



## YEARLY STATUS REPORT - 2021-2022

| <b>Part A</b>  |                                  |
|--|----------------------------------|
| <b>Data of the Institution</b>                       |                                  |
| <b>1.Name of the Institution</b>                     | <b>Nowgong Girls' College</b>    |
| • Name of the Head of the institution                | <b>Dr. Kulen Chandra Das</b>     |
| • Designation  | <b>Principal</b>                 |
| • Does the institution function from its own campus? | <b>Yes</b>                       |
| • Phone no./Alternate phone no.                      | <b>03672220667</b>               |
| • Mobile No:   | <b>8638026534</b>                |
| • Registered e-mail                                  | <b>ngcprincipal2@gmail.com</b>   |
| • Alternate e-mail                                   | <b>ranjitngc@yahoo.in</b>        |
| • Address  | <b>Haibargaon, Nagaon, Assam</b> |
| • City/Town  | <b>Nagaon</b>                    |
| • State/UT   | <b>Assam</b>                     |
| • Pin Code   | <b>782002</b>                    |
| <b>2.Institutional status</b>                        |                                  |
| • Affiliated / Constitution Colleges                 | <b>Affiliated</b>                |
| • Type of Institution                                | <b>Women</b>                     |
| • Location   | <b>Semi-Urban</b>                |
| • Financial Status                                   | <b>UGC 2f and 12(B)</b>          |

| • Name of the Affiliating University  | Gauhati University  |       |                       |               |                       |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
|---|---|-------|-----------------------|---------------|-----------------------|---------------|-------------|---------|----|-------|------|------------|------------|---------|---|------|------|------------|------------|
| • Name of the IQAC Coordinator  | Ranjit Barua  |       |                       |               |                       |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
| • Phone No.   | 03672220667   |       |                       |               |                       |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
| • Alternate phone No.   | 9435062675  |       |                       |               |                       |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
| • Mobile  | 9435062675  |       |                       |               |                       |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
| • IQAC e-mail address   | ranjitngc@yahoo.in  |       |                       |               |                       |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
| • Alternate e-mail address  | ranjitbarua.ngc@gmail.com   |       |                       |               |                       |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
| <b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>   | <a href="https://nowgonggirlscollege.edu.in/aqar.php">https://nowgonggirlscollege.edu.in/aqar.php</a>                         |       |                       |               |                       |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
| <b>4. Whether Academic Calendar prepared during the year?</b>   | Yes   |       |                       |               |                       |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
| • if yes, whether it is uploaded in the Institutional website Web link:   | <a href="https://nowgonggirlscollege.edu.in/academiccalendar.php">https://nowgonggirlscollege.edu.in/academiccalendar.php</a> |       |                       |               |                       |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
| <b>5. Accreditation Details</b>   |   |       |                       |               |                       |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
| <table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B+</td> <td>79.00</td> <td>2004</td> <td>04/11/2004</td> <td>03/11/2009</td> </tr> <tr> <td>Cycle 2</td> <td>A</td> <td>3.01</td> <td>2015</td> <td>01/05/2015</td> <td>30/04/2020</td> </tr> </tbody> </table> |   | Cycle | Grade                 | CGPA          | Year of Accreditation | Validity from | Validity to | Cycle 1 | B+ | 79.00 | 2004 | 04/11/2004 | 03/11/2009 | Cycle 2 | A | 3.01 | 2015 | 01/05/2015 | 30/04/2020 |
| Cycle   | Grade   | CGPA  | Year of Accreditation | Validity from | Validity to           |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
| Cycle 1   | B+  | 79.00 | 2004                  | 04/11/2004    | 03/11/2009            |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
| Cycle 2   | A   | 3.01  | 2015                  | 01/05/2015    | 30/04/2020            |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
| <b>6. Date of Establishment of IQAC</b>   | 09/12/2003  |       |                       |               |                       |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
| <b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>   |   |       |                       |               |                       |               |             |         |    |       |      |            |            |         |   |      |      |            |            |
|   |   |       |                       |               |                       |               |             |         |    |       |      |            |            |         |   |      |      |            |            |

| Institutional/Department /Faculty  | Scheme      | Funding Agency | Year of award with duration | Amount   |
|--|-------------|----------------|-----------------------------|----------|
| Nowgong Girls' College   | Salary      | Govt. of Assam | 2021-22 (365 days)          | 99857380 |
| Nowgong Girls' College   | Fees Waive  | Govt. of Assam | 2021-22 (365 days)          | 8975976  |
| Nowgong Girls' College   | Green Corps | ASTEC          | 2021-22 (365 days)          | 5000     |
| <b>8. Whether composition of IQAC as per latest NAAC guidelines</b>  |             |                | <b>Yes</b>                  |          |
| <ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>  |             |                | <a href="#">View File</a>   |          |
| <b>9. No. of IQAC meetings held during the year</b>  |             |                | <b>5</b>                    |          |
| <ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul> |             |                | <b>Yes</b>                  |          |
| <ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>   |             |                | No File Uploaded            |          |
| <b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>   |             |                | <b>No</b>                   |          |
| <ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>   |             |                |                             |          |
| <b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>   |             |                |                             |          |
| Conduct of online classes through College website along with other platforms like Google Meet, Zoom etc. for continuous education during COVID pandemic                |             |                |                             |          |
| Improvement in student support facilities including uploading of study materials in college website, provision of class requisition,                                   |             |                |                             |          |

## improvement in co-curricular facilities

Branch of Youth Red Cross opened, NSS and NCC strengthened in order to imbibe the students with the spirit of nation-building

Webinars, workshops, capacity building programmes for students conducted

Collaborative quality initiatives undertaken

## 12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

| Plan of Action                                   | Achievements/Outcomes  |
|--|--|
| Strengthening of online education                | Online class facility through college website enhanced, requisition facility for students, storage of study material in the website provided   |
| Improvement of academic facilities               | New classrooms developed and augmentation of existing classrooms, upgradation of ICT facilities including LED screen, computer etc., purchase of books under CBCS  |
| Promotion of research culture                    | faculty members are encouraged to pursue projects from various funding agencies, joint research publications, papers in seminars, workshops etc., conduct of research methodology course for students, project works through students are conducted. |
| Rationalisation of add on programmes             | The add on programmes offered by various departments and cells have been revised based on needs, practical feasibility and available facilities  |
| Year-long programmes celebrating diamond jubilee | Several seminars, workshops, invited talks and webinars were conducted as a part of Diamond Jubilee celebration, Charaiveti-the Diamond Jubilee memorial was   |

|   |   |
|---|---|
|   | inaugurated by the Hon'ble Chief Minister of Assam through online mode.   |
| Promotion of collaboration with external agencies | Several MOUs were signed including one with University of Science and Technology, Meghalaya (USTM), collaborative activities conducted with Orchid Society of Eastern Himalayas, Daffodil Institute of Horticulture, Defence Research Laboratory, NERIWALAM etc., |
| Promotion of basic science                        | To popularise science education among intermediate and undergraduate students through 'Scifiesta', outreach activities at HS institutions for promotion of science education, laboratory visit and facilities offered to school students                          |

|   |     |
|---|-----|
| <b>13. Whether the AQAR was placed before statutory body?</b> | Yes |
|---|-----|

- Name of the statutory body

| Name                                   | Date of meeting(s) |
|--|--------------------|
| Governing Body, Nowgong Girls' College | 09/06/2023         |

|  |
|--|
| <b>14. Whether institutional data submitted to AISHE</b> |
|--|

| Year | Date of Submission |
|------|--------------------|
| 2021 | 14/02/2023         |

|  |
|--|
| <b>15. Multidisciplinary / interdisciplinary</b> |
|--|

The NEP 2020 envisages broad-based, multi-disciplinary, holistic Under Graduate education with flexible curricula, creative combination of subjects, integration of vocational education and multiple entries and exit points with appropriate certification. UG education will be of 4 years duration with multiple exit options

i.e., Certificate after completion of 1 year, Advanced Diploma after completion of 2 years, Bachelor's Degree after successful completion of 3 years and Bachelor's with Research after completing 4 years.

