

ANNUAL REPORT

JULY 2018 – JUNE 2019



INTERNAL QUALITY ASSURANCE CELL

PRAGJYOTISH COLLEGE

GUWAHATI – 781 009

IQAC ANNUAL REPORT

(JULY 2018 – JUNE 2019)

MEETINGS ORGANIZED BY IQAC:

| Dates of Meetings | Stakeholders Involved | No. of Members Present | Sl. No. of Resolutions Adopted |
|-------------------|--|------------------------|--------------------------------|
| 03.10.2018 | IQAC Chairperson, IQAC Coordinator and all faculty members | | |
| 09.11.2018 | IQAC Chairperson, IQAC Coordinator, IQAC In-house committee members, Conveners of all AQAR Preparation Sub-committees and IQAC IT Cell members | 19 | 11 nos. |
| 28.01.2019 | IQAC Chairperson, IQAC Coordinator, Conveners of all SSR Computational Group and IQAC IT Cell members | 15 | 7 nos. |
| 09.02.2019 | IQAC Core Committee | 15 | 2019/041 to 2019/050 |
| 22.02.2019 | IQAC Chairperson, IQAC Coordinator, HODs | 34 | 11 nos. |
| 06.03.2019 | IQAC Chairperson, IQAC Coordinator, IQAC In-house committee members, Pragjyotish College Students' Union and Pragjyotish College Retired Teachers' Forum | 17 | 6 nos. |
| 04.05.2019 | IQAC Chairperson, IQAC Coordinator, Conveners of all SSR Computational Group, Librarian, office representatives, IQAC Technical Officer | 14 | 6 nos. |
| 25.05.2019 | IQAC Core Committee, Pragjyotish College Guardians' Forum | 21 | 2019/051 to 2019/064 |

IQAC CORE COMMITTEE RESOLUTIONS ADOPTED:

| Date | Resolution No. | Brief subject outline |
|------------|----------------|---|
| 09.02.2019 | 2019/041 | Request for technical and manpower support to Gauhati University for conducting Green Audit |
| | 2019/042 | Issue directions to all stakeholders to submit official documents that are required for AQAR/SST, directly to IQAC; in-house committees to submit documents both before and after holding of events |
| | 2019/043 | Appointment of Technical Officer in the IQAC Office and responsibility of entrusting the development of new college web portal |
| | 2019/044 | Submission of medical certificate by students at the time of admission and organizing health check-up camps after admission |
| | 2019/045 | Provision for a Boy's Hostel in the old arts block after its vacation and shifting of the existing department to the new arts block |
| | 2019/046 | Devising a new uniform format of Employee's Identity Card |
| | 2019/047 | Adoption and execution of the Draft Action Plans charted for Institutional and Departmental levels, in a phased manner |
| | 2019/048 | Production of a documentary on college profile |
| | 2019/049 | Holding of a Guardian's Meet and obtaining of Guardians' feedback in a standard format through distribution at departmental levels |
| | 2019/050 | Extension of term of existing committees; inclusion of student members in 15 additional committees, in addition to the existing; inclusion of President of PCRTF, President of PCAA and President of PCGF as IQAC Core Committee members |
| 25.05.2019 | 2019/051 | Redesignation and renumbering of all the existing blocks/ rooms of the college in a uniform format and assignment of appropriate signage |
| | 2019/052 | Declaration of the college campus as NO PLASTIC ZONE |
| | 2019/053 | Declaration of the college campus as a RAGGING and VIOLENCE FREE CAMPUS |
| | 2019/054 | Declaration of the college canteen as a JUNK FOOD FREE CANTEEN |
| | 2019/055 | Allocation of the running and maintenance of the college canteen on cooperative basis to interested stakeholders |
| | 2019/056 | Opening of a multi-facilitation unit inside the college campus, for catering to the needs of students and teachers and allocation of the running and maintenance of the multi-facilitation unit on cooperative basis to interested stakeholders |
| | 2019/057 | Allocation of the maintenance and framing of a productive mechanism of the two college ponds on cooperative basis to interested stakeholders |
| | 2019/058 | Allocation of office rooms, one each to PCGF and PCRTF in the Old Arts Block |
| | 2019/059 | Allocation of a RECORDS ROOM in the Old Arts Block |
| | 2019/060 | Organization of visits by PCAA, PCGF and PCRTF to all academic departments of the college for morale boosting on the eve of NAAC visit |
| | 2019/061 | Ensuring footwear as part of the college uniform |

