



# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

## Supporting Documents for AQAR

### Period: 2022-2023

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

**Prepared and submitted by**  
**Jorhat Kendriya Mahavidyalaya**

**Submitted To**



**NAAC**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**Pranjal Dutta**  
Coordinator, IQAC



**Dr. Dulen Saikia**  
Principal



# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

SL.NO	PARTICULARS
1	Participatory Management through decentralization of work
2	Responsibilities of DDO
3	Incubation & Innovation Council
4	Institutional Achievement
5	Code of Conduct

**Pranjal Dutta**  
Coordinator, IQAC



**Dr. Dulen Saikia**  
Principal



# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

### PARTICIPATORY MANAGEMENT THROUGH DECENTRALIZATION OF WORK

#### APPLICATION FOR RELEASE OF FUND SUBMITTED BY THE HEAD OF THE DEPARTMENT OF ZOOLOGY

V/22/11

To  
The Principal,  
Jorhat Kendriya Mahavidyalaya  
Kenduguri, Jorhat-10  
Dated - 15 June 2022.

Sub: - Prayer for release fund.

Respected Sir,

With due honour, I, Sri Someswar Barah, head of the dept. of Zoology, request you to release the fund of Seminar, held on 27<sup>th</sup> May 2022. I hereby enclose the details expenditure of the Seminar for your kind consideration.

This is the humble request to you.  
Thanking you.

Yours faithfully,  
R. S. 15/06/2022  
(Someswar Barah)  
HOD  
Dept. of Zoology

Verified  
H. S. 15/06/2022  
An amount of Rs. 5000/- may be released in favour of Someswar Barah.

Principal  
Jorhat Kendriya Mahavidyalaya  
Kenduguri, Jorhat-785010  
Date: 15/06/2022  
Recd. No. 800042

16/06/2022

*Pranjal Dutta*

Pranjal Dutta  
Coordinator, IQAC



*Dr. Dulen Saikia*

Dr. Dulen Saikia  
Principal



# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

### APPLICATION FOR REIMBURSEMENT OF EXPENDITURE SUBMITTED BY HOD OF BOTANY

MC 1345  
CH No. 5000102  
Dr. 50002 (Final)

To  
The Principal  
Jorhat Kendriya Mahavidyalaya  
Kenduguri, Jorhat-10  
Date: 13/12/2022

Sub:- Request for reimbursement of expenditure.

Respected Sir,

Most humbly, we are pleased to inform you that we have successfully conducted the popular talk on the topic, "The Role of Microorganisms in Soil Amendment" on 26th of September, 2022. The Degree as well as the H.S. students participated in the event. The talk was delivered by Dr. Sunderwan Dutta, Ex-Scientist-D of Rain Forest Research Institute, Jorhat.

To organize the same, an amount of Rs. 5000.00 was spent in various heads. Therefore in this context, we request you to kindly reimburse the above mentioned amount of Rs. 5000/- at the earliest.

The cash memos of the various expenditures are attached herewith.

*Paid & Cancelled*

*Pranjal*  
13/12/2022  
HOD, Department of Botany  
Jorhat Kendriya Mahavidyalaya.

Received Rs. 5000/-  
from Principal JKM  
vide CH No. 5000102.

Approved  
for payment  
13/12/2022  
Principal  
Jorhat Kendriya Mahavidyalaya

*Pranjal*  
Pranjal Dutta  
Coordinator, IQAC



*Dr. Dulen Saikia*  
Dr. Dulen Saikia  
Principal





# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

### APPLICATION FOR REMUNERATION OF JUDGE FOR WALL MAGAZINE SUBMITTED BY CO-ORDINATOR OF WALL MAGAZINE: -

10

Dt - 19.2.22

The Principal,  
Jorhat Kendriya Mahavidyalaya,  
Kenduguri,  
Jorhat - 10

Sub - Application regarding remuneration of  
Judge for wall magazine Competition.

Sir,

With due respect, I would like to inform  
you regarding the expenses of Rs 1000.00 which  
is incurred for Judges for wall magazine  
Competition on 12.01.22 (Rs 500.00 for each)

Therefore I request you to reimburse the  
amount which I have spent for two judges.

