluguri-785686 Cepertment of Zoology KARGAON COLLEGF Simaluguri



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 20/09/2023

# **MINUTES OF THE MEETING**

### **Objective of the Meeting**

The objective of the meeting, as laid down by Dr. Rina Handique, to discuss about organizing World Rhino Day. After the discussions the following resolutions were taken:

R3: World Rhino Day shall be observed on the theme "Five Rhino Species Forever".

**R2:** The time selected for the programme at 1:30PM onwards and date of the programme 22/09/2023.

**R4:** Doodle making competition and essay writing competition will be organized in collaboration with 11 Assam Girls (I) Coy NCC, Gargaon College

The meeting was closed at 12.45 PM.

### Faculties attended the meeting:

- 5. Rina Handique (HoD)
- 6. Dr. Pimily Langthasa
- 7. Dr. Rashmi Dutta
- 8. Dr. Anurag Protim Das

(**Dr. Rina Handique**) Head Department of Zoology Gargaon College Simaluguri-785686

ARGAON COLLEGF Simaluguri



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 25/09/2023

# ACTION TAKEN REPORT

To, The Principal, Gargaon College

Sir,

As per the decision of the departmental meeting held on 20<sup>th</sup> September, 2023, the following actions have been taken.

- 1. World Rhino Day was organized on 22/09/2023.
- 2. Doodle making competition and essay writing competition was organized among the students from different departments.
- 3. The programme was organized in collaboration with 11 Assam Girls (I) Coy NCC, Gargaon College

(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686

ARGAON COLLEGF Simeluguri



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 04/10/2023

# **NOTICE**

The Department meeting is going to conduct on 5/10/2023 at 3.00 PM at the Departmental Room (Room no.3) with the 5<sup>th</sup> semester students to discuss related to Field trip. All faculty members and the students of 5<sup>th</sup> semester are requested to remain present.

(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686

ARGAON COLLEGF Simaluguri



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 05/10/2023

## **MINUTES OF THE MEETING**

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 5/10/23 at 3.00 PM at the Departmental Room (Room no.3) with the 5<sup>th</sup> semester students.

### **Objective of the Meeting**

The objective of the meeting, as laid down by Dr. Rina Handique, to discuss about the following matters:

- 3. To discuss about the field trip as a part of the as part of the syllabus DSC I Animal Behavior & Chronobiology
- 4. Fixation of date and duration of visit.

After discussions at the meeting, the following resolutions were taken:

**R1**. After the through discussion with the teachers and the students the Himalayan Zoological Park, Sikkimn was selected.

**R2.** The date between the last week October and first week of November is selected.

The meeting was closed at 4.00 PM.

Teachers Present: 04 Students Present: 26

(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686

> ARGAON COLLEGF Simeluguri



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 10/10/2023

# **NOTICE**

An urgent department meeting is going to conduct on 10<sup>th</sup> of October, 2023 at 2.00 PM at the Departmental Room (Room no.3) with the 5<sup>th</sup> semester students to discuss related to Field trip and fixation of the date. All faculty members and the students of 5<sup>th</sup> semester are requested to remain present.

(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686

ARGAON COLLEGF Simaluguri



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 10/10/2023

#### **MINUTES OF THE MEETING**

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 10/10/2023 at 2.00 PM at the Departmental Room (Room no.1) with the 5<sup>th</sup> semester students.

As per the meeting held on 05/10/2023, the following actions have been taken:

- 1. The date for the trip has been selected from 1<sup>st</sup> November-06<sup>th</sup> of November 2023.
- The journey was decided to start from 31<sup>st</sup> October at Simaluguri station (Boarding station) to New Jalpaiguri Station and private vehicle shall be taken to reach destination station.
- 3. Suggested valuable points in relation for the trip and important measures during the trip was discussed.

The meeting was concluded at 3:30 PM.

Teachers Present: 04 Students Present: 26

(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 12/10/2023

### ACTION TAKEN REPORT

**To,** The Principal, Gargaon College

Sir,

As per the decision of the departmental meeting held on  $10^{\text{th}}$  of October, the following actions have been taken.

- 1. Himalayan Zoological Park, Sikkim was selected has been selected as the site for the field visit.
- 2. The date for the trip has been selected from 1<sup>st</sup> of November-06<sup>th</sup> of November 2023.
- 3. The journey was decided to start from 1<sup>st</sup> November at Simaluguri station (Boarding station) to Sikkim.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686 Construment of Zoology HARGAON COLLEGF Simaluguri



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 26/10/2023

#### **NOTICE**

The Department of Zoology is going to conduct a staff meeting on 10<sup>th</sup> of November, 2022 at 2.00 PM at the Departmental Staff Room to discuss related to the Parents Teachers Meeting. All the faculty members are requested to attain for the same.

