



NOWGONG GIRLS' COLLEGE

Re-Accredited at A Grade (2nd Cycle) by the
National Assessment and Accreditation Council



CRITERIA 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

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



Submitted to
The NAAC for 3rd Cycle of Assessment and Accreditation

ACADEMIC AND ADMINISTRATIVE AUDIT

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



NOWGONG GIRLS' COLLEGE

Re-accredited at A Grade by the NAAC (2nd Cycle)

**ACADEMIC
AND
ADMINISTRATIVE AUDIT REPORT**

SESSION 2021-22



NOWGONG GIRLS' COLLEGE
Nagaon : Assam



GENERAL INFORMATION	
Name & Address of the College	Nowgong Girls' College Halbargaon, Nagaon - 782002 Assam, India
Name of the Principal along with Tel. No. and E-mail ID	Dr. Balin Kumar Bhuyan Tel. No. : 03672-220667 Email ID: ngcprincipal2@gmail.com
Year of Establishment	1962

Departments and Program offered		
Sl. No.	Department	Programme offered (*UG,PG,HS)
1	Assamese	PG, UG, HS
2	Bengali	UG, HS
3	Botany	UG
4	Chemistry	UG
5	Economics	UG, HS
6	Education	UG, HS
7	English	UG, HS
8	Geography	PG, UG, HS
9	Hindi	UG, HS
10	History	UG, HS
11	Home Science	UG, HS
12	Mathematics	UG, HS
13	Philosophy	UG, HS
14	Physics	UG
15	Political Science	UG, HS
16	Sanskrit	UG, HS
17	Statics	UG, HS
18	Zoology	UG

*UG – Under Graduate *HS – Higher Secondary *PG – Post Graduate

Details of Accreditation	
1 st Cycle	70.00 (B+)
2 nd Cycle	3.01 (A Grade)



1. About the Institution

Nowgong Girls' College is located in the centrally located district of Nagaon in the state of Assam. The College covers an area of 4.3 acres of land. It comprises of three multi-storied academic blocks, one administrative block, indoor stadium cum sports complex, walkers' lane, one centrally air-conditioned auditorium, air conditioned digital conference hall, digital seminar hall, an alumnae-run cafeteria, two hostels, open air amphitheatre, waste recycling facility, boundary wall with guard room and security staff's quarter, a martyrs' memorial, 24x7 CCTV surveillance, gymnasium, health centre, and many other facilities for a healthy and conducive ambience in the campus.

The College was founded on 12th September, 1962 and is affiliated to Gauhati University and is included in section 2(f) and 12B of UGC Act, 1956. The College is a recipient of UGC and state government grants. It has also been approved for RUSA grant from MHRD.

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

The College has 18 departments under both arts and science streams with a total enrolment of more than 2000 students. The college offers undergraduate and postgraduate programmes under both science and arts streams and higher secondary (10+) programme only under arts stream. The College offers a number of certificate and diploma courses for the benefit of its students. It also has a recognized Study Center of the Krishna Kanta Handiqui State Open University.

2. Academic and Administrative Audit (AAA) Committee

The Principal of Nowgong Girls' College as per the names suggested and their consent constituted the following Academic and Administrative audit committee for the year 2021-22:

- 1. Dr. Ramesh Nath, Principal, Khagarijan College, Nagaon, Assam**
- 2. Dr. Monoj Kumar Nath, Associate Professor, Department of Political Science, Dibrugarh University, Dibrugarh, Assam**

Mr. Ranjit Barua, Coordinator, IQAC acted as the Co-ordinator to the Academic and Administrative Audit committee.



3. Academic and Administrative Audit Process and Schedule

The AAA committee meeting was scheduled on June 3, 2022. The IQAC members provided assistance to the AAA committee during the audit. The Principal gave the Committee an overview of the institute, its developments, and its accomplishments during a formal meeting with Academic Council and Coordinators of various Cells and Committees. Following this short briefing, the members of the AAA committee visited all 18 departments and inspected the facilities, including classrooms and laboratories and interacted with the teaching and non-teaching staff. The members also had encounters with the coordinators while visiting the core facilities, including the Library, computer centre, administrative section, and other generic facilities such as canteen, auditorium, conference hall etc.

