



Yearly Status Report - 2019-2020

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 |
| 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 |
|---|-------------|

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 |
| IQAC Orientation for new students (UG First | 03-Aug-2019 1 | 479 |

| | | |
|--|------------------|----|
| Semester) batch in collaboration with ICGC | | |
| First meeting of IQAC | 01-Aug-2019 1 | 11 |
| Signing of MOU with Antara Kala Kendra | 06-Sep-2019 1 | 33 |
| 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 | Salary | Govt. of Assam | 2019 365 | 83878419 |
| Nowgong Girls' College | Fees Waive | Govt. of Assam | 2019 365 | 1470030 |
| Nowgong Girls' College | Green Corps | ASTEC | 2019 365 | 5000 |
| Nowgong Girls' College | Girls Common Room | Govt. of Assam | 2019 365 | 100000 |
| Nowgong Girls' College | Campus Development etc. | RUSA | 2019 365 | 500000 |
| View File | | | | |

| | |
|--|---------------------------|
| 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 : | 5 |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | Yes |
| 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)

Programmes on career planning, competitive examination, NET/SLET/GATE for students organised.

MOUs with different institutes, organisations signed and collaborative programmes conducted.

Industry-Academia Meet and programme on Intellectual Property Rights held.

Preparation and adoption of Gender Equity Action Plan

Workshops and training programmes for teachers, nonteaching staff and students conducted.

[View File](#)

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 |
|--|--|
| Organisation of workshops and seminars | Workshops and training programmes conducted by the IQAC, departments are encouraged to conduct seminars, workshops etc. |
| Promotion of gender equity and health awareness | Gender equity action plan prepared, International Women's Day celebrated, National Girl Child Day celebrated, awareness programme on girl child conducted, talks on gender and health issues held, blood group identification and hemoglobin testing programme conducted, blood donation camp organized. |
| Exploring opportunities for collaborations and consultations | MOUs signed with several institutes and organisations Collaborative ventures have been established and implemented with colleges and institutes during the academic session |
| Development of e-content for students | Workshop conducted on e-content development for teachers; e-content developed by teachers are uploaded in college website for ready reference of students and other stakeholders. Class videos and study materials prepared and uploaded in college website |
| Promoting student and faculty exchange initiatives | MoUs and linkages have been established with various colleges and institutions for undertaking student and faculty exchange; such exchanges conducted with ADP College, Rupahi College, Dr. BKB College, Lanka Mahavidyalaya etc. |
| Strengthening of add on courses | A number of new certificate diploma course introduced during the session apart from the already running one. |

| Enhancement of infrastructure and development of campus | Completion of Science Block A and Science Block B, construction of foot overbridge, augmentation of drainage system in the campus to prevent water logging | | | | |
|--|---|------------------------|--------------|--|-------------|
| Strengthening of extension activities | Distribution of relief materials among the residents of adopted village during Covid-19 lockdown, Swacchata Abhiyan on the occasion of NSS Day involving NSS volunteers, teachers and non-teaching staff of the College, health camps organised, Plantation drive on the bank of Kalong, Strengthening of NSS activities, Relief materials distributed among flood victims, Beautification and maintenance of Jongal Balahu Udyan, Raha | | | | |
| View File | | | | | |
| 14. Whether AQAR was placed before statutory body ? | Yes | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing Body, Nowgong Girls' College</td> <td>29-Dec-2021</td> </tr> </tbody> </table> | | Name of Statutory Body | Meeting Date | Governing Body, Nowgong Girls' College | 29-Dec-2021 |
| Name of Statutory Body | Meeting Date | | | | |
| Governing Body, Nowgong Girls' College | 29-Dec-2021 | | | | |
| 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) | The following modules are available at Nowgong Girls College to ensure the seamless operation of the Management Information System: 1. Website of the College: Nowgong Girls College has a dedicated website to help the Management Information System run more efficiently. Teachers, students, nonteaching staff, and stakeholders such as alumnae and parents all have their own modules on the website. 2: Online Admission module: The College has adopted online admission system | | | | |

effectively. Online admission is done through the College website to make it easier for students to apply online. Personal information about applicants and admitted students is kept in the module. The module also includes a fee payment feature for students as well as the ability to generate an electronic fee payment receipt. The module can also generate and print student ID cards automatically based on specified unique identifiers. 3. Student Attendance Module controls the student attendance system entirely online via a dedicated Mobile App. It gives information about each students attendance in real time. The module also includes the capability of sending SMS to the parents of absentees. 4. The Colleges website as well as the College App offer a dedicated section for online leave application and approval for both teaching and nonteaching personnel. 5. The College conducts Stakeholder Surveys on a regular basis through its website. There is a feature for collecting feedback online from different stakeholders including students, teachers, alumnae, parents, and employers, as well as analysing the inputs and automating the development of analysed reports of individual responses. 6. Nowgong Girls College has a Grievance Redressal System that lets students and staff to submit grievances online and have them resolved. 7. The Library Management Module is accessible via the Online Public Access Catalogue (OPAC), which allows users to access library contents from anywhere. The barcode facility is used to issue and return library materials. 8. A module for sending SMS notices to students, teachers, and nonteaching personnel, as well as alumnae and parents, is available. 9. The Administration Management System makes it easier to manage daytoday tasks like leave approval, certificate issuance, and accounting.

