SELF STUDY REPORT

PREPARED FOR
NATIONAL ASESSMENT AND ACCREDITATION COUNCIL, BANGALORE



BY
NAAC SELF STUDY CO-ORDINATION COMMITTEE
NOWGONG GIRLS' COLLEGE
NAGAON -782002

Office of the Principal, Nowgong Girls' College,
Nagaon-782002, Assam.

Ref. No.-NGC/NAAC/141/3591 **Dated** –16/12/2003.

To,
The Director,
National Assessment and Accreditation Council,
P.O.Box No. 1075, Rajajinagar,
Bangalore –560010.

Subject –Submission of the Self-Study Report.

Respected Sir,

Most respectfully we beg to submit hereby the Self- Study Report that we have prepared for institutional accreditation to the National Assessment and Accreditation Council. Much sweat and meticulous planning have gone into the preparation of this report, and so we hope we have succeeded in making it flawless. Besides, we have spared no effort to follow the guidelines laid down in the handbook. This report is an ingenious and honest appraisal of our strengths and weaknesses based on the date that we have collected and consolidated.

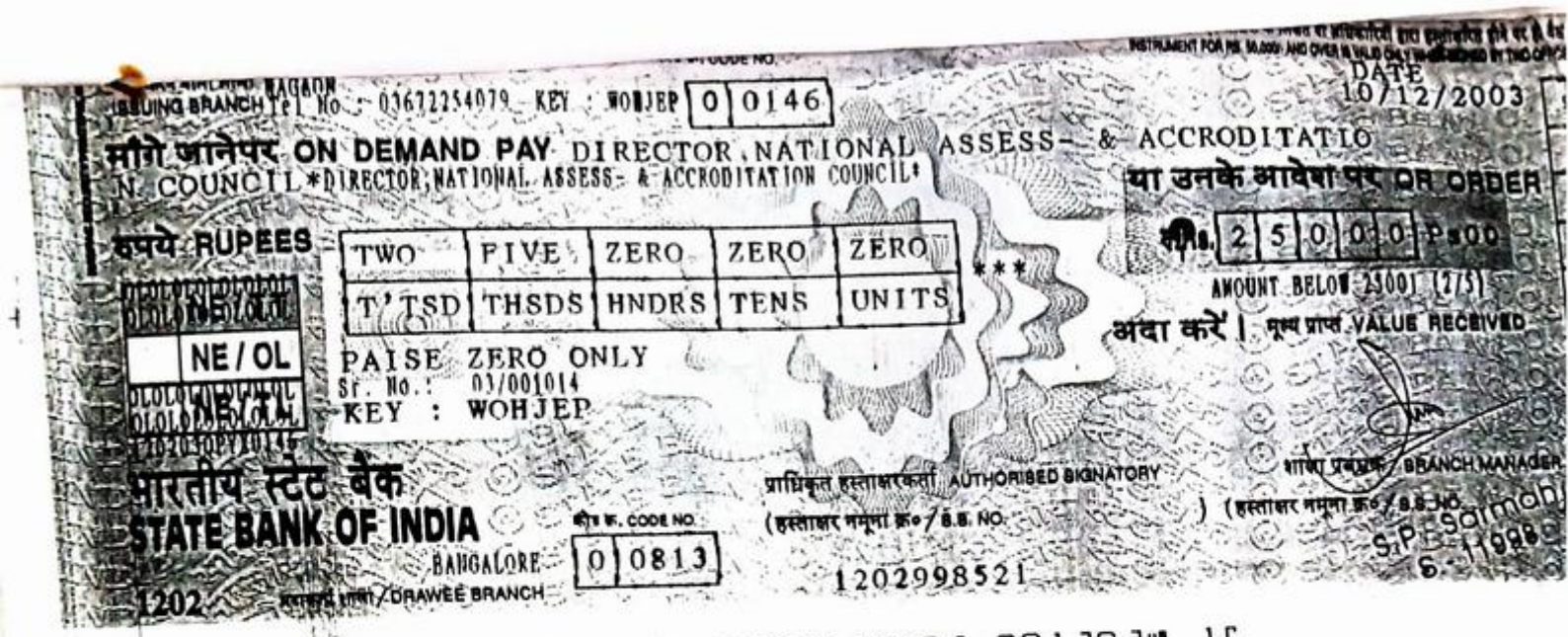
We are now eagerly awaiting the opportunity with all preparation to extend every possible co-operation in the follow-up action.

A bank draft of Rs. 25,000/- (twenty five thousand) bearing the No. 99857 SBI, Nagaon dated 10-12-2003 is herewith attached as the fees for accreditation.

Thanking You,

Yours' Sincerely

(Jaydeo [illegible])
Principal i/c
Nowgong Girls' College
Nagaon, Assam.



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NOWGONG GIRLS COLLEGE
ESTD 1962
NOWGONG-ASSAM

BY

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Part-I

Part-I

Format for Self-study

I. Profile of the College

1. Name and address of the college:

Nowgong Girls' College, Haibargaon, Nagaon. P.O. - Nowgong Girls' College, Pin-782 002

2. For communication:

Principal, Nowgong Girls' College, P.O.- Nowgong Girls' College, Pin-782 002, Nagaon, Assam.Phone No.(03672) 220667

Office

Name	Area/ STD code	Tel. No.	Ext. No	Fax	e-mail
Principal : Mr. Joydhan Das (i/c)	**03672**	**220667**			
Vice-Principal : Mr. Joydhan Das	**03672**	**220667**			
Steering Committee Co-ordinator: Mr.Joydhan Das (Secretary)	**023672**	**220667**			

Residence

	Area / STD code	Tel. No.(s)	Fax	e-mail
Principal	**03672**	**231179**		
Vice-Principal	**03672**	**231179**		
Steering Committee Co-ordinator	**03672**	**231179**		

2. What are the goals and objectives of the institution and where are they stated?

Goals: - To provide higher education to the girls students of Middle Assam.

Objectives: -

- **Pursuit of educational excellence to help the students develop into complete persons.**
- **Attainment of loftier and nobler human goals through sustained intellectual efforts for the teachers and the students.**
- **Production of socially meaningful human resource by equipping the students for the realities of a challenging and competitive world.**

The objectives are stated in the prospectus of the college.

4. What major considerations (that is education; training; employment; access; equal opportunities) are addressed by the goals and objectives?

The following parameters are reflected in the goals and objectives of the college: Education, Training, Equal opportunities.

5. Financial Category of the college:
   Grant-in-aid ☑
   Self-financing ☒
   Government funded ☒

6. Type of college:
   Affiliated ☑ Constituent ☒

7. Date of establishment of the college: **Month & Year (mm-yyyy) 12-09-1962**

8. Dates of UGC recognition:

	Month & Year (mm-yyyy)
i. Under 2f	**01-01-1968**
ii. Under 12B	

9. Does the University Act provide for autonomy?

   Yes ☒ No ☑

   If yes, has the college applied for autonomy?

10. Campus area in acres:

    4.297 acres.

11. Location of the college:

Urban ☑
Semi-urban ☒
Rural ☒
Tribal ☒
Any other (specify)

12. a) Current number of academic programmes offered in the college under the following categories: (Enclose the list of academic programmes offered)

Programmes	Number
UG	**One**
PG	
Certificate course	**3(Self sponsporsed)**
Diploma	
PG Diploma	
M.Phil.	
Ph.D.	
Any other (specify)	
Total	4

(Enclosed Annexure SSR-I)

12. b) List the departments in the College: Faculty wise:

Faculty of Science
Departments:
Faculty of Arts
Departments: **Assamese, Bengali, Economics,Education, English, Geography, Hindi, History, Mathematics, Philosophy, Political Science, Sanskrit, Statistics,**
Faculty of Commerce
Departments:
Any Other
Departments:

13. Give details of the self-financing courses offered by the institution.

Programme	Level of Study	Cut off marks at entry level in %	Student Strength
Computer Application	**U.G.**	**Nil**	
Art & Craft	**U.G.**	**Nil**	
Environment Education	**U.G.**	**Nil**	

14. State the norms and procedures for recruitment of teaching and non-teaching staff of the college. (Details may be enclosed)

