

QUARTERLY PROFILE OF TEACHING STAFF

Arup Kalita, Assistant Professor, Dept. of Pol. Sc., Beltola College

A. BASIC INFORMATION:

1	ASSESSMENT YEAR	2022-2023
2	PERIOD	01.10.2022 -31.12.2022
3	NAME OF INCUMBENT	ARUP KALITA
4	EMPLOYEE ID NO.	2013182700500011
5	DESIGNATION	Assistant Professor
6	DEPARTMENT	Political Science
7	DATE OF JOINING	03/11/2009
8	DATE OF BIRTH (DD-MM-YYYY)	01/10/1977
9	PRIMARY MOBILE NO. (WITH WHATSAPP)	8638731341
10	SECONDARY MOBILE NO	--
11	E-MAIL	Arupkalita3672@gmail.com
12	PRESENT RESIDENTIAL ADDRESS	Krishnanagar, Japorigog, Near Shiva Nagar Shiv Mandir, Dist. – Kamrup (M) Assam Guwahati - 781005

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
	1 st Semester(M)	POL HE 2026	Constituent Assembly and the Constitution, organs of the Government, federalism and the Decentralization	11	2
	3 rd Semester (M)	POL HE 4026	Public Administration as a discipline, Theoretical Perspectives, Public Policy	11	2

	5th Semester(M)	POL-HE-5046	Constitution of UK and the Constitution of USA	10	3
	5th Semester(RE)	POL RE 5016	Concept nature and importance of Public Administration, Administrative Theories, Principles of Organization.	08	

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 Participant	No. of Students Participant	No of Supporting documents / photographs

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

Tutorial & Remedial Classes, Bridge Courses , Experiential & Participative Programs ,Student Exchange Programs, Teacher Exchange Programs, Project Works, Student Seminars Community welfare activities, Student career counselling, Home Assignments, Add-On Programs & On-the-Job Trainings, soft skills & communicative skills, Mentor-Mentee activities, Group Discussion, Institutional Visits. Field Studies/Works, etc.	Home assignment was given in BA 1 st , 3 rd and 5 th Semester students before sessional examination in the month of May, before Sessional examination.
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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, and In-charge	Setting question Paper both Major and General for sessional Examination. Appointed as Nodal office for Digital Learning Cell

of examination cell, Member of examination committee, Involvement of any activities of internal and external examination of the affiliating University.	Assistant in-charge BA 3 rd Semester final Examination
Involvement with celebration and organization of national/international memorial/ celebratory days, events and festivals.	-
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	
Involvement with green campus(Plantation, Gardening) initiatives	As an In-charge of Pollution free Campus involve in plantation and gardening.
Involvement with audit and Budget exercises like energy audit, green audit, Academic and Administered Audit, Annual Budget preparation etc.	Member of Annual Budget Committee
participation with sensitization programs on Constitutional responsibilities (values, rights, duties and responsibilities) of citizens	In-charge of the Blood Donation Camp organised by Beltola College.
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	Appointed as Co-ordinator of Unnat Bharat Abhijan.
Involvement with college admission process/ student union election	In-charge of the admission committee- session 2022-23. Appointed as the returning officer of Beltola College
Involvement with In-House bodies/Others	Member of the Construction Committee Member of IQAC, Coordinator of RUSA, In-charge of Computer Education
Involvement with sports/games/ cultural activities	
Involvement with the Quality assurance initiatives of the institution like Feedback	

collection, mentoring etc.	
Involvement with the activity of institutional Strategic/ perspective plan for successfully implementation	In-charge of Computer education and six month Computer Certificate Course, as member of the construction Committee supervise the various construction of the College,
Involvement with the effective guidance and leadership in various institutional practices.	As a Head of the Political Science Department, various initiatives are taken to smooth running the department.
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	In-charge of Computer Education and mentor of swam. Various programmes are done for spread of information and communication technology.

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:

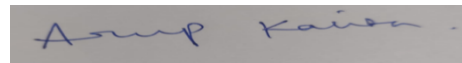
Title of Activities	Type (Conference/Seminar/Webinar/	Name (s) of Organizer	Dates (From – To)

	Workshop/RC/OP/STC/FDP, etc.		
Digital Literacy	FDP	Uttar Kampith Mahavidyalaya, Jagra, Nalbari, Assam	21 November ----27 November.-2022
Development your Academic Writing Skill	Workshop	NEHU in Collaboration With Moran College, Assam and SVU Tirupati,- AP	23/12/2022
North east Research Conclave	Seminar	USTM, Mehhalaya	31/10/2022

J. ACADEMIC ACTIVITIES ORGANIZED:

Names of Event Organize	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.



(Arup Kalita)

(Signature of the Incumbent)