



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		NOWGONG GIRLS' COLLEGE
Name of the head of the Institution		DR. BALIN KUMAR BHUYAN
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03672220667
Mobile no.		9435063617
Registered Email		ngcprincipal2@gmail.com
Alternate Email		ranjitngc@yahoo.in
Address		Haibargaon, Nagaon, Assam, Pin-782002
City/Town		Nagaon
State/UT		Assam
Pincode		782002
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Ranjit Barua
Phone no/Alternate Phone no.	03672220667
Mobile no.	9435062675
Registered Email	ranjitngc@yahoo.in
Alternate Email	ranjitbarua.ngc@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://nowgonggirlscollege.edu.in/aqar.php
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://nowgonggirlscollege.edu.in/academiccalendar.php

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	79.00	2004	04-Nov-2004	03-Nov-2009
2	A	3.01	2015	01-May-2015	30-Apr-2020

6. Date of Establishment of IQAC	09-Dec-2003
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
ICGC Orientation for new student batch (B.A. 1st	01-Aug-2018 1	469

Semester) in collaboration with ICGC		
Signing of MoU with Tiwa Sahitya Sabha	24-Jul-2018 1	9
Signing of MoU with Tiwa Autonomous Council	18-Jul-2018 1	17
Signing of MoU with Rupahi College, Nagaon	16-Jul-2018 1	14
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nowgong Girls' College	Campus Development, New Construction, Renovation of Old Construction etc.	RUSA	2018 365	5000000
Nowgong Girls' College	Salary	Govt. of Assam	2018 365	88138363
Nowgong Girls' College	Fees Waive	Govt. of Assam	2018 365	2315557
Nowgong Girls' College	NSS	Govt. of India	2019 365	44500
Nowgong Girls' College	Green Corps	ASTEC	2019 365	5000
Nowgong Girls' College	Library book purchase	Govt. of Assam	2019 365	199863
Nowgong Girls' College	Science laboratory	Govt. of Assam	2019 365	1000000
Nowgong Girls' College	Educational excursion	Govt. of Assam	2019 365	100000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional

Yes

website	
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
Organisation of workshops and capacity building programme on e content development and e administrative initiative for teaching and nonteaching staff	
Organisation of training programme on use of ICT in academic quality enhancement and management	
Signing of MoUs with various institutions & organisations for ensuring quality academic and research initiatives	
Conduct of stakeholders' survey followed by analysis and facilitation of action on recommendations	
Drafting, adoption and publication of Handbook on Code of Conduct for different stakeholders	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
Augmentation of hostel infrastructure	A. Renovation of Warden's Residential Quarter B. Creation of new kitchen facility C. Renovation of old hostel bathroom D. Construction of additional bathroom E. Earth filling of campus to prevent waterlogging F. Renovation of sewage and drainage facilities G. Creation of additional septic tanks H. Creating of drinking water facilities for students I. Renovation of student residential rooms
Provide support services to College Fraternity	A. Institutional Research funds for teaching staff B. Provision for faculty & student exchange programme C. Organisation of training programmes, workshops and seminars D. Augmentation of classrooms, laboratories library facilities E. Renovation of hostel facilities F. Setting up of new IQAC

	room G. Inauguration of a full-fledged College Canteen cum Cafeteria H. 12 additional classrooms and 4 science laboratories (for the Departments of Physics, Chemistry, Botany & Zoology) were created
Strengthening of MIS	A. Launch of online admission system B. Conduct of online stakeholders' surveys and automated analysis of the data C. Online grievance registration and redressal module D. Online leave application and approval system for staff
Enhancement of existing ICT facilities	A. Inauguration of digital conference hall B. Inauguration of digital seminar hall C. Setting up of classrooms with LCD panels D. Introduction of app-based attendance system E. Video-conference based classroom interaction/ programmes were organised during the period
Improvement of library facilities	A. Purchase of additional books B. Augmentation of digital learning resources C. Digitization of existing books and manuscripts D. Improvement of reading room facilities of student and teachers E. Provision of computers for facilitating students' and teachers' access to e-resources F. Increase of Library Floor Area
Introduction and continuation of add on courses	Facilitation of introduction of new add on courses and continuation of certificate and diploma courses by various departments
Promoting faculty exchange initiatives	MoUs and linkages have been established with various colleges and institutions for undertaking faculty exchange
Signing of MoUs with institutions and organisations	MoUs were signed with 3 UGC-recognised colleges, 1 research institute, 1 government body and 2 societies
Promotion of research-based activities	'Institutional Research Fund (IRF)' was introduced for conduct of funded research projects by faculty members
Organisation of workshops and seminars Organisation of workshops and seminars	Workshops, Seminar and Training Programmes were organised in collaboration with various departments, cells etc.
View File	

14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
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15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	02-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Nowgong Girls College has dedicated modules for ensuring smooth functioning of the Management Information System and they are listed below: 1. College Website: Nowgong Girls College has a dedicated website to facilitate the functioning of the Management Information System through the website. The Website has dedicated modules for teachers, students, nonteaching staff and stakeholders such as alumnae and parents. 2. Online Admission Module Online admission is initiated through the College website for facilitating online admission for students every year. Personal details regarding the applications and admitted students are maintained in the module. The module also has fees payment facility for students and for generation of electronic fees payment receipt. The module also has provision for automatic generation and printing of student ID cards based on assigned unique ids. 3. The College conducts periodical Stakeholders Surveys through its Website. There is provision for online collection of feedback from students, teachers, alumnae, parents and employers and analysis of the inputs received and for automated generation of analysed reports of individual responses 4. Student Attendance Module of the College manages the student attendance system fully online through a dedicate Mobile App. It provides details of real time attendance of each student. The provision of sending SMS to the parents of the absentees is also</p>