The institute follows the guidelines of UGC and the Govt. of Assam for recruitment. (Enclosed Annexure SSR-II)

15. Number of permanent and temporary members of the teaching staff at present:

	Female	Male	Total
Permanent teachers (Total)	**24**	**27**	**51**
No. of teachers with Ph.D. as the highest qualification	**3**	**1**	**4**
No. of teachers with M.Phil. as the highest qualification	**4**	**2**	**6**
No. of teachers with PG as the highest qualification	**17**	**24**	**41**
Temporary teachers (Total)	**0**	**0**	**0**
No. of teachers with Ph.D. as the highest qualification			
No. of teachers with M.Phil. as the highest qualification			
No. of teachers with PG as the highest qualification			
Part-time teachers* (Total)	**1**	**2**	**3**
Part-time teachers with Ph.D. as the highest qualification			
Part-time teachers with M.Phil. as the highest qualification	**0**	**0**	**0**
Part-time teachers with PG as the highest qualification	**1**	**2**	**3**

16. Number of members of the non-teaching staff of the college at present:

	Female	Male	Total
Administrative staff	1	14	15
Technical staff		3	3

17. Number of students enrolled in the college for the current academic year according to regions and countries:

Student enrolment	UG			PG			M.Phil			Ph.D			Diploma / Certificate			Self-Financing		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
No. of students from the same state where the college is located		996	996															
No. of students from other states		2	2															
No. of NRI students	0	0	0															
No. of overseas students	0	0	0															

* *Give the details of average number of hours / week or month*

8. Details of the last two batches of students:

	Year of entry: 1999-00			Year of entry: 2000-01		
Admitted to the programme (entry year)	427		427	396		396
Drop-outs * Within four months of joining * Afterwards	19		19	16		16
Appeared for the final year examination	280		280	245		245
Passed in the final exam	175		175	155		155
Passed in first class	3		3	2		2
Ranks, if any						

(Enclosed Annexure SSR-III)

9. Give a copy of the last annual budget of the college with details of plan and non-plan revenue / expenditure. (Attach separately)

(Enclosed Annexure SSR-IV)

20. What is the institutions's ***'unit cost'*** of education? [unit cost = total annual expenditure budget (actuals) divided by the number of students enrolled]
unit cost calculated excluding salary component may also be given.

Rs.14422.00 (including salary)
Rs. 827.00 (excluding salary)

21. What is the temporal plan of academic work in the college:

Semester System ☒
Annual System ☑
Credit based credit system ☒
Any other (specify)

22. Tick the support services available in the college from the following:

Central library	☑
Computer centre	☑
Health centre	☒
Sports facilities	☑
Press	☒
Workshop	☒
Hostels	☑
Guest house	☒
Housing	☒
Canteen	☑
Grievance redressal cell	☑
Non-resident center	☒

23. How many students have passed the following examinations in the last five years?

UGC - CSIR (NET) Examination
UGC - SLET Examination
GATE
Indian Civil Services Examinations
GRE
TOEFL
GMAT
Any other (specify)

24. How many students UGC-CSIR / GATE qualified candidates have registered for research in the college?
Does not arise.

25. Furnish the following details(in figures) for the last three years:

	2001-02	2002-03	2003-04
• Working days of the college	**254**	**256**	**244**
• Working days of the library	**254**	**256**	**244**
• Teaching days of the college	**213**	**215**	**203**
• Books in the library	**27491**	**28332**	**29424**
• Journals/Periodicals subscribed by the library			
National :	**14**	**14**	**14**
International :	**01**	**01**	**01**
• Computers in the college	**2**	**5**	**5**
• Research projects completed and their total outlay		**1(Rs.50000/-**	**2(Rs.68000/**
• Teachers who have received national recognition for teaching/research/consultancy			
• Teachers who have received international recognition for teaching/research/consultancy			
• Teachers who have attended international seminars	**1**	**3**	
• Teachers who were resource persons at national seminars/workshops		**1**	**1**

26. Give the number of ongoing research projects and their total outlay.

Assam Science Technology and Environment Council has recently offered a documentation project for mapping and report preparation of the pilot programme of Himalayan Vigyan Chetna Jatha supported by NCSTC, DST Govt. of India. (Consent letter of the institute has already been submitted, detail layout yet to be received)
(Enclosed Annexure SSR-V)

27. Does the college have collaborations/ linkages with international institutions?

Yes ☒ No ☑

If yes, list the MoUs signed and furnish the important details of those collaborations.

28. Does the management run other educational institutions besides the college?

Yes ☑ No ☒

If yes, give details.
It is not an institution, but the HS (arts) Course of the Assam Higher Secondary Education Council run by the college since its inception.

29. Give details of the resources generated by the college last year through the following means:

Source of funding	*Quantum (Rs.)*
i. Donations	
ii. Fund raising drives	
iii. Alumini Association	
iv. Consultancy	
v. Self-financing courses	**4000**
vi. Any others **Photostat Centre**	**4200**
vii.	

Criterion I : Curricular Aspects

This aspect deals with the mission of the institution, its relevance and translation to the programmes offered. The goals and objectives of the institution, should define its distinctive character and address the needs of the society and students, it seeks to serve. It has to reflect both the tradition of the institution and its vision for the future. It requires information on how the curriculum design of the institution offers diversity and flexibility to learners. It also seeks information on the practices of the institution in initiating and redesigning courses that are relevant to the regional and national needs.

The characteristics related to this criteria are, whether:

- ⇨ ***The goals and objectives of the institution are clearly stated, periodically reviewed, and communicated systematically to all its constituencies***
- ⇨ ***The programmes of teaching and learning are consistent with the goals and objectives of the institution.***
- ⇨ ***Feedback from academic peers and employers is used in the initiation, review and redesign of programmes.***

1. How are institutional mission and goals reflected in the curricula?

   The University designs curricula, therefore little scope is there. But in the case of implementing in the classes, faculty members reflect such goals during their discussion in relation to the course content.

2. What is the range of programme options available to the students for awards such as degrees, certificates and diplomas?
   University affiliated course—01
   Self sponsored course---03.

3. What is the proportion of the following components in the programme options?
   Knowledge **80%** Skills **20%**

4. Are programmes flexible enough to offer students the following benefits?

   a) Time frame matching student convenience ☒
   b) Horizontal mobility ☒
   c) Elective options ☑
   d) Non-core options ☑

5. How often are the existing curricula for a subject reviewed and updated ?

   University affiliated courses were done by the University, for self sponsored course it is done after each session.

What are the courses introduced by the college during the last three years? Give details.

Self sponsored certificate course:-

- **Basic Computer Education**
- **Environment Education**
- **Art and Crafts.**

6. How long does it take to introduce a new programme of study after it has been conceptualised?

   In case of self-designed self-sponsored course, it will take one year. In case of University affiliated courses it depends on affiliation period of University.

7. What are the contributions of the institution in the curriculum design of the university?

   Some of the faculty members are members of university course committee.

8. Has there been an academic audit by the university?

   Inspector of colleges visits occasionally.

9. Furnish details of the following aspects of curriculum design:

   a) Innovation such as modular curricula

   Syllabi are unitized in accordance with the internal examination schedule (unit test), on the basis of which respective faculty members designed teaching plan and lesson plan.

   b) Inter/multidisciplinary approach

   There are some (internal) provision that faculty from one department undertake classes in other subjects, where courses have inter-relation, like Lecturer of Statistics and Mathematics are also taking classes in Economics as and when necessary.

10. Any other highlights.

Criterion II : Teaching-learning and Evaluation

This criterion deals with the efforts of the institution in providing appropriate teaching-learning experiences to learners. It also looks at the adequacy and competency of the faculty who handle the various programmes of study as well as the efficiency of the evaluation methodology of the institution.

The characteristics examined under this criteria are, whether:

- ⇨ ***The institution has a transparent admission process.***
- ⇨ ***The programmes of teaching and learning cater to individual differences among learners and offers academic flexibility.***
- ⇨ ***The institution facilitates the effective running of the teaching-learning programmes.***
- ⇨ ***The institution has a well conceived plan for monitoring student progress.***
- ⇨ ***The institution has an efficient mechanism to recruit qualified and adequate faculty.***
- ⇨ ***The institution has an open and participative mechanism for evaluation of teaching, research and work satisfaction of the faculty.***
- ⇨ ***The faculties have opportunity for continued academic progress and professional advancement.***

1. How are students selected for admission into various courses?
   a) through special entrance tests ☒
   b) through interviews ☒
   c) through their academic record ☑
   d) through combination of the above ☒

2. a. Is there a provision for assessing students' knowledge and skills for a particular programme(after admission)?