After completing the inspections and interactions, the AAA Committee drafted a final report which included a summary of its findings and suggestions for the college. The schedule for the academic audit process was as follows:

Schedule	
Time	Activity
10.00 am - 10.30 am	Welcome address by the Principal and briefing regarding the objective of the audit. Venue: Conference Hall
10.40 am to 2.40 pm	Visit to the departments, document verification Venue: All Departments
2.45 pm to 3.15 pm	Lunch
3.15 pm to 3.30 pm	Meeting with Students' Union Members
3.30 pm to 4.30 pm	Visit to Core Facilities- Central Library, Computer Centre, General and Accounts Branches and other facilities.
4.30 pm to 5.15 pm	Report Preparation
5.15 pm onwards	Exit meeting

4. General observations

At the outset, the Principal gave a presentation that provided an overview of the College's daily operations. The following comments and recommendations were finally forwarded by the Committee to help advance the Institution up the ladder of excellence.

- The teaching and learning process of the College appeared to be proceeding without any major issues.



- There are a relatively low number of students enrolled in the P.G. programme offered by Department of Assamese, although there is sufficient demand for the Masters programme run by the Geography department
- A mechanism for gathering student feedback on curriculum, academic and ambience aspects is in place, and IQAC is in charge of conducting the feedback and analysis of the same.
- There is scope for ensuring higher enrolment of students in the Science stream of the college. The teachers of the Science departments should take extra initiative to ensure the same.
- The College may also consider enrolment of male students in the professional and add-on courses of the Institution.

5. Report of AAA Committee

Assessment based on Institutional Information		
Category	Description	Availability
Approvals and Accreditation Documents	Affiliation by University	Yes
	NAAC Certificate	Yes
Governance	Governing Body notification	Yes
	Academic Council notification	Yes
	Finance Committee notification	Yes
	Proceeding of Governing Body meeting	Yes
	Proceeding of Academic Council meetings	Yes
	Proceedings of Other Statutory Committees	Yes
	Examination Section	Yes
	IQAC and its proceeding	Yes
	Anti-Ragging Committee	Yes
	Anti-Sexual Harassment Committee	Yes
	College Internal Complain Committee	Yes
	Grievance Redressal Committee	Yes
	SC/ST/OBC Cell	Yes
	Alumni Association	Yes
	e-Governance	Yes
	Personal files	Yes



	Audit report	Yes
	Student scholarship	Yes
	Institution Website and App	Yes
	Biometric Attendance System	Yes
Other Facilities	CCTV Security	Yes
	ICT Facility in Class Rooms	Yes
	Auditorium	Yes
	Conference Hall	Yes
	Digital Seminar Hall	Yes
	Language Lab	Yes
	Distance Learning Centre	Yes
	Fire Extinguisher	Yes
	Canteen Facility	Yes
	Indoor Sports Facility	Yes
	Outdoor Sports Facility	No
	Hostels	Yes
	Vehicle Parking	Yes
	Xerox and printing facility	Yes
	Backup Electric Supply	Yes
	Drinking Water facility	Yes
	Solid Waste Management	Yes
	Liquid Waste Management	Yes
	e-Waste Management	Yes
	Rain Water Harvesting	Yes
	Green Campus Initiatives	Yes
	Bank / Post Office	Yes
	Gymnasium	Yes
	Yoga centre	Yes



6. Scores of Academic and Administrative Audit

Criteria	Key Indicators (KIs)	Max. Marks	Marks Obtained
1. Curricular Aspects	1.1 Curricular Planning and Implementation	20	16
	1.2 Academic Flexibility	30	24
	1.3 Curriculum Enrichment	30	26
	1.4 Feedback System	20	18
Total		100	84
2. Teaching- Learning and Evaluation	2.1 Student Enrolment and Profile	40	33
	2.2 Catering to Student Diversity	50	45
	2.3 Teaching- Learning Process	50	43
	2.4 Teacher Profile and Quality	60	46
	2.5 Evaluation Process and Reforms	30	22
	2.6 Student Performance and Learning Outcome	60	47
	2.7 Student Satisfaction Survey	60	49
Total		350	285
3. Research, Innovations and Extension	3.1 Resource Mobilization for Research	15	8
	3.2 Research Publication and Awards	15	9
	3.3 Extension Activities	60	38
	3.4 Collaboration	20	17
	Total	110	72
4. Infrastructure and Learning Resources	4.1 Physical Facilities	30	22
	4.2 Library as a learning Resource	20	20
	4.3 IT Infrastructure	30	26
	4.4 Maintenance of Campus Infrastructure	20	18
Total		110	86
5. Student Support and Progression	5.1 Student Support	50	36
	5.2 Student Progression	30	17
	5.3 Student Participation and Activities	50	28
	5.4 Alumni Engagement	10	8
Total		140	89
6. Governance, and Leadership	6.1 Institutional Vision and Leadership	10	9