incorporated in the module. 5. The College has a dedicated module for online leave application and approval system for teaching and non teaching staff through the College website. 6. There is a Module for sending notices to students, teachers and non teaching staff along with alumnae and parents through SMS 7. Nowgong Girls College has a Grievance Redressal System which allows the students and staff to register their complaints online and seek for the rectification of them. 8. The Library Management Module is provided through Online Public Access Catalogue (OPAC) facilitating remote access to library resources. Library issue and return is done through barcode facility 9. Administration Management System facilitates carrying out day to day management aspects such as leave sanction, certificate issue, accounts, etc.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Nowgong Girls' College pursues the curriculum of semester system of Under Graduate & Post Graduate classes as set by Gauhati University. The faculty members are also involved in designing the curriculum of self-sponsored and add-on courses of the College Preparation of the Academic Calendar prior to commencement of the academic year is initiated by the College authority. The Principal notifies a Time Table Committee which is entrusted with the responsibility of preparation of the master time-table and it is displayed in a well-framed notice board of the Administrative building for the convenience of all stakeholders. This document is also published on the college website. The departmental timetable is displayed on the departmental notice board and departmental webpage. The Head of the Department (HoD) and teachers prepare chapter unitization and frame teaching and lesson plans. Records of teaching and other activities of teachers are maintained in a record book. Teachers keep their individual daily class records mentioning covered topics from the syllabus along with the methods and aids adopted. The HoD keeps daily class records. Sometimes, it also shows recorded forms of other innovative programs, celebrations, and plans of action undertaken by the department. There are systematic examination processes, standard question papers, proper and prompt evaluation. Internal assessment is done transparently and examined scripts are shown to students. Parents are informed about the academic progress of the students. The College provides necessary infrastructural support to each department. Some departments promote specific strategies to create a blessed environment in the morning session to encourage effective classroom delivery. The conventional method of teaching is practiced along with the use of ICT. Departments also use the Conference Hall for some particular classes. In-house workshops, seminars, and lectures are organized on pertinent topics of the

syllabus at both institutional and departmental levels. Supplementary talks and lectures are also arranged by exchanging faculty members from other departments on interdisciplinary topics of the syllabus. Records of such events are kept in an activity book. Departments put extra efforts into arranging tutorial, remedial and mentoring classes for slow learners. Besides conventional teaching-learning methods, e-resources are used. Students are encouraged to browse the internet. Some departments have project papers. Extra care is taken by such departments to organize special classes on research methodology. Completed projects are documented and catalogued in the departmental library. Staff meetings are regularly convened by the Principal to evaluate the process of curriculum delivery and documentation. IQAC monitors the whole process. IQAC adopts a feedback mechanism (of teachers, students, and parents) to get an accurate picture of all these aspects and encourages departments to conduct co-curricular, skill and value-based programs.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Yoga and Wellness	Nil	01/12/2018	15	No	Yes
Mental Stress Management	Nil	03/11/2018	10	No	No
Nil	Assamese Scripts	05/01/2019	180	No	Yes
Food Preservation	Nil	16/10/2018	15	Yes	Yes
Manuscripts Reading	Nil	02/09/2018	15	Yes	Yes
Self Defense	Nil	04/10/2018	15	Yes	Yes
Data Processing	Nil	06/08/2018	7	Yes	Yes
Fishery Development	Nil	17/09/2018	21	Yes	Yes
Nil	History of Art	02/11/2018	180	No	Yes
Bengali Proof Reading	Nil	06/08/2018	21	Yes	Yes
Translation course English to Sanskrit	Nil	04/03/2019	15	Yes	Yes
Translation course Assamese to Sanskrit	Nil	03/04/2019	28	Yes	Yes

Environmental Ethics	Nil	22/04/2019	14	No	Yes
Disaster Management	Nil	06/05/2019	15	Yes	Yes
Mushroom Cultivation	Nil	10/09/2018	15	Yes	Yes
GPS	Nil	10/05/2019	14	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Botany Major	01/08/2018
BSc	Botany General	01/08/2018
BSc	Chemistry Major	01/08/2018
BSc	Chemistry General	01/08/2018
BSc	Physics Major	01/08/2018
BSc	Physics General	01/08/2018
BSc	Zoology Major	01/08/2018
BSc	Zoology General	01/08/2018
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Assamese Honours	20/06/2019
BA	Assamese Regular	20/06/2019
BA	Bengali Honours	20/06/2019
BA	Bengali Regular	20/06/2019
BA	Economics Honours	20/06/2019
BA	Economics Regular	20/06/2019
BA	Education Honours	20/06/2019
BA	Education Regular	20/06/2019
BA	Home Science Regular	20/06/2019
BA	Hindi Honours	20/06/2019
BA	Hindi Regular	20/06/2019
BA	History Honours	20/06/2019
BA	History Regular	20/06/2019
BA	Geography Honours	20/06/2019
BA	Geography Regular	20/06/2019
BA	Political Science Honours	20/06/2019
BA	Political Science Regular	20/06/2019

BA	Philosophy Honours	20/06/2019
BA	Philosophy Regular	20/06/2019
BA	Sanskrit Honours	20/06/2019
BA	Sanskrit Regular	20/06/2019
BA	Statistics Regular	20/06/2019
BA	Mathematics Honours	20/06/2019
BA	Mathematics Regular	20/06/2019
BSc	Botany Honours	20/06/2019
BSc	Botany Regular	20/06/2019
BSc	Chemistry Honours	20/06/2019
BSc	Chemistry Regular	20/06/2019
BSc	Economics Honours	20/06/2019
BSc	Economics Regular	20/06/2019
BSc	Geography Honours	20/06/2019
BSc	Geography Regular	20/06/2019
BSc	Physics Honours	20/06/2019
BSc	Physics Regular	20/06/2019
BSc	Zoology Honours	20/06/2019
BSc	Zoology Regular	20/06/2019
BSc	Mathematics Honours	20/06/2019
BSc	Mathematics Regular	20/06/2019
BA	English Honours	20/06/2019
BA	English Regular	20/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	263	18