   Yes ☑ No ☒

   If yes, cite examples.

   For offering major in specific subject, admission test are conducted by the respective departments.

   b. Does the college provide bridge/remedial courses to the educationally disadvantaged students?

   Yes ☒ No ☑

   If yes, cite examples.

c. How are advanced learners challenged to work ahead of the rest?

Special care has been taken by the faculty members for the Advanced Learners through personal counseling.

3. Does the college encourage the teachers to make a teaching-plan?

Yes ☑ No ☒

If yes, give details.

It is introduced in the session 2003-04. Details are in Annexure TLE-I

4. Are syllabi unitised according to a teaching schedule through the semester/year?

Yes ☑ No ☒

If yes, give details of implementation in terms of monitoring, mid-course correction, etc.
It is designed in relation to unit test schedule. After each unit, there is a unit test for monitoring. Corrections in unitization plan done by the department as and when felt necessary. Sample of unitization plan are furnished in Annexure TLE-II.

5. How does the college supplement the lecture method of teaching with other learner-centered teaching methods?

Respective department arranges group interaction, seminars, report writing, competition, field trip on the basis of necessity. (Annexure TLE-IV)

6. Is there a facility to prepare audiovisuals and other teaching aids?

Yes ☑ No ☒

If yes, give details.

Some department have facilities of OHP, which is open for use by the other departments. Moreover in language teaching, aid of audio is also taken.

7. Furnish the following :

- Teaching days **194**
- Working days **203**
- Work load **22 classes/week (average of UG classes)**

	2001-02	2002-03
• Ratio of full-time teachers to part-time teachers (last two years):	10.6:1	16.6:1
• Ratio of teaching staff to non-teaching staff (last two years):	2.4:1	2.7:1

- Percentage of classes taught by full-time faculty **94%**

8. Are evaluation methods communicated to students at the beginning of the year?

Yes ☑ No ☒

If yes, give details.

The procedures are explained during admission counseling period at the time of admission and information of schedules of examination are disseminated through Annual Academic Calendar. (Annual academic calendar enclosed in annexure-TLE-III).

9. Does the college monitor the overall performance of students at the beginning of the year?

Yes ☑ No ☒

If yes, give details:

In the beginning of the session respective faculty member of each department interact with the student before starting of the course to explore their background and choices as well as to give them a brief exposure to the respective field.

10. How are teachers recruited? When and how are new teaching positions created? Give details.

Full time teachers are recruited against vacant post (retirement vacancy or newly sanctioned post) through advertisement and formal interview under the guidelines of UGC and State Govt.

In the case of colleges where appointment is made by the college, give the following details for the last two years:

	Month and Year of			
Self-funded (S) or Government Funded (G) S/G	Advertisement	Appointment of selection committee	Selection Committee Meeting	Appointment letter to candidates
G (P.Sc.)	**25.10.00**	**18.11.00**	**21.11.00**	**21.09.01**
G(Ass)	**30.07.01**	**13.08.01**	**22.08.01**	**01.11.02**
G(P.Sc.)	**30.07.01**	**13.08.01**	**21.08.01**	**16.11.02**
G(Sans)	**14.11.02**	**28.11.02**	**04.12.02**	**11.01.03**
G(Ass)	**14.11.02**	**28.11.02**	**02.12.02**	**28.01.03**
G(Beng)	**14.11.02**	**28.11.02**	**03.12.02**	**13.02.03**
G(Hist)	**10.09.02**	**23.09.02**	**30.09.02**	**02.05.03**

11. Provide the following information about the teaching staff recruited during the last two years.

Teaching staff recruited from		
Same State		Other States
Same institution	Other institutions	
	6	

12. Does the college have the freedom and the resources to appoint and pay temporary / *ad hoc* teaching staff?

Yes ☑ No ☒
If yes, give details.

It is met from the revenue collected through fee from students and other sources.

If no, how are additional projects/expansion managed?

13. Number of teaching staff who have attended seminars / conferences / workshops as participants / resource persons in the last two years:

	Participants	Resource persons
National level	1	1
International level	1	

14. Does the college follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension?

Yes ☑ No ☒

If yes, how are teachers encouraged to use the feedback?

They are encouraged to undertake initiatives for personal career enhancement on time bound basis (the process was initiated during the session 2003-04 only).

15. Does the college follow any other teacher performance appraisal method?

Yes ☒ No ☑

If yes, give details of the same and state how the results of the appraisal are used.

16. Does the college collect student evaluation on campus experience?

Yes ☒ No ☑

If yes, what are the significant feedback from students and how have they been used?

17. Does the college conduct refresher courses/seminars/conferences/symposia/ workshops/programmes for faculty development?

Yes ☒ No ☑

If yes, give details.

18. Give details on a few faculty development programmes and the number of teachers who benefited out of them, during the last two years:

Faculty Development Programme	No. of Beneficiaries

19. How many members of faculty have received teaching awards?

Nil

20. Give details of the contribution of the faculty in different committees.
Member of Admission committee,
Member of Seminar committee,
Member of Library Advisory committee,
Member of Hostel Advisory committee,
Member of Academic committee,
In-charge of Student Union Programme,
Representative in Governing Body,
University Course committee

21. Furnish information about significant teaching innovations of the college.
- **Use information dissemination board to give specific subject related need-based information**
- **Collect and distribute course related info. From internet.**
- **Organizes field trip**
- **Organizes seminar , popular talks etc.**

22. What are the national and international linkages established for teaching and/or research?

Some faculty collect some international/national level resources and use them in teaching.

23. Any other highlights?

- **Organize unit test and pre-final test for internal evaluation**
- **Class tests are also taken by the faculty members.**

Criterion III: Research, Consultancy and Extension

This criterion seeks information on the activities of the institution with reference to research, consultancy and extension. It also deals with the facilitating aspects of the institution to promote the same and their outcome.

The characteristics judged under this criteria are, whether:

- ⇨ ***The institution promotes research culture among faculty and students.***
- ⇨ ***The institution has a vigorous and well scrutinized publication programme and actively encourages faculty and students to publish in academic forum.***
- ⇨ ***The institution promotes faculty participation in consultancy work.***
- ⇨ ***The institution is responsive to community needs and conducts relevant extension and awareness programmes.***

1. Is research a significant activity of the college? **As the institution offers only UG programme, the research is not a part of our regular agenda. But teachers are encouraged to pursue such activities.**

2. How does the college promote research?
   - PG Students doing project work **No**
   - Teachers are given study leave **Yes, teachers are given study leave for pursuing M. Phil. And Ph.D. on the basis of UGC plans allocation. (Detailed furnished in Annexure - RCE-I.)**
   - Teachers provided with seed money **Yes, on the basis of sanctions of UGC. (Detailed furnished in Annexure - RCE-I)**
   - Research Committee for submitting project proposals **No**
   - Adjustment in teaching schedule **Yes, by appointing part timer or full timer on lien vacancy. (Detailed furnished in Annexure - RCE-II.)**

3. Is the college a recognized center for Ph.D.?
   No
4. What percentage of teachers are engaged in active research in the college? (guiding research scholars, operating projects, publishing regularly etc.) Give details.

   8%.

   1. ***Research Guide recognized by Gauhati University:*** **Dr. R.N. Saikia, History.**
   2. ***Operating project:*** **Dr. R.N. Saikia, Assamese Encyclopedia project in History**
   3. ***Publishing Regularly:*** **It is indicated in the self appraisal reports of the teachers.**

5.How many are full time research scholars and how many have registered as part time scholars? (Research scholar means M.Phil. or Ph.D. Student)

full-time	Nil
part-time	08

- **Annexure – RCE-III**

4. How many Ph.D.s have been awarded during the last five years?

1 (one)

5. Does the college provide financial support to research students?

Yes ☒ No ☑

6. Provide details of the ongoing projects:

Total no of projects	1
Total outlay in Rs.	