Management	6.2 Strategy Development and Deployment	10	6
	6.3 Faculty Empowerment Strategies	30	24
	6.4 Financial Management and Resource Mobilization	20	15
	6.5 Internal Quality Assurance System	30	19
Total		100	73
7. Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities	50	42
	7.2 Best Practices	30	23
	7.3 Institutional Distinctiveness	20	10
Total		100	75
TOTAL SCORE		1000	764

7. Recommendations:

☐ Based on the findings, the members of the AAA committee recommend the following for enhancing the teaching-learning ecosystem of the College:

- The college may enhance the equipment in the existing science laboratories
- Research culture needs improvement and more faculties should publish in UGC-CARE listed journals
- Proper documentation is required for all activities
- Best practices of individual departments for various aspects need to be institutionalised.
- More students should be involved in the extension activities
- More activities need to be taken up with organisations and institutions with which the College has collaborations under MoUs.
- More teachers should participate in FDP programmes
- Necessary initiative to be taken to fill up the vacant faculty and non-teaching positions

☐ Interaction with the Office Staff:

Based on interactions with members of the office section, the committee observed that

- There is evidence of good leadership in the Administration.
- The stock registers should be maintained and updated properly.



- Legal issues, especially RTI applications and queries are handled very efficiently at the College. There are no major issues with RTI queries.
- There is need for further implementation of automation and use of ICT in office works.
- Software-based accounting system may be introduced.

二 Interaction with the Librarian and Library Staff

Based on interactions with Librarian, Library staff and members of the Library Advisory Committee, the AAA Committee found that

- The Central Library of the college has good infrastructure facilities.
- The library uses KOHA software for library management and provides e-resources to users with the help of UGC-Infonet and N-List of INFLIBNET.
- The books are tagged with barcode for easy retrieval and the users can access e-resources through D-space where quite a good number of information sources.

□ Interactions with Students' Union

- Students expressed that more thrust should be given to use of ICT in Teaching Learning Process
- More field works and visits may be organised for students
- Facilities in the Student Utility Centre may be renovated

Date and Signature of the Audit Committee Members

Dr. Ramesh Nath
03/06/22

Dr. Ramesh Nath
Principal
Khagarijan College
Nagaon, Assam
Principal
Khagarijan College
Nagaon (Assam)

Date and Signature of Principal

Dr. Monoj Kumar Nath
31/06/2022

Dr. Monoj Kumar Nath
Associate Professor
Department of Political Science
Dibrugarh University
Dibrugarh, Assam
Dr. Monoj Kumar Nath
Associate Professor
Department of Political Science
Dibrugarh University, Dibrugarh

Dr. Ballin Kumar Bhuyan
03/06/22

Dr. Ballin Kumar Bhuyan
Principal
Nowgong Girls' College
Nagaon, Assam
Principal
Nowgong Girls' College
Nagaon, Assam



Internal Academic and Administrative Audit

Session 2021-22

Introduction

NAAC requires HEIs to conduct Academic and Administrative Audits (AAA) to monitor and evaluate institutional processes through a systematic peer review, physical site visits, and self-study. Academic audits identify system weaknesses and strengths to suggest reforms to produce, assure, and continuously improve quality. It encourages departments to standardise curricular and co-curricular programmes, infrastructure, and support services based on predetermined benchmarks.

The Internal Quality Assurance Cell (IQAC) of Nowgong Girls' College has taken the initiative to conduct Academic and Administrative Audit in the 18 departments and other cells, committees and branches of the institution during the academic year 2021-22.