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course in Environmental Ethics	01/12/2018	42
Certificate Course in Human Rights	13/08/2018	15
Certificate Course in Yoga and Wellness	01/12/2018	42
Certificate Course in Mental Stress Management	03/11/2018	30
Certificate Course in Professional Ethics	04/03/2019	19
Certificate Course in Cyber Ethics	13/05/2019	14

Certificate Course in Animal Rights	19/09/2018	29
Certificate Course in Gender Ethics	20/02/2019	23
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Assamese Major	25
BA	Bengali Major	16
BA	Education Major	31
BA	Geography Major & General	94
BA	Hindi Major	32
BA	History Major	16
BA	Home Science General	12
BA	Philosophy Major	34
BA	Environmental Studies	449
BSc	Botany & Zoology	59
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Posters for spreading awareness among students regarding participation in the student survey have been displayed across the notice board of the departments. Feedback on the teaching-learning process is received from students through the survey conducted by the Survey and Feedback Analysis Committee and the IQAC. Responses are submitted online through the College website or they can be downloaded from the website and students can drop their filled-in feedback form in the feedback receiving boxes present in the College campus. Feedback from the teaching staff is periodically collected. Staff meetings, semester planning meetings, etc. are occasions when this feedback is gathered. Such survey data is also collected through the website or the App. The college also gathers feedback from employers. Feedback from the alumnae is gathered during alumnae meetings. Our College also receives feedback from parents and guardians through parent-teacher meetings conducted by the Nowgong Girls' College Parents Teachers Association. These feedback documents are analysed by the Survey and Feedback Analysis Committee and the reports are submitted to the Principal through the IQAC. The Principal discusses the submitted reports with the IQAC</p>

and staff members. The College authority then adopts and implements necessary measures in consultation with the Governing Body.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Assamese, Bangla, Economics, Education, English, Geography, Hindi, History, Home Science, Mathematics, Philosophy, Political Science, Sanskrit, Statistics	500	874	577
BSc	Botany, Chemistry, Geography, Mathematics, Physics, Statistics, Zoology	200	107	79
MA	Assamese	30	41	30

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1531	56	58	2	5

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
67	67	195	30	7	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Nowgong Girls' College is an institution where teachers act as academic mentors and guide the students to their overall development. Departments occasionally organize orientation programmes for their students to appraise them of their performance. All necessary information related to the student such as the contact number, email of the student, family income, category, etc. are collected. Permanent faculties of the concerned departments share major course students proportionately and continue to provide guidance to the respective students till the completion of the course. The general course students are also shared on the basis of the workload of individual teachers. Departments maintain the records of class tests/surprise tests, attendance records, records of student seminars, etc. related to the reviewing of the performance of the students. Teachers interact with students through individual meetings, social networking sites, etc. The academic, as well as personal and emotional issues of the students, are also taken care of by the teachers whenever identified. The teachers also regularly inform students about their performance and progression and make sure that their class attendance percentage does not fall short and is up to the mark. The teachers are often approached by the students even after the completion of their studies in the institution to seek guidance for higher studies and carrier opportunities. The mentors always guide the students in all possible ways. The teachers are authorised to report any issue or challenge concerning the students to the Principal immediately and seek resources required to resolve such issues. Record about individual student's attendance, sessional test performances, and their extra-curricular activities are maintained in a systematic manner. The teachers maintain communication with their respective students and also with their parents whenever it deems necessary. They also encourage the parents for any kind of communication related to their wards. The teachers also encourage students to pursue different add on and career oriented courses available in the campus so that they can enhance their capabilities. It also helps them in their all-round development. The Mentorship programme at Nowgong Girls' College is a mechanism where a bond is developed for lifetime among teachers, students, and parents.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1587	60	1:26

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
54	47	7	Nil	20

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Smarajit Ojah	Assistant Professor	Honorary Wildlife Warden, Govt. Of Assam
2018	Deepak Sarma	Associate Professor	Brand Ambassador, Swacha Bharat Abhijan
2018	Dr. Amiya Patar	Associate Professor	PhD
2019	Dr. Monika Saikia	Assistant Professor	Rashtrabhasha Samman
2019	Dr. Monika Saikia	Assistant Professor	Mahatma Gandhi Rashtriya Samman
2019	Dr. Mridula Kashyap	Assistant Professor	PhD

2019	Dr. Kulen Chandra Das	Associate Professor	PhD
2019	Dr. Amiya Patar	Associate Professor	Best Programme Officer, NSS
View File			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MA	Assamese	4/2018	13/10/2018	31/12/2018
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A well-coordinated continuous evaluation system is in place to monitor the academic progress of the students. Through measures like frequent class tests, surprised tests, quizzing, mock tests, class presentation, seminar presentation, class assignments, projects, group discussions, open book tests, extempore speech practice, debate competition, etc. the students are continuously evaluated and their performance and progress monitored. Class tests and open book tests are held regularly with a view to better prepare the students for their examinations and conceptual lucidity. The seminar presentations, projects and extempore speech exercises encourage the students to apply their critical thinking and creativity. The college prepares innovative learning modules on special topics involving students by asking them to frame relevant questions on a topic. The surprise tests, mock tests and open book exams help in developing the problem solving skills. Corrected answer scripts are shown to the students for scrutiny and clarification. Peer evaluation is employed by teachers to empower and enable students to help each other particularly in areas where creative and original thinking will benefit them. Group assessment is conducted by teachers when students are assigned group presentations. Tutorials and remedial classes are conducted for students with special needs. Departmental wall magazines are published annually. The college magazine also publishes the winning entries from various literary competitions held throughout the year to encourage students' creativity.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college is affiliated to Gauhati University and hence follows all rules and regulations of academic matters set by the University. The college prepares its academic calendar based on the academic schedule of the University. End semester examinations are conducted as per university schedule and for internal assessment, sessional examinations are conducted as per college academic calendar. The Academic Calendar also reflects various important events which college observes as well as celebrate every year. It includes College Foundation Day, Independence Day, Republic Day, International Women's Day, International Yoga Day, International Non-violence Day, NCC Day, World Environment Day, Tithi of Sankardeva and Madhavdeva, International Day of Girl Child etc. The Academic Calendar also reflects the scheduled period of the Youth Festival, Swachhata week among others.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://nowgonggirlscollege.edu.in/outcome.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Major	BA	Assamese, Bengali, Economics, Education, Hindi, Philosophy, Political Science, Sanskrit, History, English, Geography, Mathematics	213	175	82.16
General	BA	Assamese, Bengali, Economics, Education, Hindi, Philosophy, Political Science, Sanskrit, History, English, Geography, Mathematics, Statistics, Home Science	64	35	54.69

