INSTITUTIONAL QUALITY ASSURANCE

NAAC ATTRIBUTE 7

Governance and Administration

CATEGORY-WISE DOCUMENTARY ASSESSMENT REPORT | 7.1–7.20

INSTITUTION	Jogananda Deva Satradhikar Goswami (J.D.S.G.) College
LOCATION	Bokakhat, Golaghat, Assam
REPORTING DATE	14 November 2026

PURPOSE OF THIS REPORT

This report converts the supplied “Comprehensive NAAC Criterion 7 Assessment Report” into 20 individual, evaluation-ready sections. Each section presents the institutional position, documentary evidence, relevant public links and specific gaps requiring follow-up.

EVIDENCE INTERPRETATION

“Public link” identifies a supporting online resource. “Referenced only” indicates a record named in the source assessment without a separate direct link. “To be added” identifies supporting evidence to compile or publish. A public link is not, by itself, proof that every claim is current.



Executive overview

The assessment identifies a credible baseline of documentary evidence for governance and administration, led by the Institutional Development Plan (2024–2029), the AQAR (2022–23), the IQAC reconstitution notification, selected IQAC minutes/action-taken records, college policies and online student-service facilities. Some categories rely mainly on an older AQAR or general website page rather than a dedicated, current evidence file.

PRINCIPAL DOCUMENTARY STRENGTHS

- Governing Body-approved institutional planning recorded in the IDP, 2024–2029.
- Publicly accessible IQAC constitution and selected dated IQAC meeting/ATR records.
- Documented welfare mechanisms, grievance and anti-ragging provisions.
- Institutional website and digital admission/examination access points.

HIGHEST-PRIORITY FOLLOW-UP DOCUMENTS

- Signed current Governing Body and IQAC meeting minutes with action-taken records.
- Approved annual institutional action plans, targets, review and outcomes.
- Academic, administrative and financial audit reports with compliance.
- Current committee notifications, consolidated policies and public disclosures.
- Verifiable e-governance workflow and accounting-system evidence.

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ATTRIBUTE 7 / SUB-ATTRIBUTE 7.1

7.1 Institutional vision and mission

INSTITUTIONAL REPORT

Jogananda Deva Satradhikar Goswami (J.D.S.G.) College articulates an institutional vision centred on educational excellence and social relevance. The vision provides an overarching direction for academic development, inclusive access, ethical formation and service to society.

The College's stated vision is: "The vision of this college is quest for excellence in education and establishing social relevance." Its mission gives effect to this vision through the commitments listed below.

MISSION COMMITMENTS

- Provide quality higher education irrespective of caste, class, creed, gender, religion or special needs.
- Develop human resources and support improved quality of life and community well-being.
- Reduce inequalities; promote gender parity, diversity and inclusion.
- Build environmental awareness aligned with the Sustainable Development Goals.
- Offer quality undergraduate and postgraduate education with skill-based and multidisciplinary learning.
- Instil ethical and constitutional values, scientific temper, creativity and service orientation.
- Promote multidisciplinary, cross-disciplinary and interdisciplinary study and research.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

College website (institutional information and vision/mission)	**Public link** | OPEN LINK
Institutional Development Plan (IDP), 2024–2029	**Public link** | OPEN LINK
College Prospectus, 2023–24	**Public link** | OPEN LINK

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.2

7.2 Strategic and perspective development plan

INSTITUTIONAL REPORT

The College has prepared an Institutional Development Plan (IDP) for 2024–2029 as a long-term framework for coordinated academic, administrative, infrastructural and research development. The IDP records Governing Body approval dated 9 June 2025 and reflects a committee-based process involving institutional leadership, IQAC and academic departments.

The plan draws upon SWOC analysis, previous NAAC peer-team observations, stakeholder feedback and the priorities of NEP 2020. Its major focus areas include infrastructure, digital governance, academic quality, student progression, faculty development, research, alumni engagement and quality assurance. The source assessment identifies proposed plan-period allocations of ₹10 crore for infrastructure and ₹25 lakh for research and development. These figures represent proposals, not evidence of expenditure.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

Institutional Development Plan (IDP), 2024–2029	**Public link |** OPEN LINK
Signed Governing Body meeting minutes/resolution of 9 June 2025	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.3

7.3 Annual institutional action plan

INSTITUTIONAL REPORT

Institutional activities are pursued through academic departments, institutional committees and IQAC-led initiatives within the broader directions of the IDP. The AQAR 2022–23 documents a number of annual activities and development measures, including add-on courses approved by Dibrugarh University, MoUs, departmental library assistance of ₹10,000 per department, commissioning of the Women's NCC Wing and registration of the Alumni Association.

