

**GUIDELINES FOR PREPARATION OF
DEPARTMENTAL PROFILE**

1. LAYOUT OF COVER PAGE

DEPARTMENTAL PROFILE



DEPARTMENT
PRAGJYOTISH COLLEGE, GUWAHATI – 781 009

JUNE 2019

2. DEPARTMENTAL STATISTICS AT A GLANCE:

Criteria	Details
Name of the Department	
Year of Establishment	
No. of Sanctioned Posts of Teachers (if any)	
No. of Vacant Posts of Teachers (if any)	
No. of Whole-time Teachers (if any)	
No. of Part-time Teachers (if any)	
No. of Non-Teaching Staff (if any)	
No. of Technical Staff (if any)	
Routine Courses offered by the Department	
Add-on Courses (Diploma/ Certificate) offered by the Department (if any)	
No. of Students enrolled (Major Course) (July 2013-June 2019)	
No. of Students enrolled (General Course) (July 2013-June 2019)	
No. of Students enrolled (Other Courses) (July 2013-June 2019)	
No. of Students passed (Major Course) (July 2013-June 2019)	
No. of Students securing First Class in Major Course (if any) (July 2013-June 2019)	
No. of Research Papers published in Journals (July 2013-June 2019)	
No. of Research Papers published in Proceedings Volumes (July 2013-June 2019)	
No. of Authored Books (July 2013-June 2019)	
No. of Edited Books (July 2013-June 2019)	
No. of Chapters in Edited Books (July 2013-June 2019)	

Awards & Recognitions received by Teaching Staff (if any) (July 2013-June 2019)	
No. of Teaching Staff having Ph.D. Guide-ship (if any) (July 2013-June 2019)	
Awards & Recognitions received by Non-Teaching Staff (if any) (July 2013-June 2019)	
Awards & Recognitions received by Students (if any) (July 2013-June 2019)	
No. of National Conferences/ Seminars/ Symposias/ Workshops attended by teachers (July 2013-June 2019)	
No. of International Conferences/ Seminars/ Symposias/ Workshops attended by teachers (July 2013-June 2019)	
No. of Orientation Programmes/ Refresher Courses/ Faculty Development Programmes attended (July 2013-June 2019)	
No. of ongoing Research Projects (if any) (July 2013-June 2019)	
Total outlay of ongoing Research Projects (if any) (July 2013-June 2019)	
No. of completed Research Projects (if any) (July 2013-June 2019)	
Total outlay of completed Research Projects (if any) (July 2013-June 2019)	
No. of Parent-Teachers Meets held (if any) (July 2013-June 2019)	
No. of Alumni Meets held (if any) (July 2013-June 2019)	
No. of Conferences/ Seminars/ Symposias/ Workshops organized by the Department (if any) (July 2013-June 2019)	
No. of Invited Talks/ Memorial Lectures organized by the Department (if any) (July 2013-June 2019)	
No. of other programmes organized by the Department (if any) (July 2013-June 2019)	
No. of Field Works/ Study Tours conducted for Students (if any) (July 2013-June 2019)	
No. of Outreach activities conducted (if any) (July 2013-June 2019)	
No. of Books in the Departmental Library (if any)	
No. of Journals/ Magazines/ Periodicals in the Departmental Library (if any)	
No. of Computers in the Department	
Printers available in the Department (if any).....YES/ NO	

No. of LCD Projectors in the Department (if any)	
Smart Class Rooms in the Department (if any).....YES/ NO	
Name of Departmental Wall Magazine (if any)	
Name of Departmental Journal/ Magazine/ Newsletter (if any)	
Names of other Departmental Publications e.g. Books/ Conference Volumes/ etc (if any)	
Name of Departmental Association (if any)	
No. of collaborations/ MoUs (if any)	

3. INTRODUCTION:

4. FACULTY PROFILE:

- Profile of faculty members (sanctioned/ whole-time) who served in the department (in seniority order):

Name of Faculty Member	Date of Joining	Last date of service

(Use separate rows for individual entries)

- Profile of faculty members (sanctioned/ whole-time) who are currently serving in the department (in seniority order)

Name of Faculty Member	Designation	Highest Qualification	Specialization	Date of Birth	Date of Joining	Phone	E-Mail	PAN

(Use separate rows for individual entries)

- Participation in various events like Conferences, Seminars, Symposia and Workshops for the period July 2013-June 2019 (to be listed in chronological order):

Name of Event	Level (Local/ State/ National/ International)	Dates	Venue	Nature of participation (presented paper/ attended only)

(Use separate rows for individual entries)

- Publications like Research Papers in Journals (UGC listed only) / Authored Books/ Edited Books/ Chapters in Edited Books/ Papers in Conference Proceedings for the period July 2013-June 2019 (to be listed in chronological order):

Name of Faculty Member	Category (Journals/ Authored Books/ Edited Books/ Chapters in Edited Books)	Title of Publication	Source (Name of Journal/ Book)	Year of Publication	Page No.	Citation Index	h-index	Impact Factor	ISSN/ ISBN No.

