



# SELF STUDY REPORT

FOR

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**NOWGONG GIRLS' COLLEGE**

HAIBARGAON, NAGAON, ASSAM-782002

782002

nowgonggirlscollege.edu.in

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# **1. EXECUTIVE SUMMARY**

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## **1.1 INTRODUCTION**

Nowgong Girls' College is a premier institute of higher education for women in Central Assam. It was established on September 12, 1962, and is connected to Gauhati University. It is included in Section 2(f) and 12B of the UGC Act, 1956. It receives regular UGC and state government grants. It has also been approved for a RUSA grant from MHRD.

The college has undergone two cycles of NAAC accreditation in 2004 and 2015. It was accredited with a B+ in the first cycle and with an A in its second cycle, respectively.

The college originally offered programmes under the arts stream. In 2018, the science stream was introduced in self-financing mode, which was subsequently provincialized by the Government of Assam. Four B.Voc programmes proposed by the college were approved by the UGC under the National Skilled Qualification Framework (NSQF) in 2020.

At present, the college offers 44 undergraduate programmes, 3 postgraduate programmes (PG in Assamese and PG in Geography), and a higher secondary (10+) programme for the students. PG in Assamese was introduced in 2013 and PG in Geography in 2020. The college also offers 45 certificate or diploma programmes. It has a recognised study center, the Krishna Kanta Handiqui State Open University. The KKHSOU Study Center offers eleven programs.

There are 1975 students in the college in the academic year 2022–23, including 35 PG students. The central library has around 46,000 books. It has subscriptions to N-LIST and INFLIBNET. Users can use the OPAC and remote access services.

The college is located on the bank of the Kalong River, and the campus is full of greenery. It covers an area of 12.3 acres of land. It is made up of a multistorey academic building, an administrative building, an indoor stadium/sports complex, walkers' lanes, a fully air-conditioned auditorium, Science Blocks 1 and 2, a cafeteria, two hostels, a vermicomposting facility, an incinerator, a well-protected ecosystem, a rainwater harvesting facility, a martyrs' memorial, an open-air amphitheatre, and well-kept gardens. There is a provision for 24x7 CCTV surveillance to ensure security and provide a conducive atmosphere for learning.

### **Vision**

- To be a Center of Excellence for Women's Education

### **Mission**

1. To provide higher education to girls.
2. To empower girls economically, socially, politically, and psychologically.
3. To nurture and create women to be world citizens.
4. To foster the nexus of human values.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Sixty years of illustrious service in higher education and women's empowerment
- Efficient, effective, and committed management
- qualified, skilled, and sincere faculties
- Dedicated and helpful support staff
- Augmented infrastructure
- A clean, eco-friendly, and peaceful campus provides a conducive ambiance for learning.
- Academically motivated and disciplined students
- Students' representation from all sections of the society
- A large number of students get scholarships or freeships under different schemes.
- Implementation of CBCS at the undergraduate and graduate levels began in the 2019-20 academic year.
- Carrier-oriented add-on courses and soft skill development programmes
- Remedial support for weak students at the departmental level
- Availability of study materials, audio, videos, and links on the college website for ready reference by students
- active and supportive alumni association
- Active Parent-Teacher Association
- Organizing a good number of seminars and workshops
- Active Internal Quality Assurance Cell
- Students are given career exposure through an active information and career guidance cell.
- The Grievance Redressal Cell is responsive to the grievances of the students.
- Active statutory bodies or committees like the ICC, SC Cell, ST Cell, Minority Cell, Anti-Ragging Cell, etc.
- The presence of special awards or scholarships for meritorious students sponsored by well-wishers
- Support from funding agencies such as UGC, grants from MP/MLA and state government local area development funds, and schemes such as RUSA
- active and democratically elected students' union
- The Institute has a strong, duly constituted governing body.
- Well-furnished college hostels for outstation students
- A well-equipped library with Internet facilities
- Wi-Fi is available throughout the campus.
- State-of-the-art AC conference hall
- Use of technology and innovative methods in the teaching-learning process
- Introduction of UGC-recognised B.Voc. programmes under the NSQF for vocational training and employment generation
- Effective mentoring systems and provision for tutorials
- Community interaction and support/extension activities for the benefit of society
- active NSS unit
- Post Office on the campus, offering postal services and banking facilities.

### Institutional Weakness

- Lack of space for physical expansion

- Because of its semi-urban location, industrial collaboration is limited.
- Delay in filling regular staff positions by the government
- Students' limited opportunity for co-curricular and extracurricular activities due to the hectic semester schedule
- High dropout rate
- Being an affiliated college, there is a lack of effective academic autonomy.
- Limited PG programmes
- Limited numbers of research projects by faculty members
- Outstation students require more boarding and hostel facilities.

## **Institutional Opportunity**

- Introduction of the science stream and its recognition by the government
- Inter-disciplinary research and collaboration among the faculties
- UGC-approved vocational programmes under the NSQF as part of the Industry-Academia Interface.
- Availability of student exchange programmes
- Availability of faculty exchange programmes
- Collaboration and linkages with reputed educational and research institutes and recognised bodies, societies, and NGOs
- Provision of internships and field visits
- Scope for optimum use of ICT facilities
- Support under the RUSA scheme for academic and infrastructural augmentation
- Availability of an indoor stadium, gymnasium hall, and health center for holistic development

## **Institutional Challenge**

- Ever-increasing running cost of the institution
- The government's continued budget cuts for education
- The limited scope of resource generation
- To reduce the dropout rate as many students get married and leave the institution without completing their education.
- Loss of working days due to the COVID-19 pandemic
- Delay in the publication of examination results by the affiliated university
- Covering the syllabus within the limited semester schedule
- To keep proper records of student progression to higher education
- To keep proper records of students obtaining scholarships or freeships under various schemes
- To keep a proper record of students qualifying for different competitive exams such as NET, SLET, GATE, Civil Service, etc.
- Deterioration of moral and cultural values
- Students from remote areas often lack proper communication skills.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The institution is affiliated with Gauhati University, Guwahati. Being an affiliated college, we follow the curricula and syllabi prescribed by the university for all 44 UG programmes and 3 PG programmes. CBCS was introduced in 2019 at the UG level, and at present, both CBCS and the elective course system are going on. As an initiative for academic flexibility, different add-on, value-added, and skill-based courses are offered for the students. During the last five years, 286 certificate courses have been offered. Four B.Voc. programmes have been approved by the UGC under the NSQF.

Issues related to professional ethics, gender, human values, the environment, and sustainability are addressed in nearly 150 courses across all programmes.

Some faculty members serve on the UG/PG Board of Studies of affiliating and other universities and autonomous colleges for curriculum design and enrichment.

During this time, voc. programmes in geoinformatics, computer applications, modern framing technology, nursery management, mass communication, journalism, and a master's degree programme in geography were introduced. B.Sc. programmes in botany, chemistry, physics, zoology, mathematics, geography, and economics were also introduced at the UG level. Most of the UG programmes offered are multi-disciplinary in nature.

Feedbacks from various stakeholders, like students, alumni, parents, teachers, and employers, are collected, analysed, and reported to the authority. These are made available on the institutional website too.

Academic and other activities are well planned at the beginning of the academic session. The academic calendar is prepared and adhered to for effective curriculum delivery. The progress of the curriculum is monitored through a well-documented process, and HoDs play an important role in this regard.

The institution has a recognised study center, Krishna Kanta Handiqui State Open University, which offers 11 programs. Our institution is encouraging continuing education for those who are not in a position to attend regular programmes.

## **Teaching-learning and Evaluation**

The teaching-learning and evaluation systems have been designed to suit the objectives of the college, to prepare the students for the competitive world, to build their capacity to face challenges and hard realities, and to tackle them while upholding moral values and human ethos.

The admission process is based on the relevant regulations of the government and affiliated university. Admission takes place on the basis of merit, and reservation of seats as per government rule is followed. The academic calendar is prepared at the start of each session, and it includes important dates and events to be celebrated or observed, such as the examination calendar, the youth festival, and the election to the student union, among others. The institutional webpage clearly displays and communicates programme outcomes, programme specific outcomes, and course outcomes to students and teachers. There are well-established systems for evaluating the attainment of these outcomes.

As a part of continuous internal evaluation, tests, assignments, and seminars are conducted. A sessional examination is also conducted for every semester. 20% of the marks are set aside for internal evaluation. There is an effective grievance redress mechanism at the institutional level. External evaluation is conducted by the affiliated university through end-of-semester examinations, practical examinations, project work, etc.

Students learning levels are being assessed, and special programmes for advanced and slow learners are being organized. Remedial coaching and peer teaching are organised from time to time. Student-centric methods and ICT tools are used to enhance learning experiences. Besides usual classroom teaching, faculty and student exchange programmes are conducted to enhance learning experiences. Library, laboratory, and e-learning facilities are properly utilized by the students. Adequate numbers of computers with internet facilities are made available to students.

The average enrolment percentage over the last five years is 92.27 percent, with a student-teacher ratio of 31.56 percent for the academic year 2022-23. During 2022–2023, the number of faculty with Ph.Ds are 33.

Teachers and students are encouraged to participate and organize seminars, workshops, and conferences, as well as to present and publish research papers. Many eminent scientists, environmentalists, and social activists have visited the institution.

### **Research, Innovations and Extension**

Research, innovation, and extension activities are encouraged by the institution. Funded projects are monitored by the Research Cell. The institution has made provision for an institutional research fund to encourage research activities despite a fully loaded class schedule. All the departments have been engaged in research during the last five years. Two faculty members are recognized as research guides by the affiliated university.

The IRF was established in 20189 to encourage research activities at the institutional level. Our faculty members have published nearly 93 books and book chapters, 60 research papers in reputed journals, and 207 papers in conference proceedings in the last 5 years.

The college has organized three UGC-sponsored national seminars, one seminar under the UGC scheme of human rights education, one seminar with a panel discussion in association with the district administration, and a number of institutionally funded seminars, workshops, and programmes.

We have carried out a number of extension activities under the auspices of the NCC, the NSS, and different cells, departments, and associations. The NGCSU donated all of the funds designated for the freshmen's social ceremony to provide flood relief to the victims of floods in the last five years.

Several teachers are actively engaged in NCSC, Gunotsav, environment, and wildlife protection. One teacher is an honorary wildlife warden and member of the National Wildlife Crime Control Bureau; another teacher is the brand ambassador for Swatch Bharat Abhiyan in Nagaon district. Both teaching and non-teaching staff members regularly assist the Election Commission of India and the government in various capacities in the smooth conduct of Lok Sabha, state Legislative Assembly, and Panchayati Raj Institutions elections. A few teachers were also engaged in the NRC updating process, which was conducted under the supervision of the Supreme Court of India. Many teachers publish articles in newspapers and magazines, and some take classes in schools up to the +2 level in order to promote science, mathematics, statistics, etc.

### **Infrastructure and Learning Resources**

The college, located on the bank of the river Kalong, has a beautiful and sprawling campus of X acres. It has five multi-storeyed and several single-storeyed buildings comprising classrooms, departments, office rooms, a

library, computer centers, laboratories, seminar halls, conference halls, an e-content development facility or center, a language lab, an indoor stadium, an examination control room, a fully AC auditorium, etc. We have a state-of-the-art cafeteria, an open-air amphitheater, a footbridge, a creche, a gymnasium, a health center, a post office, a martyrs' memorial, and a walker's lane on our campus. We also have two girls' hostels, menials' quarters, and chowkidars' quarters.

Two ponds are prepared as natural storage for rainwater harvesting on the campus. There is a solid waste compost plant and an incinerator installed on our campus. Two solar power plants have been installed.