These records indicate ongoing planning and implementation. However, the supplied assessment did not establish the availability of a separate, formally approved annual institutional action plan and matching action-taken report for each of the most recent academic years.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

Annual Quality Assurance Report (AQAR), 2022–23	**Public link** | OPEN LINK
Institutional Development Plan (IDP), 2024–2029	**Public link** | OPEN LINK
IQAC minutes and action-taken report, 24 August 2023	**Public link** | OPEN LINK
Approved annual action plans and annual ATRs for 2024–25, 2025–26 and 2026–27	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.4

7.4 Institutional organisational structure

INSTITUTIONAL REPORT

The College functions through a defined institutional hierarchy led by the Governing Body and the Principal, supported by the Vice-Principal, Academic In-charge, Heads of Departments, teaching faculty and administrative staff. Committees and relevant institutional functionaries facilitate the distribution of academic and administrative responsibilities.

The supplied assessment identifies the organogram, committee documentation, AQAR and IDP as supporting records. Together, these establish the basis of an accountable structure and a mechanism for communicating roles and reporting relationships.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

College website (organogram/organisational information)	**Public link** | OPEN LINK
Annual Quality Assurance Report (AQAR), 2022–23	**Public link** | OPEN LINK
Institutional Development Plan (IDP), 2024–2029	**Public link** | OPEN LINK
Committee list (committees-naac.pdf)	
Current, signed organogram and year-wise committee orders	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.5

7.5 Governing Body meetings and resolutions

INSTITUTIONAL REPORT

The Governing Body is the institutional decision-making authority for major academic, administrative and developmental matters. The assessment describes regular Governing Body meetings and recorded decisions; the available IDP specifically identifies approval through a Governing Body resolution dated 9 June 2025.

The IDP therefore provides a clear example of governing-body oversight. Nevertheless, meeting notices, attendance records, signed minutes and the annual resolution register are needed to evidence the overall frequency and implementation of Governing Body decisions throughout the assessment period.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

Institutional Development Plan (IDP), 2024–2029	**Public link |** OPEN LINK
Governing Body constitution and approved membership list	
Year-wise meeting notices, agenda, signed minutes, resolutions and action-taken reports	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.6

7.6 IQAC constitution

INSTITUTIONAL REPORT

The Internal Quality Assurance Cell (IQAC), established in 2003 according to the supplied assessment, coordinates and monitors institutional quality initiatives. A reconstitution notification dated 1 October 2024 names the Principal as Chairperson and includes representation from institutional management, academic and administrative functionaries, and external and community stakeholders.

The notified structure includes the Vice-Principal, Heads of Departments, Librarian, Head Assistant, alumni, guardian, student representatives and representatives of local society and industry. The notification specifies a three-year term and states that the reconstitution is subject to Governing Body approval.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

IQAC reconstitution notification, 1 October 2024	**Public link** | OPEN LINK
Annual Quality Assurance Report (AQAR), 2022–23	**Public link** | OPEN LINK
Governing Body approval of IQAC reconstitution, if separately recorded	
Current IQAC membership and contact directory	

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ATTRIBUTE 7 / SUB-ATTRIBUTE 7.7

7.7 IQAC meetings and action-taken reports

INSTITUTIONAL REPORT

IQAC deliberations are part of the College's internal mechanism for reviewing academic performance, implementing quality-enhancement measures and responding to NEP 2020. The source report lists minutes of a meeting held on 28 April 2023 and minutes with action-taken details dated 24 August 2023.

The 24 August 2023 meeting material covers review of AQARs, FYUGP/NEP 2020 implementation, the Student Grievance Redressal Committee, NCC activities, infrastructure proposals and other institutional priorities. These examples demonstrate the link between collective discussion and assignment of follow-up responsibilities, while more recent year-wise records are still required.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

IQAC meeting record relating to 28 April 2023	**Public link** | OPEN LINK
IQAC minutes and action-taken report, 24 August 2023	**Public link** | OPEN LINK
Annual Quality Assurance Report (AQAR), 2022–23	**Public link** | OPEN LINK
Complete IQAC minutes and action-taken reports for all subsequent meetings	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.8

7.8 Internal and external academic audit

INSTITUTIONAL REPORT

Academic audit and quality-review exercises are cited as part of the College's method for evaluating academic performance, identifying gaps and improving teaching-learning processes. The AQAR 2022–23 refers to an external academic audit undertaken on 4 November 2022.

