



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		JORHAT KENDRIYA MAHAVIDYALAYA
• Name of the Head of the institution	DR DULEN SAIKIA	
• Designation	PRINCIPAL & SECRETARY	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03762350009	
• Mobile No:	8638747970	
• Registered e-mail	JKMPRINCIPAL@REDIFFMAIL.COM	
• Alternate e-mail	DULEN.S@REDIFFMAIL.COM	
• Address	JORHAT KENDRIYA MAHAVIDYALAYA	
• City/Town	JORHAT	
• State/UT	ASSAM	
• Pin Code	785010	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Rural	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	DIBRUGARH UNIVERSITY				
• Name of the IQAC Coordinator	PRANJAL DUTTA				
• Phone No.	03762350009				
• Alternate phone No.	9435357789				
• Mobile	9435357789				
• IQAC e-mail address	JKMPRINCIPAL@REDIFFMAIL.COM				
• Alternate e-mail address	JKMPRINCIPAL@REDIFFMAIL.COM				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://jorhatkendriyamahavidyalaya.in/aqar.php				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.jorhatkendriyamahavidyalaya.in/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B++	2.78	2016	05/11/2016	04/11/2020
6.Date of Establishment of IQAC			19/12/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	RMSA	05-01-2021	45,231.38	
Nil	Nil	Infrastructure Development Grant	02-03-2021	25,76,822	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	08	
<ul style="list-style-type: none">Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
<ul style="list-style-type: none">If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none">If yes, mention the amount		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>* Celebration of National Science Day * Observation of International Women's Day * Holding of Online classes during Covid19 pandemic lockdown. * Construction works of Class room building under RUSA 2.0 scheme * Publication of the Journal "JANANI" by the Women Cell in January, 2021. * Inauguration of a Botanical Garden * Inauguration of the college Vermi Compost Unit and Training Centre. * Holding poster & Model Competition for School students & Short Film competition for UG students. * Inauguration of Electronic LED bulb production Unit and training Center. * Inauguration of Website for the adopted villages of Jorhat Kendriya Mahavidyalaya. * Online sessional examination was conducted for 2nd 4th & 6th Semester students. * Virtually Alumni Meet was organized on 15-06-2021</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Planned to start off line and online classes from 1st November, 2020	Started the off line and online classes for 2nd, 4th and 5th Semester from 1st November, 2020 and HS 1st & 2nd year from 20th November, 2020 following the SOP's laid by the State Government of Assam.	
Planned to form a committee to monitor the Covid-19 protocol	A committee with the teachers students and grade IV employee	

rules inside the college campus.	was formed for the maintenance and monitoring of the Covid-19 protocol & rules in the college campus.
Planned to carry on the construction works of new class room building and the renovation of the auditorium under RUSA 2.0 Scheme	Eighty percentage of construction of the new classroom building is completed renovation works of the auditorium is almost completed
Decided to submit the AQARs of the session 2018-2019 and 2019-2020	Submitted both the AQAR's as planned
Planned to celebrate the National Science Day	The National Science Day was celebrated on 27th and 28th February, 2021.
Planned to develop a Botanical Garden and a Vermi Compost Unit.	Inaugurated the newly constructed Botanical Garden and the vermi Compost Unit of the College on 27th & 28th February, 2021.
Planned to set a Electronic LED Bulb Production Unit and training Centre	The LED Bulb production Unit and Training Centre in the College was inaugurated on 28th February, 2021.
Planned to hold poster, Quiz and model competition for school students and short film competition for UG students.	A Poster, quiz and model making competition was organised on 28th February 2021 for the students of class x and xii. A Short-film competition for UG students was also held with the observation of the National Science Day.
Planned to go for a health check-up for teaching and non-teaching staff of the College.	A Health Check-up camp was organised on the 30th of March 2021 in collaboration with 'Nutrition Wellness Centre' of Jorhat
Decided to introduce skill enhancement courses for 5th and 6th semester students.	Skill enhancement courses could not be introduced due covid-19 pandemic lockdowns but provisions were made for the skill enhancement courses

	introduced by the University				
Decided to undertake extension programmes	Organised extension programmes at Chinatoli Village (Health awareness programme), Baghmora Village (World Water Day), Cleanliness Programme in the college premises and near by areas.				
Planned to organise an FDP	A National level FDP on MIS, Data analytics & ICT Bases Teaching was organised from 24th to 29th May, 2021				
Planned to organise a National Seminar on 25th and 26th June, 2021	Organised a National Level Seminar on Life Skill & Soft Skills on 25th & 26th June, 2021				
Planned to celebrate Azadi Ka Amrit Mahotsav	Celebrated the Azadi Ka Amrit Mahotsav on 12th March, 2021.				
Planned to renovate the Science Laboratory	Renovation of the Science Laboratory is going on				
Planned to celebrate the World Environment Day	The World Environment Day was celebrated on 5-6-2021. Prof. Jogen Ch. Kalita HoD, Dept. of Zoology, Gauhati University was the speaker on the occasion. A National level Short-film Competition was also held where as many as 43 films				
Planned to celebrate International Yoga Day	International Yoga Day was celebrated on a blended mode on 21st of June, 2021				
13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th><th>Date of meeting(s)</th></tr> </thead> <tbody> <tr> <td>Governing Body of the College</td><td>10/12/2021</td></tr> </tbody> </table>		Name	Date of meeting(s)	Governing Body of the College	10/12/2021
Name	Date of meeting(s)				
Governing Body of the College	10/12/2021				

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2019-2020	30/09/2019

15. Multidisciplinary / interdisciplinary

The Institution offers regular courses in BA-Assamese, Economics, Education, English, History, Philosophy, Political Science, Sociology.

