

**ACADEMIC & ADMINISTRATIVE AUDIT REPORT OF THE COMMITTEE**  
**SESSION: 2024-25**  
**JDSG COLLEGE, BOKAKHAT, ASSAM, INDIA**

**Part A:**

**College Profile:**

1.	Name of the College, website, email and Ph. No	JDSG COLLEGE, Bokakhat <a href="mailto:JDSGCOLLEGELIBRARY@GMAIL.COM">JDSGCOLLEGELIBRARY@GMAIL.COM</a> <a href="https://jdsgcollege.edu.in">https://jdsgcollege.edu.in</a> contact: 9954451703
2.	Year of Establishment	1964
3.	Affiliating University	Dibrugarh University
4.	Last NAAC Grade with Cycle, Accredited Year & CGPA	Grade: B Cycle: 3 Year: 2019 C.G.P.A: 2.11
5.	Website address (Web link of the AQAR (Previous Academic Year	<a href="https://jdsgcollege.edu.in/wp-content/uploads/2024/11/31403.pdf">https://jdsgcollege.edu.in/wp-content/uploads/2024/11/31403.pdf</a>
6.	UGC Recognition (2F & 12 B) with dates	UGC 2f and 12(B)
7.	Courses/Program offered	FYUGP BA/B.COM (CBCS) Add on/ Certificate Courses
8.	Online Admission Status	Yes, through Samarth
9.	Number of students during the year	1093
10.	Number of Full Time Teachers	41
11.	Whether Institutional data submitted to AISHE	Yes, Year : 2023-24, Date of submission: 24/01/2025
12.	Whether Institutional data submitted to NIRF	Yes , Year: 2023-24 , Date of Submission:26/12/2025
13.	Whether the college has IIC	Yes

## 1. Curricular Aspects:

	Item	Activities done by the college	Comments of the audit team
1.	Implementation of Annual Institutional Plan/ College Calendar	The College has been following the Academic Calendar of Dibrugarh University and Institutional plan has already been prepared and have to be implemented soon. <a href="https://dibru.ac.in/academic-calendar">https://dibru.ac.in/academic-calendar</a>	
2.	Whether the above plan circulated among students	YES	
3.	Add-on Courses (Department wise)	The Add-on courses offered by various departments and ells are as follows:  1. Montessori Teachers Training (Education) 2. Entrepreneurship and Business Management( Commerce)	
4.	Feed-back from students'/parents/ alumni on curricular aspects/analysis	<ul style="list-style-type: none"> <li>Feedback would be collected from students, parents, and alumni through online and offline surveys.</li> </ul>	
5.	New UG & PG Courses	<ul style="list-style-type: none"> <li>MA in Assamese &amp; M. Com</li> </ul>	
6.	Maintenance of student's attendance Registers both offline and online	<ul style="list-style-type: none"> <li>Students' attendance registers are maintained in offline mode by all departments for each course included in the programme.</li> </ul>	
7.	Teachers participated in curriculum development, Academic Council/BOS/ Court/Design and Development of Curriculum etc.	Dr. Jayanta Gogoi, Principal, Department of Commerce, Dibrugarh University.	

## 2. Teaching, Learning and Evaluation:

	Item	Activities						
1.	Are student's enrolment and profiles computerized and well documented?	Yes, through SAMARTH and DARPAN. The departments concerned are also maintaining students' records.						
2.	Maintenance of Teaching Diaries & Lesson Plan/ Teaching Plans in prescribed format, course progress record/course completed records	Yes						
3.	Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences	The institution takes care in integrating experiential learning, participative learning and problem -solving methodologies in the educational pedagogy. Regular field tours, educational excursions, practical surveys form the core of experiential learning. <a href="https://jdsgcollege.edu.in/wp-content/upload">https://jdsgcollege.edu.in/wp-content/upload</a>						
4.	Tutorials-Assignments, students' seminar, students' projects etc.	Yes,						
5.	Conduct of Internal Exams-Semesters, evaluation etc.	Yes, as per guidelines of the Dibrugarh University						
6.	Subject wise result analysis (percentage)	Yes						
7.	Remedial/doubt clearing classes	Yes						
8.	Updating teachers Profiles	Regularly updating						
9.	Students full time Teacher's ratio	27:1						
10.	Number of teachers with Ph.D. and M.Phil.	Ph. D: 13, M. Phil: 17						
11.	Pass % of students in the last year final exam (Subject wise)		Subjects	Appeared	Passed	Pass %		

