

ANNUAL QUALITY ASSURANCE REPORT

(2015-16)

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



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

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

Period: 2015-16

Part – A

I. Details of the Institution

1.1 Name of the Institution

NOWGONG GIRLS' COLLEGE

1.2 Address Line 1

P.O. - Haibargaon

Address Line 2

North Haibargaon

City/Town

Nagaon

State

Assam

Pin Code

782002

Institution e-mail address

ngcprincipal2@gmail.com

Contact Nos.

9435063617

Name of the Head of the Institution:

Dr. Balin Kumar Bhuyan

Tel. No. with STD Code:

(03672) 220667

Mobile:

9435063617

Name of the IQAC Co-ordinator:

Ranjit Barua

Mobile:

9435062675

IQAC e-mail address:

iqac.ngc62@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN11949

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

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

1.5 Website address:

www.nowgonggirlscollege.edu.in

Web-link of the AQAR:

www.nowgonggirlscollege.edu.in/aqar

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

09/12/2003

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

2015-16

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

Not Applicable since College was assessed and accredited in 2015

1.10 Institutional Status

University ☐ State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous College of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☐ Men ☐ Women ☒

Urban ☒ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

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

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

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

1.12 Name of the Affiliating University (for the Colleges) Gauhati University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

-

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Workshop for the faculty was conducted on 25-08-2015 on the theme 'Research Proposal Writing for Funded Projects'
- Workshop for 6th Semester students was conducted on 16-02-2016 on Research Methodology, Project Preparation and Presentation

2.14 Significant Activities and contributions made by IQAC

- Four volumes of 'Adhunik Asom' (Modern Assam) were published to commemorate Golden Jubilee of the college
- One workshop was organised for the faculty members
- One student workshop was conducted
- Preparation of College Prospectus, Academic Calendar, Class Routine, College Examination, Admission Process, Student Feedback, Student Facilities
- Sensitizing students to ecological and environmental issues, and encouraging students and faculty members to participate in the Clean & Green Campus initiative
- College campus is made 'Horn Free Zone'
- Providing learning materials to the L.P School of the Adopted Village in collaboration with the Women's Studies Cell of the College
- Promotion of ICT among teaching and non-teaching staff of the College

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To organise seminars / workshops	2 in-house workshops were conducted 3 proposals for national seminars were submitted to the UGC
To provide sports facilities for students & staff	Indoor stadium infrastructural works completed and inaugurated
To provide streamlined admission facilities	Online form issue and automation of admission process achieved

To up-scale administrative infrastructure	Construction of new administrative building going on
To take up measures for improvement of examination results of students	Departments were encouraged to provide remedial classes for slow learners
To ensure hazard-proof infrastructure	Renovation of power cables, switches and other infrastructural facilities in the College and Hostels

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

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

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

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	01	-	-	-
UG	01	-	-	-
PG Diploma	01	-	01	01
Advanced Diploma	01	-	01	01
Diploma	01	-	01	01
Certificate	05	-	05	05
Others	01	-	-	-
Total	11	-	8	8
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	5
Annual	1

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☒ Parents ☒ Employers ☐ Students ☒

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

***Please provide an analysis of the feedback in the Annexure (ANNEXURE XX)**

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
54	24	25	0	0

2.2 No. of permanent faculty with Ph.D.

17

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	5	-	-	-	-	9	0	10	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

3

-

9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	42	1
Presented papers	8	45	-
Resource Persons	-	3	-

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

- ICT is used in teaching learning process by the faculty members
- Conduct of remedial classes and diagnostic tests for slow learners
- Tutor-Ward system
- Students are guided to present papers in seminars
- Students are encouraged by the departments to participate in group discussions and seminars
- Students are taken for field studies and educational tours

2.7 Total No. of actual teaching days during this academic year

182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Students are allowed to check their evaluated answer scripts of in-semester examinations
- Students are provided guidance in the answer-script re-evaluation application process

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

1	-	-
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2.10 Average percentage of attendance of students

81%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	266	-	12	44	33	89
PG (Assamese)	13	-	23	77	0	100