The AQAR serves as publicly linked secondary evidence of audit activity. The complete audit report, scope, observations, recommendations and the institution's response should be consolidated to establish a traceable audit cycle. Green and energy audit reports may complement the academic quality dossier where relevant.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

Annual Quality Assurance Report (AQAR), 2022–23	**Public link** | OPEN LINK
External academic audit report, 4 November 2022	
Internal academic audit reports and follow-up actions for recent years	
Green/energy audit reports, if available	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.9

7.9 Administrative audit

INSTITUTIONAL REPORT

Administrative operations are carried out through a hierarchical structure, designated committees and established institutional procedures. This framework is intended to promote effective workflow, accountability and consistency in administrative services.

The source assessment, however, did not identify an independently accessible standalone administrative audit report. Consequently, routine administrative arrangements should not be presented as a substitute for documented audit findings and compliance.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

Annual Quality Assurance Report (AQAR), 2022–23.	**Public link |** OPEN LINK
Administrative audit constitution/order and terms of reference	
Signed administrative audit report, observations and action-taken/compliance record	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.10

7.10 Policies and institutional regulations

INSTITUTIONAL REPORT

Academic and administrative work is guided by institutional rules, policies and applicable UGC and government directions. Relevant provisions are distributed across the College prospectus, the IDP, IQAC constitution documents, the Student Grievance Redressal Committee notification, anti-ragging materials and the Internal Complaints Committee (ICC) information page.

Although these materials offer a documentary starting point, the supplied review did not find a single up-to-date policy repository covering the institution's full governance and compliance framework.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

College Prospectus, 2023–24	**Public link** | OPEN LINK
Institutional Development Plan (IDP), 2024–2029	**Public link** | OPEN LINK
IQAC reconstitution notification, 1 October 2024	**Public link** | OPEN LINK
Internal Complaints Committee webpage	**Public link** | OPEN LINK
SGRC notification, 11 May 2023	
Anti-ragging rules and committee materials	
Consolidated, approved institutional policy repository	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.11

7.11 E-governance in administration

INSTITUTIONAL REPORT

The College uses digital systems and online channels for institutional administration and communication. According to the supplied assessment, the SAMARTH portal supports employee-related services, including duty assignment, leave management, promotion-linked processes and other service records. Official notices, orders and communications are also circulated through staff and student WhatsApp groups.

The College's website and portals facilitate exchange of information and access to academic and administrative services. To demonstrate the extent of e-governance during the assessment period, however, narrative descriptions need to be supplemented by dated, process-level records.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

Annual Quality Assurance Report (AQAR), 2022–23	**Public link** | OPEN LINK
Institutional Development Plan (IDP), 2024–2029	**Public link** | OPEN LINK
College website and portal access	**Public link** | OPEN LINK
records for SAMARTH employee services and administrative workflow	
Year-wise digital-administration utilisation summaries	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.12

7.12 E-governance in finance and accounts

INSTITUTIONAL REPORT

The College describes a multi-level financial oversight mechanism intended to maintain financial discipline, transparency and compliance. The source report states that an annual internal financial audit is undertaken by an auditor appointed through Governing Body resolution and that external audit is carried out by the Directorate of Audit (Local Fund), Government of Assam. Utilisation of specific grants is also audited by a Chartered Accountant when applicable.

These processes constitute evidence of financial control but do not, by themselves, establish the use of digital financial systems. For the e-governance attribute, evidence of accounting software, electronic payments, salary processing, PFMS or comparable financial platforms is needed wherever deployed.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

Annual Quality Assurance Report (AQAR), 2022–23	**Public link** | OPEN LINK
Internal and external financial audit reports and audited statements	
Accounting-system / PFMS / online transaction / digital salary-processing evidence, as applicable	
Audit observation and compliance/action-taken register	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.13

7.13 E-governance in admission and examination

INSTITUTIONAL REPORT

Student services are supported through online systems intended to make admission, examination and fee-related processes more accessible and transparent. The supplied assessment states that admissions are processed through the SAMARTH portal and that the College site provides student-login and other digital-service links.

