

ANNUAL QUALITY ASSURANCE REPORT

(2016-17)

**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: 2016-17

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)

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- AQAR 2015-16 submitted to NAAC on 29-12-2018

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

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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 on 'Legal Rights of Women on Sexual Harassment' organised in PDP Hostel on 3-9-2016
- Workshop on 'Use of ICT & documentation for non-teaching staff' was organised on 30-11-2016
- Workshop for 6th Semester students was conducted on 21-02-2017 on Research Methodology, Project Preparation and Presentation
- Seminar on 'Feminism: Women of Assam in the 21st Century' organised by IQAC and Department of Assamese on 8-3-2017
- Organised Workshop on 'Health and Hygiene' for students on 14-03-2017
- Two-day Workshop on 'Amateur Theatre in Assam' was organised by the Department of Assamese on 27-3-2017 & 28-3-2017
- Seminar cum Plenary Workshop on 'Rethinking Brahmaputra – Heritage, Challenges and Way Forward' was conducted on 4-4-2017 in collaboration with District Administration, Nagaon
- One day Drama Workshop was conducted by the Department of Assamese on 29-4-2017
- Seminar on 'Best Practices in Higher Educational Institutions at Under Graduate Level' organised on 4-5-2017

2.14 Significant Activities and contributions made by IQAC

- Six workshops and three seminars were conducted
- Preparation of College Prospectus, Academic Calendar, Class Routine, College Examination, Admission Process, Student Feedback, Student Facilities
- Coordinating with various Cells and Committees to ensure fulfilment of their targets
- Sensitizing students to ecological and environmental issues, and encouraging students and faculty members to participate in the Clean & Green Campus initiative
- Providing learning materials to the Community Library of the Adopted Village
- Promotion of ICT among teaching and non-teaching staff of the College
- Initiation of steps for introduction of Science stream in the College
- Providing inputs on infrastructural requirements to the administration
- Collection and analysis of feedback from students, parents and alumna

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	• 6 in-house workshops were conducted • 2 state level seminars were conducted • 1 in-house seminar was conducted
To take up measures for improvement of examination results of students	• Departments were encouraged to arrange remedial classes for slow learners • Departments were encouraged to conduct Open book examinations, MCQ tests
To initiate steps for introduction of Science stream	• Meetings were organised among faculty, students, staff and guardians for discussion on opening Science stream • Proposal for introduction of Science stream was prepared and submitted to the Gauhati University and approval for the same was given
To ensure enhancement of Infrastructure	• Completion of new administrative building • Construction of new academic building, including digital classrooms was commenced • Construction of new teachers' common room was commenced
Renovation of existing infrastructure	• Renovation of infrastructure of Examination Cell was carried out • Renovation work of Library infrastructure was commenced and floor area was increased • The floor area of the Computer Centre was increased along with carrying out renovation works.
To enhance the security of the College	• Height of campus boundary wall was raised • New Watchman shed was constructed at the main entrance
Campus Development works	• Earth filling work was undertaken to mitigate the problem of flooding in Campus • Construction of footpath using pavers block was commenced • Construction of Foot Overbridge connecting the new academic building with the administrative building was commenced
Renovation of Girls' Hostel	• Improvement of drainage system • Earth filling work was undertaken to mitigate the

	problem of flooding in PDP Hostel • Dining facility in PDP Hostel was renovated • Prayer room in PDP Hostel was renovated
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* 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	04	-	04	04
Others	01	-	-	-
Total	10	-	07	07
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	4
Annual	1

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒
(On all aspects)

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

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

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	23	24	0	0

2.2 No. of permanent faculty with Ph.D.

18

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
0	7	-	-	-	-	9	0	9	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

4

-

9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	18	-
Presented papers	1	28	-
Resource Persons	-	7	-

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

- Workshop on Research Methodology, Project Preparation and Presentation was conducted for the students of 6th semester.
- ICT was applied in teaching-learning process by the faculty members
- Quiz, debate and literary programmes were conducted to encourage the students
- Course syllabus, reading and study materials were handed out to students at the commencement of each semester
- Students were taken for field studies and educational tours to make them aware of the present day situation
- Remedial classes were conducted for the slow learners for their development

