

ANNUAL QUALITY ASSURANCE REPORT

(2017-18)

**SUBMITTED
TO
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL (NAAC)
BANGALORE – 560072
on
29-12-2018**



**SUBMITTED
BY
INTERNAL QUALITY ASSURANCE CELL
NOWGONG GIRLS' COLLEGE
P.O. – HAIBARGAON
DISTRICT – NAGAON, ASSAM. PIN – 782002
TRACK ID – ASCOGN11949
EC NO.- EC(SC)/06/RAR/070 DATED 1ST MAY 2015
Email: ngcprincipal2@gmail.com**

The Annual Quality Assurance Report (AQAR) of the IQAC
Nowgong Girls' College
Nagaon, Assam

Period: 2017-18

Part – A

I. Details of the Institution

1.1 Name of the Institution

NOWGONG GIRLS' COLLEGE

1.2 Address Line 1

P.O. - Haibargaon

Address Line 2

North Haibargaon

City/Town

Nagaon

State

Assam

Pin Code

782002

Institution e-mail address

ngcprincipal2@gmail.com

Contact Nos.

9435063617

Name of the Head of the Institution:

Dr. Balin Kumar Bhuyan

Tel. No. with STD Code:

(03672) 220667

Mobile:

9435063617

Name of the IQAC Co-ordinator:

Ranjit Barua

Mobile:

9435062675

IQAC e-mail address:

iqac.ngc62@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

ASCOGN11949

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC(SC)/06/RAR/070 dated 1 May 2015

1.5 Website address:

www.nowgonggirlscollege.edu.in

Web-link of the AQAR:

www.nowgonggirlscollege.edu.in/aqar

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	79.00	2004	Nov 4 2004 – Nov 3 2009
2	2 nd Cycle	A	3.01	2015	May 1 2015 – April 30 2020
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

09/12/2003

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- AQAR 2015-16 submitted to NAAC on 29-12-2018
- AQAR 2016-17 submitted to NAAC on 29-12-2018

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous College of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☐ Men ☐ Women ☒

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) Study Centre, Krishna Kanta Handique State Open University (KKHSOU)

1.12 Name of the Affiliating University (for the Colleges)

Gauhati University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

-

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Theme

- Workshop on floods and mitigation strategies with special reference to the Brahmaputra Valley was conducted in association with Aaranyak on 5-8-2018
- Two days workshop on proof reading and editing was conducted by the Department of Assamese on 10-08-2017 & 11-08-2017
- UGC Sponsored National Seminar on Swami Vivekananda was conducted by the Department of Bengali on 7-09-2017 & 8-09-2017
- Green Oscar Awardee Dr. Purnima Devi Barman conducted a Workshop on Conservation of Greater Adjutant Storks on 12-09-2017
- Director, Higher Education conducted a seminar on Higher Education: Issues and Challenges on 6-12-2017
- Seminar on Contemporary Literature was organised on 2-2-2018 in collaboration with the Assam Publication Board, Guwahati
- Seminar on 'Right to Health as Fundamental Right' was organised on 3-02-2018 in association with the Department of Journalism and Mass Communication, Gauhati University
- Workshop on Drama was conducted by the Department of English on 09-02-2018
- Three day workshop on 'Epic Theatre' was organised by the Department of Assamese on 26-02-2018, 27-02-2018 & 28-02-2018
- Seminar on GIS & Remote Sensing was conducted by the Department of Geography in collaboration with the IQAC on 03-03-2018
- UGC Sponsored National Seminar on Migration and Demographic Transformation was conducted by the Department of Political Science on 15-03-2018 & 16-03-2018
- Workshop on English speaking and writing skills was organised by the Department of English on 10-04-2018
- Workshop on 'Preparation for NET & SET Examination' was conducted by the Department of Assamese on 19-04-2018
- Seminar on 'Revised Guidelines of NAAC' was organised by the IQAC on 23-06-2018
- Seminar on Career Planning and Entrepreneurship was conducted by the IQAC on 10-02-2018
- Workshop on Career Counselling was organised in collaboration with National Career Service on 14-10-2018

2.14 Significant Activities and contributions made by IQAC

- Admission process for B.Sc. 1st semester classes initiated
- Infrastructural requirements for science classes and laboratories were completed
- Five seminars and five workshops were organised
- Initiation of Green Hero Award for conservation and protection of the environment
- Implementation of institutional social responsibility by providing relief to flood affected people by the college fraternity
- Sensitizing the students and faculty members to ecological and environmental issues, and encouraging them to participate in the Clean & Green Campus initiative
- Preparation of College Prospectus, Academic Calendar, Class Routine, College Examination, Admission Process, Student Feedback, Student Facilities
- Promotion of ICT among the College fraternity
- Coordinating with various Cells and Committees of the College to ensure fulfilment of their targets