The online service ecosystem also includes admission and examination notices, online fee-payment facilities, Academic Bank of Credits (ABC) information and DigiLocker access. These facilities illustrate e-governance affecting the student life cycle from admission through examination and records.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

College website / online student-service entry points	**Public link** | OPEN LINK
College Prospectus, 2023–24	**Public link** | OPEN LINK
Admission and examination notices / portal links	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.14

7.14 Student grievance redressal mechanism

INSTITUTIONAL REPORT

The College has constituted a Student Grievance Redressal Committee (SGRC) to provide an institutional channel for receiving and addressing student complaints. The supplied assessment refers to an SGRC notification dated 11 May 2023, issued in the context of the UGC (Redressal of Grievances of Students) Regulations, 2023, identifying committee members and their tenure.

The College website additionally publishes information relating to the Internal Complaints Committee (ICC), which has a distinct remit. The SGRC and ICC should therefore be evidenced as separate, complementary mechanisms, with clarity about membership, access, confidentiality and complaint resolution.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

Internal Complaints Committee (ICC) webpage	**Public link** | OPEN LINK
College website / grievance information entry point	**Public link** | OPEN LINK
SGRC constitution notification, 11 May 2023	
Current SGRC membership/order and grievance-handling SOP	
Anonymised year-wise grievance received/resolved statements	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.15

7.15 Anti-ragging and disciplinary mechanism

INSTITUTIONAL REPORT

The College reports an Anti-Ragging Committee and Anti-Ragging Squad as preventive and responsive mechanisms for protecting students and maintaining campus discipline. The prospectus and institutional website are identified as sources of anti-ragging guidance and reporting information.

A documentary report for this attribute should establish committee membership, publicity of rules, sensitisation of students and the process for recording and resolving incidents, while respecting confidentiality.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

College Prospectus, 2023–24	**Public link** | OPEN LINK
College website / anti-ragging information	**Public link** | OPEN LINK
Current Anti-Ragging Committee and Squad constitution orders	
Awareness programme reports, undertakings and annual incident/action record	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.16

7.16 Staff welfare measures

INSTITUTIONAL REPORT

The College reports financial, statutory and workplace-support measures for teaching and non-teaching employees. These are intended to strengthen staff security, well-being and professional morale. The measures described in the supplied assessment are summarised below; individual eligibility remains subject to applicable service rules and government provisions.

WELFARE PROVISIONS REPORTED IN THE ASSESSMENT

Staff Mutual Benefit Fund	Savings facilities and general/emergency loans at negligible interest rates.
Financial assistance	Support to teaching and non-teaching staff through the Teachers' Unit.
Maternity leave	180-day provision noted in source; subject to applicable service rules.
Child Care Leave	Leave under applicable conditions, including child-related needs.
Earned-leave encashment	Encashment at the end of service, as eligible under rules.
Retirement and insurance benefits	GPF/GIS for eligible pre-2005 appointees and NPS for eligible later appointees, as described in source.
Salary disbursal	Timely salary payments.
Parking	Separate parking arrangements for Principal, teaching and office staff.
Wi-Fi	Free Wi-Fi for teaching and office staff.
Common rooms	Departmental common rooms with toilet facilities.
Canteen	Separate seating and subsidised refreshments/food.
Staff felicitation	Recognition of teaching and non-teaching staff by College and Teachers' Unit.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

Annual Quality Assurance Report (AQAR), 2022–23	**Public link |** OPEN LINK
Staff welfare supporting document (ilovepdf_merged-4.pdf)	
Current welfare notifications, employee-benefit rules and year-wise utilisation records	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.17

7.17 Leadership, decentralisation and participative management

INSTITUTIONAL REPORT

The College follows participative governance through the involvement of the Governing Body, Principal, Vice-Principal, Academic In-charge, Heads of Departments, various committees, IQAC and the elected Students' Union. Responsibilities are delegated to academic and administrative units for institutional programmes and routine functioning.

The preparation of the IDP through committee deliberations and stakeholder input demonstrates one area of shared planning. Faculty participation in committees, administration and professional development further supports distributed leadership and collective decision-making.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

Annual Quality Assurance Report (AQAR), 2022–23	**Public link** | OPEN LINK
Institutional Development Plan (IDP), 2024–2029	**Public link** | OPEN LINK
Organogram and committee constitution documents	
Year-wise committee meeting records, delegation orders and training reports	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.18

7.18 Institutional quality assurance initiatives

INSTITUTIONAL REPORT

The College undertakes quality-related programmes through workshops, seminars, faculty development, academic audits, feedback exercises and collaborative activities. The AQAR 2022–23 records a blended-learning faculty development programme in September 2022, an external academic audit in November 2022, an ICSSR-supported national seminar in November 2022, a FYUGP workshop in June 2023 and a teaching-learning/evaluation workshop.

