



# JORHAT KENDRIYA MAHAVIDYALAYA

## Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

**Metric Number:**

**1.1.1**

**The Institute ensures effective curriculum delivery through a well-planned and documented process including Academic Calendar and conduct of continuous internal assessment.**

### **Academic planning and Internal Semester Monitoring System:**

The role of the Internal Semester monitoring Committee (ISMC) is an essential part of the higher educational institution. ISMC addresses the academic issue of the students. It monitors the attendance and performance of the students, counsel them and provide means to overcome their drawbacks through the student mentoring system. After the announcement of the results the ISMC analyses the results and attendance to improve the regularity, grades and personality of the students.

### **Policy for Internal Semester Monitoring Committee:**

**Purpose:** Purpose is to monitor the educational process adopted by the institution and suggest corrective measures for effective curriculum delivery.

**Mechanism:** To monitor engagement and non-engagement of classes through teachers time table (Class routine), teaching plan and daily report submitted by the concerned teachers. It involves both qualitative and quantitative analysis of academic process.

**Qualitative and Quantitative:** Qualitative analysis such as interaction with HoD, concerned teachers and students and quantitative analysis such as attendance report, engagement and non-engagement of teachers in the classes.

**Pranjal Dutta**  
Coordinator, IQAC



**Dr. Dulen Saikia**  
Principal



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### **Functions of ISMC:**

#### **Collection:**

(a) To collect attendance report every month from the department. After assessment of the attendance, ISMC communicate with the departments for measures to be taken to improve the attendance.

(b) Engagement and non-engagement report and analysis to submitted to the Principal and coordinator of IQAC.

#### **Analysis and Interpretation:**

Analysis to be based on teaching plan, engagement and non-engagement of teachers, discussion with HoD and remarks to be reported to the administration.

**Action and decision making:** ISMC, concerned HoD and administration.

**Presentation:** ISMC to present and submit a report at the end of each semester to IQAC and administration.

**Dissemination to Students:** During the induction programmes Principal/Coordinator of ISMC/ HoDs can brief the students regarding academic plans and programmes of the Institution.

**Pranjal Dutta**  
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## **Composition of ISMC:**

Principal of the College Chairperson

One Vice Principal as the Vice chairperson

One Coordinator

All HoDs of the departments

Other members may be appointed as per the requirement by ISMC

**Pranjal Dutta**  
Coordinator, IQAC



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## Internal Semester Monitoring Committee



### JORHAT KENDRIYA MAHAVIDYALAYA

KENDUGURI, JORHAT-785 010, ASSAM

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

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

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

Ref : JKM/PL/Notice/2014

Date : 05-08-2014

### Notice

It is notified for the all the faculties of both Arts and Science that the Internal Semester Monitoring Committee for the College is constituted with the following members-

1. Chairperson: Dr Munindra Konwar
2. Vice Chairperson: Dr Gonesh Ch Borah
3. Coordinator: Pranjal Dutta
4. Members: All HoD's of the teaching Department

The Committee will exercise its power and functions as per guidelines given by Dibrugarh University for the smooth running of the undergraduate semester system.



(Dr. M. Konwar)

Principal

Jorhat Kendriya Mahavidyalaya

Principal

Jorhat Kendriya Mahavidyalaya  
Kenduguri, Jorhat- 10

Pranjal Dutta  
Coordinator, IQAC



Dr. Dulen Saikia  
Principal



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## Notice regarding College CBCS board



**JORHAT KENDRIYA MAHAVIDYALAYA**  
KENDUGURI, JORHAT-785 010, ASSAM  
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Phone # 0376-2350009, e-mail: [jkmprincipal@rediffmail.com](mailto:jkmprincipal@rediffmail.com), Fax # 0376-2350009  
Website : [www.jorhatkendriyamahavidyalaya.in](http://www.jorhatkendriyamahavidyalaya.in)

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Ref : JKM/PL/Notice/2021 \_\_\_\_\_ Date : 01-04-2021


### Notice

It is a general notification for the teaching staff of Arts & Science stream that the college CBCS Board was formed on 31.03.2021 as per the Dibrugarh University guide lines (vide notification no DU/DR-A/6-1/19/412) with the following members-

1. Chairperson: Dr. Dulen Saikia
2. Vice Chairperson: Dr. Gonesh Ch Borah
3. Academic Vice Principal:
  - a. Dr. Barnali Saikia (Arts)
  - b. Ely Phukan (Science)
4. Associate Academic Vice Principal
  - a. Nibedita Baruah (Arts)
  - b. Rajib Bordoloi (Science)
5. Coordinator: Pranjal Dutta
6. Members: All HoD's of the teaching Department.

