

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

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);

	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

30.05.2019	Popular Talk on "Research Opportunities and International Collaboration"	<ol style="list-style-type: none"> 1. IQAC 2. Institutional Level Bio-Tech Hub 3. Zoology Department 4. Resource person 	<p>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</p>
03.06.2019	Special Training Program on institutional portal uploading process by departmental admins and usage of new institutional email IDs	<ol style="list-style-type: none"> 1. IQAC 2. Computer Science Department 3. Website Updating and Maintenance Committee 	<p>Program Coordinators (Dr. Saitanya Kumar Bharadwaj, Dr. Aziz Khan & Nayan Mahanta); IQAC Coordinator; Teaching staff representatives from all academic departments Total: 27</p>
10.06.2019	Academic & Administrative Mock Visit	<ol style="list-style-type: none"> 1. IQAC 2. Academic & Administrative Audit Committee 3. Resource persons 	<p>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</p>
19.06.2019	One-day National Workshop on "Intellectual Property Rights"	<ol style="list-style-type: none"> 1. IQAC 2. History Department 3. Resource persons 	<p>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</p>

FACULTY DEVELOPMENT PROGRAMMES (FDP), MANAGEMENT DEVELOPMENT PROGRAMMES (MDPS) PROFESSIONAL DEVELOPMENT / ADMINISTRATIVE TRAINING PROGRAMS

A total of 60 teaching and non-teaching staff have participated in different Faculty Development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the session 2018-2019. The number of teachers who participated in Refresher Course (RC)/Orientation Program/Induction Program during the session is 9 and the number of teachers who participated in Faculty Development Program(FDP)/Professional Development Program(PDP)/Management Development Program(MDP) during the session is 20, whereas 37 number of teaching and non-teaching staff have participated in various Short-term course/professional training program/Administrative training program or other training programs.

Details of the Programs attended by the teaching and non-teaching staff are given below:

Refresher Course(RC)/Orientation Program/Induction Program attended by the teaching and non-teaching staff during 2018-2019:

Sl. No.	Name	Title of the program	Organiser	Date (from-to)
Teaching Staff				
1	Mridul Rabha	RC on "Environmental Studies-IDC"	HRDC Gauhati University	24/09/2018-14/10/2018
2	Chandana Sarma	RC in "Women studies and empowerment (IDC)"	HRDC Gauhati University	06/08/2018-26/08/2018
3	Anjali Devi	RC in "Women studies and empowerment (IDC)"	HRDC Gauhati University	06/08/2018-26/08/2018
4	Pradip ch. Kalita	RC on "Environmental Studies-IDC"	HRDC Gauhati University	24/09/2018-14/10/2018
5	Priti Baishya	Rc in "Hindi"	HRDC Himachal Pradesh University	24/09/2018-13/10/2018
6	Gauri Hazarika	RC on "Teacher Education"	HRDC Gauhati University	27/02/2019-19/03/2019
7	Laltlanzuol Khawbung	RC in "Women studies and empowerment (IDC)"	HRDC Gauhati University	06/08/2018-26/08/2018

8	Bidyut Bikash Baishya	RC on "Economics and commerce"	HRDC Gauhati University	08/11/2018-28/11/2018
9	Jyoti Prashad Das	RC in "Earth science & natural resource management"	HRDC NEHU	12/11/2018-02/12/2018

Faculty Development Program(FDP)/Professional Development Program(PDP)/Management Development Program(MDP) attended by the teaching and non-teaching staff during 2018-2019:

Sl. No.	Name	Title of the program	Organiser	Date (from-to)
<u>Teaching Staff</u>				
1	Chandana Sharma	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
2	Niva Deka	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
3	Nandini Moral Samra	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
4	Mayuri Borkataky	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
5	Kabita Doloi	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
6	Gargee Sharmah	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
7	Dipika Roy Medhi	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
8	Bimak Kumar Tamuli	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019

9	Anjali Devi	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
10	Amrita Sikidar	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
11	Namita Das	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
12	Nandita Rajbangshi	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
13	Pradip Ch. Kalita	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
14	Ira Das	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
15	Dipali Boruah	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
16	Reena B. Kalita	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
17	Priti Baishya	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
18	Gauri Hazarika	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
19	Seema Kaur	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019
20	Pranita Goswami	FDP on "Behavioral Remodeling and use of ICT tools for classroom delivery of teachers"	E&ICT Academy, IIT Guwahati	04/02/2019-09/02/2019

