

ANNUAL REPORT

JULY 2019 – OCTOBER 2020



INTERNAL QUALITY ASSURANCE CELL

PRAGJYOTISH COLLEGE

GUWAHATI – 781 009

MEETINGS ORGANIZED BY IQAC:

Dates of Meetings	Primary Stakeholders Involved	No. of Members Present	Resolutions Adopted
13.09.2019	IQAC Core Committee	15	2019/069 - 2019/083
14.09.2019	IQAC, PCGF, PCAA, faculty members	45	
23.09.2019	IQAC, PCAA, faculty members	6	1 no.
24.09.2019	IQAC, PCRTF, PCAA, NCC, NSS, BSG, faculty members	19	5 nos.
15.10.2019	IQAC, Conveners of AQAR/SSR Preparation Sub-Committees	9	5 nos.
31.10.2019	IQAC, Conveners of AQAR/SSR Preparation Sub-Committees, IT Cell members	9	1 no.
03.02.2020	IQAC, faculty members	67	10 nos.
20.10.2020	GB President, IQAC Chairperson IQAC Coordinator, IQAC GB representative, senior faculty members		

IQAC CORE COMMITTEE RESOLUTIONS ADOPTED:

Date	Resolution No.	Brief subject outline
13.09.2019	2019/069	Submission of AQAR (2018-19) and IIQA to NAAC
	2019/070	To achieve the target of 100% ICT-enabled faculty members; Active involvement of Computer Science Department
	2019/071	Setting up of the Office of the Estate Officer and attachment of the Record Room to this office; Staff Orientation Program for the office staff
	2019/072	Display of administrative responsibilities of employees in every academic department, college office and library
	2019/073	Display of safety measures in the laboratories of academic departments; Display block numbering in every academic/administrative block
	2019/074	Print and publish Code of Conduct Handbook for in-house circulation; upload in college website
	2019/075	Draft service conditions of non-sanctioned/ temporary staff of the college; constitute a drafting committee for the purpose
	2019/076	Tri-monthly review of the functioning of all in-house bodies
	2019/077	Constitution of a Joint Coordination Committee for planning, executing and monitoring all collaborative activities between IQAC and different stakeholders; incorporation of representatives of PCGF, PCRTF, PCAA, PCSU
	2019/078	Strengthening the process of academic mentoring in every department through professional assistance and supported by Students' Counseling Cell
	2019/079	Signing of MoUs for student and faculty exchange programs by different academic departments

	2019/080	Mitigation of primary issues/ grievances surfaced through Student/ Guardian feedback mechanism, viz. intensive cleaning of toilets/ washrooms, quality up-gradation of canteen services, enhanced safe drinking water provisions, etc.
	2019/081	Formation of the WhatsApp Group of the IQAC Coordinators Forum
	2019/082	Creation of adequate e-resource database in every academic department and optimum use of such resources
	2019/083	Creation of new modules like Best Department Award, Best Teacher Award, Best Non-Teaching Staff Award; drafting of modalities through a designated committee

EVENTS/ ACTIVITIES ORGANIZED BY IQAC:

Date	Name of the Event	Stakeholders Involved	Details of Participants
25.07.2019	Capacity Building Workshop for Non-Accredited/ Never Accredited Colleges of Baksa, Barpeta, Nagaon & Goalpara Districts	IQAC, RUSA	Dr. Santanu Baishya of Cotton University and Dr. Utpal Sarma of Gauhati University were the Resource persons for the program. Dr. Deepak Majumdar, IAS, Secretary, Higher Education, Govt. of Assam and other RUSA officials were present. Principals and IQAC Coordinators of 15 colleges participated
01.09.2019	1 st Annual Prize Day cum Felicitation Program	IQAC, PCTU, PCSU, PCAA, PCRTF, PCGF	Prof. Pratap Jyoti Handique, the newly elected Vice Chancellor of Gauhati University was the Chief Guest. Other guests included Dr. Shyamal Prasad Saikia, IPS, DIGP, Assam Police; Ahalya Gogoi, daughter of Krishna Kanta Handique, Presidents of PCAA, PCGF; ex-Principals, and teaching and non-teaching staff of the college; alumni; students and guardians; present teaching and non-teaching staff.
01.10.2019	Anti-Plastic and Anti-Tobacco Drive cum Awareness Program	IQAC, PCTU, PCSU, PCRTF, PCGF, PCAKS, NCC, NSS, BSG, IRC, District Tobacco Control Cell (Kamrup Metro District), Police Commissionerate (Guwahati Metro)	Participants belonging to all stakeholders actively participated. Dr. Shyamal Prasad Saikia, IPS, DIGP, Assam Police and Jayanta Baruah, ACP was present.
01.11.2019 -	Workshop on	IQAC, Computer Science Department (BCA)	Badal Mishra from "Bitter Coders" was the resource

02.11.2019	Modern Day Web Development with Best Practices		person; all faculty members and students of BCA Program participated.
13.11.2019	Interactive Session on Mentoring System in Higher Educational Institutions	IQAC	Pallabita Barooah Chowdhury, Students' Counsellor of Students' Affairs Section, IIT, Guwahati was the resource person; representatives of different academic departments participated
13.11.2019	Interactive Session on Student Satisfaction Survey	IQAC, PCSU, Departmental Student Representatives	PCSU office bearers and student representatives from all academic departments participated
21.01.2020 - 25.01.2020	Soft Skill Training	IQAC, NSS	The key speaker was Tribenee Bhattacharyya and the Trainers were Meghna Kaushik, Debashis Dutta, Dr. Priti Baishya and Dr. Chandana Sarma
07.02.2020 - 11.02.2020	Book Donation Camp and Distribution Event of Previous Year Examination Question Papers for the Students	IQAC, PTNS Library	All library staff of PTNS Library, IQAC members and students actively participated
19.02.2020	Interactive Session with IQAC, D.K. College, Mirza	IQAC of both the colleges	IQAC Coordinators and members of both colleges
04.03.2020	Acclimatization Visit to BBK College, Jalah for NAAC Peer Team Visit	IQAC of both the colleges	IQAC Coordinators and Principals of both colleges; Technical Assistants of IQAC, Pragiyotish College
12.07.2020	Webinar on "Post Pandemic: Achieving Self Reliance Through Social Entrepreneurship"	IQAC, BSG স্থাপিত : ১৯৫৪	Total no. of participants: 60 Resource persons: Hemanta Madhab Gogoi
15.07.2020	Webinar on "Awareness Programme on Use of E-Resources" (75 th ACLA Webinar)	IQAC, ACLA, PTNS Library	Total no. of participants: 289 Resource persons: 1. Prof. Sanjay Singh, Gauhati University 2. Dr. Prasanta Kr. Deka, Gen. Secy., ACLA 3. Dr. Birender Pal, Coordinator, ICT Cell, ACLA
21.07.2020	International Webinar on "Use of New	IQAC, Bengali Department	Total no. of participants: 584 Keynote Speaker: Prof. Amalendu Chakraborty,