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://nowgonggirlscollege.edu.in/feedback&survey.php>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	Nowgong Girls College	0.3	0.3
Minor	730	Tiwa	0.25	0.15

Projects		Autonomous Council, Government of Assam		
Minor Projects	730	Tiwa Autonomous Council, Government of Assam	0.25	0.15
Minor Projects	730	Tiwa Autonomous Council, Government of Assam	0.25	0.15
Minor Projects	730	Tiwa Bhasa Kala Kristi Bikash Kendra, Assam	0.2	0.12
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Potential Employment Sources for Graduate Girl Students	Information and Career Guidance Cell	15/11/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
N.A.	N.A.	N.A.	Nil	N.A.
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	N.A.	N.A.	N.A.	N.A.	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
14	2	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
N.A.	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
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National	Hindi Assamese Botany Chemistry Geography Bengali English Political Science	21	0
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Political Science History Hindi Education Economics Assamese Philosophy Botany Physics Library Geography Bengali English	33
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
N.A.	N.A.	N.A.	Nil	0	N.A.	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
N.A.	N.A.	N.A.	Nil	Nil	Nil	N.A.
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	7	47	16	344
Presented papers	2	25	10	15
Resource persons	Nil	4	1	10
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Free Coaching for students of Class	Department of Assamese and	6	Nil

IX and X of Dharamtul High School	History		
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
N.A.	Nil	N.A.	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Health Check Up and supply of essential drugs at Sant Vinoaaji Old Age Home	Department of Philosophy and Sanskrit	Health Check Up and supply of essential drugs at Sant Vinoaaji Old Age Home	4	7
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange	18	College Fund	26
Student Exchange	67	College Fund	7
Minor Research Project	4	Tiwa Autonomous Council	730
Minor Research Project	1	Tiwa Bhasha Kala Kristi Kendra	730
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Student Internship Programme	Jasingfaa Aqua Tourism Resort (9435061818)	02/02/2019	10/02/2019	6
Internship	Student Internship Programme	SS Technologies (9954499622)	02/01/2019	08/01/2019	5

Project Work	Student Project Work	Karuna Trust, Gohpur, Sonitpur, Assam (9365588554)	17/10/2018	25/10/2018	5
Internship	Student Internship Programme	SSEAEP, Nagaon, Assam (9435061453)	27/12/2018	10/01/2019	17
Internship	Student Internship Programme	AIKIDO Society, Patshala, Assam (9954892635)	16/10/2018	25/10/2018	11
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Rupahi College, Nagaon, Assam	16/07/2018	Faculty and student exchange, research collaboration	72
Tiwa Autonomous Council	18/07/2018	Research Collaboration	4
Tiwa Sahitya Sabha	24/07/2018	Education al and research collaboration	22
Regional Agricultural Research Station, Assam Agricultural University	02/11/2018	Training, Research and extension	8
Dr. B.K.B. College, Puranigudam, Nagaon	02/11/2018	Faculty and student exchange, research collaboration	11
Rangapara College, Sonitpur	10/11/2018	Faculty and student exchange, research collaboration	15
Beanbag Recycling Services Pvt. Ltd Andhra Pradesh Pollution Control Board	27/04/2019	E Waste Management	5
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
28718549	19833811

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Campus Area	Existing
Class rooms	Existing
Class rooms	Newly Added
Laboratories	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Seminar Halls	Newly Added
Classrooms with LCD facilities	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Newly Added
Others	Existing
Others	Newly Added

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	1.0	2008
KOHA	Partially	20.2	2018
DSpace	Partially	5.04	2018
OPAC	Partially	1.0	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	39782	4789960	83	18296	39865	4808256
Reference Books	3431	1047949	13	10200	3444	1058149
e-Books	155	36855	29	6350	184	43205

Journals	8	15620	Nil	Nil	8	15620
CD & Video	60	5120	Nil	Nil	60	5120
Library Automation	1	Nil	1	75000	2	75000
e-Journals	12	Nil	31	Nil	43	Nil
Digital Database	23	Nil	9	Nil	32	Nil
Others(s pecify)	10	13159	Nil	Nil	10	13159
Others(s pecify)	75	Nil	Nil	Nil	75	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Binod Goswami	Applications of partial derivatives in economics	College Website	06/09/2018
Dr. Manika Saikia	Bargeet, Indian Poetics, Linguistics, Poetry	College Website	20/09/2018
Dr. Nazneen Akhtar	Human adjustment to natural Environment	College Website	20/09/2018
Dr. Amiya Patar	Rupalim Nat: Kahini aru Charitra, Asomiya Byajaranar Itihax	College Website	26/09/2018
Dr. Rita Rani Dey	Bharatiyo Janatantarae Bangaleer Sthan	College Website	26/09/2018
Piklee Buragohain	Toru Dutts Poem Sita	College Website	26/09/2018
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	86	1	86	1	1	6	17	50	0
Added	10	1	10	2	0	2	0	0	0

Total	96	2	96	3	1	8	17	50	0
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Digital Conference Hall	http://nowgonggirlscollege.edu.in/econtent.php

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
9765448	8135668	6938474	6698143

