



PRAGJYOTISH COLLEGE

Estd: 1954; ISO 9001:2015 certified; SDG Accord certified

NAAC accredited since 2004 (3rd Cycle); Recognised under sections 2(f) And 12(B) of UGC

GUWAHATI – 781009, ASSAM, INDIA


<https://pragjyotishcollege.ac.in/>

Dr. Manoj Kumar Mahanta, M.Sc., Ph.D.
PRINCIPAL

Date: 08.08.2024

NOTICE

This is to inform you all that following committees are constituted for NAAC Peer Team visit.


PRINCIPAL
PRAGJYOTISH COLLEGE
BHARALUMUKH
GUWAHATI - 9

Dr. Manoj Kumar Mahanta
Principal

CENTRAL MONITORING COMMITTEE

SL. NO.	MEMBERS	DESIGNATION
1	DR. JAGADINDRA RAYCHOUDHURY	PRESIDENT, GOVERNING BODY
2	DR. MANOJ KUMAR MAHANTA	PRINCIPAL
3	DR. SHAMPA CHOUDHURY	VICE PRINCIPAL
4	DR. REENA BARMAN KALITA	SENIOR FACULTY MEMBER
5	DR. MANJIT KUMAR MAZUMDAR	ADVISOR, IQAC
6	DR. NAMITA DAS	COORDINATOR, IQAC

TEAM 1

ACCOMODATION, TRANSPORTATION AND SIGHT-SEEING FOR PEER TEAM

SL. NO.	TEAM MEMBERS
1	DR. PRIYAM BARTHAKUR (Airport Reception)
2	DR. NAMITA DAS (Airport Reception)
3	DR. MANJIT KUMAR MAZUMDAR (Airport Reception)
4	DR. AVIJIT KUMAR DUTTA (Sight-Seeing Arrangements)
5	DR. JAYANTA DEKA (Sight-Seeing Arrangements)
6	PRADIP CHANDRA KALITA (Transportation and Hotel Arrangements)
7	DR. JYOTI PRASAD DAS (Transportation and Hotel Arrangements)
8	DR. AMAR JYOTI DUTTA (Transportation and Hotel Arrangements)

BROAD DUTIES AND RESPONSIBILITIES

Make arrangements for hotel accommodation

Make arrangements for hired taxis during PTV

Arrange to pick-up PTV members from airport and transfer to allotted hotel (Day 0 of PTV)

Arrange to pick-up PTV members from hotel to college campus (Day 1 of PTV)

Arrange to transfer PTV members from college to hotel (Day 1 of PTV)

Arrange to pick-up PTV members from hotel to college campus (Day 2 of PTV)

Arrange to transfer PTV members from college to hotel/ airport (Day 1 of PTV)

Arrange for local/ outstation sight-seeing tours for PTV members (if required)

Arrange for bill payments to Hotels/ Hired Taxis

TEAM 2

MAIN GATE/ AUDITORIUM (HALL & STAGE) ARRANGEMENTS

SL. NO.	TEAM MEMBERS
1	DR. PRIYAM BARTHAKUR
2	SAUMAR RAJKHOWA
3	DR. RANJAN KUMAR BORA
4	DR. BAIKUNTHA RAJBONGSHI
5	MANAB DEKA

BROAD DUTIES AND RESPONSIBILITIES

Finalize Tent House for providing materials for auditorium furnishings

Prepare banners for:
Auditorium (Cultural Program/ Exit Meeting)
Meeting Halls (Student Meeting/ Alumni Meeting)
Main Gate

Arrangements for Auditorium Hall (Proper Cleaning/ Seating Arrangements/ Stage Decoration/ Sound System) (Day 0 of PTV)

Arrange for bill payments to Tent House

TEAM 3

GUARD OF HONOUR AND DISCIPLINARY ARRANGEMENTS

SL. NO.	TEAM MEMBERS
1	DR. NANDITA RAJBANGSHI (NSS)
2	REWATA CHOWHAI (NCC Army)
3	DR. BIDYUT BIKASH BAISHYA (NCC Navy)
4	DR. GANGOTRI BHUYAN (NCC Air)
5	DR. PALLABI DUTTA (NCC Girls)
BROAD DUTIES AND RESPONSIBILITIES	
Mobilize NCC cadets for Guard of Honour (Day 1 of PTV)	
Ground preparations at the site of Tirthanath Sarma bust for lamp-lighting ceremony (Day 1 of PTV)	
Playing of College Anthem during the lamp-lighting ceremony (Day 1 of PTV)	
Making arrangements for internal discipline during the visit period by deputig volunteers at designated spots (Days 1 & 2 of PTV)	
Making arrangements for departure reception (Day 2 of PTV)	