Academic and Administrative Audit Committee

The Internal AAA for the session 2021-22 was conducted by the following members:

1. **Dr. Toseshwar Nath**, President, Governing Body, Nowgong Girls' College
2. **Dr. Balin Kumar Bhuyan**, Principal, Nowgong Girls' College
3. **Ranjit Barua**, Coordinator, IQAC, Nowgong Girls' College

Schedule for Academic and Administrative Audit

The College's teaching departments and administrative branches underwent the process of Internal Academic and Administrative Audit on July 15-16, 2022. The following is the schedule for the AAA –



DAY 1 (July 15, 2022)		
Sl.	Department/Branch	Time
1	Assamese	9.00 am – 9.30 am
2	Bengali	9.30 am – 10.00 am
3	Botany	10.00 am – 10.30 am
4	Chemistry	10.30 am – 11.00 am
5	Economics	11.00 am – 11.30 am
Tea Break		
6	Education	12.00 pm – 12.30 pm
7	English	12.30 pm – 1.00 pm
8	Geography	1.00 pm – 1.30 pm
9	Hindi	1.30 pm – 2.00 pm
Lunch Break		
10	History	2.30 pm – 3.00 pm
11	Home Science	3.00 pm – 3.30 pm
12	Mathematics	3.30 pm – 4.00 pm
13	Philosophy	4.30 pm – 5.00 pm
14	Physics	5.00 pm – 5.30 pm
DAY 2 (July 16, 2022)		
15	Mathematics	9.00 am – 9.30 am
16	Sanskrit	9.30 am – 10.00 am
17	Statistics	10.00 am – 11.00 am
18	Zoology	11.00 am – 11.30 am
Tea Break		
18	General Branch	11.45 am – 12.45 pm
19	Accounts Branch	12.45 pm – 1.45 pm
Lunch		
18	IQAC	2.30 pm – 3.30 pm
19	Other Cells & Committees	3.30 pm – 4.30 pm
20	Conclusion Meeting	4.30 pm – 5.30 pm



Parameters of Academic and Administrative Audit

The Academic & Administrative Audit was performed under the following four aspects:

- Curriculum Transaction
- Faculty Profile
- Departmental Infrastructure
- Departmental Activities

Key	Departments																	
	Ass	Ben	Bot	Chm	Eco	Edu	Eng	Geo	Hin	His	HSc	Mat	Phi	Pol	Phy	Sns	Sts	Zoo
1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y
5	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y
6	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y
7	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	N	Y	Y
8	Y	N	N	N	N	Y	N	Y	Y	N	N	N	Y	Y	N	Y	N	N
9	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
10	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
11	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y
12	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
13	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
14	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
15	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Ass- Assamese, Ben – Bengali, Bot- Botany, Chm – Chemistry, Eco – Economics, Edu – Education, Eng – English, Geo – Geography, Hin – Hindi, His – History, HSc – Home Science, Mat – Mathematics, Phi – Philosophy, Pol – Political Science, Phy – Physics, Sns – Sanskrit, Sts – Statistics, Zoo – Zoology

Criteria	Observation Aspect	Key
Curricular Aspects	Whether ICT based classes are taken	1
	Is Internal Assessment Process robust and compressive	2
	Is the Departmental record keeping process comprehensive and complete	3
	Add on courses are offered	4



Faculty Profile	Seminars, conferences attended	5
	Articles, papers, books published, Research Projects	6
	Orientation, Refresher Course, Short Term Course, FDPs attended	7
	Acted as Resource Persons, recipient of awards etc.	8
Infrastructure	Adequate Classrooms	9
	ICT Facilities	10
	Departmental Library	11
Departmental Activities	Curriculum Delivery & Progression Record	12
	Academic & Activity Record Maintenance	13
	Conduct of Talks, Lectures, Seminars etc.	14
	Extension Activities	15

Observations

- **Curricular Aspects:** - The college follows the syllabus and curriculum of Gauhati University. Departments use audio-visual methods to teach. ICT use in classroom is satisfactory. Students are guided to work on individual academic projects. All departments conduct internal exams regularly. Students receive answer scripts for discussions and see their grades on departmental noticeboards. Add on courses are being run properly by the departments. There is scope to improve departmental libraries in some of the departments.
- **Faculty Profile:** - There is scope to improve the number of faculty members of the arts departments who are involved in research and publication works. Faculty members regularly attend seminars and conferences. Several faculty members have served as resource people on various academic platforms. However, faculty participation, again especially from the arts departments, in publication of research articles in UGC CARE listed journals is relatively low. A large number of faculty members have taken advantage of online courses and professional development programmes. A significant number of students are involved in extra-curricular & co-curricular activities. Study tours and field visits are regularly conducted by the departments as a part of their curriculum as well as curriculum enrichment. The departments regularly maintain and update the departmental website pages and departmental alumni WhatsApp groups have become an effective means to get in touch with the pass out students of the departments.