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To organise seminars / workshops	<ul style="list-style-type: none">• Eight workshops were conducted• Eight seminars, including two UGC sponsored national seminars were organised
To facilitate functioning of the newly introduced science stream	<ul style="list-style-type: none">• Ensuring publicity for the newly introduced science stream• Facilitating the admission process for B.Sc. 1st semester students• Creation of classroom and laboratory infrastructure for Physics, Chemistry, Botany and Zoology departments and augmentation of the existing Mathematics and Statistics departments• Purchase of laboratory equipment for the science departments
To strengthen counselling and career opportunities for students	<ul style="list-style-type: none">• Conduct of orientation programmes for degree and post graduate final semester students on future educational and career opportunities• Organised on and off campus placement services
To update equipment of existing laboratories	<ul style="list-style-type: none">• Purchase of laboratory equipment for the Education and Geography departments
To provide modern infrastructure to the Post Office	<ul style="list-style-type: none">• Shifting of post office to the renovated old teachers' common room

To streamline the electoral process and functioning of the students' union	<ul style="list-style-type: none"> • Redrafting of the Nowgong Girls' College Students' Union constitution and adoption of the same in a stakeholder meeting
To enhance hostel infrastructure	<ul style="list-style-type: none"> • Renovation of Kitchen facilities, washrooms, toilets, warden's quarter, septic tank and drainage system
To take up measures for improvement of health and hygiene	<ul style="list-style-type: none"> • Installation of sanitary napkin incinerator in the hostel premises • Awareness programme on mental health, internet addiction was conducted • Talk on drug addiction and consequences was organised • Health check up programme for students and staff of the College was taken up
To enhance use and availability of ICT facilities	<ul style="list-style-type: none"> • Construction and completion of digital classroom • Repairing of existing ICT infrastructure
To coordinate celebration of Birth Centenary of the founder principal	<ul style="list-style-type: none"> • Publication of two books through the Alumni Association • Unveiling the bust of the founder Principal on 12-9-2017 • Seminar on Life and Works of late Mahesh Chandra Dev Goswami, the founder Principal on 3-12-2017 • As a tribute to the founder Principal, all events and programmes throughout the year were conducted in his name

* Attach the Academic Calendar of the year as Annexure. – **Annexure II**

2.16 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

- The AQAR was verified by the Principal and necessary corrections were incorporated.
- The contents of the AQAR were shared by the Principal and IQAC with the faculty members.
- The Governing Body of the College was apprised by the Principal and IQAC Coordinator regarding the salient points of the AQAR
- Approval was given by the Governing Body of the College for submission to the NAAC

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	1	-	-	-
UG	1	-	-	-
PG Diploma	1	-	1	1
Advanced Diploma	1	-	1	1
Diploma	2	1	2	2
Certificate	4	-	4	4
Others	1	-	-	-
Total	11	1	8	8
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: Core & Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	4
Annual	2

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☒ Parents ☒ Employers ☐ Students ☒

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback in the Annexure: Annexure II*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Science stream in self-financing mode was introduced with both Major and General courses

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	54	22	25	0	0

2.2 No. of permanent faculty with Ph.D.	18
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	-	7	-	-	-	-	9	0	9	7

2.4 No. of Guest and Visiting faculty and Temporary faculty	6	-	9
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	34	-
Presented papers	4	30	-
Resource Persons	1	6	1

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Tutor-Ward system was implemented
- ICT was used in teaching learning process by the faculty members
- Students were encouraged by the departments to participate in group discussions and presentation of papers in seminars
- Course syllabus, reading and study materials were handed out to students at the commencement of each semester
- MCQ test and Open book examination were held by the departments
- Students were taken for field studies and educational tours
- Quiz, debate and literary programmes were conducted by some departments as well as by the various cells and students were encouraged to participate
- Conduct of remedial classes and diagnostic tests for slow learners

2.7 Total No. of actual teaching days during this academic year	185
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, online Multiple Choice Questions)

- MCQ test and Open book examination were conducted
- Students are allowed to check their evaluated answer scripts of in-semester examinations
- Students are provided guidance in the answer-script re-evaluation application process

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

1	-	-
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2.10 Average percentage of attendance of students

84%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	336	-	10	51	21	82
PG (Assamese)	29	-	62	24	0	86

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC keeps record of academic performance of students and teachers and analyses them for further discussion and action
- The Principal and IQAC analyse examination results with departmental heads for identifying necessary corrective measures
- IQAC advises and helps in conducting remedial courses and tutorial classes in particular
- IQAC encourages open book examination and MCQ test
- Some departments organise parent-teacher meet in presence of IQAC members and suggestions for improvement are discussed.
- IQAC encourages and helps the teachers and staff to use ICT in teaching and administrative affairs.
- IQAC promotes the Tutor-Ward system of teaching and learning

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	4

Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others (STC)	6

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	6	-	10
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC encouraged faculty members to take up research projects
- The IQAC encouraged and assisted faculty members to avail of FIP and research leave
- The IQAC worked closely with the Research Cell in various matters related to funded projects of faculty members
- The IQAC encouraged departments to organise seminars and workshops

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	200000	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	1	-
Non-Peer Review Journals	-	15	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range 0 - 4.301 Average 4.301 h-index - Nos. in SCOPUS -