TEAM 4

PPT PRESENTATIONS (PRINCIPAL, IQAC & DEPARTMENTS) AND EXIT MEETING

SL. NO.	TEAM MEMBERS
1	DR. AMIT KUMAR PRADHAN
2	DR. KRISHNA DAS
3	DR. SAMRAT DEY
4	DR. RANJAN KALITA
5	DR. SANGEETA DAS
BROAD DUTIES AND RESPONSIBILITIES	
Technical arrangements for the PPT presentation by the Principal (Day 1 of PTV)	
Technical arrangements for the PPT presentation by the Departments (Day 1 of PTV)	
Technical arrangements for Exit Meeting (Day 2 of PTV)	

TEAM 5

FOOD AND REFRESHMENTS

SL. NO.	TEAM MEMBERS
1	DR. NANDINI MORAL SARMA
2	NIVA DEKA
3	DR. SATYA SANDHA DAS
4	SEEMA KAUR
5	DR. CHANDANA SARMA
6	DR. MRIDUSMITA DEVI
7	DR. KALYANI DEVI
8	UDDIPTA NAYAN MEDHI
BROAD DUTIES AND RESPONSIBILITIES	
Arrangements for Breakfast/ snacks/ tea etc. upon Peer Team arrival (Day 1 of PTV)	
Arrangements for snacks/ tea etc. during visit to IQAC office (Day 1 of PTV)	
Arrangements for snacks/ tea etc. during Departmental PPT presentations (Day 1 of PTV)	
Catering arrangements for Luncheon Meeting (Day 1 of PTV)	
Arrangements for afternoon snacks/ tea etc. (Day 1 of PTV)	

Arrangements for Dinner (Day 1 of PTV)
Arrangements for Breakfast/ snacks/ tea etc. upon Peer Team arrival (Day 2 of PTV)
Arrangements for Lunch (Day 2 of PTV)
Arrangements for High Tea (Day 2 of PTV)
Arrange for bill payments to caterers

TEAM 6

PEER TEAM MEETING WITH STUDENTS

SL. NO.	TEAM MEMBERS
1	PRADIP CHANDRA KALITA
2	DR. MAKIBUR RAHMAN
3	DR. BIMAL KUMAR TAMULI
4	DR. SURABHI MADHURI GOGOI
5	DR. BHRIGU KUMAR NATH

BROAD DUTIES AND RESPONSIBILITIES

Make arrangements for collecting Lists of 6 nos. of students (preferably 3 boys and 3 girls) from every academic department
Make a consolidated list of participating students and provide the same to IQAC
Make proper arrangements of Hall/ Venue for Student Meeting with Peer Team members
Communicate with all students well in advance and make them familiar with the modalities of the scheduled meeting
Ensure that all students are properly seated time in the meeting hall on the day of meeting (Day 1 of PTV)

TEAM 7

PEER TEAM MEETING WITH ALUMNI

SL. NO.	TEAM MEMBERS
1	SEEMA KAUR
2	DR. MRIDUL RABHA
3	PRADIP CHANDRA KALITA
4	DR. MAKIBUR RAHMAN
5	DR. NANDITA RAJBANGSHI

BROAD DUTIES AND RESPONSIBILITIES

Make arrangements for collecting Lists of 4 nos. of alumni (preferably 2 boys and 2 girls) from every academic department
Make a consolidated list of participating alumni and provide the same to IQAC
Make proper arrangements of Hall/ Venue for Alumni Meeting with Peer Team members
Communicate with all alumni well in advance and make them familiar with the modalities of the scheduled meeting
Ensure that all alumni are properly seated on time in the meeting hall on the day of meeting (Day 1 of PTV)

TEAM 8

LUNCHEON MEETING

SL. NO.	TEAM MEMBERS
1	DR. NANDINI MORAL SARMA
2	DR. REENA BARMAN KALITA
3	DR. JYOTIRMOY SENGUPTA
4	BADAN CHANDRA MAHANTA

5	PRIYANKA SARMAH
6	SEEMA KAUR
BROAD DUTIES AND RESPONSIBILITIES	
Coordinate with TEAM 5 for mode of serving and other modalities	
Monitor Dining Hall arrangements for the meeting (seating and washing)	
Make arrangements for the seating arrangements of the delegates (Day 1 of PTV)	
Make provision for Name Plates (printed on art paper) to be kept on the dining table	