Nowgong Girls' College has been eagerly waiting for the University Instructions regarding the implementation of New Education Policy, 2020 in its affiliated colleges and other higher educational institutions. As per the instruction, a committee has been constituted in the college to look after the implementational feasibilities about NEP, 2020. As an affiliated institution, the college will follow the guidelines and syllabi of the parent university. However, the certificate courses of the college will continue as earlier.

The institution adopted a blended mode of pedagogy to develop intellectual, scientific, emotional, social and cultural aspects of students. The college will mainly be focusing on the multi-disciplinary and interdisciplinary approaches so that students can get the opportunities of self-employment and engagement in various vocations in future.

It will improve the understanding the learners and enrich their learning. To give students deeper understandings lectures, conferences, seminars, special talks will be organised in various levels.

#### **16.Academic bank of credits (ABC):**

The institution is eagerly waiting to register under the ABC to permit its learners to avail the benefit of multiple entries and exit during the chosen programme, and to enable credit transfer.

College will arrange orientation and hand-holding programmes to avail the benefits of Academic Bank of Credit which is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning period. How can students will open their accounts and how they can avail multiple options for entering and leaving college or universities will be taught. They will also know how the points of this ABC will help to access multiple exit and entry points during the education journey and credits will be transferred through the ABC seamlessly.

ABC can be considered as an authentic reference to check the credit record of students at any given point in time. Therefore, ABC is fuel to boost the efficiency of faculty and help students embrace for multi-disciplinary approach. This will make students skill-full

and help their overall growth.

Students are encouraged to enroll and successfully complete courses through online platforms such as Swayam, Coursera etc. to enrich their learning experience. Currently, they can earn extra credits through activities like NSS, NCC.

### **17.Skill development:**

Nowgong Girls' College focuses on skill development that enables students to acquire competency in various areas of skills at different levels. The college has already been provided different types of curriculum and syllabus in the paradigm of productive outcome-based education. The college has a centre called Information and Career Guidance Cell (ICGC) under whom skill development training programmes have been organised regularly and provides placement opportunity through government and private sector organisations.

The NEP will bring more skill courses incorporated with the curriculum which will be provided by the parent university. Additionally, the ongoing computer courses i.e. certificate, post graduate diploma course, Tally for more opportunity will be continued. More personal grooming courses will be introduced for our girls' students which will grow confidence and help them to establish financially.

### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The institute commemorates Sanskrit Divas, Hindi Divas, Mother Tongue Day, SankardevaTithi, Sarswati Puja, International Day of the World's Indigenous People and Yoga Day as an act of reverence towards Indian languages and culture. Faculty members are free to provide the classroom delivery in bilingual mode (English and Assamese) as students tend to understand better if taught in their mother tongue. The graduate students are allowed to study either English or Assamese as per their choice during the bachelor's program.

The promotion of Indian languages, arts and traditions is also facilitated through competitions organized during the College week. Competitions such as essay writing, poetry, recitation, folk song, folk dance encourage our students to stay connected with their rich Indian traditions.

A centre namely Tiwa Bhasha Sikshan (Centre for Tiwa Studies) sponsored by Tiwa Autonomous Council was established in 2022. This

centre has worked for the preservation and promotion of Tiwa language and culture.

The institution is also a recognised study centre of Non-Formal Sanskrit Education under Rashtriya Sanskrit Viswavidyalaya, New Delhi.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The Learning outcome based curriculum framework prescribed by Gauhati University has formulated with the final outcome expected from students of a particular course at the end of the programme. Training has been imparted to all faculties of the college about OBE. The courses of OBE paradigm provided by the university are Program Outcomes (PO)and Course Outcomes (CO) specified. During the induction program, the students are given an orientation on Outcome Based Education paradigm; and the program outcomes are explained to them.

The outcomes are delineated clearly, and the teaching plans outlined accordingly. This enhances the quality of education being imparted to them and frequent student faculty meetings help align pedagogy to the desired outcomes. Additionally, with the e-learning platform, teachers use google classroom and WhatsApp to share resources for classroom learning.

#### **20.Distance education/online education:**

Online education provides ample flexibility to students to learn and explore as per their requirements. During the pandemic, all academic works were conducted online and faculty members and students have gained experiences on working with digital tools such as Zoom, Google Tools, Jio meet, Smart Classroom, YouTube to develop and deliver e-content, short videos, interactive power point presentations and other online content.

An App Nowgong Girls College has been developed for the students and teachers for management of attendance, submission of assignments, submission of course materials, leaves etc.

In our institution, a study centre of Krishna Kanta Handiqui State Open University (KKHSOU) has been incorporated to provide Post Graduate, under-Graduate and some diploma courses of various disciplines in a distance mode. Learners who unable to continue their regular education and still have strong desires can avail the facilities of distance education to complete their dream.



## Extended Profile

| <b>1.Programme</b>  |                           |
|---|---------------------------|
| 1.1<br><br>Number of courses offered by the institution across all programs during the year             | <b>830</b>                |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>2.Student</b>  |                           |
| 2.1<br><br>Number of students during the year   | <b>1925</b>               |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| 2.2<br><br>Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | <b>399</b>                |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| 2.3<br><br>Number of outgoing/ final year students during the year                                      | <b>411</b>                |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>3.Academic</b>   |                           |
| 3.1<br><br>Number of full time teachers during the year   | <b>61</b>                 |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |

|  |    |
|--|----|
| 3.2  | 69 |
| Number of Sanctioned posts during the year |    |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

#### 4.Institution

|   |          |
|---|----------|
| 4.1   | 52       |
| Total number of Classrooms and Seminar halls                      |          |
| 4.2   | 231.9831 |
| Total expenditure excluding salary during the year (INR in lakhs) |          |
| 4.3   | 103      |
| Total number of computers on campus for academic purposes         |          |

### Part B

#### CURRICULAR ASPECTS

##### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Institutional Academic Calendar incorporating curricular & co-curricular activities is prepared based on the academic calendar of the affiliating university. Master & departmental time tables are prepared at the beginning of the session. Students are apprised of the syllabus, chapterization, unitization, POs, COs & PSOs. Teaching & lesson plans are prepared by teachers and curricular activities are documented in Teacher's Diary. Curriculum transaction is done through experimental, participative and problem-solving methods. Use of TLM and ICT is encouraged and the IQAC ensures regular capacity-building, upgradation and maintenance of the TLM and ICT tools. Slow and advanced learners are identified and special programmes are chalked out to address needs of the students. Special online modules (College website, College app, whatsapp, other subscription-based & free apps) were used during Covid-19 lockdown to conduct classes, assessment & supply of study-materials. Internal evaluation is done in transparent manner with appropriate mechanism to address students' grievances. Regular academic meetings are conducted. The IQAC & Academic Council evaluate the status and issues pertaining to

curriculum delivery and documentation. Parent-Teacher meetings are held to keep the parents abreast of the academic progress of their wards. Feedback on curriculum & its implementation is collected from teachers & students.

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="https://nowgonggirlscollege.edu.in/time_table.php">https://nowgonggirlscollege.edu.in/time_table.php</a> |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Principal constitutes a committee at the beginning of the academic year to prepare the institutional academic calendar. This calendar is based on the academic calendar of Gauhati University and includes all the relevant information pertaining to the college such as commencement of classes, days to observe and celebrate, tentative dates for commencement of internal and final examinations, conduct of field work, conduct of co-curricular & extra-curricular activities etc. The institutional academic calendar is then placed before the IQAC, Academic Council and departments for deliberation and adoption. Efforts are given to ensure proper dissemination of information regarding the academic calendar among various stakeholders using digital and conventional means. The departments, committees & cells also prepare their own plan of actions for the entire academic year in line with the academic calendar. The Principal, IQAC & Academic Council regularly monitors the progress of curricular & conduct of co-curricular & extra-curricular activities to ensure adherence to the schedule as mentioned in the academic calendar. The IQAC resolves any difficulties faced by the departments, cells and committees in adhering to the academic calendar. The Academic Calendar incorporates schedule for various aspects of continuous internal evaluation such as sessional examinations, assignments etc.

| File Description                     | Documents   |
|--------------------------------------|---|
| Upload relevant supporting documents | <a href="#">View File</a>   |
| Link for Additional information      | <a href="https://nowgonggirlscollege.edu.in/academiccalendar.php">https://nowgonggirlscollege.edu.in/academiccalendar.php</a> |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**40**

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

57

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

560

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

560

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The college strictly follows syllabus of the Gauhati University. Relevant crosscutting issues have been incorporated into the curriculum. Crosscutting Issues have been identified in the existing syllabus and teachers were encouraged to provide additional inputs through invited talks, case studies, field visits, project works, etc. Environmental Studies as a compulsory course is offered at UG level. Different courses under various subjects like Assamese, Bengali, Botany, Chemistry, English, Hindi, Economics, Education, Geography, History, Home Science, Philosophy, Political Science, Physics, Sanskrit, Zoology include Professional Ethics, Gender, Human Values, Environment and Sustainability. The institution has introduced many add on courses which incorporates

important crosscutting issues.