(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 27/10/2023

#### MINUTES OF THE MEETING

The objective of the meeting, as laid down by Dr. Rina Handique, was to discuss about the Parents Teachers Meeting (PTM) and for the Reconstitution of the Parent-Teacher Association and Executive Committee for the year 2023-24.

After discussions at the meeting, the following resolutions were taken:

**R1**. The date for the PTM is decided to be held on 31.10.2023 at 10 A.M.

**R2**. To discuss the current poor performance of some of the students and Remedies on poor performance of certain students. Further, to discuss on several Student-centric and Department-centric issues.

**R3**. Therefore, the students were stated to inform their parents/guardians to attend the meeting.

The meeting ended with a vote of thanks.

#### **Members present:**

- 1. Dr. Rina Handique
- 2. Dr. Pimily Langthasa
- 3. Dr, Rashmi Dutta
- 4. Dr. Anurag Protim Das

(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 03/11/2023

### **ACTION TAKEN REPORT**

**To,** The Principal, Gargaon College

Sir,

As per the decision of the departmental meeting held on 27<sup>th</sup> of October, 2023, the following actions have been taken.

- 1. A Parent Teacher Meeting (PTM) was held on 31/10/2023.
- 2. A new Reconstitution of the Parent-Teacher Association and Executive Committee for the year 2023-24 on the same day.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 10/10/2023

#### **NOTICE**

The Department of Zoology is going to conduct a staff meeting on 11<sup>th</sup> of October, 2023 at 3.00 PM at the Departmental Staff Room to discuss related to the upcoming sessional examination. All the faculty members are requested to attain at the stipulated time.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686 Construction ARGAON COLLEGF Simaluguri



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Date: 11.10.2023

#### **MINUTES OF THE MEETING**

#### **Objective of the Meeting**

The objective of the meeting was laid down by Dr. Rina Handique, Head, to discuss about the following matters:

- 1. Regarding the discussion about the completion of the syllabus
- 2. Question paper setting for the Sessional examination

Dr. Rina Handique, Head discussed about the completion of the syllabus from each faculty members till date. Hence followed by the pattern of setting questions papers for the upcoming Sessional examination. The meeting was closed at 3.30 PM.

#### **Teachers Present:** 04

- 1. Dr. Rina Handique
- 2. Dr. Pimily Langthasa
- 3. Dr,Rashmi Dutta
- 4. Dr. Anurag Protim Das

(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 30/01/2024

#### **NOTICE**

It is to notified that departmental meeting is conveyed on  $1^{st}$  of February, 2024 at 2.00 PM at the Departmental Room (Room no. 1) with all the of  $2^{nd}$ ,  $4^{th}$  and  $6^{th}$  semester students to discuss regarding observation of Wetland Day. All the students and the faculty members are requested to attain the meeting at the stipulated time.

(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686



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Date: 01/02/2024

### **MINUTES OF THE MEETING**

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 1<sup>st</sup> of February, 2024 at 2.00 PM at the Departmental Room 1.

#### **Objective of the Meeting**

The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about observation of Wetland Day on  $2^{nd}$  of February. The programme will basically aims to raise global awareness about the vital role of wetlands on human as well as on Earth.

R1: After the discussion, local wetland in Nazira was selected as the site for the visit.

#### **Presence of the Members**

Teachers: 04 Students: 55

- 1. Dr. Rina Handique
- 2. Dr. Pimily Langthasa
- 3. Dr. Rashmi Dutta
- 4. Dr. Anurag Protim Das

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(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686



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Date: 05/02/2024

#### **ACTION TAKEN REPORT**

To, The Principal, Gargaon College

Sir,

As per the decision of the departmental meeting held on 1<sup>st</sup> of February, 2024, the following actions have been taken.

1. Wetland Day was observed on 02/02/2024. Local Beel in Nazira was visited to raise the importance of the wetland.

(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686



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Date: 04/02/2024

#### **NOTICE**

The Department of Zoology is going to conduct a staff meeting on 5<sup>th</sup> of February, 2024 at 11:30 AM to discuss regarding departmental routine, allotment of classes to teachers, course distribution etc. for the even semester 2024. All the faculty members are requested to remain present at the stipulated time.