TEAM 9

PEER TEAM VISITS TO DEPARTMENTS AND FACILITIES

SL. NO.	TEAM MEMBERS
1	DR. RANJAN KALITA & DR. PARMITA CHOWDHURY
2	DR. AMIT KUMAR PRADHAN & DR. KRISHNA DAS
3	DR. GARGEE SHARMAH & DR. SAITANYA KUMAR BHARADWAJ
BROAD DUTIES AND RESPONSIBILITIES	
Coordinate with Departments/ Facilities about the visit schedule by Peer Team members (Day 0 of PTV and Day 1 of PTV)	
Guide Peer Team members to different Departments/ Facilities (Day 1 of PTV)	

TEAM 10

CRITERION-WISE DOCUMENT VERIFICATION

SL. NO.	TEAM MEMBERS
1	DR. SANGEETA DAS & DR. RANJAN KALITA (CRIT. 1)
2	DR. AMIT KUMAR PRADHAN & DR. MASUM AHMED (CRIT. 2)
3	DR. BHRIGU KUMAR NATH & PANKHI SENAPATI (CRIT. 3)
4	DR. PRITI BAISHYA & DR. SAITANYA KUMAR BHARADWAJ (CRIT. 4)
5	DR. GANGOTRI BHUYAN & DR. SUMAN SAIKIA (CRIT. 5)
6	DR. SEEMASHRI BORA & DR. MAKIBUR RAHMAN (CRIT. 6)
7	DR. PARMITA CHOUDHURY & SYEDA SHAMIM SHABNAM (CRIT. 7)
8	DR. SAMRAT DEY
BROAD DUTIES AND RESPONSIBILITIES	
Make proper filing of all required documents against each criterion; arrange all documents and files in proper order so that any document can be produced promptly to the PTV members as and when sought for	
Be accustomed with the queries that were put forward during DVV clarification stage	
Present in the IQAC office well on time for replying to the queries on NAAC Peer Team (Day 1 of PTV)	

TEAM 11

PEER TEAM LOGISTICS SUPPORT

SL. NO.	TEAM MEMBERS
1	NAYAN MAHANTA
2	BILSON DAS
3	NABA KUMAR SARMA
BROAD DUTIES AND RESPONSIBILITIES	
Make proper arrangements of Computer/ Printer/ Scanner/ Pen Drive/ CD/ Internet/ Stationery materials in the Hotel Room	
Make proper arrangements of Computer/ Printer/ Scanner/ Pen Drive/ CD/ Internet/ Stationery materials in the Guest Room of college	

TEAM 12

CULTURAL PROGRAM

SL. NO.	TEAM MEMBERS
1	BISHWAJYOTI DEV MAHANTA
2	DR. KALPANA TALUKDAR
3	ANTARIPA DAS
4	JYOTIRMOY BHUYAN
5	KULDEEP PATGIRI, GEOGRAPHY DEPARTMENT, GAUHATI UNIVERSITY(ALUMNI)
BROAD DUTIES AND RESPONSIBILITIES	
Conceptualizing and working upon the details of the cultural program	
Draw up a program schedule for 1.5 hour	
Students from different ethnic communities to be involved for showcasing cultural diversity of the region	
Make suitable rehearsals for the stage performance	
Anchoring of the program (Day 1 of PTV)	

TEAM 13

EVENT COVERAGE

SL. NO.	TEAM MEMBERS
1	DR. IRA DAS
2	DR. PARASHMANI DAS
3	DR. KARABI KHERKATARY BORO
4	DR. PRITI BAISHYA
5	DR. SABRINA IQBAL SIRCAR
6	PRIYANKA RAJKHOWA
7	MAYURI BORA
BROAD DUTIES AND RESPONSIBILITIES	
To arrange for press releases prior to the commencement of the PTV	
To record the details of various events that were held during the PTV (Meeting with Principal, Meeting with IQAC, Departmental Presentations, Visits to different Departments/ Facilities, Luncheon Meeting, Meeting with Students, Meeting with Guardians, Meeting with Alumni, Cultural Function, Exit Meeting)	
To arrange for continuous video coverage during the PTV	
To arrange for press releases after the conclusion of the PTV	