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

• IQAC keeps record of the academic performance of students and teachers and analyses them for further course of action • The Principal and IQAC discuss examination results with departmental heads and suggest necessary corrective measures • IQAC advises and helps in the conducting remedial and tutorial classes • Some departments organise parent-teacher meet in presence of IQAC members and seek suggestion for the improvement of the students • IQAC encourages and helps the teachers and staff to use ICT in teaching and administrative affairs. • IQAC promotes the Tutor-Ward system of teaching and learning

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	1
Others	12

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	5	1	8
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC encourages faculty members to take up research projects
- The IQAC encourages and assists faculty members to avail FIP and research leave
- The IQAC works closely with the Research Cell in various matters related to funded projects of faculty members
- The IQAC encourages departments to organise students' seminar

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	2	-	-
Outlay in Rs. Lakhs	396000	328749	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	9	-
Non-Peer Review Journals	-	9	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range 4.3-8.3 Average 6.271 h-index - Nos. in SCOPUS -

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	2	-	-	2
Sponsoring agencies	-	UGC	-	-	College

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

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

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

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

2

8

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

-

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

JRF -

SRF -

Project Fellows -

Any other -

3.21 No. of students Participated in NSS events:

University level -

State level -

National level -

International level -

3.22 No. of students participated in NCC events:

University level -

State level -

National level 45

International level -

3.23 No. of Awards won in NSS:

University level -

State level -

National level -

International level -

3.24 No. of Awards won in NCC:

University level -

State level -

National level 7

International level -

3.25 No. of Extension activities organized

University forum	-	College forum	10	
NCC	2	NSS	-	Any other -

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

- Cloth Donation Camp was organized in October
- Visited Orphanage and Old Age home twice a year
- Conduct of awareness activities during World Environment Day in the LP school of the adopted village
- The IQAC encouraged the college community to reduce the use of plastic in the campus. A feeding programme to stray dogs near the campus was initiated
- Faculty members were engaged as coordinators and resource persons in the National Children's Science Congress (NCSC) district and state level programmes
- Environmental day, wildlife week and other such activities were organised by the concerned cells and NCC

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.9 ha	-	-	1.9 ha
Class rooms	30	-	-	30
Laboratories	2	-	-	2
Seminar Halls	1	-	-	1
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others (ICT Cell)	-	1	Government of Assam	1

4.2 Computerization of administration and library

- Partial computerization of administrative functions such as admission process, examination matters, university related works, computation of employee's salaries, etc.
- SMS service introduced for circulating information to faculty, staff and students by college authority
- Comprehensive and regular up-date of college website for disseminating information among various stakeholders
- Computers of the administrative building has been connected to each other through high-speed LAN with dedicated server
- The Library uses SOUL, N-LIST, and OPAC with LAN facilities

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	38158	4477223	422	90863	38580	4568086
Reference Books	3404	1009350	5	6040	3409	1015390
e-Books	3	-	15	-	18	-
Journals	19	60197	09	4195	28	64392
e-Journals	2	-	24	-	26	-
Digital Database	-	-	-	-	-	-
CD & Video	43	-	-	-	43	-
Others (Periodicals)	11	14620	-	-	11	14620
Others (Manuscript)	75	-	-	-	75	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	53	-	53	-	34	6	13	-
Added	27	-	27	-	27	-	-	-
Total	80	-	80	-	61	6	13	-

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

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

4.6 Amount spent on maintenance in lakhs:

i) ICT	278000
ii) Campus Infrastructure and facilities	533000
iii) Equipments	255000
iv) Others	300000
Total:	1366000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC makes students aware about support services in collaboration with the ICGC during the time of admission.
- The IQAC extends support to the ICGC in organising awareness programme for students on matters related to scholarships, competitive exams, entrepreneurial avenues etc.
- The IQAC extends support to the students in matters related to re-evaluation of answer scripts of students, online form fill-up and registration
- The IQAC keeps gathering inputs from student community regarding their needs and passes on the relevant inputs to the College authority for implementation.
- The IQAC looks into putting up of adequate displays in the form of signage, banners etc. in and outside the College campus regarding various support services such as NCC, Students' Union, Career Counselling Cell, Grievance Redressal Cell, Red Ribbon Club, Student Aid Fund Drinking Water Facilities, NCC, Anti-Ragging Notices etc.
- The IQAC takes note of the notice boards and updates the college website to ensure active participation of students in various activities.
- There is one student representative as member of the IQAC
- The IQAC also actively explores opportunities offered by external organisations, institutions and agencies regarding the scope of collaborating with them for offering all possible support services for the benefit of the students of the College