There are three computer labs, including one language lab, and 103 computers in the college.

The central library has a carpet area of 4,791.5 sq. ft. It has a seating capacity of 56 students and 10 teachers. There are 46,000 books in the central library. We also have 05-print academic journals and 07-print periodicals. We have access to 146 e-books and 15 e-journals through N-LIST and INFLIBNET.

We have high-speed internet connectivity with a bandwidth of 50 Mbps.

### **Student Support and Progression**

With 1975 students on its rolls as of June 2022, NGC goes out of its way to provide the best facilities and support to its students. At the beginning of every academic year, an updated prospectus is published. The academic calendar is published, which includes a schedule of various scholastic and co-scholastic activities.

During the last five years, 66.41 percent of students received scholarships and free tuition from the federal and state governments, as well as scholarships provided by the institution.

Ten merit awards are provided annually.

The college has a student aid fund. These poor but meritorious students are provided with financial aid from this fund.

There is an effective mentoring system where the students are placed under mentor teachers. The mentors are responsible for properly guiding the students in curricular and other aspects. The information and career guidance cell offers a variety of programs to help students with career-related issues. Periodic counseling and health check-up programs are organized.

During the last five years, 1615 students have benefited from competitive examinations and career counseling.

For the benefit of students, the science stream was introduced in 2018 on a self-financed basis, which was subsequently provincialized in 2020. In 2020, the NSQF introduced B.Voc. programmes and a PG in Geography. The college has facilities for a wide range of activities like sports, cultural, literary, etc. A yoga center and gymnasium are available for students.

A number of capacity-building and skill-enhancing initiatives are taken for students every year.

The language lab improves the language and communication skills of students.

The college ensures timely redressal of students' grievances, including sexual harassment and ragging, through effective mechanisms. A Grievance Redressal Cell, a committee against Sexual Harassment, and an Anti-Ragging Committee are constituted to deal with such issues.

The institution encourages the active participation of students in the effective governance of the college through the Nowgong Girls' College Students' Union (NGCSU) and representation in various bodies and cells.

The college has a rich library with a book bank facility for the students. The departments have their own libraries.

The college has an active registered alumni association.

## **Governance, Leadership and Management**

The governing body of the college consists of representatives from the state government and affiliated university, teaching staff, non-teaching staff, guardians, and eminent persons from the locality, which looks after the academic as well as administrative management.

The College Academic Council consists of the Principal, Vice Principal, Heads of the Departments, Librarian, and IQAC Coordinator.

Management is decentralized, and the participation of all the members of the college fraternity plays a very important role in managing the day-to-day activities, and the principal is the key link in this process. Different cells and committees are constituted and are in charge of various domains.

In matters of admission, recruitment, and utilization of funds, relevant government and UGC regulations are strictly followed.

Self-appraisal reports and performance records of the teachers are regularly examined by the HoD and the principal. Students' feedback is collected and analyzed at the end of each semester by the IQAC. The score sheet of the feedback on teachers' performance is provided to the teacher for self-evaluation and necessary corrections or modifications if any.

Internal Quality Assurance Cell (IQAC) was established in 2003 with representatives from faculty, alumni, students, employers, and parents.

E-governance is integrated into the ERP to ensure that the management system runs smoothly.

External and internal audits are conducted annually by government-certified chartered accountants, and utilization certificates are submitted regularly. The IQAC conducts academic audits on a regular basis.

Since the last NAAC assessment, there has been a phenomenal improvement in infrastructure augmentation and landscaping, teaching and learning resources, the number of new courses and programs, safety and security systems, and so on.

## **Institutional Values and Best Practices**

The college adopts an annual gender sensitization action plan and conducts various programmes on gender equity to impart gender sensitivity among students and other stakeholder groups.

Rangmela, a college campus creche, provides daycare for the children of employees and students.

Sanitary napkin vending machines and incinerators are installed in the college and hostels. Admission forms include a provision for a declaration regarding the third gender.

There is provision for a girls' common room for the students. A well-furnished cafeteria, "Swad," is available inside the campus.

To ensure safety and security, CCTV cameras are installed in various locations on the college campus, including hostels. Security guards and night watchmen are available on campus.

The college has an internal complaints committee to look into complaints of sexual harassment of female employees. There are active Grievance Redressal Cells, a Committee Against Sexual Harassment, and an Anti-Ragging Committee for the redressal of respective issues raised by the students.

The institution facilitates the use of alternate sources of energy and adopts energy conservation measures like solar energy, sensor-based energy conservation, the use of LED bulbs, and power-efficient equipment.

There is an efficient waste management system for the segregation and disposal or reuse of different kinds of waste, including hazardous and e-waste. An incinerator is also installed for the disposal of inflammable waste.

The green campus initiative of the institution includes a ban on single-use plastics, a horn-free campus, the adoption of a green protocol, landscaping, and plantations, and environmental promotion activities inside and outside the campus. Green audits, energy audits, and environmental audits are conducted annually.

Rainwater harvesting facilities are available on campus. Water bodies are properly maintained.

The institution provides a disabled-friendly and barrier-free environment, which includes ramps, disabled-friendly washrooms, signage, and the service of scribes.

Initiatives are taken to provide an inclusive environment that cherishes unity in diversity.

The institution celebrates various national and international commemorative days and events and organizes programmes to sensitize students and employees on their constitutional obligations.

There is a prescribed code of conduct for various stakeholder groups, and periodic programmes are organized to sensitize them.

## 2. PROFILE

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### 2.1 BASIC INFORMATION

<b>Name and Address of the College</b>	
Name	NOWGONG GIRLS' COLLEGE
Address	HAIBARGAON, NAGAON, ASSAM-782002
City	Nagaon
State	Assam
Pin	782002
Website	<a href="http://nowgonggirlscollege.edu.in">nowgonggirlscollege.edu.in</a>

<b>Contacts for Communication</b>					
<b>Designation</b>	<b>Name</b>	<b>Telephone with STD Code</b>	<b>Mobile</b>	<b>Fax</b>	<b>Email</b>
Principal	Balin Kumar Bhuyan	03672-220667	9435063617	03672-220667	ngcprincipal2@gmail.com
IQAC / CIQA coordinator	Ranjit Barua	03672-2254350	9435062675	03672-2254350	ranjitbarua.ngc@gmail.com

<b>Status of the Institution</b>	
Institution Status	Government

<b>Type of Institution</b>	
By Gender	For Women
By Shift	Regular

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	No

<b>Establishment Details</b>	

State	University name	Document
Assam	Gauhati University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	01-01-1963	<a href="#">View Document</a>
12B of UGC	01-01-1963	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

**Location and Area of Campus**

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	HAIBARGAON, NAGAON, ASSAM-782002	Semi-urban	6.88904	18211

**2.2 ACADEMIC INFORMATION**

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BVoc,Physics	36	Class XII Passed	English,Assamese	15	0
UG	BSc,Physics	36	Class XII Passed	English,Assamese	20	6
UG	BSc,Physics	36	Class XII Passed	English,Assamese	25	7
UG	BSc,Chemistry	36	Class XII Passed	English,Assamese	20	7
UG	BSc,Chemistry	36	Class XII Passed	English,Assamese	25	9
UG	BSc,Botany	36	Class XII Passed	English,Assamese	20	14
UG	BVoc,Botany	36	Class XII Passed	English,Assamese	15	0
UG	BSc,Botany	36	Class XII Passed	English,Assamese	25	25
UG	BSc,Zoology	36	Class XII Passed	English,Assamese	30	30
UG	BSc,Zoology	36	Class XII Passed	English,Assamese	25	15
UG	BSc,Mathematics	36	Class XII Passed	English,Assamese	20	4
UG	BA,Mathematics	36	Class XII Passed	English,Assamese	20	0
UG	BSc,Mathematics	36	Class XII Passed	English,Assamese	20	2
UG	BA,Mathematics	36	Class XII Passed	English,Assamese	10	0
UG	BA,Assamese	36	Class XII Passed	Assamese	80	80
UG	BA,Assamese	36	Class XII Passed	Assamese	91	91

UG	BA,Bengali	36	Class XII Passed	Bengali	20	0
UG	BA,Bengali	36	Class XII Passed	Bengali	20	10
UG	BSc,Economics	36	Class XII Passed	English,Assamese	10	0
UG	BA,Economics	36	Class XII Passed	English,Assamese	20	17
UG	BA,Economics	36	Class XII Passed	English,Assamese	25	21
UG	BSc,Economics	36	Class XII Passed	English,Assamese	20	2
UG	BA,Education	36	Class XII Passed	English,Assamese	233	233
UG	BA,Education	36	Class XII Passed	English,Assamese	42	42
UG	BA,Hindi	36	Class XII Passed	Hindi	20	18
UG	BA,Hindi	36	Class XII Passed	Hindi	46	46
UG	BA,Philosophy	36	Class XII Passed	English,Assamese	69	69
UG	BA,Philosophy	36	Class XII Passed	English,Assamese	44	44
UG	BA,Political Science	36	Class XII Passed	English,Assamese	52	52
UG	BA,Political Science	36	Class XII Passed	English,Assamese	157	157
UG	BA,Sanskrit	36	Class XII Passed	Assamese,Sanskrit	4	4
UG	BA,Sanskrit	36	Class XII Passed	Assamese,Sanskrit	10	10
UG	BVoc,English	36	Class XII Passed	English,Assamese	15	0
UG	BA,English	36	Class XII Passed	English	50	50

UG	BA,English	36	Class XII Passed	English	6	6
UG	BSc,Geography	36	Class XII Passed	English,Assamese	10	0
UG	BVoc,Geography	36	Class XII Passed	English,Assamese	15	0
UG	BA,Geography	36	Class XII Passed	English,Assamese	44	44
UG	BA,Geography	36	Class XII Passed	English,Assamese	40	31
UG	BSc,Geography	36	Class XII Passed	English,Assamese	10	1
UG	BA,Home Science	36	Class XII Passed	English,Assamese	87	87
UG	BA,Statistics	36	Class XII Passed	English,Assamese	5	5
UG	BA,History	36	Class XII Passed	English,Assamese	46	46
UG	BA,History	36	Class XII Passed	English,Assamese	23	23
PG	MA,Assamese	24	BA Passed	Assamese	3	3
PG	MSc,Geography	24	BSc Passed	English,Assamese	10	0
PG	MA,Geography	24	BA Passed	English,Assamese	20	10

**Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				16				53			
Recruited	0	0	0	0	5	11	0	16	23	21	0	44
Yet to Recruit	0				0				9			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				9			
Recruited	0	0	0	0	0	0	0	0	1	8	0	9
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				13
Recruited	10	3	0	13
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				19
Recruited	11	8	0	19
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	3	2	0	5
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	6	0	11	13	0	33
M.Phil.	0	0	0	0	1	0	2	2	0	5
PG	0	0	0	9	7	0	23	21	0	60
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	1	8	0	9
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>						
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Others</b>	<b>Total</b>
	0	0	0	0		

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	0	0	0	0	0
	Female	654	0	0	0	654
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	13	0	0	0	13
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	251	0	0	0	251
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	79	77	95	98
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	107	101	115	117
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	224	233	238	203
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	273	278	337	278
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		683	689	785	696