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

184

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

- Open book examinations were conducted by departments
- MCQ tests were conducted by different departments
- Students were 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	-	1
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2.10 Average percentage of attendance of students

83%

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	352	-	13	43	15	71
PG (Assamese)	25	-	36	36	0	72

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

- IQAC organised a workshop to enhance academic skills of students
- IQAC advises and helps in conduct of remedial and tutorial classes by the departments
- IQAC keeps record of academic performance of students and teachers and analyses them for further discussion and action
- The Principal and IQAC analyse examination results with departmental heads and suggests necessary corrective measures
- Departments are encouraged to organise parent-teacher meet by the IQAC.
- 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	5
UGC – Faculty Improvement Programme	1
HRD programmes	-

Orientation programmes	2
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	1
Others	9

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	16	5	-	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 encouraged faculty members to take up research projects
- The IQAC encouraged and assisted faculty members to avail of FIP and research leave
- The IQAC worked closely with the Research Cell in various matters related to funded projects of faculty members
- The IQAC encourages departments to organise students' seminars

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	-	1	-	1
Outlay in Rs. Lakhs	-	200000	-	128749

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	3	-
Non-Peer Review Journals	-	7	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range 0 - 5.403 Average 5.403 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	-	-	3	-	6
Sponsoring agencies	-	-	District Administration & College	-	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
-	-	1	2	-	-	-

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

2

10

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 35

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 4

International level -

3.25 No. of Extension activities organized

University forum -

College forum 12

NCC 2

NSS -

Any other -

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

- A health camp was organised for the various stakeholders and local community members
- Swachhta Abhijan was conducted in and outside the college campus in association with Nagaon Municipal Board (NMB)
- Cloth Donation Camp was organized in October
- Visit to Orphanage and Old Age Home are done twice a year
- Celebration of World Environment Day at the adopted village with plantation drive
- Awareness programme and sapling distribution among the students of Nowgong Girls' College and ADP College, Nagaon; jointly by the College and Nagaon Social Forestry Division
- Faculty members were engaged as coordinators and resource person in the National Children's Science Congress (NCSC) district and state level programme
- Awareness camp on Social Value Education was conducted at District Jail by Women's Study Cell
- Trees were planted on the bank of Kolong River by the students
- Garbage and unwanted waste materials are regularly disposed off every Monday by the Nagaon Municipal Board from the hostel campus

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	4	RUSA	34
Laboratories	2	1	College Fund	3
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 (Administrative Building)	1	1	Government of Assam	1
Others (Water purifier)	8	4	College Fund	12

4.2 Computerization of administration and library

- Continuation of SMS service for passing information to faculty, staff and students by college authorities
- Comprehensive and regular up-date of college website for information dissemination among various stakeholders
- 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	38580	4568086	428	66365	39008	4607094
Reference Books	3409	1015390	08	9379	3417	1024769
e-Books	18	-	25	-	43	-
Journals	9	4195	-	-	9	4195
e-Journals	26	-	29	-	55	-
Digital Database	-	-	10	-	10	-
CD & Video	43	-	07	-	50	-
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	80	-	80	-	61	6	13	-
Added	-	-	-	-	-	-	-	-
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 was conducted by the Department of Geography.
- Orientation for 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.

4.6 Amount spent on maintenance in lakhs :

i) ICT	53000
ii) Campus Infrastructure and facilities	1047638
iii) Equipments	107000
iv) Others	-
Total :	1207638

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- 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 authorities for implementation.
- The IQAC disseminates information in the form of signage, banners etc. in and outside the College campus on various support services such as NCC, Students' Union, Career Counselling Cell, Grievance Redressal Cell, Red Ribbon Club, Student Aid Fund Drinking Water Facilities, Anti-Ragging Notices.
- The IQAC encourages providing updates on notice boards and college website for active participation by student on various support service.
- 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 both the past and present students and their progression is maintained. The IQAC inspects these developments from time to time.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1366	56	-	31