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1387	46	-	25

(b) No. of students outside the state

3

(c) No. of international students

-

No	%
-	-

Men

Women

No	%
1458	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
509	177	190	520	2	1396	547	184	210	492	1	1433

Demand ratio

1.7:1

Dropout %

4.2

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

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

No. of students beneficiaries

267

5.5 No. of students qualified in these examinations

NET

-

SET/SLET

-

GATE

-

CAT

-

IAS/IPS etc

-

State PSC

-

UPSC

-

Others

8

5.6 Details of student counselling and career guidance

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

No. of students benefitted

121

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

- The college has a Women's Studies Cell
- Seminar on 'Sexual Harassment and Legal Provisions' for students and staff members was organised on 15-09-2015 by the IQAC
- Informal discussion sessions have been organized for students to discuss contemporary social issues related to gender and sexual identity

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	75	75000
Financial support from government	338	1523022
Financial support from other sources	41	243000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Enhancement of the number of library books

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

- To be a centre of excellence for women education

MISSION

- To provide higher education to girls
- To empower girls economically, socially, politically and psychologically
- To nurture and create women to be world class citizens
- To foster human values

6.2 Does the Institution has a Management Information System

- Information about the College can be acquired by anyone through its website www.nowgonggirlscollege.edu.in which is updated from time to time.
- The college office is automated with office automation software with LAN
- The Admission process, fees collection, and students' data are mostly recorded through the computerized system.

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

- Academic calendar is prepared at the beginning of each academic session
- Students are continuously evaluated through Class Tests, In-Semester Examinations, Viva, Projects etc.
- Students participate in seminars, group discussions and class assignment as a part of internal assessment.
- Slow learners are motivated to join remedial and tutorial classes
- There are 5 smart classrooms.
- Teachers are encouraged to use latest ICT tools for teaching.
- Well-equipped library for both faculty and students

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

- Two teachers were awarded Ph.D. degree
- Eight teachers are engaged in doctoral research
- Two teachers are working as PhD research guides
- Two on-going Minor Research Projects

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library: The College Library is equipped with internet services viz. INFLIBNET, N-LIST and SOUL
- ICT: Internet facility through Wi-Fi system is available in all Departments, Library and Office of the College along with purchase of new computers and other such equipments
- On-going construction of new administrative building and completion of indoor stadium

6.3.6 Human Resource Management

- Nowgong Girls' College is a leading institution catering to the need for higher education of women in the central Assam region. Most of the students come from backward and remote places of the district. Apart from Nagaon, many students take admission from hill districts like Karbi Anglong and Dima Hasao and neighbouring districts like Morigaon and Hojai for higher education.
- Need based lecture and training programmes are held in the College from time to time among students. Field trips are organized by the college for the students to create awareness about major environmental, ecological, social and educational issues.
- Faculty members are encouraged to participate in refresher courses, orientation programmes, faculty improvement programmes, short term courses and undertake doctoral and other research works. Further, students and faculty members are also encouraged to take part in seminars, workshops and conferences.
- Training programmes are organised for faculty and staff members in terms of use of ICT in teaching learning and administrative aspects

6.3.7 Faculty and Staff recruitment

- One assistant professor was recruited against sanctioned vacancy while one contractual teaching staff and seven part-time teaching staffs were recruited
- Eight contractual non-teaching staffs were recruited during this period
- Recruitment against vacant posts was done as per government rules and regulations
- Efforts are being made to fill other vacant posts while required number of teachers has been engaged on contractual basis as per the recommendation of the IQAC