(Enclosed in Annexure SSR-V)

7. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (Years)	Collaboration, if any

8. Does the college publicise the expertise available for consultancy services?

Yes ☒ No ☑

If yes, give details.

9. Does the college have a designated person for extension activities?

Yes ☑ No ☒

If yes, indicate the nature of the post.

Full-time ☒ Part-time ☒ Additional charge ☑

Extension work is conducted by engaging teachers of concerned discipline as and when required.

10. Indicate the extension activities of the college and its details:

Teachers of the college are engaged in different extension activities. (Annexure-RCE-IV.)

i. Community development	☒	ii. Social work	☒
iii. Health and hygiene awareness	☒	iv. Medical camp	☒
v. Adult education and literacy	☒	vi. Blood donation camp	☒
vii. AIDS awareness	☑	viii. Environment awareness	☑
Any others:			
ix. Personality Development.		x.	

11. Are there any outreach programmes carried out by the college other than NSS & NCC, for example Population Education Club, Adult Education, National Literacy Mission or any other?

Yes ☑ No ☒

(Disaster management volunteers of The Department of Geography)

12. How are students and teachers encouraged to participate in extension activities?

Extension activities are normal phenomena of the institution. In each session, respective departments organize field trips with the participation of the students. During such trips, students are exposed to the location specific problems and they are encouraged to interact with the local community for realization of the situations. In such interactions, students put forward different positive ideas to the local communities. Apart from these, teachers are also encouraged to take initiatives for extension services by providing services to voluntary organizations during their off hours and to make strategies for popularization of their respective subjects through popular writings and interaction with different cross-section of people.

13. Does the college work and plan the extension activities along with NGO's and GO's?

Yes, The Information and Career Guidance Cell of Nowgong Girls' College organized a training programme on 'Banana Fiber Craft' with the expertise from SSEAEP, a pioneer NGO of Nagaon district in September 2002.
The ICGC also organized a two days entrepreneurship awareness camp in January, 2003 with the help of IIE, Guwahati.

14. Any other highlights:

Different departments organize seminars on different topics time to time.

Criterion IV: Infrastructure and Learning Resources

This aspect requires data on the adequacy and optimal use of the facilities available in the institution to maintain the quality of the academic and other aspects of campus life. It also seeks information on how every constituent of the institution - students, teachers and staff, benefit from these facilities.

The features addressed in this criteria are, whether:

- ⇨ ***The institution has adequate library and computer facilities with easy access to all its constituencies.***
- ⇨ ***The institution has adequate physical facilities to run the educational programmes and administrative functions efficiently.***
- ⇨ ***The growth of the infrastructure keeps pace with the academic growth of the institution.***
- ⇨ ***The institution has effective mechanisms for maintenance and optimal use of infrastructure.***

1. Enclose the master plan of the college campus indicating the existing buildings and the projected expansion in the future.

   Annexure ILR-I

2. How does the college plan to meet the need for augmenting the infrastructure to keep pace with academic growth?

   Generating funds through fees from students, grants, sponsorship for infrastructure, special financial support from students union, etc..

3. How does the college maintain its infrastructure?

   - ➔ **By the supervision of construction committee and authority.**
   - ➔ **Required funds are arranged from students' fee.**

4. How does the college ensure optimum utilisation of its infrastructure facilities?

   Through pre-designed teaching schedule with Two Shifts of classes (Morning & Day), along with extra programmes like Higher Secondary (Arts), Self Financing Courses.

5. Does the college encourage use of the academic facilities by external agencies?

   Yes ☑ No ☒

   If yes, give details.

   Faculty members are encouraged to participate/provide services to other academic organizations, where greater interest of the community are involved.

6. What efforts are made to keep the campus beautiful and pollution free?

   ➔ **Through plantation and gardening**
   ➔ **Provision of parking outside the campus and waste disposal practices.**

7. Is there an advisory committee for the library ?

   Yes ☑ No ☒

8. Is the library interconnected with other libraries for inter-library borrowing ?

   Yes ☒ No ☑

9. Is there a book bank facility in the central library?

   Yes ☒ No ☑

10. Are the following activities of the central library computerised?

i.	Lending of books	☒	ii.	Purchase of books	☒
iii.	Lending of audio-visual material	☒	iv.	Book bank	☒
v.	Stock verification	☒			
Any others					
vi.					

11. Provide the number of books/ journals/ periodicals that have been added to the central library during the last two years and their cost.

	The Year before last		**The Year before**	
	Number	**Total cost**	**Number**	**Total cost**
i. Text books	841	1,04,669/-	1092	1,31,566/-
ii. Other books				
iii. Journals/ periodicals	139	5,370/-	311	5676
Any others				
iv. Newspaper	3	1942/-		1945
v.				

12. Does the library have the following facilities?

- Reprography ☒
- Computers ☒
- Audio & Video Cassettes ☑
- Internet ☒
- Any other (specify) **Nil**

13. Furnish the following details:

- Working days of the library **244**
- Working hours of the library **8 hours**
- Total no of books in the library **29,424 (up to 04.11.2003)**
- Journals/periodicals subscribed **15**
- Titles in the library

14. Is there a central computer facility in the college?

Yes ☑ No ☒

If yes, give the configuration and other hardware and software details.

15. Give the working hours of the computer centre and its access on holidays and off hours.

7 hours and it is open after the college schedule also during working days.

16. How many departments have computers of their own? Give the configuration and other details.

Nil.

17. What is the output of the centre in developing computer aided learning packages in various subjects during the last three years?

18. How are computers and their accessories maintained in the computer centre and other locations of the college?

On contract basis by service provider.

19. Does the college make use of the services of inter-university centers like IUCAA, IAS INFLIBNET etc?

Not

20. What are the various health services available to the students, members of the teaching and non-teaching staff of the college?

Vaccination programme were organized on need basis and there is one consultant physician for the inmates of the hostels.

21. What are the physical and infrastructure facilities available in the sports and physical education centre? Give details.

There is no physical education center, however the college have facilities for badminton, carom and other indoor games.

22. What are the incentives given to outstanding sports persons?

Extra classes and evaluation tests are organized for them as and when necessary. It is applicable only in the case of clashes with normal schedules with their game schedules.

23. Give details of the participation of students during the last year at the university, state, regional, national and international meets.

	Participation of students	Outcome
State		
Regional		
National		
International		

24. What are the major physical and infrastructure facilities available in the workshop and centre for instrumentation?

Does not arise.

25. What percentage of students have hostel accommodation?

15.03%

26. Give details of the hostel facilities available in the campus?

No. of Hostels :- 2
No. of Rooms : - (Single seated- 05, Three seated- 04, Four seated- 02, Six seated- 08, Seven seated- 11.
No. of Beds :- 150

27. Any other highlights :

The college has a post office and a canteen within the campus.

Criterion V: Student Support and Progression

The highlights of this criterion are the efforts of the institution to provide the necessary assistance for good student experiences in the campus and to facilitate their progression. It also seeks information on the student and alumni profiles.

The information sought under this criteria relate to, whether:

- ⇨ ***The institution has sufficient and well-run support services to ensure the physical and intellectual health of all its constituencies.***
- ⇨ ***The institution has an effective mechanism to use student feedback for quality enhancement.***
- ⇨ ***The prospectus of the institution gives clear guidance to students about admission and completion requirements for all programmes, the fee-structure and refund policies, financial aid and student support services.***
- ⇨ ***The institution offers competent academic counseling and placement services to its students.***
- ⇨ ***Financial aid to students is fairly distributed.***

1. Furnish the following details:
   - Percentage of students appearing for the qualifying exam after the minimum period of study **62%**
   - Drop out rate **4%**
   - Progression to employment and further study (UG to PG or PG to Ph.D.) **Data not available.**

   - Prominent Positions held by alumni

1. Renu Bhuyan-Assam Civil Service.(ACS)
2. Barnali Tamuly-ACS.
3. Leelawati Saikia, HOD, Assamese, G.U.
4. Nirupa Saikia, Reader, English, Aizwal College, Mizoram.
5. Raginee Bhattacharyya, (Radio artist) Singer (Mumbai based)
6. Rita Bora, (Radio artist) Singer (Mumbai based)
7. Ranjana Mahanta, Singer (America based)
8. Trisharani Saikia, (Radio artist) Singer
9. Durgamoyee Bhuyan, (Radio artist) Singer
10. Aditi Bhuyan, (Radio artist) Singer, Lecturer.
11. Anjali Kataki, (Radio artist) Singer, Subject Teacher.
12. Aparna Goswami, (Radio artist) Singer, Subject Teacher.
13. Manjula Laskar, Physical Instructor & State level volley ball player
14. Mallika Bezbarua, T.V. announcer & State player, cricket.
15. Runuma Bhattacharyya, Lecturer, Dibru College.
16. Dipali Rajkhowa, Lecturer, Bokakhat College.