(b) No. of students outside the state

1

(c) No. of international students

-

Men	No	%	Women	No	%
	-	-		1453	100

No	%
1453	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
547	184	210	492	1	1433	539	193	209	481	3	1422

Demand ratio Dropout %

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

- The IQAC, in coordination with the ICGC organises orientation programmes for BA students regarding future scope for engagement through participation in competitive examinations at various levels.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

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

No. of students benefitted

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
- Workshop on 'Legal Rights of Women on Sexual Harassment' organised at PDP Hostel
- Seminar on 'Feminism: Women of Assam in the 21st Century' organised by IQAC and Department of Assamese
- Informal discussion sessions have been organized mainly for the 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	-	-
Financial support from government	502	1765799
Financial support from other sources	-	-
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:

- Earth filling work was done at PDP Hostel along with improvement on the drainage system, dining hall and prayer room
- Safe drinking water facilities enhanced
- Addition of more toilet facilities

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

- College website is regularly updated
- The college office is automated with office automation software with LAN facilities
- Computerisation of the admission process, fees collection, and students' data

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.
- Two teachers of the College were 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 seminar, group discussion and class assignment as a part of their internal assessment
- Remedial classes are held for slow learners
- There are 5 smart classrooms
- Teachers are encouraged to use latest ICT tools for teaching
- Well-equipped library for the users

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 the 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.
- One in-Semester sessional examination is conducted by the College.
- Open book examinations and MCQ tests are conducted by the departments.
- Marks of internal assessment are awarded to the students based on their performance in 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

- One teacher was awarded Ph.D. degree
- Nine teachers are engaged in doctoral research
- Two teachers are working as Ph.D. research guides
- One on-going Minor Research Project & one submitted

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library: The College Library is equipped with internet services viz. INFLIBNET, N-LIST and SOUL where OPAC facility is available
- 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
- Construction of new administrative building completed
- Completion of one laboratory and classroom
- Construction of RUSA building, science laboratories and digital classroom started

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 also to undertake doctoral and other research works. Furthermore the students and faculty members are encouraged to take part in seminars, workshops and conferences.
- Trainings 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

- Nine part –time teaching staff were recruited
- Eight contractual non-teaching staffs were recruited during this period
- 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

- Information regarding the admission process is duly notified in the notice board, college website, newspapers and also at the hoardings placed in prominent places
- Admission Committee scrutinises and analyse the profile of the students for various courses and prepare the lists of probable students based on merit
- Government reservation policy is strictly followed during the admission process.
- 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 are provided with the facility of free admission.
- Those students who opt for a Major Course has to under-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 acquaint them with the courses, rules, regulations, facilities and other support system in the College.

6.4 Welfare schemes for

Teaching	• 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
Non Teaching	• 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
Students	• The College confers nine awards annually to meritorious students • Special care for students belonging to lower income group and reserved categories like SC, ST, OBC, MOBC, Minorities, Tea Tribes etc. • Scholarships from both Institution and Government • Book Bank facility • Financial aid is extended to needy students through the Student Aid Fund • Special assistance is provided to needy students through contribution of the teaching and non-teaching staff of the College • Some departments offer financial support to needy students • Free Studentship to students belonging to families of BPL categories • Free studentship for students belonging to the adopted village • 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 declare results within 30 days?

Does not arise

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

Does not arise

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.
- Alumnae Association decided to donate the bust of the founder principal of the college.
- IQAC also has interaction with them and communicate them with latest developments of the College.

6.12 Activities and support from the Parent – Teacher Association

- Meetings were held with parents regarding opening of science stream in the College
- Some departments organise parent- teacher meet.
- There is a provision of guardian representative in the College Governing Body as well as in the IQAC

6.13 Development programmes for support staff

- Rotational leave system on Saturdays was implemented
- 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 conducted for staff

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

- Tree plantation programmes were conducted in and outside the Campus and in the adopted village
- Awareness programmes on garbage segregation, disposal and other environmental issues were held
- Number of separate dustbins for biodegradable and non-biodegradable wastes was increased
- Solar panels have been installed in the campus

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.