(Use separate rows for individual entries)

- Miscellaneous publications (other than listed as above) for the period July 2013 – June 2018 (to be listed in chronological order)

Name of Faculty Member	Category (Research Papers in Journals not listed by UGC/ Newspapers/ Magazines/ Souvenirs/ etc)	Title of Publication	Source where published	Year of Publication	Page No.

(Use separate rows for individual entries)

- Awards & Recognitions for the period July 2013-June 2019 (to be listed in chronological order):

Name of Faculty Member	Name of Award	Name of Awarding Body	Category (Local/ State/ National/ International)	Date of Award

(Use separate rows for individual entries)

- Research Projects for the period July 2013-June 2019 (to be listed in chronological order):

Name of Faculty Member	Nature of the Project (Minor Research/ Major Research)	Name of Funding Agency	Duration	Total Grant Sanctioned

(Use separate rows for individual entries)

5. STUDENT PROFILE:

- Profile in following format :

Class	Year of Admission	No. of Students enrolled
P.G.	2013	
	2014	
	2015	
	2016	
	2017	
	2018	
U.G. (Major)	2013	
	2014	
	2015	
	2016	
	2017	
	2018	

U.G. (General)	2013	
	2014	
	2015	
	2016	
	2017	
Higher Secondary	2013	
	2014	
	2015	
	2016	
	2017	
	2018	
Diploma	2013	
	2014	
	2015	
	2016	
	2017	
	2018	
Certificate	2013	
	2014	
	2015	
	2016	
	2017	
	2018	

- Awards/ Medals for outstanding performance in sports/ cultural activities (in chronological order):

Name of the student	ID No./ Roll No.	Name of Award/ Medal	Category (Sports/ Cultural)	Category (National/ International)	Year

(Use separate rows for individual entries)

- Results of final examination:

Class	Year	No. of Students appeared in Exam	No. of Students passed in Exam	No. of Students securing First Class/ Division
P.G.	2013			
	2014			
	2015			
	2016			
	2017			
	2018			
U.G. (Major)	2013			
	2014			
	2015			
	2016			
	2017			
	2018			
U.G. (General)	2013			
	2014			
	2015			
	2016			
	2017			
	2018			
Higher Secondary	2013			
	2014			
	2015			
	2016			
	2017			
	2018			
Diploma	2013			
	2014			
	2015			
	2016			
	2017			
	2018			
Certificate	2013			
	2014			
	2015			

	2016			
	2017			
	2018			

- Student qualification in state/ national/ international level examinations like NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ JAM/ TOEFL/ Civil Services/ Central Government Services/ State Government Services/ Others (in chronological order):

Name of exam	No. of students qualified/ selected	Registration/ Roll No. for the exam

(Use separate rows for individual entries)

- Student progression to higher education (in chronological order):

Name of Student	Year of passing	Name of Institution joined	Name of Programme admitted to

(Use separate rows for individual entries)

- Campus placement (in chronological order):

On Campus			Off Campus		
Name of Organizations visited	No. of students participated	No. of students placed	Name of Organizations visited	No. of students participated	No. of students placed

(Use separate rows for individual entries)

6. DETAILS/ DESCRIPTION OF LEARNING RESOURCES AVAILABLE IN THE DEPARTMENT:

Books:

Journals/ Magazines/ Periodicals:

E-Resources (E-Books/ PPTs/ Videos/ Others):

Smart Class Rooms:

Computers/ Internet/ LCD Projectors:

7. DETAILS OF COLLABORATIONS:

Nature of collaborative activities	Dates of activities	Participant details	Financial support

(Use separate rows for individual entries)

Nature of Linkages with Institutions/ Industries (for Internship/ On-the-Job-Training/ Project Work/ Sharing of Research Facilities)	Names of Linkage Partners	Dates of activities	Participant details

(Use separate rows for individual entries)

Organization with which MoU made	Date of effect of MoU	Purpose of MoU	No. of students/ teachers participated under MoU

(Use separate rows for individual entries)

8. DETAILS OF DEPARTMENTAL ACTIVITIES:

Category of Activities	Names of Activities	Dates of Activities	Names of Agencies involved (if any)	No. of Students involved
Capability enhancement activities				
Remedial classes				

Tutorial classes				
Bridge courses				
Career Counseling programmes				
Cultural Programmes (Freshmen Social/ Farewell Function, etc)				
Events of national/ international significance				
Sports and Games activities/ events				
Alumni activities				
Extension activities				
Others (Invited Talks/ Seminars/ etc				

9. PLAN OF ACTION OF THE DEPARTMENT FOR THE NEXT 5 YEARS (JULY 2018 – JUNE 2023):