		BA in Assamese	39	19	48.72%
		BA in Economics	14	14	100%
		BA in Education	22	15	68.18%
		BA in English	22	11	62.5%
		BA in History	30	20	66.67%
		BA in Philosophy	20	17	85%
		BA in Political Science	56	35	62.5%
		B. Com in Commerce	67	52	77.61%
		<b>Total</b>	<b>270</b>	<b>183</b>	<b>67.78/%</b>
12.	<b>Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.</b>	<ul style="list-style-type: none"> <li>Newly recruited teachers attend Faculty oriented programs (FIP) and other orientation sessions where they are appraised of course outcomes and program outcomes. Besides, teachers take part in Faculty Development Programs (FDP) throughout the year. The senior teachers make extra efforts to inform the junior faculties about the teaching pedagogy. The students are given orientation at the beginning of each semester about the learning and program outcomes which provides them a clear idea about the process of approaching the studies.</li> </ul>			
13.	<b>Attainment of Programme outcomes and course outcomes are evaluated by the institution.</b>	<ul style="list-style-type: none"> <li>The college holds staff meetings at the end of each semester to take stock of the attainment of program outcomes and learning outcomes. Individual departments deliver presentations about the attainment of learning outcomes and program outcomes. A holistic deliberation is facilitated among all the stakeholders where the possibilities of modification in the pedagogy are discussed keeping in mind, the ever -changing educational paradigm.</li> </ul>			
14.	<b>Ratio of mentor to students for academic and other related issues</b>	<ul style="list-style-type: none"> <li>Available in college website.</li> </ul>			

### 3. Research, Innovation and Extension:

	Item					
1.	Grants received from Government and non-governmental agencies for research projects/endowments in the institution during the session (INR in Lakhs) year wise and total	Year	Name of the non-government funding agencies/ individuals	Purpose of the Grant	Funds/ Grants received (INR)	
		2024-25	Assam Plain Tribes' Development Corporation Ltd, Guwahati	Construction of Additional Classroom	50,00000.00	
		2024-25	WPT & BC, MAC	Construction of Building	30,00000.00	
		Total			80, 00000.00	
2.	Research Papers/Books Published during last academic year (International/National/ State	UGC Care/ SCOPUS: 03 Others: 45				
3.	Papers presented during last academic year	48				
4.	Seminars/workshop/ Training programme conducted during each academic year (International/National) dept wise					
5.	Records of linkages/MOUs during each academic year	<ul style="list-style-type: none"> <li>Department of Political Science, Women's College, Tinsukia, Assam,</li> </ul>		Department of Political Science, J.D.S.G. College		
		<ul style="list-style-type: none"> <li>AISECT Skill Development Centre</li> </ul>		J.D.S.G. College		
		<ul style="list-style-type: none"> <li>Kaliabar College</li> </ul>		J.D.S.G. College		
		<ul style="list-style-type: none"> <li>Furkating College</li> </ul>		J.D.S.G. College		
		<ul style="list-style-type: none"> <li>Hemo Prova Borbora Girls' College</li> </ul>		J.D.S.G. College		
		<ul style="list-style-type: none"> <li>Department of History, Marangi</li> </ul>		Department of History, J.D.S.G. College		

		College				
		• Mariani College	Department of Commerce, J.D.S.G. College			
		• Earthcare Out Reach Trust	J.D.S.G. College			
		• The Assam Kaziranga University	J.D.S.G. College			
		• M/S ICT Academy Tamil Nadu	J.D.S.G. College			
		• Assam Down Town University	J.D.S.G. College			
		• Gratia Technology Private Limited	J.D.S.G. College			
		• Takshashila School of Civil Service	J.D.S.G. College			
		• RCUN-NER	J.D.S.G. College			
		• Sarupathar College, Sarupathar	J.D.S.G. College			
		• Executive Engineer PWD(B&NH), Golaghat, Territorial Division.	J.D.S.G. College			
6.	<b>Record of subject/ Department related extension activities</b>	<b>Yes, available in the college website department and subject wise.</b>				
7.	<b>Awards and recognitions received by the teachers/ students for extension activities from government/ government recognized bodies during the last five years</b>					
8.	<b>Details of Department activity/ NSS activity/ NCC Activity</b>	<b>Name of the activity</b>	<b>Organising unit/ agency/ collaborating agency</b>	<b>Name of the scheme</b>	<b>Year of the activity</b>	
		<b>Field Survey at Majuli</b>	<b>Department of History</b>		<b>2025</b>	

	<b>August Revolution Memorial Lecture</b>	<b>Department of Political Science</b>		<b>2025</b>
	<b>One Day workshop VERMI Composting</b>	<b>Department of Commerce</b>		<b>2024</b>
	<b>Observation of Constitution Day</b>	<b>Department of Political Science</b>		<b>2025</b>
	<b>Extension Activity at Bokakhat Higher Secondary School</b>	<b>Department of Commerce</b>		<b>10<sup>th</sup> June, 2024</b>
	<b>Parent Teacher Meet</b>	<b>Department of Political Science</b>		<b>2025</b>
	<b>BHASA GAURAV SAPTHA H</b>	<b>Department of Assamese</b>		<b>3<sup>th</sup> to 9<sup>th</sup>, November, 2004</b>
	<b>Field Survey at Tezpur, Assam</b>	<b>Department of Assamese</b>		<b>31<sup>st</sup> January, 2025</b>
	<b>Parent Teachers' Meet</b>	<b>Department of Assamese</b>		<b>5<sup>th</sup> March , 2025</b>
	<b>Celebration of International Women Day with special focus on Gender Equality</b>	<b>Women Cell, Teachers' Unit, JDSG College</b>		<b>2025</b>