17. gayatri Bora, Lecturer, Kamargaon College.
18. Rupa Laskar, Lecturer, Kampur College.
19. Namita Barthakur, Lecturer, Kampur College.
20. Dipti Devi, Lecturer, Raha College.
21. Minu Laskar, Lecturer, Raha College.
22. Jonali Sarma, Lecturer, GNDG Commerce College.
23. Priyamboda Saikia, Lecturer, GNDG Commerce College.
24. Mamoni Bora Mahanti, Lecturer, Puranigudam BKB College.
25. Jayanti Dutta, Lecturer, Kachar College.
26. Nibedita Sarma, Lecturer, Pragjyotish College.
27. Aparajita Sarma, Lecturer, Kharupetia College.
28. Gayatri Gope, Lecturer, Puranigudam BKB College.
29. Bili Bala Devi, Principal, Nagaon Govt. Boys' HS School.
30. Kabita Bora, Officer, SBI.
31. Saraswati Sinha, Lawyer, Hojai.
32. Dipika Laskar, Principal, Govt. Urban H E School, Nagaon.
33. Neeta Sarma, Lecturer, ADP College.
34. Riju Moni Borah, Lecturer, Kampur College.
35. Aparna Tamuly, Lecturer, ADP College.
36. Padma Saikia, Lecturer, ADP College.
37. Alpana Sarkar, Lecturer, Bikali College.
38. Bornali Sarma, Lecturer, Bahana College.
39. Subhashini Sinha, Lecturer, Morigaon College.
40. Gita Saikia, Lecturer, Kampur College.
41. Krishna Deka, Lecturer, Charaibahi College.
42. Binita Baid, Computer consultant, Ahmedabad.
43. Dhanada Devi, Lecturer, Nowgong College.
44. Tribeni Bora, Film Maker, Guwahati.
45. Gayatri Devi, Lecturer, Nowgong Girls' College.
46. Muni Kakoti, Lecturer, Nowgong Girls' College.
47. Swapna Neog, Lecturer, Nowgong Girls' College.
48. Manju Laskar, Lecturer, Nowgong Girls' College.
49. Jayanti Saha, Lecturer, Nowgong Girls' College.
50. Dibyajyoti Saikia, Lecturer, Nowgong Girls' College.

2. How many students have passed the following examinations in the last five years?

UGC-CSIR(NET) Examination	**Not Available (N/A)**
UGC-SLET	**N/A**
GATE	**N/A**
Indian Civil Services Examinations	**N/A**
GRE	**N/A**
TOEFL	**N/A**
GMAT	**N/A**
Any others	
Assam Civil Service,	**01**

3. Does the college publish its updated prospectus annually?

Yes ☑ No ☒

If yes, what are the contents of the prospectus?

1. Objectives, 2. Profile of the College, 3. Campus, 4. Affiliation, 5. Courses of Study, 6. Subject Combination, 7. Alternative education, 8. Seat Capacity, 9. Fee structure, 10. Hostel Information, 11. Attendance required, 12. Internal Exam., 13. College Discipline, 14. Academic Discipline, 15. Academic Session, 16. Library Information, 17. Scholarship and Prizes etc., 18. Student Aid-fund, 19. Co-Curricular Activities and Students' Association. 20. Information and career counseling, 21. Past result records, 22. Faculty, Library and Office Stuff's Profile.

4. What kind of financial aids are available to students from the central government, state government, the institution and others? Give details.

1. **National merit Scholarship,**
2. **State merit Scholarship, S.T., S.C., O.B.C. Scholarship**
3. **Institution- Nowgong Girls College teachers finance cum scholarship fund.**
4. **Others- i) Kuntala Hazarika Memorial Scholarship**
   ii) Muktaram Gayan Merit Scholarship
   iii) Student's Poor Fund.

(details in Annexure SSP-I)

5. Mention the number of students who have received financial aid during the last two years.

Financial aid	Year before last (2001)	Year before (2002)
i. Merit scholarship	**Nil**	**Nil**
ii. Merit-cum-Means	**Nil**	**Nil**
Any others iii. OBC iv. SC/ST	 **187** **79**	 **160** **39**

6. Does the college have an employment cell and a placement officer who offers career counselling to students? If yes, give details of the cell and its office.

i. Employment cell: ☒
   Role:
ii. Placement officer: ☒
   Role:

7. Do teachers participate in academic and personal counseling? Give details.

Yes ☑ No ☒

Three teachers are trained by IIE, Guwahati, for academic counseling and personal guidance. (Refer Annexure HP-III)

8. How many students were employed through placement service during the last year?
Does not arise.

	UG students	PG students	Research scholars
i. Local firms/companies			
ii. Central government			
iii. State government			
iv. Public sector undertaking			
v. Private sector			

9. Does the employment cell motivate the students to seek self-employment?
Does not arise, But through Information and Career Counseling Cell, three girls were guided for self employment through establishing SSI unit (during the period 2001-03).

Yes ☑ No ☐

If yes, how many are self-employed?

10. Does the college have an Alumni Association?

Yes ☑ No ☒

If yes, indicate the activities of the Alumni Association.

1. **Plantation programme in the College campus held on 12/09/2003.**
2. **Musical Nite held on 22/10/2003 to raise funds for the development of the College.**

11. How are the policies and criteria of admission made clear to prospective students?
Through Academic Calendar and Prospectus.

12. State the admission policy of the college with regard to overseas students.
No specific policies adopted till date.

13. What are the support services given to overseas students?

i.	One window admission service	ii.	Overseas students office
iii.	Special accommodation	iv.	Induction courses
v.	Socio-cultural activities	vi.	Welfare programme
vii.	Police clearance		
Any others			
viii.			
ix.			

14. What are the recreational / leisure time facilities available to students?

i.	Indoor games	ii.	Outdoor games
iii.	Nature Clubs	iv.	Debate Clubs
v.	Student Magazines	vi.	Cultural Programmes
vii.	Audio Video facilities		

Any others **Dance, Music competition; Essay Writing.**

Any other highlights :

- **The Information and Career Counseling Centre (ICGC) organized different workshop and seminars along with regular counseling classes for Skill Up gradation of the students.**
- **College also organize different student oriented programs, like Freshmen Social, College Week, Celebration of Saraswati Puja, Tithi of Sri Sri Sankardev, College Foundation Day, Debating Competition (State level and College level) etc.**

Criterion VI: Organisation and Management

This criterion requires data on the policies and practices of the institution in the matter of planning, human power requirement, recruitment, training, performance appraisal and finance management.

The characteristics examined under this criteria pertain to whether :

- ⇨ ***The offices and departments of the institution are governed on the principles of participation and transparency.***
- ⇨ ***Academic and administrative planning in the institution move hand in hand.***
- ⇨ ***Management techniques and technologies, to the extent possible, are used by the institution for efficient running of every administrative and academic decision-making.***
- ⇨ ***The institution practices relevant welfare schemes for all its constituencies.***
- ⇨ ***There are fair and expeditious grievance redressal mechanisms at all levels of the institution's functioning.***
- ⇨ ***The finances of the institution are judiciously allocated and effectively utilized to make its programmes and functioning cost-effective.***
- ⇨ ***The institution has imaginative and effective resource mobilization and management strategies.***
- ⇨ ***Budgeting and auditing procedures are regular and standardized.***

1. Does the college have an efficient internal co-ordinating and monitoring mechanism?

   Yes ☑ No ☒

   If yes, give details.