BSC- Botany, Chemistry, Mathematics, Statistics, Physics, Zoology

beside these courses the following multidisciplinary courses are also offered in the college.

- (i) Tea Plantation and Management,
- (ii) Tea Garden Management,
- (iii) Horticulture and Nursury Management
- (iv) LED bulb production and repairing course
- (v) Vermicompost production and packing course
- (vi) Tourism and Travel Management
- (vii) Environtment Studies

16. Academic bank of credits (ABC):

Have decided to register and follow the academic bank of credits.

17. Skill development:

The institution have been offering different skill courses under National Skill Development Council of India (NSDC) at present.

- i) Tea Plantation and Management,
- (ii) Tea Garden Management,
- (iii) Horticulture and Nursury Management
- (iv) LED bulb production and repairing course approved by NSDC

(v) Vermicompost production course approved by NSDC

(vi) Dibrugarh University approved 08 numbers of Certificate courses:

a) Certificate course in life Skill; b) Certificate course in Soft Skill ; c) Tea Processing with special emphasis on Green & Speciality Tea; d) Certificate Course in Bioinformatics ; e) Certificate course in Sustainable Development of Solid waste management f) Certificate Course in LED repairing technician g) Vermi-compost Production training course; h) Certificate course in computer basics with special knowledge on MS office and Internet Susceptibility.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

As an affiliated college, the college follows the syllabus and curriculum of Dibrugarh University. Though the university curriculum does not offered intregation of Indian knowlege system as a subject but in certain subjects the Indian knowlege system is imgrained in the curriculum provided by the university to the affiliated colleges. There are papers on Indian Classical Dramas in English Major, papers on value education (4th semester), papers on indian culture language and society in the subject like history, sociology, and education. At present the Institution has not offered any online courses on intregation of Indian knowlege system but certain subjects are taught by using the mother tongue of the students. Some cultural activities traditional dance, folk music are organised among the students from time to time. Yoga workshop are also held in collaboration Vivekananda Kendra (Kanyakumari), Jorhat Centre.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

the institution follows the following methods and ways to focus on the outcome based education (OBS).

= Hold Counseling Meeting at the beginning of every new session with the students to give them a clear prespective of the course and the outcome.

= A well planed academic calender is followed in each semester.

= Have a proper mentor mentee system in the institution

= Engaged students in fild trips, seminars, group discussion through which they gain practical knowledge and develop there personality

= Used modern technology in the teaching learning process.

= A number of skill courses are offered in the institute

20.Distance education/online education:

A) The Institute have BA & MA courses in distance mode under Director of Open and Distance Learning, Dibrugarh University (DODL)

subjects:-

BA course in (i) Assamese, Economics, Education, English, History, Political Science, Sociology.

MA course in : (i) Economics, (ii) English, (iii) Political Science

B) Distance Mode Programme(Learner Support Centre)Under Tezpur University

a) Post Graduate Programme(Min 4 Semester & Max 8 Semester) i) M.A. in English ii) M.A. in Sociology iii) M.A. in Mass Communication & Journalism b) Diploma Courses (Min 2 Semester & Max 4 Semester) i) Child Rights and Governance ii) Human Resource Management iii) Environmental and Disaster Management

C) Distance Learning under Krishna Nanta Handiqui State Open University, Guwahat, Assam

Extended Profile

1.Programme

1.1 22

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1140

Number of students during the year

File Description	Documents
Data Template	View File

2.2 320

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 400

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 40

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 17

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	22
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1140
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	320
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	400
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	40
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	17
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	29
Total number of Classrooms and Seminar halls	
4.2	7666766
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	50
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>As an affiliated college, Jorhat Kendriya mahavidyalaya follows the syllabus and curriculum set by the Dibrugarh University . The curriculum is intimated by the University to the College through regular circulars and the University website. At the beginning of every session, the college prepares a academic calendar and plan to execute the curriculum in an effective manner. This academic session, on account of the Covid pandemic situation, the usual pattern suffered a setback. During the period of lockdown, the institution has made sure that the faculty members are available to the students through different digital modes like zoom cloud meetings , Google meet , Microsoft teams and WhatsApp for the classes. There was a continuous flow of knowledge through Google classroom for providing study materials, creating quizzes and giving assignments. Teachers shared relevant E-content audio video lectures, online links. Audio lectures and videos were also shared to students through WhatsApp for the benefit of those students who were unable to attend the assigned classes for various reasons.</p>	

Teachers have attended and conducted meetings in the online mode during the lockdown and have efficiently conducted exams in the online mode. Meetings with parents were also conducted by various departments.