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	The NEP 2020 envisages broad-based, multi-disciplinary, holistic Under Graduate education with flexible curricula, creative combinations of subjects, integration of vocational education and multiple entries and exit points with appropriate certification. UG education will be of 4 years duration with multiple exit options i.e., Certificate after completion of 1 year, Advanced Diploma after completion of 2 years, Bachelor's Degree after successful completion of 3 years and Bachelor's with Research after completing 4 years. Nowgong Girls' College has been eagerly waiting for the University Instructions regarding the implementation of New Education policy, 2020 in its affiliated colleges and other higher
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	<p>educational institutions. As per the instruction, a committee has been constituted in the college to look after the implementational feasibilities about NEO, 2020. As an affiliated institution, the college will follow the guidelines and syllabi of the parent university. However, the certificate courses of the college will continue as earlier. The institution adopted a blended mode of pedagogy to develop intellectual, scientific, emotional, social and cultural aspects of students. The college will mainly be focusing on the multi-disciplinary and interdisciplinary approaches such as communication skills, soft skills, computer literacy, Health and Hygiene, Nursery management, Tourism, Remote sensing and GIS, Food preservation, Bakery, Translation, Creative writings, Data analysis, self-grooming, Journalism and Mass communication, Script Writing, Acting, Photography etc. so that students can get the opportunities of establishment in future. It is hope that it will improve the understanding the learner of other discipline and enrich their learning. To give students deeper understandings lectures, conferences, seminars, special talks will be organised in various levels.</p>
2. Academic bank of credits (ABC):	<p>The institution is eagerly waiting to register under the ABC to permit its learners to avail the benefit of multiple entries and exit during the chosen programme, and to enable credit transfer. College will arrange an orientation programme and handholding programme to availing the benefits of Academic bank of credit which is a virtual/ digital storehouse that contains the information of the credits earned by individual students throughout their learning period. How can students will open their accounts and how they can avail multiple options for entering and leaving college or universities will be taught. They will also know how the points of this ABC will help to access multiple exit and entries points during the education journey and credits will be transferred through the ABC seamlessly. ABC can be considered as an authentic reference to check the credit record of students at any given point in time. Therefore, ABC is fuel to boost the efficiency of faculty and help students embrace for multi-disciplinary approach. This will make students skillfull and help their overall growth. Students are encouraged to enrol and successfully complete</p>

	courses through online platforms such as Swayam, Coursera etc. to enrich their learning experience. Currently, they can earn extra credits through activities like NSS, NCC.
3. Skill development:	Nowgong Girls' College focuses on skill development that enables students to acquire competency in various areas of skills at different levels. The college has already been provided different types of curriculum and syllabus in the paradigm of productive outcome-based education. The college has a centre called Information and Career Guidance Cell (ICGC) under whom skills development training Programmes have been organised regularly and provides placement opportunity through government and private sector organisations. The NEP will bring more skill courses incorporated with the curriculum which will be provided by the parent university. Additionally, the ongoing computer courses i.e. certificate, post graduate diploma course, Tally for more opportunity will be continued. More personal grooming courses will be introduced for our girls' students which will grow confidence and help them to establish financially.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The institute commemorates Sanskrit Divas, Hindi Divas, Mother tongue day, Shankardeva Tithi, Sarswati Puja, International Day of the World's Indigenous Peoples and Yoga Day as an act of reverence towards Indian languages and culture. Faculty members are free to provide the classroom delivery in bilingual mode (English and Assamese) as students tend to understand better if taught in their mother tongue. The graduate students are allowed to study either English or Assamese as per their choice during the bachelor's program. The promotion of Indian languages, arts and traditions is also facilitated through competitions organized during the College week. Competitions such as essay writing, poetry, recitation, folk song, folk dance encourage our students to stay connected with their rich Indian traditions. A centre namely Tiwa Bhasha Sikshan (Centre for Tiwa Studies) sponsored by Tiwa Autonomous Council was established in 2022. This centre has worked for the preservation and promotion of Tiwa language and culture.
5. Focus on Outcome based education (OBE):	The Learning outcome based curriculum framework

	<p>prescribed by Gauhati University has formulated with the final outcome expected from students of a particular course at the end of the programme. Training has been imparted to all faculties of the college about OBE. The courses of OBE paradigm provided by the university are Program Outcomes (PO)and Course Outcomes (CO)specified. During the induction program, the students are given an orientation on Outcome Based Education paradigm; and the program outcomes are explained to them. The outcomes are delineated clearly, and the teaching plans outlined accordingly. This enhances the quality of education being imparted to them and frequent student faculty meetings help align pedagogy to the desired outcomes. Additionally, with the e-learning platform, teachers use google classroom and WhatsApp to share resources for classroom learning.</p>
6. Distance education/online education:	<p>Online education provides ample flexibility to students to learn and explore as per their requirements. During the pandemic, all academic works were conducted online and faculty members and students have gained experiences on working withdigital tools such as Zoom, Google Tools, Jio meet, Smart Classroom, YouTube to develop and deliver e-content, short videos, interactive power point presentations andother online content. In our institution an App Nowgong Girls College has been developed for the students and teachers to management of attendance, submission of assignments, submission of course materials etc. In our institution, a study centre of Krishna Kanta Handiqui State Open University (KKHSOU) has been incorporated to provide Post Graduate, under-Graduate and some diploma Courses of various disciplines in a distance mode. Learners who unable to continue their regular education and still have strong desires can avail the facilities of distance education to complete their dream.</p>

### Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, Electoral Literary Club has been set up in the College.
2. Whether students' co-ordinator and co-ordinating	Yes, students' co-ordinator and co-ordinating faculty

faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?

members are appointed by the College. ELC is functional. Yes, the ELC is representative in character. The Electoral Literacy Club of Nowgong Girls' College has been formed with the following faculty members and student representatives for the session 2022-23: 1. Deepak Sarma (Convener), Associate Professor 2. Rup Ranjan Das (District Administrative Representative) , Assistant Electoral Registration Officer, Nagaon Sadar Constituency 3. Ranjit Barua, Coordinator, IQAC 4. Ranjana Borah, Associate Professor (Faculty Member) 5. Rosy Deka, Associate Professor (Faculty Member) 6. Dr. Amiya Patar, Convener, Extension, and Outreach Activity Cell 7. Sankar Jyoti Bora, Assistant Professor, (Faculty Member) 8. Rima Mech, President, NGCSU (Student Member) 9. Trishnamoni Ligira, Vice President, NGCSU (Student Member) 10. Porismita Sharma, (Coordinator), General Secretary, NGCSU (Student Member)

<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>1. Webinar on the occasion of National Voters' Day. 2. Voters' Awareness Program in collaboration with district administration. 3. Awareness campaign for New Voters' Registration. 4. Talk about Moral and Ethical Values.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>The College has undertaken some socially relevant initiatives: 1. Webinar on the occasion of National Voters' Day. 2. Voters' Awareness Program in collaboration with district administration. 3. Awareness campaign for New Voters' Registration. 4. Talk about Moral and Ethical Values.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>The College has added New Voters' Registration Tab on the College Website. Awareness campaigns for New Voters' Registration were conducted. Voters' Awareness Program in collaboration with district administration.</p>

## **Extended Profile**

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### **1 Students**

#### **1.1**

**Number of students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1925	1777	1617	1585	1372
<b>File Description</b>		<b>Document</b>		
Upload supporting document		<a href="#">View Document</a>		
Institutional data in the prescribed format		<a href="#">View Document</a>		

### **2 Teachers**

#### **2.1**

**Number of teaching staff / full time teachers during the last five years (Without repeat count):**

**Response: 90**

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### **2.2**

**Number of teaching staff / full time teachers year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
61	66	71	66	49

### **3 Institution**

#### **3.1**

**Expenditure excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
213.25544	146.67371	193.16770	126.84209	209.00800



## **4. Quality Indicator Framework(QIF)**

### **Criterion 1 - Curricular Aspects**

#### **1.1 Curricular Planning and Implementation**

##### **1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment**

**Response:**

Nowgong Girls' College ensures effective curriculum delivery through adoption of a number of processes. The Institution has adopted and implemented Choice Based Credit System (CBCS) at both under-graduate and post-graduate level since the 2018-19 academic session. Measures were taken to ensure smooth transition from earlier Credit Based Semester System (CBSS) to CBCS.

- Information on various programmes and courses is available in the College Prospectus.
- The Institutional Academic Calendar is prepared by a committee appointed by the Principal prior to the commencement of the Academic Session.
- This Calendar is based on the Academic Calendar of Gauhati University and includes all the relevant information pertaining to the college such as commencement of classes, schedule for conduct of continuous internal evaluation such as sessional examinations, assignments, schedule for conduct of field work, co-curricular & extra-curricular activities, days to observe and celebrate etc.
- The draft Calendar is finalised based on feedback from IQAC & Academic Council.
- Printed handbooks containing the Institutional Academic Calendar, General Time Table, Programme Outcomes (POs), Course Outcomes (COs) & Programme Specific (PSOs) and College rules and regulations are provided to students.
- The departments, committees & cells also prepare their own plan of actions for the academic year in line with the academic calendar.
- Master & departmental time tables are prepared at the beginning of the session.
- Academic Sessions commence with a General Counselling Program for newly inducted students.
- Students are apprised of the syllabus, chapterization, unitization, POs, COs & PSOs
- Teaching and Lesson plans are prepared by teachers and curricular activities are documented in Departmental Log Book & Teacher's Diary.
- Details of Teaching Learning Method (TLM) to be used for each topic is mentioned in Teaching Plans.
- Use of ICT is encouraged and the IQAC ensures regular capacity-building, upgradation and maintenance of ICT tools & facilities for ensuring that curriculum delivery process becomes lucid for students.
- Special programmes are chalked out to address needs of slow and advanced learners.
- Teachers and mentors continuously work to ensure smooth delivery of curriculum.
- Need-based remedial and tutorial classes are conducted for students
- Feedback on curriculum delivery and implementation is collected periodically from students & teachers
- Parent-Teacher meetings are held to keep the parents abreast of the academic progress of their wards and to take note of any grievances.
- Curriculum delivery such as conduct of online classes, tests and circulation of study materials using the College website and relevant mobile apps is done by the faculty members.

- Student attendance is registered through College website and app.
- The Digital Library Module of the College website provides students with access to *question papers, study materials uploaded by teachers* etc.
- Specific measures to ensure continuation of classes, assessment & supply of study-materials were taken up to address learning needs of students during Covid-19 lockdown.
- IQAC & Academic Council assess curriculum delivery and documentation concerns. Academic audits occur periodically.
- The Principal and Vice Principal ensure all College activities follow the academic calendar.
- IQAC resolves any difficulties faced by the departments, cells and committees in adhering to the academic calendar.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

**Response:** 286

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

**Response:** 26.95

#### 1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
560	532	627	280	231

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

#### Response:

- The domain of curriculum designing and modification rests with the affiliating university of the college,
- The courses prescribed by Gauhati University integrate a number of contemporary issues through its various programmes offered across disciplines
- At the UG level, students have to take up **Environmental Studies as a Compulsory course.**
- Included in the **curriculum for a variety of disciplines**, such as Assamese, Bengali, Botany, Chemistry, English, Hindi, Economics, Education, Geography, History, Home Science, Philosophy, Political Science, Physics, Sanskrit, and Zoology, are courses on topics such as Professional Ethics, Gender, Human Values, Environment, and Sustainability.
- To be more specific, Political Science as a subject has incorporated issues like Feminism, Human Rights, Leadership, Decentralisation, Gender, Equality etc, English as a subject laid stress on Feminism, Education of women, Ancient Knowledge, syllabus of Botany, Zoology, Geography covers environmental issues like biodiversity, ecology, environment, sustainability, climate change, Philosophy has incorporated Ethics, Human Values, Peace and so on
- The institution has also introduced many **add on courses** over the last five years, which has incorporated important crosscutting issues as under:

1. **Gender-** Self Defence, Gender Sensitization, Human Rights, Women Studies
2. **Professional Ethics ??-** Data Analysis, Intellectual Property Rights, Proof Reading, Report Writing, Film Review, Environmental Ethics, Income Tax Filing, Financial Literacy, Research Methodology,
3. **Human Values-** Human Wildlife Conflict & Management, Disaster Management, Mental Stress Management, Wildlife Rescue, Spoken Hindi, Gandhian Thought, Gender Sensitization, Human Rights, Mental Hygiene, Yoga and Wellness, Sanitizer & Handwash Preparation Techniques, Personality Development, Preparation of traditional Assamese snacks, Traditional Jewellery making,
4. **Environment & Sustainability**-Human Wildlife Conflict & Management, Disaster Management, Identification and rescue of snakes, Waste Management, Environmental Ethics, Ornithology, Vermicompost technology, Food preservation, Mushroom cultivation, Fishery development, Extraction of essential and aromatic oils, Basic soil and water quality techniques, Tourism management, Alternate medicine and Ayurveda, Nursery management and propagation.