	<b>Adoption of Kandhulimari Village</b>	<b>Women Cell, Teachers' Unit, JDSG College</b>		<b>8<sup>th</sup> March, 2025</b>
	<b>Educational Tour at NIKORIGHAT</b>	<b>Department of Economics</b>		<b>2025</b>
	<b>Faculty Exchange Programme under CMAAA</b>	<b>Departments of Economics &amp; Commerce</b>		<b>September, 2024</b>
	<b>a Lecture Programme at Adopted School 'Diffalo Pathar High School' Bokakhat</b>	<b>Department of Assamese</b>		<b>12th October</b>
	<b>Republic Day Celebration at Bokakhat General Field</b>	<b>NCC</b>		<b>2025</b>
	<b>Swachha Bharat Abhiyan</b>	<b>NCC</b>		<b>28<sup>th</sup> September, 2024</b>
	<b>HAR GHAR TRIRANGA</b>	<b>NCC</b>		<b>13<sup>th</sup> &amp; 15<sup>th</sup>, August, 2024</b>
	<b>Duty on Speed control</b>	<b>NSS Unit, J.D.S.G. College</b>		<b>July, 2024</b>
	<b>Classes for Grade 3 Employees</b>	<b>Department of Commerce</b>		<b>January, 2025</b>
	<b>All Assam Inter College Debate</b>	<b>Department of Commerce</b>		<b>27<sup>th</sup> November, 2024</b>

		<b>Competition</b>			
		<b>Entrepreneurship Carnival 3.0</b>	<b>Department of Commerce</b>		<b>19<sup>th</sup> March, 2025</b>
		<b>Extension Activity at the adopted Village - Mohpara Village</b>	<b>Department of Commerce</b>		<b>28<sup>th</sup> February &amp; 8<sup>th</sup> March, 2024</b>
		<b>Observation of Global Tiger Day</b>	<b>NSS Unit, J.D.S.G. College with Kaziranga National Park</b>		<b>29<sup>th</sup> July, 2024</b>
<b>9.</b>	<b>Details of Women's Cell activities</b>	<ul style="list-style-type: none"> <li>• <b>Celebration of International Women Day</b></li> <li>• <b>Adoption of Kandhulimari Village</b></li> </ul>			
<b>10.</b>	<b>Initiative taken towards execution of the NEP 2020</b>	<ul style="list-style-type: none"> <li>✓ In line with NEP's goals of promoting high-quality, outcome-based education, the affiliating university started implementing many Skill Enhancement courses for both UG and PG curriculum.</li> <li>✓ Various strategies are implemented to improve students' bench skills, including project work, summer training programmes, internships, and industry training programmes.</li> <li>✓ From the academic session of 2023-24, the institute has introduced 21 add-on courses with the approval of Dibrugarh University to enhance the skills of students</li> <li>✓ Collaboration &amp; MoU with UNESCO ASSOCIATION-Guwahati Chapter.</li> <li>✓ International webinars were conducted in collaboration with foreign institutions.</li> <li>✓ Video-conferencing with foreign scholars have been organized from time to time.</li> <li>✓ The institute has been working research activities with scholars from Japan.</li> </ul>			

		<ul style="list-style-type: none"> <li>✓ The institution has been making relentless effort to make gender inclusivity.</li> <li>✓ Committees and Cells have been formed for remove any form of gender violence or discrimination within the campus.</li> <li>✓ The Women Cell of the college has been working on the issues of gender and organizes lecture programmes, workshops and seminars from time to time.</li> <li>✓ Teaching is imparted mainly through local language i.e. Assamese in the UG level and Karbi language has also been introduced after the implementation of NEP, 2020.</li> <li>✓ Lecture Programmes, students' seminar and workshops are organized periodically in collaboration with other organizations.</li> <li>✓ Annual cultural and literary programmes are organized where students can show their diverse indigenous talents.</li> <li>✓ A sixth monthly certificate course on Value education and Yoga has already been introduced.</li> <li>✓ There are contents on IKS in most of the subjects offered by Dibrugarh University.</li> <li>✓ A Certificate Course on Indian Knowledge System and practices including the Indian worldview is being planned under the aegis of the IQAC.</li> <li>✓ A Certificate Programme for learning and teaching of Sanskrit is under process.</li> <li>✓ The College has already registered with the Digi locker Platform.</li> <li>✓ Measures are being taken to get the college registered with NAD.</li> <li>✓ All the students of the UG level have been made aware and sensitized about the significance of ABC, which has been made compulsory.</li> </ul>	
11.	<b>Initiatives taken towards activities in the light of SDGs</b>	<b>Yes</b>	