Along with the curriculum students are encouraged to participate and present their innovative ideas in various National Seminars, Conferences, Poster presentation to enrich their knowledge levels and boost their morale and confidence.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	www.jorhatkendriyamahavidyalaya.in

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Institution follows the Academic Calendar provided by the parent university in conduction of different examinations, admissions and other related matters. The college prepares a detailed academic calendar of its own to execute the curriculum in an effective manner. The academic calendar of the college is prepared taking into consideration the university calendar and the various activities of the college to be conducted during the academic session that includes the schedule of internal examinations such as Unit Tests, Sessional Examinations, Dates of Seminars and group discussions to be organised by the departments for students for Internal Assessment etc. along with the dates of different occasions to be organised by the College such as students Union Election, Annual College Week, Admission dates, Dates of Commencement of Classes, Semester Vacation dates, date of resumption of classes, dates of examination, dates of Notification of class routine etc. . Each student is given a copy of the academic calendar at the time of admission. During COVID-19 lockdown classes were shifted to the online mode through whatsapp groups, Google meet, Zoom platform, Teams etc. Offline classes resumed in October as per Govt. SOPs and instructions of the parent University. Accordingly, the Sessional examinations were held in November. The Lockdown was announced for a second time from the 26th of April 2021. During the entire period of this lockdown, online classes were continued and examinations held.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

14

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)**1**

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**24****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****24**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

As an affiliated College, the college follows the syllabus and curriculum of the Dibrugarh University. Ingrained in the curriculum provided by the University to the affiliated colleges are compulsory papers on value education (4th Semester) and environmental studies (5th Semester). Besides the compulsory papers, although the curriculum does not include full courses on Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum, the College does organise talks, workshops, seminars on the issues from time to time. Despite the COVID-19 lockdown the College had organised a National Seminar/Workshop on Soft Skills and Life Skills (Virtual mode). A special workshop session and poster presentation was open to the students. One attraction of the seminar was also that there was

prize money for best paper in three categories: Teacher paper presenters, Student paper presenters and Student poster presenters. A workshop on Yoga (Offline) as part of Value Education was also organised. To promote and preserve the environment, a short-film competition was also held as part of Environment Day Celebrations (Online). World Water Day was celebrated and a Special Talk on Value Education titled "Morality and Spirituality in the Context of Value Education" was delivered by Mr. Bishnuram Nath, HoD, Department of Assamese.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

192

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.jorhatkendriyamahavidyalaya.in/sss/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

740

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

320

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The Learning levels of students are assessed from the marks of their sessional examination. Special classes, tutorial Classes are accordingly taken. From this session however, such classes could not be organize in the offline mode. Most of the students who need extra classes belong to rural areas with problems of network connectivity. For these students videos, and study materials were made available in whatsapp groups. Links and PPTs were also uploaded in google drive. The attendance and sessional examination marks are made available for the students in the notice board and the students problems related to examinations are discussed in the class room. Internal Assessment marks are given to the students as per the format given by the Dibrugarh University. Slow learners:-

- * A faculty counsellor is assigned for every semester to monitor the overall progress.
- * during online classes videos of classes are made available to the students in the whatsapp group.

Advanced learners:-

- * Advanced learners are constantly guided and encourage to participe in various competitions.
- * Students are encourage to participate in National and State level poster presentaton paper presentation etc.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1140	40

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Teaching methods based on various needs of different subjects are used for the effective delivery of the curriculum. Although the conventional lecture method is commonly used, the teaching methodologies practiced in the College are interactive and student-centric. Learning becomes participatory and experiential when students learn by doing and by reflecting on experience and knowledge. While Practice teaching by students of the department of Education, Field trips undertaken by various departments, Internships in the B.Voc course and the Diploma Course in Horticulture and nursery management, laboratory experiments conducted by the science streams are some examples where these methods are overtly used, all the departments use forms of student centric methods in the manner of written assignments and seminars where the student is encouraged to explore resources available in the library as well as e-resources to probe well into the subject assigned and thereby gather in-depth knowledge on the topic. Written assignments help the student to enhance confidence, develop writing skills and hone writing style, apart from inculcating an interest in research activities. Seminars, which form the second component of internal assessment, help students present their assignments before the entire class helping them overcome stage fear and develop oratory skills. group discussions, quizzes are other methods used that make learning participatory and student-centric.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Use of ICT enabled tools are used by all teachers to promote better understanding of the students. . Efforts have been taken by the institution to provide e-learning atmosphere in five classrooms. The faculty members use IT enabled learning tools such as PPT, Video clippings, Audio system, online sources to expose the students for advanced knowledge and practical learning. On account of the Covid-19 Pandemic, most classes were carried out on the online mode. Videos of lectures on the YouTube were also made by some of the faculty of the College. Interactions with the students continued on different platforms mode such as WhatsApp, Microsoft teams, google meet and Zoom. For the benefit of students who were unable to procure textbooks, pdf versions of texts were made available besides other online material. Doubts were sometimes explained over phone calls and text messages. The general courses in subjects like communicative English (1st Sem) and Assamese, involved huge numbers of students and for them formation of separate whatsapp groups became a difficult task.