- Our college has also integrated cross cutting issues by organising a number of **Programmes and Extension activities**
  - Observance of important days like International Women's Day, National Girl Child day, Rashtriya Ekta Divas,, World Environment day, Communal Harmony Day, World Wetlands Day, Earth Day, World No Tobacco Day, Human Rights Day, Constitution Day, etc.
  - Workshops, seminars and lecture programmes are organised from time to time in collaboration with Social Forestry Division, Kaziranga National Park, Seuj Nagaon that

- highlight pertinent issues related to environment, sustainability, gender sensitisation, human values etc.
- Awareness programmes on health, women empowerment, gender quality, etc are held
  - NSS volunteers carry out regular cleanliness drives under (Swachch Bharat Abhiyan) and Green Campus initiatives
  - Awareness programmes on plantation and distribution of saplings, ban on single use plastics, conservation among local community of the historical site of Jongal Bolohu, Nagaon and support for beautification and landscaping of the same in collaboration with members of alumnae association and local voluntary organisations are also held
  - Green Hero Award is also given by the administration for those who work for environmental conservation at the grass-root level
- **Project and Field reports, Departmental Wall Magazines** prepared by students every year also highlight the above mentioned cross cutting issues

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### **1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**

**Response:** 42.6

#### **1.3.2.1 Number of students undertaking project work/field work / internships**

Response: 820

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## **1.4 Feedback System**

### **1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>

## **Criterion 2 - Teaching-learning and Evaluation**

### **2.1 Student Enrollment and Profile**

#### **2.1.1 Enrolment percentage**

**Response:** 92.27

##### **2.1.1.1 Number of students admitted year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
696	785	689	683	515

##### **2.1.1.2 Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
770	850	750	750	530

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

##### **2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)**

**Response:** 71.56

##### **2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
277	297	260	263	196

##### **2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
399	418	379	373	238

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

**Response:** 31.56

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools

**Response:**

- Faculty members of the Institution use ICT enabled tools for effective curriculum delivery.
- Various student-centric learning methods are explicitly mentioned topic-wise in the Teaching Plan and the same also highlights the type of ICT tools to be used.
- The College authority & IQAC regularly strives to increase the percentage of topics covered using ICT tools. For this, regular capacity building programmes for teachers and infrastructural augmentation is taken up.
- All classrooms are ICT enabled.
- Project and Field work is mandatory in environmental studies and all students take part in it.
- Several departments have projects and field visits in the curriculum both at UG and PG level.
- Students are trained to conduct and present such works using ICT tools using computers, slideshow facilities etc.
- Many departments organize student seminars, group discussions, exhibitions and quiz on curricular and co-curricular aspects with special emphasis on use of ICT facilities.
- Educational tours to other institutions, industries and other places are regularly conducted by different departments to provide exposure to the students to real life experiences.
- Academic programs like seminars, workshops and invited talks are organised on different themes and the students get an opportunity to interact with the experts. The Institution has a number of common ICT enabled facilities for conduct of such programmes.
- Departmental wall-magazines and the College magazine provides opportunity for participative learning and problem solving.
- The College authority regularly upgrades laboratory equipment & infrastructure to enable students to gain from experimental learning methods

- Faculty exchange and student exchange is promoted to enhance learning experiences.
- Assignments and individual as well as group projects are integral part of the teaching-learning process.
- Class attendance is recorded by the teachers with the help of attendance registers manually as well as online attendance was taken especially during the covid period.
- Emphasis is given to involve students in observation of days and events reflecting national and regional importance, and various socio-cultural and environmental issues
- Online classes, tests, and circulation of study materials are effectively conducted by the teachers using ICT tools.
- During COVID lockdown, classes assignments, tests, sessional examinations, taking attendances, sharing notes and study materials were carried out through ICT tools.
- The College website is updated regularly and new modules are regularly added to the website.
- Teachers uploaded study materials, PPTs and relevant videos in the portal for the benefits of students.
- Online test module was also incorporated in the college website during COVID-19 pandemic.
- The institution conducted training sessions for teachers and students regarding online class module, examination module with technical support from the service provider.
- Teachers are strongly encouraged to take part in conferences, seminars, and training programmes that are focused on making efficient use of information and communication technology (ICT) in the classroom. They are also encouraged to generate e-content, including youtube videos, for the benefit of the students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

**Response:** 95.14

#### 2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
69	69	71	66	54

File Description	Document
Upload supporting document	<a href="#">View Document</a>

**2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

**Response:** 57.83

**2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
49	46	32	27	27

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

**2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

**Response:**

- The Institution is affiliated to Gauhati University and it follows the guidelines of the affiliating university in examination related matters including internal assessment.
- Attendance, assignment and sessional examination are the three components of the internal assessment mechanism.
- Academic calendar of the institution incorporates schedule of internal assessment.
- Students are informed well in advance regarding schedule of sessional examination and assignments.
- Dates of assignments, internal examinations, submission of project and field reports are notified in the central and departmental notice boards, digital display board, college website and departmental WhatsApp groups.
- An Examination Cell is formed at the beginning of the academic session. It is responsible for smooth conduct of both sessional and end semester examinations.
- The departments are entrusted with the responsibility to prepare the question papers and submit the same to the Examination Cell on time. Invigilators are appointed from other departments.
- Invigilators are assigned in examination halls and rooms depending on the number of examinees.
- The Examination Cell is also responsible for determining the date by which the sessional examination's evaluation procedure must be finished.
- The evaluated versions of the students' answer scripts are distributed to them, and the results of the sessional test are posted on the bulletin boards within the relevant departments.
- Marks for internal assessments are turned in within a predetermined amount of time.
- In addition, the grades for the sessional examinations, home assignments, and group discussions are

distributed within the department's WhatsApp groups.

- There is dedicated facility for storage of question papers to ensure confidentiality.
- CCTV cameras are installed to ensure avoidance of malpractices
- The institution handles internal assessment related grievances in a time bound and transparent manner.
- The students who fail to appear in the sessional examination on genuine grounds like health issues, engagement in NCC/NSS/sports activities etc. are given another chance to appear in the sessional examination with different set of question papers.
- Result is declared within stipulated period.
- Evaluated answer scripts are shared with the students.
- The grievances regarding internal examination like correction of marks or any other omission can be reported to the department.
- The concerned teacher and Head of the Department take up such issue immediately and these are solved promptly.
- Students can submit their grievance regarding internal assessment either orally or in writing in hard copy or through the College website.
- The college's website includes a provision for the online submission of complaints about the institution.
- They are also able to submit complaints in suggestion and grievance boxes that have been placed in various locations across the campus.
- The academic progress of each student is reported to the student's parents or guardians.
- Students who perform poorly on these types of assessments receive counselling from their mentors.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated**

**Response:**

- Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are on the guidelines provided by the affiliating university for both UG and PG courses.
- POs, PSOs and COs, are carefully chalked out by the institution based on the syllabus of the courses offered.
- While identifying the POs, COs and PSOs, proper attention is given to the guidelines of the affiliating university.
- POs, COs of all programmes and courses are uploaded in the college website. The same is also circulated among the students in printed Handbook from.
- Every department tries its best to ensure that POs, PSOs, COs along with details of the syllabus and grading system are properly communicated to each and every student.

- These are also displayed in the central and departmental notice boards.
- Departmental webpage also contains POs, COs of the courses offered by the concerned department.
- General counselling and orientation sessions are organised for students at the beginning of the academic session.
- Orientation on the POs, Cos, and PSOs is also provided to recently appointed permanent, part-time, and contractual faculty members.
- The sessional and end-of-semester exams, classroom engagement, assignments, class quizzes, and other activities are some of the ways that outcomes are measured.
- The results of the sessional exam and the students' participation in class are used to determine which students are considered slow learners and which are considered advanced learners. This is done so that attention can be directed toward the desired goals.
- The following strategies and procedures are implemented in order to evaluate whether or not the programme and the course have been successfully completed:
  - Class test
  - Sessional Examination
  - End semester examination
  - Assignment
  - Seminar presentation
  - Group discussion
  - Quiz
  - Project Work
  - Field Reports
  - Practical and laboratory work
- The performance of the students in class tests, sessional examinations, and final examinations at the conclusion of the semester all help the teachers evaluate the students' learning outcomes and attainment.
- In addition, the students' performance on things like assignments, seminars, quizzes, and group discussions, as well as project work, practical and laboratory work, and so on, provide valuable information into the students' learning levels and levels of achievement.
- Following the publication of the results of the sessional and end semester examinations, an evaluation and analysis of the students' performance might take place.
- The teachers and mentors put in consistent effort to ensure that all of the students, including the fast learners and the slow learners, achieve their POs, PSOs, and COs.
- Regular feedback from the students is collected in order to gain a better understanding of the students' overall experiences and accomplishments while attending the institution.
- In addition, feedback is collected from other stakeholders, and the result of the final assessment is analysed in order to assess the degree to which outcomes have been achieved.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.6.2 Pass percentage of Students during last five years

**Response:** 87.91**2.6.2.1 Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
411	299	418	362	365

**2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
462	383	463	381	421

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.99

File Description	Document
Upload database of all students on roll	<a href="#">View Document</a>

## **Criterion 3 - Research, Innovations and Extension**

### **3.1 Resource Mobilization for Research**

**3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

**Response:** 10.28

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	9.03	0.38	0.87	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### **3.2 Innovation Ecosystem**

**3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

**Response:**

The institution has been working relentlessly to create innovative environment and develop practices which can contribute to the benefit of the society. Service to the society and transfer of knowledge in the greater interest of humanity is a primary concern of the institution. Various practices including MOUs, collaborative activities, entrepreneurship development initiatives in different forms are in operation. These include:

1. Incubation Centre/Innovation/Start Up
  - a. Vermicompost
  - b. Mushroom
  - c. Sanitizer
  - d. Clothes Shopping Bag
  - e. Adopted Village – Veg & Fruit Sapling Distribution for Sale

- f. Beautician
  - g. Ornamental fish
2. Collaborations/Linkages
- a. AAU- RARS - Collboration
  - b. Assam Start Up - Collaboration
  - c. Itapara Committee??? – Linkage
  - d. Kaliabor Nursery – Linkage
3. Entrepreneurship Development
- a. Industry-Academia Meet – Skill & Course
  - b. Alumnae run College Canteen
  - c. Skill based Courses
  - d. Faculty Involvement in Livelihood