   The principal functions as administrative head and monitoring authority of the college. The vice-principal is responsible for supervision of the academic activities as well as for co-ordination between academic stuff and administration. The Internal Quality Assurance Cell plays the role of monitor and guide in these regards.

2. Were any committees/external agencies appointed during the last three years to improve the organisation and management?

   Yes ☒ No ☑

   If yes, what were the recommendations?

3. Does the college have an inbuilt mechanism to check the work efficiency of the non-teaching staff?

Yes ☑ No ☒

Give details.

The office superintendent is responsible for the overall co-ordination and monitoring of the activities of the non-teaching stuff.

4. Is there a special committee for preparing the academic calendar?

Yes ☑ No ☒

5. During the last two years have all the decisions of the selection committee been approved by the governing body?

Yes ☑ No ☒

If no, give reasons.

6. Does the college conduct professional development programmes for non-teaching staff?

Yes ☑ No ☒

If yes, give details

Two office assistants are trained up in computer applications during the session 2002-03.

7. What is the current tuition and other fee structure in government supported and self-financing courses?

Government supported

S. No.	Programme	Tuition	Library	Labor atory	Others	Hostel	Mess
1	BA with major	Rs.840/ year	Rs. 50/-	Rs. 50/-	Rs. 690 /year	Rs. 3300/ year	
2	BA without major	Rs.720/ year	Rs. 50/-	Rs. 50/-	Rs. 690 /year	Rs. 3300/ year	

Self-financing

S. No.	Programme	Tuition	Library	Laboratory	Others	Hostel	Mess
1	Computer Application	Rs. 500/-		Rs. 600/-	Rs. 400/-		
2	Environment Education	Rs. 300/-			Rs. 200/-		
3	Art & crafts	Rs. 300/-			Rs. 200/-		

8. Have there been changes in the tuition and other fees during the last three years, give details.

Tuition fee has enhanced during the session 2003-04 as per the instructions of the State govt. and the Gauhati University. (Annexure OM-I).

9. Furnish the amount spent under the various heads of expenditure last year.

Head of Expenditure	Budget provided in Rs.	Amount actually spent in Rs.
Salary	13619320	13554040
Library	25000	25000
Repairing/ Maintenance of Campus, Building	250000	241178
Hostel Expenses	245000	205015
Examination	145000	141349
Girls common room	27000	8748
Student Activity	130000	67336
Office Management	92000	110791
Maintenance of photo state center	15000	13485
Maintenance of computer center	15000	12000

10. During the last two years did the college have an excess/deficit budget?

Yes ☑ No ☒

11. Is there an internal audit mechanism?

Yes ☑ No ☒

12. What are the various welfare programmes of the college? Give details.

Student Aid Fund – to provide financial support to the needy students.

13. Is their a grievance redressal cell in the college?

Yes ☑ No ☒

If yes, how does it deal with grievances of the employees and others?

The grievances rose against employees or students are placed before the Grievance Redressal Cell by the principal and action taken based on the decisions of the Cell. In such cases the Cell undertakes advice from the special legal expert. (Enclosed Annexure OM-II)

14. List the various loan facilities available to the members of the teaching and the non-teaching staff of the college. What are the requirements and the eligibility criteria necessary to obtain loans that are available?

The beneficiaries of the Contributory Provident Fund are eligible to get loan of an amount not exceeding to three times of his/her basic pay.

15. What is the procedure of the college to purchase major items?

It is done through purchase committee as appointed by Governing Body.

16. Any other highlights :

Criterion VII : Healthy Practices

This criterion focus on the innovative and unique practices of the institution that add to its academic ambience. Healthy practices vary from institution to institution.
This criteria ascertains, whether :

- ⇨ *The institution displays sensitivity to changing educational, social and market demands.*
- ⇨ *The institution is geared to promote an ambience of creativity and innovations.*

1. Has the college adopted any mechanism/ process for internal quality checks?

   Yes ☑ No ☒

   If yes, give details.

   The college has Internal Quality Assurence Cell (The details of the mechanism are in Annexure HP-I

2. Is the College sensitised to latest managerial concepts such as strategic planning, team-work, decision making and computerisation?

   Yes ☑ No ☒

3. Does the college have

   - Æ Twinning programmes ☒
   - Æ Student Exchange Programmes ☒
   - MoU's with
     - Industries ☒
     - Research organisations ☒

4. What are the national / international linkages established by the college for training and research?

   College has linkages with Indian Institute of Entrepreneurship (IIE) for Faculty Development Programme to coordinate information and career guidence cell. Linkages with Assam Science Technology and Environment Council for Computer Education & Environment Education Courses.

5. How does the college strengthen the regular academic programmes through other complementary systems like self-financing courses, non formal mode and distance education?

   We have started three self financing courses under Alternative Education Programme of ICGC, Nowgong Girls' College during the session 2002-03, for Computer Education, Environment Education & Art and Crafts Certificate courses. (Report in Annexure HP-II)

6. What are the practices of the college to impart value based education?

Through the programme of ICGC and other occasional programmes.

7. How does the college inculcate civic responsibilities among the students?

Through the programmes of ICGC in particular and through classroom discussions in general along with inter personal interaction outside the classes as well.

8. What are the efforts of the college towards all-round personality development of the learners?

Through the programme of ICGC along with other non-scholastic activities, occasional progarmmes for the students. (refer Annexure HP –III, HP-IV)

9. How is the college geared to achieve its specific goals and objectives?

Through regular teaching programme, non-scholastic programme for the students, like sports, cultural programme, seminar etc., and through research and extension services, student support programme.

10. What are the efforts of the college to bring in "community orientation" in its activities?

Self sponsored courses are also open for other woman of the locality;
Periodical skill up-gradation programme organized by ICGC are also open for local woman; Community awareness programme, specific services etc., are also initiated through extension programme, like vaccination programme etc.

11. Indicate the efforts to promote general / transferable skills among the students such as

a.Capacity to learn
Through ICGC Classes (Report in Annexure HP-III)

b. Communication skills
Through ICGC Classes (Report in Annexure HP-III)

c. Numerical skills
Through ICGC Classes (Report in Annexure HP-III)

d. Use of information technology
Through ICGC Classes (Report in Annexure HP-III)

e. Work as a part of a team and independently
Through ICGC Classes (Report in Annexure HP-III)

12. Any other college specific innovations, which have contributed to its growth.

- ➔ **The Alumnae Association has undertaken resource mobilization activities to support the development programme of the College.**
- ➔ **A college level consumer cooperative was formed to provide services to the students**
- ➔ **College has separate Photostat Centre for its students, teachers and employees.**
- ➔ **Information and Career Guidance Cell (ICGC) and Self Sponsored Courses on Computer Education, Environment Education and Art and Crafts were introduced.**

III. Inputs from the Departments

1. Name and address of the department: **Assamese, Nowgong Girls College, Nagaon-782 002.**

2. Telephone number/s: **(03672)220667.**

1. Date of establishment of the department: **12-09-1962.**

2. Built-up area of the department in sq. m. **allotted.** **No separate department space**

5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Bachelor of Arts with Major	**UG**		
BA 1st year		**50.00%**	**18**
BA 2nd year			**33**
BA 3rd year			**59**
Bachelor of Arts without Major	**UG**		
BA 1st year		**45%**	**273**
BA 2nd year			**327**
BA 3rd year			

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	**2+1(part time)**	**3**	**6**
Teachers with Ph.D. or equivalent as the highest qualification	**0**	**0**	**0**
Teachers with PG or equivalent as the highest qualification	**3**	**3**	**6**
Teachers with other specific eligible qualification (specify)	**0**	**0**	**0**
Technical staff	**0**	**0**	**0**
Administrative staff	**0**	**0**	**0**

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	☑	☒
Administration	☒	☑
Finance	☒	☑

If yes, what extent?

Project, Library work, Literary Activities/ Class Routine.