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>The institution has various policy making bodies for the maintenance and utilization of physical, academic and support facilities. The master plan committee of the college is responsible for preparation of plans and procedures of physical and academic infra-structure of the college. The committee comprising of the college authority and a few faculty members prepares the plan for the year which is placed at governing body for approval. The governing body forms a construction committee for the preparation of plans and estimates. The construction committee submits its plan-estimate to the governing body. After proper scrutiny, the governing body makes necessary arrangements for the required funds from U.G.C., RUSA and other government agencies. The Construction Committee after approval of the funds, calls for tender and takes necessary steps for the execution of the plan under its supervision. The library is maintained by a librarian and his staff. There is a library committee for overall supervision of the utilization of the library. The library is under vigilance of CCTV camera. There is a provision for book-loan facility to the students according to their needs. The college hostel is functioned by a Hostel Committee which is constituted of the Principal, hostel warden, faculty members and representative of hostel boarders. This Committee monitors the hostel facilities and overall development of the hostel. Further, a dedicated committee is notified for upkeep and management of physical infrastructure and assets of the college. The Computer Lab is maintained by a technical instructor under the guidance of the I.T. Cell. The students of the college are provided computer training and I.C.T. related facilities through this lab. The centre arranges certificate/diploma course programmes and learners are given certificates, diplomas after the successful completion of the course. There is a proper monitoring system regarding the utilization of all facilities such as - digital library, digital classroom, reading room, college canteen, conference room, auditorium, laboratories etc. There are close circuit cameras installed inside classrooms, office, library, college gate, and all other important places. The college is continually enhancing and upgrading its existing facilities in the best possible way.</p> <p style="text-align: center;">http://nowgonggirlscollege.edu.in/facilities.php</p>

CRITERION V – STUDENT SUPPORT AND PROGRESSION**5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Teachers Mutual Fund for Student Welfare and Departmental Financial Support	42	102290
Financial Support from Other Sources			
a) National	Financial Support for BPL Students and Ishan Uday	755	2435700
b) International	N.A.	Nil	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Certificate Course in Food Preservation	16/08/2018	6	Department of Assamese
Diploma Course in Assamese Script	05/01/2019	8	Department of Assamese
Certificate Course on Mental Stress Management	03/11/2018	30	Prajapita Brahmakumari Iswarya Vidyalaya and Department of Education
Certificate Course on Yoga and Wellness	01/12/2018	42	Patanjali Yogpeeth and Department of Education

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Competitive Examination	96	Nil	Nil	Nil
2019	Career Counselling	Nil	123	Nil	Nil

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
N.A.	Nil	Nil	N.A.	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	74	BA	All Arts Faculty Departments	Gauhati University, Cotton University, Assam University, Banaras Hindu University, Mahapurush Srimanta Sankardeva V iswavidlaya, Rabindra Bharati University, Kaziranga University, Dibrugarh University, Don Bosco University, NERIM, USTM, IGNOU, Nowgong	MA and MSW

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Intra-College Youth Festival	Institution Level	831
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5.3 – Student Participation and Activities

5.3.1 – 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	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	N.A.	National	Nil	Nil	NA	NA
2019	N.A.	National	Nil	Nil	NA	NA
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council of the college is known as Nowgong Girls' College Students Union (NGCSU). It has been functioning since the inception of the college in accordance with its constitution. There are 15 office bearers in its Executive body and one Class representative from each semester. The office bearers are directly elected by the student through the voting method as per the recommendation of the Lyngdoh Committee. They are elected for a period of one year. A healthy and active representation of students in decision making is the idea behind the college union/council. The college union becomes an inevitable part of a democratic college since it gives the students abundant opportunities to express themselves. The union members are duly represented in the decision-making process of the college. Representatives from the union are also members of various academic and administrative bodies and committees like IQAC, Hostel Advisory Committee, Grievance Redresses Committee, Library Advisory Committee, Committee against Sexual Harassment and Red Ribbon Club, etc. It is a process through which we ensure student union representatives in all matters related to the college. The college union is also a platform for the student to engage creatively in their campus life and learn to develop responsibility and leadership skills. Students actively participate in various campaigns like 'Swaccha Bharat Abhiyan', Blood Donation camps etc. Students' council organises different culture programmes and observes important days such as Republic Day, Independence Day, Gandhi Jayanti, National Integration Day (Rastriya Ekta Divas) etc. in the college campus. Apart from the above, in times of natural disaster they come forward to help the victims.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

3554

5.4.3 – Alumni contribution during the year (in Rupees) :

5.4.4 – Meetings/activities organized by Alumni Association :

1. Organisation of Programme on English Alphabet vs. Assamese Barnamala, Arithmetic and General Knowledge.
2. Organisation of Workshop on English Grammar Composition.
3. Organisation of Benu Misra Memorial Art Competition.
4. Organisation of Workshop on Srimanta Sankardev Hazrat Mohammad.
5. Periodic Health Camp organised for the students of Nowgong Girls' College.
6. Organisation of Legal Aid Camp for students of Nowgong Girls' College.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Academic Decentralization: Nowgong Girls' College administration involves the entire college fraternity for various academic responsibilities. Specific committees are formed for the smooth functioning and overall academic development of the college. Various sub-committees are formulated under the auspices of IQAC and these committees are assigned to plan and carry out various activities throughout the academic year. The IQAC is given full authority to envisage, implement and monitor programmes aimed at raising the overall quality of the institution. It formulates the entire plan for the academic year and implements the same through its sub-committees. For each and every programme, a faculty is appointed as in charge and he/she independently takes up the leadership in all matters related to that particular programme. The IQAC advises the Principal in formation of various sub-committees such as Routine Committee, Admission Committee, Academic Committee, Examination Cell, Library Committee, Hostel Advisory Committee, Prospectus Committee, etc. Further, the Principal seeks advice from the IQAC in formulating the annual academic programme of the College. And these committees are given utmost freedom of operations in matters that fall under their area of operation by the College authorities.