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

***3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years***

**Response:** 207

**3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
74	50	35	27	21

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

**3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

**Response:** 0.67

**3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
16	10	11	20	3

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**Response:** 1.03

**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
15	21	9	27	21

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

##### Response:

- The staff and students of the College in collaboration with the NCC, NSS units as well as the Extension Activity Cell are actively involved in a number of extension activities over the years. Such philanthropic activities have been carried out in the community neighbourhood, adopted villages as well as several places of Central Assam.
- Some of such activities include the following:
  - The college has provided extensive support to all people affected by the devastating floods in Nagaon district which included distribution of flood relief items, food, medicines etc.
  - Voluntary blood and organ donation camps in collaboration with the Alumnae Association and NGO named Xohai Roktodaan Axom are organised regularly in the campus. Such programmes were given due attention during covid-19 lockdown period to address shortage of blood and plasma among people.
  - Visits from time to time are made to old-age homes, blind schools, orphanages etc. Few orphaned girl students are duly admitted in the college and are continuing their education free of cost.
  - Distribution of food, medicines and other essential commodities including Covid-19 protection kits were foremost important tasks taken up during the covid period.
  - Few faculties of the college prepared Hand Sanitizers for use against Covid-19 pandemic. The staff and NSS volunteers took the initiative of distributing such sanitisers in the adopted villages of the college free of cost.
  - With the objective of providing some relief to stray animals, the faculty members along with few good samaritans took the initiative of feeding stray dogs in Nagaon town during lockdown
  - NSS volunteers with the support of the neighbourhood community carry out regular cleanliness drives under (Swachch Bharat Abhiyan) both within the college campus as well as in the neighbourhood.
  - Plantation Drives and distribution of saplings, Awareness programmes on ban on single use plastics etc. are regularly organised. Awareness on conservation among local community of the historical site of Jongal Bolohu, Nagaon and support for beautification and landscaping of the same in collaboration with members of alumnae association and local voluntary organisations are also held
  - Awareness camp on the detrimental impact of Fluorosis on Health of School Children was organised by the College. The camp helped to create awareness in school going children and training was provided by experts for home based defluoridation techniques
  - College faculty involved rescue and rehabilitation of animals is an extension activity taken up round the years.
  - Awareness campaign on AIDS, negative effects of use of tobacco, dowry etc. are also organised regularly
  - Taekwondo training for self-defence of women and children are other activities that help in holistic development.
- The active involvement of the staff and students in the extension activities of the college has brought about tremendous positive impacts on the following:
  - Awareness on various pertinent issues of the society has increased

- 2 units of NSS volunteers have been incorporated
- A new Unit of Youth Red Cross has been introduced
- NSS has adopted more villages under its umbrella
- Employment of pass-out students in social sector has increased
- Students are taking up higher education in courses like MSW

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### **3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies**

**Response:**

The staff and students of Nowgong Girls' College in collaboration with the NCC, NSS units as well as the Extension Activity Cell, Red Ribbon Club are actively involved in a number of extension activities over the years. Such philanthropic activities have been carried out in the community neighbourhood, adopted villages as well as several places of Central Assam and have been lauded and awarded from time to time for such dedicated services to the community at large during the past five years

1. In the year 2017, The Nagaon District administration had presented a Letter of Appreciation to Dr. Smarajit Ojah, Assistant Professor in the Department of Geography for carrying out extensive field work and awareness towards wildlife conservation especially in Barhampur area of Nagaon, Assam. He was lauded by the then District Commissioner on the 71st Independence Day Programme.
2. The Nagaon Quiz Forum appreciated the role of Nowgong Girls' College for organising various quiz programmes of district and state level and encouraging the students to participate in Quiz Competitions in and outside the college campus in collaboration with Nagaon Quiz Forum for the past several years.
3. Navoday Handicrafts and Handloom Development Society appreciated the role of Red Ribbon Club for organising various awareness camps across the district for preventing HIV/AIDS and other sexually transmitted diseases in collaboration with Navoday IT, Nagaon supported by Assam AIDS control Society for bringing about a positive impact on the society
4. Seuj Nagaon, a local NGO lauded the role of the college for making the campus and surroundings clean and green through plantation drives, Swachch Bharat Abhiyan and Awareness Programmes on conservation of nature. They also appreciated the adoption of green protocol by College authority
5. The Bharatiya Janata Party Yuva Morcha, Nagaon district appreciated services rendered by the college for preservation and conservation of nature including rescue rehabilitation of various wild animals and reptiles.
6. Dr. Amiya Patar, Programme Officer, NSS unit received a Letter of Appreciation in the National

Integration Camp, held at Asansol, West Bengal

7. Certificate of Recognition was given to Principal of the College, for the endeavour of the institution in promoting and popularising cultural heritage of Tiwa Community among the various sections of the society by organising cultural shows, exchange programmes etc.
8. Regional Agricultural Research Station Shillongani acknowledged the sincere efforts of NGC in fostering awareness on organic farming by organising workshops in adopted villages
9. Joint Director of Health Services, Nagaon presented a Certificate of Appreciation to NGC for organising health awareness camps in the neighbourhood, prevention and control of covid-19 pandemic and establishing a quarantine centre in the college premises.
10. Xoxai Roktodaan Axom appreciated the role of Red Ribbon Club, NGC for organisiing awareness camps in preventing AIDS and other sexually transmitted diseases in collaboration with B.P. Civil Hospital, Nagaon over the years
11. The Assam College Teachers' Association offered a Letter of Appreciation to NGC towards successfully organising the 66th Annual Conference of Assam College Teachers' Association held in Dec, 2021

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years**

**Response:** 95

**3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
34	26	10	14	11

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.**

**Response:** 23

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## **Criterion 4 - Infrastructure and Learning Resources**

### **4.1 Physical Facilities**

#### **4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution**

**Response:**

#### **Facilities for Academic Transactions**

- The institution has created adequate infrastructure and physical facilities for teaching-learning in terms of classrooms, laboratories, audio-video aids, library resources.
- All classrooms and laboratories are ICT enabled.
- A sufficient number of classrooms are equipped with information and communication technology amenities such as smart boards and LCD panels.
- For the purpose of teaching and learning, LCD projectors, laptops, and desktop computers are all available.
- Academic lectures and classes facilitated by information and communication technology are also held in the Conference Hall and the Digital Seminar Hall.
- The language lab, computer laboratory, and other departmental facilities are all equipped with cutting-edge technology.
- The campus is wi-fi enabled.
- One leased line connection with 50mbps and several broadband connections are available.
- The college website incorporates the provision of online classes, uploading of study materials and e-resources along with class requisition.
- Study materials and question papers are also available in repository ngc.digitallibrary.co.in
- The college library has more than 45000 reading materials including e-resources.
- Virtual and remote access to college e-library is available through the college website and D-Space.
- All the departments have departmental libraries to cater to the needs of students.
- Reprographic facilities are available for students and teachers.
- Hostels provide boarding facility to outstation students.
- Crèche facility is offered to children of employee/student mothers.
- Power backup facility is available in the campus and hostels for uninterrupted teaching-learning process.

#### **Support Services and Facilities**

- The institution has facilities which are maintained and kept open beyond the working hours for students and staff.
- The amphitheatre – *Muktangan* is used for social and cultural programs
- The auditorium is used for lecture programmes, cultural activities, yoga etc.
- Musical instruments, microphones, sound systems, designated practice rooms etc are provided to students involved in cultural activities.
- Provisions for screening of documentaries and movies are present.
- The Indoor Stadium is used by students for various sports such as arm wrestling, badminton, table tennis, chess, carrom, etc.
- The Indoor stadium is also utilized for running various self-defence courses like Taekwondo, etc.

- Facilities for outdoor sports like volleyball, basketball, kabbadi, kho-kho, shot put, javelin throw etc. are available.
- The college has a dedicated Yoga Centre with the required infrastructure and professional yoga instructors are invited on a regular basis.
- The renovated bank of the Kolong River is also used for organisation of sports & cultural activities especially during the college week
- A dedicated Gymnasium with facilities like bench press, plank, cycling, cable cheat flys, skipping, AB roller workout, Cardio excercise, warm up excercise etc are available
- Adequate facilities are made available for NCC & NSS units of the College.
- Dedicated common room facilities for teachers and students are available for refreshment & recreational purposes.
- In-campus Book Store offers books, stationaries and reprographic facilities for staff and students at concessional rates.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### **4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)**

**Response:** 41.99

#### **4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
118.37130	52.84712	43.62317	52.67343	105.78488

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## **4.2 Library as a Learning Resource**

#### **4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library**

**Response:**

- The Mahesh Chandra Dev Goswami Central (MCDG) Library has information resources that includes more than 45,000 books and other reading materials such as Dictionaries, Encyclopaedias, Rachanawali, Books on North-East India, novels, manuscript volumes, journals, periodicals and newspapers, Ph.D Thesis etc.
- It is housed in a spacious 2 storied building with the floor area comprising the circulation section, stack area, teachers' reading room and separate corners for manuscripts and reference collection. The first floor houses the student's reading room and digital corner.
- The digital corner has computer facilities to access the e-resources that include manuscripts, college magazines, question papers, thesis, MRP, college publications, some e-books and e-journals which have been uploaded in the D-space for accessing ([ngc.digitallibrary.co.in](http://ngc.digitallibrary.co.in)).
- The library has KOHA software for data entry of books and it manages the vital library operations such as the circulation, cataloging and OPAC system.
- After the books are procured, they are entered in the accession register, and barcoding of the books is done. D-space, Barcode Reader, Desktops and Scanner are available in the library.
- The library practices open access system and the stack guides assist the users to the source.
- Library orientation and awareness are provided to the users to acquaint them with the library resources and facilities.
- Specialized services offered by the library include Xeroxing service, N-List, and other services through INFLIBNET.
- There is ample scope for the users to air their views through a separate complaint box.
- The library is well organized into various sections such as circulation section, reading area, reprographic section, stack area and digital section.
- The library has an open access Integrated Library Management Software KOHA which manages the vital library operations such as bibliographic information, circulation and OPAC facilities. Before that SOUL software was in use.
- The library is further digitized with barcode facility for ease of operation.
- Further the library is a member of INFLIBNET where e-books, e-journals, Shodh Sindhu and their likes can be browsed through N-List.
- The library has its own Wi-fi facility and the users are greatly benefitted from it.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 4.3 IT Infrastructure

### 4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

#### Response:

- The College is equipped with a sufficient system for enhancing and broadening its information technology infrastructure.
- For the purpose of keeping the hardware and the information technology infrastructure up to date,

specialised technical staff has been hired.

- The College is diligent about keeping all of its electrical appliances and equipment up to date and well maintained.

In order to guarantee sufficient safety on campus, surveillance cameras, solar-powered streetlights, and other security measures are routinely updated and maintained.