1. Gender- Self Defence, Gender Sensitization, Human Rights, Gender Discrimination & Female Foeticide, Women Studies 2. Professional Ethics - Data Analysis, IPR, Proof Reading, Report Writing, Environmental Ethics, Bio-Medical Ethics & Obligation of Healthcare Professionals, Income Tax Filing, Advertising, Financial Literacy 3. Human Values- IPR, Human Wildlife Conflict & Management, Disaster Management, Mental Stress Management, Wildlife Rescue, Spoken Hindi, Gandhian Thought, Gender Sensitization, Human Rights, Sanskrit Education, Alternative Medicine, Mental Hygiene, Yoga, Sanitizer & Handwash Preparation, Waste Management, Personality Development 4. Environment & Sustainability-Human Wildlife Conflict & Management, Disaster Management, Wildlife Rescue, Waste Management, Environmental Ethics, Ornithology, Vermicompost

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | <a href="#">View File</a> |

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

13

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Programme / Curriculum/ Syllabus of the courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses                    | <a href="#">View File</a> |
| MoU's with relevant organizations for these courses, if any   | <a href="#">View File</a> |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | <a href="#">View File</a> |

| <b>1.3.3 - Number of students undertaking project work/field work/ internships</b>  |   |
|---|---|
| <b>820</b>  |   |
| File Description  | Documents   |
| Any additional information  | <a href="#">View File</a>   |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template)   | <a href="#">View File</a>   |
| <b>1.4 - Feedback System</b>  |   |
| <b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b> | <b>A. All of the above</b>  |
| File Description  | Documents   |
| URL for stakeholder feedback report   | <a href="#">View File</a>   |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)                  | <a href="#">View File</a>   |
| Any additional information(Upload)  | <a href="#">View File</a>   |
| <b>1.4.2 - Feedback process of the Institution may be classified as follows</b>   | <b>A. Feedback collected, analyzed and action taken and feedback available on website</b>   |
| File Description  | Documents   |
| Upload any additional information   | <a href="#">View File</a>   |
| URL for feedback report   | <a href="https://nowgonggirlscollege.edu.in/feedback&amp;survey.php">https://nowgonggirlscollege.edu.in/feedback&amp;survey.php</a> |
| <b>TEACHING-LEARNING AND EVALUATION</b>   |   |
| <b>2.1 - Student Enrollment and Profile</b>   |   |

**2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of sanctioned seats during the year**

891

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

277

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution takes responsibility to accomplish the aspirations of every student according to her potentiality. Advanced and slow learners are identified on the basis of performance in the sessional examination as well as classroom interaction. Plan for slow learners: Remedial and tutorial classes are conducted regularly to help the slow learners. These learners are supplied with some additional simplified learning materials including hand-outs. Teaching through both English and vernacular medium is encouraged for their better comprehension. Provision of counselling is there for the slow learners to enhance their academic capabilities. Teachers act as mentors for the learners. Plans for advanced learners: Students are encouraged to make maximum use of books available in the college library and the departmental libraries. In-house seminars are organized and students are encouraged to participate. There is provision for merit awards, scholarships and cash prizes. Various interdisciplinary and socially useful certificate and add-on courses are conducted to fulfil the needs of the advanced learners. Career



counselling programmes are arranged regularly. They are encouraged to avail merit scholarships offered by various government and other agencies/bodies. Advanced learners are assigned leadership role in different scholastic and co-scholastic activities. Advanced learning materials are provided to the advanced learners.

| File Description                  | Documents   |
|-----------------------------------|---|
| Link for additional Information   | <a href="https://nowgonggirlscollege.edu.in/upload/upload/Slow-Advanced%20Learner.pdf">https://nowgonggirlscollege.edu.in/upload/upload/Slow-Advanced%20Learner.pdf</a> |
| Upload any additional information | <a href="#">View File</a>   |

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 1925               | 61                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The College emphasises on implementation of participative and experiential learning methodologies for students. All departments adopt various programmes to enhance student centric learning and thereby assure all round development of students. Educational tours to other institutions, industries and other places are regularly conducted by different departments to provide exposure to the students to real life experiences. Several departments have projects and field visits in the curriculum both at UG and PG level. Project/Field work is mandatory in environmental studies and all students take part in it. Academic programs like seminars, workshops and invited talks are organised on different themes and the students get opportunity to interact with experts. Pedagogical learning is promoted. The college organizes student-exhibitions on different themes related to curricular and co-curricular aspects. In order to make learning interesting many departments organize student seminars, group discussions and quiz. Departmental wall-magazines provide opportunity for participative learning and problem solving. Faculty exchange and student exchange is promoted to enhance

learning experiences. Assignments and individual as well as group projects are integral part of the teaching-learning process. Emphasis is given to involve students in observation of days and events reflecting national and regional importance, and various socio-cultural and environmental issues

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| Link for additional information   | <a href="https://nowgonggirlscollege.edu.in/Academic-Departments.php?department=BOTANY">https://nowgonggirlscollege.edu.in/Academic-Departments.php?department=BOTANY</a> |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College emphasises on implementation of participative and experiential learning methodologies for students. All departments adopt various programmes to enhance studentcentric learning and thereby assure all rounddevelopment of students. Educational tours to other institutions, industriesand other placesare regularly conducted by different departments toprovide exposure to the students to real life experiences. Several departments have projects and field visits in the curriculum both at UG and PG level. Project/Field work is mandatory in environmental studies and allstudents take part in it. Academic programs like seminars, workshops and invited talks are organised on different themesand the students getopportunity to interact with experts. Pedagogical learning is promoted. The college organizes student-exhibitions on different themes related to curricular and co-curricular aspects. In order to make learning interesting many departments organize student seminars, group discussions and quiz. Departmental wall-magazines provide opportunity for participative learning and problem solving. Faculty exchange and student exchange is promoted to enhance learning experiences. Assignments and individual as well as group projects are integral part of the teaching-learning process. Emphasis is given to involve students in observation of days and events reflecting national and regional importance, andvarious socio-cultural and environmental issues for teachers and students regarding online class module, examination modulewith technical support from the service provider. Teachers are encouraged to develop e-content including videos for the benefits of the students. Teachers are also encouraged to participate in workshops, seminars, training programmes related to use of ICT foreffective teaching learning process.

| File Description  | Documents   |
|---|---|
| Upload any additional information   | <a href="#">View File</a>   |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="https://nowgonggirlscollege.edu.in/upload/upload/ICT%20enabled%20tools.pdf">https://nowgonggirlscollege.edu.in/upload/upload/ICT%20enabled%20tools.pdf</a> |

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

61

| File Description  | Documents                 |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | <a href="#">View File</a> |
| Circulars pertaining to assigning mentors to mentees                | <a href="#">View File</a> |
| mentor/mentee ratio   | <a href="#">View File</a> |

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

61

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | <a href="#">View File</a> |
| List of the faculty members authenticated by the Head of HEI     | <a href="#">View File</a> |

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

34

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | <a href="#">View File</a> |