- **Infrastructure:** The college is having adequate number of classrooms, seminar halls etc. All departments have dedicated classrooms for honours classes. Some classrooms are shared by departments for taking classes for regular courses. Practical based subjects are having well maintained laboratories, although the infrastructure needs to be more developed. Departments are having departmental libraries. There are many numbers of ICT enabled classrooms. The Mahesh Chandra Dev Goswami Central Library has adequate number of digital and printed reading resources. There are adequate facilities for sports and extra-curricular activities.
- **Activities:** The IQAC, ICGC, departments hold regular meetings with students, collect feedback from students on academic matters and other student-related matters, and take appropriate action as needed. Some departments hosted a significant number of invited lectures/seminars/webinars/workshops on a virtual platform. The majority of extension activities are carried out under the auspices of the Extension & Outreach Cell, NCC, NSS, RRC & YRC. Some departments have held events in collaboration with other institutions. Accounts section needs to be digitized further and the documentation process in the General Branch needs further streamlining. Overall functioning of the administrative sections of the college is satisfactory.

Recommendations

- Encourage faculty members to publish research papers in UGC CARE list journals, as well as articles or books with ISBN numbers.
- Encourage faculty participation in FDP, RC, OC, Training Program, and Workshops.
- Encourage departments to hold conferences/seminars/workshops with external/internal funding.
- Increased interaction with industry, research centres, and educational institutions.
- Encourage faculty members to submit proposals for Major/Minor Research Projects to various funding agencies
- Further improvement and addition of campus ICT facilities.



- Increase the number of classrooms to accommodate a large number of students.
- Encourage departments to publish newsletters/magazines on a regular basis.
- Departments must make every effort to organise study tours, exhibitions, and training programmes for their students.
- Students should be encouraged to participate in extracurricular or co-curricular activities.
- Enhance the level of digitization of the general and accounts branches.

Date: 16th July, 2022

Place: Nowgong Girls' College

Coordinator, IQAC
Nowgong Girls' College
Nagaon (Assam)

(Ranjit Barua)
Coordinator, IQAC
Nowgong Girls' College

President
Governing Body
Nowgong Girls' College
Nagaon (Assam)

(Dr. Toseshwar Nath)
President, Governing Body
Nowgong Girls' College

Principal
Nowgong Girls' College
Nagaon : Assam

(Dr. Balin Kumar Bhuyan)
Principal
Nowgong Girls' College



Internal Academic and Administrative Audit

Nowgong Girls' College

Session 2020-21

1. Introduction

Academic and Administrative Audit is the process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system, etc.

The academic session of 2020-21 was one of the most challenging in the history of the College due to the effects, challenges and restrictions due to COVID-19. In spite of these, the Internal Quality Assurance Cell (IQAC), Nowgong Girls' College took the initiative to conduct Academic and Administrative Audit in the 18 departments and other cells, committees and branches of the institution during the academic session of 2020-21.

2. Internal Academic and Administrative Audit Committee

The Internal AAA for the Academic Session 2020-21 was conducted by the following members:

1. **Dr. Balin Kumar Bhuyan**, Principal, Nowgong Girls' College
2. **Kalpana Bhattacharjya**, Vice Principal, Nowgong Girls' College
3. **Ranjit Barua**, Coordinator, IQAC, Nowgong Girls' College

3. Internal Academic and Administrative Audit Schedule

Efforts were made to conduct this exercise as comprehensively as possible within the limitations of COVID-19 restrictions. Therefore, the Internal AAA process was spread over a period of 2 days instead on a single-day exercise as was prevalent till date during previous Internal AAAs.