- 30 no. of classrooms, Digital Library, Conference Hall, Computational Physics Lab, Geography Cartography Lab are all ICT enabled (possessing Smart Board, Desktop Computer, Projector, Smart TV etc.)
- Smart Boards, Smart Tvs and Projectors are regularly used by the faculty members as a teaching aid .
- The institution promotes minimal use of papers and prioritises electronic communication via mail and watsapp groups etc.
- The Departments employ Google classrooms, Youtube, Google Meet, Zoom, Webex etc. for conducting online classes and sharing lecture notes and other study materials.
- The attenntance of the employees are recorded via biometric scanner
- The library has an open access Integrated Library Management Software KOHA which manages the vital library operations such as bibliographic information, circulation and OPAC facilities.
- The information and communications technology (ICT) facilities used for academic transactions, such as projectors, smart boards, computers, LCD TVs, etc., undergo consistent upgrades.
- It is necessary to perform routine maintenance on components such as cables, modems, wireless routers, and the like in order to guarantee uninterrupted access to the internet via the various leased line and broadband connections.
- It is ensured that the administrative office's appliances and equipment, including computers, laptops, printers, and scanners, undergo routine maintenance and upgrades on a consistent basis.
- The College's mobile apps for android and iOS, in addition to its automation software and other operating system and application software, are routinely updated.
- The website for the college is routinely updated, and new modules that cater to specific needs are occasionally added to the site.
- The college has an up-to-date user friendly online admission portal embeddded in the website.
- All important data of bonafide students are stored digitally
- The college has an outsourced user friendly online feedback mechanism for the students, teachers, alumni and parents to evaluate programmes and course outcomes.
- The institution has created a specialised IT Cell, that cell has the responsibility of overseeing the necessary upgrades and upkeep of the IT facilities, as well as the repairs and maintenance of the various IT facilities that the institution possesses.
- In addition to it, activities like installation and update of antivirus in all desktops and laptops from time to time, formatting of computers in case of corrupt operating systems, replacement of hardware of old computers with new ones are also undertaken on a time to time basis.
- The college hires computer technicians and service providers for any disorder or damage on need basis.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**4.3.2 Student – Computer ratio (Data for the latest completed academic year)****Response:** 18.69**4.3.2.1 Number of computers available for students usage during the latest completed academic year:**

Response: 103

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>

**4.4 Maintenance of Campus Infrastructure****4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)****Response:** 13.8**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
11.79697	15.09520	42.62831	29.73846	23.40747

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## **Criterion 5 - Student Support and Progression**

### **5.1 Student Support**

#### **5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years**

**Response:** 66.41

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1501	1939	779	728	549

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### **5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following**

- 1. Soft skills**
- 2. Language and communication skills**
- 3. Life skills (Yoga, physical fitness, health and hygiene)**
- 4. ICT/computing skills**

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### **5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

**Response:** 99.13

#### **5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2741	1867	1063	885	1648

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### **5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

#### **5.2 Student Progression**

##### **5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Response:** 14.61

##### **5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
84	42	54	51	40

##### **5.2.1.2 Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
411	299	418	362	365

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 71.21

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
12	16	13	05	01

**5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
17	19	16	10	04

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.3 Student Participation and Activities**

**5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years**

**Response:** 7

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at**

*national/international level (award for a team event should be counted as one) year wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	07

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### **5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response:** 1850.6

#### **5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2436	1333	1740	1903	1841

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## **5.4 Alumni Engagement**

#### **5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services**

**Response:**

- There is a registered Alumnae Association of the Institution named **Association for Alumnae, Nowgong Girls' College (AANGC)**.
- The association was formed in the year 2003 with the objective of acting as a platform for connecting all passed-out students of the College.
- Since its inception, it has been effectively achieving its goals and objectives, and it has steadily grown into a full-fledged, registered organization.

- The Contributions & Support Services of AANGC can be categorized under the following heads:
- **Financial Support**
  - AANGC contributed Rs. 2,73,500/- in cash during 2018-19 and Rs.95,000/- during 2020-21.
- **Institution-centric Services**
  - Periodic Health Camp organized for the students of Nowgong Girls' College.
  - Organization of Legal Aid Camp
  - Conduct Cutting & Tailoring courses
  - Installation of Bust of Founder-Principal Sri Mahesh Chandra Dev Goswami
  - Celebration of Centenary of Founder Principal
  - Collaborating in Seminars, Workshops and Webinars etc. like Programme on English Alphabet vs. Assamese Barnamala, Arithmetic and General Knowledge, Workshop on English Grammar Composition, Organisation of Benu Misra Memorial Art Competition, Workshop on Srimanta Sankardev Hazrat Mohammad etc.
  - College Anthem recorded and published on the occasion of the College Foundation Day
  - Management & Running of College-Cafeteria named Swad
  - Donation of Books to Central & Departmental Libraries
  - Periodical interaction program with current students
  - Organization of Cultural Programmes on various occasions especially during College Youth Fest
  - Alumni interaction programs and alumni meets are organized by various departments from time to time
  - Departmental Alumni WhatsApp groups and Facebook pages have been made functional and kept updated
- **Community-centric Services**
  - Organized a webinar on “Adult Immunization” on 8th June 2021 in association with Narayana Health.
  - Donation of books to college and departmental library.
  - Organization of Flood Relief Distribution by supplying food, medicines, clothes, etc. in nearby flood-affected areas
  - Collaborating in Cleanliness Drive programs under Swachch Bharat Abhiyan
  - Undertaking Plantation and Environmental Awareness Programmes in the Community
  - Collaborating during Covid relief activities in Adopted Villages
  - Organization of Health Check-up Camps
  - Collaboration in the organization of Voluntary Blood Donation Programs
  - Collaboration with faculty members in the rescue, treatment, and rehabilitation of wild animals
  - Providing support to faculty members in the feeding of stray animals during the COVID lockdown
  - Working with faculty members to provide food, clothing, and shelter to destitute persons during the COVID lockdown period
  - Assistance to faculty members in terms of media coverage and documentation in various co-curricular, extra-curricular, and extension activities of the institution
  - Assistance to the institution in organizing voluntary blood donation camps, especially during the COVID lockdown period
  - Support in organizing Covid Awareness Programme

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## **Criterion 6 - Governance, Leadership and Management**

### **6.1 Institutional Vision and Leadership**

**6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance**

#### **Response:**

- Nowgong Girls' College is one of the pioneer institutions in girls' education in the Nagaon District, serving girl students of the State of Assam as well as the North East region since 1962.
- The student community of the college mostly belongs to different socio-economic background, having different intellectual, social and cultural values.
- The college is affiliated to Gauhati University and is included under Section 2 (f) of the UGC Act, 1956.
- The college owes its existence to the inspired pioneering works and foresightedness of its prime mover and guiding spirit of Late Mahesh Chandra Dev Goswami, the founder Principal and eminent educationist of Assam. Since its inception the college has flourished under the able guidance and leadership of a number of eminent academicians and administrators as Principals such as Dr. Ratna Kanta Baruah (1982-84), Sri Bimal Kumar Bora (1984-97), Sri Apurba Sarma (1997-2002) and Dr. Ajanta Dutta Bordoloi (2004-2015). At present, Dr. Balin Kumar Bhuyan is the Principal of the college.

#### **Our Vision:**

- The vision of the institution is to transform it from a mere girls' institution of higher education to a centre of excellence for women for their all round development contributing towards the nation building process.
- It aims at imparting value and skill based, knowledge- oriented education aspiring to make the students worthy citizens of the nation.

#### **Our Mission:**

To realize its long-term vision the institute endeavors to take up the following missionary initiatives to:

- Provide access of higher education to girls
- Empower girls economically, socially and politically
- Nurture girls to enable them to become worthy citizens
- Foster human values in the girl students
  
  
- The College with a dedicated teaching faculty and an efficient administrative staff makes sincere attempt to prepare the students for a good career to enable them to face the realities of life and help them build sound character and personality to become responsible citizens.
- It promotes friendship, understanding and a sense of belonging among the students coming from different ethnic, linguistic and religious backgrounds and fosters family feeling.

- The College offers ample opportunity to the students to develop their finer potentialities in art, culture and literature through competition and participation in various events throughout the year. The idea in all these is to imbibe in the students the spirit of moving relentlessly ahead, as reflected in the great teaching from the Upanishad *Charaiveti, Charaiveti*.
- With a promising vision of turning Nowgong Girls' College into a centre of excellence for girls, the college authority, faculty members and the students take a solemn pledge to make sincere and sustained endeavours to realise this vision into reality.
- When the girls of the society come forward and utilise their fullest potentialities, the society and the nation would prosper immensely in the right direction.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

#### Response:

- The Governing Body is the apex decision making body and its members are appointed as per government guidelines
- The College administration is headed by the Principal.
- The IQAC works closely with the Principal and other organs of the institution to ensure smooth functioning of the College
- The Academic Council is responsible for ensuring ideal academic environment and progress
- Policy matters and decisions are communicated to the faculty members through the Academic Council, departmental heads and the IQAC
- The services of the employees are regulated as per the Assam College Employees (Provincialisation) Act, 2005, Assam College Employees (Provincialisation) Rules, 2010, Assam Services (Discipline & Appeal) Rules, 1964 & Assam Civil Services Conduct Rules 1965.
- The institution follows all applicable rules, regulations & guidelines as notified by the UGC & DHE (Government of Assam)
- All recruitments are made as per applicable rules & regulations
- Promotion of the teaching staff is accorded as per the rules of the Government under Career Advancement Scheme (CAS) and promotion of the non-teaching staff are accorded as per vacancy and seniority.
- The college has all necessary statutory and non-statutory committees and cells to look after various activities and implementation of budgeting, different rules, regulations, policies etc.
- The institution has prepared Vision 2030 for further progress of the institution.
- In accordance with the perspective plan for future development, as mentioned in the recommendations of the Peer Team Report on Institutional Accreditation of Nowgong Girls'

College (NGC), 2015, science stream at degree level and was introduced from the 2018-19 onwards.

- Strategic Plan is prepared and implemented accordingly in order to ensure smooth functioning and to ensure quality enhancement and improvement in overall academic environment.
- The Institutional Policy Document incorporates policies related to various aspects
- A number of add-on courses were introduced while previously run courses were rationalized for the benefit of the students. These courses were conducted in online mode during the lockdown period.
  
- Most of the new faculty positions in the science departments and vacant staff positions in existing departments were filled up through appointment of permanent and contractual teachers
- The online teaching & learning system was strengthened to cope with the COVID lockdown challenges.
- Financial and other support was extended to teachers and students for undertaking research works, field visits etc.
- Notification, constitution and functioning of various Statutory Committees & Cell and other non-statutory bodies of the institution is done as per the policy document and relevant government guidelines
- The IQAC continuously works for enhancement of academic matters of the institution under supervision of the Principal & GB and in collaboration with various other organs of the institution
- The administration ensured effective infrastructural augmentation aided by government and own funds

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.2.2 Implementation of e-governance in areas of operation

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

**Response:**

- The performance of the teaching and non-teaching staff is linked with the satisfactory environment in which they are designed to work.
- The college aids in procuring different types of loans to its teaching and non-teaching staff from banks.
- “Teachers finance cum scholarship fund”: This is a corpus fund maintained with the contribution of the teaching and non-teaching staff for providing financial help to faculties, employees and the students who are in financial need.
- “Prerona”: It is a self-generated fund of a group of teachers to help the needy students in time of admission, form fill up, purchase of books etc.
- Need based loan for teaching and non-Teaching staff with a lower rate of interest is provided by “Teachers cum Employees Self Help Group”.
- Fundraising drive is carried out for any unforeseen calamity such as during covid-19 pandemic, flood relief materials for the victims of nearby area, contribution of one day’s salary of the teaching and non-teaching staff to Chief Minister’s Corona Relief Fund, etc.
- Group insurance scheme is introduced for the staff by college
- Deputation of faculties and staff for competence building programmes/ FDP.
- The college also recognises the diligence and sincerity of its teaching and non teaching staff by awarding them.
- The college arranges free health check-up camps by inviting the best physician of the city to ensure a healthy working spirit.
- The college arranges free Blood Donation Camp where teachers, employees and students donate blood wilfully.
- Covid booster jabs were given to all employees free of cost in the campus.
- The employees can avail the following kinds of leave during their service period.:Casual Leave, Restricted Leave, Earned Leave,,Maternity Leave, Child Care Leave, Study Leave,Duty leave etc.
- An effective performance management system plays a crucial role in managing the organisation in an efficient manner. In line with this, the college is following the Performance Based Appraisal System (PBAS). The performances are classified into three categories (i) Teaching, Learning and Evaluation (ii) Co-Curricular, Extension and Professional Development (iii) Research Publications and Academic Contributions. Different weightages are assigned to these categories called Academic Performance Indices (API).
- At the end of each academic year, data pertaining to the above categories are collected from each faculty member in the proforma as per Gauhati University guidelines. API scores are calculated for each of the three categories. All teachers fill a comprehensive Self-Assessment Performa at the time of their promotion.
- The departments, different cells and committees are provided with an activity record book where activities are recorded on a regular basis.
- Feedback forms are issued to the students, alumni and parents to initiate action for all round development.
- Every non-teaching staff has an Annual Confidential Report. This report evaluates the employee's character, behaviour, and relationships with authority, co-workers, office staff, and pupils. This secret assessment also considers punctuality, general intelligence, etc. Seniority determines non-teaching staff promotion. If an employee doesn't get promoted and stays in the same position for 10 years, the government's "Time-scale" increases his allowance, grade pay, and other perks following DHE approval.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 3.51