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

761

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Nowgong Girls' College is affiliated to Gauhati University. It follows the guidelines of the affiliating university in examination related matters including internal assessment. Attendance, assignment and sessional examination are the three components of the internal assessment mechanism. Academic calendar of the institution incorporates schedule of internal assessment. Students are informed well in advance regarding schedule of sessional examination and assignments. Dates of assignments, internal examinations, submission of project and field reports are notified in the central and departmental notice boards, digital display board, college website and departmental Whatsapp groups. An Examination Cell is formed at the beginning of the academic session. It is responsible for smooth conduct of both sessional and end semester examinations. The departments are entrusted with the responsibility to prepare the question papers and submit the same to the Examination Cell in time. Date of completion of the evaluation process of the sessional examination is also stipulated by the Examination Cell. Evaluated

answer scripts are shared with the students and marks of the sessional examination are displayed in the departmental notice boards. Marks of sessional examination and home assignments/group discussion are shared in departmental WhatsApp groups too. The college has a very healthy academic environment.

| File Description                | Documents   |
|---------------------------------|---|
| Any additional information      | <a href="#">View File</a>   |
| Link for additional information | <a href="https://nowgonggirlscollege.edu.in/academiccalendar.php">https://nowgonggirlscollege.edu.in/academiccalendar.php</a> |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The institution handles internal assessment related grievances in a time bound and transparent manner. Students are informed well in advance regarding schedule of sessional examination and assignments. The students who fail to appear in the sessional examination on genuine grounds like health issues, engagement in NCC, NSS, sports activities etc. are given another chance to appear in the sessional examination with different set of question papers. Result is declared within stipulated period. Evaluated answer scripts are shared with the students. The grievances regarding internal examination like correction of marks or any other omission can be reported to the department. The concerned teacher and Head of the Department take up such issue immediately and these are solved promptly. Students can submit their grievance regarding internal assessment either orally or in writing. Provision of online submission of grievance is incorporated in the college website. They can submit grievance insuggestion and grievance boxes put in different places in the campus too. Nowgong Girls' College has a very healthy academic atmosphere and students share a very strong bond with their mentors and teachers. Hence grievances are handled transparently and efficiently.

| File Description                | Documents   |
|---------------------------------|---|
| Any additional information      | <a href="#">View File</a>   |
| Link for additional information | <a href="https://nowgonggirlscollege.edu.in/upload/upload/Grievance_Redressal.pdf">https://nowgonggirlscollege.edu.in/upload/upload/Grievance_Redressal.pdf</a> |

**2.6 - Student Performance and Learning Outcomes**

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) are carefully chalked out by the institution based on the syllabus of the courses offered. While identifying the POs, COs and PSOs, proper attention is given to the guidelines of the affiliating university. POs, COs of all programmes and courses are uploaded in the college website. These are also displayed in the central and departmental notice boards. Departmental webpage also contain POs, COs of the courses offered by the concerned department. At the beginning of the academic session, orientation sessions are organised for students. Programme is also organised for newly appointed permanent, part-time and contractual faculty members. Every department tries its best to ensure that POs, PSOs, COs along with details of the syllabus and grading system are properly communicated to each and every student. Learning outcomes are measured through sessional and end semester examination, classroom interaction, assignments, class tests etc. In order to focus on learning outcomes, slow and advanced learners are identified on the basis of performance in the sessional examination and classroom interaction. IQAC ensures proper dissemination of information regarding POs, COs, PSOs among the students and teachers.

| File Description                                     | Documents   |
|--|---|
| Upload any additional information                    | <a href="#">View File</a>   |
| Paste link for Additional information                | <a href="https://nowgonggirlscollege.edu.in/outcome.php">https://nowgonggirlscollege.edu.in/outcome.php</a> |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a>   |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college is affiliated to Gauhati University. While evaluating the attainment of POs, PSOs and COs, the guidelines, course and curriculum framed by the University for both UG and PG courses are followed. To assess the attainment of the Programme and course outcomes, the following methods and practices are adopted- Class test Sessional examination End semester examination Assignment Seminar presentation Group discussion Quiz Project work Practical and laboratory works Performance in the class test, sessional and end semester examinations help the teachers to evaluate the learning outcomes and attainment. Assignments, seminars, quiz, group discussion, project

work, practical and laboratory work etc. also give an insight to the learning level and attainment of the students. The performance of the students is assessed and analysed after declaration of results of sessional and semester examinations. The teachers and mentors continuously work to ensure attainment of POs, PSOs and COs among the advanced and slow learners. Regular feedback is taken from the students to understand their overall experiences and attainments in the institution. Feedback is collected from other stakeholders too and result of final examination is analysed to evaluate attainment of outcomes.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional information | <a href="https://nowgonggirlscollege.edu.in/upload/upload/2.6.2-%20Attainment%20of%20Programme%20outcomes.pdf">https://nowgonggirlscollege.edu.in/upload/upload/2.6.2-%20Attainment%20of%20Programme%20outcomes.pdf</a> |

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

414

| File Description   | Documents   |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a>   |
| Upload any additional information  | <a href="#">View File</a>   |
| Paste link for the annual report   | <a href="https://nowgonggirlscollege.edu.in/agar.php">https://nowgonggirlscollege.edu.in/agar.php</a> |

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

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

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

Nil

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded          |
| List of endowments / projects with details of grants(Data Template)             | <a href="#">View File</a> |

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

| File Description  | Documents                 |
|---|---------------------------|
| List of research projects and funding details (Data Template) | <a href="#">View File</a> |
| Any additional information                                    | No File Uploaded          |
| Supporting document from Funding Agency                       | No File Uploaded          |
| Paste link to funding agency website                          | Nil                       |

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

74



| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | <a href="#">View File</a> |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

19

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

29

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In spite of COVID-19 lockdown, the college accomplished several extension activities. The NCC & NSS units, Extension Activity Cell, various departments and other cells carried out extension works

in the neighbourhood, adopted villages, different places of central Assam. Such activities included Distribution of food and other essential commodities including COVID-19 protection materials. Organization of voluntary blood donation camps and awareness programmes, especially to address shortage of blood and plasma during lockdown period in association with members of alumnae association and voluntary organisations. Providing support for food, shelter and health to the estitute during lockdown in collaboration with alumnae association and local voluntary organisations. Awareness on conservation among local community of the historical site of Jongal Bolohu and support for beautification and landscaping of the same in collaboration with members of alumnae association and local voluntary organisations. Swachh Bharat Abhijan in neighbourhood, adopted villages, local educational institutions etc. Awareness programmes and activities related to ban on single use plastic, wildlife rescue and conservation, plantation, distribution of sapling, feeding of stray animals during lockdown in collaboration with members of Alumni Association. Awareness campaign on AIDS, negative effects of use of tobacco, dowry etc. Taekwondo training for self-defence of women, students and children.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://nowgonggirlscollege.edu.in/cell_committee.php?type=Extension%20and%20Outreach%20Cell">https://nowgonggirlscollege.edu.in/cell_committee.php?type=Extension%20and%20Outreach%20Cell</a> |
| Upload any additional information     | <a href="#">View File</a>   |

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

10

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Number of awards for extension activities in last 5 year(Data Template) | <a href="#">View File</a> |
| e-copy of the award letters   | <a href="#">View File</a> |

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

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

**34**

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | <a href="#">View File</a> |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**2179**

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

**63**

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of linkage related Document  | <a href="#">View File</a> |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