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. The college authority also initiates preparation of the Academic Calendar prior to commencement of the academic year. For the convenience of all stakeholders, the Principal notifies a Time Table Committee which is entrusted with the responsibility of preparation of the master time-table. This document is displayed in a well-framed notice board of the Administrative building and 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 prepare 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. These departments organize special classes on research methodology to develop scientific temper amongst students. Completed projects are documented and catalogued in the departmental library. To evaluate the process of curriculum delivery and documentation, staff meetings are regularly convened by the Principal. 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 |
|------------------------|-----------------|-----------------------|----------|--|-------------------|
| Research Methodology | Nil | 21/01/2020 | 30 | No | Yes |
| Gender Sensitization | Nil | 16/08/2019 | 60 | No | Yes |
| Biostatistics (Basics) | Nil | 03/02/2020 | 45 | No | Yes |
| Income Tax Filing | Nil | 01/08/2019 | 21 | Yes | Yes |
| Financial | Nil | 17/01/2020 | 28 | No | Yes |

| | | | | | |
|--|-----|------------|----|-----|-----|
| Literacy | Nil | 02/09/2019 | 45 | No | Yes |
| Intellectual Property Rights | | | | | |
| Waste Management | Nil | 01/11/2019 | 45 | Yes | Yes |
| Drama (English) | Nil | 21/10/2019 | 90 | Yes | Yes |
| Personnel Management with Perennial Scriptural Knowledge | Nil | 01/02/2020 | 15 | Yes | No |
| Translation | Nil | 05/08/2019 | 60 | No | Yes |
| An Introduction to R-Programming | Nil | 20/01/2020 | 15 | Yes | Yes |
| Indian Archeology | Nil | 01/08/2019 | 60 | Yes | Yes |
| Report Writing | Nil | 02/09/2019 | 60 | Yes | No |
| Use of ICT | Nil | 01/11/2019 | 15 | No | Yes |
| Creative Writing | Nil | 02/09/2019 | 21 | No | Yes |
| Proof Reading | Nil | 27/01/2020 | 21 | Yes | Yes |
| Fabric Glass Painting | Nil | 16/08/2019 | 21 | Yes | Yes |
| Chromatography Techniques | Nil | 17/01/2020 | 15 | No | Yes |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|-------------------|--------------------------|-----------------------|
| Nil | NA | Nil |
| No file uploaded. | | |

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 | Statistics Regular | 20/06/2019 |
| BA | Assamese Regular | 20/06/2019 |

| | | |
|-----|------------------------------|------------|
| BA | Bengali Honours | 20/06/2019 |
| BA | Bengali Regular | 20/06/2019 |
| BA | Education Honours | 20/06/2019 |
| BA | Education Regular | 20/06/2019 |
| BA | Economics Honours | 20/06/2019 |
| BA | Economics Regular | 20/06/2019 |
| BA | Hindi Honours | 06/06/2019 |
| BA | Hindi Regular | 20/06/2019 |
| BA | History Honours | 20/06/2019 |
| BA | History Regular | 20/06/2019 |
| BA | Mathematics Honours | 20/06/2019 |
| BA | Home Science Regular | 20/06/2019 |
| BA | Geography Honours | 20/06/2019 |
| BA | Geography Regular | 20/06/2019 |
| BA | Philosophy Honours | 20/06/2019 |
| BA | Philosophy Regular | 20/06/2019 |
| BA | Political Science Honours | 20/06/2019 |
| BA | Political Science Regular | 20/06/2019 |
| BA | Sanskrit Honours | 20/06/2019 |
| BA | Sanskrit Regular | 20/06/2019 |
| BA | Mathematics Regular | 20/06/2019 |
| BA | English Honours | 20/06/2019 |
| BA | English 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 | Assamese Honours | 20/06/2019 |

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

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 288 | Nil |

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 |
|--|----------------------|-----------------------------|
| Personnel Management with Perennial Scriptural Knowledge | 01/02/2020 | 60 |
| Yoga Wellness | 01/02/2020 | 58 |
| Gender Sensitization | 16/08/2019 | 17 |
| Human Rights | 20/01/2020 | 13 |
| Mental Stress Management | 15/10/2019 | 67 |
| 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 | Education Major | 32 |
| BA | Geography Major | 51 |
| BA | Geography General | 16 |
| BA | Hindi Major | 28 |
| BA | History Major | 19 |
| BA | Philosophy Major | 33 |
| BA | Environmental Studies | 435 |
| View File | | |

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 |
|---|
| Posters for spreading awareness among students regarding participation in the student survey have been displayed across the notice board of the departments. Survey and Feedback Analysis Committee and the IQAC conduct survey to receive feedback on the teaching-learning process from students. 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 collected periodically. 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 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 |
|-----------------------|--|---------------------------|--------------------------------|-------------------|
| MA | Assamese | 30 | 23 | 6 |
| BSc | Botany, Chemistry, Geography, Mathematics, Physics, Statistics, Zoology | 200 | 103 | 85 |
| BA | Assamese, Bangla, Economics,, Education, English, Geography, Hindi, History, Home Science, Mathematics, Philosophy, Political Science, Sanskrit, Statistics | 500 | 947 | 736 |

[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 |
|------|---|---|---|---|--|
| 2019 | 1584 | 33 | 60 | 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 a place where teachers serve as academic mentors, guiding students toward their full potential. Departments will occasionally hold orientation programmes for their students in order to assess their performance. All necessary information about the student is gathered, including the students phone number, email address, family income, category, and so on. Permanent faculty from the related departments distribute major course students proportionately and continue to provide supervision to the students until the course is completed. The workload of particular professors is also factored into the distribution of general course pupils.