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects				
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	2	3	-	11
Sponsoring agencies	-	UGC	Misc.	-	College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	1	1	-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

2

9

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF -

SRF -

Project Fellows -

Any other -

3.21 No. of students Participated in NSS events:

University level -

State level -

National level -

International level -

3.22 No. of students participated in NCC events:

University level -

State level -

National level 27

International level -

3.23 No. of Awards won in NSS:

University level -

State level -

National level -

International level -

3.24 No. of Awards won in NCC:

University level -

State level -

National level 7

International level -

3.25 No. of Extension activities organized

University forum	-	College forum	11		
NCC	2	NSS	-	Any other	-

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Distribution of relief materials including medicines, baby food, sanitary napkins and clothes to flood affected people through contributions made by students and College staff (15-08-2017)
- The Students' Union donated the money meant for cultural programme to flood relief
- A special programme 'Sparsha' was organised at Barhampur Blind School by Women's Studies Cell on 2-12-2017
- To generate awareness and encourage environmental conservation and protection in the society, 'Green Hero Award' was constituted and conferred to Gobinda Kakati, a casual staff of Forest Department for his exemplary contribution to conservation on 3-6-2018. A short film on him was also released on the occasion.
- 11 days Yoga workshop for healthy and stress free life was conducted for the benefit of local community and college fraternity
- The Women's Studies Cell conducted a general counselling session at the adopted village on 26-5-2018
- Orphanage and Old Age home visits are done twice a year.
- Two awareness programmes were conducted on 5-6-2018 (World Environment Day) in the adopted village and Katahguri LP School, Dharamtul in Morigaon District respectively.
- Faculty members were engaged as coordinators and resource persons in the National Children's Science Congress (NCSC) programmes
- Teachers were engaged as external evaluators in the Gunotsav programme conducted by the Government of Assam
- Teachers were engaged as experts in the NRC update process by District Administration
- One Teacher of the College was nominated as the Honorary Wildlife Warden of Nagaon district by the Government of Assam and he is also serving as a volunteer for the Wildlife Crime Control Bureau, Government of India

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.9 ha	-	-	1.9 ha
Class rooms	34	2	RUSA	36
Laboratories	4	4	RUSA	8
Seminar Halls	1	-	-	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	1	RUSA	1
Value of the equipment purchased during the year (Rs. in Lakhs)	-	4130600	RUSA & UGC	4130600
Others	-	-	-	-

4.2 Computerization of administration and library

- Use of SMS service for passing information to faculty, staff and students by college authorities
- Comprehensive and regular up-date of college website for information dissemination among various stakeholders
- The Library uses SOUL, N-LIST, and OPAC with LAN facilities
- Software training of administrative staff
- Renovation of LAN network and maintenance of existing computers and other ICT equipment

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	39008	4607094	744	182866	39782	4789960
Reference Books	3417	1024769	14	23180	3431	1047949
e-Books	43	-	56	-	99	-
Journals	9	4195	-	-	9	4195
e-Journals	55	-	58	-	113	-
Digital Database	-	-	13	-	23	-
CD & Video	50	-	10	-	60	-
Others (Periodicals)	11	14620	-	-	11	14620
Others (Manuscript)	75	-	-	-	75	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	80	-	80	-	61	6	13	-
Added	6	-	6	-	-	-	4	2
Total	86	-	86	-	61	6	17	2

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Messenger software is used as a tool for e-Governance and information sharing.
- The Wi-Fi facility is used by the Teachers for accessing online resources
- ICT training provided to faculty and staff
- Orientation for students for accessing online learning resources
- Admission and Examination form fill-up process was computerized
- Power back-up (silent generator) facilities for use of ICT, networking and e-governance facilities
- Training on GIS for the students of Geography was conducted by the Department of Geography.

4.6 Amount spent on maintenance in lakhs :

i) ICT	47000
ii) Campus Infrastructure and facilities	6810000
iii) Equipments	130000
iv) Others	-
Total :	6987000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC initiated steps for students' exposure trip to Brahmaputra Literary Festival, Guwahati
- The College as active anti-ragging cell to prevent ragging incidents in campus and hostels
- The IQAC, in collaboration with the ICGC provides post-admission counselling to students.
- The IQAC, together with the ICGC organises awareness programme for students on matters related to scholarships, competitive exams, entrepreneurial avenues etc.
- The IQAC extends support to the students in matters related to re-evaluation of answer scripts of students, online form fill-up and registration
- The IQAC keeps gathering inputs from student community regarding their needs and passes on the relevant inputs to the College authorities for implementation.
- The IQAC looks into putting up of adequate displays in the form of signage, banners etc. in and outside the College campus regarding various support services such as NCC, Students' Union, Career Counselling Cell, Grievance Redressal Cell, Red Ribbon Club, Student Aid Fund Drinking Water Facilities, NCC, Anti-Ragging Notices etc.
- The IQAC encourages providing updates on notice boards and college website to ensure active participation by students in various activities.
- There is one student representative as member of the IQAC
- The IQAC also actively explores opportunities offered by external organisations, institutions and agencies regarding the scope of collaborating with them for offering all possible support services for the benefit of the students of the College

