



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Supporting Documents for AQAR

Period: 2022-2023

Criterion:6	Key Indicator:6.2
Governance, Leadership and Management	Strategy Development and Deployment
Metric Number: 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.

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

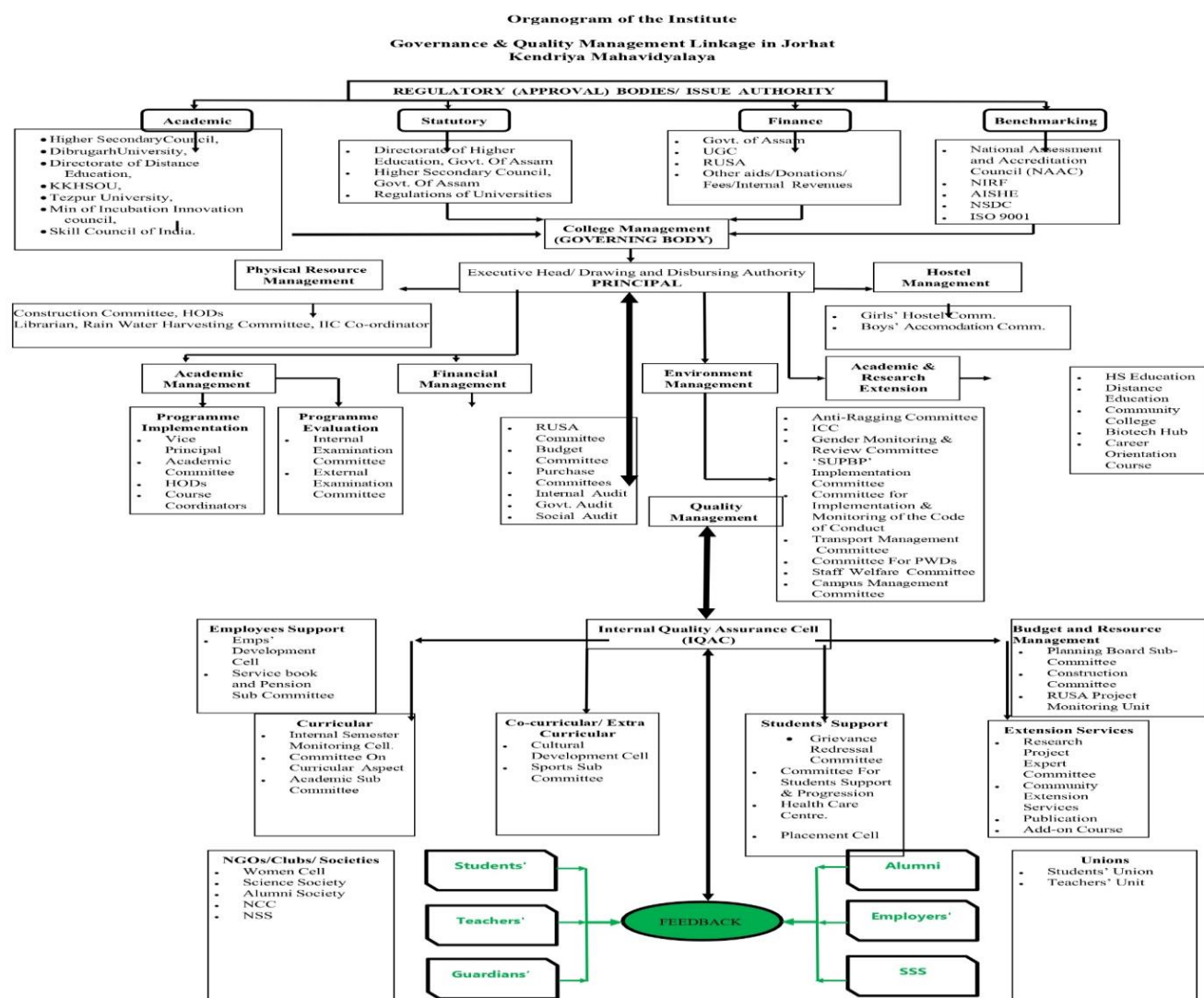
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STRATEGY DEVELOPMENT AND DEPLOYMENT


The institution functions through a well-structured administrative set-up guided and supported by statutory bodies and non-statutory bodies.

The organogram of the Institution




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The organizational structure of the college is in two aspects:

- (a) Administrative organization structure.*
- (b) Academic administrative structure.*

Administrative organizational structure:

Governing Body

The Governing Body as per the Constitution of the college has 13 members in all. It is headed by a President, a prominent person from the educational field. The principal is the member secretary of the Governing Body while there are two nominees from the Vice-Chancellor of Dibrugarh University, Vice Principal & Librarian of the College is Ex-officio member, one donor member, two teacher representative, one non-teaching staff representative, two guardian representatives, Local MLA as special invitee.

