



OFFICE OF THE PRINCIPAL PRAGJYOTISH COLLEGE

Affiliated to Gauhati University and recognized under Sections 2(f) and 12(B) of the U.G.C. Act, 1956;
3rd Cycle NAAC Accredited
GUWAHATI – 781 009, ASSAM

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

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

SERVICE RULE

File description: Service rules of the employees appointed against sanctioned posts are governed by the rules Govt of Assam and UGC, whereas the same for the contractual staff members are drafted by a committee.



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GUWAHATI – 781 009, ASSAM

Email: principal@pragjyotishcollege.ac.in
pragcollege@yahoo.co.in

Website: www.pragjyotishcollege.ac.in


Dated: 19.09.2019

NOTICE

A *Service Rule Drafting Committee for Non-Sanctioned/ Contractual Staff* of the college is hereby constituted, with the following members for drafting the service rules and conditions of the non-sanctioned/ contractual staff (teaching and non-teaching) of the college, as per resolutions adopted in the IQAC Core Committee Meeting, held on 13.09.2019. The Committee is expected to complete the entire exercise within 31.10.2019 and submit a draft report for necessary approval of the Governing Body of the college.

Members of the Committee:

1. Dr. Manoj Kumar Mahanta (Principal), Chairperson
2. Dr. Jyotirmoy Sengupta (Associate Professor), Convener
3. Bishwajyoti Dev Mahanta (Associate Professor), Member
4. Dr. Baikuntha Rajbongshi (Associate Professor), Member
5. Manab Deka (Associate Professor), Member
6. Dr. Ira Das (Associate Professor), Member
7. Nikunja Das (U.D. Assistant), Member


(Dr. Manoj Kumar Mahanta)
Principal,
Pragjyotish College
Guwahati-781 009

21.10.2019

To,
Dr. Manoj Kr Mahanta
The Principal,
Pragjyotish College

Sub: Submission of the draft 'The Pragjyotish College Employees Rules 2019'

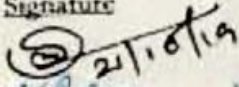
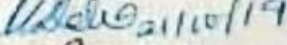
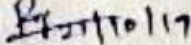
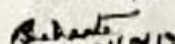

Sir,
We are glad to inform you that we have prepared a draft college employees rules as requested by you namely 'The Pragjyotish College Employees Rules 2019' and submit the same on this date of 21st October, 2019 for your consideration.

Thank you.

Yours sincerely,

- | | |
|--------------------------------|------------|
| 1. Dr. Jyotirmoy Sengupta. | (Convener) |
| 2. Sri Manab Deka. | (Member) |
| 3. Dr. Baikuntha Rajbongshi. | (Member) |
| 4. Sri Biswajyoti Dev Mahanta. | (Member) |
| 5. Dr. Ira Das. | (Member) |

Signature


21/10/19

21/10/19

21/10/19

21/10/19

21/10/2019

Encl:

1. The Pragjyotish College Employees Rules 2019, with 9 pages.

RECRUITMENT ADVERTISEMENT FOR PUBLICATION

Link to the advertisement in "The Assam Tribune" : <https://epaper.assamtribune.com/full-page-pdf/epaper/pdf/2022/02/12/the-assam-tribune/3611/epaper-page-2?infinitescroll=1>

Advertisement no.: CD/SV/NL000890/1

INTERNAL COMPALINT COMMITTEE

INTERNAL COMPLAINTS COMMITTEE (ICC)

The ICC has been constituted in the college as per *UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulation, 2015*. The ICC is meant to address complaints from women students, teaching and non-teaching members on matters of sexual harassment and ensure support services to the victims.

Members of ICC

Sl.	Name	Designation	Capacity	Contact Details
1	Dr. Reena Barman Kalita	Associate Professor	Presiding Officer	Ph: 94351-43041 E-mail: reenabkalita@pragjyotishcollege.ac.in
2	Dipika Roy Medhi	Associate Professor	Faculty Member	Ph: 95081-33336 E-mail: dipika@pragjyotishcollege.ac.in
3	Dr. Shampa Choudhury	Associate Professor	Faculty Member	Ph: 70860-84898 E-mail: cshampa@pragjyotishcollege.ac.in
4	Unindajyoti Choudhury	Librarian	Staff Member	Ph: 98640-81828 E-mail: librarian@pragjyotishcollege.ac.in
5	Nikunja Das	UDA	Staff Member	Ph: 97067-88901 E-mail: office@pragjyotishcollege.ac.in