The ICT tools available in the College are : 1. Networked Computers 2. Language Lab 3. CC TV Camera 4. Headphones 5. Laptops 6. Internet 7. Wi-Fi Access 8. Projectors 9. Printers 10. Scanners 11. Routers 12. Social Media 13. Speakers 14. Digital Camera 15. CDs 16. Videos 17. Online Learning Platforms–Google Meet. Google Classroom, Google Drive WhatsApp Groups, Zoom Cloud videos and Microsoft teams.

1.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors****40**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year****40**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****13**

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

40

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment of students are carried out in accordance to the guidelines provided by the University. However, with a view to making the assessments continuous/rigorous and student oriented the College has formed an Internal Semester Monitoring Cell to ensure effective implementation of the evaluation reforms of the University and those initiated by the institution. The percentage of student's attendance is displayed on the notice board at regular intervals.. Every department of the College organizes departmental seminars . MSQs at the end of every unit helps the teacher to monitor the progress of a student. Class tests, home assignments and class quizzes feature regularly in each semester. Two sessional examinations are conducted each session. The first Sessional also serves as a means to find out slow learners from the fast learners However, due to Covid19 pandemic situation during this session, only one Sessional examination could be conducted. Sessional exams as well as final semester exams were held in the online mode.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Internal examination related grievances are adequately dealt with, Answer scripts of sessional examinations are returned to the students so as to enable them to check their own progress, to learn about their drawbacks and also to address their grievance if any. Answer scripts are however taken back for record. Re-sessional examinations are conducted when necessary for those students who either fare badly in the sessional examination or fail to appear it for personal reasons. In order to ensure the required attendance of the student, the percentage of student's attendance is displayed in the notice board every month. This takes care of grievances relating to attendance as students who fail to maintain the minimum percentage of attendance cannot secure the marks on attendance which is also a component of internal assessment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The outcomes of these programs are to prepare students with sound knowledge and skills across different disciplines and socio-cultural boundaries. The program will enable students to critically analyze various information's relating to the subjects. The program will inculcate sound ethical behavior with positive learning outcomes. Competitive students are enabled to enter into promising professional lives even after graduation. They also have a platform for pursuing higher studies leading to post-graduate or doctorate degrees. These programmes also formulate the basis of the growth of almost all the disciplines of the contemporary world and also provide an array of non-Traditional employment avenues.

Besides, the B. Voc and diploma courses in Tea under the community College wing of the college make the students eligible for services in the tea sectors. The course in Horticulture and nursery management makes them adept in nursery management opening scope for entrepreneurial services.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our Institute is affiliated to Dibrugarh University. We offer regular Under Graduate programs in B.A & B.Sc, Under Graduate & Post Graduate program in the distance mode, B.Voc and Diploma courses in Tea Plantation and management and Diploma in Horticulture and Nursery Management. For these programs and courses, the institute follows the curriculum designed by our affiliated university. The Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classroom. We take utmost care in measuring the level of attainment of POs, PSOs and COs and follow formal as well as informal mechanism for the measurement of attainment of the outcomes and try to take necessary steps accordingly. Subsequently, the College takes the following steps in measuring the POs, PSOs and COs:-

- The institute follows the Academic Calendar of the affiliated university.
- All the subject teachers maintain Academic Diary in every academic year.
- The HoD's of every department sees to it that the course is completed on time
- Extra classes/tutorial classes are taken
- Assignments are given and sessional examinations are conducted at regular intervals to check the progress of the student.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year****414**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://www.jorhatkendriyamahavidyalaya.in/docuploads/jkmsssreport.pdf>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****106450**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

6

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

05

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

15

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

12

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The purpose of extension activities have been to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college effectively runs the National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community. NSS and NCC also organizes programmes in the adopted village with a view to uplift the community, with a care for their development. Several activities were carried out by NSS volunteers and NCC addressing social issues which include campus cleanliness, tree plantation, water conservation, Environmental awareness, Women empowerment, National Integrity, Aids awareness and Health check up camp. The NCC units of the college aims at developing qualities of leadership, patriotism, discipline, character building, spirit of adventure and the ideal of self service. The NCC unit of the college also organizes various extension activities as tree plantation, Swachhta Abhiyan, National equality awareness. Other than NSS and NCC units, the various departments of the college are conscious about their

responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Personal Health and Hygiene, Tree Plantation, Soil and Water Testing, Plastic eradication, Health check -up camps, Blood donation camps, etc., from time to time. On account of lockdown however, number of activities undertaken were limited.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