16

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has created adequate infrastructure and physical facilities for teaching-learning in terms of classrooms, laboratories, audio-video aids, library resources. Most of the classrooms are ICT enabled. ICT facilities like smart boards, LCD screens are available in adequate number of classrooms. LCD projectors, laptops and desktops are available for teaching-learning purpose. Conference Hall and Digital Seminar Hall are also used for academic lectures, ICT enabled classes. State of the art computer laboratory, language lab, departmental laboratories are available. The campus is wi-fi enabled. One leased line connection with 50mbps and several broadband connections are available. The college website incorporates the provision of online classes, uploading of study

materials and e-resources alongwith class requisition. Study materials and question papers are also available in repository [ngc.digitallibrary.co.in](http://ngc.digitallibrary.co.in) The college library has more than 45000 reading materials including e-resources. Virtual and remote access to college e-library is available through the college website and D-Space. All the departments have departmental libraries to cater to the needs of students. Reprographic facilities are available for students. Hostels provide boarding facility to outstation students. Crèche facility is offered to children of employee/student mothers. Power backup facility is available in the campus and hostels for uninterrupted teaching-learning process.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://nowgonggirlscollege.edu.in/upload/upload/Master%20List%20of%20Classrooms.pdf">https://nowgonggirlscollege.edu.in/upload/upload/Master%20List%20of%20Classrooms.pdf</a> |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has facilities which are maintained and kept open beyond the working hours for students and staff. The amphitheater - Muktangan is used for social and cultural programs. The auditorium is used for cultural activities, yoga etc. Musical instruments, microphones, sound systems, designated practice rooms etc are provided to students involved in cultural activities. Provisions for screening of documentaries and movies are present. The Indoor Stadium is used by students for various sports such as arm wrestling, badminton, table tennis, chess, carrom, etc. The Indoor stadium is also utilized for running various self-defence courses like Taekwondo etc. Facilities for outdoor sports like volleyball, kabaddi, kho-kho, shot put, javelin throw etc are available. The college has a dedicated Yoga Centre with the required infrastructure and professional yoga instructors are invited on a regular basis. The renovated bank of the Kolong River is also used for organization of sports & cultural activities. Gymnasium facilities are available in the Institution and the same is being upgraded. Adequate facilities are made available for NCC & NSS units of the College. Dedicated common room facilities for teachers and students are available for refreshment & recreational purposes.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://nowgonggirlscollege.edu.in/upload/upload/Sports%20and%20Cultural%20Facilities.pdf">https://nowgonggirlscollege.edu.in/upload/upload/Sports%20and%20Cultural%20Facilities.pdf</a> |

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

32

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

32

| File Description  | Documents   |
|---|---|
| Upload any additional information   | <a href="#">View File</a>   |
| Paste link for additional information   | <a href="https://nowgonggirlscollege.co.in/classnotes.php">https://nowgonggirlscollege.co.in/classnotes.php</a> |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a>   |

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

153.44747

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Upload audited utilization statements   | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Mahesh Chandra Dev Goswami Central Library has information resources that includes more than 45,000 books and other reading materials. It is housed in a spacious 2 storied building with the floor area comprising the circulation section, stack area, teachers' reading room and separate corners for manuscripts and reference collection. The first floor houses the student's reading room and digital corner. The digital corner has computer facilities to access the e-resources that include manuscripts, college magazines, question papers, thesis, MRP, college publications, some e-books and e-journals which have been uploaded in the D-Space. The link to access is [ngc.digitallibrary.co.in](http://ngc.digitallibrary.co.in). The library has KOHA software for data entry of books and it manages the vital library operations such as the circulation, cataloging and OPAC system. After the books are procured, they are entered in the accession register, and bar-coding of the books is done. Dspace, Barcode Reader, Desktops and Scanner are available. The library practices open access system and the stack guides assist the users to the source. Library orientation and awareness are provided to the users to acquaint them with the library resources and facilities. Specialized services offered by the library include Xeroxing service, N-List, and other services through INFLIBNET.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional Information | <a href="https://nowgonggirlscollege.edu.in/library.php">https://nowgonggirlscollege.edu.in/library.php</a> |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional information  | <a href="#">View File</a> |
| Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.35741

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Audited statements of accounts   | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

#### 4.2.4.1 - Number of teachers and students using library per day over last one year

49

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | <a href="#">View File</a> |

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has an adequate system for upgrading and expanding information technology infrastructure. Dedicated technical staff has been appointed for maintaining hardware and information technology infrastructure.

The electrical appliances and equipments are regularly updated and maintained in the College. CCTVs, solar pavement lights etc. are regularly upgraded and maintained to ensure adequate campus security. ICT facilities for academic transaction such as projectors, smart boards, computers, LCD TVs etc. are regularly upgraded. Regular maintenance of cables, modems, wifi routers etc. is done to ensure seamless access to internet through the available leased line and broad band connections. Regular maintenance and upgradation of appliances and equipment of the administrative



office such as computers, laptops, printers, scanners is ensured. College automation software and other operating system and application software as well as the College android / IOSmobile app are regularly upgraded. The College website is regularly upgraded and various need based modules are added from time to time. The dedicated IT Cell comprising of experienced teachers is formed and the same is mandated to look after the required upgradation and upkeep of the IT facilities, the repair and maintenance of various IT facilities of the institution.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://nowgonggirlscollege.edu.in/upload/upload/ICT%20enabled%20tools.pdf">https://nowgonggirlscollege.edu.in/upload/upload/ICT%20enabled%20tools.pdf</a> |

#### 4.3.2 - Number of Computers

103

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Student – computer ratio          | <a href="#">View File</a> |

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

30.84765

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Audited statements of accounts.   | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The procedure and system for maintenance & utilization of facilities & assets of the Institution is defined by the policy document. It is the responsibility of the various committees and cells to update the respective policies from time to time and to ensure compliance. The Construction Committee, is entrusted with the responsibility for preparation of plans and estimates and for execution of various construction works and for related infrastructure maintenance and renovation. A dedicated IT Cell comprising of experienced teachers is formed. It is mandated to look after the required upgradation and upkeep of the IT facilities including the repair and maintenance of these facilities. The Librarian & the Library Committee looks after the maintenance and optimum utilization of available resources of the MCGD Central Library. Similarly, the departmental staff looks after the maintenance & utilization of departmental libraries. The Governing Body, Planning Board & PMU oversee necessary arrangements for applying and for acquisition of funds from various sources such as U.G.C., RUSA, and other government agencies & allocation of budget for various activities. The warden and the Hostel Committee looks after the maintenance and utilization of hostel facilities. There is proper monitoring system regarding the utilization and security of all facilities.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://nowgonggirlscollege.edu.in/upload/upload/lab_library_sports_etc..pdf">https://nowgonggirlscollege.edu.in/upload/upload/lab_library_sports_etc..pdf</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

| <b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>   |                            |
|---|----------------------------|
| <b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>   |                            |
| <b>1491</b>   |                            |
| File Description  | Documents                  |
| Upload self attested letter with the list of students sanctioned scholarship  | <a href="#">View File</a>  |
| Upload any additional information   | <a href="#">View File</a>  |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)  | <a href="#">View File</a>  |
| <b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>  |                            |
| <b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>   |                            |
| <b>10</b>   |                            |
| File Description  | Documents                  |
| Upload any additional information   | <a href="#">View File</a>  |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)  | <a href="#">View File</a>  |
| <b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills<br/>Language and communication skills Life skills<br/>(Yoga, physical fitness, health and hygiene)<br/>ICT/computing skills</b> | <b>A. All of the above</b> |

| File Description  | Documents   |
|---|---|
| Link to institutional website   | <a href="https://nowgonggirlscollege.edu.in/">https://nowgonggirlscollege.edu.in/</a> |
| Any additional information  | <a href="#">View File</a>   |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a>   |

#### **5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**1814**

#### **5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**1814**

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View File</a> |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

22

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | <a href="#">View File</a> |
| Upload any additional information     | <a href="#">View File</a> |

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

62

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | <a href="#">View File</a> |
| Details of student progression to higher education | <a href="#">View File</a> |

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

**examinations) during the year**

11

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | <a href="#">View File</a> |
| Any additional information          | <a href="#">View File</a> |

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | No File Uploaded          |
| Any additional information   | No File Uploaded          |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The College has a student representative body known as Nowgong Girls' College Students' Union. NGCSU consists of 12 elected office bearers viz. President, Vice-President, General Secretary, Assistant General Secretary, Magazine Secretary, Sports Secretary, Cultural Secretary, Music Secretary, Debate Secretary, Magazine Secretary and Social Service Secretary. Each class is represented by a Class Representative in the NGCSU. Each year elections are held to the 12 offices and 7 class representatives of NGCSU in accordance with the Lyngdoh Committee recommendations. Both UG and PG students are eligible to contest the various posts of NGCSU. All regular

students of Nowgong Girls' College are members of the NGCSU and the NGCSU office bearers are elected by them. The NCC and NSS units consists of 50 and 100 student volunteers respectively. Students are regularly nominated to various statutory and non-statutory bodies, cells and committees of the College. Student representatives of such cells & committees are selected and nominated by the Principal in consultation with the IQAC and NGCSU office bearers. These include IQAC, RUSA PMU, Construction & Purchase Committee, Anti Raging Cell, Grievance Redressal Cell, Internal Complaints Committee, Committee against Sexual Harrasment etc.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://nowgonggirlscollege.edu.in/students_union.php">https://nowgonggirlscollege.edu.in/students_union.php</a> |
| Upload any additional information     | <a href="#">View File</a>   |

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

38

| File Description  | Documents                 |
|---|---------------------------|
| Report of the event   | <a href="#">View File</a> |
| Upload any additional information   | <a href="#">View File</a> |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | <a href="#">View File</a> |

### 5.4 - Alumni Engagement

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

The Alumnae Association of Nowgong Girls' College was formed in the year 2003 with a goal of connecting network among the alumni of the college. Since its inception, it has been working effectively, and

it has steadily grown into a full-fledged organization. Various activities are performed by the Alumnae Association from time to time for the benefit of students. It also provides support to the college in different ways on regular basis. Such activities include: Donation of books to college and departmental library. College canteen is run and managed by the Alumnae Association. Organisation of webinars for students and alumnae members. Assistance from alumna to the College for undertaking various developmental activities.