Short-term course/professional training program/Administrative training program or any other course attended by the faculty members during 2018-2019:

Sl. No.	Name	Title of the program	Organiser	Date (from-to)
<u>Teaching Staff</u>				
1	Ira Das	Short term course on "Disaster Management"	Gauhati University	30/10/2018-05/11/2018
2	Shampa Choudhury	Short term course on "Disaster Management"	Gauhati University	30/10/2018-05/11/2018
3	Jyotirmoy Sengupta	Short term course on "Moocs, E-content development and open education resources"	Gauhati University	26/11/2018-02/12/2018
4	Amar Jyoti Dutta	Teachers Enrichment Course in Undergraduate Mathematics Curriculum	IIT Guwahati	07/01/2019-12/01/2019
<u>Non-teaching Staff</u>				
1	Dipak Das	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
2	Ratul Nath	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
3	Biju Kalita	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
4	Ranju Dhar Kalita	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
5	Sabita Das	Effective proof reading skills	English Department, Pragjyotish	8/2/2019

			College	
6	Reema Saikia	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
7	Dipak Sarma	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
8	Jagadish Sarma	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
9	Rinkumni Kalita	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
10	Tara Charan Das	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
11	Deben Deka	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
12	Jiten Das	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
13	Dilip Deka	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
14	Lakshi Devi	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019

15	Zakir Hussain	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
16	Ranjit Chetri	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
17	Ritu Raj Medhi	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
18	Kishor Das	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
19	Nor Bahadur Thapa	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
20	Pabitra Deka	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
21	Tridip Deka	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
22	Pranab Das	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
23	Debadas Hazarika	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
24	prasanna Saikia	Effective proof reading skills	English Department, Pragjyotish	8/2/2019

			College	
25	Latif Ali	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
26	Nayan Barman	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
27	Dibyajyoti Rajbangshi	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
28	Rajib Medhi	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
29	Jyotish Das	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
30	Pranjit Sarma	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
31	Ritu Ram Boro	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
32	Biswajit Boro	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019
33	Pulak Das	Effective proof reading skills	English Department, Pragjyotish College	8/2/2019

NUMBER OF PUBLICATIONS DURING THE YEAR 2018-19

Paper Name	Name of the author/s	Department	Name of the journal	Year of Publication
Arsenic stress responses and tolerance in rice: physiological, cellular and molecular approaches	Amit Kumar Pradhan	Botany	Science Direct	2018
Breaking the Glass ceiling-Identifying the Barriers to Gender Equality	Arpita Das	Political Science	Ajanta	2018
Maternal Vitamin A status during pregnancy and its relation with Vitamin A Concentration in Cord Blood and Birth Weight of Newborns	Bagmita Bhagawati	Chemistry	American International Journal of Research in Formal, Applied and Natural Science	2018
A new type of difference class of interval numbers	Dr. Amar Jyoti Dutta	Mathematics	Proyecciones Journal of Mathematics	2018
Dry Fish Market: An Analytical Study of Jagiroad Dry Fish Market, Assam, India	Dr. Jayanta Deka	Zoology	International Educational Scientific Research Journal	2018
Brahmaputra River Pollution and its effect on channa punctatus in terms of energy calculation	Dr. Jayanta Deka	Zoology	Asian Academic Research for Multi Disciplinary	2018
Bihu Geetot Angarag	Dr. Kalpana Talukdar	Assamese	Bibek Bhaskar	2018
Kotha Ramayanor Gaydariti	Dr. Kalpana Talukdar	Assamese	Naam Dharma	2018

Antioxidant defences and oxidative stress effects of methanol extract of <i>Oroxylum indicum</i> Vent. Leaves in murine macrophages of M1 and M2 Phenotype	Himadri Saikia	Botany	International immunopharmacology	2018
Health Expectancy Under Dynamic Set up for India and its Selected States	Mompi Sharma	Statistics	Indian Journal of Public Health Research & Development	2018
Monazite and xenotime U-Th-Pb Total ages from basement rocks of the (central) Shillong-Meghalaya Gneissic complex, Northeast Indai	Dr. Mridul Rabha	Geology	Indian Academy of Science	2018
<i>Britain ke Hindi Kahani Mein Abhiyanjit Manabiya Muyla</i>	Nandita Rajbongshi	Hindi	Research journey	2018
Facile Access to Cyclopentadienes via Catalytic Intramolecular Palladium-Ene Reaction of 2, 4-Pentadienyl Acetates	Saitanya K Bharadwaj	Chemistry	Thieme	2018

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. FDP/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