(**Dr. Rina Handique**) Head Department of Zoology Gargaon College Simaluguri-785686



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Date: 05/02/2024

#### **MINUTES OF MEETING**

A Departmental staff meeting was conveyed by Dr. Rina Handique, Head of the Department on 5<sup>th</sup> of February, 2024 at 11:30 AM at the Departmental Staff Room. The objective of the meeting, as laid down by the Dr. Rina Handique, to discuss about the following items-

Item No. 1: To discuss about departmental routine

The Head of the Department initiated a meeting to discuss about the departmental routine and allotment of classes to teachers based on the central routine.

**Resolution No. 1:** Resolved that the departmental routine and allotment of classes will be made available as soon as the central routine is made available by the College Routine Development Committee.

Item No. 2: To discuss about the course distribution for the Even Semester (2024) syllabus

The Head of the Department initiated a meeting to discuss about the course distribution for the Even Semester (2024) syllabus.

**Resolution:** No. 2: Resolved that the course distribution for the Even Semester (2024) syllabus shall be done to the respective teachers.

The meeting was closed at 12.00 PM.

#### **Presence of the Members:**

- 1. Dr. Rina Handique
- 2. Dr. Pimily Langthasa
- 3. Dr. Rashmi Dutta
- 4. Dr. Anurag Protim Das

(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686



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> ARGAON COLLEGF Simaluguri

> > Date: 06/02/2024

#### **ACTION TAKEN REPORT**

**To,** The Principal, Gargaon College

Sir,

As per the decision of the departmental meeting held on 5<sup>th</sup> of February, 2024, the following actions have been taken.

- 1. The department routine has been set and the allotment of classes to the teachers was prepared according to the central routine provided by the College Routine Development Committee.
- 2. The distribution of the courses was done among the teachers for the Even semester session as per the decision done in the meeting.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686



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Date: 06/02/2024

#### **NOTICE**

The Department of Zoology is going to conduct a staff meeting on 7<sup>th</sup> of February, 2024 at 11.00 AM at the Departmental Staff Room to discuss related to the Parents Teachers Meeting. All the faculty members are requested to attain for the same.

(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686



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Date: 7/02/2024

### MINUTES OF THE MEETING

The objective of the meeting, as laid down by Dr. Rina Handique, was to discuss about the Parents Teachers Meeting (PTM) and to discuss related to the performance of the students.

After discussions at the meeting, the following resolutions were taken:

**R1**. The date for the PTM is decided to be held on 09.02.2024 at 10 A.M.

**R2**. To discuss the current poor performance of some of the students and Remedies on poor performance of certain students. Further, to discuss on several Student-centric and Department-centric issues.

**R3**. Therefore, the students were stated to inform their parents/guardians to attend the meeting.

The meeting ended with a vote of thanks.

#### Members present:

- 5. Dr. Rina Handique
- 6. Dr. Pimily Langthasa
- 7. Dr, Rashmi Dutta
- 8. Dr. Anurag Protim Das

(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686

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Date: 10/02/2024

#### ACTION TAKEN REPORT

**To,** The Principal, Gargaon College

Sir,

As per the decision of the departmental meeting held on 8<sup>th</sup> of February, 2024, the following actions have been taken.

- 1. A Parent Teacher Meeting (PTM) was held on 09/02/2024.
- 2. Discussed about Current low academic performance of the students and Reasons for low attendance of some students.
- 3. Some remedies and strategies for upliftment of poor performance of some students will be taken.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College

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Date: 10/02/2024

#### **NOTICE**

It is to notify that a staff meeting is conveyed on 12<sup>th</sup> of February, 2024 at 11.00 AM at the Departmental Staff Room to discuss regarding organizing Mentorship Awareness programme for the even semester session. All the faculty members are requested to attain the meeting at the stipulated time.

(Dr. Rina Handique) Head Department of Zoology Gargaon College Simaluguri-785686 Cepertment of Zoology GARGAON COLLEGF Simaluguri



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 12/02/2024

### MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 12<sup>th</sup> of February, 2024 at 11.00 AM at the Departmental Staff Room.

#### **Objective of the Meeting**

The objective of the meeting, as laid down by Dr. Rina Handique, to discuss about the importance of mentorship programme. Also the selection of the date for the programme.

- 1. Mentor-Mentee system procedures
- 2. Roles and responsibilities of the mentors.
- 3. 13/02/2024 was selected as the day of the programme at 11:00 AM.