	(UN)		
12.	Academic adoption of schools/villages in the locality	Yes	

#### 4. Infrastructure & Learning Resources:

	Item		
1.	College library/Number of Books circulation of Library Books among students. Status of library automation (E-lessons & e-resources/e-journals) offline journals	<ul style="list-style-type: none"> <li>• The Central Library of J.D.S.G. College holds an extensive collection of over 30928 information resources (Including textbooks and references),</li> <li>• The library is centrally located with an open access system and circulation is done routinely among students.</li> <li>• The library is partially automated with latest ILMS SOUL 3.0.</li> <li>• Access to e-resources is provided through N-LIST and ONOS.</li> <li>• 3 journals are subscribed offline.</li> </ul>	
2.	Availability of previous years question papers in library	<ul style="list-style-type: none"> <li>• Previous years question papers are available in the library.</li> </ul>	
3.	Keeping daily record of library's visitors (students/ teachers/others)	<ul style="list-style-type: none"> <li>• The daily footfall of the visitors including students and teachers is maintained in separate registers for them respectively.</li> </ul>	
4.	Annual expenditure of purchase of books/e-books and subscription to journals/e journals during the year	<a href="https://drive.google.com/file/d/1YH_SvoFhkIctCjFscH91R9KkPZ6lrC2T/view?usp=drive_link">https://drive.google.com/file/d/1YH_SvoFhkIctCjFscH91R9KkPZ6lrC2T/view?usp=drive_link</a> <a href="https://drive.google.com/file/d/1Y-ssAdKkfDM_2iH6393ZJwD4gv2ueA5w/view?usp=drive_link">https://drive.google.com/file/d/1Y-ssAdKkfDM_2iH6393ZJwD4gv2ueA5w/view?usp=drive_link</a>	

	(INR in Lakhs)	<a href="https://drive.google.com/file/d/1iS_4nXpcuxbRsHxZY3-wpv5jSVFvwndM/view?usp=drive_link">https://drive.google.com/file/d/1iS_4nXpcuxbRsHxZY3-wpv5jSVFvwndM/view?usp=drive_link</a>	
		Details can be found by following the above links.	
5.	Number of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc.	Classroom: 53 & seminar halls with ICT: 05	
6.	Availability of WI-FI & Internet within the campus. Bandwidth of internet connection in the Institution	<ul style="list-style-type: none"> <li>The college has a total of 130 computers with internet facilities. At present the computer in the office are connected by LAN. There are various set up of network and include Jio Fiber with 20 MB free data for individual use every day. Jio set up helps students and faculty members to avail internet facilities and they can access various e content for academic purpose. All the departments of the college are equipped with digital classroom with projector to supplement traditional classroom experience. The college provides dedicated computer lab for students, ensuring hands on learning opportunities in a technologically advanced environment. High speed Wi-Fi connectivity is available throughout the campus, allowing seamless internet access for research and academic activities of students as well as faculty members.</li> </ul>	
7.	Students' Canteen/ recreational/ sports amenities	<ul style="list-style-type: none"> <li>There are two college canteens with hygienic kitchen and wash basins.</li> </ul>	
8.	Computer/ Language labs (No. of labs & working systems)	<ul style="list-style-type: none"> <li>There is a computer lab and LAN has been set up it with provisions of online UPS.</li> </ul>	
9.	Special facilities for persons with Disability (PWD)	<ul style="list-style-type: none"> <li>There are provisions of ramp and wheelchairs in the college campus for PWD students.</li> </ul>	
10.	Girls Common Room facilities	<ul style="list-style-type: none"> <li>There is a girls' common room with facility of sanitary pad vending machine.</li> </ul>	
11.	Hostels	<ul style="list-style-type: none"> <li>There are two well-furnished hostels for girls' and boys' with seat capacity of 60 and 40 respectively.</li> </ul>	
12.	Sport facilities etc./Gym etc.	<ul style="list-style-type: none"> <li>There are sports facilities for indoor and outdoor games along with an indoor stadium. There is a gym well equipped with fitness equipment.</li> </ul>	