Departments keep track of class tests, surprise tests, attendance records, seminar records, and other information relevant to student performance evaluation. Individual meetings, social networking sites, and other means of communication are used by teachers to communicate with pupils. Teachers take care of pupils academic, personal, and emotional difficulties when they arise. Teachers also keep students informed about their progress and attendance in class. Students frequently approach lecturers after they have completed their studies in the institution to seek advice on further education and career options. Mentors constantly make every effort to assist students in any manner they can. Teachers have the authority to quickly report any issue or challenge involving children to the Principal, who will then seek the resources necessary to remedy the problem. A systematic record of each students attendance, sessional test results, and extracurricular activities is kept. Teachers keep communication with their students as well as their parents as needed. They also encourage parents to communicate with their children in whatever way. Teachers also encourage students to take use of the various add-on and career-oriented courses available on campus in order to broaden their horizons. It also benefits their overall growth. The mentorship programme at Nowgong Girls College provides a method for instructors, students, and parents to form a lifelong link.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 1617 | 67 | 1 : 24 |

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 | 46 | 8 | 7 | 22 |

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 |
|---------------|---|---------------------|--|
| 2019 | Dr. Uday Bhan Bhagat | Assistant Professor | PhD |
| 2020 | Dr. Rakhi Bhattacharyya | Assistant Professor | PhD |
| 2020 | Dr. Zina Moni Shandilya | Assistant Professor | PhD |
| 2019 | Dr. Monika Saikia | Assistant Professor | Hindi Bhasha Bhushan Samman |

| | | | |
|---------------------------|-------------------|---------------------|--------------------|
| 2019 | Dr. Monika Saikia | Assistant Professor | Hindi Ratna Samman |
| 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 | Sem_4/ Year_2019 | 21/06/2019 | 21/11/2019 |
| View File | | | | |

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

Students academic progress is monitored by a well-coordinated ongoing evaluation system. Students performance and progress are continuously evaluated and monitored through measures such as frequent class tests, surprise tests, quizzing, mock tests, class presentations, seminar presentations, assignments, projects, group discussions, open book tests, extempore speech practice, debate competition, and so on. Class tests and open book tests are held on a regular basis to help students prepare for their exams and improve their conceptual clarity. Students are encouraged to use their critical thinking and creativity in seminar presentations, projects, and extempore speech exercises. Students are asked to pose pertinent questions about a topic as part of the colleges creative learning modules on particular themes. Surprise tests, mock exams, and open book exams aids in the development of problem-solving abilities. Students are given corrected response scripts to look through and ask questions about. Teachers use peer evaluation to empower and enable students to support one another, especially in areas where unique and creative thinking can be beneficial. When students are assigned to do group presentations, teachers assess them. For pupils with particular needs, tutorials and remedial sessions are provided. Every year, departmental wall publications are produced. In order to stimulate students creativity, the college magazine publishes the winning entries from numerous literary competitions held throughout the year.

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

Nowgong Girls' College is affiliated with Gauhati University and hence abides by all of the Universitys academic laws and regulations. The academic calendar for the college is based on the Universitys academic calendar. End-of-semester examinations are held according to university schedules, whereas sessional examinations are held according to the college academic calendar for internal assessment. The academic calendar also represents a number of significant events that the college commemorates and celebrates each year. College Foundation Day, Independence Day, Republic Day, International Womens Day, International Yoga Day, International Nonviolence Day, NCC Day, World Environment Day, Tithi of Sankardeva and Madhavdeva, International Day of Girl Child, and so on are some of the days commemorated. The academic calendar also includes dates for the Youth Festival and Swachchata Week, among other events.

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 |
|----------------|----------------|--------------------------|---|---|-----------------|
| General | BA | All Subjects | 122 | 29 | 23.77 |
| Major | BA | All subjects | 261 | 152 | 58.24 |
| MA-ASM | MA | Assamese | 22 | 18 | 81.81 |

[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 | Tiwa Bhasa Kala Kristi Bikash Kendra, Assam | 0.2 | 0.08 |
| Minor Projects | 730 | Tiwa Autonomous Council, Government of Assam | 0.25 | 0.1 |
| Minor Projects | 730 | Tiwa Autonomous Council | 0.25 | 0.1 |
| Minor Projects | 730 | Tiwa Autonomous Council, Government of Assam | 0.25 | 0.1 |

[View File](#)

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 |
|---|-------------------|------------|
| Workshop on Intellectual Property RightsI | IQAC and English | 29/01/2020 |

| | | |
|------------------------|------|------------|
| Industry-Academia Meet | IQAC | 13/02/2020 |
|------------------------|------|------------|

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 |
|-------------------------|-----------------|-----------------|---------------|----------|
| NA | NA | NA | Nil | NA |
| 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 | NA | NA | NA | NA | Nil |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 03 | 00 | 00 |

