

## 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	Mofida Begum										
4	EMPLOYEE ID NO.	<b>2013182700500013</b>										
5	DESIGNATION	<b>Assistant Professor</b>										
6	DEPARTMENT	<b>Education</b>										
7	DATE OF JOINING	<b>01/11/1998</b>										
8	DATE OF BIRTH (DD-MM-YYYY)	0	5	0	7	1	9	7	1			
9	PRIMARY MOBILE NO. (WITH WHATSAPP)	9	8	6	4	8	2	2	5	6	3	
10	SECONDARY MOBILE NO.	7	0	0	2	1	7	1	6	9	4	
11	E-MAIL	<b>mofidabegum100@gmail.com</b>										
12	PRESENT RESIDENTIAL ADDRESS	<b>Sixmile F. A.Ahmed Nagar, House No -21, Bye Lane 17, Jana Path,Guwahati-22</b>										

**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
B.A .	Semesters 2 <sup>nd</sup> ,4 <sup>th</sup> and 6 <sup>th</sup>	HC 2016 HC 2026 HG/RC 2026 HC 4016 HC 4026 HC 4036 HG/RC 4016 HC 6026 RE 6016 SEC 6016	Unit 5 Unit 2 Unit 3 Unit 4 Unit 2 and 5 Unit 4 Unit 1 Project Unit 2 Unit 2	24 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 Participant	No. of Students Participant	No of Supporting documents / photographs
	1.HOD 2.Coordinator of French Language	Grievance Cell					

**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, , Institutional Visits. Field Studies/Works, etc.</p>	<p>Home assignment, Home Assignments, Mentor-Mentee activities, Group Discussion Institutional Visits.— Workshop on Lesson Plan Field Studies/Works</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 Setting of question papers, Assessment and evaluation process, In-charge of examination –Appointed as AOC of 1<sup>st</sup> semester examination held In 30<sup>th</sup> March to 13<sup>th</sup> April 2022</p>

	<p>invigilation duties,</p> <p>scrutiny works,</p> <p>In-charge of examination ,</p> <p>Involvement of internal examination</p> <p>Appointed as external evaluator of practical examination of 1<sup>st</sup> and 5<sup>th</sup> Semester final exam 2022 in Kanya Mahabidyalaya under the Gauhati University</p> <p>Appointed as external evaluator of project paper 6026 in Karmashree Hiteswar Saikia College under the Gauhati University.</p>
Involvement with celebration and organization of national/international memorial/ celebratory days, events and festivals.	<p>World environment day</p> <p>Anti-Tobacco day</p>
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	Criteria 5
Involvement with green campus(Plantation, Gardening) initiatives	Plantation program of world environment Day.
Involvement with audit and Budget exercises like energy audit, green audit, Academic and Administered Audit, Annual Budget preparation etc.	No
participation with sensitization programs on Constitutional responsibilities (values, rights, duties and responsibilities) of citizens	

Involvement with red ribbon Club/Anti-Tobacco Committee etc.	
Involvement towards expansion of collaborations, linkages and signing of MOUs with diverse organizations; Activities performed under MOUs	
Involvement with college admission process/ student union election	Beltola College Student Union Election.
Involvement with In-House bodies/Others	
Involvement with sports/games/ cultural activities	
Involvement with the Quality assurance initiatives of the institution like Feedback collection, mentoring etc.	yes
Involvement with the activity of institutional Strategic/ perspective plan for successfully implementation	
Involvement with the effective guidance and leadership in various institutional practices.	
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	

**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)

**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)
Paper Presentation	Seminar	1. Charaibahi college , Marigaon  2. Batadraba Sri Sri Sankardev College Nagaon	23th April 2022  28 <sup>th</sup> June 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. Workshop on Lesson Plan	Workshop		11 June 2022	no	Institutional	Teacher 04	Students 50
2. Group Discussion	6 <sup>th</sup> sem students				institutional	Teacher 04	Students 04

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.

**(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