5.2 Efforts made by the institution for tracking the progression

The heads of each department keep track of the progression of students. Heads keep contact with students even after passing out. The progression of students is conveyed regularly to guardians and departments to maintain such information. The IQAC inspects these reports from time to time.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1329	59	-	29

(b) No. of students outside the state

-

(c) No. of international students

-

No	%
-	-

Women

No	%
1388	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
539	193	209	481	3	1422	533	181	223	451	2	1388

Demand ratio Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- The IQAC coordinates with the ICGC in organising orientation classes for BA final year students on competitive examinations
- The IQAC, in coordination with the ICGC also organises orientation programmes for BA students regarding future scope for engagement through participation in competitive examinations at various levels.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Workshop on Career Counselling was organised in collaboration with National Career Service
- Pre-admission counselling organised by ICGC in collaboration with the IQAC
- Awareness and Counselling on support services among students
- General career counselling workshops for degree and post graduate students
- Focussed workshops on career opportunities and higher education options among final semester degree and post graduate students

No. of students benefitted

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	25	3	6

5.8 Details of gender sensitization programmes

- The college has a Women's Studies Cell
- Popular talk on Feminism in the 21st Century has been organised
- Several departments organised talks on gender related issues for the students
- Students' Union conducted awareness drives regarding support services against sexual abuse and gender discrimination

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	56	72800
Financial support from government	-	-
Financial support from other sources	6	34000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Renovation of washroom and toilets, hostel facilities

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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 class citizens
- To foster human values

6.2 Does the Institution has a Management Information System

- College website is updated regularly and information about the College can be accessed by anyone through the website www.nowgonggirlscollege.edu.in
- The Admission process, fees collection, and students' data are mostly recorded through the computerized system.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Since the college is affiliated to Gauhati University, therefore the curriculum is developed by the University.
- One teacher of the College was associated with curriculum development aspects of the university.

6.3.2 Teaching and Learning

- Academic calendar is prepared at the beginning of each academic session
- Students are continuously evaluated through class tests, In-semester examinations, viva, projects etc.
- Students participate in seminars, group discussions and class assignments as a part of internal assessment.
- Open book examination and MCQ tests are conducted to enhance learning skills of students
- Tutorial classes are held for slow learners
- There are five smart classrooms and one digital classroom.
- Teachers are encouraged to use latest ICT tools for teaching.
- Well-equipped library for both faculty and students

6.3.3 Examination and Evaluation

- University examinations are conducted as per rules and guidelines of Gauhati University
- Evaluation is carried out by teachers as per direction of the University.
- The College has been identified by the university as one of the examination evaluation zones and as such teachers are engaged in the evaluation process of the University
- Sessional examination is conducted by the College.
- Internal assessment marks are awarded to the students based on their performance in their sessional examinations / group discussion / seminar and viva voce.
- Students are allowed to check their evaluated answer scripts of in-semester examinations.
- Students are provided guidance in the answer-script re-evaluation application process.

6.3.4 Research and Development

- One teacher was awarded Ph.D. degree
- Eight teachers are engaged in doctoral research
- Two teachers are working as Ph.D. research guides
- One on-going Minor Research Project

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library: The College Library is equipped with internet services viz. INFLIBNET, N-LIST and SOUL
- ICT: Internet facility through Wi-Fi system is available in all Departments, Library and Office of the College along with purchase of new computers and other such equipments
- Infrastructure/ instrumentation: New infrastructure created under RUSA and instruments procured for science stream

6.3.6 Human Resource Management

- Nowgong Girls' College is a leading institution catering to the needs for higher education for women in the central Assam region. Students are coming from most backward and remote places of the district and its surrounding districts. Apart from Nagaon, many students are taking admission from hill districts like Karbi Anglong and Dima Hasao and backward districts like Morigaon and Hojai for higher education.
- Workshops on career counselling and guidance are held from time to time for benefit of the students. Further, on-campus recruitment drive was conducted for the first time in the College. Students were also offered the benefits of off-campus placement services
- A number of seminars, talks and workshops were conducted on various important issues for the benefit of students and teachers
- Field trips are organized by the college for the students create awareness about major environmental, ecological, social and educational issues

- Faculty members are encouraged to participate in refresher courses, orientation programmes, faculty improvement programmes, short term courses and undertake doctoral and other research works. Further, students and faculty members are encouraged to take part in seminars, workshops and conferences.