Thanking you.

your Faithfully

Received  
Rs. 1000/-  
MBK

Minakshi Borah  
Coordinator -  
Wall Magazine.  
Jorhat Kendriya Mahavidyalaya

  
Pranjal Dutta  
Coordinator, IQAC



  
Dr. Dulen Saikia  
Principal



# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

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### RESPONSIBILITIES OF DDO

Drawing & Disbursement Officers (DDO) are basically the Head of the Offices. In discharging the duties, the head of the offices are to deal with the fund assigned to them through budget for drawl and disbursement in connection with his office functions. In other words, he is the Finance Manager of his Office.

#### Duties and responsibilities

1. Budget (Budget Manual, FRBM Act)
2. Entering into liabilities – procurements (AFR)
3. Establishment (FR-SR, Service Rules, Pension Rules, other employee benefit Rule)
4. Claims (AFR)
5. Sanction & Ceiling (AFR, DFP Rules, Budget Manual)
6. Receipts/Payments (AFR)
7. Accounts (AFR, Govt. accounting Rule)
8. Returns (Budget Manual)
9. Audits (AG's Audit Manual)

#### Duties of Drawing and Disbursing Officer

- A Govt. servant authorized to draw money by cheques is to be notified to the bank and treasury about the no. of each cheque book being brought in to use.
- He is also to send specimen signature of the relieving Govt. servant, duly attested by head of office, to the Treasury Officer and the bank.

The Treasury Rules and Subsidiary Orders need amendments and deletions due to many changes including computerization of treasuries and sub-treasuries under CTMIS.

- DDOs and Heads of Offices have critical role in ensuring compliance to existing Treasury Rules and Subsidiary Orders.
- Monthly reconciliation of expenditure and receipts should be given due importance.
- DDOs should have regular & closer interaction with the Treasury Officer.

**Pranjal Dutta**  
Coordinator, IQAC



**Dr. Dulen Saikia**  
Principal



# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

### Proceedings of Incubation Innovation Council (2022-23)



#### JORHAT KENDRIYA MAHAVIDYALAYA

Estd. 1981

Re-accredited by NAAC with Grade B\*\*

KENDUGURI, JORHAT-785 010, ASSAM

Phone # 0376-2350009, e-mail: [jkmprincipal@rediffmail.com](mailto:jkmprincipal@rediffmail.com), Fax # 0376-2350009

Website : [www.jorhatkendriyamahavidyalaya.in](http://www.jorhatkendriyamahavidyalaya.in)

Ref : \_\_\_\_\_

Date : \_\_\_\_\_

#### Proceeding of IIC Meeting held on 23<sup>rd</sup> June 2022

A meeting of the Incubation Innovation Council, JKM was held on the 23<sup>rd</sup> of June 2022 under the Chairmanship of Dr. Dulen Saikia, Principal of the College. In Presence of the Vice Principal, members of IIC Committee and the Chairperson, the agenda of the meeting – IIC, Initiatives for its proper functioning and Future Planning—was explained by Dr. Ananta Tamuli, Joint Co-ordinator, IIC, JKM. After a brief welcome address, the Chairperson delivered a presentation highlighting various aspects of IIC, methods for its updation, different possible activities that may be undertaken under its aegis and the present status of our institution in the IIC Ministry of Education, Govt. of India. He deliberated on the formulation and functions of IIC & explained the shared roles and responsibilities among newly joined council members as per the guidelines of MoE's Innovation cell. He also spoke about the objective of IIC, type of activities (IIC calendar and Self-Driven), features of IIC portal for monthly report submission mechanism.

The Principal of the College then appealed to all the members for active participation and to think about organizing activities in accordance with the IIC calendar. Special focus was given on organising an IPR Lecture series in the month of July. After detail discussions, the following resolutions were arrived at.

1. Two IPR lectures are to be held
2. The dates of the lecture series were fixed as 2<sup>nd</sup> and 8<sup>th</sup> July 2022 in the online mode.
3. 10 members were selected for Innovation Ambassador Training. The various coordinators of different programmes are among the ones selected.



Pranjal Dutta  
Coordinator, IQAC



Dr. Dulen Saikia  
Principal





# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

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### Proceedings of Incubation Innovation Council

4. IIC JKM will undertake the initiative to register the newly provincialized colleges.
5. It was also decided that The Principals of the newly registered members of the schools and Colleges will be invited and made aware of the importance of IIC
6. It was decided that at least three activities will be undertaken for each quarter according to IIC Calendar.
7. An IIC Whatsapp group to be opened by the name IIC-JKM
8. Two new members Dipty Borah Bhuyan and Amrit Dutta were to be added in the list of members (Faculty) in IIC-JKM
9. For submission of reports of IIC driven activities in the college, a report submission committee of four members were selected...Binod Hazarika, Amrit Dutta, Arup Saikia, Dimly Borah
10. For social Management /Publicity committee Binod Hazarika, Amrit Dutts, Pallabi Mali, Dr. Arunima Borah, Miss Ratnamoni Dutta, Ely Phukan and Rajib Bordoloi were selected.
11. To check the IIC website at regular intervals and to organize or intimate about its activities, Dr. Arunima Borah was bestowed the responsibility.
12. Co-coordinators were asked to organize at least one IIC driven programme .

