



J.D.S.G. COLLEGE

Bokakhat, Assam

4th Cycle NAAC Accreditation

CRITERION-VI

**GOVERNANCE, LEADERSHIP AND
MANAGEMENT**

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

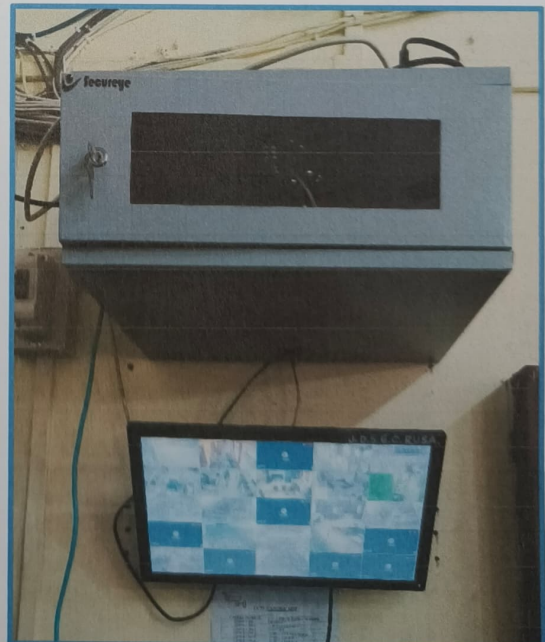
Submitted to



The National Assessment and Accreditation Council

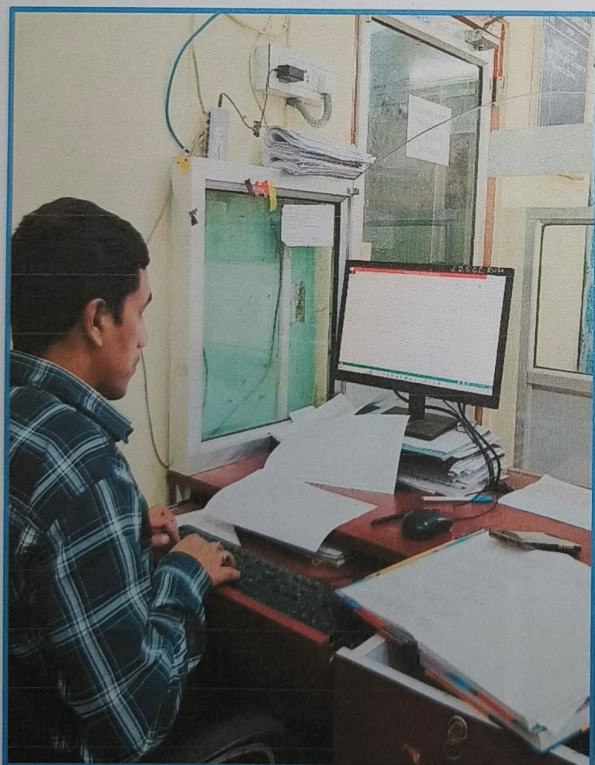
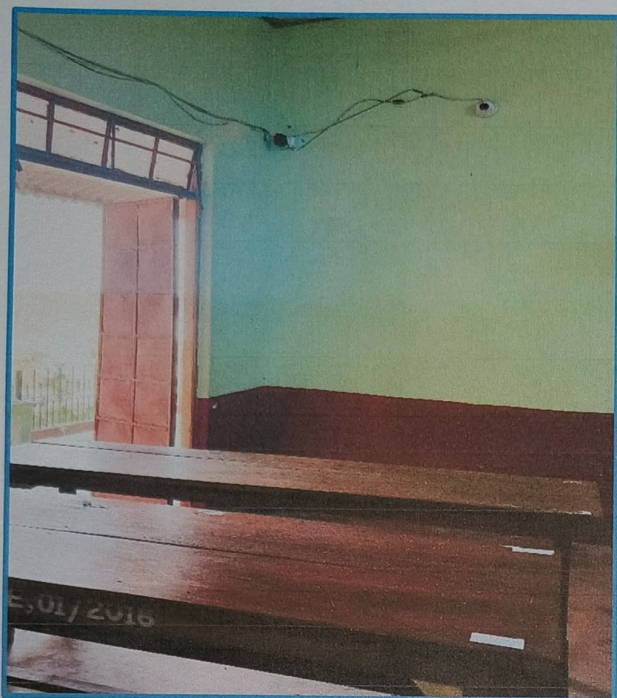
Administration


The Principal of the college, as the Secretary of the Governing Body and administrative head, oversees all academic, administrative, and support activities. The Vice Principal and IQAC assist in these responsibilities. Administrative tasks are managed by the Head Assistant and various committees. The college is equipped with CCTV in the administrative building, library, and classrooms, enabling the Principal to monitor daily operations from the office. Administrative updates are shared via the college website and WhatsApp groups. Urgent academic meetings are held in a blended mode



[Handwritten signature]

[Handwritten signature]
J.D.S.G. COLLEGE
BOKAKHAT




 Pal & Secretary
 J.D.S.G. COLLEGE
 BOKARIAT



- J.D.S.G. College Students' Union election has been carried out digitally on 7th November 2023.