	Technology in Contemporary Bengali Studies: Limitation and Extension”		VC, RTU, Assam Resource persons: 1. Dr. S.K. Safikul Hossain, Calcutta University 2. Prof. Abhra Bose, Visva-Bharati University 3. Dr. Mamun Or Rashid, Jahangirnagar University, Bangladesh 4. Dr. Tanmay Bir, Sarsuna College, West Bengal
01.08.2020 - 04.08.2020	National Webinar Series on Anthropology (Series 1: Archaeological Anthropology)	IQAC, Anthropology Department	Total no. of participants: 370 Resource persons: 1. Dr. Dwipen Bezbaruah, GU 2. Dr. Jonali Devi, Cotton University 3. Dr. Queenbala Marak, NEHU 4. Dr. Garima Thakuria, Sikkim University 5. Dr. Kalpana Choudhury, Dimoria College 6. Pankhy Sarma, Pragjyotish College 7. Dr. Bandita Medhi Deka, A.V.College 8. Dr. Geetanjali Devi, Dibrugarh University 9. Dr. Anamika Gogoi Duarah, A.V.College 10. Dr. Nilofar Jeshmin, Morigaon College 11. Prof. Vinay Kumar Srivastava, Director, Anthropological Survey of India 12. Dr. Hari Chandra Mahanta, Registrar, Dibrugarh University
02.08.2020	National Webinar on “Rebuilding Tourism Through Effective Utilization of Human Resources”	IQAC, Tourism Management Department	Total no. of participants: 100 Resource persons: Shoeb Samad, Deputy Director General, Human Resource Development, Ministry of Tourism, Govt. of India
03.08.2020	Webinar on “Sanskritam Sudhamritam”	IQAC, Sanskrit Department	Total no. of participants: 108 Resource persons: 1. Prof. Nalini Devi Misra, GU 2. Ranjan Bezbaruah, Sanskrit Melodist

16.08.2020	International Webinar on “Assam’s Developmental Lag: Challenges and Way Forward”	IQAC, Economics Department	Total no. of participants: 119 Resource persons: 1. Dr. Nisha Taneja, ICRIER, New Delhi 2. Dr. Deb Kusum Das, Ramjas College, New Delhi 3. Dr. Homagni Choudhury, Kingston University, London
17.08.2020	International Webinar on “Indian Economy from Gender Perspective: From the Pandemic Times to the Future”	IQAC, PCWSC	Total no. of participants: 105 Resource persons: 1. Dr. Archana Sharma, GU 2. Dr. Maitrayee Deka, Essex University, UK 3. Dr. C.P. Satheesh, Shree Narayana College, Kannur
19.08.2020	National Webinar on “Challenges and Impact of COVID-19 on Higher Education”	IQAC, Education Department	Total no. of participants: 127 Resource persons: 1. Dr. Rajinder Singh, Tezpur University 2. Dr. Naraginti Amareswaran Reddy, NEHU
20.08.2020	Webinar on “Nature-based Tourism”	IQAC, Tourism Management Department	Total no. of participants: 136 Resource persons: Padma Shree Jadav Payeng, Environmental Activist
29.08.2020	Webinar on “The Humanistic Ideals in the Sanskrit Literature from Vedic and Puranic Perspectives”	IQAC, Sanskrit Department	Total no. of participants: 48 Resource persons: 1. Dr. Manjula Devi, GU 2. Dr. Sujata Purkayastha, GU
30.08.2020	International Webinar on “Socio-Cultural Behaviour and Health Issues”	IQAC, Anthropology Department	Total no. of participants: 124 Resource persons: 1. Snigdha Choudhury, Australia 2. Jhimly Baruah, UNICEF India 3. Nikita Hazarika, Ashwas Mental Health
07.09.2020 - 12.09.2020	Hindi Training Workshop (Hindi Shikshan Karyashala)	IQAC, Hindi Department	Total no. of participants: 67 Resource persons: 1. Dr. Anushabda, Tezpur University 2. Dr. Sunil Kumar Tiwari, Shahid Bhagat Singh College, New Delhi 3. Dr. Achyut Sarma, GU

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.