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

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| NA | 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) |
|---------------------------|------------|-----------------------|--------------------------------|
| International | Hindi | 1 | 5.2 |
| National | History | 1 | 0 |
| International | Education | 1 | 5.6 |
| International | Botany | 2 | 0 |
| National | Botany | 1 | 0 |
| International | History | 1 | 0 |
| National | Assamese | 1 | 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 |
|---------------------------|-----------------------|
| Hindi | 4 |
| History | 3 |
| Assamese | 1 |
| Botany | 2 |
| 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 | Number of citations |
|--------------------|----------------|------------------|---------------------|----------------|------------------------------|---------------------|
|--------------------|----------------|------------------|---------------------|----------------|------------------------------|---------------------|

| | | | | | | |
|-------------------|----|----|-----|---|------------------------------|-------------------------|
| | | | | | mentioned in the publication | excluding self citation |
| NA | NA | NA | Nil | 0 | NA | 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 |
|--------------------|----------------|------------------|---------------------|---------|---|---|
| NA | NA | NA | Nil | Nil | Nil | NA |
| 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 | 1 | 11 | 7 | 87 |
| Presented papers | 2 | 7 | 4 | Nil |
| Resource persons | Nil | Nil | 5 | 11 |
| View File | | | | |

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 |
|---------------------------------|--|--|--|
| Anti-Drugs Awareness programmes | NSS/IQAC | 5 | 21 |
| Swachh Bharat Abhiyan | NSS/IQAC | 9 | 15 |
| 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 |
|----------------------|-------------------|-----------------|------------------------------|
| NA | 0 | NA | 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 |
|-----------------------|---|-----------------------|--|--|
| Swachh Bharat Abhiyan | NSS/IQAC | Swachh Bharat Abhiyan | 9 | 15 |

[View File](#)

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 | 11 | College Fund | 14 |
| Student Exchange | 38 | College Fund | 6 |
| Minor Research Project | 4 | Tiwa Autonomous Council | 730 |
| Minor Research Project | 1 | Tiwa Bhasha Kala Kristi Kendra | 730 |

[View File](#)

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 | AIKIDO Society, Patshala, Assam | 04/11/2019 | 09/11/2019 | 7 |
| Internship | Student Internship Programme | SSEAEP, Nagaon, Assam | 03/02/2020 | 08/02/2020 | 13 |

No file uploaded.

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 |
|---------------------|--------------------|-----------------------------------|---|
| Antara Kala kendra | 06/09/2019 | Cultural collaboration | 33 |
| Lanka Mahavidyalaya | 12/09/2019 | Education, Research and extension | 67 |

[View File](#)

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 |
|--|--|
| 7152500 | 7248627 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

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 |
|---------------------------|---|---------|--------------------|
| KOHA | Partially | 20.2 | 2018 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---------------------------|----------|---------|-------------|--------|-------|---------|
| | | | | | | |
| Text Books | 41659 | 5825529 | 620 | 515213 | 42279 | 6340742 |
| Reference Books | 3716 | 1153399 | Nill | Nill | 3716 | 1153399 |
| e-Books | 7 | Nill | 20 | Nill | 27 | Nill |
| Journals | 6 | 15620 | Nill | Nill | 6 | 15620 |
| Others(s pecify) | 11 | 13159 | Nill | Nill | 11 | 13159 |
| CD & Video | 60 | Nill | Nill | Nill | 60 | Nill |
| e- Journals | 6 | Nill | Nill | Nill | 6 | Nill |
| Others(s pecify) | 75 | Nill | Nill | Nill | 75 | Nill |
| Library Automation | 2 | 143600 | Nill | Nill | 2 | 143600 |
| View File | | | | | | |

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 |
|---------------------------|--------------------|---------------------------------------|-----------------------------|
| Dr. Manika Saikia | Borgeet | You Tube | 27/03/2020 |
| Dr. Manika Saikia | Kamayani | You Tube | 27/03/2020 |
| View File | | | |

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 | 96 | 2 | 96 | 3 | 1 | 8 | 17 | 50 | 0 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 96 | 2 | 96 | 3 | 1 | 8 | 17 | 50 | 0 |

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/econtents.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 |
|--|--|--|--|
| 3600000 | 3623810 | 900000 | 970631 |

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)

For the upkeep and utilization of physical, academic, and support infrastructure, the college has several policy-making committees. The master plan committee of the college is in charge of developing physical and academic infrastructure plans and procedures. The plan of the year is prepared by a committee made up of college officials and a few faculty members, and it is presented to the governing body for approval. To prepare plans and estimates, the governing body establishes a Building Committee. The governing body receives the Construction Committees plan estimate. The governing body makes the appropriate arrangements for the required foundations from the U.G.C., RUSA, and other government agencies after thorough examination. After the funds have been approved, the Construction Committee issues a tender and takes the required procedures to ensure that the plan is carried out under its

supervision. A librarian and his team are in charge of the library. A Library Committee is in charge of overseeing the use of the library in general. The library is monitored by a CCTV camera. There is a provision for students to borrow books according to their needs. The Hostel Committee, which consists of the Principal, the Hostel Warden, faculty members, and a representative of the hostel boarders, runs the college hostel. This committee is in charge of overseeing the facilities and overall development of the hostel. A dedicated committee is also formed for the upkeep and management of physical facilities and assets of the college. Under the direction of the I.T. cell, a technical teacher maintains the Computer Lab. The students of the college are provided computer training and I.C.T. related facilities through this lab. The center 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 closed-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.