6.3.7 Faculty and Staff recruitment

- Nine part –time teaching staff were recruited
- Nine contractual non-teaching staffs were recruited during this period
- Efforts are being made to fill other vacant posts while required numbers of teachers have been engaged on contractual basis as per the recommendation of the IQAC

6.3.8 Industry Interaction / Collaboration

- Industrial visits, lectures by industry experts and domain experts are conducted.
- One industrialist has been enlisted as member of the IQAC

6.3.9 Admission of Students

- Special effort was taken up for admissions to the newly introduced B.Sc. 1st Semester (Self sponsored course)
- The date of the admission process is duly notified in the notice board, college website, newspapers and by putting up hoardings in prominent places
- Admission Committee scrutinises and analyses the profiles of the students for different courses and prepare the lists of probable students for each course on merit basis
- Government reservation policy is strictly followed in admission.
- Students belonging to the economically lower strata are offered free admission as per the Government of Assam guidelines.
- The Girl students belonging to the adopted village is provided free studentship.
- Those students who opt for a Major Course have to take separate entrance tests.
- On-line form issue and submission for admission has been introduced.
- Counselling is offered to new applicants during admission by the IQAC and ICGC to sensitize them regarding the various courses, rules, regulations, facilities and support system in the College.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Assistance to avail bank loan • Loan at low interest rate from contributory welfare fund • Canteen facilities • Free health check-up • Group insurance facilities • Teaching staff is extended financial support from the contributory fund of the College
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Non Teaching	<ul style="list-style-type: none"> • Assistance to avail bank loan • Loan at low interest rate from contributory welfare fund • Canteen facilities • Free health check-up • Group insurance facilities • Non-teaching staff is extended financial support from the contributory fund of the College
Students	<ul style="list-style-type: none"> • The College confers nine awards annually to meritorious students • Special care for students belonging to lower income group and reserved categories like SC, ST, OBC, MOBC, Minorities, Tea Tribes etc. • Scholarships from both Institution and Government • Book Bank facility • Financial aid is extended to needy students through the Student Aid Fund • Special assistance is provided to needy students through contribution of the teaching and non-teaching staff of the College • Some departments offer financial support to needy students • Free Studentship to students belonging to families of BPL categories • Free studentship for students belonging to the adopted village • Counselling was done on regular manner to strengthen their mental health, academic improvement, to make them socially responsible • Expenses of the students who get injured during sport and other co-curricular activities are borne by the College.

6.5 Total corpus fund generated

100000

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Principal
Administrative	No	-	Yes	Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

Does not arise

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Does not arise

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Does not arise

6.11 Activities and support from the Alumni Association

- Regular meetings have been organised by Alumnae Association.
- Bust of founder principal was unveiled on the college foundation day.
- Two books on founder principal Mahesh Chandra Dev Goswami was released.
- Health camp was organised on 25-10-2017.
- Seminar on Life and Works of Mahesh Chandra Dev Goswami was organised on 3-12-2017
- Recording of college theme song on 17-2-2018
- Cutting and Tailoring Course is run by the Alumnae Association.

6.12 Activities and support from the Parent – Teacher Association

- Parent- teacher meet is conducted by some departments.
- There is a provision of guardian representative in the College Governing Body.
- There is a provision of guardian representative in the IQAC.
- The College and departments maintains close contact with the parents and guardians.

6.13 Development programmes for support staff

- Support staffs are trained in ICT.
- There is welfare fund for the support staff.
- Time bound allocation of duties for the staff.
- Meetings of the staff members are held regularly.
- Provision of free health check up for staff

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Greening of the campus area in the vicinity of the new administrative and academic buildings was undertaken
- Number of disposable bins and waste baskets were increased
- Programmes to make the students aware of the need to conserve electricity by switching off the lights and fans when not in use
- An additional pond was created to absorb the surface run-off during floods
- Plantation was carried out in collaboration with the State Forest Department, Assam for securing the embankment of the Kolong River adjacent to the College campus
- Signage were put up in the campus for spreading awareness among students against littering and for segregated disposal of waste

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Conferring 'Green Hero Award' as a recognition to exemplary efforts for environmental protection and conservation
- Encouraging better hygiene practice among students with installation of Sanitary napkin incinerator
- Plantation was carried out in collaboration with the State Forest Department, Assam for securing the embankment of the Kolong River adjacent to the College campus
- Signage were put up in the campus for spreading awareness among students against littering and for segregated disposal of waste
- Earth-filling was carried out in the low-lying areas of the campus and hostel for prevention of stagnation of water during floods
- On and off campus placement drives were carried out

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- 2 UGC sponsored National Seminars, 2 state level seminars and 4 in-house seminars were organised
- 1 state level workshop and 7 institutional level workshops were conducted
- Commencement of admission process to the self-sponsored B.Sc. 1st semester course
- Construction of additional classrooms and laboratories for science stream completed
- Departments were encouraged to provide remedial classes for slow learners
- Equipments for science stream and concerned arts departments were procured
- Post Office was shifted to renovated building
- Constitution of the NGC Students' Union was redrafted and adopted
- Kitchen, washrooms, toilets, warden's quarter, septic tank and drainage system of the hostel complex were renovated
- To improve health and hygiene practices, sanitary napkin incinerator was installed, awareness programme on mental health, internet and drug addiction was conducted
- Seminar on Right to Health as a Fundamental Right was organised
- ICT facilities enhanced with completion of digital classroom, procurement of new computers and repairing of projectors
- Birth centenary of founder Principal celebrated with yearlong activities including unveiling of bust of the founder Principal, publication of two books by alumni and seminar on 'Life and Works of late Mahesh Chandra Dev Goswami'