TEAM 14

PEER TEAM RECEPTION

SL. NO.	TEAM MEMBERS
1	DR. NANDINI MORAL SARMA
2	NIVA DEKA
3	DR. INDRANI KALITA
4	KANNAKI KALITA
5	GAURI HAZARIKA
6	DR. HIMADRI SAIKIA
7	ANUPRIYA SAIKIA
BROAD DUTIES AND RESPONSIBILITIES	
To arrange for welcoming the Peer Team members at the College Entrance Gate (Day 1);	
To maintain close coordination with Team 3 (Guard oh Honour & Disciplinary Arrangements)	

To arrange refreshments for the Peer Team members when seated inside the Principal's Chamber (Day 1);

To maintain close coordination with Team 5 (Food and Refreshments)

To arrange refreshments for the Peer Team members during different meetings (as and when required):

1. Departmental Presentations
2. IQAC Presentations
3. Meeting with Students
4. Meeting with Guardians
5. Meeting with Alumni
6. Exit Meeting

PREPARATION SUB-COMMITTEE 1

DEPARTMENT ORIENTATION

SL. NO.	MEMBERS
1	DR. SHAMPA CHOUDHURYDR
2	DR. JYOTIRMOY SENGUPTA
3	BISHWAJYOTI DEV MAHANTA
4	DR. IRA DAS
5	DR. AMAR JYOTI DUTTA
BROAD DUTIES AND RESPONSIBILITIES	
To ensure that all of the IQAC directives as given below to the Academic Departments have been complied with	
1.	Finalize Departmental Profile
2.	Prepare Departmental PPT
3.	Proper and adequate awareness amongst the students, guardians and alumni regarding PTV
4.	Ensure overall cleanliness and general order in the departmental premises
5.	Ensure that all fans and lights are in working condition
6.	Proper functioning of Departmental Library (if provision exists)
7.	Proper display of Departmental Action Plan : <i>Include points on Introduction of Add-On Programs, Student Exchange Program, Faculty Exchange Program, Educational Excursions, Student Seminars, Celebration of significant events and other co-curricular/ extra-curricular activities</i>
8.	Proper display of Incumbency Boards
9.	Proper display of Staff Duty fragmentation
10.	Proper display and records of Student Enrolment
11.	Proper display and records of Final Exam Results
12.	Proper display of Group Photos of Graduate and Post-Graduate Batches (if available)
13.	Proper display of photos of Batch Toppers
14.	Proper display of PO/CO
15.	Proper display of Departmental Activities
16.	Proper display of Laboratory Safety Guidelines
17.	Proper display of Research Projects (if any)
18.	Proper display of departmental publications
19.	Updating departmental Wall Magazines (if required)
20.	Creation of E-Resource database (stored in departmental computers)
21.	Updating Anti-Virus software in departmental computers
22.	Finalize the list of all newly admitted students
23.	Reconstitution of DAC
24.	Proper records of DAC meetings
25.	Proper records of Lesson Plans
26.	Proper records of Student Attendance (e.g. Attendance Registers)
27.	Proper records of Offline Classes
28.	Proper records of Online Classes (Google Classrooms, Google Meets, etc.)
29.	Proper records of Mentoring System/ Month-wise program by each mentor for their allotted mentees
30.	Proper records of Student Progression
31.	Proper records of Alumni Database and Activities
32.	Proper records of Bridge Courses/ Remedial Classes/ Tutorial Classes

PREPARATION SUB-COMMITTEE 2

CAMPUS ORIENTATION

SL. NO.	MEMBERS
1	BADAN CHANDRA MAHANTA
2	DR. BAIKUNTHA RAJBONGSHI
3	NABADEEP DAS
4	DR. JYOTI PRASAD DAS
5	DR. BHRIGU KUMAR NATH
BROAD DUTIES AND RESPONSIBILITIES	
Ensure that all of the following have been complied with:	
1. Overall cleanliness and order within the campus	
2. Coordinate with the Campus Beautification Committee	
3. Removal of notices/ leaflets/ other papers stuck to window panes/ glasses/ doors/ desks and any other places	
4. Removal of old notices from the Notice Boards	
5. Identification of locations for additional Notice Boards if required	
6. Removal of old and redundant notice/ signboards in different locations of the campus and blocks	
7. Placement of sufficient dustbins at different locations in the campus	
8. Working condition of lights and fans in different classrooms (general ones)	
9. Removal and disposal of broken furniture in different nook and corners of the campus	
10. Identification of broken window panes/ glasses/ doors/ ceilings etc. and arrange for fixation	