<http://nowgongirlscollege.edu.in/facilities.php>

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 | Merit Scholarship | 8 | 15000 |
| Financial Support from Other Sources | | | |
| a) National | Financial support for BPL students and Ishan Udaay | 166 | 3615080 |
| b) International | NA | Nil | 0 |

[View File](#)

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 Proof Reading | 16/08/2019 | 21 | Department of Assamese |
| Certificate Course on Hindi Report Writing | 02/09/2019 | 27 | Department of Hindi |

[View File](#)

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 | Number of benefited students by career | Number of students who have passed in the comp. exam | Number of students placed |
|------|--------------------|--|--|--|---------------------------|
|------|--------------------|--|--|--|---------------------------|

| | | examination | counseling activities | | |
|---------------------------|--|-------------|-----------------------|-----|-----|
| 2019 | Orientation Programme on Career in Life Sciences | Nil | 27 | Nil | Nil |
| 2020 | Orientation for Competitive Examination including NE T/SLET/GATE | 73 | Nil | Nil | Nil |
| 2020 | Workshop on Career Planning for UG students | Nil | 251 | Nil | Nil |
| View File | | | | | |

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 |
| No file uploaded. | | | | | |

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 |
|------|--|--------------------------|---------------------------|---|-------------------------------|
| 2019 | 51 | B.A | All departments | Gauhati University, Cotton University, Mahapurush Srimanta Sankardeva V iswavidlaya, Rabindra Bharati University, Kaziranga | M.A., M.S.W. B.Ed. |

University,
Dibrugarh
University,
Don Bosco
University,
NERIM, USTM,
IGNOU,
Nowgong
College,
Nowgong
Girls'
College,
Kaliabor C

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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 |
|-------------------|---|
| Nill | Nill |
| No file uploaded. | |

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 | 802 |
| View File | | |

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 |
|---------------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2019 | NA | National | Nill | Nill | NA | NA |
| 2020 | NA | National | Nill | Nill | NA | NA |
| View File | | | | | | |

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. The college union/council is based on the idea of a healthy and active representation of students in decision-making. Because it provides students with numerous opportunities to express themselves, the college union becomes an unavoidable feature of a democratic college. The union members are properly 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 also serves as a venue for students to participate creatively in campus life while also learning to build responsibility and leadership skills. Students take part in numerous programmes such as the Swaccha Bharat Abhiyan, blood donation camps, and so on. In the college campus, the students council organizes various cultural programmes and commemorates key days such as Republic Day, Independence Day, Gandhi Jayanti, National Integration Day (Rastriya Ekta Divas), and so on. Apart from the foregoing, they step up to assist victims of natural disasters.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

3611

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1. Swachh Bharat Abhiyan 2. Covid Awareness Programme 3. College Anthem recorded and published on the occasion of foundation day 4. College canteen managed and maintained

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: For different academic tasks, the administration of Nowgong Girls College incorporates the entire college fraternity. For the seamless operation of the college and general academic progress, specific committees are constituted. Under the aegis of IQAC, numerous sub-committees are formed, and these committees are assigned to organise and carry out various activities throughout the academic year. The IQAC is granted the authority to plan, implement, and monitor programmes targeted at improving the overall quality of the institution. It creates the overall strategy of the academic year and oversees its implementation through its sub-committees. A faculty member is assigned to each programme as the in charge, and he or she is responsible for all aspects of that programme on his or her own. 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. In addition, the Principal consults with the IQAC when putting together the Colleges annual academic programme. And the College authorities allow these committees complete operational independence in areas that fall under their purview.

Decentralization in Infrastructure Development Planning: The College has a Project Monitoring Unit and Coordinator, RUSA, as well as a Construction Committee, tasked with the planning, development, and execution of infrastructure projects involving new construction and renovation of existing facilities. The College also has a Procurement Committee, which is in charge of overseeing the purchase of books, equipment, and other items.

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 |
|--|--|
| Admission of Students | To assist with the admission process, the college maintains an admission committee made up of people from all departments. The students are chosen on the basis of merit, and a list of those who have been chosen is posted on the central notice board. In case of offline admission, the admission committee interacts with the students and their parents directly, which is a distinguishing aspect of the admissions process. This aids the college in getting to know the parents, and also serves as a form of confirmation from the college for the parents. Provision of online application and admission through the college website is also available. |
| Industry Interaction / Collaboration | The College is working hard to build close ties with the industry. The ICGC has been entrusted with the task of investigating this. The IQAC is also working with the Alumnae Association to identify unemployed graduates who are members of the organization and to explore for opportunities in the local industry to help them find work. |
| Human Resource Management | The human resources policy of the College is well-defined, fair, and non-discriminatory. It gives employee development top attention and holds an annual orientation session with external resource individuals. Regular training programs/guest lectures on various topics such as teaching techniques, classroom management, teacher development, and so on are also held for the teaching faculty. All of this contributes to improving the teaching-learning process quality and fostering a collaborative environment. |
| Library, ICT and Physical Infrastructure / Instrumentation | For academic and administrative purposes, the institution has enough ICT facilities and other learning tools. Staff and students have access to technology as well as current and relevant information retrieval. The institution uses and utilises ICTs for a variety of purposes. Wi-Fi is |

available to the students. The Library Advisory Committee helps the Librarian grow the library by recommending books, periodicals, and magazines, among other things. Both students and staff members have access to the internet in the library. Students and faculties can also use its reprographic services.