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| | 2019/062 | Renting out of the video-conference hall to external parties in rent for generating income |
| | 2019/063 | Introduction of special coaching classes to matriculation fail students from fringe localities in subjects like English and Mathematics, and to involve students of the college in the scheme |
| | 2019/064 | Involving students of certain departments to take up classes in schools of their respective home localities/ villages during vacations as part of extension activities of the institution |
| | 2019/065 | Formation of new Executive Committee of PCGF, framing of functioning guidelines and mobilization of the members for certain activities on the eve of NAAC visit |
| | 2019/066 | Widening the membership base of PCRTF, framing of functioning guidelines and mobilization of the members for certain activities on the eve of NAAC visit |
| | 2019/067 | Society registration of PCAA and mobilization of the members for certain activities on the eve of NAAC visit |

EVENTS/ ACTIVITIES ORGANIZED BY IQAC:

| Date | Name of the Event | Stakeholders Involved | Details of Participants |
|-------------------------------|---|---|---|
| 14.08.2018 | Interaction Program on new revised NAAC A & A system | 1. IQAC 2. Resource person | Arindam Talukdar, Ex-Coordinator, IQAC, Bajali College; IQAC Chairperson; IQAC Coordinator; 4 former IQAC coordinators; Conveners of all SSR Computational Groups; Total: 12 |
| 13.12.2018 | Interaction Program on new revised NAAC A & A system | 1. IQAC 2. Resource persons | Dr. Krishna Gopal Bhattacharya, former Director, Academic Staff College, Gauhati University Dr. Indra Kumar Bhattacharjee, former Principal, Cotton College IQAC Chairperson; IQAC Coordinator; Members of teaching staff; Total: 71 |
| 04.02.2019 - 09.02.2019 | One Week Faculty Development Program on "Behavioral Remodeling and Use of ICT Tools for Classroom Delivery of | 1. IQAC 2. Botany Department 3. Hindi Department 4. Resource persons | -----, Electronics and ICT Academy, IIT, Guwahati; -----Mantra Associates; 43 faculty members (36 in-house and 7 external); |

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|-------------------------------|---|--|---|
| | Teachers” | | IQAC Chairperson; IQAC Coordinator; Dr. Reena Barman Kalita (HOD, Botany Dept) & Nandita Rajbangshi (HOD, Hindi Dept.) Total: 47 |
| 05.03.2019 - 07.03.2019 | 3 days Theatre-in- Education (TIE) Workshop on “Acting for Creativity” | 1. IQAC 2. Performing Arts Department 3. Resource persons | Piklu Ghosh and Ankit Lohar, TIE Wing of National School of Drama (NSD), Agartala; IQAC Chairperson; IQAC Coordinator; 20 student participants; Faculty members of Performing Arts Department Total: 24 |
| 09.03.2019 | Guardians’ Meet | 1. IQAC 2. Guardians 3. Pragjyotish College Retired Teachers’ Forum | 92 nos. of guardians; Members of Pragjyotish College Retired Teachers’ Forum; IQAC Chairperson; IQAC Coordinator; Total: 110 |
| 27.03.2019 - 28.03.2019 | Two-day Workshop on Artificial Intelligence | 1. IQAC 2. BCA Department 3. Resource persons | Adarsh Pradhan, CSE Department, GIMT, Guwahati; Faculty members of BCA; 37 students Total: 42 |
| 25.05.2019 | Inauguration of the new institutional web portal | 1. IQAC 2. Invited guest | Dr. Satyendra Kumar Choudhury, Member, Governing Body; IQAC Chairperson; IQAC Coordinator; Members of teaching & non- teaching staff; Members of PCSU; Members of PCGF; Total: 58 |
| 27.05.2019 | Interaction Program on new revised NAAC A & A system | 1. IQAC 2. Resource persons | Dr. Pradyumna Sharmah, Coordinator, IQAC, Nalbari College; Dr. Subrata Barman, Dept of Economics, Nalbari College; IQAC Chairperson; IQAC Coordinator; Conveners of all SSR Computational Groups; IQAC IT Cell members; HODs of different academic departments; Total: 28 |