STUDENTS' GRIEVANCE REDRESSAL CELL & COMPLAINTS BOX

STUDENTS' GRIEVANCE REDRESSAL CELL

Sl. No.	Name of Members	Capacity
1	DR. MANOJ KUMAR MAHANTA	Chairperson
2	DR. RANJIT DAS	Coordinator
3	DR. SATYA SANDHA DAS	Faculty Member
4	NABADEEP DAS	Faculty Member
5	UDDIPTA NAYAN MEDHI	Faculty Member
6	DIGANTA TALUKDAR	Faculty Member
7	DR. NAMITA DAS	Convener, Canteen Monitoring Committee
8	UNINDAJYOTI CHOUDHURY	Library Representative Member
9	RABINDRA NATH THAKURIA	Office Representative Member
10	MANABENDRA KALITA	Estate Officer
11	APARNA KALITA	Hostel Representative Member
12	RABISANKAR KONWAR PRESIDENT, PCSU	Student Member



Manoj

(Dr. Manoj Kumar Mahanta)
Principal, Pragjyotish College, Guwahati - 781 009

Principal
Pragjyotish College
Guwahati-781009

14



ANTI-RAGING COMMITTEE

ANTI-RAGING COMMITTEE

This committee is in charge of monitoring, prevention and handling all forms of ragging that may come to notice or are being reported by any affected student of the college. Any student who suffers or undergoes any form of physical, mental or other forms of violence may immediately report to any of the following members for proper disciplinary action. The committee is empowered to make surprise raids in the hostel premises, boys and girls common rooms, college canteen or any other vulnerable spot and impose punitive and other forms of disciplinary measures on any offender, as considered to be appropriate.

36

Members of the Committee (2021–22 Session)

Sl.	Name	Designation	Capacity	Contact Details
1	Dr. Manoj Kumar Mahanta	Principal	Chairperson	Ph: 98649-80654, 94353-11498 E-mail: principal@pragjyotishcollege.ac.in
2	Dipika Roy Medhi	Associate Professor	Adviser	Ph: 95081-33336 E-mail: dipika@pragjyotishcollege.ac.in
3	Dr. Baikuntha Rajbongshi	Associate Professor	Convenor	Ph: 94351-03320 E-mail: baikuntha@pragjyotishcollege.ac.in
4	Dr. Priyam Barthakur	Associate Professor	Member	Ph: 98640-62115 E-mail: priyambarthaku@pragjyotishcollege.ac.in
5	Badan Chandra Mahanta	Associate Professor	Member	Ph: 91010-90915 E-mail: badanmahanta@pragjyotishcollege.ac.in
6	Dr. Jayanta Deka	Assistant Professor	Member	Ph: 98640-63325 E-mail: jayantadeka@pragjyotishcollege.ac.in
7	Pradip Chandra Kalita	Assistant Professor	Member	Ph: 91011-89216 E-mail: pradip@pragjyotishcollege.ac.in
8	Dr. Avijit Kumar Dutta	Assistant Professor	Member	Ph: 86383-81801 E-mail: abhijitdutta@pragjyotishcollege.ac.in
9	Dr. Jyoti Prasad Das	Assistant Professor	Member	Ph: 98540-73793 E-mail: jpdas@pragjyotishcollege.ac.in
10	Dr. Priti Baishya	Assistant Professor	Member	Ph: 96788-85119 E-mail: pritibaishya@pragjyotishcollege.ac.in
11	Dr. Sabrina Iqbal Sircar	Assistant Professor	Member	Ph: 98645-11433 E-mail: sabrina@pragjyotishcollege.ac.in
12	Vacant	President, PCSU	Member	Vacant
13	Vacant	General Secretary, PCSU	Member	Vacant
14	Vacant	PCSU	Member	Vacant

22/10/2021, venue: Conference Hall, Time: 2.30 PM

Anti Ragging Central Committee Meeting

Today on 22/10/2021, Anti-Ragging Central Committee Meeting is held in the Conference Hall of Praggyotish college, at 2.30 PM. The meeting is chaired by the convenor, Badam Ch. Mahanta and the following members are present:

1. Badam Ch. Mahanta - Conv
2. Namita, Das - ^{Bas.}
3. Suroj, Sarma - ~~Sp~~
4. Pradip Ch Kalita - ^{Roll}
5. Chandana Sarma - ^{Conv}
6. Baibhuti Rajbanshi - ^{Rep}
7. Pulame Debn - ^{Rep}
8. Dr. Manish Saikia - ^{Rep}

The agenda

1. To make an appeal to re-constitute the Central Anti-Ragging Committee
 2. vigilance in the college campus.
 3. Any other
-
1. As discussed in the meeting a verbal request is to be placed before the Principal to re-constitute the Committee
 2. vigilance to be continued and no lapse should be there regarding ragging.