05

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

200

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

7

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institution it is equipped with modern facilities and learning resources to achieve academic excellence according to its vision and strategic objectives. Our institution has adequate number of class rooms to ensure that students can sit comfortably while attending classes. There are 25 class rooms for two streams (Arts and Science) and two special classrooms for conducting classes for the B.Voc and Diploma courses. Classrooms are varied in sizes. Large classrooms are used for common courses such as Communicative English (AECC-1) and can accommodate up to a hundred students. The class rooms have proper lighting, fans, and are well ventilated. There are five laboratories for conducting practical classes in Physics, Chemistry, Botany, Zoology and Education. Besides, we have a room foe IQAC, room for conducting Examinations, room for the Student's Union and room for NCC Classes. The Girl's hostel of the College can accommodate 45 girls. The College has a running canteen that serves the faculty, staff and students. Besides a well furnished central Library that caters to the needs of the students, there is a library in every department. The Library is also equipped with computers for the use of students for, conducting meetings, Seminars and conferences. The College has two Conference Halls. One is equipped with ICT facilities and a computer centre equipped with 22 computers. Rest rooms for Boys and Girls, Gymnasium and sports grounds are other facilities present in the College.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Microsoft Word - SECs for CBCS Floriculture and Others (dibru.ac.in) (Page No 9,10)

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution integrates sports and extra-curricular activities as essential components. It has facilities for sports, games and cultural activities. The total area of sports and games fields is 6 bighas 3 kathas with provision for multiple games, such as, Athletics, Cricket, Football, Volleyball etc. Equipments for Indoor and outdoor badminton courts and gymnasium are available. College organizes various cultural activities like NSS day, Women's day, Fresher day, short film competition, poster competition and other such activities to explore the talented creativity of students. Students are specially trained for participation in Inter Colleges Youth Festivals competition and other competitions. But in this Session for Covid 19 situation students could not join. National Independence Day and Republic Day are celebrated in the Institute by unfurling the national flag followed by a guard of honor by NCC students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

Rs. 15801487.00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Data requirement for year: Upload a description of library with,

- Name of ILMS software SOUL
- Nature of automation (fully or partially) Partially
- Version 2.0
- Year of Automation 2015

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above
--	--------------------------------------

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)
--

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Text book -689 Nos- Rs- 314605 Reference book - 287 Nos - Rs- 210988 E- Resource - NIL

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)
--

4.2.4.1 - Number of teachers and students using library per day over last one year

31

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Institution periodically upgrades the IT infrastructure based on the need of the students. There are 70 computers and Servers available in the institute. The systems are connected with local area network and internet with 100 mbps speed. The Institute has all time wi-fi facility in the campus. All the software and other application are periodically updated before the expiration.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****15801487**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has different committees for the maintenance and utilization of all its physical and academic facilities.

Classroom - Some classrooms are well equipped with all modern technology like the smart boards and other technologies for better and effective teaching. CCTVs installed in some classrooms. Separate rooms are meant for Community college, Computer Lab, Examination Section, Auditorium, IQAC rooms, canteen, staff room, Principal Chamber, Office room, NCC room.

The library is organized according to some sections to make the library services more user friendly.

1. Acquisition/Processing Section
2. Circulation Section
3. Reference Section
4. Serial Section
5. Digital Section

The Library follows its own mechanism for selecting, purchasing and maintaining the resources. Purchasing, works like binding, withdrawal of books etc are regularly carried out. The library committee helps in all the matters of policy making pertaining to efficient library management.

Computer - The institute has an adequate number of computers with internet connections and utility software. Computer systems, UPS, Software and Servers are maintained by outsourced technicians. Website is maintained and updated with the help of external professionals.

Laboratories - Laboratories are regularly maintained by the Laboratory attendant. Records of equipments are maintained in stock Register. Equipments are maintained properly, calibrated and serviced periodically.

Sports- The Sports Committee of the college is formed by a Teacher Adviser and a student Secretary. The college has a playground and both indoor and outdoor game equipments. The committee organizes all competitions held inside and outside the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

295

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year
5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

131

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://www.jorhatkendriyamahavidyalaya.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

118

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

118

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

40

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

2

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Institution facilitates students representation and the college authority and IQAC take initiative for engagement in various administrative, co-curricular and extracurricular activities. The Jorhat Kendriya Mahavidyalaya students Union Body is formed annually through the democratic way of ballot paper system. Students Union actively organizes various functions like Saraswati Puja, Biswakarma Puja etc. and College week (Annual Sports) among students. The Union Body members help in the admission process of the College. The Union Body members alongwith NSS and NCC students take active part in various extension service works as well as in maintaining cleanliness and discipline in the campus. Students are engaged in organisation of seminars and workshops. They take active part in various programmes organized by the institution such as environmental day, National Science Day, National Yoga Day. etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

6

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

- The Insitute has a alumni association since 2004 and the registration process of the association is going on.
- The Alumni Association bills a network among alumni and also connect with the nereby the society.
- the alumni provide feedback on their availities game during their course and provides valuable recommendations for improvement.
- the out going students become member of Jorhat Kendriya Mahavidyalaya alumni association and they are provided with associated membership based on the year of graduation.
- The literary forum of the alumni association have published an E-Magazine namely Smritir Deuka during the covid-19 pandemaci lockdown period.