OFFICE OF THE PRINCIPAL
J.D.S.G. COLLEGE, BOKAKHAT
 (JOGANANDA DEVA SATRADHIKAR GOSWAMI COLLEGE)
 (NAAC ACCREDITED WITH 'B' GRADE)
 P.O. BOKAKHAT-785812 :: DIST. -GOLAGHAT(ASSAM)
 Website : WWW.jdsgcollege.edu.in, E-Mail - jdsgcollegelibrary@gmail.com

Ref. No. JDSGC/WO/2023/354(A) Date: 01/11/2023

From : DR. JAYANTA GOGOI, M.Com, LL.B, Ph.D.
 Principal, J.D.S.G. College, Bokakhat

To,
 Mr. Niraj Borah, Jorhat

Sub: For conducting Student Union Election for the 2023-24 Digitally through Computerised Voting Machine.

Dear Sir,

With reference to the subject cited, I have the honour to state you that Student Union Election for the 2023-24 of JDSG College will be held 7th November, 2023

Therefore, I request you to conduct the Student Union Election for the 2023-24 through Computerised Voting Machine.

With regards,

Yours faithfully,
 (Dr. J. Gogoi)
 Principal
 JDSG College, Bokakhat

20.11.2023

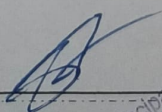


Principal & Secretary
 J.D.S.G. COLLEGE
 BOKAKHAT



For library administration, the librarian is assisted by library committee. The college library is facilitated with automation, photocopier, and sufficient number of books, Journals, seating arrangements, internet facilities so that the students and researchers can easily assess and can take the advantage from it.




Principal & Secretary
J.D.S.G. COLLEGE
BOKAKHAT

Student Admission and Support

An Admission Core Committee for Arts, Science, and Commerce is formed annually to ensure a smooth online admission process. Students are selected based on merit, adhering to Government of Assam's reservation norms. Special provisions are made for students with disabilities to promote inclusivity. Free admission is offered to economically weaker sections, ensuring financial constraints do not hinder access to education. The committee works diligently to maintain fairness and transparency, reflecting the institution's commitment to academic excellence and equal opportunities for all.

OFFICE OF THE PRINCIPAL

J.D.S.G. College, Bokakhat

Order No: ০৭

Date: 12.06.2024

ORDER NO: ০৭

12/06/2024

The following Faculty & Staff Members are hereby allotted the responsibility of facilitating the Admission Process for the Applicants for the Four-Year Undergraduate (1st Sem.) Programmes in the College for the 2024-25 Session:

General Supervision: Dipali Rajkumari, Pranati Talukdar, Ruli Khanikar, Dr. Santi Saya Boruah, Monjumoni Neog, Motiram Das, Sasanka Dhaval Saikia

General Coordination: Lt. Mintu Tokbi, Krishna Rongpi, Angarag Sandilya

Announcements:

Lt. Mintu Tokbi (9 AM – 1 PM), Krishna Rongpi (1 PM – 5 PM)

Document Verification:

- i) Dr. Anjali Devi (9 AM – 1 PM), Dikshya Saikia (1 PM – 5 PM);
- ii) Akashi Phukan (9 AM – 1 PM), Chayanika Gogoi (1 PM – 5 PM);
- iii) Gitarthi Hazarika (9 AM – 1 PM), Susmita Bordoloi (1 PM – 5 PM)

Admission Processing:

- i) Dr. Diganta Borah (9 AM – 1 PM), Parswa Jyoti Neog (1 PM – 5 PM);
- ii) Dr. Bidyut Jyoti Kalita (9 AM – 1 PM), Akash Jyoti Sarmah (1 PM – 5 PM);
- iii) Pratyashi Tamuly (9 AM – 1 PM), Kabir Barhoi (1 PM – 5 PM)

Technical Coordination: Angarag Sandilya

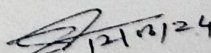
Fees Receipt Issue:

- i) Dimpi Borah (9 AM – 1 PM), Madhurjya Borah (1 PM – 5 PM);
- ii) Paban Hazarika (9 AM – 1 PM), Ujjal Borah (1 PM – 5 PM)

Helpdesk Coordination & Volunteer Supervision: Dr. Pritam Panda

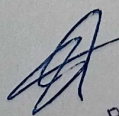
The aforementioned 'Admission Facilitation Committee' shall report to the Admission Committee (2024-25) of JDSG College.

The matter should be treated as urgent.



(Dr. J. Gogoi)
Principal

JDSG College, Bokakhat
Principal & Secretary
J.D.S.G. COLLEGE
BOKAKHAT

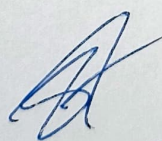


Principal & Secretary
J.D.S.G. COLLEGE
BOKAKHAT

Examination

An examination conduction committee, formed for every semester examination, conducts both the odd and even semester University examinations. The whole examination system is kept on the CCTV surveillance. Internal assessment of semester examination is submitted online.




Principal & Secretary
J.D.S.G. COLLEGE
BOKAKHAT