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

- Constitution of the 'Green Hero Award' and conferring of the 1st NGC Green Hero Award to Sri Gobind Kakati
- A Students' Union led initiative to foregoing the funds earmarked for their cultural programme for providing relief to flood victims

**Provide the details in annexure (annexure need to be numbered as i, ii,iii): Annexure IV*

7.4 Contribution to environmental awareness / protection

- To generate awareness and encourage environmental conservation and protection in the society, 'Green Hero Award' was constituted
- First 'Green Hero Award' was conferred to Gobinda Kakati, a casual staff of Forest Department for his exemplary contribution to conservation on 3-6-2018. A short film on him was also released on the occasion.
- Awareness and plantation programme on the occasion of World Environment Day was organised in Katahguri L.P. School, Dharamtul of Morigaon District and at the adopted village
- In order to provide firsthand knowledge of environmental problems, students are taken on field trips and on the basis of the data collected, the students prepared their reports
- Regular cleanliness drives in and around the College campus

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength:

- The heritage of the College
- Resourceful faculties
- Significant improvement of physical infrastructure
- Educating mostly 1st generation learners
- Support from local community

Weakness:

- Limited campus area for physical expansion
- Lesser number of vocational and career-oriented courses

Opportunity:

- Introduction of Science Stream
- Hard working faculties
- Peaceful environment
- One of the very few dedicated women's higher education institute of the state

Threat:

- Preference of meritorious students to opt for professional courses

8. Plans of institution for next year

- Organisation of workshops and seminars and promotion of research-based activities
- Promoting faculty exchange initiatives
- Exploring opportunities for collaborations and consultations
- Initiate video conference based classroom interactions
- Enhancement of infrastructural and development of campus
- Completion of construction of new academic building
- Completion of construction of modern college canteen and students' utility centre
- Construction of conference hall
- Augmentation of hostel infrastructure
- Improvement of library facilities
- Enhancement of existing ICT facilities
- Provide support services to College fraternity
- Strengthening extension activities
- Creation of additional classrooms
- Formation of clubs and societies
- Encouraging student-led social and conservation initiatives

Name: **Ranjit Barua**



Signature of the Coordinator, IQAC

Name: **Dr. Balin Kumar Bhuyan**



Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure II

Academic Calendar

NOWGONG GIRLS' COLLEGE
ACADEMIC CALENDAR FOR BA (SEMESTER COURSE)
(July 2017 to June 2018)

Month/year	Date	Particulars	Working Days	Holidays / Sundays	Academic & Other Activities
July 2017	1-31	Summer Vacation	---	31(summer vacation)	
August 2017	1-5	Class	5	----	
	6	Sunday	---	1	
	7-12	Class	6	---	Freshers' Welcome
	13	Sunday	----	1	
	14	Class	1	---	
	15	Independence Day	---	1	Sanskrit Day
	16-19	Class	4	---	
	20	Sunday	---	1	
	21-22	Monday-Tues day	2	---	
	23	Tithi of SriManta Sankardev	---	1	
	24-26	Class	3	---	
	27	Sunday	---	1	
	28-31	Class	4	---	
September 2017	1-2	Class	2	---	
	3	Sunday	---	1	
	4-9	Class	6	---	
	10	Sunday (Tithi of Sri Sri Madhab Devdev)	---	1	College Foundation Day
	11	Class	1	---	
	12	College Foundation Day	1	---	
	13	Janmastami	---	1	Sessional Examination
	14-16	Class	3	---	
	17	Sunday	---	1	
	18-23	Class	6	---	Hindi Diwas
	24	Sunday	---	1	
	25-26	Id-Uz-Zuha	---	2	
	26-30	Puja Holidays	---	5	
October 2017	1-5	Puja Holidays, Gandhi Jayanti	---	5	NGCSU Election
	6-7	Class	2	---	
	8	Sunday	---	1	
	9-14	Class	6	---	
	15	Sunday	---	1	
	16-17	Class	2	---	
	18	Kati Bihu	---	1	
	19-20	Kali Puja Diwali	---	2	
	21	Class	1	---	
	22	Sunday	---	1	
	23-28	Class	6	---	
	29	Sunday	---	1	

	30-31	Class	2	---	
November 2017	1-3	Class	3	---	Semester Examination
	4	Guru Nanak's Birth Day	---	1	
	5	Sunday	---	1	
	6-11	Class	6	---	
	12	Sunday	---	1	
	13-18	Class	6	---	
	19	Sunday	---	1	
	20-23	Class	4	---	
	24	Lachit Diwas	---	1	
	25	Class	1	---	
	26	Sunday	---	1	
	27-30	Class	4	---	
December, 2017	1	Class	1	---	Semester Examination
	2	Asom Diwas	---	1	
	3	Sunday	---	1	
	4-9	Class	6	---	
	10	Sunday	---	1	
	11-16	Class	6	---	
	17	Sunday	---	1	
	18-23	Class	6	---	
	24	Sunday	---	1	
	25	Christmas Day	---	1	
	26-30	Class	5	---	
	31	Sunday	----	1	
January, 2018	1-12	Semester Break	---	12	College Week
	13-15	Magh Bihu	---	3	
	16-20	Class	5	---	
	21	Sunday	---	1	
	22	Saraswati Puja	---	1	
	23-25	Class	2	---	
	26	Republic Day	---	1	
	27	Class	1	---	
	28	Sunday	---	1	
	29-31	Class	3	---	
February, 2018	1-3	Class	3	---	
	4	Sunday	---	1	
	5-10	Class	6	--	
	11	Sunday	---	1	
	12-13	Class	2	---	
	14	Shivratri	---	1	
	15-17	Class	3	---	
	18	Sunday	---	1	
	19-24	Class	6	---	
	25	Sunday	---	1	
	26-28	Monday	3	---	