Decentralisation in Infrastructural Development Planning: The College has a Project Monitoring Unit and Coordinator, RUSA along with the Construction Committee which is entrusted upon the responsibility of planning, development and execution of infrastructural projects related to new construction and renovation of existing facilities. The College also has a Purchase Committee which is entrusted with the overall responsibility of purchase of books, equipment, etc.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The college is affiliated to Gauhati University and follows the curriculum prescribed by it for all the courses offered and as such it has limited role in framing the curriculum. However, the college played a proactive role in presenting its recommendations for CBCS based syllabus revision by Gauhati University. The departments of the college also facilitate value added

certificate programmes to go beyond the syllabus. Even regular courses have additional components that are introduced by the College and mentioned in the Course Hand-outs.

Teaching and Learning

The IQAC has frequent interactions with the HoDs to evaluate teaching learning process. The attempt is to improve teaching methodologies, class room atmosphere, and examination results. Targets are set for department on the number of seminars and workshops to be attended by the faculty members and the number of papers to be presented, etc. IQAC organised workshops on development and uploading of E-content. Special lectures were organised by various departments of the college. Field trips and Educational Tours were organised. Laboratory and Library infrastructure were augmented through RUSA schemes.

Examination and Evaluation

Examination Cell takes care of all examination-related works. The college follows the examination and evaluation system prescribed by the University. Semester examinations are conducted by the affiliating university. The college conducts sessional examinations followed by internal assessment, field and project work for students. Class tests, open book tests, group discussions, classroom seminars, interactive sessions, practical examinations, etc are conducted. Procedures are in place to communicate effectively to students about the university examination schedule, pattern and scheme of examinations, etc. Student performance is monitored by the mentors and students are told about areas in which they need to make improvements.

Research and Development

The Research Committee administers the promotion and operation of research activities in the College. The Faculty members and students of the college are encouraged to attend international and national workshops, conferences and present research papers. Certain financial support is provided for such activities. This initiative has encouraged both individual and joint research by faculty members. Besides research activities are encouraged to be conducted in collaboration with non-government organisations and autonomous

bodies and organisations.

Library, ICT and Physical
Infrastructure / Instrumentation

The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and employs ICTs for a range of activities. The students have access to Wi-Fi. The Library Advisory Committee assists the Librarian in the development of the library by recommending books, journals, magazines etc. The library provides internet access to both the students and the staff members. It also extends reprographic services to students and faculties.

Human Resource Management

The college has a well-defined, fair, non-discriminatory HR policy for its employees. It accords top priority for staff development and organises orientation programme through external resource persons every year. Regular training programmes/guest lectures are also organized for the teaching faculty on various subjects pertaining to teaching methodologies, classroom management, teacher development etc. All these help in enhancing the quality of teaching-learning process and in creating conducive atmosphere for team work.

Industry Interaction / Collaboration

The College is striving to establish close relationship with the industry. The ICGC has been entrusted with the responsibility to look into this. The IQAC is also coordinating with the Alumnae Association to identify unemployed graduates who are enrolled with the association and to look for opportunities available with the local industry for ensuring their employment.

Admission of Students

The college has an admission committee consisting of members from every department to help with the admission process. Selection is based on merit basis and a list of selected students is displayed in the central notice board. A notable feature of the admission process is that the member of this committee interacts with the students along with their parents individually, without which the admission is not allowed. This helps

the college in getting to know the parents and for the parents, it is a kind of affirmation that they receive from the college.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	<p>Emphasis has been given by the administration towards ensuring as much 'paperless' approach as possible. The Principal can send SMS to students and faculty members for communicating urgent information through the website. Notices, tenders and circulars are uploaded to the website for larger circulation. The teachers can upload their class assignment and feedback report. The students on the other hand can also interact with a teacher through the website. A mobile app of the College was introduced which mirrors all functionality of the website</p>
Finance and Accounts	<p>All salary payments are through online transfers. The college is aiming towards the process of making the receipt of admission fee completely online. All records are reflected on the students and parents' mobile apps, providing full transparency. E-tender is notified on the college website for purchase of items. Payment for the work orders is done through online payment</p>
Student Admission and Support	<p>The College has an online admission portal in the College website where necessary information related to the admission procedure can be promptly uploaded. Intending students from throughout the state and beyond can browse the website and gather necessary information. Merit lists are prepared and uploaded online. Relevant documents including circulars and other communications are accessible online. Information on student support services such as library, computer center, NCC, NSS, Cells and Clubs, Grievance redressal mechanism etc. are available online</p>
Examination	<p>The College announces the dates and other aspects related to Examinations through its website. Instructions and evaluation of internal class projects and assignments are done through the digital platform</p>

Planning and Development	A significant portion of the college development fund has been proposed to be planned and executed through the help of the official college website and mobile application. The website and app has been commissioned to be developed in such a way that it helps in implementing e-governance in all aspects. With the entire leadership having access to all aspects of the College, planning becomes easier. Official email groups are formed at different levels to facilitate an informal yet effective mode of planning of activities. Tremendous care has been given to achieve the goal of going paperless in most areas of governance
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6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	All Beneficiary Teachers	All Seminars/ Workshops attended	None	9900
2019	All Beneficiary Teachers	All Conferences / Workshops Attended	None	28600

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Workshop on Academic Quality Enhancement	Nil	11/08/2018	11/08/2018	33	Nil
2018	Workshop on Academic Quality Enhancement	Nil	14/11/2019	14/11/2019	31	Nil
2018	Use of ICT in	Use of ICT in	01/11/2019	01/11/2019	36	8

	Academic and Management	Academic and Management				
2019	Use of ICT in Academic and Management	Use of ICT in Academic and Management	21/04/2019	21/04/2019	35	7
2019	Workshop on Academic Quality Enhancement	Nil	17/06/2019	17/06/2019	37	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme	4	12/11/2018	04/05/2019	4
Short Term Course	7	08/08/2018	02/12/2018	7
Refresher Course	4	24/09/2018	02/04/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
47	67	16	12

