



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Supporting Documents for AQAR Period: 2022-2023

Criterion:6	Key Indicator:6.1
Governance, Leadership and Management	Institutional Vision and Leadership
Metric Number: 6.1.2	The effective leadership is visible in various institutional practices such as decentralization and participative management.



Prepared and submitted by
Jorhat Kendriya Mahavidyalaya

Submitted To



NAAC

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



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6.1- Institutional Vision and Leadership

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

Response- Affirmative

The effective leadership at Jorhat Kendriya Mahavidyalaya is distinctly visible through its commitment to decentralization and participative management practices. The institution places immense trust in decentralized decision-making, empowering various departments and committees to actively shape the college's academic landscape. At the end of each academic year, department heads meticulously plan the workload for the upcoming year based on the current student strength, ensuring a proactive and well-prepared approach. Moreover, the formation of admission committees, comprising both office staff and senior faculty members, exemplifies the institution's participative ethos. These committees not only streamline the admission procedures but also guide students in selecting suitable courses, providing valuable career information and conducting counselling sessions when necessary. Crucially, the Principal coordinates all academic matters through rotational Heads of Departments, fostering an inclusive environment where every faculty member contributes to decision-making processes. Additionally, the institution values the active involvement of teachers' representatives in the Governing Body, rotating them periodically. This inclusion enables faculty members to engage in meaningful academic deliberations and actively participate in decision-making, ensuring a holistic representation of the teaching staff's perspectives. Furthermore, the transparent and rotational conduct of university examinations by the Board of Examinations, headed by the principal and involving officers-in-charge, showcases the institution's commitment to fairness and inclusivity in its processes. In essence, Jorhat Kendriya Mahavidyalaya's effective leadership is not just a statement but a lived practice, evident in its decentralized structure and participative management, fostering an environment where every stakeholder actively contributes to the institution's growth and success."

Governance and Participatory Management- By involving in-charges, department heads, and faculty members at all levels in all of its operations, projects, and decision-making, the institute employs a decentralised and participatory management strategy.

The establishment of numerous committees allows for timely and appropriate action to be taken in order to ensure excellence in the various activities being reviewed and their progress. Management, the director, and department heads regularly meet to review goals and keep abreast of academic and administrative issues.

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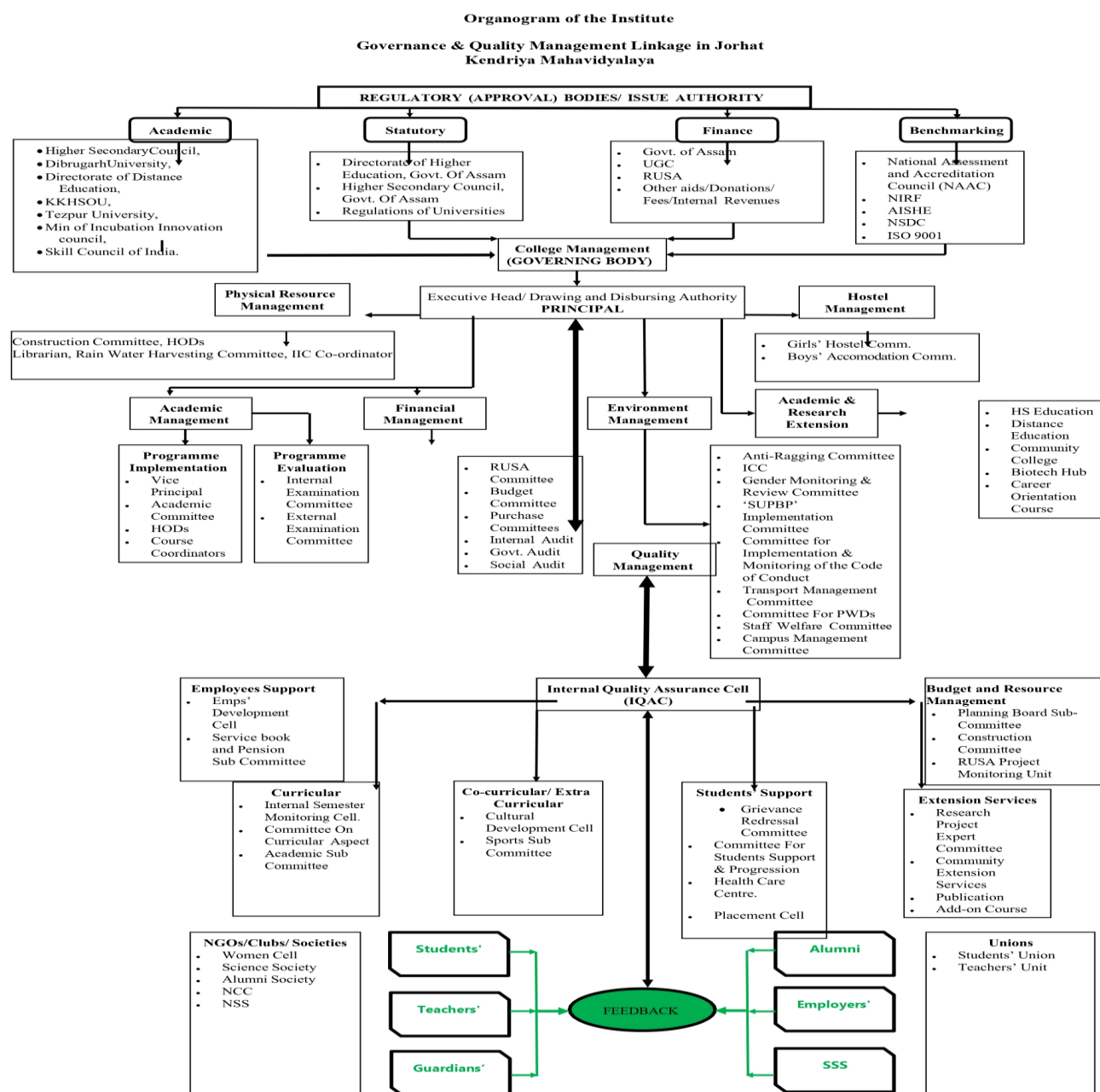


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PARTICIPATIVE LEADERSHIP IN ACADEMIC AND ADMINISTRATIVE ROLES




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CASE STUDY: PURCHASING OF VARIOUS DEPARTMENT ESSENTIALS

In every academic year the head of the various departments will make an estimate of recurring and non-recurring expenditure after discussing with the respective department's senior faculties. Then head of the departments holds a meeting with the principal of the college to discuss about the requirements of maintenance and procurement of equipment and miscellaneous items. Also submits a note to the principal through proper channel with all specifications and approximate cost of the equipment seeking permission to initiate the process of procurement. HOD may call for a meeting of concerned faculty to seek clarifications if any, related to the procurement before recommendation. Subsequent to the approval by the principal, head of the department seeks a minimum of three quotations from different suppliers with the detailed specifications and price. The head of the department prepares a comparative statement for all the quotations and finalises the supplier based on the supplier's previous track record, client base, client's feedback and cost of the equipment with proper justification. A note is then be submitted to the principal with finalized supplier details along with the comparative statement recommendation and approval from the HOD. In consultation with the finance committee, the approval for purchase is granted by the principal. The administrative officer and accounts department of the institute handle the purchase process and other logistics till the products are delivered to the department.

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