- Designing, printing and fitting of uniform **Room No. Boards** for all rooms of all blocks/ buildings of the college; Process completed within July 2019
- Designing, printing and fitting of 3 categories of **Student Instruction Boards (Mobile usage restriction/ Scribbling restriction/ Energy saver)** for all class rooms and laboratories of the college; Process completed within July 2019
- An IQAC Coordinators **WhatsApp Forum** was created on 25.07.2019, encompassing the IQAC Coordinators who were present in the Capacity Building Workshops organized by RUSA on 11th July 2019 (at RUSA office) and 25th July 2019 (at Pragjyotish College); the group targeted to include ultimately include the IQAC Coordinators of all the colleges of Assam, in a bid to share information pertaining to NAAC Assessment & Accreditation procedure, along with information related to best practices and other quality initiatives for holistic growth of all the higher educational institutions; Information regarding holding of various webinars shared in the group during the COVID-19 pandemic lockdown period (April – September 2020) for facilitating members to participate and further circulation of the same in their respective institutions.
- Designing and printing of **HOD Diary** for Heads of all academic departments in July 2019
- Designing and printing of **Lesson Plan/ Record of Classes** for all faculty members in July 2019
- Distribution of **Lesson Plan/ Record of Classes** to all departments on 01.08.2019
- Instruction to all academic departments to reconstitute the Departmental Advisory Committees for the session 2019-20; Distribution of **Departmental Advisory Committee (DAC) formats** to all academic departments on 03.08.2019; Collection of DAC lists through institutional emails and upload in the college website
- Instruction to all faculty departments/ departments to make use of institutional emails for the purpose of all official communication on 08.08.2019; use of personal email IDs restricted for official communication purpose
- Distribution of **HOD Diary** to all academic heads on 10.08.2019

- Distribution of **Departmental Class Routine (DCR) formats** to all academic departments on 16.08.2019; Collection of DCRs through institutional emails
- Initiative for obtaining GB approval on various important matters like maintenance of college canteen on cooperative basis, opening a multi-facilitation unit on cooperative basis, maintenance of the college ponds on cooperative basis, allocation of office rooms to PCRTF and PCGF, allocation of a Records Room and renting out of video-conference room (vide office memo No. PC/IQAC/INT/2019/848 dated 02.08.2019) and framing of service conditions for contractual teaching and non-teaching staff (vide office memo No. PC/IQAC/INT/2019/851 dated 03.08.2019); Accordingly discussions were held in the GB meeting held on 22.10.2019
- Arrangements made to attach Nayan Mahanta (In-Charge, BCA, Computer Science Department) as Technical Officer in IQAC for coordinating and monitoring NAAC related-website uploading works, in lieu of Dr. Aziz Khan (vide office memo No. PC/35/2019/494-496 dated 14.08.2019)
- Collection of all rank holders and first class holders from different departments in a standard **format** on 24.08.2019, for the 1st Annual Prize Day of the college
- Assisting in the checking of comparative statements of candidates who have applied for various teaching/ non-teaching posts of the college
- Various categories of certificates designed/ printed (Best Post-Graduate, Best Graduate, Rank Holders, First Class Holders, Best Library Users – Teachers and Students, Topper of NCC exam) and mementoes designed for the 1st Annual Prize Day, held on 01.09.2019
- Initiative to instruct the Computer Science Department (vide office memo No. PC/IQAC/INT/2019/868 dated 20.09.2019) to organize Faculty Development Program on ICT for both teaching and non-teaching staff
- Initiative to undertake intensive cleaning of the toilets of the college as per recommendation of Guardian and Student Feedbacks, quality uplift of the college canteen through adequate arrangement and ensure additional safe drinking water provision (vide office memo No. PC/IQAC/INT/2019/869 dated 20.09.2019)
- Arrangements made to appoint in-charges on 23.09.2019 for the four (4) conference/ meeting halls located in the A, E, K and L Blocks
- Designing, printing and fitting of display boards depicting **Environment-friendly Slogans** and **Anti-Tobacco Slogans** in the college campus on the eve of the Anti-Plastic and Anti-Tobacco Drive cum Awareness Program organized on 01.10.2019