Dr
22/10/2021

IQAC MEETINGS WITH INHOUSE BODIES

File description: (a) & (b) Samples of minutes of IQAC meeting with in-house bodies

Online Meeting with ACAR Sub-Committees

Date: 22.10.2021 Time: 7.20 pm
 Online Mode: Google Meet

No. of members present: 24

Proceedings and Resolutions:

Discussions were held on the preparation and submission of ACAR 2019-20, as well as on the functional strategy to be adopted for future course of action regarding qualitative improvement of various institutional aspects. The Coordinator, IQAC dwelt upon the various aspects that are to be handled by the various ACAR Sub-Committees while preparing the ACAR. Based upon the deliberation, the following resolutions were adopted -

- 1) To submit the ACAR 2019-20 to NAAC within 31.12.2021
- 2) To entrust various qualitative works with the respective Sub-Committees; these Sub-Committees shall plan, organise, monitor and execute various works that fall within the purview of their respective Sub-Committee

IQAC
 (Water Copy)

NEP Webinars:

- 1) With Statistics Dept: 07.12.2021
- 2) With Computer Science Dept: 18.12.2021
- 3) With Maths, Philosophy, Economics, History Depts: 27.12.2021
- 4) With Fine Arts Dept: 04.01.2022

Offline Meeting with representatives of ACAR Sub-Committees

Date: 08.01.2022 Time: 12.30 pm
 Venue: IQAC Office

Members Present:

1. Reemata Choudhary	
2. Jibangyoti Banerjee	
3. Prayashree Banerjee	
4. Himadri Sarkar	
5. Kajani Devi	
6. Gampalini Bhargava	
7. KRISHNA DAS	
8. Khondra Shri Bose	
9. Bhargya K. Das	
10. Anil Kumar Pradhan	
11. Parvati Senapati	
12. Manoj K. Mondal	

Proceedings & Resolutions:

The Coordinator, IQAC provided all the departmental data (Excel Sheet & Word Format) to the Sub-Committee representatives as soft copies. Instructions were given on the mode of data compilation for the 7 criteria and the preparation of separate files against each criteria. Based on the deliberation, the following resolutions were adopted -

- 1) To complete the totalling works by 08.01.2022
- 2) To sit for review on 08.01.2022 to decide the future course of action.

File description: (c) & (d) Samples of minutes of IQAC meeting with in-house bodies

IQAC MEETING WITH AQAR/SSR SUB-COMMITTEES

Date: 08.01.2022 (Saturday) **Venue:** IQAC Office

LIST OF MEMBERS PRESENT:

- Dr. Manjit Kumar Mazumdar, Coordinator-IQAC — *MK 8/1/22*
- Dr. Namita Das, Associate Professor, Economics Department — *N.D. 8/1/22*

AQAR Preparation Sub-Committee I (CURRICULAR ASPECTS): [02.30 - 03.15]

Sl.	Name of Member	Portfolio	Signature
1	DR. NANDINI MORAL SARMA	Convener	<i>Nandini Sarma 8/1/22</i>
2	HIMADRI SAIKIA	Member	<i>Himadri 8/1/22</i>
3	SANGEETA DAS	Member	<i>Sangeeta Das 8/1/22</i>

AQAR Preparation Sub-Committee II (TEACHING-LEARNING AND EVALUATION): [03.15 - 04.00]

Sl.	Name of Member	Portfolio	Signature
1	DR. PRANITA GOSWAMI	Convener	<i>Pranita 8/1/22</i>
2	DR. CHANDRA KANT PAWE	Member	<i>Chandra Kant Pawe 8/1/22</i>
3	AMIT KUMAR PRADHAN	Member	<i>Amit Pradhan 8/1/22</i>

