

QUARTERLY PROFILE OF TEACHING STAFF

A. BASIC INFORMATION:

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|----|---------------------------------------|------------------------|---|---|---|---|---|---|---|---|---|
| 1 | ASSESSMENT YEAR | 2022-2023 | | | | | | | | | |
| 2 | PERIOD | 01 07 2022 -30 09 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 |

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| 11 | E-MAIL | Sadhanakalita12@gmail.com |
| 12 | PRESENT RESIDENTIAL ADDRESS | Azara Lapatul, Near Kali Mandir, P-O- Azara, Kamrup(metro),Assam, Pin no-781017 |

B. CURICULLUM:s

| 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. | 1 st | ECO-HC-1016 | Unit-1&2 | 3 class per week | 5 |
| | | ECO-RC/HG-1016 | Unit-1, 2 | 3 class per week | |
| | 3 rd | ECO-HC-3026 | Unit-1, 2 & 3 | 6 class per week | |
| | | ECO-RC/HG-3016 | Unit- 1, 2 & 5 | 2 class per week | |
| | | ECO-SEC-3014 | Unit-1 & 3 | 2 class per week | |
| | 5 th | ECO-RE/RG-5016 | 1 , 2 & 4 | 4 class per week | |
| | | ECO-SE-5014 | 1 & 3 | 2 class per week | |

C. EXTENTION AND OUTREACH ACTIVITIES:

| Title of Activity | 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 Participant | No. of Students Participant | No of Supporting documents / photographs |
|-------------------|---|--|-----------------------------|-----------------|-----------------------------|-----------------------------|--|
| Organized | | | | | | | |
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D. STUDENT RELATED ACTIVITIES (within a maximum of 100 words)

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| <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 mentees.</p> |
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E. INVOLEMENT ANY OTHER WORKS:

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| 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 2nd and 4 th final semester and supervisory officer of B.A 6th semester | Yes |

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| final examination. | |
| Involvement with celebration and organization of national/international memorial/ celebratory days, events and festivals. | Yes, Celebration of Independence Day. |
| 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 |

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| Involvement with sports/games/ cultural activities | |
| 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 | Yes, ICT Class was taken. |

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) |
|-----------------------------------|---|-----------------------------|---------------------------------|
| Digital Teaching Learning Methods | FDP | D K Girls' College Mirza | From 22 July to 28 July 2022 |

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 |
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| | | | | | | | |

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