File Description	Documents
Paste link for additional information	https://online.fliphtml5.com/abxsm/ygqw/#p=2
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Institutional visions are highlighted as under which have been implemented and initiative by the honoured Principal along with his work force.

To impart higher education quality education for all sections of society reaching out specially to the socially economically and educationally disadvantage.

To improved the quality of education and to build national character of the students.

To uphold the academic and moral standard of the students

#To foster ethical and social values of the students

By organizing National Programme, the students are encouraged to join, so that they can build up their national character

The College has been practicing various decentralization and participative management. Under the guidance of the management, Principal constitutes different committees including faculty from various department for the successfull operation of the institutions.

The students are allowed to share their views by filling questionnaires to evaluate about the college and teachers. Similarly feedback from the alumni is also invited in the meetings of the Alumni Association of the college. Moreover, parents/Guardians can also place their views freely and the college authority implement these discussions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Higher education department gives sufficient freedom to the Principal, who is the academic head of the institution to function in order to fulfill the vision and mission of the institution. Academic responsibilities are fairly divided among all the staff members. Committees are appointed for the various academic and cocurricular activities to be conducted in the course of the academic session. The list of committees is displayed at the beginning of the year on the staff Notice Board. This ensures transparency in policy execution. The responsibilities are communicated to the faculty members through regular staff meetings. The Principal of the College holds regular meetings with the teaching and non-teaching staff. In these meetings, various issues are taken up for discussion before arriving at a final decision. The Heads of Departments monitors the functioning of the various activities of the departments. The participative decision making ensures total participation of all the members concerned. The office administration of the College is headed by the Head Assistants, under whom the Senior Assistant, Junior Assistant and other Class IV Staff works. Thus, the decentralization of departments and personnel of the institution helps in improving the quality of its educational provisions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan. The aspects considered for inclusion are;

1. Quality enhancement and improved teaching-learning environment.
2. Enhancement of student support systems.
3. Improved student success rate.
4. The teacher to be more of a facilitator and mentor than just a full time tutor.
5. To establish a research facilities and to nurture and develop

research culture among the students and staff.

6. Life skills will be an integral part in curriculum development and delivery.

7. To emphasize on multi-dimensional evaluation of student learning.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Jorhat Kendriya Mahavidyalaya is governed by Higher Education Department of Assam Government, which has the responsibility to take care of all the colleges in the state of Assam. However, the provincialised administration of Degree College JKM is the responsibility of the Governing Body and the Principal who is directly accountable to the Department of Higher education. The Principal is involved in the implementation of plans of the College. He ensures that regular day to day operations are properly conducted, through feedback from stake holders, parents, Alumni, teaching and non teaching staff from time to time.

The IQAC and the Head of the Departments ensure that the plans communicated to them by the Principal are implemented systematically.

Different committees are formed at the beginning of the year and are assigned the tasks according to the institutional plans, for the curricular activities that enhance overall development of students.

Committees like - Administrative Committees, Examinations, Scholarships, Purchase, Discipline, Sports, Admissions, Library, etc. are formed for the smooth conduct of all administrative activities according to requirements of academic bodies and government rules,

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Being a degree college, the Assam Government offers the following welfare schemes for all its employees. Summer and winter vacation to teaching staff. The order is issued by the Dibrugarh University to which the colleges is affiliated. The government has provided Group Insurance scheme to the Staff (Teaching and Non -Teaching) of the College. At the time of need, Maternity (180 days) and paternity (15 days) leave are provided to the staff members. Provident fund for the employees of the college, Medical grant facility for the employees of the college, Casual leave of 12 days for the employees of the college are provided from the Govt. side.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

13

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance Appraisal for teaching faculty following the UGC Regulation 2010 and amendments thereof, the institution monitors performance appraisal system through submitting of APR (Annual Progress Report) of the teaching staff. The APR reflects the

details of refresher / orientation course/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promoting in next grade. The evaluation of courses taught and average number of clock works in a week are recorded. Due consideration is given to the evaluation of innovation for special contribution made by the teacher. The involvement in the welfare of students and community work is given due weightage for monitoring performance. During appraisal the teacher is given opportunity to pen down any special achievement made by him in the field of his subject, that can upgrade his overall performance. Teacher is given opportunity to note down the difficulties that he is facing while discharging his assignment. Not only this, his valuable suggestion/ measures are also sought for evaluating his observation for the betterment of the Institution. The API's are sought at every step of up gradation / next promotion.