6.3.8 Industry Interaction / Collaboration

- Industrial visits, lectures by industry experts and domain experts are conducted.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching Staff	• Assistance to avail bank loan • Loan at low interest rate from contributory welfare fund • Canteen facilities • Free health check-up • Group insurance facilities • Teaching staff is extended financial support from the contributory fund of the College • Savings facility in the campus through the Post-Office
Non Teaching Staff	• Assistance to avail bank loan • Loan at low interest rate from contributory welfare fund • Canteen facilities

	• Free health check-up • Group insurance facilities • Non-teaching staff is extended financial support from the contributory fund of the College • Savings facility in the campus through the Post-Office
Students	• The College confers eight awards annually to meritorious students • Special care for students belonging to lower income group and reserved categories like SC, ST, OBC, MOBC, Minorities, Tea Tribes etc. • Scholarships from both Institution and Government • Book Bank facility • Financial aid is extended to needy students through the Student Aid Fund • Special assistance is provided to needy students through contribution of the teaching and non-teaching staff of the College • Some departments offer financial support to needy students • Free Studentship to students belonging to BPL category • Free studentship for students belonging to the adopted village • Savings facility in the campus through the Post-Office • Counselling was done on regular manner to strengthen their mental health, academic improvement, to make them socially responsible • Expenses of the students who get injured during sport and other co-curricular activities are borne by the College.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes ☒ No ☐

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

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

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

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

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

Does not arise

6.11 Activities and support from the Alumni Association

- Regular meetings have been organised by Alumnae Association.
- Plantation of saplings was done on 8-11-2016.
- A separate library was inaugurated for alumnae on 8-11-2016.
- IQAC interacts with them and apprises them with latest developments of the College.
- Financial aid of Rs. 31,000/- was offered to noted singer and alumni Aparna Goswami who was suffering from cancer on 25-1-2016.

6.12 Activities and support from the Parent – Teacher Association

- Some departments organise parent-teacher meet.
- There is a provision of guardian representative in the College Governing Body
- There is a provision of guardian representative in the IQAC
- The College and departments maintain close contact with the parents and guardians.

6.13 Development programmes for support staff

- Special training was held for the support staff to train them in ICT
- There is welfare fund for the support staff.
- Time bound allocation of duties for the staff
- Meetings of the staff members are held regularly
- Free health check up for staff are conducted

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

- Plantation of trees in the College Campus and adopted village
- Programmes to make the students aware of the need to conserve electricity by switching off the lights and fans when not in use
- Separate dustbins for biodegradable and non - biodegradable wastes.
- Solar panels have been installed in the campus
- College campus has been made 'Horn Free Zone'

Criterion – VII

7. Innovations and Best Practices

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

- Admission process and filling up of forms are fully computerised.
- Cleanliness drive in and outside the College campus

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

- Three in-house workshops were conducted and three proposals for national seminars were submitted to the UGC
- Indoor stadium infrastructural works completed and inaugurated
- Online form issue and automation of admission process achieved
- Construction of new administrative building going on
- Departments were encouraged to provide remedial classes for slow learners
- Construction of new classrooms and laboratories were started
- Microsoft Office Software was procured
- Laptop and printers were purchased
- Pre-admission students' counselling was offered along with career-counselling for outgoing students
- Solar panels and lights were installed in the College campus
- Bulk SMS service was introduced as a tool for information dissemination

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

- Financial assistance to the economically disadvantaged students by the college
- College campus as 'Horn Free Zone'

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

7.4 Contribution to environmental awareness / protection

- Programmes on World Environment Day organised in the L.P. school of adopted village
- Students are taken to field trips to generate awareness about various environmental issues
- Cleanliness drives in and around the College campus were conducted by the Teachers' Unit, Students Union and NCC
- Plantation programmes have been organised on various occasions
- Solar panels and lights have been installed in the College premises

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

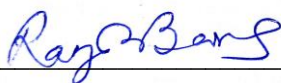
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

