

QUARTERLY PROFILE OF TEACHING STAFF

A. BASIC INFORMATION:

1	ASSESSMENT YEAR	2022-2023									
2	PERIOD	01.04.2022 -30.06.2022									
3	NAME OF INCUMBENT	PANKAJ KUMAR KALITA									
4	EMPLOYEE ID NO.	2013182700500005									
5	DESIGNATION	Assistant Professor									
6	DEPARTMENT	English									
7	DATE OF JOINING	23/09/1998									
8	DATE OF BIRTH (DD-MM-YYYY)	0	3	0	1	1	9	7	5		
9	PRIMARY MOBILE NO. (WITH WHATSAPP)	9	8	6	4	1	7	9	8	4	6
10	SECONDARY MOBILE NO.										
11	E-MAIL	Kalitapankaj1975@gmail.com									
12	PRESENT RESIDENTIAL ADDRESS	H. No- 15, Lachit Nagar Bharalupar, Kanaklata Path, Guwahati- 781007									

B. CURICULLUM:

Program B.A.	Semester	Course No. (e.g.HC-AS-1016)	Topics covered	No. of classes (1 hour duration)	No. of classes in ICT-mode
BA(Arts)	2 nd , 4 th and 6 th	HC-2016 HC-2026 HC-4016 HC-4026 HC-4036 HC-6016 HC-6026 HE-6026 HE-6036	POETRY DRAMA POETRY NOVELS, ESSAY POETRY NOVELS POETRY PARTITION LITERATURE WORLD LITERATURE	127	

C. EXTENTION AND OUTREACH ACTIVITIES:

Title of Activity Organized	Role in the activities (e.g. Coordinator/In-charge/Member if any)	Organizing Unit(Cell/Committee/Department)	Collaborating Unit (if any)	Dates (From-To)	No. of Teachers Participan t	No. of Students Participan t	No of Supporting documents / photographs
Plantation Programme Awareness	Coordinator	Department of Hindi & English	Department of Hindi	5 th June 2022	4/3		One photograph

Programme	Member	Eco- club		5 th June 202 2	11/12	
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D. STUDENT RELATED ACTIVITIES (within a maximum of 100 words)

<p>Tutorial & Remedial Classes, Bridge Courses , Experiential & Participative Programs ,Student Exchange Programs, Teacher Exchange Programs, Project Works, Student Seminars Community welfare activities, Student career counseling, Home Assignments, Add-On Programs & On-the-Job Trainings, soft skills & communicative skills, Mentor-Mentee activities, Group Discussion, Institutional Visits. Field Studies/Works, etc.</p>	<p>Home Assignment, Mentor- Mentee activities, Students career counselling and Group discussions.</p>
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E. INVOLEMENT ANY OTHER WORKS:

<p>Participation or contribution in Design and Development of Curriculum of affiliating University</p>	<p>No</p>
<p>Participation in activities related to Setting of question papers, moderation works, Assessment and evaluation process, conduct of exams, invigilation duties, scrutiny works, In-charge of examination cell, Member of examination committee, Involvement of any activities of internal and external examination of the affiliating University.</p>	<p>Yes</p> <p>Setting Question paper of sessional Examination.</p> <p>Evaluating of final examination Answer sheet.</p> <p>Invigilation Duty</p> <p>Member of Examination Committee</p> <p>Assigned the duty of Supervising officer of Degree six semester at Dispur College</p> <p>Sports in charge</p>

	<p>Principal i/c</p> <p>Head Examiner of B.A. 1st semester on 06/06/2022 and B.A. six semester on 15/06/2022.</p> <p>Member of library committee, College advisory committee, construction committee.</p> <p>External evaluator for the project work of B.A. six semester in the department of Hindi at Beltola College on 19/06/2022.</p> <p>Coordinator of Career Guidance Cell.</p>
Involvement with celebration and organization of national/international memorial/ celebratory days, events and festivals.	Celebrating World environment day
Involvement with attainment of Programme outcomes and course outcomes evaluated by the institution.	
Involvement in quality assurance activities/works of the Institute as member of IQAC	Assistant coordinator of IQAC
Involvement with green campus(Plantation, Gardening) initiatives	No
Involvement with audit and Budget exercises like energy audit, green audit, Academic and Administered Audit, Annual Budget preparation etc.	Member of Annual budget and audit.
participation with sensitization programs on Constitutional responsibilities (values, rights, duties and responsibilities) of citizens	No
Involvement with red ribbon Club/Anti Tobacco Committee etc.	No
Involvement towards expansion of collaborations, linkages and signing of MOUs with diverse organizations; Activities performed under MOUs	
Involvement with college admission process/ student union election	No
Involvement with In-House bodies/Others	Assistant coordinator of IQAC

	Academic In-charge
Involvement with sports/games/ cultural activities	In- charge
Involvement with the Quality assurance initiatives of the institution like Feedback collection, mentoring etc.	Mentor
Involvement with the activity of institutional Strategic/ perspective plan for successfully implementation	Member of NEP task force
Involvement with the effective guidance and leadership in various institutional practices.	Mentor
Involvement with the Capacity building and skills enhancement initiatives taken by the institution like: Soft skills , Language and communication skills, Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	No

F. RESEARCH PROJECTS:

Type of Project (Major/Minor/ /Others	Funded by government/non government / other agencies	Date of Sanction and duration	Amount Sanctioned	Amount received during the period
No				

G. RESEARCH ARTICLES:

Title of Publication	Name of Journal/ Volume (ISBN/ISSN if any)	papers published in the Journals notified on UGC website during the last five years	Impact Factor (if any)	Citation Index (if any)	h-index (if any)	Type of Publication (Journal/ Book/ Edited Volume/ Chapter in Edited Volume/ national/ international Conference Proceeding)
No						

H. OTHER PUBLICATION WORKS:

Title of Publication	Name of Volume	Category of Publication (Book/ Magazine/ Edited Volume/ Chapter in Edited Volume/ Newspaper)	Date of publication	ISSN/ISBN (if any)
No				

I. ACADEMIC ACTIVITIES ATTENDED:

Title of Activities	Type (Conference/Seminar/Webinar/ Workshop/RC/OP/STC/FDP, etc.)	Name (s) of Organizer	Dates (From – To)
No			

J. ACADEMIC ACTIVITIES ORGANIZED:

Names of Event Organized	Category Seminar/ Conference/ Webinar/ Workshop/ Training Program	Role in the activities (e.g. Coordinator/In- charge /Member/Participant if any)	Dates (From- To)	Collaborating Unit (if any)	International/ National/ Regional/ Local/ Institutional	No. of Teachers Participant	No. of Students Participant
No							

I hereby declare that the facts and figures mentioned in this format as above, are correct, genuine and true to my knowledge and belief. I further understand that, any misrepresentation and suppression of fact and figures shall be appropriately dealt with by my higher authority as per established procedural norms.

Pankaj Kumar Kalita

(Signature of the Incumbent)

This form should be submitted as E-mail attachment (as pdf copy) to the following E-mail

ID: iqac.bccell@gmail.com