Performance Appraisal for non teaching faculty is made compulsory. The appointment is made through the Government of Assam and after joining the department as per Service Rules Departmental Promotion Committee (DPC) is being conducted after every 3 years.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Financial audit of the accounts is an important process and is strictly followed by the Government degree college of Assam. The college undergoes an external audit conducted by Higher Education Department and AG office. They verify and confirm all finance related document. Report of audit is submitted to Higher Education Department and AG office. In case of query, documents are sent to college for clarification. All the process in the college is strictly monitored by the Principal. The copies of the audit are also preserved in the college for records. Internal Audit is also conducted by the Local CA and submitted to the Higher Education Department from time to time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution is run by the government so the funds to be utilized are primarily allotted through the Higher Education Department of Assam. Funds to be allotted for the institution go through the exercise of forming annual budget as per requirement. Optimum use of the funds is made as per the rules and regulations and is subjected to audit by the government within the institution funds are mobilized out of a specific percentage of the fee collected from the students. These funds are utilized for the benefit of students and for meeting other minor expenses of the college. To ensure the optimum use of these funds college development and purchasing committees are framed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell was formed in the year 2004 to monitor the quality of services being provided by the institution to stake holders the IQAC take care of Quality assurance strategies and processes.

Reviewing of the quality policies is done in the meeting of the IQAC and revision are made as when required.

Parameters related to the enhancing of the quality of the institution like workshop, FDP's, seminars, innovations in teaching learning are consider after the approval of the IQAC.

Renovation and construction works for the overall development of the academic, administrative and infrustructural development is monitored by the IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- Class routine, teaching plan, syllabus distribution is discuss and framed with the HODs of the department at the begining of each session.
- Monitors the dates and time of the Sessional examination, Internal examination, Sessional examination Internal marks and Final examination fram time to time.
- Result analysis is done after declaration of each Semester results with the administration and the HODs of the respective departments.
- Strategies are developed for implementation of new courses.
- Feedback from students are collected to measure the extent of the implementation and asses the impact of academic activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.jorhatkendriyamahavidyalaya.in/aqar
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Jorhat Kendriya Mahavidyalaya has a strong ethical work culture that is based on inclusivity. It observes highest ethical standards in all its activities. Equal opportunities are provided to all individuals irrespective of gender, race, caste, color, creed, language, and religion.

Safety and Security

- 1. Security checkpoints at all campus entries and exits.**
- 2. Extensive surveillance network with 24x7 monitored control**

rooms. (Principal, Vice-Principal, Academic Vice-Principal and associate academic vice principal of both Arts & Science streams.

3. Regular vigilance by the members of Anti-Ragging Squad.
4. Strict implementation of Anti-spitting, Anti-Smoking and Mobile Free campus.
5. Hostel for women with dedicated warden.

Counseling:-

1. Formal and informal avenues for counseling male and female students and staff for academic and other issues/problems.
2. Individual monitoring system of the students by faculty members.
3. Grievance Redressal Committee for staff and students.

Common Rooms:-

1. Common rooms have been allocated for meetings and discussions.

Other measures

Other measures of Gender Sensitization includes

1. Co-curricular activities
2. Enrolment of 68% women students and 55% women staff.

Community outreach

As part of NSS activities, along with NCC wing of the institutions free health & hygiene camps are organized in neighboring villages, which helps the village community and make them aware about the health & hygiene problems and solutions. We have also adopted 5 nos of villages of the neighboring areas and have constituted websites under the banner - 'Amar Apon Gaon', where all the relevant information's of the adopted villages has been uploaded.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	counseling rooms, common rooms, are their in the institutions

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- Solid Waste Management**

Solid waste can be categorized into three types: biodegradable, non-biodegradable and hazardous waste. Bio-degradable waste includes food wastes, canteen waste, waste from toilets etc. Non-biodegradable waste includes plastic, tins and glass bottles etc. Hazardous waste is waste that is likely to be threat to health or the environment like cleaning chemicals, acids and laboratory chemicals.

Every department as well as the administrative office dump the waste in the bin located in the department. Dustbins are placed in each buildings from where housing keeping staffs collect the wastes and dumped it in a tank regularly.

A vermicomposting unit was setup for biodegradable waste to convert these to fertilizers.

Paper waste from books, library, Examination Control room, Administrative Offices, Hostels are stacked in designated place and later disposed through vendors. The Institution at present promotes digital platform to reduce the usage of paper for communication and sharing documents.

- Liquid waste management

1. Sewage waste
2. Laboratory residential washing and canteen effluent.

The liquid wastes are mainly drained to improve the ground level of water. Our college do not have any sewage treatment plant yet.

- Biomedical waste management
- E-waste management

The E-waste includes out of order equipments or obsolete items like lab instruments, circuits, desktop, laptops and accessories, printer, charging and network cables, wifi devices, cartridges, sound system, display units, UPS, Biometric Machine, Scientific instruments etc. All these wastes are put to optimal use. All such equipments which cannot be reused or recycled is being disposal off through authorized vendors.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	yes
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

C. Any 2 of the above

with ramps/lifts for easy access to classrooms.
 Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information :
 Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institute provides an eminent inclusive environment for both students and faculties. National festivals like Independence day and republic day are celebrated every year with full vigor.