Dr Dulen Saikia

Chairman , IIC & Principal,  
Jorhat Kendriya Mahavidyalaya

Principal  
Jorhat Kendriya Mahavidyalaya  
Kenduguri, Jorhat-10



Pranjal Dutta  
Coordinator, IQAC



Dr. Dulen Saikia  
Principal





# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University



### JORHAT KENDRIYA MAHAVIDYALAYA

Estd. 1981

Re-accredited by NAAC with Grade B<sup>++</sup>

KENDUGURI, JORHAT-785 010, ASSAM

Phone # 0376-2350009, e-mail: [jkmprincipal@rediffmail.com](mailto:jkmprincipal@rediffmail.com), Fax # 0376-2350009

Website : [www/jorhatkendriyamahavidyalaya.in](http://www/jorhatkendriyamahavidyalaya.in)

Ref : \_\_\_\_\_

Date : 23-6-2022

#### Minutes of IIC Meeting, Jorhat Kendriya Mahavidyalaya

A meeting of IIC JKM was held on 23<sup>rd</sup> June 2022 at 11 AM

The Chairperson welcomed the Members. The Convener of IIC has stated the objective of the meeting.

The Chairperson made presentation about IIC, its roles and significance.

10 members were selected for Innovation Ambassador Training. The various coordinators of different programmes are among the ones selected

Two new members were to be added in the list of members (Faculty) in IIC-JKM

It was also decided that The Principals of the newly registered members of the schools and Colleges will be invited for a meeting and made aware of the importance of IIC

Discussed the formulation and functions of IIC & explained the shared roles and responsibility among newly joined council members as per the guidelines of MoE's Innovation cell.

Discussed about the objective of IIC, type of activities (IIC calendar and Self-Driven), features of IIC portal for monthly report submission mechanism.

For submission of reports of IIC driven activities in the college, a report submission committee of four members was formed

A social Management /Publicity committee of seven members was formed.

The council members also discussed about collaborations with organizations/Institutions to accelerate the activities of IIC.

The council also deliberated on quarterly action plan in synchronization with activities and initiatives of the



Pranjal Dutta  
Coordinator, IQAC



Dr. Dulen Saikia  
Principal



# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

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### Proceedings of Incubation Innovation Council

Co-coordinators were asked to organize at least one IIC driven programme each.

It was decided that two IPR lecture series would be organized in the online mode. The dates of the lecture series were fixed for the 2<sup>nd</sup> and 8<sup>th</sup> July 2022.

An IIC whatsapp group to be opened by the name IIC-JKM

The council unanimously decided to carry out all the IIC activities in regular basis throughout the year and meet regularly in beginning of every quarter to review the progress made in previous quarter and also to plan for upcoming quarter.

The council reviewed the various Self-driven activities that were so far completed.

The convenor proposed the vote of thanks.

Dr Dulen Saikia

Chairman, IIC, JKM



Principal  
Jorhat Kendriya Mahavidyalaya  
Kenduguri, Jorhat-785010

Pranjal Dutta  
Coordinator, IQAC



Dr. Dulen Saikia  
Principal



# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

### INSTITUTIONAL ACHIEVEMENT



**Pranjal Dutta**  
Coordinator, IQAC



**Dr. Dulen Saikia**  
Principal





# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University



Ph. +91 (0) 476 2804528, 9446007135

E-mail: [virtual\\_labs@am.amrita.edu](mailto:virtual_labs@am.amrita.edu)

<https://vlab.amrita.edu/>

<https://vlab.co.in>



Ref No :AMVL/NC23/018

Date: 31/01/2023

To  
The Principal  
**Jorhat Kendriya Mahavidyalaya**  
Kenduguri, Jorhat, Assam, Pin no: 785010

Dear Sir/Madam,

With reference to the Expression of Interest for virtual lab nodal centre from **Jorhat Kendriya Mahavidyalaya**, it gives us immense pleasure to designate your institute as a Nodal Center for Virtual Labs. Mr. Binod Kumar Hazarika has been nominated as the nodal coordinator from your institute. This approval is valid up to 31<sup>st</sup> December 2023 and is subjected to terms and conditions attached and any subsequent directives as issued by MoE.