Capacity and skill development initiatives for students and alumnae. Collaboration with faculty members in rescue, treatment and rehabilitation of wild animals. Providing support to faculty members in feeding of stray animals during COVID lockdown. Working with faculty members to provide food, clothing and shelter to destitute persons during COVID lockdown period. Assistance to faculty members in terms of media coverage and documentation in various co-curricular, extra-curricular and extension activities of the institution. Assistance to the institution in organising voluntary blood donation camps especially during the COVID lockdown period.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://nowgonggirlscollege.edu.in/alumni_activities.php">https://nowgonggirlscollege.edu.in/alumni_activities.php</a> |
| Upload any additional information     | <a href="#">View File</a>   |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

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

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Nowgong Girls' College is recognised for its role as a pioneer institution for girls' education in central Assam. The students of the College belong to a diverse socio-economic background with a diversity of intellectual and cultural values. The College was established in the year 1962 and is affiliated to Gauhati



University. Vision: The vision of the institution is to transform it from a mere girls' institution of higher education to a centre of excellence for women for their all-round development contributing towards the nation building process. Mission: To provide access of higher education to girls

To empower girls economically, socially and politically To nurture girls to enable them to become worthy citizens To foster human values in the girl students

The College with a dedicated teaching faculty and an efficient administrative staff makes sincere attempt to prepare the students for career of choice and to enable them to face the realities of life as well as help them build sound character and personality in order to become responsible citizens. The College offers ample opportunity to its students to develop their potentialities in their choice of cocurricular and extra-curricular domains through competition and participation in various events.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://nowgonggirlscollege.edu.in/gv_body.php">https://nowgonggirlscollege.edu.in/gv_body.php</a> |
| Upload any additional information     | <a href="#">View File</a>   |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Governing Body (GB) is the executive authority and exercises general supervision and control of the affairs of the college. The GB is headed by a state-government nominated President. Two other members are nominated by the Gauhati University, two members elected/selected from the teaching staff, one member from the non-teaching staff, three members from the guardians and the librarian as the ex-officio member. The Principal of the college is the ex-officio secretary of the GB. The College administration is headed by the Principal and assisted by the non-teaching staff. Academic matters of the College are supervised by the Vice-Principal. The next level of management is the Internal Quality Assurance Cell (IQAC). The Academic Council assists the College administration in management of the academic affairs. Policy matters and decisions are communicated to the faculty members through the Academic Council, departmental heads and the IQAC. Decentralization of management is ensured through democratic representation of teachers, non-teaching

staff, students and other stakeholders at different levels. Apart from IQAC, Academic Council, Planning Board & RUSA PMU, the Institution has different statutory and non-statutory bodies, committees and cells which provide ample opportunities for participative management. The non-teaching staff plays a pivotal role in the Institutions' smooth functioning.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://nowgonggirlscollege.edu.in/ac_council.php">https://nowgonggirlscollege.edu.in/ac_council.php</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In accordance with the perspective plan for future development, as mentioned in the recommendations of the PeerTeam Report on Institutional Accreditation of Nowgong Girls' College (NGC), 2015, science stream at degree level and was introduced from the 2018-19 onwards. A number of add-on courses were introduced while previously run courses were rationalized for the benefit of the students. Many of these courses were conducted in online mode during the lockdown period. Most of the new faculty positions in the science departments and vacant staff positions in existing departments were filled up through appointment of permanent and contractual teachers. The online teaching & learning system was strengthened to cope with the COVID lockdown challenges. Financial and other support was extended to teachers and students for undertaking research works, field visits etc.

Notification, constitution and functioning of various Statutory Committees & Cell and other non-statutory bodies of the institution is done as per the policy document and relevant government guidelines. The IQAC continuously works for enhancement of academic matters of the institution under supervision of the Principal & GB and in collaboration with various other organs of the institution. The administration ensured effective infrastructural augmentation aided by government and own funds.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://nowgonggirlscollege.edu.in/vision_2030.php">https://nowgonggirlscollege.edu.in/vision_2030.php</a> |
| Upload any additional information                      | <a href="#">View File</a>   |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | <a href="https://nowgonggirlscollege.edu.in/gv_body.php">https://nowgonggirlscollege.edu.in/gv_body.php</a>       |
| Link to Organogram of the Institution webpage | <a href="https://nowgonggirlscollege.edu.in/organogram.php">https://nowgonggirlscollege.edu.in/organogram.php</a> |
| Upload any additional information             | <a href="#">View File</a>   |

| <b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>  | <b>A. All of the above</b> |
|--|----------------------------|
| File Description   | Documents                  |
| ERP (Enterprise Resource Planning)Document   | <a href="#">View File</a>  |
| Screen shots of user interfaces  | <a href="#">View File</a>  |
| Any additional information   | <a href="#">View File</a>  |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template)  | <a href="#">View File</a>  |
| <b>6.3 - Faculty Empowerment Strategies</b>  |                            |
| 6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff  |                            |
| <p>There are several welfare schemes for its all academic and administrative employees. "Teachers finance cum scholarship fund" is a corpus fund maintained with the contribution of the teaching and non-teaching staff for providing financial help to faculties, employees and the students who are in financial need. "Prerona", is a self-generated fund of a group of teachers to help the needy students in time of admission, form fill up, purchase of books, etc.. Need based loan for college employees with a low interest rate is provided by "Teachers cum Employees Self Help Group". Fund raising drives are carried out for providing relief to victims of natural disasters such as floods in the nearby area. Food and other essential commodities, including health &amp; hygiene kits were distributed among the financially weaker families during COVID lockdown. Teachers and employees contributed a day's salary to the Chief Minister's Relief Fund. Group Insurance Scheme was introduced for the College staff</p> <p>Deputation of faculties and staff for competence building programmes &amp; Faculty Development Programmes. The College arranges free health check-up camps, voluntary Blood Donation Camps etc There is provision for admission to children of employees of the institution to various courses.</p> |                            |

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://nowgonggirlscollege.edu.in/upload/upload/6.3.1_Wealfare_Measure.pdf">https://nowgonggirlscollege.edu.in/upload/upload/6.3.1_Wealfare_Measure.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

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

5

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres).  | <a href="#">View File</a> |
| Reports of Academic Staff College or similar centers   | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | <a href="#">View File</a> |

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

41

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | <a href="#">View File</a> |
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college follows the Performance Based Appraisal System (PBAS) for performance appraisal of its staff. The performance of the staff is classified into the following three categories: Teaching, Learning and Evaluation related activities.

Co-Curricular, Extension and Professional Development related

activities Research Publications and Academic Contributions. Weightages are assigned to these categories in the form of Academic Performance Indices (API) in order to conduct the staff performance appraisal. Online as well as offline feedback process is initiated at the end of every academic year from students to collect information about the overall academic and administrative performance of the Institution. The institution also collects feedback from the parents/guardians and alumnae on relevant aspects to ensure improvement in the staff performance. Annual Confidential Report is maintained for assessment of parameters such as character and conduct of employee, his/her relationship with the authority, fellow colleagues, office assistants, students and other staff. The promotion of a non-teaching employee is based on his/her seniority. If an employee does not get promotion and has to hold his/her office in the same post for 10 years, he/she gets due benefits under Modified Assured Career Progression (MACP) scheme.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://directorateofhighereducation.assam.gov.in/documents-detail/cas-promotion">https://directorateofhighereducation.assam.gov.in/documents-detail/cas-promotion</a> |
| Upload any additional information     | <a href="#">View File</a>   |

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly. Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words.