- Submission of Status Report to RUSA regarding 3rd Cycle of NAAC Accreditation (vide office memo No. PC/35/2019/962 dated 16.10.2019)
- Initiative to reorient the college office space by transferring all old and unused files to the Records Room
- Initiative for obtaining GB approval on various important matters (vide office memo No. PC/IQAC/INT/2019/873 dated 22.10.2019) like approval of the service rules for contractual staff, Handbook of Professional Conduct & Guidelines, Institutional Usage and Maintenance Policy for Physical, Academic and Support Facilities, creation of an separate Environment Science Department, stipulation of monetary fine for use of tobacco products within the college campus and making arrangements for internet banking facility to facilitate payments to NAAC. Accordingly discussions were held in the GB meeting held on 22.10.2019
- Initiative to obtain internet banking facility in college account head PRAGJYOTISH COLLEGE GENERAL FUND, maintained in the SBI (Guwahati Branch), in Account No. 10823629870 (vide office memo No. PC/35/2019/891 dated 23.10.2019)
- Initiative to correct the officially recorded misspelt college name in UGC records (vide office memo No. PC/35/2019/892 dated 23.10.2019)
- Initiative to obtain duplicate 2 (f) and 12 (B) certificates from UGC (vide office memo Nos. PC/35/2019/895 dated 25.10.2019; PC/35/2020/1106 dated 29.01.2020; PC/35/2020/1668 dated 03.11.2020)
- Initiative to assign the task of setting up of full-fledged mentoring system in the various departments of the college to the Students' Counseling Cell
- Procure the total built-up area of the college from the M/s Design Consortium (vide office memo No. PC/35/2019/893 dated 24.10.2019)
- Initiative to appoint an Estate Officer of the college (as per resolution no. 2017/006, adopted in the IQAC Core Committee meeting held on 09.08.2017, and subsequently approved in the Governing Body meeting held on 06.10.2017)
- A standard **format** designed for individual departments for various requirements/ grievance redressal pertaining to the Office of the Estate Officer
- Updating the **Hand Book of Professional Conduct and Guidelines** (2021 edition)
- Updating the **Institutional Usage and Maintenance Policy for Physical, Academic and Support Facilities** (2021 edition)

- Start compilation works for the **Student Information Booklet** (2021 edition)
- Designing and placing orders for printing **Instruction Boards (Laboratory Guidelines)** in all laboratories of the college, in the departments of Anthropology, Botany, Chemistry, Computer Science, Education, Geography, Geology, Physics, Statistics and Zoology
- Setting up of a **Records Room** for storing all unused file of the college office in a bid to remove cluttering the office space
- Setting up of office rooms for **Pragjyotish College Retired Teachers' Forum (PCRTF)** and **Pragjyotish College Guardians' Forum (PCGF)**
- Initiative to publish an institutional Table/ Desk Calendar, Executive Diary, Class routine cum calendar for students, weaving of institutional *gamocha*, assign the room adjacent to the Principal's Room as **Visitor's Room (for Principal)** and make provision for a Book Display Shelf in the room, make provision for a **Visitor's Room (College Office)** and display of a staff duties and responsibilities board in the room, make provision for a separate office room for **Pragjyotish College Ana Sikshak Karmachari Sanstha**, make provision for a separate **E-waste and Electrical Storage Room**, signing of MoUs with competent organizations for disposal of e-wastes generated within the college campus, make provision for an **Yoga Arena**, arrange to publish a colourful catalogue of college flora and college publications (vide office memo No. PC/IQAC/INT/2019/881 dated 23.12.2019)
- Modalities devised and notified for organizing different activities and recording the activity details through the **Activity Record Register** and Activity Reports on 06.02.2020
- Initiative to devise functioning mechanism for the **Office of the Estate Officer cum Records Room/ Office of PCRTF/ Office of PCGF/ Office of PCAKS/ E-waste cum Electrical Storage Room/ Visitor's Room (for Principal)/ Visitor's Room (College Office)** (vide office memo No. PC/35/2020/1122 dated 12.02.2020)
- Initiative to devise functioning mechanism for the **First Aid Centre/ Day Care Centre cum Rest Room for Differently-abled/ Examination Sick Room/ Yoga Arena** (vide office memo No. PC/35/2020/1123 dated 12.02.2020)
- Initiative to set up the **Entrepreneurship Development Cell** (vide office memo No. PC/35/2020/1124 dated 12.02.2020)
- Initiative to set up the **Environmental Science Department** (vide office memo No. PC/35/2020/1125 dated 12.02.2020)