Research and Development

The Research Committee is in charge of promoting and running research at the College. Faculty and students at the institution are encouraged to participate in worldwide and national workshops, conferences, and research presentations. Such activities are given some financial assistance. Faculty members have been encouraged to do individual and collaborative research as a result of this effort. Apart from that, research activities are encouraged to be conducted in partnership with non-governmental organisations and autonomous agencies and organisations.

Examination and Evaluation

All examination-related work is handled by the Examination Cell. The college follows the examination and evaluation system prescribed by the University. The affiliating university is in charge of semester exams. Sessional examinations are held at the college, followed by internal assessment, field work, and project work for students. There are class tests, open book tests, group discussions, classroom lectures, interactive sessions, practical exams, and so on. There are procedures in place to efficiently communicate with students regarding the university examination schedule, pattern, and scheme, among other things. Mentors keep track of student progress and inform students of areas where they need to improve.

Teaching and Learning

The IQAC interacts with the HoDs on a regular basis to assess the teaching-learning process. The goal is to improve teaching approaches, classroom environment, and exam results. The number of seminars and workshops that faculty members will attend, as well as the number of papers that will be given, are all set as departmental goals. IQAC held workshops on E-content development and uploading. Many departments of the College organized

special lectures. There were field trips and educational tours planned. RUSA strategies were used to improve laboratory and library infrastructure.

Curriculum Development

The College is affiliated with Gauhati University and follows its curriculum for all courses offered as a result, it has a limited influence in curriculum development. The college, on the other hand, took the initiative in proposing its recommendations to Gauhati University for CBCS-based syllabus revision. The departments of the College also offer value-added certification programmes that go beyond the curriculum. Even standard courses include extra components that the College introduces and outlines in the course hand-outs.

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

| E-governance area | Details |
|---------------------------------|--|
| <p>Planning and Development</p> | <p>The official college website and mobile application have been recommended to be used to plan and execute a substantial percentage of the college development fund. 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. At various levels, official email groups are formed to facilitate an informal but effective manner of activity planning. The goal of going paperless in most areas of government has been carefully pursued.</p> |
| <p>Administration</p> | <p>The administration has placed a strong emphasis on maintaining as much of a paperless approach as feasible. The Principal can use the website to send SMS to students and faculty members in order to communicate urgent information. Notices, tenders, and circulars are put to the website in order to reach a wider audience. Teachers can upload class assignments as well as feedback reports. Students, on the other hand, can use the website to communicate with a teacher. The College has released a mobile app that mimics the websites functionality.</p> |
| <p>Finance and Accounts</p> | <p>Online transfers are used to make all salary payments. The college is working</p> |

| | |
|-------------------------------|---|
| | to make the process of receiving admission fees entirely online. All records are visible on the mobile apps for students and parents, ensuring complete transparency. The college website publishes an e-tender for the purchase of items. Work orders are paid for via an online payment system. |
| Student Admission and Support | The College website provides an online admission portal where relevant information about the admission process may be quickly supplied. Students from all throughout the state and beyond can use the website to get the information they need. Merit lists are created and posted on the internet. Online, relevant papers such as circulars and other messages are available. On the internet, you may get information on student support services such as the library, computer center, NCC, NSS, Cells and Clubs, Grievance Redressal Mechanism, and so on. |
| Examination | The College publishes dates and other information about examinations on its website. The digital platform is used to provide instructions and evaluate internal class projects and assignments. |

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 |
|-------------------|-----------------|--|--|-------------------|
| 2019 | NA | NA | NA | Nil |
| No file uploaded. | | | | |

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) |
|------|--|---|------------|------------|---|---|
| 2019 | Faculty Development Programme on Use of ICT Tools | NA | 21/10/2019 | 26/10/2019 | 31 | Nil |

| | | | | | | |
|---------------------------|------------------------------|--|------------|------------|-----|---|
| | for Classroom Teaching | | | | | |
| 2019 | NA | Trainning Programme on Office Automation for non- teaching staff | 11/03/2019 | 11/03/2019 | Nil | 9 |
| View File | | | | | | |

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 |
|---|---------------------------------|------------|------------|----------|
| Refresher Course | 1 | 16/10/2019 | 29/10/2019 | 14 |
| Short Term Course | 3 | 23/09/2019 | 23/12/2019 | 07 |
| Faculty Development Programme | 29 | 21/10/2019 | 19/02/2020 | 07 |
| View File | | | | |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| 46 | 67 | 16 | 28 |

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 cocurricular 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)

Internal and external financial audits are conducted on a regular basis at the College. 1. Verification of income source: Auditors examine fee receipts to the approved student list. Other sources of revenue are also cross-checked against receipts given to pupils. The difference between the amount due and the amount collected in fees will be reconciled. Receipts for grants are double-checked. 2. Expense Vouching: After reviewing the supporting papers, the auditors approve the voucher payment. Checking bank confirmations and reconciling bank accounts. With the management, discrepancies are discussed and resolved. On the basis of financial statements, financial transactions are audited. The auditor will issue a Audit Report based on the audited financial statements.