The institution follows a transparent and well established mechanism of financial management. The GB monitors utilisation of funds and ensures optimal use of available financial resources. Regular internal and external financial audits are conducted. External Audit is done by the Auditor General of Assam, through the office of Director of Higher Education of Assam. Internal Audit is done through a College appointed Chartered Accountant. Internal Audit which is done at the end of every financial year. Auditors cross verify the collection of fees with all income sources, including course & hostel admissions. Voucher-based payments are verified based on supporting documents and bank reconciliation statements. Subsequently, related bank transactions are checked and verified. Any form of discrepancies, if any, are discussed with the management. All financial transactions are accounted for based on financial statements like cash books, balance-sheets and income and expenditure accounts for the financial year. Such financial



statements are signed and approved by Auditor and College management. Based on the audited financial statements, auditor issues the Annual Audit Report.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://nowgonggirlscollege.edu.in/finances.php">https://nowgonggirlscollege.edu.in/finances.php</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | No File Uploaded          |
| Any additional information  | No File Uploaded          |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College submits various proposals to meet the requirements of funds for construction, up gradation, renovation and repairing of classroom, office library, hostel, common rooms and other basic infrastructure, requesting financial help from UGC, RUSA, State Government and other organization. The teaching staff of the college submits individual or joint research proposals to different funding agencies like UGC, DST, DBT, ICSSR, ICHR, ICPR etc. Some special grants are also received by the institution from State Government from time to time. Different financial grants and aid received by the institution are utilized according to the proposal and instruction of the funding agency and utilization reports are submitted by the institution in time to the respective agencies. The college also generates funds by introducing Self Financing Courses, students' admission, sale of prospectus, hostel fee, KKHSOU center, rent from post office and from external agencies for conduct of



examinations, etc. Institution mobilizes fund from the collection of donations from the staff members to create welfare fund to help needy and economically backward student. Major portion of internally generated fund for payment of salary to contractual, part-time and guest teachers and other non-teaching staff.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://nowgonggirlscollege.edu.in/facilities.php">https://nowgonggirlscollege.edu.in/facilities.php</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

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

- Organisation of orientation programmes on online teaching & learning for teachers and students during COVID-19 pandemic
- Arrangement of training sessions for non-teaching staff on ICT and e-office management
- Organisation of collaborative seminars/webinars, workshops, lecture programmes etc. with various cells and departments of the College
- Introduction of e-modules in the College website for uploading of study materials, assignments, online examination, etc.
- Signing of MOUs and establishment of Linkages with several institutions and organisations to promote faculty/student exchange, research, co-curricular & extra-curricular activities etc.
- Conduct of collection and analysis of feedback from various stakeholders.
- Initiation of online feedback system to complement the existing offline mode
- Conduct of online admissions
- Conduct of student placement drives, competitive examination coaching, counselling sessions etc.
- Submission of data for AISHE, acquisition of ISO certification
- Implementing Audit practices
- Facilitation of conduct of Academic and Administrative Audit, Green, energy, environment & gender audits
- Awareness camps on promotion of healthy lifestyle during pandemic
- Lockdown-period community service involving students, alumnae and college staff like Relief distribution, conduct of blood donation camps, feeding of stray animals, supporting destitute etc.
- Upgradation & maintenance of existing infrastructure & addition of new infrastructure

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://nowgonggirlscollege.edu.in/upload/upload/6.5.1_link_renewed.pdf">https://nowgonggirlscollege.edu.in/upload/upload/6.5.1_link_renewed.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Internal & external academic audit was carried out by the IQAC through external experts Teachers' diary & log books are maintained at departmental levels and monitored by the Heads The IQAC and Vice Principal monitors the overall academic transaction under the supervision of the Principal The Academic Council periodically meets to addresses issues on academic matters IQAC oversees the preparation of the Academic Calendar, Time Table, Teaching & Lesson plans etc. and work to ensure overall adherence to them Collection and analysis of feedback from Students, Non-teaching Staff, Teachers, Alumnae & Parents Conduct of orientation programme for teachers & students for online teaching-learning process, Facilitating the use and upgradation & maintenance of ICT infrastructure Oversee functioning of mentor-mentee system Oversee process of identification of slow & advanced learners and execution of specific activities Monitoring the overall attendance of students and facilitation of online attendance system through the College app as well as addressing the issue of shortage of attendance of students in collaboration with the departmental teachers & mentors The IQAC periodically reviews the existing policies, plans, rules, regulations & guidelines of the Institution and ensures compliance to the same as well as upgrade them as and when deemed necessary

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://nowgonggirlscollege.edu.in/naac.php">https://nowgonggirlscollege.edu.in/naac.php</a> |
| Upload any additional information     | <a href="#">View File</a>   |

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives**

**B. Any 3 of the above**

**with other institution(s) Participation in NIRF  
any other quality audit recognized by state,  
national or international agencies (ISO  
Certification, NBA)**

| File Description   | Documents   |
|--|---|
| Paste web link of Annual reports of Institution                                    | <a href="https://nowgonggirlscollege.edu.in/agar.php">https://nowgonggirlscollege.edu.in/agar.php</a> |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a>   |
| Upload any additional information  | <a href="#">View File</a>   |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a>   |

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

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

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution initiated the following measures for promotion of gender equity

Sensitization programmes, awareness rallies, talks were conducted.

Gender related crosscutting issues are incorporated in the curriculum. Many add-on courses also promote gender equity.

Annual Gender Sensitisation Action Plan was prepared. National Girl Child Day, International Women's Day etc. were observed

Campus security is ensured through CCTV cameras, security guards, proper boundary walls etc.

Lectures on women safety, rights and training programs related to self-defence are conducted.

Two hostels offer boarding facility to 210 students. Statutory bodies like Anti-Harrassment Committee, Anti Ragging Cell, ICC, Committee against Caste Based Discrimination etc. function to ensure compliance to the guidelines within the Institution

The college helps its students to get benefit of various

scholarships.

The Alumnae-run College cafeteria offers hygienic and healthy dining facilities.

ICGC offers career counselling and conducts relevant programmes.

Psychological counselling & health camps are conducted for students

Toilet facilities, Common rooms, gymnasium etc. are available for students

Sanitary napkin vending machines and incinerators are installed in the campus & hostels.

Creche facility is available in the campus

Poor & meritorious students are offered scholarships

Programmes related to ensuring gender equity is taken up in the adopted village

| File Description   | Documents   |
|--|---|
| Annual gender sensitization action plan  | <a href="https://nowgonggirlscollege.edu.in/upload/upload/7.1.1%20a%20Gender.pdf">https://nowgonggirlscollege.edu.in/upload/upload/7.1.1%20a%20Gender.pdf</a>                         |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <a href="https://nowgonggirlscollege.edu.in/upload/upload/7.1.1%20b%20women%20facilities.pdf">https://nowgonggirlscollege.edu.in/upload/upload/7.1.1%20b%20women%20facilities.pdf</a> |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**B. Any 3 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | <a href="#">View File</a> |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

#### Solid Waste Management

To reduce the solid waste "Green Protocol" is followed in the college. Minimum use of plastic is encouraged and single use plastic is totally banned. The college practices e-communication to reduce use of paper. The bio-degradable and non-biodegradable wastes are segregated through separate bins which are kept at the different locations of the campus. The non-biodegradable solid wastes are burnt in the incinerator installed in the college campus. Biodegradable wastes from the college campus, canteen, and hostels are used in the vermicompost unit of the college to generate vermicompost which is used as biofertiliser for the plants. Sanitary pad burners are located at specific sites within the campus and college to dispose sanitary pads.

#### Liquid waste Management

Liquid waste generated in the college is routed through proper drainage system into large water reservoirs and treated biologically.

The liquid chemical wastes generated from laboratories are treated in the phytoremediation unit of the college.