- Open book examinations and MCQ tests were conducted by the departments
- Course syllabus, reading and study materials were handed out to students at the commencement of each semester

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

- Requisite permissions for introduction of science stream was acquired from Gauhati University and construction of infrastructure was initiated
- Commemorative talks related to the Birth Centenary celebration of the founder principal were organised
- Construction of a pedestal and a bust of the founder Principal was commenced and construction of new administrative building was completed and inaugurated
- Six workshops and three seminars were organised
- Construction of new teachers' common room was started
- Renovation of Examination Cell was carried out
- Renovation of Library and computer centre was carried out and floor area increased
- Height of campus boundary wall was raised and new watchman shed was constructed at the main entrance
- Construction work of new academic building including digital classrooms was done
- Construction of new teachers' common room was commenced
- Construction of footpath using pavers block was done
- Construction of Foot Overbridge connecting the new academic building with the administrative building was commenced
- Hostel infrastructure was renovated
- Bohemian Society, Cine Society, Nowgong Girls' College Photographic Society, Nowgong Girls' College Nature Club were formed

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

- Make every member of the College community aware about their health and daily hygienic practices
- Conduct of Yoga and Meditation classes for physical and fit and mental fitness

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

7.4 Contribution to environmental awareness / protection

- Awareness programme and sapling distribution among the students of Nowgong Girls' College and ADP College, Nagaon jointly by the College and Nagaon Social Forestry Division
- Swachhta Abhijan was conducted in and outside the college campus in association with Nagaon Municipal Board (NMB)
- Celebration of World Environment Day in the adopted village with plantation activities
- Understanding was reached with the Nagaon Municipal Board for scientific disposal of waste materials from the hostels

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

Strength:

- The heritage of the College
- Resourceful faculties

Weakness:

- Limited space for physical expansion
- Limited number of vocational and career-oriented courses

Opportunity:

- Permission for introduction of Science Stream
- Hard working faculties
- Peaceful environment
- One of the very few dedicated women's higher education institute of the state

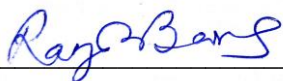
Threat:

- Meritorious students left for professional courses
- Campus prone to flooding

8. Plans of institution for next year

- Organisation of academic seminars, workshops and talks
- Construction of requisite infrastructure for the newly introduced science stream
- Commencement of admission of students to the Science stream
- Construction of new college canteen and girls' common room
- Renovation of Post Office
- Streamlining the electoral process and functioning of the students 'union body
- Further enhancement of hostel infrastructure
- Ensuring an eco-friendly environment in the College and hostel campus
- Improvement in the health and hygiene practices of the students
- Enhancing the availability and use of ICT in teaching-learning process

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 2016 to June 2017)**

Month/year	Date	Particulars	Working Days	Holidays/Sundays	Academic & Other Activities
July 2016	1-31	Summer Vacation	0	31(Summer vacation)	
August 2016	1-6 7 8-13 14 15 16-20 21 22 23-24 25 26-27 28 29-31	Class Sunday Class Sunday Independence Day class Sunday Tithi of Sri Sri MadhabDev Class Janmastami Class Sunday Class	06 --- 6 --- --- 5 --- --- 2 --- 2 --- 3	--- 1 --- 1 1 --- 1 1 --- 1 --- 1 ---	Freshers' Welcome Sanskrit Day
September 2016	1-2 3 4 5-10 11 12 13-17 18 19-24 25 26-30	Class Tithi of Sri Manta Sankar Dev Sunday Class Sunday College Foundation Day/ Id uz-zuha Class Sunday Class Sun Day Class	2 -- --- 6 --- --- 5 --- 6 --- 5	--- 1 1 --- 1 1 --- 1 --- 1 ---	College Foundation Day Sessional Examination Hindi Diwas
October 2016	1 2 7-17	Class Gandhi Jayanti/Sun Day Kati Bihu & Puja Holidays	1 --- ---	--- 1 11 ---	NGCSU Election