The Internal Academic and Administrative Audit on 26th & 27th November, 2021 as per the following is the schedule for the AAA –



Internal Academic and Administrative Audit – Session 2020-21
Nowgong Girls' College

DAY 1 - 26 th November 2021		
Sl.	Department/Branch	Time
1	Assamese	9.30 am – 9.50 am
2	Bengali	9.50 am – 10.10 am
3	Botany	10.10 am – 10.30 am
4	Chemistry	10.30 am – 11.20 am
Tea Break		
5	Economics	11.20 am – 11.40 am
6	Education	12.00 pm – 12.20 pm
7	English	12.20 pm – 12.40 pm
8	Geography	12.40 pm – 1.00 pm
9	Hindi	1.00 pm – 1.20 pm
Lunch Break		
10	History	2.00 pm – 2.20 pm
11	Home Science	2.20 pm – 2.40 pm
12	Mathematics	2.40 pm – 3.00 pm
13	Philosophy	3.00 pm – 3.20 pm
14	Physics	3.20 pm – 3.40 pm
Tea Break		
15	Mathematics	3.40 pm – 4.00 pm
16	Sanskrit	4.00 pm – 4.20 pm
17	Statistics	4.20 pm – 4.40 pm
18	Zoology	4.40 pm – 5.00 pm
DAY 2 - 27 th November, 2021		
19	MCDG Central Library	9.30 am – 9.50 am
20	General Branch	9.50 am – 10.10 am
21	Accounts Branch	10.10 am – 10.30 am
22	IQAC	10.30 am – 11.30 am
Tea Break		
23	Other Cells & Committees	11.45 am – 1.45 pm
Lunch		
24	Conclusion Meeting	2.30 pm – 4.00 pm

4. Parameters of Internal Academic and Administrative Audit

The Internal Academic & Administrative Audit was performed under the following 4 aspects:

- Curriculum Aspects
- Faculty Profile
- Departmental Infrastructure
- Departmental Activities



Internal Academic and Administrative Audit – Session 2020-21
Nowgong Girls' College

Key	Departments																	
	Ass	Ben	Bot	Chm	Eco	Edu	Eng	Geo	Hin	His	HSc	Mat	Phi	Pol	Phy	Sns	Sts	Zoo
1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
4	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5	Y	Y	Y	Y	N	Y	Y	Y	Y	N	N	N	Y	Y	Y	Y	N	Y
6	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y
7	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
8	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	N
9	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
10	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
11	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
12	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
13	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
14	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
15	Y	N	Y	Y	N	Y	N	Y	N	N	N	N	Y	Y	N	Y	N	N

Ass- Assamese, Ben – Bengali, Bot- Botany, Chm – Chemistry, Eco – Economics, Edu – Education, Eng – English, Geo – Geography, Hin – Hindi, His – History, HSc – Home Science, Mat – Mathematics, Phi – Philosophy, Pol – Political Science, Phy – Physics, Sns – Sanskrit, Sts – Statistics, Zoo – Zoology

Criteria	Parameters	Keys
Curricular Aspects	Use of ICT in Academic Transactions	1
	Conduct of Regular Online Classes & Evaluation	2
	Internal Assessment Process	3
	Add On Courses	4
Faculty Profile	Participation in Talks, Seminars, conferences etc.	5
	Publications in Articles, Papers, Books & Conduct of Research Work	6
	Participation in Orientation, Refresher Course, Short Term Course, FDPs etc.	7
	Acted as Resource Persons, recipient of awards etc.	8
Infrastructure	Adequate Number of Classrooms	9
	ICT Facilities	10
	Departmental Library	11
Departmental Activities	Curriculum Delivery & Progression Record Keeping	12
	Academic & Activity Record Maintenance	13
	Conduct of Parent-Teacher Meetings, Surveys etc.	14
	Extension Activities	15