## 5. Student Support and Progression

	Item												
1.	Role of Students' Union/ Sports events conducted during the session	<ul style="list-style-type: none"> <li>• To organize College Week each year</li> <li>• To edit &amp; publish College magazine</li> <li>• Members of Anti-ragging Committee</li> <li>• To celebrate Saraswati Puja</li> <li>• To participate in the General Election of the College.</li> <li>• To organize Freshmen Social &amp; Farewell</li> <li>• Member Hostel Committee</li> <li>• Member, Committee constituted for organizing various events.</li> <li>• Member, Grievance Redressal Cell</li> <li>• Help Desk during Admission process</li> </ul>											
2.	Students' engagements and significant achievements in games & sports	Available in College website <a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdiI6IkdUcWhjU05RSzYxZDV6T3VXV0pmN1E9PSIsInZhbHVIIjoYTC5d25rL1ZV">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdiI6IkdUcWhjU05RSzYxZDV6T3VXV0pmN1E9PSIsInZhbHVIIjoYTC5d25rL1ZV</a>											
3.	Capacity building and skills enhancement initiatives taken by the College	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="808 733 1429 771">Name of the capability enhancement program</th> <th data-bbox="1429 733 1864 771">Date of implementation</th> </tr> </thead> <tbody> <tr> <td data-bbox="808 771 1429 837"> <ul style="list-style-type: none"> <li>• Diploma in Computer Applications</li> </ul> </td> <td data-bbox="1429 771 1864 837">July 2024</td> </tr> <tr> <td data-bbox="808 837 1429 914"> <ul style="list-style-type: none"> <li>• Add-on Course on Montessori Teachers' Training</li> </ul> </td> <td data-bbox="1429 837 1864 914">2025</td> </tr> </tbody> </table>	Name of the capability enhancement program	Date of implementation	<ul style="list-style-type: none"> <li>• Diploma in Computer Applications</li> </ul>	July 2024	<ul style="list-style-type: none"> <li>• Add-on Course on Montessori Teachers' Training</li> </ul>	2025					
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4.	Career guidance Cell activities	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="808 914 1500 991">Name of the Activity</th> <th data-bbox="1500 914 1864 991">No. of students benefitted</th> </tr> </thead> <tbody> <tr> <td data-bbox="808 991 1500 1037">Behaviour Modelling</td> <td data-bbox="1500 991 1864 1037">30</td> </tr> <tr> <td data-bbox="808 1037 1500 1084">Session with Faculties of Food Craft Institute</td> <td data-bbox="1500 1037 1864 1084">110</td> </tr> <tr> <td data-bbox="808 1084 1500 1145">Interactive Session with Faculty of Tata Strive Excellence Centre</td> <td data-bbox="1500 1084 1864 1145">70</td> </tr> <tr> <td data-bbox="808 1145 1500 1222">Mental Health Awareness on World Suicide Prevention Day</td> <td data-bbox="1500 1145 1864 1222">80</td> </tr> </tbody> </table>	Name of the Activity	No. of students benefitted	Behaviour Modelling	30	Session with Faculties of Food Craft Institute	110	Interactive Session with Faculty of Tata Strive Excellence Centre	70	Mental Health Awareness on World Suicide Prevention Day	80	
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Mental Health Awareness on World Suicide Prevention Day	80												
5.	Record of contributions by Alumni Association	All records are available in college website <a href="https://jdsgcollege.edu.in/wp-content/uploads/2023/10/Alumni.pdf">https://jdsgcollege.edu.in/wp-content/uploads/2023/10/Alumni.pdf</a>											
6.	College has a transparent mechanism	Yes, college has Anti-Ragging Committee and Anti Sexual Harassment Cell											

	for timely redressal of student grievances including sexual harassment and ragging cases record/ Grievance Redressal Cell	for redressal of students' grievances. <a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6IkRBUzc5ZWFBUXRNZ3RhSEdtRWJLa1E9PSIsInZhbHVIIjoIQ2ovNmZVSk03cEtNOSswT0ZPMTdQZnIzSWVQ">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6IkRBUzc5ZWFBUXRNZ3RhSEdtRWJLa1E9PSIsInZhbHVIIjoIQ2ovNmZVSk03cEtNOSswT0ZPMTdQZnIzSWVQ</a>																																																	
7.	Record of Anti-ragging Cell	The details of the committee are available in college website and proceedings of the Committee meeting.																																																	
8.	Drinking water facility	Yes																																																	
9.	Healthcare facility	Yes																																																	
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11.	Number of outgoing students placed during the year	<a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6IIFreG1kV3Z4VWdzZ0s5QXILTjhZK1E9PSIsInZhbHVIIjoIQm44dXNnNU5yb2JLMkVidEVVWEZCWFROeC9hQ3RiWEJOZjZCYmJvOG5tSTBjZWY">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdil6IIFreG1kV3Z4VWdzZ0s5QXILTjhZK1E9PSIsInZhbHVIIjoIQm44dXNnNU5yb2JLMkVidEVVWEZCWFROeC9hQ3RiWEJOZjZCYmJvOG5tSTBjZWY</a>																																																	

		<u>2VW9</u>	
12.	Records of Students benefitted by scholarships and freeships provided by the Government of Assam	592	

### 6.Governance, Leadership and Management:

	<b>Item</b>		
1.	To realize the Institutional vision and Mission by the administration	<ul style="list-style-type: none"> <li>• With the noble vision of <i>quest for excellence in education and establishing social relevance</i>. J.D.S.G. College, Bokakhat, is committed to the social, moral, economic, literary, and cultural upliftment of its students and society. The institution strives to provide progressive education, fostering intellectual growth and shaping responsible citizens with virtuous standards. Guided by the Principal, Governing Body, and various committees, the college ensures effective coordination and oversight of academic and non-academic activities.</li> <li>• The college emphasizes inclusive education, admitting students from diverse backgrounds, particularly ST, OBC, SC, and TGL communities, and providing them</li> </ul>	

with equal opportunities. To empower students, it offers scholarships and practical-oriented add-on courses, enhancing their skills and employability.