8. Number of students in the department during the current year:

	Female	**Male**	**Total**
Students from the same state where the college is located	**713**	**0**	**713**
Students from other states of India	**0**	**0**	**0**
NRI students	**0**	**0**	**0**
Other overseas students	**0**	**0**	**0**
Grand Total	**713**	**0**	**713**

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes ☑ No ☒

Through arranging tutorial classes and counseling

10. Furnish the following details(in figures):

- Books in the department library: **250**
- Journals/periodicals subscribed by the department: **2**
- Computers in the department: **0**
- Research projects completed during the last three years and their total outlay: **1**
- Ongoing research projects **0**
- Teachers who have attended national/international seminars during the last two years : **0**
- Teachers who have been resource persons at workshops/seminars during the last two years : **0**

11. Details of the last two batches of students:

	1999 –2000			2000 - 01		
Admitted to the programme (entry year)	**47(M)+ 383(G)**		**430**	**43(M) +338 (G)**		**371**
Drop-outs	**1+12**		**13**	**1+3**		**4**
Appeared for the final year exam	**45(M)+ 291(G)**		**346**	**27(M) +294 (G)**		**321**
Passed in the final exam	**31(M)+ 239(G)**		**270**	**17(M) +275 (G)**		**292**
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: **6**
Filled: 5

13. How often were national/international seminars, workshops etc. organised at the department?
UGC sponsored seminar in 1999 under 'COSSHIP' programme.
14. Are there any international or national links/collaborations for teaching, research or both?

15.
(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	**Desig-nation**	**Highest Qual.**	**Speciali-sation**	**Age**	**Sex**
Mrs.Manju Laskar	**Sr. Lecturer**	**M.A.**	**Literature**	**43**	**F**
Mrs.Marami Gayan	**Sr.Lecturer**	**M.A.**	**Literature**	**36**	**F**
Sri Biswajit Das	**Lecturer**	**M.A.**	**Language**	**32**	**M**
Sri Bipul Malakar	**Lecturer**	**M.A.**	**Literature**	**30**	**M**
Smti Amiya Patar	**Lecturer**	**M.A.**	**Language**	**38**	**F**

b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
Manju Laskar	15				
Marami Gayan	12				
Biswajit Das	6				Registration for Ph.d.Degree
Bipul Malakar	5				Registration for Ph.d.Degree
Amiya Patar	1				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

60%

18. List the major thrust areas within the subject in which research activities are being pursued.

- **Urban linguistic composition**
- **Charit Puthi (Ancient religious scriptures)**

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post martum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

21. What is the total number of publications (add the list) of the department in the last five years?

1, Asamiya Bhashat Janagosthiya Bhashar Upadan.

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

No.

23. What is the average work load in terms of actual contact lectures per week per teacher?

16 hrs. (only for UG classes, excluding other academic duties)

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five & One Hour Respectively/Day(includes HS and UG classes, other duties)

25. Does the department monitor overall performance of students through regular assessments?

Yes ☑ No ☒

If yes, give methods and details of assessment.

Through the Unit Test , Home Assignments,Group Interactions & Pre Final Test.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Through Orientation & Refresher Courses , Participating in Workshop ,Seminars & Visiting Internet.

27. What is the annual budget allocation of the college to the department?

No Direct Allocation

28. How much of research funding has been generated by the teachers from other agencies?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college department?

Yes [ ] No [✓]

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	2:1		
Success rate (examination results)	69%		
Progression to higher education rate	15%		
Employment rate	10%		
Ratio of part-time teachers to full-time teachers	1:5		
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers **142:1**
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes [☒] No [✓]

33. Any other information which highlights the unique achievements of the department:

The department have a literary forum, named "Addhayan Chakra", for creating literary interest among the students.

III. Inputs from the Departments

1. Name and address of the department: **Bengali, Nowgong Girls' College, Nagaon-782002**
2. Telephone number/s: **(03672)220667**
3. Date of establishment of the department: **12/09/1962.**
4. Built-up area of the department in sq. m. **No separate department space allotted.**
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Bachelor of Arts with Major	**UG**		
BA 1st year	**UG**	**50.00%**	**1**
BA 2nd year	**UG**		**9**
BA 3rd year	**UG**		**4**
Bachelor of Arts without Major	**UG**		
BA 1st year	**UG**	**40.00%**	**22**
BA 2nd year	**UG**		**31**
BA 3rd year	**UG**		**0**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	**1**	**3**	**4**
Teachers with Ph.D. or equivalent as the highest qualification			
Teachers with PG or equivalent as the highest qualification	**1**	**3**	**4**
Teachers with other specific eligible qualification(specify)		**2(M.Phil)**	**2**
Technical staff	**0**	**0**	**0**
Administrative staff	**0**	**0**	**0**

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	☑	☒
Administration	☒	☑
Finance	☒	☑

If yes, what extent?

In the case of admission to the major courses, distribution of courses to the faculty members, course related activities like seminar, Population talk etc.

8. Number of students in the department during the current year:

	Female	**Male**	**Total**
Students from the same state where the college is located	**67**		**67**
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	**67**		**67**

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes ☑ No ☒

Through class test, cross questioning, arranging special and tutorial classes.

10. Furnish the following details(in figures):

- Books in the department library:
- Journals/periodicals subscribed by the department:
- Computers in the department:
- Research projects completed during the last three years and their total outlay:
- Ongoing research projects
- Teachers who have attended national/international seminars during the last two years :
- Teachers who have been resource persons at workshops/seminars during the last two years :

11. Details of the last two batches of students:

	1999 - 2000			2000 - 2001		
Admitted to the programme (entry year)	**3(M)+25 (G)=28**		**28**	**4(M)+ 29(G) =33**		**33**
Drop-outs	**2**		**2**	**8**		**8**
Appeared for the final year exam	**3(M)+23 (G)=26**		**26**	**4(M)+ 21(G) =25**		**25**
Passed in the final exam	**3(M)+19 (G)=22**		**22**	**4(M)+ 21(G) =25**		**25**
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: **4**
Filled: **4**

13. How often were national/international seminars, workshops etc. organised at the department?

14. Are there any international or national links/collaborations for teaching, research or both?

15.

(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	**Desig-nation**	**Highest Qual.**	**Speciali-sation**	**Age**	**Sex**
Dipali Mukherjee	**(SSG Lecturer)**	**MA**	**Language**	**56**	**F**
Jayanti Saha	**Lecturer**	**M.Phil.**	**Literatur e Language**	**35**	**F**
Soma Acharjee	**Lecturer**	**M.Phil.**	**Literatur e**	**31**	**F**
Sanjay Bhattacharjee	**Lecturer**	**MA**	**Literatur e**	**28**	**M**

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
Dipali Mukherjee	34				
Jayanti Saha	5				Registered for Ph.D.
Soma Acharjee	3				
Sanjay Bhattacharjee	1				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

25%

18. List the major thrust areas within the subject in which research activities are being pursued.

-
-

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post martum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

21. What is the total number of publications (add the list) of the department in the last five years?

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

23. What is the average work load in terms of actual contact lectures per week per teacher?

16 hrs. (only for UG classes, excluding other academic duties)

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five & One Hour Respectively/Day(includes HS and UG classes, other duties)

25. Does the department monitor overall performance of students through regular assessments?

Yes ☑ No ☒

If yes, give methods and details of assessment.

Through Unit test, Home assignment and Pre-final test.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Through participation in workshops, seminars and internet browsings.

27. What is the annual budget allocation of the college to the department?

No direct alottment.

28. How much of research funding has been generated by the teachers from other agencies?

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes ☒ No ☑

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	**1:2**		
Success rate (examination results)	**77%**		
Progression to higher education rate	**Info. Not availabl e**		
Employment rate	**No info.**		
Ratio of part-time teachers to full-time teachers	**Does not arise**		
Ratio of academic staff to administrative staff	**Does not arise**		

31. Furnish the following data :

- Ratio of students to teachers **17:1**
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes ☒ No ☑

33. Any other information which highlights the unique achievements of the department:

III. Inputs from the Departments

1. Name and address of the department: **Economics, Nowgong girls' College, Nagaon-782002.**
2. Telephone number/s: **(03672)220667**
3. Date of establishment of the department: **12/09/1962.**
4. Built-up area of the department in sq. m. allotted. **No separate department space**
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Bachelor of Arts with Major	**UG**		
BA 1st year	**UG**	**50.00%**	**6**
BA 2nd year	**UG**		**4**
BA 3rd year	**UG**		**7**
Bachelor of Arts without Major	**UG**	**35.00%**	
BA 1st year	**UG**		**20**
BA 2nd year	**UG**		**13**
BA 3rd year	**UG**		**24**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	**3**	**1**	**4**
Teachers with Ph.D. or equivalent as the highest qualification			
Teachers with PG or equivalent as the highest qualification	**3**	**1**	**4**
Teachers with other specific eligible qualification(specify)			
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	☑	☒
Administration	☒	☑
Finance	☒	☑

If yes, what extent?