5. Comments & Observations

- a) **Curricular Aspects:** - The college follows the syllabus and curriculum of Gauhati University. Online academic and evaluation transaction modules were enhanced to cope with COVID-19 challenges and restrictions through the College website and App. Faculties were oriented to the use of ICT and Online learning & evaluation modules. Efforts were made by faculties and the departments to provide e-learning resources to the students. Post-COVID-19 transition to offline academic and evaluation was a challenge for most departments. Add-on course options were offered to the students through the online mode to enhance their learning process, values and ensuring skill development.
- b) **Faculty Profile:** - A number of faculty members participated in webinars, online FDPs, Refresher Courses and other such online academic and professional enrichment activities. Many departments conducted webinars, and talks for the students by using tools such as Google Meet, Cisco Webex, ZOOM etc. Many faculty members published their research works in journals, books etc. However, there is scope to enhance faculty research publications in UGC CARE listed and Scopus journals.
- c) **Infrastructure:** The College website i.e. www.nowgonggirlscollege.edu.in was enhanced into a robust e-learning tool to face the challenges of online academic and evaluation works by adding a number of modules. Given the need for providing e-learning facilities to the large number of enrolled students of the College, subscription-based apps such as ZOOM was used for academic transactions. In spite of COVID-19 restrictions, the College was able to continue the necessary developmental works related to infrastructure augmentation. There are adequate number of classrooms however there is need to explore addition of more rooms for providing the various cells with dedicated working spaces.
- d) **Activities:** In spite of COVID-19 lockdown, the institution, many of the cells and many faculty members ensured continuation of extension activities, within the prevalent restrictions. Such activities included relief distribution, blood donation, feeding of stray animals and destitute, rescue and rehabilitation of animals etc. However, naturally the degree of involvement of students was



severely restricted. Even then, the volunteers of the NSS unit of the College were involved in many extension and community works in collaboration with the district administration. Academic activities were conducted through online mode through most of the academic year by online mode. Off-campus access to reading materials of the MCDG Central Library was enhanced for the benefit of the students.

6. Recommendations

- a) Further strengthen online academic and evaluation transaction process.
- b) Strengthen ICT facilities in the institution
- c) Add more modules for online learning in the College website and App
- d) Encourage publication of research papers in UGC CARE list journals among faculty members
- e) Organise online FDPs, Workshops, Conferences, Webinars etc. to supplement similar activities in offline mode.
- f) Explore funding avenues for research and developmental works of faculties and the institution
- g) Encourage faculty, departmental and institutional publications
- h) Improve level of automation and digital record keeping in administrative branches.

Date: 27th November, 2021

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ACADEMIC AND ADMINISTRATIVE AUDIT

(Internal)

NOWGONG GIRLS' COLLEGE

Session 2018-19



Conducted by

Dr. Khargeswar Bhuyan, Presient, Governing Body, Nowgong Girls' College

Dr.Balin Kr. Bhuyan, Principal, Nowgong Girls' College

Ranjit Barua, Coordinator, IQAC, Nowgong Girls' College

A committee for Internal Academic and Administrative Audit (AAA) was formed with three members- the President, Governing Body, the Principal, IQAC Coordinator. The Committee conducted internal audit of the College on 28th June, 2019. The team visited all the departments and interacted with concerned faculty members. They also visited the central library and the computer center and interacted with the office staff.

❖ **Visit schedule of the AAA visit:**

The following schedule was followed for the visit

Department	Time
English	9.30 am
Bengali	9.50 am
Economics	10.10 am
Education	10.30 am
Assamese	10.50 am
Political Science	11.10 am
Sanskrit	11.30 am
Mathematics, Statistics	11.50 am
Philosophy	12.20 pm
Geography	12.40 pm
Hindi	1.00 pm
History	1.20 pm
Home Science	1.40 pm
<i>Lunch Break</i>	
Physics, Chemistry, Botany	2.30 pm
Visit to Library	3.00 pm
Visit to Computer Centre	3.30 pm
Visit to Office	3.50 pm
Final Meeting	4.30 pm

❖ **General Observations**

1. Nowgong Girls' College ensures effective curriculum delivery adhering to the academic calendar of the affiliating university. To meet the local requirement and for the betterment of the student community, the Academic Council and IQAC make minor modifications in the curriculum and prepare the college academic calendar accordingly.

2. Academic activities are planned and executed through the Academic Council and IQAC. Examinations are conducted adhering to the norms and practices formulated by the university.
3. Research publications of teachers need improvement. More focus on books and chapters with ISBN is evident.
4. The college has executed various extension activities through different departments, cells and committees on social, environment and educational issues including Swachh Bharat, AIDS awareness, plantation etc.
5. There exists a proper monitoring system regarding the utilization of different facilities such as –library, digital classroom, reading room, college canteen, conference room, auditorium, laboratories etc.
6. Nowgong Girls' College Students' Union (NGCSU) provides the platform for the students to engage and involve in various social activities like 'Swaccha Bharat Abhiyan', Blood Donation camps etc. along with NSS, NCC etc. NGCSU different culture programmes and observes important days such as Republic Day, Independence Day, Gandhi Jayanti, Rastriya Ekta Divas etc.
7. Nowgong Girls' College administration involves the entire college fraternity for various academic responsibilities. Specific committees are formed for the smooth functioning and overall academic development of the college.
8. The functioning of the library is monitored by the Library Advisory Committee. The library is under vigilance of CCTV camera. There is a provision for book-bank facility to the students according to their needs.
9. Documentation and record keeping is found to be short of expectation. Many departments, cells and office need improvement in the documentation procedure.
10. Introduction of science stream on self-financing mode is a welcome step towards spread of science education among girls.

