ANNUAL REPORT

JULY 2017 – JUNE 2018

INTERNAL QUALITY ASSURANCE CELL

PRAGJYOTISH COLLEGE

GUWAHATI – 781 009

IQAC ANNUAL REPORT
(JULY 2017 – JUNE 2018)

The present Coordinator, IQAC, Dr. Manjit Kumar Mazumdar took over charge from the outgoing Coordinator Dr. Jogesh Chandra Deka on 06.05.2017. The present Coordinator handed over the charge of departmental headship to Dr. Priyam Barthakur on 31.05.2017 and assumed whole-time responsibility as the Coordinator. A new Core Committee of the Internal Quality Assurance Cell, Pragjyotish College, was subsequently constituted and approved by the Governing Body, vide a resolution adopted in the GB meeting held on 15.06.2017. During the period 01st July 2017 to 30th June 2018, the IQAC had undertaken several activities, through involvement of different stakeholders. Several important resolutions were adopted during the course of the various core committee meetings

MEETINGS ORGANIZED BY IQAC:

Dates of Meetings	Stakeholders Involved	No. of Members Present	Sl. No. of Resolutions Adopted
30.06.2017	IQAC Core Committee and Governing Body	19	-
09.08.2017	IQAC Core Committee	14	2017/001 to 2017/027
17.08.2017	IQAC Chairperson, IQAC Coordinator and serving Alumni members of the college		
17.11.2017	IQAC Chairperson, IQAC Coordinator and Pragjyotish College Women Study Centre	24	02 nos.
08.12.2017	IQAC in-house members, teaching and non-teaching staff, PCSU members	55	06 nos.
27.01.2018	IQAC Core Committee	14	2018/028 to 2018/040
06.03.2018	IQAC Chairperson, IQAC Coordinator and Conveners of QAR Preparation Sub-Committees	05	03 nos.
25.04.2018	IQAC Chairperson, IQAC Coordinator and In-house Committee Heads	25	02 nos.
	IQAC Chairperson, IQAC Coordinator and occupants of campus employee staff quarters	13	02 nos.
08.05.2018	IQAC Chairperson, IQAC Coordinator and Conveners of QAR Preparation Sub-Committees	10	04 nos.
09.05.2018	IQAC Chairperson, IQAC Coordinator and Heads of Academic Departments	11	01 no.

IQAC CORE COMMITTEE RESOLUTIONS ADOPTED:

Date	Resolution No.	Brief subject outline
09.08.2017	2017/001	Dissolution of all existing in-house committees and reconstitution of the committees; revival of certain non-functioning committees
	2017/002	Circulation of a Departmental Assessment Format in all academic departments; regular update of IQAC registers; alumni meets and parent-teacher meets in all academic departments; organization of joint departmental student-teacher activities
	2017/003	Designing of new Employee Leave Application format and leave record keeping
	2017/004	Students' daily class attendance system and monthly attendance records
	2017/005	Annual Prize Day for meritorious students
	2017/006	Creation of the post of Estate Officer
	2017/007	Holding of meetings with various stakeholders viz. in-house committees, local community, external agencies, etc
	2017/008	Modalities for uploading information in the college website
	2017/009	Circulation of new Employee Leave Application format
	2017/010	Meetings with campus residential staff in the matter of staff quarters
	2017/011	Encroachment of the additional plot of land belonging to the college
	2017/012	Student mentoring system
	2017/013	Incentives to best performing teachers
	2017/014	Code of Professional Ethics for Teachers
	2017/015	NSS responsibility of village adoption
	2017/016	Uniform format of Employees' Identity Card
	2017/017	Optimum utilization of Smart Class Rooms
	2017/018	Rainwater harvesting facilities in newly constructed blocks
	2017/019	Conduct of Academic & Administrative Audit and Green Audit
	2017/020	Introduction of Student Database Management System
	2017/021	Provision of adequate signage in the college campus
	2017/022	Emergency Response Plan for the college
	2017/023	Periodical departmental cleaning programmes with joint student-teacher participation
	2017/024	Ethnic Cultural Programme with active involvement of students from various states and communities
	2017/025	Revival of alumni activities
	2017/026	Empowerment of IQAC Coordinator to allocate tasks amongst various staff members; work distribution by HODs amongst various departmental staff
	2017/027	Departmental Visitor Book in every academic department
27.01.2018	2018/028	Reconstitution of in-house committees
	2018/029	Collection of Departmental Assessment Formats
	2018/030	Annual Prize Day
	2018/031	Employees' Identity Card
	2018/032	Data entry in the Student Database Management System