These examples indicate an established pattern of quality-enhancement activity. For a stronger assessment dossier, the associated programmes should be supported by notices, participation records, feedback analysis, outcomes and follow-up actions.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

Annual Quality Assurance Report (AQAR), 2022–23	**Public link** | OPEN LINK
IQAC meeting record relating to 28 April 2023	**Public link** | OPEN LINK
IQAC minutes and action-taken report, 24 August 2023	**Public link** | OPEN LINK
Programme reports, academic audit, feedback analysis and action taken	
Recent year-wise quality initiatives and outcomes compendium	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.19

7.19 Transparency and public disclosure

INSTITUTIONAL REPORT

The College website functions as a principal public-information platform, carrying institutional information, admission and examination notices, prospectus, portal entry points, scholarships, anti-ragging material, grievance/ICC information, MoUs and updates on institutional programmes.

Regular disclosure and accessible communication improve visibility and accountability. Public availability, however, should be assessed by currency, completeness and ease of access, not solely by the presence of a website.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

College official website	**Public link** | OPEN LINK
Institutional Development Plan (IDP), 2024–2029	**Public link** | OPEN LINK
Annual Quality Assurance Report (AQAR), 2022–23	**Public link** | OPEN LINK
Internal Complaints Committee webpage	**Public link** | OPEN LINK
Up-to-date statutory disclosures and document index with review dates	

ATTRIBUTE 7 / SUB-ATTRIBUTE 7.20

7.20 Follow-up on previous audit recommendations

INSTITUTIONAL REPORT

Institutional development is stated to draw upon earlier external assessments, stakeholder feedback and identified improvement priorities. The IDP 2024–2029 explicitly uses recommendations of the previous NAAC peer team as inputs for future planning, while the AQAR provides a historical record of quality-related activity.

The available documents therefore support a link between previous review and subsequent strategic planning. A recommendation-wise tracker is still needed to demonstrate, for every earlier observation, the approved action, responsible unit, evidence of implementation and outcome.

AVAILABLE DOCUMENTS / DOCUMENTARY EVIDENCE

Institutional Development Plan (IDP), 2024–2029	**Public link |** OPEN LINK
Annual Quality Assurance Report (AQAR), 2022–23	**Public link |** OPEN LINK
Previous NAAC peer-team assessment report.	
Recommendation-wise action-taken/compliance tracker with proof and review dates	

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Annexure: linked source register

The following are the distinct public URLs used in the category-wise report. The report repeats relevant links under each sub-attribute for convenient reference.

01 Official College website

https://jdsgcollege.edu.in/

02 Institutional Development Plan (IDP), 2024–2029

https://jdsgcollege.edu.in/wp-content/uploads/2025/06/IDP-JDSG-College.pdf

03 Annual Quality Assurance Report (AQAR), 2022–23

https://jdsgcollege.edu.in/wp-content/uploads/2025/03/31403.pdf

04 Prospectus, 2023–24

https://jdsgcollege.edu.in/wp-content/uploads/2025/03/pros-23-24_compressed.pdf

05 IQAC reconstitution notification, 1 October 2024

https://jdsgcollege.edu.in/wp-content/uploads/2025/03/7-JDSGC_IQAC-REFORMATION-NOTIFICATION_1ST-OCTOBER-2024.pdf

06 IQAC meeting material relating to 28 April 2023

https://jdsgcollege.edu.in/wp-content/uploads/2025/03/Adobe-Scan-Jun-28-2023.pdf

07 IQAC minutes and ATR, 24 August 2023

https://jdsgcollege.edu.in/wp-content/uploads/2025/03/IQAC-MEET-AND-ACTION-TAKEN-REPORT-DATED-24TH-AUGUST-2023.pdf

08 Internal Complaints Committee (ICC) webpage

https://jdsgcollege.edu.in/internal-complaints-committee/

EDITORIAL AND VERIFICATION NOTE

Prepared as a structured adaptation of the uploaded comprehensive assessment, with selected public documents opened for link checks. No claim is made that unlinked meeting records, current approvals, financial transactions or audit files have been independently examined. Before official NAAC submission, the College should verify documentary completeness, dates, member terms, institutional service rules and the current assessment framework.