#### **Teachers Present:** 04

- 1. Dr. Rina Handique
- 2. Dr. Pimily Langthasa
- 3. Dr,Rashmi Dutta
- 4. Dr. Anurag Protim Das

(Dr. Rina Handique) Head Department of Zoology Gargaon College Control Coology Cargaon College



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Date: 12/02/2024

#### **NOTICE**

It is to notify that a meeting with the students of all semesters of zoology department will be held on 13<sup>th</sup> of February, 2024 at 11.00 AM to discuss regarding Mentorship programme for the even semester. All the faculty members and students are requested to attain the meeting at the stipulated time.

(Dr. Rina Handique) Head Department of Zoology Gargaon College Simaluguri-785686 Cepertment of Zoology GARGAON COLLEGF Simaluguri



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Date: 13/03/2024

#### NOTICE

A departmental staff meeting is conveyed on 14<sup>th</sup> of March, 2024 at 3.00 PM at the Departmental Staff Room to discuss regarding organizing a student orientated ICT programme and Faculty exchange programme. All the faculty members are requested to attain the meeting at the stipulated time.

(Dr. Rina Handique) Head Department of Zoology Gargaon College Simaluguri-785686 Pepertment of Zoology HARGAON COLLEGF Simaluguri



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 14/03/2024

### **MINUTES OF THE MEETING**

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 14<sup>th</sup> of March, 2024 at 3.00 PM at the Departmental Staff Room.

#### **Objective of the Meeting**

The objective of the meeting was to discuss about organizing a student orientated ICT programme and Faculty exchange programme. Also the selection of the date for the programme.

**R1:** ICT programme on MS excel, MS word, PowerPoint, Canva etc were the topics selected for the programme.

**R2:** Dr. Pakiza Begum and Ms Ankika Dutta, Assistant Professors of Gargaon College were invited for the session

**R3:** 16/03/2024 -22/03/2024 selected as the day of the programme.

**R4**: Faculty exchange programme will be conducted with Sibsagar College (Autonomous) in the last week of March tentative date 22/03/2024-25/03/2024.

#### **Teachers Present:** 04

- 1. Dr. Rina Handique
- 2. Dr. Pimily Langthasa
- 3. Dr,Rashmi Dutta
- 4. Dr. Anurag Protim Das

(Dr. Rina Handique) Head, Department of Zoology GARGAON COLLEGF Simeluguri



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Date: 28/03/2024

### ACTION TAKEN REPORT

To, The Principal, Gargaon College

Sir,

As per the decision of the departmental meeting held on 14<sup>th</sup> of March, 2024, the following actions have been taken.

- 1. ICT programme on MS excel, MS word, PowerPoint, Canva etc was conducted for the students to equip the ICT tools in learning process.
- 2. A weeklong Faculty exchange programme was conducted with Sibsagar College (Autonomous) on topics related to the syllabus orientated.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686 Cepertment of Zoology HARGAON COLLEGF Simaluguri

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Date: 19/03/2024

### **NOTICE**

An urgent staff meeting is conveyed on 19<sup>th</sup> of March, 2024 at 2.30 PM at the Departmental Staff Room to discuss regarding to organize a World Sparrow Day. All the faculty members are requested to attain the meeting for the same.

(**Dr. Rina Handique**) Head Department of Zoology Gargaon College



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 19/03/2024

### **MINUTES OF THE MEETING**

#### **Objective of the Meeting**

The objective of the meeting, as laid down by Dr. Rina Handique, to discuss about observation of World Sparrow Day. After the discussions the following resolutions were taken:

R1: Dr. Sabyasachi Mahanta, Principal Gargaon College will inaugurate the session

**R2:** A talk on the importance of observation of Sparrow day will be delivered by HoD, Department of Zoology.

**R2:** A nest prepared by the students and the will be installed after the talk. The programme will be organized in collaboration with IQAC and NCC, Gargaon College

#### **Teachers Present:** 04

- 1. Dr. Rina Handique
- 2. Dr. Pimily Langthasa
- 3. Dr,Rashmi Dutta
- 4. Dr. Anurag Protim Das

(Dr. Rina Handique) Head Department of Zoology Gargaon College Comportment of Zoology GARGAON COLLEGF Simaluguri



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Date: 19/03/2024

### ACTION TAKEN REPORT

To, The Principal, Gargaon College

Sir,

As per the decision of the departmental meeting held on 19<sup>th</sup> of March, 2024, the following actions have been taken.