- Initiative to collect all educational qualifications of the faculty members in a standard format and incorporate the data in the College Prospectus 2020
- Initiative to remodel and redesign the **College Prospectus 2020** during June 2020
- Initiative to give effect to the signing of a MoU between Pragjyotish College and Asom Kalatirtha on 17.07.2020
- Assisted the Performing Arts Department in preparing the NSQF (National Skills Qualification Framework) proposal and submission of the online application for the same on 20.07.2020
- Initiative to obtain GB approval for a permanent Computer Operator/ Assistant in the IQAC Office, opening of Degree Programs in Fine Arts and Performing Arts, design of the unique logo for IQAC, approve the institutional **Perspective Plan (2019-2024)** prepared by IQAC, institution of new awards (viz. Departmental Best Practice Award, Best Department Award, Best Teacher Award and Best Non-Teaching staff Award) for the next Annual Prize Day (vide office memo No. PC/IQAC/INT/2019/890 dated 10.06.2020). Accordingly discussions were held in the GB meeting held and pertinent resolutions adopted.
- Assisted the Performing Arts Department to undertake an enrolment drive in the Diploma in Performing Arts (Hindustani Vocal and Sattriya Dance) Program, in the event of the college being approved by UGC for assistance under NSQF
- **NAAC-related works:**
 1. Institutional Registration in the NAAC portal on 07.08.2019
 2. Distribution of AQAR (2018-19) format to all departments/ library/ office on 08.08.2019; Collection of AQARs through institutional emails
 3. Issued guidelines to all academic departments on 20.09.2019 to gear up properly for the forthcoming NAAC Peer Team Visit
 4. Submission of AQAR (2018-19) on 03.10.2019
 5. Submission of IIQA on 29.10.2019
 6. Submission of IIQA query responses on 01.11.2019, 06.11.2019 and 15.11.2019
 7. Issued guidelines to all academic departments on 08.11.2019 to gear up properly for the forthcoming NAAC Peer Team Visit
 8. Obtained IIQA approval intimation from NAAC on 20.11.2019

9. Submission of SSR on 20.01.2020
10. Issued guidelines to all academic departments on 06.02.2020 to gear up properly for the forthcoming NAAC Peer Team Visit
11. Conduct of SSS during the period 21.01.2020 – 20.02.2020
12. Submission of DVV query response on 18.03.2020
13. Obtained Pre-qualifier intimation from NAAC on 06.06.2020
14. Obtained PTV intimation from NAAC on 19.10.2020
15. Meeting with GB representatives for fixing PTV time slots/ payment of balance fees to NAAC/ framing of an Action Plan for PTV on 20.10.2020
16. Issued General Guidelines (Circular-1) on 27.10.2020 for NAAC PTV
17. Formation of different sub-committees/ teams and guidelines drafted for each, for being approved in the next IQAC Core Committee meeting scheduled to be held during the first week of November 2020

FORMATS DESIGNED BY IQAC FOR DATA COLLECTION:

- Standard format for collection of Departmental Class Routines (DCR)
- Standard format for collection of all rank holders and first class holders from different departments
- Standard format for individual departments for various requirements/ grievance redressal pertaining to the Office of the Estate Officer
- Standard format for obtaining educational qualifications of the faculty members, for being included in the College Prospectus 2020-21

COMPILED AND PUBLISHED BY:

**THE COORDINATOR
INTERNAL QUALITY ASSURANCE CELL
PRAGJYOTISH COLLEGE, GUWAHATI**