	18-22 23 24-28 29-30 31	Class Sun Day Class Sun Day/Kalipuja & Diwali Class	5 --- 5 --- 1	--- 1 --- 2 --- ---	
November 2016	1-5 6 7-12 13 14 15-19 20 21-26 27 28-30	Class Sun Day Class Sun Day Guru Nanak's Birth Day Class Sun Day Class Sun Day Class	5 --- 6 --- --- 6 --- 6 --- 3	--- 1 --- 1 1 --- 1 --- 1 ---	Semester Examination
December, 2016	1 2 3 4 5-10 11 12-17 18 19-24 25 26-31	Class Asom Diwas Class Sun Day Class Sunday Class Sun Day Class Sunday/Christmas Day Class	1 --- 1 --- 6 --- 6 --- 6 --- 6	--- 1 --- 1 --- 1 --- 1 --- 1 ---	Semester Examination
January, 2017	1-10 11-13 14-15 16-21 22 23-25 26 27-28 29 30-31	Semester Break Class Magh Bihu Class Sunday Class Republic Day Class Sunday Class	 3 --- 6 --- 3 --- 2 --- 2	10 --- 2 --- 1 --- 1 --- 1 ---	College Week

February, 2017	1 2-4 5 6-11 12 13-18 19 20-25 26 27-28	Saraswati Puja Class Sunday Class Sunday Class Sunday Class Sunday Class	--- 3 --- --- 6 --- 6 --- 6 --- 2	1 --- 1 --- 1 --- 1 --- 1 ---	
March, 2017	1-4 5 6-11 12 13-18 19 20-25 26 27-31	Class Sunday Class Sunday Class Sunday Class Sunday Class	4 --- 6 --- 6 --- 6 --- 5	--- 1 --- 1 --- 1 --- 1 ---	International Women's Day
April, 2017	1 2 3-8 9 10-14 15-16 17-22 23 24-29 30	Class Sunday Class Sunday Class Bohag Bihu/ Sunday Class Sunday Class Sunday	1 --- 6 --- 5 -- 6 --- 6 ---	--- 1 --- 1 --- 2 --- 1 --- 1	Sessional Examination
May, 2017	1 2-6	May day Class	--- 5	1 ---	

	7	Sunday	---	1	Semester Examination
	8-13	Class	6	---	
	14	Sunday	---	1	
	15-20	Class	6	---	
	21	Sunday	---	1	
	22-27	Class	6	---	
	28	Sunday	---	1	
	29-31	Class	3	---	
June, 2018	1-3	Class	3	---	Semester Examination
	4	Sunday	---	1	
	5-10	Class	6	---	
	11	Sunday	---	1	
	12-17	Class	6	---	
	18	Sunday	---	1	
	19-24	Class	6	---	
	25	Sunday	---	1	
	26-30	Class	5	---	

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%	79
B.	61-90%	20
C.	31-60%	10
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	68
B.	Mostly satisfied	21
C.	Moderately satisfied	9
D.	Highly dissatisfied	2

Q 3. Was your performance in internal examinations/assignments discussed by the teachers with you?		
Sl.	Response	Percentage
A.	Always	62
B.	Most Often	22
C.	Sometimes	14
D.	Never	2

Q 4. Do the teachers use ICT tools like LCD projector, multimedia in your class?		
Sl.	Response	Percentage
A.	Regularly	37
B.	Often	49
C.	Sometimes	11
D.	Never	3

Q 5. How would you rate the functioning of various student support cells and bodies of your College?		
Sl.	Response	Percentage
A.	Highly satisfied	40
B.	Mostly satisfied	34
C.	Moderately satisfied	22
D.	Highly dissatisfied	4

Q 6. How would you rate the library and academic facilities of your College?		
--	--	--

Sl.	Response	Percentage
A.	Highly satisfied	35
B.	Mostly satisfied	29
C.	Moderately satisfied	32
D.	Highly dissatisfied	4

Q 7. How satisfied are you with the College infrastructure and campus amenities?

Sl.	Response	Percentage
A.	Highly satisfied	60
B.	Mostly satisfied	30
C.	Moderately satisfied	10
D.	Highly dissatisfied	0

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	35
B.	Mostly satisfied	35
C.	Moderately satisfied	24
D.	Highly dissatisfied	6

Q 9. Does your College provide you with adequate opportunities for participation in extra-curricular activities?