- 4. World Sparrow Day organized on 20/3/2024.
- 5. 10nos. of bird nest has been installed in the college campus.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686

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Date: 21/03/2024

#### NOTICE

A staff meeting is convey on 23<sup>rd</sup> of February, 2024 at 3.00 PM at the Departmental Staff Room to discuss regarding to organize a popular talk on Indian Knowledge System and observation of World Water Day. All the faculty members are requested to attain the meeting for the same.

(Dr. Rina Handique) Head Department of Zoology Gargaon College Simaluguri-785686 Cepertment of Zoology GARGAON COLLEGF Simaluguri



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Date: 23/03/2024

### **MINUTES OF THE MEETING**

#### **Objective of the Meeting**

The objective of the meeting, as laid down by Dr. Rina Handique, to discuss about organizing a popular talk on Indian Knowledge System and observation of World Water Day. After the discussions the following resolutions were taken:

**R1:** Dr. Raktim Patar, Associate Professor, Jawaharlal Nehru University will be the resource person for the IKS programme

**R2:** The IKS programme will be jointly organized with Department of Botany, Gargaon College.

**R3:** The time selected for the programme at 3-4:00 PM and date of the programme 20/03/2024.

**R4:** For World Water Day, a poster making competition will be organized in collaboration with IQAC, Department of Chemistry, Botany, and NCC, Gargaon College

#### **Teachers Present:** 04

- 1. Dr. Rina Handique
- 2. Dr. Pimily Langthasa
- 3. Dr,Rashmi Dutta
- 4. Dr. Anurag Protim Das

(Dr. Rina Handique) Head Department of Zoology



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Date: 30/03/2024

### ACTION TAKEN REPORT

To, The Principal, Gargaon College

Sir,

As per the decision of the departmental meeting held on 23<sup>rd</sup> of March, 2024, the following actions have been taken.

- 6. Popular talk on Indian Knowledge System was organized on 27/03/2024.
- 7. Dr. Raktim Patar, Associate Professor, Jawaharlal Nehru University, was the resource person of the programme.
- 8. World Water Day will be organized on 22/3/2024.
- Dr. Pobon Gogoi, Associate professor, Department of Political Science and Dr. Shyamolima Saikai, Assistant Professor, Department of English, Gargaon College were the judges for the poster competition for World Water Day.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686

Simaluguri

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Date: 9/03/2024

#### NOTICE

It is hereby informed that an urgent departmental staff meeting is convey on 9<sup>th</sup> of March, 2024 at 1.00 PM at the Departmental Staff Room to discuss about preparation of NC/DC list. Therefore, all the faculty members are requested to attain the meeting at the stipulated time.

(**Dr. Rina Handique**) Head Department of Zoology Gargaon College Simaluguri-785686



ESTD: 1969 Simaluguri - 785686, Sivasagar, Assam E-mail: <u>depttofzoologygargaoncollege@gmail.com</u>

Date: 09/03/2024

### MINUTES OF THE MEETING

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 9<sup>th</sup> of March, 2024 at 1.00 PM at the Departmental Staff Room.

The objective of the meeting, was to discuss about the following points:

 The NC/DC list of the students of all the semesters has to be submitted to office by on or before 12<sup>th</sup> of March, 2024.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686 Construction College Simaluguri



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Date: 11/04/2024

### ACTION TAKEN REPORT

To, The Principal, Gargaon College

Sir,

As per the decision of the departmental meeting held on 9<sup>th</sup> of March, 2024, the following actions have been taken.

1. The percentage of attendance and the NC/DC list for the students of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester has been prepared and submitted to the office on 11<sup>th</sup> March, 2024.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686

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Date: 8/04/2024

#### NOTICE

The Department of Zoology is going to conduct a staff meeting on 9<sup>th</sup> of April, 2024 at 1.00 PM at the Departmental Staff Room to discuss related to the upcoming sessional examination. All the faculty members are requested to attain the same.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686 Coportment of Zoology KARGAON COLLEGF Simaluguri



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Date: 09.04.2024

### **MINUTES OF THE MEETING**

A Departmental staff meeting was conveyed by Dr. Rina Handique, Head of the Department on 9<sup>th</sup> of April, 2024 at 1.00 PM.

### **Objective of the Meeting**

The objective of the meeting was laid down by the head of the department to discuss about the following matters:

- 1. Regarding the discussion about the completion of the syllabus
- 2. Question paper setting for the Sessional examination and the pattern should follow the Dibrugarh University final question pattern.
- 3. Regarding the AQAR presentation

The meeting was closed at 1.30 PM.