❖ **Recommendations**

The following recommendations are made with a view to helping the College to move forward towards ensuring quality enhancement.

- Research culture needs improvement and interdisciplinary research to be initiated.
- Research publications by faculty members should be strengthened with more publications in peer reviewed quality journals.
- Proper documentation is required for all activities.
- Best practices of individual departments for various aspects need to be institutionalized.
- Academic calendar may be prepared at the department level.

- More students should be involved in the extension activities.
- More collaboration needs to be established for faculty exchange, student exchange, internship etc.
- Teachers should be encouraged to participate in different faculty development programmes.
- The departments should take measures to open up certificate courses/students internship program to enhance the quality inventiveness of undergraduate students.
- Use of ICT in teaching to be increased.
- The Faculty members may be encouraged to apply for Minor/Major Research Projects from various funding agencies.

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ACADEMIC AND ADMINISTRATIVE AUDIT

NOWGONG GIRLS' COLLEGE

Nagaon:::Assam

Session: 2017-18

➤ The Team & Date of Visit

An Internal Academic and Administrative Audit (AAA) Committee was formed with the Principal and Coordinator, IQAC. The AAA was conducted by the Team on 30-06-2018. The team visited the departments, library and the office and interacted with the faculty members, librarian, library staff and the office staff.

➤ Overview of the Institution

- Nowgong Girls' College was established in 1962.
- It is a single faculty college offering Undergraduate and Higher Secondary programmes in Arts.
- The institution has 14 departments. All departments except Home Science and Statistics offer both Major Course and General Course while these two departments offer only General Course.
- Post-Graduate programme has been offered by the Department of Assamese since 2013.
- It has completed two cycles of accreditation of NAAC in 2004 and 2015.
- In its second cycle of assessment in 2015, it was accredited at A Grade by the NAAC.

➤ **Details of the Visit**

The departments of Assamese, Hindi, English, Philosophy, History, Education, Home Science, Sanskrit, Mathematics and Statistics were visited from 10 AM onwards up to 1.30 PM. After lunch break from 1.30 PM to 2 PM, the departments of Political Science, Economics, Bengali and Geography were visited by the team. It was followed by the visit to the library and the office from 3.30 PM to 4.30 PM.

➤ **Findings**

Based on the observations and interactions, SWOC analysis of the institution was done by the AAA Team.

Strengths of the Institute:

- Efficient, effective and committed management
- Qualified, skilled and sincere faculty members
- Clean, eco-friendly and peaceful campus
- Student representation from all sections of the society

Weakness of the Institute:

- Lack of space for physical expansion
- Weak placement activities
- Inadequate use of ICT in teaching-learning
- Research activities on low-key basis
- Insufficient documentation at different levels

Opportunities:

- The college has all the potential to introduce UG in science and more PG programmes

- Availability of faculty and student exchange programmes through collaboration
- The college has the opportunities for introduction of more market oriented vocational courses
- Collaboration with reputed educational and research Institutes

Challenges:


- Resource Mobilization for augmentation of physical and learning infrastructure for development.
- The students are from rural and poor socio- economic background
- The students, in general, prefer to study in vernacular language
- Encouraging students for competitive examinations and higher education

➤ Recommendations

Based on the findings, the AAA committee recommends the following for enhancing the quality of the College:

- Development of physical infrastructures, laboratories, smart classes to be initiated.
- More add-on and value-enrichment courses should be introduced.
- Steps should be initiated for introduction of science stream.
- More students should be involved in the extension activities.
- Participation of teachers in FDP, FIP etc. should be encouraged.
- More collaboration needs to be established.
- Research culture needs improvement.

- Office records and filing system has to be improved.
- Thrust should be on automation of library.



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