- Key aspects of the college's vision and mission include:
  - ✓ Aspiring to achieve excellence in higher education.
  - ✓ Fostering critical thinking, innovation, and a morally upright environment through participatory governance.
  - ✓ Ensuring decentralized management with active involvement of teaching, non-teaching staff, and guardians via the Governing Body.
  - ✓ The Internal Quality Assurance Cell (IQAC) plays a pivotal role in policy formulation and quality assurance.
  - ✓ The Controller of Examinations and Admission Committee oversee smooth academic and administrative functions.
  - ✓ J.D.S.G. College envisions creating globally competent and socially responsible individuals.

2. Distribution of works among the academic/administrative staffs

Available in College website  
<https://jdsgcollege.edu.in/wp-content/upload>

3. Faculty Development program initiatives

Year	Name of teacher	Name of conference/workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2024	Dr. Jayanta Gogoi	Workshop on Nonstem education align with NEP, 2020 held on 4-05-2023		8500 4000 12000

		2024	Dikshya Saikia	Workshop on Act East Policy & Tourism prospects for Assam and Northeast Indian States			1550		
		2024	All existing faculties availed this program.		ICT Academy		20650		
4.	Staff Welfare Initiatives	<ul style="list-style-type: none"> <li>• Staff Mutual Benefit Fund (SMBF): Facilitates savings and recognizes the achievements of staff in academic and non-academic fields. It also provides general and emergency loans at minimal interest.</li> <li>• Financial Aid: Offered through the Teachers' Unit for both teaching and non-teaching staffs</li> <li>• Leave Benefits: Includes 180 days of maternity leave and child care leave (CCL) for women employees during exams, illness, or special circumstances.</li> <li>• Earned Leave Encashment: Available at the end of service.</li> <li>• Employee Benefits: PPF and GIS for employees appointed before 2005, and NPS for those appointed after 2005.</li> <li>• Facilities: Timely salary disbursement, separate parking areas for staff, free Wi-Fi, common rooms with toilets for teachers, and subsidized food in a canteen with separate seating for staff</li> </ul> <p>These measures underscore the college's commitment to creating a supportive and inclusive work environment for its staff.</p>					-		
5.	Financial Management	Internal Audit:							

	<p><b>and Audit of finances</b></p>	<ul style="list-style-type: none"> <li>The internal financial audit of the college is conducted every year by a certified auditor appointed as per GB resolution. This internal auditor audits the various college accounts including the funds generated and the expenses incurred. The college also conducts CA audit to conduct special government schemes like RUSA grants and other Infrastructure grants of the college.</li> </ul> <p><b>External Audit:</b></p> <ul style="list-style-type: none"> <li>The external audit of the college is carried from time to time by an external auditor nominated by the Directorate of Audit, (Local Fund), Government of Assam.</li> </ul> <p><b>Mechanism for settling audit objections:</b></p> <ul style="list-style-type: none"> <li>The responses and suggestions of the Internal auditor/CA are followed and the accounts/funds/receipts and payments are streamlined accordingly.</li> <li>The financial activities including tendering to disbursement of money are conducted following the standard government norms.</li> <li>All the files pertaining to financial transactions are maintained properly. File Description Document.  <a href="https://jdsgcollege.edu.in/wp-content/uploads/2023/09/Receipts-and-Payments-Accounts-for-2022-23-1-1.pdf">https://jdsgcollege.edu.in/wp-content/uploads/2023/09/Receipts-and-Payments-Accounts-for-2022-23-1-1.pdf</a></li> </ul>	
6.	<p><b>Resource Mobilization</b></p>	<p>Resource mobilisation strategies and the procedures for optimal utilization of resources:</p> <ul style="list-style-type: none"> <li>The college applies for various government grants like infrastructure grants by providing justification and relevant budget for the same.</li> <li>The college also applies to local industries for grants under their CSR schemes.</li> <li>The college collects fees from the students belonging to the creamy layer and requests the Government of Assam to reimburse the fees of the students who are exempted from fees under the fee waiver scheme.</li> <li>The alumni of the college are also encouraged to contribute to the college.</li> <li>The funds received from various sources are then utilised for the construction/renovation of infrastructure, organising events, etc.</li> <li>An amount of Rs. 10000/ was allotted to each department from the profit of the Agro-Cell of the college to purchase books for the departmental library.  <a href="https://jdsgcollege.edu.in/wp-content/uploads/2023/09/6.4.3.pdf">https://jdsgcollege.edu.in/wp-content/uploads/2023/09/6.4.3.pdf</a></li> </ul>	