Sl.	Response	Percentage
A.	To a great extent	44
B.	To a moderate extent	26
C.	To some extent	20
D.	None at all	10

Q 10. How satisfied are you with the overall administration of the College?

Sl.	Response	Percentage
A.	Highly satisfied	79
B.	Mostly satisfied	18
C.	Moderately satisfied	2
D.	Highly dissatisfied	1

Annexure III B

Alumnae Feedback Analysis

Q 1. How frequently have you visited the College after passing out?		
Sl.	Response	Percentage
A.	Highly frequent	12
B.	Moderately frequent	20
C.	Somewhat frequent	41
D.	Never	27

Q 2. How would you rank your involvement in the alumni programmes?		
Sl.	Response	Percentage
A.	Highly involved	10
B.	Moderately involved	25
C.	Somewhat involved	45
D.	Never involved	20

Q 3. How satisfied have you been with the functioning of the alumni association?		
Sl.	Response	Percentage
A.	Highly satisfied	19
B.	Mostly satisfied	35
C.	Moderately satisfied	35
D.	Highly dissatisfied	11

Q 4. How would you rate yourself as a contributor towards the College?		
Sl.	Response	Percentage
A.	Highly frequent contributor	14
B.	Moderately frequent contributor	26
C.	Infrequent contributor	47
D.	Never contributed	13

Q 5. How satisfied are you with the overall progress of the College?		
Sl.	Response	Percentage
A.	Highly satisfied	48
B.	Mostly satisfied	40
C.	Moderately satisfied	10
D.	Highly dissatisfied	2

Annexure III C

Parents' 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	71
B.	Mostly satisfied	20
C.	Moderately satisfied	8
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	19
B.	Moderately frequent	45
C.	Infrequent	30
D.	Never interacted	6

Q 3. How would you rate the overall responsiveness of the College administration towards your queries and inquiries?		
Sl.	Response	Percentage
A.	Highly satisfied	30
B.	Mostly satisfied	30
C.	Moderately satisfied	29
D.	Highly dissatisfied	11

Q 4. How would you rate the overall facilities and amenities offered by the College?		
Sl.	Response	Percentage
A.	Highly satisfied	54
B.	Mostly satisfied	38
C.	Moderately satisfied	7
D.	Highly dissatisfied	1

Q 5. Are you satisfied with the overall progress of the College?		
Sl.	Response	Percentage
A.	Highly satisfied	61
B.	Mostly satisfied	30
C.	Moderately satisfied	9
D.	Highly dissatisfied	0

Annexure IV

Best Practice- i

Title- Health and Hygiene Awareness

Goal- To make every member of the college community aware about their health and daily hygienic practices

Context- Health and hygiene are the important aspects of individual life and it is necessary to maintain good health for every individual. It is noticed that most of our students are not conscious about their health and hygienic practices. Lack of awareness also create problem more particularly during their menstruation. Therefore, health and hygienic awareness programmes are of utmost importance.

Practice- The College has conducted health check up and awareness programmes by inviting renowned medical practitioners to generate awareness among the students about health and hygiene. Moreover sanitary napkin incinerator has been installed in the PDP Hostel.

Evidence of success- Change in the behaviour and day to day practices of students have been noticed. Use of incinerator in the hostel has also been proved successful.

Problem encountered- Some students are difficult to be motivated due to traditional belief.

Annexure IV

Best Practice- ii

Title- Yoga and Meditation Classes

Goal- To conduct of Yoga and Meditation classes for physical and fit and mental fitness

Context- Yoga is a well recognized way to maintain physical and mental health. It has also a positive and spiritual effect on us. This great way to keep one fit is practiced by the teachers and students of our college under reputed instructors regularly. Programmes on Yoga, stress management and meditation classes have been organized time and again throughout the year.

Practice- Yoga classes are conducted on Sundays. Week long Workshops are also conducted occasionally with invited resource persons.

Evidence of success- Teachers and students both are benefitted from this practice.

Problem encountered- Difficulty in arranging yoga classes on weekdays.