Students organize the teachers' day every year in the college campus to felicitate the teachers and also to show their gratitude towards the great teacher and legend Dr. Sarvepalli Radhakrishna.

With great fervor the national festivals, birth anniversaries and memorials of great Indian personalities like Mahatma Gandhi, Sardar Vallabhbhai Patel, Dr. Sarvapalli Radhakrishnan, are observed. Functions like National Youth Day, celebration of Parakram Divash, Shardhanjali function, Rabha Divas are also observed in the Institute. On birth anniversary of Sardar Vallabhbhai Patel on October 31, institution celebrates Rashtriya Ekta Diwas (Pledge is taken by staff and students on National Integration Day) every year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Sl No. Title of the programme Duration No. of Participants
 1 Independence Day 15-8-2020 150
 2 Quit India Movement Day 9-8-2020 100
 3 Republic Day 26-1-2021 90
 4 Azadi ka amrit Mahotsav 12-03-2021 90
 5 Impact of Indian freedom movement in development of assamese literature 27-08-2020 100

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. Independence Day (15th August 2020)
2. Republic Day (26th January 2021)
3. National Water Day
4. Quit India Movement Day (9th August 2020)
5. National Sadvabana Diwas/Goodwill Day
6. National Youth Day (Birth Day of Swami Vivekananda) 12th January
7. National Voters Day (25th January 2021)
8. National Science Day (28th Feb 2021)
9. World Wetlands Day (2nd Feb 2021)
10. International Women's Day (8th March 2021)

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices I

Virtual Laboratory for Science Students

*During the covid-19 lockdown the virtual laboratory mode was only way for the students to carry on their laboratory practical works. There fore our institution introduced the virtual laboratory system for Science stream students.

*A one week workshop on virtual practical class for the students as well as faculties of the institutions was arranged.

*The practical for the students were conducted through the virtual lab mode.

a.Virtual labs help teachers and students save time.

b.Virtual labs enable students and teachers to use latest technologies.

Best Practices II

a.Community based health care is one of the practices adopted by our institution.

b.It aims at improving helath and environmental conditions.

*The people of the adopted villages and tea-gardens have been suffering in multifarious problems, like helath & hygine, environment, drinking water, power, easy connectivity, education etc. Our institution have adpoted 5 villages where the NSS, NCC and the Extension Service wing have conducted a number of camps.

*The following programme were lundertaking by our institutions.

a)a two day covid awariness programme in Kachargoral, dtd. 19-5-2020

b)AIDS awareness and health checkup camp at Sinatali gaon, dtd. 9-3-2021.

c)World water day observed at baghmora LP School, dtd. 21-7-2021.

These practices help the pepole of the nearby villages by making them aware of their health and hygine, environment related problems and the suggestions given by the experts helped them in a great way.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Jorhat Kendriya Mahavidyalaya has a set of high values and standards for the improvement of community living. Combination of learning and eurirosify of actions from the institution from years provide good actions for the betterment of the marginalized community, especially the Tea Tribes. We are passionate about making a positive impact on them. Our institution has distinct characteristics which have guided infra disciplinary and inter-disciplinary academic programmes as well as a few skill courses under community college. We aim to deliver an exceptional education and to make significant contributions to society-locally nationally. Focus of the institution was always working methodology to assure the the standard of the communities performance through different courses. The institution stimulates and support streleuts to participate in various rural developmental activities. The institution has at all times shown willingness to adopt new dealings for the enrichment of values among faculty members and students in order to make then better residents. Thus all faculty members and students of our instition are encuraged to participate in social activities. Different extension activities including health, and hygiene, literary, women empowerment were introduced under our NSS, NCC and extension service wing in the nearby rural areas.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Curriculum:-

- To open Life Skill & Soft Skill and add on course
- To open PG courses

- To open computer Training Courses and Spoken English Course.

Teaching-Learning & Evaluation:-

- Activation of Evaluation on Teaching and Learning through Tutor-ward system.
- Evaluation on Teaching and Learning with the assistance of students' feed back.

Research & Extension:-

- Promotion of Research Culture among faculty and students.
- Publication of Research Journal/ News letter of the college.
- Initiative for national & international linkage.
- Organize National/ International Seminar/ conference

Infrastructure

- construction of class rooms and laboratories.
- Construction of green house.

Learning Resource

- Extension of departmental library

Student progression:

- Planning specific programme to aware students to join Indian Deference service, different state services, central services etc.
- Organization of Seminars/ Workshop for enterpreseneurship development among the students.

Organisation & Management

- Planning and development strategies for resource generation
- Budgeting and optimum utilization of finance, reflected in upto date audit.

Innovative practices:

- Parent-Teacher Association
- Students' feedback
- Academic Audit
- Psychological counseling cell for inattentive students.