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 |
| No file uploaded. | | |

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 | Yes | Gauhati University | Yes | IQAC |
| Administrative | Yes | Gauhati University | Yes | Governing Body |

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The main constituents of an educational institution are students, parents, guardians and teachers. Parents, guardians, and teachers came together to form the Nowgong Girls College Parent-Teacher Association. This organizations major goal is to ensure all round development of the students through collective efforts. It also helps the parents and guardians to understand the functioning of educational institutions and make suggestions for improvement. Its a good method for parents to talk about their students education. • The Nowgong Girls College Parent-Teacher Association hosts interaction programmes in which teachers, parents, and guardians meet to address various concerns concerning the college and its pupils. The major goal of such meetings is to guarantee that our college provides the finest learning experience for students while also considering their scholastic and co-curricular requirements. • Field trips and instructional tours are organised by the departments, and many parents and guardians accompany the teachers to assist them. • The Parent-Teacher Association visits the college hostels on a regular basis to assess the facilities offered and to encourage new students in particular.

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

1. Training for library personnel on library automation 2. Organization of two workshops on the use of ICT in academic and management for office employees 3. Online Financial Transaction and Record-Keeping training program for office personnel.

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

1. Beginning with the 2018 Academic Session, the College has established a Science Stream at the bachelors degree level. 2. The College has offered a range of Certificate and Diploma Courses since 2015. 3. Since 2016, work on infrastructural improvements has been undertaken to ensure that all accessible land is utilised. 4. ICT promotion and utilisation, as well as better ICT infrastructure in the classroom.

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 |
|------|---|-------------------------|---------------|-------------|------------------------|
| 2019 | IQAC Orientation for new students (UG First Semester) batch in col laboration with ICGC | 03/08/2019 | 03/08/2019 | 03/08/2019 | 479 |
| 2019 | Signing of MOU with Antara Kala Kendra | 06/09/2019 | 06/09/2019 | 06/09/2019 | 33 |

| | | | | | | | |
|---------------------------|---|---|------------|---|---|--|----|
| 2019 | 1 | 1 | 01/07/2019 | 2 | Anti-Drugs Awareness programmes | To create awareness about drug abuse and mental health | 26 |
| 2020 | 1 | 1 | 09/01/2020 | 1 | One day training programme on Soil Quality Assessment and Sampling Distribution | To sensitize the students and the local people for organic kitchen farming | 20 |
| 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 nonteaching 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 |
|---------------------------|---------------|-------------|------------------------|
| Anti Drug Campaign | 26/06/2019 | 02/07/2019 | 26 |
| Swachh Bharat Abhiyan | 15/08/2019 | 15/08/2019 | 24 |
| View File | | | |

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

1. Campus is made horn free. 2. Use of LED lights to the maximum extent. 3. Plantation Drive conducted. 4. Minimal use of paper habit encouraged. 5. Swachh Baharat Abhiyan and cleanliness programme. 6. Ban on use of single-use plastic. 7. Tobacco-free campus. 8. Use of incinerator for burning solid waste generated from hostels, teachers homes and the neighbourhood community. 9. Provision of Rain Water harvesting. 10. Promotion of apiculture based on local flowering plants.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 Title: Plantation of rare and endemic plant species with medicinal value in the college campus **Goal:** To raise awareness among the students regarding the significance and usage of a large no. of medicinal plants in everyday life **The context:** The inadequate supply of drugs, prohibitive cost of treatments, side effects of several synthetic drugs and development of resistance to currently used drugs for infectious diseases have led to increased emphasis on the use of plant materials as a source of medicines for a wide variety of human ailments like diabetes, asthma, acidity, thyroid, etc. Some of these diseases which were once considered as rare have become quite common in every household today. In a country like India where the traditional ayurvedic system of medicine is of utmost importance, the knowledge of treatment of a good no. of ailments with such medicinal herbs as well as the promotion of their usage needs to be stressed upon the younger generations too. **Practice:** The Nowgong Girls' College campus is an eco-friendly campus situated on the banks of the Kolong river. Apart from flower and kitchen garden within the campus, there is a well managed medicinal plant garden developed and maintained under the initiative of the Department of Botany. Workshops and seminars are also organised time to time to provide training to the students for proper identification of medicinal plants and other plants along with their herbarium techniques. The following are the medicinal plants that are managed in the garden: Sl. No. Scientific name of plants Common names