#### **Teachers Present:** 04

- 1. Dr. Rina Handique
- 2. Dr. Pimily Langthasa
- 3. Dr. Rashmi Dutta
- 4. Dr, Anurag Protim Das

(Dr. Rina Handique)

Head, Department of Zoology Gargaon College Simaluguri-785686 Pepertment of Zoology GARGAON COLLEGF Simaluguri

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Date: 21/03/2024

### NOTICE

A staff meeting is convey on 22<sup>nd</sup> of March, 2024 at 3.00 PM at the departmental Staff Room to discuss regarding the organizing an invited talk on Wildlife Conservation. All the faculty members are requested to attain the meeting at the stipulated time.

(**Dr. Rina Handique**) Head Department of Zoology Gargaon College Simaluguri-785686



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Date: 22/03/2024

### **MINUTES OF THE MEETING**

#### **Objective of the Meeting**

The objective of the meeting, as laid down by Dr. Rina Handique, to discuss about organizing a invited talk on Wildlife Conservation. After the discussions the following resolutions were taken:

- R1: Talk on Wildlife Conservation with special reference to Owl conservation on the topic entitled "Who's Hooting in my Backyard"- Owl Conservation in the Upper Brahmaputra Valley, Assam".
- **R2: Dr. Samrat Sengupta**, Assistant Professor, Department of Zoology, Debraj Roy College, will be the resource person of the programme.
- **R3:** The time selected for the programme is 1-2PM
- **R4:** The Date of the program 06/04/2024

**R5:** The programme will be in collaboration with IQAC, Gargaon College and NCC 11 Assam Girls (I) Coy and 49 Assam Naval Unit of the college

(Dr. Rina Handique) Head Department of Zoology Gargaon College Simaluguri-785686 Cepertment of Zoology tARGAON COLLEGF Simaluguri



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Date: 08/04/2024

### ACTION TAKEN REPORT

To, The Principal, Gargaon College

Sir,

As per the decision of the departmental meeting held on  $22^{nd}$  of March, 2024, the following actions have been taken.

- An invited talk on Wildlife Conservation with special reference to Owl conservation on the topic entitled "Who's Hooting in my Backyard"- Owl Conservation in the Upper Brahmaputra Valley, Assam". Was conducted on 06/04/2024.
- 2. **Dr. Samrat Sengupta**, Assistant Professor, Department of Zoology, Debraj Roy College was the resource person of the programme.

(Dr. Rina Handique) Head, Department of Zoology Gargaon College Simaluguri-785686

Simaluguri

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Date: 04/04/2023

#### NOTICE

It is hereby to inform that a staff meeting is going to conduct on 5<sup>th</sup> of April, 2024 at 1.00 PM at the Departmental Staff Room to discuss about organizing an outreach programme. All the faculty members are requested to attain the same.

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(**Dr. Rina Handique**) Head Department of Zoology Gargaon College Simaluguri-785686



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Date: 05/04/2024

### **MINUTES OF THE MEETING**

A Departmental meeting was conveyed by Dr. Rina Handique, Head of the Department on 5<sup>th</sup> of April, 2024 at 1.00 PM.

#### **Objective of the Meeting**

The objective of the meeting, as laid down by Dr. Rina Handique, to discuss about the final fixation of the date and selection of the local fish farm.

Dr. Rina Handique discussed the matter and suggested valuable points in relation to fixation of the fish farm for the visit. The list of the Local entrepreneurs in the area within the district were the prime interest to visit not only to give the syllabus/general information, importance and awareness but also to boost the entrepreneurship among the students. Dr. Pimily Langthasa, Dr. Rashmi Dutte and Dr. Anurag Protim Das, Assistant Professor, Department of Zoology, made suggestions on the fixation of the date.

After discussions at the meeting, the following resolutions were taken:

**R1**. After the discussion the final selection of the farm selected was Nazira Fish Farm.

**R2.** The date of the visit is decided to be on 6<sup>th</sup> of April, 2024

Teachers Present: 04 Students Present: 40

(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686



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Date: 07/04/2024

### ACTION TAKEN REPORT

To, The Principal, Gargaon College

Sir,

As per the decision of the departmental meeting held on  $5^{\text{th}}$  of April, 2024, the following actions have been taken.

- 1. An Outreach programme was conducted by the Zoology department on 06/04/2024.
- 2. The Field visit to Ududul Haque Agricultural Farm, Nazira Block, Sivasagar District was visited to boost the entrepreneurship among the students

(**Dr. Rina Handique**) Head, Department of Zoology Gargaon College Simaluguri-785686