2018/033	Allocation of specific duties to IQAC Core Committee members
2018/034	Composition of AQAR Preparation Sub-committees
2018/035	Expense heads for IQAC UGC grant
2018/036	Reshuffle of IQAC CC member duties
2018/037	Setting up of Primary Health Centre
2018/038	Signage of Pragjyotish College Alumni Association
2018/039	In-campus site visit by IQAC CC for short term and long term developmental needs
2018/040	Redistribution of commerce stream departments in the Commerce Block

EVENTS/ ACTIVITIES ORGANIZED BY IQAC:

Date	Name of the Event	Stakeholders Involved	Details of Participants
04.09.2017	Guest of the Month	1. IQAC 2. Invited guest	Guest: Ramen Baruah (noted music composer); Students; Members of teaching and non-teaching staff
15.09.2017	Self Defense Training Camp for Girl Students	1. IQAC 2. External experts	3 Trainers from Self-Defense Training Institute; 2 members from the NGO Sakhi-One Stop Crisis Centre for Women; _____Nos. of Girl Students from _____ Departments
31.10.2017	Guest of the Month	1. IQAC 2. Invited guest	Guest: Sudakshina Sarma (legendary singer); Students; Members of teaching and non-teaching staff
07.11.2017	Interaction Program	1. IQAC 2. Hindi Department 3. Invited guest	Guest: Dr. Nand Kishore Singh (former Principal, Pragjyotish College) Students; Members of teaching and non-teaching staff
19.11.2017 to 25.11.2017	Communal Harmony Campaign Week	1. IQAC 2. NSS Unit	NSS participants, headed by the NSS Coordinator Dr. Avijit Kr. Dutta
22.11.2017	Sensitization Program on the Right to Information Act, 2005	1. IQAC 2. Pragjyotish College Women Study Centre 3. Resource person	Speaker: Himangshu Sekhar Das (Chief Information Commissioner, Assam); RTI activists; Journalists; Participants from various neighbouring schools;

			Students; Members of teaching and non-teaching staff
27.02.2018	Guest of the Month & Talk on River Brahmputra	1. IQAC 2. Geological Society of Pragjyotish College 3. Geographical Society of Pragjyotish College 4. Invited guest	Guest: Dr. Pranav Jyoti Deka (former Professor of Gauhati University); Students; Members of teaching and non-teaching staff
21.03.2018	Oration Program	1. IQAC 2. Political Science Department 3. Resource person	Speaker: Dr. Kuldeep Chand Agnihotri, Hon'ble VC, Himachal University, Shimla Office bearers of Seemanta Chetana Mancha Purvottar; Students; Members of teaching and non-teaching staff

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.

- Labeling and designating official files under various heads during May and June 2017

- Printing of IQAC Registers (Register for Teaching Staff, Register for Non-Teaching Staff and Departmental Activity Register) during July 2017, designed in a standard **format**

- Distribution of IQAC registers for teaching and non-teaching staff from 01.08.2017

- Publication of Academic Calendar (2017-18 Part - I) on 01.08.2017

- Arrangement for GB approval for creation of a post of Estate Officer (vide office memo No. PC/IQAC/INT/2017/061 dated 19.08.2017)

- Collection of profile of non-Assamese departmental student community in a standard **format** (vide office memo No. PC/IQAC/INT/2017/064 dated 29.08.2017)

- Collection of faculty profile updates for college website in a standard **format** (vide office memo No. PC/IQAC/INT/2017/065 dated 30.08.2017)

- Collection of details of first class holders in the final semester examination in a standard format (vide office memo No. PC/IQAC/INT/2017/066-086 dated 04.09.2017)

- Collection of faculty member details as sought by Gauhati University in a standard format (vide office memo No. PC/IQAC/INT/2017/088-123 dated 09.09.2017)

- Arrangement for release of honorarium to 4 (four) former IQAC Coordinators out of the UGC XII Plan grants (vide office memo No. PC/IQAC/INT/2017/157 dated 18.09.2017)

- Distribution and collection of Departmental Assessment Formats in a standard format from all academic departments (vide office memo No. PC/IQAC/INT/2017/160-195 dated 19.09.2017)