AQAR Preparation Sub-Committee III (RESEARCH, INNOVATIONS AND EXTENSION): [10.15 - 11.00]

Sl.	Name of Member	Portfolio	Signature
1	DR. BAIKUNTHA RAJBONGSHI	Convener	ABSENT
3	PANKHI SENAPATI	Member	<i>Pankhi 8.1.22</i>
4	DR. BHRIGU KUMAR NATH	Member	<i>Bhrigu 8/1/22</i>

AQAR Preparation Sub-Committee IV (INFRASTRUCTURE AND LEARNING RESOURCES): [01.15 - 02.00]

Sl.	Name of Member	Portfolio	Signature
1	DR. SATYA SANDHA DAS	Convener	<i>Satya Sandha Das 8/1/22</i>
3	LANGTUK TERANG	Member	<i>Langtuk Terang 8/1/22</i>
4	DR. PRIYAKSHREE BORTHAKUR	Member	<i>Priyakshree 8/1/22</i>

AQAR Preparation Sub-Committee V (STUDENT SUPPORT AND PROGRESSION): [9.15 - 10.00]

Sl.	Name of Member	Portfolio	Signature
1	DR. DIPALI BARUAH	Convener	<i>Dipali Baruah 8/1/22</i>
3	DR. KRISHNA DAS	Member	<i>Krishna Das 8.1.22</i>
4	DR. GANGOTRI BHUYAN	Member	<i>Gangotri Bhuyan 08/01/2022</i>

AQAR Preparation Sub-Committee VI (GOVERNANCE, LEADERSHIP AND MANAGEMENT): [11.15 - 12.00]

Sl.	Name of Member	Portfolio	Signature
1	DR. SHAMPA CHOUDHURY	Convener	<i>Shampa Choudhury</i>
3	JIBONJYOTI BURAGOHAIN	Member	<i>Jibonjyoti</i>
4	MONALI GHOSH DASTIDER	Member	ABSENT

AQAR Preparation Sub-Committee VII (INSTITUTIONAL VALUES AND BEST PRACTICES): [12.15 - 01.00]

Sl.	Name of Member	Portfolio	Signature
1	NIVA DEKA	Convener	<i>Niva Deka</i>
3	DR. KALYANI DEVI	Member	<i>Kalyani Devi 08/01/22</i>
4	REWATA CHOWHAI	Member	<i>Rewata Chowhai</i>

08/01/2022

Proceedings & Resolutions:

Completed work pertaining to AQAR 2020-21 were received in soft copy formats for Criterion I, II, III, IV and V. It has been resolved to —

- 1) Meet after the Winter Break (tentatively on 20.01.2022) to decide upon the further course of action
- 2) Data for Criterion IV and V to be sent to Coordinate AQAR during the w. break

08/01/22

File description: (e) & (f) Samples of minutes of NIRF committee meeting

" NIRF Ranking of the Colleges "

Date: 11.01.2022 (Tuesday)		Time: 11:00 am
Venue: Confesana Hall (Block - A)		
Members Present: Principal: Manojkr Mahanta		
Name	Signature	
1. Dr. Suman Jyoti Singh, Sonapur College, Sonapur		
2. Dr. Devakoti Khatua, Principal, Sonapur College		
3. Shampa Choudhury		
4. Dr. Nandini Sarma		
5. Dr. Sargada Das		
6. Dr. Ganjalini Ghoshan		
7. Braikuntha Rajkumar		
8. Prayam Baruah		
9. Nabireep Das		
10. Saitanya Kr Bhattachary		
11. Adnan Ch. Mahanta		
12. Nirmala Das		
13. Indrani Kerkela		
14. KRISHNA DAS		
15. Karali Khuntia Boroo		
16. Soomathi Boroo		

Name	Signature
17. Langluk Terang	
18. Seema Kaur	
19. Jayanti Deka	
20. Niva Deka	
21. Pramita Goswami	
22. Kabita Deka	
23. Kapri Devi	
24. Manik Deka	
25. Anjali Devi	
26. Pradip Ch Kalit	
27. Megha Das	
28. Madhusmita Devi	
29. Gauri Bhattacharya	
30. Tanaya Baradhan	
31. Ruhul Amin	
32. Saroj Sarma	
33. Jyotirmoy Sengupta	
34. Chandana Sarma	