The committee will exercise its power and functions as per the CBCS guidelines given by Dibrugarh University for the smooth running of the undergraduate semester system.



  
(Dr. Dulen Saikia)  
Principal  
Jorhat Kendriya Mahavidyalaya  
Jorhat Kendriya Mahavidyalaya  
Kenduguri, Jorhat-10

**Pranjal Dutta**  
Coordinator, IQAC



**Dr. Dulen Saikia**  
Principal



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## Sample copy of IMSC proceeding, 2017

Proceeding of IMSC meeting held on 26/8/2017

NAME	SIGNATURE
1) Dr. M. Konwar	[Signature]
2) Pranjal Dutta	[Signature]
3) Dr. G.C. Bora	[Signature]
4) Mr. Bishnuran Nath	[Signature]
5) Mr. Arup Mahanta	[Signature]
6) Mrs. Ranjima Saikia	[Signature]
7) Mrs. Beauty Baruah	[Signature]
8) Mrs. Arunima Bora	[Signature]
9) Mrs. Nivedita Baruah	[Signature]
10) Dr. Rajen Bora	[Signature]
11) Mr. Rajib Bordoloi	[Signature]
12) Mrs. Parvate Baruah	[Signature]
13) Mrs. Arjuna Saikia	[Signature]
14) Mrs. Ely Phukan	[Signature]
15) Mrs. Sanghita Sarmah	[Signature]

Agenda: -

- 1) H.S II year examination
- 2) Results of last examination
- 3) Use of ICT
- 4) Others

The meeting of IMSC held on under the chairmanship of Dr. M. Konwar, Principal of the college discussed about the rules to be followed in the forth coming H.S final examination.

→ Video cameras should be placed in every examination rooms.

[Signature]

Pranjal Dutta  
Coordinator, IQAC



[Signature]

Dr. Dulen Saikia  
Principal



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→ Use of mobile is strictly prohibited for both the students and invigilators.

→ No calculators can be used in the examination hall.

→ Drinking water must be provided to the examiners.

→ Sick room should be arranged for sick candidates.

Next department wise results were analysed:-

Department	Semester	Appeared	Passed	Results (%)
1) Philosophy	I <sup>st</sup> Sem	32	23	71.87%
	II <sup>nd</sup> "	35	31	88.57%
	III <sup>rd</sup> Sem	27	26	96.6%
This department have only pass course. Result was satisfactory compared to the inputs of the students.				
2) Economics	I <sup>st</sup> Sem	12	10	83.33%
	II <sup>nd</sup> "	14	11	78.57%
	III <sup>rd</sup> Sem	22	11	50%
3) History	I <sup>st</sup> Sem	12	5	41.67%
	II <sup>nd</sup> "	9	9	100%
	III <sup>rd</sup> Sem	5	5	100%
4) Education	I <sup>st</sup> Sem	16	18	113%
	II <sup>nd</sup> Sem	11	10	90.9%
	III <sup>rd</sup> Sem	16	8	50%

*Pranjal Dutta*

Pranjal Dutta  
Coordinator, IQAC



*Dr. Dulen Saikia*

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Principal



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## Analysis of results by the ISMC committee

		Apparant	Permal	%
5)	Pol. Sc. :-	I Sem 15	07	47%
		III Sem 17	16	90%
		V Sem 10	09	90%
6)	Sociology	I Sem 50	50	100%
		III Sem 35	29	82.85%
		V Sem 21	15	71.43%
7)	Botany	I <sup>st</sup> Sem 29	14	48%
		III Sem 26	13	50%
		V Sem 18	x	(Not Satisfactory)
8)	ENGLISH	I Sem 10	09	90%
		III Sem 7	04	57%
		V " 14	13	92%
9)	Chemistry	I <sup>st</sup> Sem 19	14	80%
		III Sem 13	09	74%
		V Sem 10	all Back	x
10)	Statistics	I <sup>st</sup> Sem 14	09	Not Satisfactory
		III Sem 04	x	
		V Sem 01	01	100%
11)	Zoology	I <sup>st</sup> Sem x	x	
		III & IV Sem 47	41	80.85%
		V Sem 25	20	80%
12)	Physics			