- Uploading of newly designed format for Employee Leave Application in the college website and circulation of Website Uploading Modalities to all stakeholders (vide office memo No. PC/IQAC/INT/2017/200-237 dated 21.09.2017)

- Arrangement for release of fund to 4 (four) beneficiaries out of the UGC XII Plan grants under the head 'Hiring Services for Secretarial and Technical Services (vide office memo No. PC/IQAC/INT/2017/241 dated 25.09.2017)

- Arrangement for acquisition of Domain Name and Virtual Server Hosting for Student Management Software (vide office memo No. PC/IQAC/INT/2017/321 dated 14.11.2017)

- Arrangement for GB approval for removal of encroachment from the additional plot of college land and introduction of a uniform format of identity card for the college employees (vide office memo No. PC/IQAC/INT/2017/324 dated 15.11.2017)

- Collection of faculty publication details in a standard format, required in connection with the proposed Cluster University (vide office memo No. PC/IQAC/INT/2017/333-335 dated 30.11.2017)

- Publication of Academic Calendar (2017-18 Part - II) on 19.01.2018

- Collection of student enrolment and staff details in standard format, in connection with the UGC Performance Audit as required by UGC (NERO) (vide office memo No. PC/IQAC/INT/2018/364-382 dated 22.02.2018)

- Arrangement to distribute record files and registers to all in-house committees from 06.03.2018 onwards

- Arrangement for provision of computer sets, printers and high-speed internet facilities in all academic departments and administrative wings (vide office memo No. PC/IQAC/INT/2018/601 dated 23.04.2018)

- Notification of resolutions adopted in IQAC Core Committee meeting held on 09.08.2017 to Extension Education Advisory Committee, Campus Beautification Committee, Disaster Management Cell, Health Care Promotion & Maintenance Committee and Academic Committee (vide office memo No. PC/IQAC/INT/2018/608 dated 27.04.2018)

- Arrangement for student data collection required for Student Satisfaction Survey (vide office memo Nos. PC/IQAC/INT/2018/623 and PC/IQAC/INT/2018/624 dated 09.05.2018)

- Supplying revised NAAC A & A information to all AQAR Preparation Sub-committee conveners (vide office memo No. PC/IQAC/INT/2018/625-631dated 17.05.2018)

- Arrangement for distribution/ collection/ submission of NAAC Feedback Forms from all Teaching Staff and Non-teaching Staff (vide office memo No. PC/IQAC/INT/2018/638-658 dated 22.05.2018)

- Arrangement for distribution/ collection/ submission of NAAC Feedback Forms from all students, guardians and alumni (vide office memo No. PC/IQAC/INT/2018/661-688 dated 24.05.2018)

- Arrangement for student data collection required for Student Satisfaction Survey (vide office memo No. PC/IQAC/INT/2018/689-692 dated 24.05.2018)

- Data collection pertaining to Address, Phone Nos. and E-mail details of teaching staff in a standard format from 26.05.2018

- Data collection pertaining to details of Green House, Language Laboratory, GIS Laboratory and Institutional Bio-Tech Hub in a standard format (vide office memo No. PC/IQAC/INT/2018/701-704 dated 26.05.2018)

- Arrangement for student data collection required for Student Satisfaction Survey (vide office memo No. PC/IQAC/INT/2018/705 dated 29.05.2018)

- Arrangement for collection of Ph.D./ M.Phil. details of faculty members in a standard format from 14.06.2018

- Checking student details (email and phone number) of students during TDC 2nd, 4th and 6th Semester examinations held during May and June 2018

FORMATS DESIGNED BY IQAC FOR DATA COLLECTION:

1. IQAC Registers: (a) Register for Teaching Staff

                    (b) Register for Non-Teaching Staff

                    (c) Departmental Activity Register

2. Profile of non-Assamese departmental student community

3. Details of first class holders in the final semester examination

4. Faculty member details as sought by Gauhati University

5. Departmental Assessment Formats

6. Employee Leave Application

7. Faculty publication details

8. Student enrolment and staff details

9. Address, Phone Nos. and E-mail details of teaching staff

10. Details of Green House, Language Laboratory, GIS Laboratory and Institutional Bio-Tech Hub

11. Ph.D./ M.Phil. details of faculty members

Compiled for in-house circulation by:

Internal Quality Assurance Cell (IQAC)

Pragjyotish College