File description: (g) & (h) Samples of minutes of IQAC meeting

Meeting with AQAR Sub-Committee

Date: 17.02.2022 Time: 9.15-10.00

AQAR Sub-Committee I:

Members present

- 1)
- 2)
- 3) Sangeta Das - Das
- 4) Manjit K. Mander - M

AQAR Sub-Committee II: Time: 10.45-11.45

Members present

- 1) Pramita Goswami - Goswami
- 2) Ananda Kanti Paul - Paul
- 3) Manjit K. Mander - M

AQAR Sub-Committee III: Time: 12.45-12.45

- 1) Baikuntha Rajbanshi - Rajbanshi
- 2) Pabitra K. Nath - Nath
- 3) Parthi Senapati - Senapati
- 4) Manjit K. Mander - M
- 5) Sangeta Sandhya Das - Das

AQAR Sub-Committee - IV Time: 12.45-01.30

1. Sangeta Sandhya Das - Das
2. Priyankhree Barikakum - Barikakum
3. Langluk Terang - Langluk Terang
4. Manjit K. Mander - M



Meeting with IQAC Core Committee

Date: 04.04.2022 Time: 11.00 am

Venue: IQAC Office

List of Members Present:

- 1.
2. Manjit K. Mander
- 3.
- 4.
- 5.

Agenda of Meeting:

- 1) Individual discussion with Faculty
- 2) Orientation of Non-teaching Staff
- 3) Sanitation and hygiene of the college
- 4) Infrastructure related issues
- 5) Any other matter

After thorough discussions, the following resolutions were adopted -

- 1) Teacher Feedback Report to be distributed individually on one-to-one basis to the faculty members
- 2) Orientation Program to be conducted for the non-teaching staff of the college to enhance the student-friendliness aspect
- 3) Initiate discussion with staff in-charge of washrooms and common rooms for maintenance of cleanliness and hygiene
- 4) Infrastructure development to be expanded to meet academic requirements of various departments and maintenance of infrastructure be streamlined
- 5) Canteen Monitoring Committee to be requested to monitor the overall functioning of the canteen.



ENTERPRISE RESOURCE PLANNING

Resolution No 5:

The GB has resolved to approve the revised estimate for second floor of the New Arts Building. The GB also has resolved to construct the conference room at second floor with a minimum cost. The GB also has resolved to pay an amount of Rs 500000/- (Five Lakhs) to PB Associates as a running bill for construction of second floor.

Resolution No 6:

The GB has resolved to shift the Political Science Department to the second floor of New Arts Building immediately after the completion of the construction works. The GB has resolved to extend the construction of ground floor of the New Science Building at the earliest and authorised the Principal to do the needful in this regard.

In its Agenda Item No 6, the GB has discussed the following items for discussions after due approval from the President of GB

AOB Matters:

- Installation of ERP at College and appointment of one Multi-tasking assistant to monitor the day to day functioning of ERP system
- Introduction of Add-on Courses in the Departments
- Adoption of villages and registration under UBA (Unnat Bharat Abhiyan)
- Approval of DPC's resolutions regarding promotion of teachers
- Application for refund of Admission Fees
- Discussion on vacant post of Bengali and Physics Department
- Bill of Advocate Mrinal Kr Choudhury
- Audit Report of Adnl Auditor General, Assam
- NOC for RC by Kalyani Devi w.e.f. 1/2/23 to 14/2/2023
- Application by Guwahti Roller Sports Academy
- Application by Bijoy Laxmi Baruh for yoga class

Leave Applications:

- Earn Leave Applications by 14 faculty members
- Maternity Leave Applications by 3 faculty members
- Child Care Leave Applications by 11 faculty members
- Leave without Pay application by Himadri Saikia

After thorough discussions on the AOB matters the GB has taken the following resolutions

Resolution No 6:

- (A) The GB has resolved to install ERP for smooth functioning of the academic and administrative works of the college and after verifying the quoted rates and experience of the different vendors who have applied for this job, the GB has resolved to approve the proposal submitted by **Corex Services** for the same. The GB advised the Principal to make an agreement with the service provider to have vigilance after post installation period of the service. The GB also has resolved to appoint a multi-tasking assistant in the office of the Principal to monitor the day to day activities through ERP system and authorise the Principal to do the needful through proper procedure in this regard.

Handwritten signature
Principal
Pragyojish College
Guwahati - 781009