We thank you again for your interest in virtual lab project and appreciate your endeavour in the service of students community. Wishing you all the best!

Sincerely,

Prof. Krishnashree Achuthan  
Principal Investigator,  
Amrita Virtual Labs  
Amrita Vishwa Vidyapeetham  
Amritapuri- 690 525, India

Amritapuri, Clappana P.O, Kollam, INDIA – 690525. Ph. +91 (0)476 2804528, Mob. 09446007135

E-mail: [virtual\\_labs@am.amrita.edu](mailto:virtual_labs@am.amrita.edu)

<https://vlab.amrita.edu/>

**Pranjal Dutta**  
Coordinator, IQAC



**Dr. Dulen Saikia**  
Principal





# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

[www.eduawardsindia.in](http://www.eduawardsindia.in)

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ISSUED ON 10-11-2022



MR. ANAND GOPAL NAIK  
MANAGING DIRECTOR  
BEGINUP RESEARCH INTELLIGENCE PRIVATE LIMITED

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Pranjal Dutta  
Coordinator, IQAC



Dr. Dulen Saikia  
Principal



# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Welcome to Rediffmail: Inbox

<https://f6mail.rediff.com/ajaxprism/readmail?printable=1&block...>

rediffmail

Mailbox of jkmprincipal

Subject: Recognition Order

From: <noreply-ncto@gov.in> on Fri, 03 Mar 2023 17:29:12

To: <jkmprincipal@rediffmail.com>

Cc: <erc@ncte-india.org>

NATIONAL COUNCIL FOR TEACHER EDUCATION (NCTE)  
(A Statutory Body of the Government of India)  
G-7, Sector-10, Dwarika, New Delhi-110075

### [TO BE PUBLISHED IN GAZETTE OF INDIA PART III SECTION 4] RECOGNITION ORDER

F.No. NCTE/ERC/2324202205311248/ASSAM/2022/Recognition Order

Dated: 03/03/2023

**WHEREAS**, terms of Section 14/15(1) of the NCTE Act, Jorhat Kendriya Mahavidyalaya, Kenduguri, A.T. Road, Dhekorgora, Jorhat, Jorhat, Assam-785010 has applied for Grant of Recognition to Jorhat Kendriya Mahavidyalaya, Kenduguri, A.T. Road, Dhekorgora, Jorhat, Jorhat, Assam-785010 for Integrated Teacher Education Programme (ITEP) online on 31/05/2022, in Eastern Regional Committee, for the session 2023-24.

**2. AND WHEREAS**, on scrutiny of the application, the documents attached therewith, the affidavit submitted and the inspection report received from Visiting Team and compliance report of letter of Intent submitted by the institution, the Committee is satisfied that the applicant fulfils the requirements under the provisions of NCTE Act, Rules and relevant Regulations including the Norms and Standards for the said Teacher Education Programme such as instructional facilities, infrastructural facilities, financial resources, etc., for running the said programme.

**3. NOW THEREFORE**, in exercise of the powers vested under Section 14/15(3)(a) of the NCTE Act, 1993, the Eastern Regional Committee, NCTE hereby grants recognition to Jorhat Kendriya Mahavidyalaya, Kenduguri, A.T. Road, Dhekorgora, Jorhat, Jorhat, Assam-785010, from the academic session 2023-24 under Clause 7(16) of NCTE (Recognition Norms & Procedure) Regulations, 2014 as amended from time to time for conducting the following courses under ITEP:-

Sr. No.	Discipline	Stage(s)	Intake	Duration of the programme
1	B.A. B.Ed.	Preparatory	2 unit(50 seats/ unit)	4 Year
2	B.Sc. B.Ed.	Preparatory	2 unit(50 seats/ unit)	4 Year

**4. The said recognition is subject to conditions that the institution shall appoint the faculty as per ITEP Regulations, 2021 before completion of the time limit given for compliance of LOI.**

**5. The institution shall comply with the various other norms and standards prescribed in the NCTE Regulations 2014, as amended from time to time.**

**6. The institution shall ensure that the required number of academic staff duly approved by affiliating body for conducting the course should always remain in position.**