Pranjal Dutta  
Coordinator, IQAC



Dr. Dulen Saikia  
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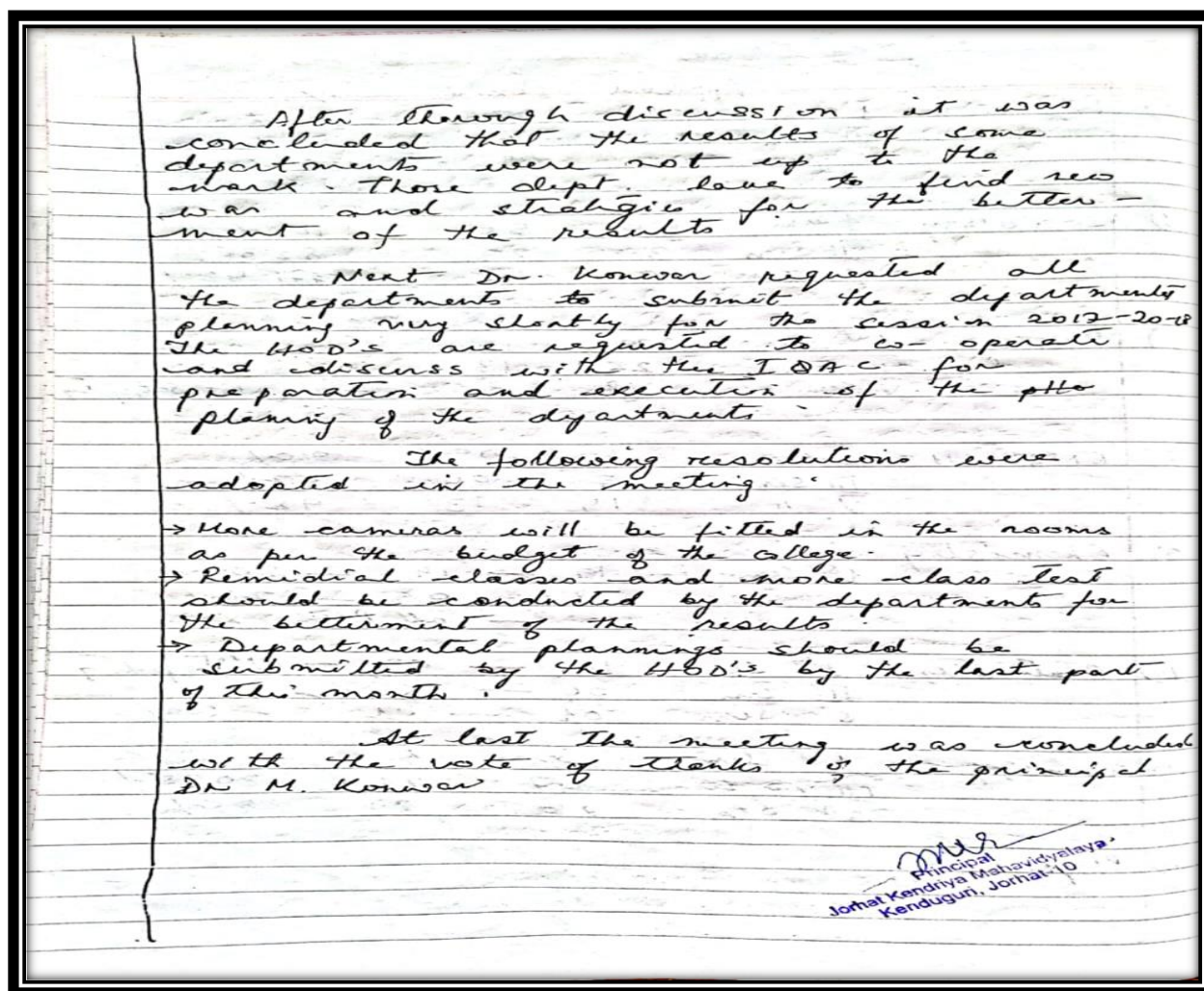
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## Sample copy of IMSC proceeding