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| 30.05.2019 | Popular Talk on “Research Opportunities and International Collaboration” | 1. IQAC 2. Institutional Level Bio-Tech Hub 3. Zoology Department 4. Resource person | Prof. Jogen Chandra Kalita, Director, Human Resource Development Council (HRDC), Gauhati University; IQAC Chairperson; IQAC Coordinator; Students & members of teaching staff from various academic departments; Total: 59 |
| 03.06.2019 | Special Training Program on institutional portal uploading process by departmental admins and usage of new institutional email IDs | 1. IQAC 2. Computer Science Department 3. Website Updating and Maintenance Committee | Program Coordinators (Dr. Saitanya Kumar Bharadwaj, Dr. Aziz Khan & Nayan Mahanta); IQAC Coordinator; Teaching staff representatives from all academic departments Total: 27 |
| 10.06.2019 | Academic & Administrative Mock Visit | 1. IQAC 2. Academic & Administrative Audit Committee 3. Resource persons | Dr. Krishna Gopal Bhattacharya, former Director, Academic Staff College, Gauhati University; Dr. Indra Kumar Bhattacharjee, former Principal, Cotton College; IQAC Chairperson; IQAC Coordinator; Dr. Jyotirmoy Sengupta, Convener, Academic & Administrative Audit Committee; Total: 29 departments |
| 19.06.2019 | One-day National Workshop on “Intellectual Property Rights” | 1. IQAC 2. History Department 3. Resource persons | Dr. Topi Basar, National Law University & Judicial Academy Assam; Anee Das, Nagaon Bar Association; Prakreetish Sarma, National Law University & Judicial Academy Assam; IQAC Chairperson; IQAC Coordinator; Teaching staff representatives from all academic departments and other colleges; Total: 128 participants |

TASKS UNDERTAKEN BY IQAC:

Apart from the various meetings, activities and events organized under the active initiative of IQAC, the following tasks were also executed during the current assessment year.

- Printing of IQAC registers during July 2017; Standard **format** introduced for departmental daily class records in the form of Daily Class Monitoring Diary
- Publication of Academic Calendar (2018-19 Part – I) on 01.08.2018
- Creation of WhatsApp Group for HODs on 16.08.2018 for in-house communication
- Creation of WhatsApp Group for Faculty Members (Sanctioned) on 16.08.2018 for in-house communication
- Arrangement to collect departmental term-end examination results, students' attendance records and incumbency lists from 04.09.2018
- Arrangement to collect student details of TDC, MA (Assamese), MTM, BBA and BCA courses in a standard **format** from 07.09.2018
- Arrangement to collect OP/ RC/ STP details of faculty members in a standard **format** from 12.09.2018
- Arrangement to collect details of departmental activities in a standard **format** from 12.09.2018
- Submission of AQAR (2010-2011) on 15.09.2018 to NAAC
- Submission of AQAR (2011-2012) on 22.09.2018 to NAAC
- Submission of AQAR (2012-2013) on 28.09.2018 to NAAC
- Students' Feedback in a standard **format** conducted for students pursuing the TDC Major Course/ BBA/ BCA/ MA/ MTM on 05.10.2018 (Friday) from 11 a.m. to 12 noon.
- Creation of WhatsApp Group for Faculty Members (Non-Sanctioned) on 09.10.2018 for in-house communication
- Creation of WhatsApp Group for AQAR-SSR Computational Group on 12.11.2018 for in-house communication
- Supply of hard copies of new AQAR format to all academic departments from 14.11.2018