Academic administrative structure:

- The principal forms the nucleus of the administration as the final authority in all financial matters.*
- The Vice-principal & Associate Academic Vice-principal, as the monitor of all academic affairs*
- The Academic committee consisted of the IQAC coordinator and heads of the departments and Academic observers are directly under the principal relating to the academic development of the college.*
- All the academic and administrative bodies have their allotted responsibilities.*

The Purposes of Different Organs:

The administration and the institution's head uphold a decentralized approach to responsibility sharing among the several organizations the authority has established. For the proper and effective operation of the college, the following groups are organized under the convenorship of teachers:

- Internal Quality Assurance Cell (IQAC)*
- NAAC Committee*
- Academic committee*
- Internal Semester Monitoring Committee (ISMC)*
- Parent- Teacher Association.*
- Student Union*
- Planning Board*
- Finance Committee*
- Construction Committee*
- Purchase Committee*
- Hostel Committee*

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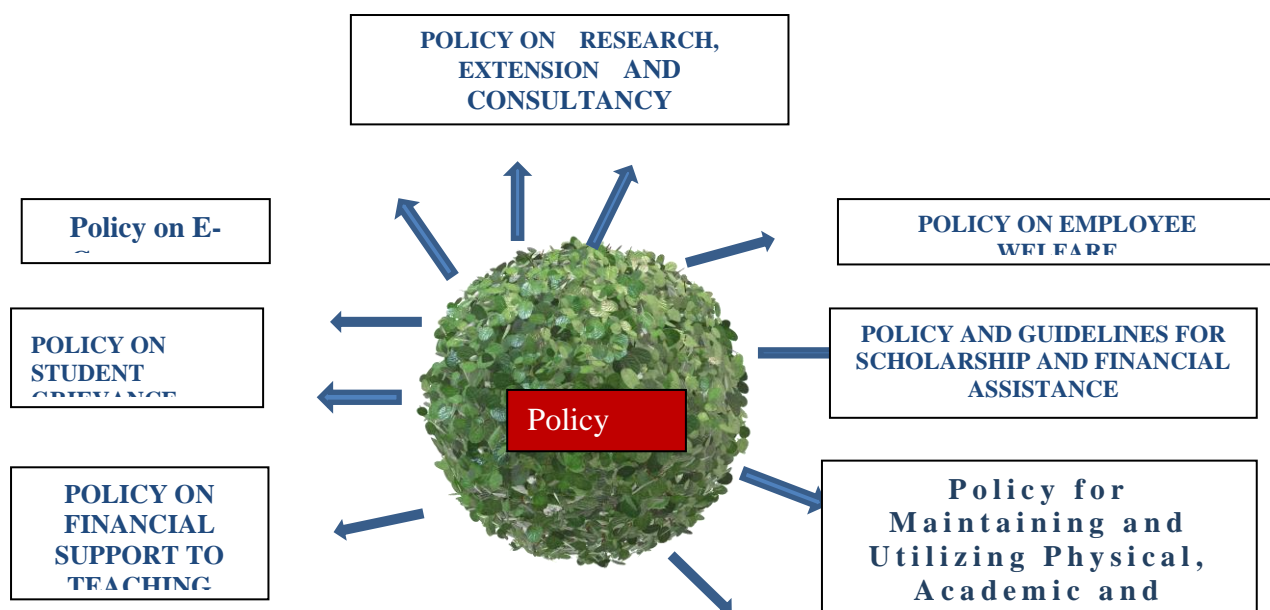
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- Library Committee
- Campus Development Committee
- Admission committee
- Career Counselling and Guidance Cell
- Grievance Redressal Cell
- Discipline Committee
- Website Committee
- Research and Development Committee
- Science And Technology Forum
- Anti-ragging and Anti Sexual Harassment Cell
- Alumni Association
- Women Cell
- Publication Cell
- Canteen Committee.
- Model Village Adoption Committee


Policies

Policies, Service Rules and Procedures Well-defined quality policies on different areas /functional domains like curriculum development, teaching-learning, examination, admission, HR, research, consultancy etc. drives to achieve sustained growth.




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Appointment Procedure

Every appointment is done in accordance with the Department of Higher Education's regulations, Govt. of Assam which are based on the UGC's recommendations for the appointment of teaching and non-teaching staffs at colleges. After receiving GB's consent, the principal publishes the advertisement in the top newspapers. The college's GB is tasked with carrying out the interview procedure, and the DHE, Assam approves the ultimate selection based on the GB's recommendation.

Service Rule

College follows the service rules and conditions laid down by the Department of Higher Education, Govt of Assam.

Procedure for Promotion

All promotions are done in accordance with the DHE, Government of Assam's norms and regulations which are based on the UGC guidelines. The IQAC of the College organizes an orientation workshop to inform the faculty about the API regulations that are periodically issued. The IQAC calculate and verify the API scores of the faculties for promotion.

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