*Pranjal Dutta*

Pranjal Dutta  
Coordinator, IQAC



*Dr. Dulen Saikia*

Dr. Dulen Saikia  
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### Sample copy of IMSC proceeding, 2021

ISMC meeting held on 31/03/2021

Signatures of The HODs, faculties and other portfolio holders present in the meeting held on 31/03/2021

1) Dr. Dulen Saikia	31/03/2021
2) Dr. Gonesh Ch. Bordoloi	31/03/2021
3) Ananta Bordoloi	31/03/21
4) Dr. Rajen Borah	31/03/21
5) Mr. Nripen Saikia	31/3/21
6) Pranjal Dutta	31/3/21
7) Ananta Tamuli	31/3/21
8) Anupama Saikia	31/3
10) Dr. Sanketa Sarmah	31/3/21
11) Dr. Anurupa Borah	31/3/21
12) Dr. Bimal Saikia	31/3/21
13) Dr. Gayatri Chetia	31/3/21
14) Ely Phukan	31/03/21
15) Pinali Hazarika	31/03/21
16) Minakshi Borah	31/03/21
17) Nibedita Barmah	31/03/21
18) Rajib Bordoloi	31/03/21
19) Porimota Baruah	31/03/21
20) Banalata Chakrabarti	31/03/21

Pranjal Dutta  
Coordinator, IQAC



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(4)

21. Madhumita Handique  
22. Beauty Boruah  
23. Preethi Barsha Boruah

Agenda

1) Academic matters  
2) Others

Proceeding

To-day, on the day of 34th March, 2021 a staff meeting is held under the Chairmanship of Dr. Dulen Saikia, Principal of the College. The agenda of the meeting is placed by Vice-Principal, Dr. G. C. Boruah. He said to-day's meeting is held to discuss various issues relating to implementation of academic plans and programmes. The meeting also discusses the other matters if anybody have.

Opening with the discussion, Principal Dr. Dulen Saikia said for this academic session the Class Routine to be prepared scientifically comprising with digital class, Remedial class etc. Like class Routine, a well planned College Directory cum academic calendar to be prepared scientifically. Prospectus is to be prepared covering all aspects of the College. The faculties of the College will also be prepared to individual plans and programmes for imparting their lectures in their concerned subject and papers.

Pranjal Dutta  
Coordinator, IQAC



Dr. Dulen Saikia  
Principal



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## Sample copy of IMSC proceeding, 2021

(5)

After discussing all agenda, today's meeting unanimously resolved to take the following resolutions:-

- 1) Class Diary and academic calendar to be prepared by the concerned committee.
- 2) Class Routine to be prepared by the Routine preparation Committee.
- 3) Prospectus to be prepared by the prospectus preparation committee within stipulated time.

At the end of the meeting principal or chairperson of today's meeting offered thanks to all the faculties present in the meeting and declared to end the meeting.

Approved,

In any other matter, the IBAC co-ordinators requested the Chairperson to reform the CBCS Committee as per the D.H. notification vide letter No. DH/DR-A/6-1/19/412. As such, the following committee was formed to look after CBCS course curricular implementation.

- 1) Chairperson: Dr. Dulan Saikia, Principal
- 2) Vice-Chairperson: Dr. G.C. Borah, Vice-Principal
- 3) Member Secretary: Mr. Pranjal Dutta, Co-ordinator
- 4) Members: Dr. B. Saikia, Academic Vice-Principal, Mrs. J.N. Borah, Asst. Academic V.P., Mr. R. Borah, Asst. " "

All HOD's of the Subjects

Approved,

*Pranjal Dutta*  
Jorhat Kendriya Mahavidyalaya  
Kenduguri, Jorhat-785010

*Dr. Dulan Saikia*

*Pranjal Dutta*  
Pranjal Dutta  
Coordinator, IQAC



*Dr. Dulan Saikia*  
Dr. Dulan Saikia  
Principal