PREPARATION SUB-COMMITTEE 3

OFFICE, UNITS & WINGS ORIENTATION

SL. NO.	MEMBERS
1	ARPANA DAS
2	DR. JYOTIRMOY SENGUPTA
3	SAROJ SARMA
4	DR. SATYA SANDHA DAS
5	DR. AVIJIT KUMAR DUTTA
6	DR. GIREEN CHANDRA DAS
7	DR. JAYANTA DEKA
8	DR. BIDYUT BIKASH BAISHYA
BROAD DUTIES AND RESPONSIBILITIES	
To ensure that all of the following have been complied with:	
Principal's Office: <ol style="list-style-type: none">To set up Visitor's Room (Furniture and Drapery)To set up Book Shelf in Visitor's RoomTo set up Reception KioskTo introduce Visitor's Pass mechanism	
College Office: <ol style="list-style-type: none">To ensure overall cleanliness and order inside the office roomTo set up Visitor's Room (Furniture and Drapery)To erect Duty Fragmentation Board in the Visitor's RoomAnti-Virus update in all computers	
Office of the Estate Officer: <ol style="list-style-type: none">To finalize functioning guidelinesTo set up Office Room (Furniture, Drapery, Computer Sets)To ensure proper lighting and fan	
Records Room: <ol style="list-style-type: none">To ensure overall cleanliness and order inside the roomTo ensure proper labelling of the storage units	
Office of PCRTF and PCGF: <ol style="list-style-type: none">To set up Office Room (Furniture and Drapery)To ensure proper lighting and fan	
Office of PCAKS: <ol style="list-style-type: none">To set up Office Room (Furniture and Drapery)To ensure proper lighting and fanTo erect Display Board	
e-waste and Electrical Storage Room: <ol style="list-style-type: none">To ensure overall cleanliness and order inside the roomTo impart necessary instructions to the In-Charge (as deemed fit)	
Office of Rashtriya Sanskrit Sansthan: (in consultation with Sanskrit Dept) <ol style="list-style-type: none">To set up Office Room (Furniture and Drapery)To ensure proper lighting and fanTo erect Display Board	
College Canteen: (in consultation with Canteen Monitoring Committee) <ol style="list-style-type: none">To ensure overall cleanliness, order and hygiene inside the canteenTo arrange for inspection by Food Inspector	
Publication Hub and Storage Room: (in consultation with Publication Hub Committee) <ol style="list-style-type: none">To ensure overall cleanliness and order inside the roomTo keep the files and other records in order	
First Aid Centre:	

(in consultation with Health Care Promotion and Maintenance Committee)

1. To ensure overall cleanliness and order inside the centre
2. To devise functioning guidelines

Rest Room for Differently-Abled cum Day Care Centre:

(in consultation with Health Care Promotion and Maintenance Committee)

1. To ensure overall cleanliness and order inside the room
2. To devise functioning guidelines

Examination Sick Room:

(in consultation with Health Care Promotion and Maintenance Committee)

1. To ensure overall cleanliness and order inside the centre
2. To devise functioning guidelines

Yoga Arena:

(in consultation with Health Care Promotion and Maintenance Committee)

1. To ensure overall cleanliness and order inside the room
2. To provide required equipment/ furniture
3. To erect Display Board

Gymnasium Hub:

(in consultation with Health Care Promotion and Maintenance Committee)

1. To ensure overall cleanliness and order inside the room

NCC Offices: (in consultation with NCC Advisory Committee)

1. To ensure overall cleanliness and order inside the office
2. To keep the files and other records in order

Career Guidance Cell: (in consultation with CGC)

1. Set up designated office
2. To erect Display Board

Students' Counselling Cell: (in consultation with SCC)

1. Set up designated office
2. To erect Display Board

Students' Grievance Redressal Cell: (in consultation with SGRC)

1. Set up designated office
2. To erect Display Board

Research Lab/ Entrepreneurship Development Cell:

(in consultation with Economics Dept)

1. Set up designated office
2. To erect Display Board

Receiving Box (in front of Principal's Office Chamber)

1. Devise functioning mechanism

Receiving Box (in front of College Office)

1. Devise functioning mechanism

Receiving Box (in front of IQAC Office)

1. Devise functioning mechanism

Office of the PCTU

1. To ensure overall cleanliness and order inside the office
2. To keep the files and other records in order

Office of the PCSSS

1. To ensure overall cleanliness and order inside the office
2. To keep the files and other records in order

Sports Library

1. To ensure overall cleanliness and order inside the library
2. To keep the stock, files and other materials in order

Office of PCWSC

1. To ensure overall cleanliness and order inside the office
2. To keep the files and other records in order