March, 2018	1-2	Dol Yatra	---	2	International Women's Day
	3	Class	1	--	
	4	Sunday	---	1	
	5-10	Class	6	---	
	11	Sunday	---	1	
	12-17	Class	6	--	
	18	Sunday	---	1	
	19-24	Class	6	---	
	25	Sunday	---	1	
	26-31	Class	6	---	
April, 2018	1	Sunday	--	1	Sessional Examination
	2-7	Class	6	---	
	8	Sunday	---	1	
	9-13	Class	5	---	
	14-16	Bohag Bihu	---	3	
	17-21	Class	5	---	
	22	Sunday	---	1	
	23-28	Class	6	---	
	29	Sunday	---	1	
	30	Class	1	---	
May, 2018	1	May day	---	1	Semester Examination
	2-5	Class	4	---	
	6	Sunday	---	1	
	7-12	Class	6	---	
	13	Sunday	---	1	
	14-19	Class	6	---	
	20	Sunday	---	1	
	21-26	Class	6	---	
	27	Sunday	---	1	
	28-31	Class	4	---	
June, 2018	1-2	Class	2	---	Semester Examination
	3	Sunday	---	1	
	4-9	Class	6	---	
	10	Sunday	---	1	
	11-16	Class	6	---	
	17	Sunday	---	1	
	18-23	Class	6	---	
	24	Sunday	---	1	
	25-30	Class	6	---	

Principal
Nowgong Girls' College
Nagaon, Assam

Annexure III-A

Students' Feedback Analysis

Q 1. To what extent is the course covered by your teachers?		
Sl.	Response	Percentage
A.	Above 90%	81
B.	61-90%	19
C.	31-60%	0
D.	Up to 30%	0

Q 2. How satisfied are you with the academic inputs provided by your teachers?		
Sl.	Response	Percentage
A.	Highly satisfied	72
B.	Mostly satisfied	20
C.	Moderately satisfied	7
D.	Highly dissatisfied	1

Q 3. Was your performance in internal examinations/assignments discussed by the teachers with you?		
Sl.	Response	Percentage
A.	Always	67
B.	Most Often	27
C.	Sometimes	4
D.	Never	2

Q 4. Do the teachers use ICT tools like LCD projector, multimedia in your class?		
Sl.	Response	Percentage
A.	Regularly	41
B.	Often	40
C.	Sometimes	13
D.	Never	6

Q 5. How would you rate the functioning of various student support cells and bodies of your College?		
Sl.	Response	Percentage
A.	Highly satisfied	51
B.	Mostly satisfied	35
C.	Moderately satisfied	12
D.	Highly dissatisfied	2

Q 6. How would you rate the library and academic facilities of your College?		
Sl.	Response	Percentage
A.	Highly satisfied	40
B.	Mostly satisfied	28
C.	Moderately satisfied	30
D.	Highly dissatisfied	2

Q 7. How satisfied are you with the College infrastructure and campus amenities?		
Sl.	Response	Percentage
A.	Highly satisfied	71
B.	Mostly satisfied	21
C.	Moderately satisfied	8
D.	Highly dissatisfied	0

Q 8. How satisfied are you in getting help and support from the non-teaching staff of your College?		
Sl.	Response	Percentage
A.	Highly satisfied	39
B.	Mostly satisfied	41
C.	Moderately satisfied	10
D.	Highly dissatisfied	10

Q 9. Does your College provide you with adequate opportunities for participation in extra-curricular activities?		
Sl.	Response	Percentage
A.	To a great extent	49
B.	To a moderate extent	31
C.	To some extent	18
D.	None at all	2

Q 10. How satisfied are you with the overall administration of the College?		
Sl.	Response	Percentage
A.	Highly satisfied	79
B.	Mostly satisfied	18
C.	Moderately satisfied	2
D.	Highly dissatisfied	1

Annexure III-B

Alumnae Feedback Analysis

Q 1. How frequently have you visited the College after passing out?		
Sl.	Response	Percentage
A.	Highly frequent	18
B.	Moderately frequent	21
C.	Somewhat frequent	44
D.	Never	17

Q 2. How would you rank your involvement in the alumni programmes?		
Sl.	Response	Percentage
A.	Highly involved	15
B.	Moderately involved	29
C.	Somewhat involved	46
D.	Never involved	10