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
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	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	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, Counseling 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

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The College conducts internal and external financial audits regularly. 1. Source of income verification: Auditors cross verify the fee collections with approved list of students. Other incomes are also cross verified with the receipts issued to the students. Fee amount receivable and amount received will be reconciled. Grant receipts are cross-checked. 2. Expenses Vouching: Auditors approve voucher payment with the supporting documents. Reconciliation of bank accounts and checking the bank confirmations. Discrepancies are discussed and sorted with the management. Financial transactions are audited based on financial statements. Based on the audited financial statements, auditor will issue 'Audit Report'

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Gauhati University	Yes	IQAC

Administrative	No	Gauhati University	Yes	Governing Body
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parents, Guardians, teachers and students are the major constituents for an educational institution. The Nowgong Girls` College Parent-Teacher Association was established to have coordination among parents, guardians and teachers. The main motto of this association is to help the parents and guardians to know all about the functioning of the educational institution as well as teacher and management. It is an effective way through which parents can discuss various issues relating their children learning. • The Nowgong Girls` College Parent-Teacher Association organizes interaction programmes as the teachers, parents and guardians sit together to discuss different issues regarding the college and its students. The main aim of such meeting is to ensure that our college offers best learning experience for the students keeping in mind their scholastic and co-scholastic needs. • The departments conduct field trips and educational tours where many parents and guardians visit the sites to assist the teachers. This creates a sense of belongingness in them. • The Parent-Teacher Association makes it a habit to visit the college hostels to take stock of the facilities available and encourages especially the new students.

6.5.3 – Development programmes for support staff (at least three)

1. Organization of 2 Workshops on Use of ICT in Academic and Management for office staff
 2. Training for Library Staff on Library Automation
 3. Training Programme for Office Staff on Online Financial Transaction and Record Keeping

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. The College has introduced Science Stream at the graduation level from the Academic Session 2018
 2. The College has introduced a number of Certificate and Diploma Courses since 2015
 3. Infrastructure Augmentation work has been undertaken since 2016 thereby ensuring optimum utilization of the available land area
 4. Promotion and Use of ICT and augmentation of classroom ICT infrastructure

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	IQAC Meeting with Pass-Out Student batch (B.A. 6st Semester) in collaboration with ICGC	05/07/2018	05/07/2018	05/07/2018	56
2018	IQAC Workshop on	11/08/2018	11/08/2018	11/08/2018	33

	Academic Quality Enhancement -1				
2018	IQAC Orientation for new student batch (B.A. 1st Semester) in collaboration with ICGC	01/08/2018	01/08/2018	01/08/2018	552
2018	IQAC Workshop on Academic Quality Enhancement - 2	14/11/2018	14/11/2018	14/11/2018	31
2018	IQAC Workshop on use of ICT in Academic and Management - 1	01/11/2018	01/11/2018	01/11/2018	44
2019	IQAC Workshop-Website Up-gradation	25/03/2019	25/03/2019	26/03/2019	27
2019	IQAC Workshop on use of ICT in Academic and Management - 2	22/04/2019	22/04/2019	22/04/2019	52
2019	IQAC Workshop on Academic Quality Enhancement - 3	17/06/2019	17/06/2019	17/06/2019	37
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International	11/10/2018	11/10/2018	414	11

Day of the Girl Child				
National Girl Child Day	24/01/2019	24/01/2019	384	16
Programme on Gender Sensitization	11/03/2019	11/03/2019	146	6
Lecture programme on "Women Empowerment: Challenges and Opportunities" on the occasion of International Women's Day	08/03/2019	08/03/2019	285	17

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>1. Students are encouraged to switch off lights and fans after classes. 2. Use of incinerators for sanitary napkin disposal in College and Hostel campus. 3. Undertaking plantation drive in and around the college campus and in the adopted village of the College. 4. Optimal use of LED lights. 5. Conferring of NGC Green Hero Award annually. 6. Organization of talks on Environment and Conservation Issues. 7. Rain Water harvesting. 8. National Green Corps Nowgong Girls College branch NGC Eco Club. 9. Paperless communication is encouraged. 10. Incinerator is used for burning solid waste generated from hostels, teachers homes, and the neighbourhood community. 11. On the campus, the pond is inhabited by fishes and other aquatic organisms. 12. Artificial nests for birds are built. 13. Promotion of apiculture based on local flowering plants among students, teachers, and the local community. 14. Cleanliness Drive. 15. Initiatives are taken to stop noise pollution by promoting horn-free habits among stakeholders. 16. Ban on use of single-use plastic.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Ramp/Rails	Yes	4
Rest Rooms	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	01/07/2018	31	Free Coaching for students	Educational needs of rural	6

of Class IX and X of Dharamtul High School school students

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for students	26/01/2019	Improvement of behaviour towards teachers, staff and class mates. Improvement of attitude, dutifulness, class participation etc.
Code of conduct for Teachers	26/01/2019	Improvement of dutifulness, more responsible than before, better behaviour towards colleagues, authority, staff and students.
Code of conduct for non-teaching staff	26/01/2019	More dutifulness, responsible, improvement in behaviour towards higher authority, fellow staff members and all the members of the institute.
Code of conduct for Principal	26/01/2019	More responsible in performing administrative, academic, financial duties of the institute.
Code of conduct for governing body	26/01/2019	Improvement in developing strategies towards achieving the vision of the college, monitoring quality improvement activities, and maintaining openness and transparency in the institute.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Health Check Up and supply of essential drugs at Sant Vinoaaji Old Age Home	20/07/2018	20/07/2018	11

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plantation Drive. 2. Cleanliness Drive. 3. Ban on use of single-use plastic.

