

## QUARTERLY PROFILE OF TEACHING STAFF

### A. BASIC INFORMATION:

1	ASSESSMENT YEAR	2022-2023									
2	PERIOD	01.10.2022 -31.12.2022									
3	NAME OF INCUMBENT	<b>PANKAJ KUMAR KALITA</b>									
4	EMPLOYEE ID NO.	<b>2013182700500005</b>									
5	DESIGNATION	Assistant Professor									
6	DEPARTMENT	<b>English</b>									
7	DATE OF JOINING	<b>23/09/1998</b>									
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	<b>Kalitapankaj1975@gmail.com</b>									
12	PRESENT RESIDENTIAL ADDRESS	<b>H. No- 15, Lachit Nagar Bharalupar, Kanaklata Path, Guwahati- 781007</b>									

### B. CURICULLUM:



**D. STUDENT RELATED ACTIVITIES (within a maximum of 100 words)**

<p>Tutorial &amp; Remedial Classes, Bridge Courses , Experiential &amp; Participative Programs ,Student Exchange Programs, Teacher Exchange Programs, Project Works, Student Seminars Community welfare activities, Student career counseling, Home Assignments, Add-On Programs &amp; On-the-Job Trainings, soft skills &amp; 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>Principal i/c</p> <p>Member of library committee, College advisory committee, construction committee.</p> <p>Coordinator of Career Guidance Cell.</p>
<p>Involvement with celebration and organization of national/international memorial/ celebatory days, events and festivals.</p>	<p>No</p>

Involvement with attainment of Programme outcomes and course outcomes evaluated by the institution.	yes
Involvement in quality assurance activities/works of the Institute as member of IQAC	Assistant coordinator of IQAC Member NEP Task Force
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, academic audit
participation with sensitization programs on Constitutional responsibilities (values, rights, duties and responsibilities) of citizens	Yes, Member of Code of conduct
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	Appointed as a counting officer of BCSU Election on 29/10/2022.
Involvement with In-House bodies/Others	Assistant coordinator of IQAC Academic In-charge Member of NEP Task Force Member of library committee, College development and advisory committee, construction committee. Coordinator of Career Guidance Cell. Member of Examination committee Academic audit Member of Community development cell Member of anti ragging cell

Involvement with sports/games/ cultural activities	No
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	Assistant coordinator IQAC Member of NEP task force
Involvement with the effective guidance and leadership in various institutional practices.	Member of Yuva club 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 <i>(Major/Minor/ /Others</i>	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)

**I. ACADEMIC ACTIVITIES ATTENDED:**

Title of Activities	Type  (Conference/Seminar/Webinar/ Workshop/RC/OP/STC/FDP, etc.)	Name (s) of Organizer	Dates  (From – To)
Resource Person	Workshop on NAAC preparation	West Guwahati Commerce College	17.12.2022
Resource Person	Workshop on NAAC preparation	Madhya Kaampeeth College, Borka, Kamrup	22.12.2022

**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
1. Guest of the Month Programme organized by IQAC & Administrative wing	Conference	Assistant coordinator	29/11/2022	No	Institutional		
2. An Awareness Programme on World AIDS Day 2022 Organized by IQAC	Conference	Assistant coordinator	01/12/2022	No	Institutional		
3. Guest of the month Programme organized by IQAC	Conference	Assistant coordinator	23/12/2022	No	Institutional		

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