



GARGAON COLLEGE

ESTD: 1959

Re-accredited by NAAC with B Grade

Simaluguri - 785686, Sivasagar, Assam

E-mail: gargaoncollege@rediffmail.com www.gargaoncollege.org

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Annual action taken report

To,
The Principal,
Gargaon College

Sub: Action taken report of IQAC, 2013.

Sir,

As per decisions of the IQAC meetings annual action taken report is submitted for your kind consideration and necessary action. They are--

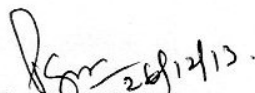
1. The academic calendar prepared by Academic Development Committee has considered the programmes decided by the IQAC and included them in the academic calendar.
2. The IQAC has organized a workshop on Office management on 27th April, 2013.
3. A committee has been set up to frame the feedback forms for students, alumni, parents and community. The committee members' are-

1. Dr. Pobon Kr. Gogoi, Coordinator, IQAC
2. Dr. Jogesh Borah, Member
3. Dr. Pankaj Kr. Nath.

It is asked the committee to submit the draft feedback forms within one month from the date of this report.

4. As per decision of the IQAC meeting a committee has been formed to identify the SWOC of the college and instructed to submit the report within one month.
5. Feedback forms prepared by the committee is accepted and instructed the IQAC Coordinator to take feedback within April-May, 2013.
6. The "World Environment Day" with day long Programme on 5th June, 2013 was organised in the college.
7. As per decision of the IQAC, the Gyanom book fair is organized in the institute from 24th July to 27th July, 2013.

8. Blood Group determination camp is organized on 29th and 30th July, 2013.
9. The IQAC has organized systematic voters education in electoral participation under the guidance and cooperation of Election Officer, Nazira 104, Nazira Legislative Assembly Constituency for the students on 24th August, 2013.
10. As per decision of the IQAC the teachers Day on 5th September and Foundation Day on 7th September, 2013 is held.
11. The student workshop on "How to prepare for examination?" was organized on 13th September, 2013.
12. Late Tonu Konger memorial all Assam debating completion was held on 14th September, 2013.
13. A popular talk on Swami Vivekananda for National Integrity among the students of the College was held on 24th September, 2013.
14. A teachers' workshop on Question Paper setting and Answer Script evaluation in semester system was held on 21st September, 2013.
15. The IQAC had organized the Gandhi Jayanti programme in association with Gandhian Studies Centre extensively on 2nd October, 2013.
16. The IQAC had informed the decision to hold alumni committee meeting to the Alumni Association.
17. The IQAC Coordinator had communicated the ADC for preparation of future plan of the institute as a form of Academic calendar of 2014.
18. As per decision of the IQAC the World Diabetes Day on 14th November, 2013 was observed in the institution.


Dr. P.K. Gogoi
Coordinator, IQAC
Coordinator
I Q A C
Gargaon College