

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	SADHANA KALITA									
4	EMPLOYEE ID NO.	2013182700500009									
5	DESIGNATION	Assistant Professor									
6	DEPARTMENT	Economics									
7	DATE OF JOINING	01/08/1998									
8	DATE OF BIRTH (DD-MM-YYYY)	0	1	0	1	1	9	7	3		
9	PRIMARY MOBILE NO. (WITH WHATSAPP)	9	8	6	4	0	6	6	2	2	3
10	SECONDARY MOBILE NO.	9	8	6	4	0	6	6	2	2	3
11	E-MAIL	Sadhanakalita12@gmail.com									

12	PRESENT RESIDENTIAL ADDRESS	Azara Lapatul, Near Kali Mandir, P-O- Azara, Kamrup(metro),Assam, Pin no-781017
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B. CURICULLUM:

Program	Semester	Course No. (e.g.HC-AS-1016)	Topics covered	No. of classes (1 hour duration)	No. of classes in ICT-mode
B.A.	2 nd -----	ECO-HC-2016	Unit-1&3	4 class per week	
		ECO-RC/HG-2016	Unit-1&3	3 class per week	
	4 th -----	ECO-RC/HG-4016	Unit-2&4	2 class per week	
		ECO-RE/RG-6016	Unit-2	5 class per week	
	and 6 th ---	ECO-HC-6016	Unit-1,2,3&4	8 class per week	
		ECO-SE-6014	Unit-2	3 class per week	

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 / photograph s
IMPORTANC E OF PAYING TAXES AND EASE OF TAX COMLIANCE	Member	Entrepreneurship Cell of Beltola College	Income Tax Department, North East Region, Guwahati.	23-05- 2022	10	65	Photograph

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>Tutorial classes are taken for the benefit of students. Home assignment are given to the students both major and pass as per G U guide line. Meeting with the mentees was taken on 08-06-2022 for discussing the NAAC related issues and also distributed the prize of online essay competition to the mentees of 3rd semester,</p>	
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E. INVOLEMENT ANY OTHER WORKS:

Participation or contribution in Design and Development of Curriculum of affiliating University	No
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. Yes, performed duty as a Invigilator of 1 st and 5 th semester and Examiner and Scrutinizer of B.A 1 st semester final examination	Yes

Involvement with celebration and organization of national/international memorial/ celebratory days, events and festivals. Yes, Involved in the celebration of International Yoga day.	Yes
Involvement with attainment of Programme outcomes and course outcomes evaluated by the institution.	No
Involvement in quality assurance activities/works of the Institute as member of IQAC	No
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. Yes – Member of Annual Budget and internal Audit approve committee	Yes
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	No
Involvement with college admission process/ student union election	Yes
Involvement with In-House bodies/Others	No
Involvement with sports/games/ cultural activities	Yes, in sports
Involvement with the Quality assurance initiatives of the institution like Feedback collection, mentoring etc.	Yes, in mentoring

Involvement with the activity of institutional Strategic/ perspective plan for successfully implementation	No
Involvement with the effective guidance and leadership in various institutional practices.	No
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

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)

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)

I. ACADEMIC ACTIVITIES ATTENDED:

Title of Activities	Type (Conference/Seminar/Webinar/ Workshop/RC/OP/STC/FDP,etc.	Name (s) of Organizer	Dates (From – To)

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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

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.

Sadhana 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