#### E-Waste Management

E-wastes like unusable parts of computers, printers, memory cards etc are disposed off to vendors under MoU. Reusable parts are separated, recycled and/or used in other systems.

#### Hazardous Chemical Waste Management

Hazardous chemical wastes from laboratories are treated in the phytoremediation unit of the college.

| File Description   | Documents   |
|--|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies  | <a href="#">View File</a>   |
| Geo tagged photographs of the facilities   | <a href="https://nowgonggirlscollege.edu.in/green.php">https://nowgonggirlscollege.edu.in/green.php</a> |
| Any other relevant information   | <a href="#">View File</a>   |
| <b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>   | <b>A. Any 4 or all of the above</b>   |
| File Description   | Documents   |
| Geo tagged photographs / videos of the facilities  | <a href="#">View File</a>   |
| Any other relevant information   | <a href="#">View File</a>   |
| <b>7.1.5 - Green campus initiatives include</b>  |   |
| <b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b><br><br><b>1.Restricted entry of automobiles</b><br><b>2. Use of Bicycles/ Battery powered vehicles</b><br><b>3.Pedestrian Friendly pathways</b><br><b>4.Ban on use of Plastic</b><br><b>5.landscaping with trees and plants</b> | <b>A. Any 4 or All of the above</b>   |
| File Description   | Documents   |
| Geo tagged photos / videos of the facilities   | <a href="#">View File</a>   |
| Any other relevant documents   | <a href="#">View File</a>   |
| <b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>  |   |
| <b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit</b>  | <b>A. Any 4 or all of the above</b>   |

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | <a href="#">View File</a> |
| Certification by the auditing agency                                      | <a href="#">View File</a> |
| Certificates of the awards received                                       | <a href="#">View File</a> |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | <a href="#">View File</a> |
| Details of the Software procured for providing the assistance            | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**During admission procedure special care is taken for earmarked seats of each category such as ST, SC and OBC. There are also seats**

reserved for culture, sports, NCC.

Deserving students are enrolled under various government schemes and provided with scholarships & assistance from student aid fund

Important events, festivals, dates are celebrated to inculcate the values of tolerance, harmony etc

Regular visit is undertaken to the adopted villages, Old Age Home, Blind School and orphanages.

Annual College Youth Festival includes literary, sports and cultural activities

The institution celebrates the ethos of unity in diversity and composite nature of the society.

Representatives of NGCSU & Teachers' unit are elected through democratic process.

Students are encouraged to become volunteers with NCC, NSS etc. and participate in related activities

Students are encouraged to select inclusiveness related topics as field & project works.

Necessary facilities for Divyanggan students are provided

Students' representatives are included in various cells, bodies and committees. Issues pertaining to inclusiveness is incorporated into syllabi of UG, PG and add-on courses.

Facilities of the institution are provided free of cost to various government agencies and other organisations working on inclusive issues.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:



values, rights, duties and responsibilities of citizens

The institution takes various steps for promotion of constitutional obligations among the stakeholders.

Important national days like Republic Day, Independence Day, Rastriya Ekta Divas, Teacher's Day, Constitution Day, National Voters' Day are regularly celebrated by the institution.

Programmes like talks, awareness rallies, plantation drives, Swachh Bharat Abhiyan etc. are organised involving the students, teachers, non-teaching staff and other stakeholders

Events promoting constitutional values and responsibilities are also conducted through NSS and NCC.

Syllabi of many regular and add-on courses include values, rights, duties and responsibilities.

Beyond campus Swachhta Abhiyan, plantation drives are organised involving local community as a part of ISR.

Students are encouraged to select topics of field work and projects related to constitutional obligations. Environmental Studies is compulsory for UG students.

Teachers and non-teaching staff are involved in conduct of the election process, Gunotsav and NRC in different capacities.

Election to the NGCSU is conducted democratically involving all students.

Many activities during College Youth Festival are aimed at sensitization towards constitutional obligations.

Dedicated RTI Cell headed by a Public Information Officer exists in the college to address public queries

Extension activities are carried out on issues included in the Fundamental Duties and DPSPs of the Constitution of India.

| File Description   | Documents                 |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

**Our college organizes national and international commemorative days and events every year.**

**On the occasion of World Nature conservation Daya turtle was rescued from neighbourhood and released into the pond inside the college campus. On National Voters' Daya workshop was organized by Nowgong Girls' College in collaboration with District Administration, Nagaon. National Science Day was celebrated by organizing a week long programme- "SCIFIESTA" and various workshops, talks, competitions were organised. On World Environment Day various activities and competitions were organized for students. The NGC Green Hero award for the session was conferred to Sri Suranjan**

Debnath a wildlife activist. Voluntary blood donation camp was organized in association with B.P. Civil hospital blood bank and Xohai Raktadaan Asom on the occasion of World Blood Donor Day.

Nowgong Girls' College also celebrates other important days and events of national importance such as National Girl Child Day, Republic Day, Saraswati Puja, International Women's Day, Earth Day, World No-Tobacco Day, International Yoga Day, Independence Day, Gandhi Jayanti, Rashtriya Ekta Divas, Constitution Day, World AIDS Day, Human Rights Day etc.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | <a href="#">View File</a> |
| Any other relevant information  | <a href="#">View File</a> |

## 7.2 - Best Practices

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

### Best Practice 1

**Title:** Gyanam Param Dheemahi

**Goal:** To strengthen the community library of the adopted village to extend the horizon of knowledge

**The context:** The interested readers of the lower income group do not get the opportunity to study.

**The practice:** The College library provides books, storage facility to the community library. It extends services and provides guidance regarding management of the library.

**Evidence of success:** The initiative has provided a platform for villagers to read books, exchange ideas and being aware of what is happening in and around the society.

**Problems encountered:** It is difficult for the community library to be fully functional due to prevailing illiteracy.

**Best Practice 2**

**Title:** Swasthya Param Dhanam

**Goal:**To ensure better physical and mental health for the stackholders

**The Context:**A large number of people including students are prone to health related issues- both physical and mental.

**The Practice:** The Yoga Cell conducts periodic training sessions. Regular health check up is done. Add on course on Yoga and Stress Management is offered to the students.

**Evidence of success:** Overwhelming response of the students, teachers, alumnae and non-teaching staff reveal the success of the practice.

**Problems encountered:**None

| File Description                             | Documents                 |
|--|---------------------------|
| Best practices in the Institutional web site | <a href="#">View File</a> |
| Any other relevant information               | <a href="#">View File</a> |

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Nowgong Girls' College is a pioneer institution of women education in central Assam. Since its inception in 1962, the College has been rendering yeomen service to the society through its tireless efforts of educating the girls.

The journey of this institute began at a time when most of the women were deprived of their legitimate rights to education in the conservative patriarchal society. The institution caters to the educational needs of the students mostly of the districts of Nagaon, Karbi Anglong, Dima Hasao, Hojai, Morigaon and others. Education of girls is a challenge in these socially and economically backward districts and Nowgong Girls' College has been trying its best to provide quality education. A large number of students of the institution belong to SC, ST, OBC and Minorities Communities and Economically disadvantaged section of the society. Presence of a large number of students from socially and economically

disadvantaged groups makes the teaching-learning process even more challenging.

We, at Nowgong Girls' College are able to cope up with the challenge with a strong determination and positive approach. Every effort is being made to make the teaching-learning process more fruitful, to ensure holistic development of the students and to empower them.

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

### 7.3.2 - Plan of action for the next academic year

Completion of 3rd cycle of NAAC assessment and accreditation process during the session.

Submission of Self Study Report (SSR) to the NAAC at the earliest.

Submission of Annual Quality Assurance Report(AQAR) 2020-21to the NAAC and completion of preparation of AQAR 2021-22.

Conduct of national seminars and workshops through various departments and cells and with external financial support from funding agencies.

Registration of the College as publisher at Raja Rammohan Rai National Agency for ISBN in order to facilitate publication through the institution.

Registration and participation in National Institutional Ranking Framework (NIRF).

Participation in All India Survey of Higher Education (AISHE).

Conduct of various academic activities like talks, seminars, webinars, workshops, training sessions and others as a part of Diamond Jubilee celebration of the institution.

Augmentation of academic facilities for better academic environment of the college for the benefits of the students and teachers.