**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
5	0	0	6	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

**Response:** 58.84

**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
50	53	50	32	28

**6.3.3.2 Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	26	23	0	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

**6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

**Response:**

- The College submits various proposals to meet the requirements of funds for construction, upgradation, renovation and repairing of classroom, office, library, hostel, common rooms and other basic infrastructure, requesting financial help from UGC, RUSA, State Government and other organization.
- The teaching staff submits individual or joint research proposals to different funding agencies like UGC, DST, DBT, ICSSR, ICHR, ICPR etc.
- Special grants have been received by the institution from State Government from time to time.
- Infrastructural funds have been received from RUSA , Girls' Common Room Fund, Laboratory Infrastructure and Equipment Grant for newly opened science streams from the Directorate of Higher Education (Govt. of Assam), Sports Infrastructure Equipment Grant from MHRD, Award Funds such as Rekha Dasgupta Merit Award, Meghnath Paul Award, Bhanu Padmapati Award etc., from individuals, Seminar Fund from UGC, ICSSR, MHRD, Funds for Major Projects from SERB (Science and Engineering Research Board).
- Different financial grants and aid received are utilized according to the proposal and instruction of the funding agency and utilization reports are submitted by the institution on time to the respective agencies.
- The college also generates funds by introducing Self Financing Courses, students' admission, sale of prospectus, hostel fee, KKHSOU study centre
- Rent received from Post Office, Indoor Stadium, Auditorium, Conference Hall, Computer Centre etc.
- Conduct of examinations for government departments and other external agencies
- Institution mobilizes fund from the collection of donations from the staff members to create welfare fund to help needy and economically backward student.
- Major portion of internally generated fund for payment of salary to contractual, part-time and guest teachers and other non-teaching staff.
- NCC cadets receive Refreshment and Washing Allowances, NSS volunteers received an amount of Rs.1,29,500/- over the past five years, Green Corps received Rs.5000 annually since 2019 , Red Ribbon Club received Rs. 36,000/- for conduct of its activities.
- The college has future strategies for mobilisation of funds from Vermicomposting, Fishery, Mushroom Cultivation, Teak and Agar plantation, Kitchen Garde
- The institution follows a transparent and well established mechanism of financial management.

- Governing Body monitors utilisation of funds and ensures optimal use of available financial resources.
- Regular internal and external financial audits are conducted.
- External Audit is done by the Auditor General of Assam, through the office of Director of Higher Education of Assam.
- External auditors are appointed by the State Government and such audits are done in-situ.
- Internal Audit is done at the end of every financial year through a College appointed Chartered Accountant
- Auditors cross verify the collection of fees with all income sources, including course & hostel admissions.
- Voucher-based payments are verified based on supporting documents and bank reconciliation statements
- Subsequently, related bank transactions are checked and verified
- Any form of discrepancy is discussed with the management.
- All financial transactions are accounted for based on financial statements like cash books, balance-sheets and Income and expenditure accounts for the financial year.
- Such financial statements are signed and approved by Auditor and College management.
- Based on the audited financial statements, auditor issues the Annual Audit Report.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

**Response:**

The IQAC of the College works for ensuring quality assurance through the following strategies-

- Organisation of orientation programmes on online teaching & learning for teachers and students especially during COVID-19 pandemic
- Arrangement of training sessions for non-teaching staff on ICT and e-office management
- Organisation of collaborative seminars/webinars, workshops, lecture programmes etc.
- Introduction of e-modules in the College website for uploading of study materials, assignments, online examination, etc.
- Signing of MOUs and establishment of Linkages with several institutions and organisations to promote faculty/student exchange, research, co-curricular& extra-curricular activities etc.
- Conduct of collection and analysis of feedback from various stakeholders.
- Initiation of online feedback system to complement the existing offline mode

- Conduct of online admissions
- Conduct of competitive examination coaching, counselling sessions etc.
- Regular submission of data for All India Survey of Higher Education (AISHE).
- Acquisition & renewal of ISO certification as a part of its quality improvement initiative.
- Ensuring efficiency in audit practices and enhanced automation of financial system.
- Facilitation of conduct of Academic and Administrative Audit in order to ensure a healthy academic & administrative environment.
- Necessary steps to ensure conduct of Green, energy, environment audit.
- Activities to promote gender awareness, preparation and implementation of gender sensitization action plan and promotion of gender equity and empowerment.
- Awareness camps on promotion of healthy lifestyle during pandemic
- Lockdown-period community service involving students, alumnae and college staff like Relief distribution, conduct of blood donation camps, feeding of stray animals, supporting destitute etc.
- Upgradation & maintenance of existing infrastructure & addition of new infrastructure.
- Enhancement of academic facilities by introducing Science stream as well as Post-Graduation programme in Geography.
- Addition of reading materials in Central and departmental libraries.
- Ensuring smooth transition from earlier CBSS mode of course transaction to the CBCS mode
- Academic audit is carried out on the initiative of IQAC. While internal audit is conducted by a team of senior teachers, external academic audit is done through external experts.
- Teachers' diary & log books are maintained at departmental levels and monitored by the Head of the Departments.
- The IQAC and Vice Principal monitor the overall academic transaction under the supervision of the Principal.
- The Academic Council periodically meets to addresses issues related to academic matters.
- IQAC oversees the planning and execution of quality improvement initiatives and activities.
- Collection and analysis of feedback from Students, Non-teaching Staff, Teachers, Alumnae & Parents.
- Conduct of orientation programme for new faculty members & newly admitted students.
- Facilitating the use and upgradation & maintenance of various ICT and other academic infrastructure.
- Monitoring the overall attendance of students and facilitation of online attendance system through the College app as well as addressing the issue of shortage of attendance of students in collaboration with the departmental teachers, mentors & parents.
- The IQAC periodically reviews the existing policies, plans, rules, regulations & guidelines of the Institution and ensures compliance to the same as well as upgrade them as and when deemed necessary.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
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**6.5.2 Quality assurance initiatives of the institution include:**

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2. Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3. Participation in NIRF**
- 4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## **Criterion 7 - Institutional Values and Best Practices**

### **7.1 Institutional Values and Social Responsibilities**

#### **7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years**

##### **Response:**

The institution initiated the following measures for promotion of gender equity -

- College has maintained gender-neutral policy in appointment of both teaching and non-teaching staff
- Gender Sensitization programmes, awareness rallies, talks were conducted over the last five years
- College has taken steps for counselling of students on gender issues. Gender orientation programmes are organized regularly to address issues like gender, women concern, safety and security, mental health, wellbeing etc.
- Gender related crosscutting issues are incorporated in the curriculum. Many add-on courses also promote gender equity.
- Annual Gender Sensitisation Action Plan was prepared.
- National Girl Child Day, International Women's Day etc. were observed
- Campus security is ensured through CCTV cameras, security guards ,proper boundary walls etc.
- Lectures on women safety, rights and training programs related to self-defence are conducted.
- Two hostels offer boarding facility to 210 students.
- Statutory bodies like Anti-Harassment Committee, Anti-Ragging Cell, Minority Cell, Committee against Caste Based Discrimination etc. function to ensure compliance to the guidelines within the Institution
- The college helps its students to get benefit of various scholarships.
- The Alumnae-run College cafeteria offers hygienic and healthy dining facilities.
- ICGC offers career counselling and conducts relevant programmes.
- Psychological counselling & health camps are conducted for students
- Toilet facilities, Common rooms, gymnasium etc. are available for students
- College has ensured availability of basic facilities for all female stakeholders. It has a Girls' Common Room and a Women Cell Office well equipped with furniture and washroom
- Sanitary napkin vending machines and incinerators are installed in the campus & hostels.
- Crèche facility is available in the campus
- Poor & meritorious students are offered scholarships and freeships
- Programmes related to ensuring gender equity is taken up in the adopted village
  
- Observance of Days of National Importance include the following:
  - National Girl Child Day
  - National Voters' Day
  - Republic Day
  - Independence Day
  - RashtriyaEkta Divas
  - Constitution Day
  - Hindi Divas

- Sanskrit Divas
- National Voluntary Blood Donation Day
- Gandhi Jayanti
- Swacchata Divas
- Sudhakantha Divas
- Wildlife Week
- National Science Day
- Rabindra Jayanti
- NSS Day
- Teachers' Day etc.
- Celebration of Days of International Importance include the following:
  - International Women's Day
  - World Environment Day
  - International Yoga Day
  - Earth Day
  - World Nature Conservation Day
  - World No Tobacco Day
  - World Mental Health Day
  - International Youth Day
  - International Mother Language Day
  - World Blood Donors' Day
  - International Human Rights Day
  - World Literacy Day
  - World Photography Day
  - International Rhino Day
  - World Wetland Day
  - World Wildlife Day
  - World Water Day
  - GIS Day
  - International Day for Biological Diversity
- Celebration of Days of Local Importance include the following:
  - College Youth Festival
  - Saraswati Puja
  - Tithi of Sankardeva
  - Silpi Divas
  - College Foundation Day
- A week-long 'SCIFIESTA' is organised to commemorate the celebration of National Science Day.
- The NGC Green Hero is awarded to grassroots level environmental and conservationists on the occasion of World Environment Day

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**7.1.2 The Institution has facilities and initiatives for**

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

**Response:** A. 4 or All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

**7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

- 1. Green audit / Environment audit**
- 2. Energy audit**
- 3. Clean and green campus initiatives**
- 4. Beyond the campus environmental promotion activities**

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

**7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

- During admission procedure special care is taken for earmarked seats of each category such as ST, SC and OBC.
- There are also seats reserved for culture, sports and NCC
- Deserving students are enrolled under various government schemes and provided with scholarships & assistance from student aid fund
- Important events, festivals, dates are celebrated to inculcate the values of tolerance, harmony etc.
- Regular visit is undertaken to the adopted villages of the college, Old Age Homes, Blind Schools and orphanages
- Annual College Youth Festival includes literary, sports and cultural activities
- The institution celebrates the ethos of unity in diversity and composite nature of the society.
- Representatives of NGCSU & Teachers' unit are elected through democratic process.
- Students are encouraged to become volunteers with NCC, NSS etc. and participate in related activities