7.	<b>Quality assurance initiatives of the College/Functioning of IQAC/ Committees in (Minutes of the meetings/ participation in NIRF etc.</b>	<ul style="list-style-type: none"> <li>• The IQAC, JDSG College, persistently endeavours to institutionalize the quality assurance strategies and processes.</li> <li>• It ensures the timely and efficient conduct of various academic and non-academic activities of the college.</li> <li>• It also collects, analyses and take necessary actions on feedbacks.</li> <li>• It also undertakes several collaborative activities with other institutions including signing of MoUs and conducting activities.</li> <li>• IQAC also conducts quality audits like Annual Academic Audit, Green Audit, Energy audit, etc. and processed certifications like ISO.</li> </ul> <p><a href="https://jdsgcollege.edu.in/iqac-formation-notification/">https://jdsgcollege.edu.in/iqac-formation-notification/</a></p>											
8.	<b>Implementation of e-governance in areas of operation</b>	<table border="1"> <thead> <tr> <th data-bbox="624 553 1188 631">Areas of e governance</th> <th data-bbox="1188 553 1662 631">Name of the Vendor</th> </tr> </thead> <tbody> <tr> <td data-bbox="624 631 1188 675">Administration</td> <td data-bbox="1188 631 1662 675">Kareng Technologies</td> </tr> <tr> <td data-bbox="624 675 1188 719">Finance and Accounts</td> <td data-bbox="1188 675 1662 719">Kareng Technologies</td> </tr> <tr> <td data-bbox="624 719 1188 763">Student Admission and Support</td> <td data-bbox="1188 719 1662 763">Kareng Technologies</td> </tr> <tr> <td data-bbox="624 763 1188 807">Examination</td> <td data-bbox="1188 763 1662 807">Kareng Technologies</td> </tr> </tbody> </table>	Areas of e governance	Name of the Vendor	Administration	Kareng Technologies	Finance and Accounts	Kareng Technologies	Student Admission and Support	Kareng Technologies	Examination	Kareng Technologies	
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9.	<b>Professional development/administrative training programs organized by the Institution for teaching and non-teaching staff during the last five years</b>												
10.	<b>Number of teachers undergoing FDP (Online/ offline)</b>	<b>25</b>											
11.	<b>IQAC</b>	<ul style="list-style-type: none"> <li>• The IQAC, JDSG College, persistently endeavours to institutionalize the quality assurance strategies and processes.</li> <li>• It ensures the timely and efficient conduct of various academic and non-academic activities of the college.</li> </ul>											

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### 7. Institutional Values & Best Practices:

	Item		
1.	Measures taken for gender equity in the college	<ul style="list-style-type: none"> <li>• The college promotes gender equity through various measures including workshops, celebrating International Women's Day, ensuring female representation in the Students' Council, enhancing campus security with CCTV, establishing grievance committees, installing sanitary vending machines, and providing mentorship for student support. Details for such initiatives are available in the college website.</li> </ul>	
2.	Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other institution	<ul style="list-style-type: none"> <li>• The college is committed towards providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities.</li> </ul>	

		<p>Important days and festivals are observed and celebrated across the year for promoting inclusiveness among all concerned. Such days and festivals include Unity Day, Gandhi Jayanti, Bihu, Saraswati Puja, Death anniversary of Sankardeva, Birth anniversary of Dr. Bhupen Hazarika, etc.</p> <ol style="list-style-type: none"> <li>1. Death anniversary of Neo-Vaishnavite saint Sankardeva, 18th August 2023</li> <li>2. Birth anniversary of Bharat Ratna Dr. Bhupen Hazarika, 8th September 2023</li> <li>3. Gandhi Jayanti, 2nd October 2023</li> <li>4. National Unity Day, 31st October 2023</li> <li>5. Saraswati Puja, 14th February 2023</li> <li>6. Bohag Bihu celebration, 2nd May 2023- Irrespective of religion, caste, creed and gender, all stakeholders participate in Bihu celebrations</li> <li>7. Cultural Procession depicting cultural diversities</li> </ol> <p>These observations and celebrations are significant since these are observed or celebrated by all irrespective of caste, religion, language, gender, community. These promotes harmony and tolerance at the same time.</p>	
3.	<p><b>Best/innovative practices undertaken by the institution</b></p>	<p><b>Best Practice-</b></p> <ol style="list-style-type: none"> <li>1. National Service Scheme (NSS) and Kaziranga National Park and Tiger Reserve</li> </ol> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• To promote a sense of responsibility towards wildlife protection and conservation in KNP at large.</li> </ul> <p><b>The Context:</b></p> <ul style="list-style-type: none"> <li>• J.D.S.G. College is situated in the vicinity of the Kaziranga National Park and this college thus is</li> </ul>	

committed towards Environment

**The Practice:**

- Cleanliness Drive- at Kaziranga National Park
- NSS volunteers in KNP
- Extended Service in controlling the traffic during floods.

**Evidence of Success:**

- The twitter page of Kaziranga National Park praises the initiatives.

**Best Practice-2 Green Initiatives by JDSG College**

**Objectives:**

- To make all stakeholders aware of the importance of environment, wildlife, alternate source of energy.