Q 3. How satisfied have you been with the functioning of the alumni association?		
Sl.	Response	Percentage
A.	Highly satisfied	24
B.	Mostly satisfied	32
C.	Moderately satisfied	35
D.	Highly dissatisfied	9

Q 4. How would you rate yourself as a contributor towards the College?		
Sl.	Response	Percentage
A.	Highly frequent contributor	19
B.	Moderately frequent contributor	24
C.	Infrequent contributor	40
D.	Never contributed	17

Q 5. How satisfied are you with the overall progress of the College?		
Sl.	Response	Percentage
A.	Highly satisfied	59
B.	Mostly satisfied	28
C.	Moderately satisfied	11
D.	Highly dissatisfied	2

Annexure III-C

Parents' Feedback Analysis

Q 1. How satisfied are you with the quality of education received by your ward in the College?		
Sl.	Response	Percentage
A.	Highly satisfied	77
B.	Mostly satisfied	19
C.	Moderately satisfied	4
D.	Highly dissatisfied	0

Q 2. How frequently do the teachers interact with you regarding the academic performance of your ward?		
Sl.	Response	Percentage
A.	Highly frequent	28
B.	Moderately frequent	51
C.	Infrequent	18
D.	Never interacted	3

Q 3. How would you rate the overall responsiveness of the College administration towards your queries and inquiries?		
Sl.	Response	Percentage
A.	Highly satisfied	43
B.	Mostly satisfied	31
C.	Moderately satisfied	22
D.	Highly dissatisfied	4

Q 4. How would you rate the overall facilities and amenities offered by the College?		
Sl.	Response	Percentage
A.	Highly satisfied	61
B.	Mostly satisfied	31
C.	Moderately satisfied	6
D.	Highly dissatisfied	2

Q 5. Are you satisfied with the overall progress of the College?		
Sl.	Response	Percentage
A.	Highly satisfied	66
B.	Mostly satisfied	30
C.	Moderately satisfied	3
D.	Highly dissatisfied	1

Annexure IV

Best Practice - i

Title- Constitution of the ‘Green Hero Award’ and conferring the first NGC ‘Green Hero Award’ to Sri Gobind Kakati

Goal- To recognise the contribution of individuals towards conservation and protection of environment and biodiversity

The context- Many unknown faces are working selflessly at the grassroots for conservation of biodiversity and environment. It becomes the duties and responsibilities of the society to accord due recognition to such anonymously workers. Recognising the contribution of such grassroots conservation heroes by the institution would go a long way in creating awareness among the student community in particular and the society as a whole.

Practice- The Nowgong Girls’ College ‘Green Hero Award’ will be conferred annually on the occasion of the World Environment Day (5th June) to recognise the contribution of grassroots level conservationists. The award consists of Rs 5000 in cash along with a citation and a *seleng*. The Awardee would be identified by a district-level committee comprising of the Principal, Nowgong Girls’ College, the Divisional Forest Officer, Nagaon Forest Division, Eminent Environmentalist Sri Prasanta Kumar Bordoloi and the Coordinator of the Nature Club.

The committee recommended the name of Sri Gobind Kakati, a casual employee of the forest department for the Green Hero Award for 2018. Sri Kakati was instrumental in removing a significant portion of encroachment of the reserve forest by motivating local villagers. He played a pivotal role in ensuring the revival of biodiversity of the reserve forest by planting, looking after and ensuring the survival of thousands of saplings. A short video documentary on the works of Sri Gobind Kakati was released on the occasion.

Evidence of success- The award 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 the award.

Problem encountered- None

Annexure IV

Best Practice – ii

Title: NGC Students' Union led initiative to forgo funds earmarked for their cultural programme for providing relief to flood victims

Goal- Serve people at the time of natural calamities and to create a sense of belongingness amongst the students

Context- Floods in Assam has become a perennial disaster. During the rainy season, the Brahmaputra and its tributaries overflow their banks, thereby causing havoc and misery to the numerous people. In the year 2017, Nagaon district particularly the Kaliabor sub-division had faced the blunt of the disaster.

Practice: The Students' Union of Nowgong Girls' College approached the College authorities with a proposal for donating the funds earmarked for their upcoming cultural programme for providing relief to the flood affected people of Kaliabor. Subsequently, the Principal convened a meeting involving the teachers, non-teaching staff and students wherein the proposal of the Students' Union was appreciated and accepted. It was decided in the meeting that the College would refrain from hosting any kind of entertainment programmes in solidarity with the flood victims, among which many were students of the College. The teaching and non-teaching staff came forward to donate an equal amount which was foregone by the Students. Overall, an amount of nearly Rupees 1 lakh was collected and relief materials were purchased. The relief was forwarded to the Sub Divisional Officer, Kaliabor who acknowledged the role of the students of the College in front of the media and local people. The relief was distributed jointly by the administration and students and staff of the College in a designated relief camp on 15th August 2017.

Evidence of Success- This practice created a positive opinion among the flood affected people and the state level media too appreciated this noble gesture of the students in particular.

Problem encountered- Number of needy people was high and resources were limited, therefore it was not possible to provide relief to everyone