- Additional unit of NSS was introduced in the Institution owing to overwhelming response of students towards NSS activities
- Students are encouraged to select inclusiveness related topics as field & project works.
- Necessary facilities for Divyangan students are provided
- Students' representatives are included in various cells, bodies and committees
- Issues pertaining to inclusiveness is incorporated into syllabi of UG, PG and add-on courses
- Facilities of the institution are provided free of cost to various government agencies and other organisations working on inclusive issues
- The institution takes various steps for promotion of constitutional obligations among the stakeholders.
- Important national days like Republic Day, Independence Day, RastriyaEkta Divas, Teacher's Day, Constitution Day, and National Voters' Day are regularly celebrated by the institution.
- Programmes like talks, awareness rallies, plantation drives, Swachch Bharat Abhiyan etc. are organised involving the students, teachers, non-teaching staff and other stakeholders
- Events promoting constitutional values and responsibilities are also conducted through NSS and NCC.
- Syllabi of many regular and add-on courses include human values, rights, duties and responsibilities.
- Beyond campus SwachchtaAbhiyan, plantation drives are organised involving local community as a part of Institutional Social Responsibility.
- Students are encouraged to select topics of field work and projects related to constitutional obligations.
- Environmental Studies is compulsory for UG students.
- Teachers and non-teaching staff are involved in conduct of the election process, Gunotsav and NRC in different capacities.
- Election to the NGCSU is conducted democratically involving all students.
- Many activities during College Youth Festival are aimed at sensitization towards constitutional obligations.
- Dedicated RTI cell headed by a Public Information Officer exists in the college to address public queries
- Extension activities are carried out on issues included in the Fundamental Duties and DPSPs of the Constitution of India
- Programmes showcasing cultural diversity and traditional aspects to highlight cultural diversity
- Ek Bharat Shreshta Bharat, Fit India Movement, Har GharTiranga are other events taken up by the administration
- Road Safety Awareness Committee has been constituted to aware the staff and students on various road safety measures.
- Extension and Outreach Cell is a dedicated committee of the college for efficiently carrying out a no. of initiatives for providing an inclusive environment, and sensitisation of students and employees to various issues and obligations.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

**Response:**

#### Best Practice 1

**Title: Involvement of Students in Community Welfare Activities through NSS**

**Objectives:**

- To identify the needs and problems of the community by engaging the students as NSS volunteers
- To arouse the social conscience of the students, and to provide them an opportunity to work with the people

**The Context:** A volunteer in the NSS is expected to maintain regular contact with the community. To ensure that NSS programmes are carried out effectively, it is essential to choose at least one village in the surrounding area rather than fritter away energy in a no. of locations. The successful utilisation of the village's resources and the accurate planning of future development can be greatly aided by the accurate identification of both the issues and the opportunities that exist within the adopted village.

**Practice:** Nowgong Girls' College has an effervescent NSS unit which is a platform for interested students to partake in social work apart from their regular classes. Volunteers extend their services to the neighbourhood community and society, by providing different kinds of services like awareness drives on domestic violence, evil effects of tobacco, AIDS awareness, ban on single use plastics, swachhta abhiyan etc. Extensive support was provided to people affected by the devastating floods in Nagaon from time to time. Voluntary blood donation camps in collaboration with Red Ribbon Club are organised. Regular visits are made to old-age homes, blind schools, orphanages etc. Distribution of food, medicines and other essential commodities including Covid-19 protection kits were foremost important tasks taken up during COVID period. Hand Sanitizers prepared for use against Covid-19 pandemic and distributed in the adopted villages free of cost. Regular cleanliness drives are held both within the college campus and the neighbourhood. Awareness on conservation among local community of historical site of Jongal Bolohu, support for beautification and landscaping is an initiative taken up by the NSS since the last three years. Health, hygiene-related seminars, visit to blind schools, orphanages, old age homes, extending support to the needy and deprived street children, supplying relief materials during earthquakes, etc. are other initiatives of the NSS that deserve special mention. They also disseminate information about various government schemes in the adopted villages

**Evidence of Success:**

- There is a growing interest among the girl students towards joining NSS. Two units of NSS volunteers with 200 total volunteers have been incorporated at present. This is a rare achievement for a girls' college like ours.
- Significant change is seen among volunteers with respect to their personality development, civic responsibility, volunteerism.
- Tremendous benefit on target community through welfare measures, awareness programmes about

- various plans and policies of the government
- Positive behavioural change is seen amongst the target community.

**Problems Encountered:** Convincing the villagers towards the implementation of new schemes and programmes is a problem encountered. Adult population of the villages is found to take least interest in such programmes. Finance and equipment is a hurdle at times as they receive a meagre grant. Few other limitations include issues of management, timely training, limited resources etc. Pre-planning, pre-awareness about the NSS camp before visiting the camp is of utmost need.

## BEST PRACTICE 2

### Title: Dedication towards Green Initiatives both on and off campus and Constitution of the ‘Green Hero Award’

**Goal:** Nowgong Girls’ College is committed to conserve and protect the environment through its dedicated service in green initiatives and constitution of “Green Hero Award” annually.

- It constantly endeavours to maintain an eco-friendly campus and inculcate the idea of sustainable development in the young minds and train them towards maintenance of resources for a safe and healthy environment
- To recognise the contribution of individuals towards conservation and protection of environment and biodiversity at the grass root level

#### The context:

In the recent times all sectors are working to integrate green initiatives into their operations. Green initiatives aim to preserve and improve the environment by leveraging sustainable, eco-friendly, and environmentally safe practices and alternatives. With this objective in mind, Nowgong Girls’ College plans and executes its green initiatives efficiently.

Secondly, many unknown faces are working selflessly towards environmental conservation at the grassroots. It becomes the duties and responsibilities of the society to accord due recognition to such anonymous workers.

#### Practice: Green Campus initiatives of the College include:

- Ban on single use plastics
- Promote clean-up and plantation drives
- Segregate biodegradable and non-biodegradable and hazardous waste
- Scientific treatment of chemical waste
- Promote rain water harvesting and recycling of waste water
- Promoting E-governance and ICT as eco-friendly initiatives
- Formulation of the Green Protocol and conduct of Green energy audit etc.

Off campus green initiatives by the college include:

- NSS volunteers carry out regular cleanliness drives under Swachch Bharat Abhiyan both within

the college campus and the neighbourhood.

- Plantation Drives, distribution of saplings, programmes on ban on single use plastics etc. are regularly organised in collaboration with Nagaon Municipal Board
- Awareness on conservation of the historical site of Jongal Bolohu, Nagaon and support for maintenance, beautification and landscaping of the same in collaboration with members of alumnae association and local voluntary organisations has been carried out by the NSS volunteers since the past three years.
- On World Environment Day, lecture programmes, art competitions, plantation drives are organised not only in college but also in nearby schools.

The ‘Green Hero Award’ is conferred annually on the occasion of the World Environment Day to recognise the contribution of grassroots level conservationists. The first Award was conferred upon Sri Gobinda Kakati, casual employee of the forest department in 2018. In 2019, Sri Pranab Jyoti Baruah, Forest Guard of Kaziranga Tiger Reserve, in 2021 Suranjan Debnath, Conservationist and Animal Rescuer and in 2022, Sri Prasanta Kumar Bordoloi, Conservationist and Wildlife Filmmaker were conferred upon with the “Green Hero Award.

**Evidence of success-** The green initiatives as well as the conferment of the Green Hero Award has received praise from the various stakeholders of the College including the past and present teachers, students, alumnae, media, and forest department. Local and state level audio and visual media accorded wide coverage to our initiatives

**Problem encountered-** None

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

**Response:**

- Nowgong Girls’ College is a pioneer institution of Women Education in Central Assam.
- Since its inception in 1962, the College has been rendering yeomen service to the society through its tireless efforts of educating the girls.
- The Institution made a modest beginning with 64 students and originally offered programmes only under the arts stream.
- Over the years, it has evolved into a premiere institution having 14 departments. In 2018, science

stream was introduced on self-financing mode and the same was provincialized by the Government of Assam in the year 2020.

- At present, the College has 18 departments under both arts and science streams with a total enrollment of more than 2000 students. Four B. Voc courses proposed by the College were approved by the UGC under NSQF in 2020.
- The college offers undergraduate and postgraduate programmes under both science and arts streams and higher secondary (10+) programme only under arts stream. Post-graduate programmes in Assamese and Geography were introduced in 2014 and 2020 respectively.
- Nowgong Girls' College was founded by many eminent personalities with a dream to herald in a society in which women would enjoy equal opportunity with men in professional and public fields.
- In this, they were ably supported by the founding faculty who were highly educated and independent minded with a deep concern for quality of education they imparted.
- They were also driven by the spirit of empowering women through quality education. As early pioneers, they worked with single-minded devotion in setting the traditions and conventions of the Institution.
- These attributes of total dedication have contributed in a large measure to the position of distinction occupied by the College today.

Over six decades of its existence, the College has grown from strength to strength, continuing to provide an atmosphere of high academic excellence and rich cultural activities to its girl students. It is thus through the vision and mission of these founders that the college has established itself as a premiere institution of higher learning.

## **VISION**

To be a Centre Of Excellence for Women Education

## **MISSION**

To provide higher education to girls.

To empower girls economically, socially, politically and psychologically.

To nurture and create women to be world citizens.

To foster nexus of human values.

- The journey of this institute began at an era in which the majority of women in the society were denied their legal rights to an education due to the prevalence of patriarchal and traditional values.
- The majority of the students that attend the college hail from the districts of Nagaon, Karbi Anglong, Dima Hasao, Hojai, and Morigaon, amongst others. The institution serves their educational needs.
- The student catchment area is primarily located in an area that is not very developed. The female students that come from these areas are the first generation of learners in their families.
- Education of girls is a problem in these socially and economically deprived districts, and Nowgong Girls' College has been doing its utmost to provide education of the highest calibre for these young women.
- A significant portion of the institution's student body is comprised of members of socially and economically disadvantaged sections of the community, including members of SC, ST, OBC, and Minority Communities.
- The teaching and learning process is made much more difficult when there are a significant

percentage of pupils present who come from socially and economically disadvantaged groups.

- We, here at Nowgong Girls' College, are able to rise to the occasion by maintaining a strong sense of determination and adopting a constructive attitude.
- Every effort is being made to make the teaching and learning process more productive, to ensure the students' holistic development, and to give them greater agency.
- Advancing women's equality through the medium of education has been the driving force behind our organisation, and we are committed to maintaining our march toward the pinnacle of academic achievement.
- Students who choose to attend Nowgong Girls' College are presented with a variety of opportunities to appreciate, learn about, and investigate the campus's picturesque setting on the bank of the ancient Kolong River.
- An atmosphere conducive to academic pursuit and overall development on all fronts is provided for the students by the institution's gorgeous campus, which is set in a location apart from the noise and activity of the city.

<b>File Description</b>	<b>Document</b>
Appropriate web in the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

- Completion of sixty years of existence in 2022.
- Introduction of PG Assamese in 2013.
- Introduction of Science stream in 2018.
- Provincialisation of Science stream by Government of Assam in 2020.
- PG in Geography introduced in 2020.
- Majority of the students belonging to disadvantaged groups of the society like SC, ST, OBC, minority and economically backward section of the society.
- Promotion of social values and service to the society through NSS, NCC, Youth Red Cross, Red Ribbon Club and various other cells and departments.
- Green initiatives like adoption of Green Protocol, conferring Green Hero Award, plantation and swachhta drives both inside and beyond campus.
- Involvement of students in flood relief, blood donation, plantation drives, swachhta abhiyans, AIDS awareness etc.

### Concluding Remarks :

Nowgong Girls' College, established in 1962 has completed sixty years of glorious existence in its service to the society. It has been working relentlessly for women empowerment through promotion of education among this section of the society. Starting its journey as a single stream college, we have come a long way since its inception. Various efforts, activities and initiatives of the institution in its service to the society has been reflected in criterion-wise summary of the SSR. The institution, which is included in Section 2(f) and 12B of the UGC Act, 1956, has developed and upgraded various academic and support facilities for the benefits of the students. Introduction of PG programmes, Science Stream, B Voc programmes, add on courses reflect its attempt for continuous improvement. Though the COVID-19 pandemic has bearing on teaching-learning process world-wide, attempt was made by the institution even during pandemic period to ensure continuous learning through virtual mode. New features were added to the institutional website with various facilities in the greater interest of the students. The institution always provides the opportunity to the students to be at their best self and be responsible citizens of the country. Allround and inclusive development of the students is the prime focus of the institution.