**The Context:**

- The institution's location in the close vicinity of KNP has made every stakeholder more responsible.

**Practice: Green Initiatives:**

1. Solar Energy
2. Vermicomposting
3. Plantation
4. World Environment Day
5. NSS
6. Eco Club, etc.

**Evidence of Success:**

- The college has been successful in green initiatives like alternate energy, conservation of nature and wildlife, solid waste management, etc.

**Challenges and Resource Required:**

- Need for more awareness

		<ul style="list-style-type: none"> <li>• Regular sensitization is needed.</li> </ul>	
4.	<b>Management of the degradable and non-degradable waste: Solid waste management Liquid waste management, Biological Waste management, E-waste management</b>	<b>Yes, details available in college website</b>	
5.	<b>Water conservation facilities available in the Institution</b>	<b>Yes</b>	
6.	<b>Green campus initiatives Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives: Green Audit, Energy Audit, Environment Audit</b>	<b>Yes, details available in college website</b>	
7.	<b>The Institution has a prescribed code of conduct for students, teachers, administrators and other staffs</b>	<b>Yes, the same is available in the college website.</b>	
8.	<b>Institutional distinctiveness</b>	<p>Keeping in view, the proximity to the Kaziranga National Park, the College has a study centre named Kaziranga Study Centre which provides resources and localized patronage for researchers, explorers, environmental activists and independent film makers, bird explorers etc. The student members of the study centre participate in nature related programmes like bird watching, nature walks, census like water bird, rhino, elephant, training on camera trapping, view finder, etc. Centre has collaborations with the KNP and Tiger Reserve, TCF, Aaranyak, WTI, and WWF. Programmes of the centre are:</p> <ul style="list-style-type: none"> <li>• Nature Trail and Bird Watching</li> <li>• Quiz Competition on World Rhino Day</li> <li>• Film Screening on Wildlife</li> <li>• Workshop on 'Basics of Bird Watching'</li> <li>• Students representing Kaziranga Study Centre,</li> </ul>	

		<p>J.D.S.G. College participated in “Green Village” initiative of The Corbett Foundation (TCF)</p> <ul style="list-style-type: none"><li>• Workshop on Photography and Videography held at JDSG College, Bokakhat.</li><li>• Students from Kaziranga Study Centre participated in a programme titled “Nature’s Chorus Heritage Narratives from Kaziranga and Beyond” organized by Wildlife Institute of India on 12th February 2024 at Kaziranga National Park 8. Students from Kaziranga Study Centre participated as volunteers in Water Bird Census from 9th to 10th January 2024 organized by Kaziranga National Park</li><li>• Celebration of World Pangolin Day</li><li>• World Environment Day celebration</li></ul>	
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This report is prepared as the result of the inspection of facts and documents as regards the total academic and the administrative governance of JDSG College, Bokakhat (affiliated to Dibrugarh University). The Committee examined and cross verified the records and documents that were prepared by the college in strict adherence to the terms of reference (TOR) given by the Academic and Administrative Audit Committee. Upon thoroughgoing checks and vetting, the Committee endorsed/recorded few observations, recommendations, felt-needs and anticipatory needs, which are given in the Fact-sheet. It is to be noted that the records presented by the college authority bears testimony of the facts. The Committee also testified what were presented in the College.

*R Bordoloi*  
29/5/2025  
Retd. Principal  
Kakojan College  
Jorhat, Assam

(Dr. Ruprekha Bordoloi)  
(Chairperson, Academic & Administrative Audit Committee)  
Former Principal of Kakojan College

*D Saikia*  
29/05/2025.

Dr. Dulen Saikia, (Member, Academic & Administrative Audit Committee)  
Principal, Jorhat Central College

**Recommendations:**

- The college website is expected to display the Programme Outcome and Course Outcome for every programme and Course.
- All academic departments should try to organize national/ international Seminar/ workshops in collaboration with Govt/Non Govt organization etc.
- The IDP of the College should focus on obtaining Autonomous status soon and opening up of PG as well as Ph.D./Research program as per the Vision of NEP 2020.
- The Placement shall of the college should help the students in getting employment in various Govt and private sector jobs. It may also help the students in getting prepared for National and State level Competitive examinations.
- Faculty members may be encouraged to take part in more qualitative improvement programs offered by reputed institutions even in online mode.
- The college authority should commit for institutional excellence encouraging with local communities, and ensuring highest standards of financial probity and accountability.
- The college should ensure continuous culture of excellence and innovation in the college.
- The college should provide all essential infrastructure and latest educational aids to enable better learning experience.
- The faculty and research students should be encouraged to undertake interdisciplinary/multidisciplinary research projects.
- The college may be organized Regular workshops or training on administrative guidelines and relevant procedures related to RTI, exams, fees, admissions etc. by inviting experts in respective fields.
- The institution may be Planned for local job fairs, summer internships, workshops, certificate courses, field trips through the alumni network.
- To develop a digital library website along with an institutional repository of the college.