- Arrangement to collect copies of PAN card, publications, seminar etc certificates from superannuated faculty members from 25.11.2018
- Submission of AQARs (2013-2014, 2014-2015, 2015-2016, 2016-2017 and 2017-2018) on 29.12.2018 to NAAC
- Collection of student details (email and phone number) of students in a standard **format** during TDC 1st, 3rd and 5th Semester examinations held during November and December 2019
- Conduct of Preliminary Ground Survey of all Buildings/ Blocks/ Rooms inside the college campus in a standard **format** and renaming the rooms and blocks during December 2018
- Publication of Academic Calendar (2018-19 Part – II) on 18.01.2019
- SSR compilation works started by SSR Computational Group from 29.01.2019
- Extension of the working term of different in-house committees etc until the NAAC Assessment and Accreditation process is over (vide office memo No. PC/IQAC/INT/2019/826 dated 13.02.2019)
- Inclusion of student members in 15 more in-house committees etc in addition to the existing 4 committees (vide office memo No. PC/IQAC/INT/2019/826 dated 13.02.2019)
- Appointment of Dr. Aziz Khan as Technical Officer in IQAC Office (vide office memo No. PC/IQAC/INT/2019/827 dated 13.02.2019)
- Issuance of **guidelines** to all HODs, faculty members, heads of in-house bodies, college office and students to provide all official documents to IQAC without unreasonable delay (vide notice dated 14.02.2019)
- Arrangement for GB approval to include student members in 15 in-house bodies in addition to the previous 4 in-house bodies viz. Information and Career Guidance Cell, Academic Committee, Campus beautification Committee, Extension Education Advisory Committee, Library Advisory Committee, Sports and Games Promotion Committee, Students' Discipline Maintenance Committee, Hostel Advisory Committee, Scouts and Guides Advisory Committee, NSS Advisory Committee, NCC Advisory Committee, Health Care Promotion and Maintenance Committee, Students' Grievance Redressal Cell, Canteen Monitoring Committee, Students' Counseling Centre, Anti-Ragging Central Committee, Internal Complaints Committee Project

Monitoring Committee, RUSA and Internal Quality Assurance Cell (vide office memo No. PC/IQAC/INT/2019/828 dated 18.02.2019)

- Charting of both **Institutional Action Plan** and **Departmental Action Plan**; arrangement to collect Action Taken Report on Departmental Action Plan in a standard **format** from 23.02.2019
- Initiation of steps to start Green Audit, with technical assistance from the Department of Environmental Science, Gauhati University (vide notice dated 01.03.2019)
- Initiation of steps to distribute and collect Guardians' Feedback from the guardians of students enrolled in the TDC (Major), BBA, BCA, MA and MTM courses, in a standard **format** (vide notice dated 01.03.2019)
- Checking of student details (phone number, email id) in the IQAC office prior to university examination form fill-up
- New IQAC Core Committee constituted with 3 additional members viz. President, Pragjyotish College Alumni Association; President, Pragjyotish College Retired Teachers' Forum; President, Pragjyotish College Guardians' Forum (vide notice dated 27.03.2019)
- Initiation to reconstitute Departmental Advisory Committees in a standard **format**, by including one guardian and students representatives of various classes (vide notice dated 29.04.2019)
- Inauguration of new institutional portal (www.pragjyotishcollege.ac.in) on 25.05.2019 by Dr. Satyendra Kumar Choudhury (GB member), which was designed exclusively by Dr. Aziz Khan, Technical Officer attached to IQAC, under the active monitoring of IQAC and Website Updating and Maintenance Committee
- Taking initiative to provide institutional email IDs to all faculty members and certain categories of administrative heads in the new institutional domain; email lists circulated on 25.05.2019 after inauguration of the portal
- Distribution of a standard **format** for collecting guardian details from each individual department to the President of Pragjyotish College Guardians' Forum on 25.05.2019, at the IQAC Core Committee meeting
- Framing **Code of Professional Ethics & Conduct**, along with **Functioning Guidelines for various stakeholders of the institution like Governing Body, Principal, Librarian, Teaching Staff, Non-Teaching Staff and In-house Wings**, and circulation amongst all

stakeholders on 26.05.2019 in the respective WhatsApp Groups, apart from website upload