**7. The institution shall also fulfil of all such other requirements as may be prescribed by other regulatory bodies like UGC, Affiliating University / Body, the State Government etc., as applicable.**

**8. The institution shall submit to the Regional Committee a Performance-Appraisal Report (PAR) at the end of each academic year along with the statement of annual accounts duly audited by a Chartered Accountant.**

1 of 2

09-Mar-23, 1:41 PM

  
Pranjal Dutta  
Coordinator, IQAC



  
Dr. Dulen Saikia  
Principal





# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

me to Rediffmail: Inbox

[https://f6mail.rediff.com/ajaxprism/readmail?printable=1&block\\_...](https://f6mail.rediff.com/ajaxprism/readmail?printable=1&block_...)

9. The institution shall maintain its own website with hyperlink to the NCTE website uploading the required information / documents as per clause 7(14) of the NCTE Regulations 2014 as amended time to time.
10. The institution shall adhere to the mandatory disclosure in the prescribed format and display up-to-date information on its official website.
11. If the Institution Contravenes any of the provisions of the NCTE Act, Rules, Regulations, and orders made or issued thereunder, the action including withdrawal of recognition shall be taken by the Regional Committee concerned under the provisions of Section 17(1) of the NCTE Act 1993.
4. The institution shall comply with the various other norms and standards prescribed in the NCTE Regulations 2014, as amended from time to time.
5. The institution shall ensure that the required number of academic staff duly approved by affiliating body for conducting the course should always remain in position.
6. The institution shall also fulfil of all such other requirements as may be prescribed by other regulatory bodies like UGC, Affiliating University / Body, the State Government etc., as applicable.
7. The institution shall submit to the Regional Committee a Performance-Appraisal Report (PAR) at the end of each academic year along with the statement of annual accounts duly audited by a Chartered Accountant.
8. The institution shall maintain its own website with hyperlink to the NCTE website uploading the required information / documents as per clause 7(14) of the NCTE Regulations 2014 as amended time to time.
9. The institution shall adhere to the mandatory disclosure in the prescribed format and display up-to-date information on its official website.
10. If the Institution Contravenes any of the provisions of the NCTE Act, Rules, Regulations, and orders made or issued thereunder, the action including withdrawal of recognition shall be taken by the Regional Committee concerned under the provisions of Section 17(1) of the NCTE Act 1993.

By Order,  
**Regional Director,**  
Eastern Regional Committee,  
National Council for Teacher Education,  
G-7, Sector-10, Dwaraka, New-Delhi - 110075.

To,  
**The Manager**  
Govt. of India, Press  
Department of Publications, (Gazette Section)  
Civil Lines, Delhi-110054

Copy To:

1) **Principal,**  
JORHAT KENDRIYA MAHAVIDYALAYA,  
KENDUGURI, A.T. ROAD, DHEKORGORA, JORHAT, JORHAT, ASSAM-785010, JORHAT,  
ASSAM-785010

2) **The Correspondent/Secretary,**  
JORHAT KENDRIYA MAHAVIDYALAYA,  
KENDUGURI, A.T. ROAD, DHEKORGORA, JORHAT, JORHAT, ASSAM-785010.

3) **The Registrar, Affiliating University concerned.,**

**Pranjal Dutta**  
Coordinator, IQAC



**Dr. Dulen Saikia**  
Principal



# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University



This is to certify that

**Dulen Saikia**

has participated in the 3-Day Training on

**“Finance & Accounts for DDOs under Higher Education Department”**


Sponsored by Government of Assam,

w.e.f 22<sup>th</sup> to 24<sup>th</sup> February, 2023

at

*Assam Administrative Staff College*

Jawaharnagar, Khanapara, Guwahati-22

  
Course Director

  
Director of Training

  
**Pranjal Dutta**  
Coordinator, IQAC



  
**Dr. Dulen Saikia**  
Principal





# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University



# JORHAT KENDRIYA MAHAVIDYALAYA

(Affiliated to Dibrugarh University, ASSAM)

## CODE OF CONDUCT HANDBOOK

1

**Pranjal Dutta**  
Coordinator, IQAC



**Dr. Dulen Saikia**  
Principal



# Jorhat Kendriya Mahavidyalaya

## Kenduguri, Jorhat-785010 (Assam)


Affiliated by Dibrugarh University

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**Pranjal Dutta**  
Coordinator, IQAC



  
**Dr. Dulen Saikia**  
Principal