-

8. **Plans of institution for next year**

- Completion of construction of administrative building
- Organisation of workshops and seminars and promotion of research-based activities
- Introduction of Science stream
- Enhancement of infrastructural and development of campus
- Construction of new teachers' common room facility
- Renovation of Girls' hostel
- Provide health-care to College fraternity
- Strengthening extension activities
- Renovation of library infrastructure
- Improvement of student's amenities
- Formation of more clubs and societies
- Celebration of Birth Centenary of founder principal of the College

Name: **Ranjit Barua**



Signature of the Coordinator, IQAC

Name: **Dr. Balin Kumar Bhuyan**



Signature of the Chairperson, IQAC

Annexure I

Abbreviations

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

Annexure II

Academic Calendar

NOWGONG GIRLS' COLLEGE

ACADEMIC CALENDAR FOR BA (SEMESTER COURSE)

(July 2015 to June 2016)

Month/year	Date	Particulars	Working Days	Holidays/Sundays	Academic & Other Activities
July 2015	1-31	Summer Vacation	—	31	
August 2015	1	Class	1	----	Freshers' Welcome Sanskrit Day
	2	Sunday	---	1	
	3-8	Class	6	---	
	9	Sunday	----	1	
	10-14	Class	5	---	
	15	Independence Day	---	1	
	16	Sunday	---	1	
	17-22	Class	6	---	
	23	Sunday	---	1	
	26-29	Class	6	---	
	30	Sunday	--	1	
September 2015	1-4	Class	4	--	College Foundation Day
	5	Janmashtami	--	1	
	6	Sunday	----	1	
	7-11	Class	5	--	
	12	College Foundation Day	1	---	
	13	Sunday	---	1	
	14	Class	1	---	
	15	Tithi of Srimanta Sankardev	--	1	
	16-19	Class	4	---	
	20	Sunday	---	1	
	21-24	Class	4	---	Sessional Examination
	25	Id-ud-juha	---	1	Hindi Diwas
	26	Class	1	---	
	27	Sunday	---	1	
	28-30	Class	3	---	

October 2015	1	Class	1	---	College Union Body Election
	2	Gandhi Jayanti	--	1	
	3	Class	1	---	
	4	Sunday	---	1	
	5-10	Class	6	---	
	11	Sunday	---	1	
	12-17	Class	6	---	
	18-27	Sunday/KatiBihu/Durga Puja/ Muharram	10	---	
	28-31	Class	4	1	
November, 2015	1	Sunday	---	1	Semester Examination
	2-7	Class	6	---	
	8	Sunday	---	1	
	9	Class	1	---	
	10-11	Kalipuja & Diwali	---	2	
	12-14	Class	3	---	
	15	Sunday	---	1	
	16-21	Class	6	---	
	22	Sunday	---	1	
	23-24	Class	2	---	
	25	Guru Nanak's Birth Day	---	1	
	26-28	Class	3	---	
	29	Sunday	---	1	
	30	Class	1	---	
December, 2015	1-5	Class	5	---	Semester Examination
	6	Sunday	---	1	
	7-12	Class	6	---	
	13	Sunday	---	1	
	14-19	Class	6	---	
	20	Sunday	---	1	
	21-24	Class	4	---	
	25	Christmas Day	---	1	
	26	Class	1	---	
	27	Sunday	---	1	
	28-31	Class	4	---	

January,2016	1-10	Semester break	---	10	College week
	11-13	Class	3	---	
	14-15	Magh Bihu	---	2	
	16	Class	1	---	
	17	Sunday	---	1	
	18-23	Class	6	---	
	24	Sunday	---	1	
	25	Class	1	---	
	26	Republic Day	---	1	
	27-30	Class	4	---	
	31	Sunday	---	1	
February, 2016	1-6	Class	6	---	
	7	Sunday	---	1	
	8-11	Class	4	---	
	12	Saraswati Puja	---	1	
	13	Class	1	---	
	14	Sunday	---	1	
	15-20	Class	6	---	
	21	Sunday	---	1	
	22-27	Class	6	---	
	28	Sunday	---	1	
	29	Class	1	---	
March,2016	1-5	Class	5	---	International Women's Day
	6	Sunday	---	1	
	7	Class	1	---	
	8	Shivaratri	---	1	
	9-12	Class	4	---	
	13	Sunday	---	1	
	14-19	Class	6	---	
	20	Sunday	---	1	
	21-22	Class	2	---	
	23-24	Dol Yatra	---	2	
	25	Good Friday	---	1	
	26	Class	1	---	
	27	Sunday	---	1	
	28-31	class	4	---	