4. Tobacco-free campus. 5. Initiatives are taken to stop noise pollution by promoting horn-free habits among stakeholders. 6. Incinerator is used for burning solid waste generated from hostels, teachers homes and the neighbourhood community. 7. Rain Water harvesting system is under operation. 8. Artificial nests for birds are built. 9. Promotion of apiculture based on local flowering plants among students, teachers, and the local community.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 Title: Involvement of Students in Community Welfare Activities through NSS **Goal:** To identify the needs and problems of the community at large by engaging the students as NSS volunteers **The Context:** As per the fundamental principles of NSS, a volunteer is expected to remain in constant touch with the community. Hence, for proper implementation of the NSS programmes, it is imperative to select at least one nearby village rather than fritter away energy in a no. of locations. Identification of problems and potentialities of the adopted village can go a long way in fruitful utilisation of the village resources and help in proper planning of village development. This will in turn also develop a sense of social and civic responsibility amongst the students. **Practice:** We, at Nowgong Girls' College, have an effervescent NSS unit guided by a teacher-in-charge, which has been established with a rudimentary objective to provide a platform for interested students to partake in social work apart from their regular classes. The students also extend their services to the neighbourhood community and society as a whole by providing different kinds of services such as rallies are organised from time to time to raise awareness about various social issues such as domestic violence, rape, evil effects of tobacco, AIDS awareness, blood donation camps, health, and hygiene-related seminars, visit to orphanages and old age homes, extending support in kind to the needy and deprived street children, supplying relief materials during natural calamities such as floods, earthquakes, etc. A village namely Itapara situated within a short distance has been adopted by our college with the aim of giving new ideas of development to the villagers which would improve their living conditions. One of the important services rendered by the NSS volunteers is disseminating information about various schemes such as Swachh Bharat, Beti Bachao Beti Padhao, etc. to the villagers apart from other social issues, health, and hygiene and also generating mass awareness about environment conservation. **Evidence of Success:** The initiatives of the NSS Unit of the college is widely appreciated since all such activities have a long-term positive impact on the overall development of society at large. **Problems Encountered:** It is necessary to win the trust of the communities for engaging in any kind of community work. So the basic problem encountered by the volunteers is convincing the villagers towards the implementation of new schemes and programmes. **Best Practice 2 Title:** Institutional Research Fund for faculty members and students to encourage research activities **Goal:** To encourage quality research among the faculty members and students that will make significant contribution to the community. **The context:** Research is considered as an important dimension of higher education. Therefore, the institution has decided to initiate an 'Institutional Research Fund' for the faculty members and students. Students can avail this benefit for research works/ projects except those which are mandatory as per curriculum. The institution has initiated this effort as UGC has limited its provision of funds in the respective areas of research. **Practice:** The institution provides fund for research activities after proper scrutiny and recommendation by the 'Research and Collaborative Activity Cell'. The institution identifies possible areas of research and invites collaboration with designated bodies in order to undertake quality research. The 'Research and Collaborative Activity Cell' of Nowgong Girls' College carefully enquires into the problem areas identified by

faculty members and students and after considering the nature and significance of the problem, the Cell streamlines the process based on the availability of fund and other resources. After getting recommendation from the Cell, an approval from the authority is necessary. Initially 60 of the total fund sanctioned for the selected project is released to the researcher to undertake research. The rest of the amount is released after submission of the progress report of minimum 50 of the investigation or completion of the investigation. The Duration of the project is maximum of two years. Evidence of Success: A number of faculty members have applied for the 'Institutional Research Fund' and has been granted research fund as per availability of funds and after fulfilment of the required criteria. Problems Encountered: Although many applicants had applied for the 'Institutional Research Fund', it was not possible to allocate funds for all the applicants due to limited availability of fund.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://nowgonggirlscollege.edu.in/bestpractice.php>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Nowgong Girls' College is a pioneer in womens education in central Assam. The institution thrives on exceptional classroom experience and does everything to empower the woman which is a priority here. The classes are interactive with a constant endeavor to train the girl students for the global challenges which lay ahead of them. In addition to the use of technology, we also focus on a clear analysis and understanding of the outcomes of the teaching-learning process. This gives the teachers a clear idea of how, where, and when the entire process is heading and how the students are going to benefit from it. The feedback mechanism, constant brain-storming among colleagues to improve the class quality, inputs from the Nowgong Girls' College Students Union and individual student, parents inputs, and alumni interaction too go a long way in ensuring that only the best education model is available to students. The right mix of experience and youth among the teachers and absolute parity when it comes to a blend of male and female teachers imparting top-notch education makes the college the ideal choice for all students to study there. Students experience is of paramount importance to every member of the teaching fraternity, and the college management also shares the same viewpoint. The students would vouch for the fact that there is an adequate mix of rules with fun, freedom with restrictions, and congeniality with control. Preparing students for the future involves equipping them with the knowledge, know-how, skills, attitude to be winners. Students experience is also helping them to understand their peers better, working together in teams, and having the sensitivity to understand others. To accomplish our vision with every advancing semester, we earnestly aim to raise the bar and set high standards for ourselves, so that our students have the best possible holistic experience with us. The information and career guidance cell and a host of club activities with a healthy student-centric environment, certificate programmes, cultural events, and international day celebrations, all combine to make the institution an ideal place to pursue their undergraduate studies.

Provide the weblink of the institution

<http://nowgonggirlscollege.edu.in/instidist.php>

8.Future Plans of Actions for Next Academic Year

1. Introduction of more add-on and skill enhancement courses for students to ensure better employability. 2. Strengthening carrier counselling and personality development programmes for the benefit of students. 3. Organization of training programmes, workshops, seminars on preparation of study materials and use of ICT tools for faculty members. 4. To enhance academic facilities with more books in the library, provision of E-study materials, arrangement of more classrooms etc. 5. Promote student exchange programmes with other institutions along with faculty exchange initiatives 6. Improvement of science section with more equipment in the laboratories and related facilities. 7. Awareness programmes on environmental issues, health and hygiene 8. Programme to address gender issues and initiate gender equity action plan 9. Strengthening of feedback mechanism with online provision of feedback for all stakeholders 10. Augmentation of hostel facilities