- Issuing of **guidelines** to Members of Teaching Staff, Non-Teaching Staff, Heads of various In-House Bodies and Students, on the category of documents to be provided to IQAC for AQAR/SSR preparation
- Collection of student admission lists and term-end examination result sheets from college office from 2013-14 session onwards and stock-piling in the IQAC office during May 2019
- Taking initiative to go for 100% online admissions for the 2019-20 session and finalizing the admission portal software and payment gateways during May 2019
- Preparation works for publishing a coloured Catalogue of all institutional publications by entering details in a standard **format** during May 2019
- Checking student details (email and phone number) of students during TDC 2nd, 4th and 6th Semester examinations held during May and June 2019
- Initiative to upload certain category of data in the institutional website at departmental level by training up faculty members from all academic departments (vide notice dated 01.06.2019)
- Arrangement for holding at least one Departmental Advisory Committee meeting in each academic department by the newly constituted DAC (vide Notice dated 01.06.2019)
- Initiative to sign at least one MoU or establish linkage with external organization (college/ university/ other institution) by all academic departments to facilitate faculty exchange/ student exchange/ internship/ field trip/ on-the-job training (vide Notice dated 01.06.2019)
- Step-by-Step Guide for Uploading Website Contents designed and circulated on 03.06.2019 for all website admins
- Departmental visits by IQAC Coordinator for distributing and explaining Action Plan and Records Checklists on 03.06.2019, 04.06.2019 and 07.06.2019
- Standard **formats** for Course Distribution/ Curriculum break-up supplied to all departments on 15.06.2019
- Conduct of Final Ground Survey of all Buildings/ Blocks/ Rooms inside the college campus and renaming the rooms and blocks in a uniform manner, starting from

07.06.2019; new room numbers to be allocated and new boards fitted before the start of the next academic session

- New **format** for Employees Identity Card designed and distribution started from 07.06.2019
- Arrangement to modify the existing Teaching Plan format of the college and make effective from the 2019-20 academic session (vide office memo No. PC/IQAC/INT/2019/000 dated 07.06.2019)
- Standard **format** for Staff Duty Fragmentation List supplied to all departments on 12.06.2019
- Instruction sent to all academic departments to prepare and upload Course Outcomes (CO) and Programme Outcomes (PO) on 12.06.2019; model examples of other institutions supplied for ease of preparation
- Instruction sent to all academic departments on 13.06.2019 to ensure that no faculty member teaches the same topic/ course curriculum for more than 3 years continuously
- Publication of Academic Calendar (2019-20 Part – I) on 14.06.2019
- Initiative to hold a program on Intellectual Property Rights for the first time in the college on 19.06.2019
- Conduct of departmental visits with Academic & Administrative Audit Team on 10.06.2019
- Finalizing student details (email and phone number) for Student Satisfaction Survey during June 2019
- Initiative to put up 3 types of display boards in all classrooms (for students) and in other rooms (for power savings) within July 2019

FORMATS DESIGNED BY IQAC FOR DATA COLLECTION:

1. Daily Class Monitoring Diary
2. Student details of TDC, MA (Assamese), MTM, BBA and BCA courses
3. OP/ RC/ STP details of faculty members
4. Details of departmental activities
5. Students' Feedback Form
6. Student details (email and phone number)
7. Survey of all Buildings/ Blocks/ Rooms inside the college campus
8. Action Taken Report on Departmental Action Plan
9. Guardians' Feedback Form
10. Departmental Advisory Committees
11. Departmental guardian details
12. Code of Professional Ethics & Conduct for
 - (a) Governing Body
 - (b) Principal
 - (c) Librarian
 - (d) Teaching Staff
 - (e) Non-Teaching Staff
13. Functioning Guidelines for In-house Wings
14. Details of institutional publications
15. Check List for Departmental Interventions
16. Total academic curriculum break-up (non-CBCS)
17. Odd semester faculty-wise course distribution
18. Employees Identity Card
19. Staff Duty Fragmentation List

Compiled for in-house circulation by:
Internal Quality Assurance Cell
(IQAC)
Pragjyotish College