April,2016	1-2	Class	2	---	Sessional Examination
	3	Sunday	---	1	
	4-9	Class	6	---	
	10	Sunday	---	1	
	11-13	Class	3	---	
	14-16	Bohag Bihu	---	3	
	17	Sunday	---	1	
	18-23	Class	6	---	
	24	Sunday	---	1	
	25-30	Class	6	---	
May,2016	1	May day/Sunday	---	1	Semester Examination
	2-7	Class	6	---	
	8	Sunday	---	1	
	9-14	Class	6	---	
	15	Sunday	---	1	
	16-20	Class	5	---	
	21	Buddha Purnima	---	1	
	22	Sunday	---	1	
	23-28	Class	6	---	
	29	Sunday	---	1	
	30-31	class	2	---	
June,2016	1-4	Class	4	---	Semester Examination
	5	Sunday	---	1	
	6-11	Class	6	---	
	12	Sunday	---	1	
	13-18	Class	6	---	
	19	Sunday	---	1	
	20-25	Class	6	---	
	26	Sunday	---	1	
	27-30	Class	4	---	

Principal
Nowgong Girls' College
Nagaon, Assam

Annexure III A

Students' Feedback Analysis

Q 1. To what extent is the course covered by your teachers?		
Sl.	Response	Percentage
A.	Above 90%	72
B.	61-90%	24
C.	31-60%	4
D.	Up to 30%	0

Q 2. How satisfied are you with the academic inputs provided by your teachers?		
Sl.	Response	Percentage
A.	Highly satisfied	66
B.	Mostly satisfied	27
C.	Moderately satisfied	6
D.	Highly dissatisfied	1

Q 3. Was your performance in internal examinations/assignments discussed by the teachers with you?		
Sl.	Response	Percentage
A.	Always	58
B.	Most Often	19
C.	Sometimes	19
D.	Never	4

Q 4. Do the teachers use ICT tools like LCD projector, multimedia in your class?		
Sl.	Response	Percentage
A.	Regularly	32
B.	Often	45
C.	Sometimes	13
D.	Never	10

Q 5. How would you rate the functioning of various student support cells and bodies of your College?		
Sl.	Response	Percentage
A.	Highly satisfied	43
B.	Mostly satisfied	29
C.	Moderately satisfied	26
D.	Highly dissatisfied	2

Q 6. How would you rate the library and academic facilities of your College?		
Sl.	Response	Percentage
A.	Highly satisfied	32
B.	Mostly satisfied	25
C.	Moderately satisfied	30
D.	Highly dissatisfied	13

Q 7. How satisfied are you with the College infrastructure and campus amenities?		
Sl.	Response	Percentage
A.	Highly satisfied	51
B.	Mostly satisfied	29
C.	Moderately satisfied	10
D.	Highly dissatisfied	10

Q 8. How satisfied are you in getting help and support from the non-teaching staff of your College?		
Sl.	Response	Percentage
A.	Highly satisfied	28
B.	Mostly satisfied	32
C.	Moderately satisfied	36
D.	Highly dissatisfied	4

Q 9. Does your College provide you with adequate opportunities for participation in extra-curricular activities?		
Sl.	Response	Percentage
A.	To a great extent	36
B.	To a moderate extent	37
C.	To some extent	16
D.	None at all	11

Q 10. How satisfied are you with the overall administration of the College?		
Sl.	Response	Percentage
A.	Highly satisfied	72
B.	Mostly satisfied	19
C.	Moderately satisfied	5
D.	Highly dissatisfied	4

Annexure III B

Alumnae Feedback Analysis

Q 1. How frequently have you visited the College after passing out?		
Sl.	Response	Percentage
A.	Highly frequent	10
B.	Moderately frequent	17
C.	Somewhat frequent	40
D.	Never	33