1. Achyranthus aspera Ubhotkata
2. Aloe vera Salkuori
3. Amarathus spinosus Kata khutoria
4. Andrographis paniculata Kalmegh
5. Argemone Mexicana Siyalkata
6. Bryophyllum pinnata Dupor tenga
7. Canna indica Parijat
8. Centella asiatica Xoru manimuni
9. Cheilocostus speciosus Jomlakhuti
10. Clerodendrum infortunatum Bhet tita
11. Curcuma longa Halodhi
12. Datura stramonium Dhatura
13. Drymaria cordata Laijabori
14. Eclipta prostrata Kehraj
15. Elettaria cardamonum Elasi
16. Euphorbia hirta Gakhiroti bon
17. Houuttuyunia cordata Masundari
18. Hydrocotyl sibthorpioides Bor Manimuni
19. Justicia adhatoda Boga Bahok tita
20. Mentha arvensis Poduna
21. Ocimum tenuiflorum Kola tulosi
22. Oxalis corniculate Tengesi tenga
23. Peperomia pellucida Pononua
24. Rauwolfia serpentina Sarpagandha
25. Ricinus communis Era gos
26. Sauropus androgynus Multivitamin plant
27. Solanum nigrum Bhekuri tita
28. Spilanthes acmella Piraza
29. Widelia calendulacea Maha-bhringaraj
30. Zingiber officinale Aada

Apart from just growing these herbs, emphasis is also placed on proper documentation with proper naming so that it can be used for further research. Evidence of success:

All students of our college, the teaching as well as non-teaching staff have an access to the medicinal garden. Everyone is curious to learn more and know more about the benefits of such plants which they can grow in their own backyards.

Problems encountered: Since the maintenance of this garden is not quite expensive, hence there lies no such problem in managing it. A caretaker is also constantly engaged in nurturing and looking after the plants. Best practice 2

Title: Extension service of the college library to the community library of

Adopted village Goal: The primary aim of providing extension service of the college library to the village library is to nurture the reading habits of the villagers which will in turn help in creating social awareness among the user community. The context: The growing use of the television and the advent of the internet facilities has gradually led to the decline of reading habits among all specially amongst the youth. Sad but true, reading has started to vanish from our lives. Besides this, many youths belonging to the lower income group, with a desire to read may not get the desired platform nor may have the required money to buy some. The practice: With the above objective in mind, the

Nowgong Girls' College administration decided to extend service to the community library of the adopted village named Itapara. The college library, known as Mahesh Chandra Dev Goswami Library, started in the year 1964, is a very large and resourceful library with around forty two thousand books including encyclopedias and menu scripts. Apart from providing services to students and teachers of the college in general, the library also extends its materials and services to the inhabitants of the adopted village by lending good books and other reference materials for school and college going students, for those preparing for some exams and for all those who wish to read. This kind of extension service by the Nowgong Girls' College library aims to create and stimulate the desire for good reading which can be done by only bringing books and readers together. Evidence of success: The initiative taken up by the college library as a part of its extension service is no doubt, providing a platform for villagers, young and old alike to read books, exchange ideas and being aware of what is happening in and around the society. The villagers have lauded the effort of the college in bringing in their community library within its purview of service. Problems encountered: The major impediment in this arena lies in the fact that most of the villagers are illiterate and it becomes very difficult for the community library to be fully functional in the true sense of the term. The only readers are the school and going college students.

Thus, a huge task lies first on making the entire community realise the importance of learning. Only then can the village grow in intellectual terms.

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, situated in central Assam, is a pioneer in womens education. Thriving on great classroom experiences, the college goes out of its way to empower women, which is a top priority. The lessons are engaging, with a consistent goal of preparing the female students for the global difficulties that lie ahead. We focus on a clear analysis and comprehension of the consequences of the teaching-learning process in addition to the usage of technology. This gives teachers a clear picture of how, where, and when the entire process will unfold, as well as how the students will benefit. The feedback process, brainstorming among colleagues to improve class quality, inputs from the Nowgong Girls College Students Union and individual students, parents inputs, and alumni interaction all contribute to ensure that students

have access to only the greatest educational model. The institution is a perfect choice for all students to study because of the right combination of experience and enthusiasm among the teachers, as well as absolute parity when it comes to a balance of male and female teachers providing top-notch education. Every member of the teaching profession, as well as the college administration, believes that the students experience is crucial. The pupils would agree that there is a good blending of rules and enjoyment, freedom and constraints, and congeniality and control. Preparing students for the future entails providing them with the knowledge, skills, and attitude necessary to succeed. Students experiences are also assisting them in better understanding their peers, functioning in groups, and having the sensitivity to understand others. To achieve our objective, we strive to raise the bar and set high expectations for ourselves with each passing semester, so that our students enjoy the finest possible holistic experience with us. The institutions information and career counselling unit, as well as a variety of club activities, certificate programmes, cultural events, and international day celebrations, all combine to make it an ideal site to complete undergraduate education.

Provide the weblink of the institution

<http://nowgonggirlscollege.edu.in>

8.Future Plans of Actions for Next Academic Year

1. Activities to popularise and promote science among school and intermediate students. 2. Conduct of workshop, seminar and training programmes on preparation of study materials , videos, e-content etc and repository of the same on online platforms. 3. Strengthening of Add on, Certificate, Diploma courses. 4. Introduction of B-Voc courses under UGC. 5. Augmentation of academic, infrastructure and hostel facilities. 6. Orientation to teachers, non-teaching staff and students about online system of education, classes, examination process etc. 7. Preparation of diamond jubilee celebration plan. 8. Gearing up for third cycle of NAAC assessment including preparation of IIQA and SSR. 9. Promotion of more collaborative activities with educational and research institutes of repute. 10. Awareness programmes and activities regarding Covid-19 Pandemic. 11. Establishment of an online E- language lab. 12. Promotion of students and teachers exchange programmes.