Q 2. How would you rank your involvement in the alumni programmes?		
Sl.	Response	Percentage
A.	Highly involved	7
B.	Moderately involved	28
C.	Somewhat involved	41
D.	Never involved	24

Q 3. How satisfied have you been with the functioning of the alumni association?		
Sl.	Response	Percentage
A.	Highly satisfied	20
B.	Mostly satisfied	29
C.	Moderately satisfied	38
D.	Highly dissatisfied	13

Q 4. How would you rate yourself as a contributor towards the College?		
Sl.	Response	Percentage
A.	Highly frequent contributor	11
B.	Moderately frequent contributor	29
C.	Infrequent contributor	39
D.	Never contributed	21

Q 5. How satisfied are you with the overall progress of the College?		
Sl.	Response	Percentage
A.	Highly satisfied	42
B.	Mostly satisfied	39
C.	Moderately satisfied	19
D.	Highly dissatisfied	0

Annexure III C

Alumnae Feedback Analysis

Q 1. How satisfied are you with the quality of education received by your ward in the College?		
Sl.	Response	Percentage
A.	Highly satisfied	63
B.	Mostly satisfied	25
C.	Moderately satisfied	11
D.	Highly dissatisfied	1

Q 2. How frequently do the teachers interact with you regarding the academic performance of your ward?		
Sl.	Response	Percentage
A.	Highly frequent	13
B.	Moderately frequent	38
C.	Infrequent	39
D.	Never interacted	10

Q 3. How would you rate the overall responsiveness of the College administration towards your queries and inquiries?		
Sl.	Response	Percentage
A.	Highly satisfied	24
B.	Mostly satisfied	36
C.	Moderately satisfied	31
D.	Highly dissatisfied	9

Q 4. How would you rate the overall facilities and amenities offered by the College?		
Sl.	Response	Percentage
A.	Highly satisfied	51
B.	Mostly satisfied	39
C.	Moderately satisfied	7
D.	Highly dissatisfied	3

Q 5. Are you satisfied with the overall progress of the College?		
Sl.	Response	Percentage
A.	Highly satisfied	47
B.	Mostly satisfied	40
C.	Moderately satisfied	12
D.	Highly dissatisfied	1

Annexure IV

Best Practice - i

Title- Financial Assistance to the Economically disadvantaged students by the College

Goal- The aim of this practice is to provide financial support to the economically disadvantaged students in order to fulfil some of their educational needs.

The context- A large number of students of the College come from rural areas and it is observed that the economic status of such students is generally not good. Many students come from BPL families and such students regularly face financial problems. Keeping in mind the economic backwardness of such students, the College decided to provide financial help to them.

The Practice- This practice was first conceived at a meeting in a Teachers' Unit meeting. Accordingly a fund Students' Aid Fund was created with the contribution from teachers, employees and students. During the session, financially weak and needy students were identified and assistance was given.

Evidence of success- The practice was found beneficial for poor students as the recipients have continued their studies which would not have been possible for them otherwise.

Problem encountered- As the number of needy students is high, it is difficult to pick out the short listed students.

Annexure IV

Best Practice - ii

Title- College campus as ‘Horn Free Zone’

Goal- To make the campus free from noise pollution as an effort to ensure clean and green environment

The Context- It is a norm that all educational institutions and hospitals should be free from noise pollution. It has been observed that various type of vehicles blow horn frequently in the campus and classes are disturbed. Since ours is an educational institution, the college took upon itself to make it a horn free one.

The Practice- The college campus has been made a ‘Horn Free Zone’ and initiative has been taken to put up sign boards to indicate that at different locations including both ends of the road that runs through the campus. Teachers, non-teaching staff and students are encouraged not to blow horn of their vehicles in the campus.

Evidence of success- This practice was great impact as most of the vehicles made it a habit not to blow horns near the campus.

Problem encountered- It is quite difficult to convert the area as complete horn free as some of the bikers do not heed the sign and tend to blow their horns to impress the girl students.