In the case of selection of students for Major , allotment of courses to the faculty members, conducting course related activities, like market survey, workshops and seminars.

8. Number of students in the department during the current year:

	Female	**Male**	**Total**
Students from the same state where the college is located	**74**		**74**
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	**74**		**74**

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes ☑ No ☒

Through arranging tutorial classes and counseling .

10. Furnish the following details(in figures):

- Books in the department library: **50**
- Journals/periodicals subscribed by the department: **1**
- Computers in the department:
- Research projects completed during the last three years and their total outlay:
- Ongoing research projects
- Teachers who have attended national/international seminars during the last two years :
- Teachers who have been resource persons at workshops/seminars during the last two years :

11. Details of the last two batches of students:

	1999–2000			2000–01		
Admitted to the programme (entry year)	**12(M)+61(G)=73**		**73**	**11(M)+58(G)=69**		**69**
Drop-outs	**1(M)**		**1**	**3(M)**		**3**
Appeared for the final year exam	**11(M)+27(G)=38**		**38**	**8(M)+27(G)=35**		**35**
Passed in the final exam	**5(M)+24(G)=29**		**29**	**4(M)+23(G)=27**		**27**
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: **4**
Filled: **4**

13. How often were national/international seminars, workshops etc. organised at the department?

14. Are there any international or national links/collaborations for teaching, research or both?

15.

(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Desig-nation	Highest Qual.	Speciali-sation	Age	Sex
Biren Ch. Deka	**HOD (SSG Lecturer)**	**MA**	**Applied Statistics**	**56**	**M**
Deepak Sarma	**Lecturer**	**MA**	**Agril. Labour, Banking , Int. Eco.**	**30**	**M**
Leena Borah Hazari	**Lecturer**	**MA**	**Quantitative Eco.**	**31**	**F**
Kulen Ch. Das	**Lecturer**	**MA**	**Agril. Labour, Banking , Int. Eco.**	**31**	**M**

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
Biren Ch. Deka	30				
Deepak Sarma	7				
Leena Borah Hazari	6				
Kulen Ch. Das	6				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

18. List the major thrust areas within the subject in which research activities are being pursued.

-
-
-
-
-

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post martum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

21. What is the total number of publications (add the list) of the department in the last five years?

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

23. What is the average work load in terms of actual contact lectures per week per teacher?

15 hrs. (only for UG classes, excluding other academic duties)

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five & One Hour Respectively/Day(includes HS and UG classes, other duties)

25. Does the department monitor overall performance of students through regular assessments?

Yes ☑ No ☒

If yes, give methods and details of assessment.

Through unit tests, home assignment, group interactions and pre-final test.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Through orientation and refresher courses, participating in workshops and seminars and visiting internet.

27. What is the annual budget allocation of the college to the department?

There is no provision of direct allocation

28. How much of research funding has been generated by the teachers from other agencies?

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes ☒ No ☑

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	**1:2**		
Success rate (examination results)	**77%**		
Progression to higher education rate	**10%**		
Employment rate	**5%**		
Ratio of part-time teachers to full-time teachers	**Does not arise**		
Ratio of academic staff to administrative staff	**Does not arise**		

31. Furnish the following data :

- Ratio of students to teachers **18.5:1**
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes ☒ No ☐

33. Any other information which highlights the unique achievements of the department:

The department have a forum, named "Economic Forum" to create awareness about economic issues among the students (formed during the session 2003-04).

III. Inputs from the Departments

1. Name and address of the department: **Education, Nowgong Girls' College, Nagaon-782002**

2. Telephone number/s: **(03672)220667.**

3. Date of establishment of the department: **12-09-1962.**

4. Built-up area of the department in sq. m. **96**

5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Bachelor of Arts with Major	**U.G.**		
B.A. 1st year		**50.00%**	**31**
B.A. 2nd year			**21**
B.A. 3rd year			**20**
Bachelor of Arts without Major	**U.G.**		
B.A. 1st year		**40.00%**	**248**
B.A. 2nd year			**280**
B.A. 3rd year			**110**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers		**3**	**3**
Teachers with Ph.D. or equivalent as the highest qualification		**1**	**1**
Teachers with PG or equivalent as the highest qualification		**1**	**1**
Teachers with other specific eligible qualification(specify)		**1 (M. Phil)**	**1**
Technical staff	**1**		**1**
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	☑	☒
Administration	☒	☑
Finance	☒	☑

If yes, what extent?

In the case of selection of students for Major , allotment of courses to the faculty members, conducting course related activities, like workshops , seminars etc.

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	**610**		**610**
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	**610**		**610**

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes ☑ No ☒

Through arranging tutorial classes and counseling.

10. Furnish the following details(in figures):

- Books in the department library: **50**
- Journals/periodicals subscribed by the department:
- Computers in the department:
- Research projects completed during the last three years and their total outlay:
- Ongoing research projects
- Teachers who have attended national/international seminars during the last two years : **1**
- Teachers who have been resource persons at workshops/seminars during the last two years :

11. Details of the last two batches of students:

	1999-2000			2000-01		
Admitted to the programme (entry year)	**27(M)+293(G)**		**320**	**26(M)+269(G)**		**295**
Drop-outs	**3(M)**					
Appeared for the final year exam	**24(M)+94(G)**		**118**	**26(M)+85(G)**		**111**
Passed in the final exam	**24(M)+86(G)**		**110**	**22(M)+79(G)**		**101**
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: **4**
Filled: **3**

13. How often were national/international seminars, workshops etc. organised at the department?

14. Are there any international or national links/collaborations for teaching, research or both?

15.

(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	**Desig-nation**	**Highest Qual.**	**Speciali-sation**	**Age**	**Sex**
Maloti Bora	**S.S.G. Lecturer**	**M.A.**	**Laboratory Pract.**	**58**	**F**
Ajanta Dutta Bordoloi	**S.G. Lecturer**	**Ph.D.**	**Laboratory Pract.**	**47**	**F**
Swapna Neog	**S.G. Lecturer**	**M. Phil**	**Dissertation**	**45**	**F**

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
Maloti Bora	36				
Ajanta Dutta Bordoloi	20				
Swapna Neog	19				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

1

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

33.33%

18. List the major thrust areas within the subject in which research activities are being pursued.

•

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post martum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

21. What is the total number of publications (add the list) of the department in the last five years?

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

23. What is the average work load in terms of actual contact lectures per week per teacher?

15 hrs. (only for UG classes, excluding other academic duties)

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five & One Hour Respectively/Day(includes HS and UG classes, other duties)

25. Does the department monitor overall performance of students through regular assessments?

Yes ☑ No ☒

If yes, give methods and details of assessment.

Through unit tests, home assignment, group interactions and pre-final test.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Through orientation and refresher courses, participating in workshops and seminars and visiting internet.

27. What is the annual budget allocation of the college to the department?

No direct allocation.

28. How much of research funding has been generated by the teachers from other agencies?

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes ☒ No ☑

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	**2:1**		
Success rate (examination results)	**92.1%**		
Progression to higher education rate	**N/A**		
Employment rate	**N/A**		
Ratio of part-time teachers to full-time teachers	**1:3**		
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers **203:1**
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes ☒ No ☑

33. Any other information which highlights the unique achievements of the department:

III. Inputs from the Departments

1. Name and address of the department: **English, Nowgong Girls College, Nagaon 782002.**
2. Telephone number/s: **(03672)220667**
3. Date of establishment of the department: **12/09/1962.**
4. Built-up area of the department in sq. m. allotted. **No separate department space**
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Bachelor of Arts with Major	**UG**		
BA 1st Year		**50.00%**	**7**
BA 2nd Year			**3**
BA 3rd Year			**5**
Bachelor of Arts without Major	**UG**	**33.00%**	
BA 1st Year			**337**
BA 2nd Year			**363**
BA 3rd Year			

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	**2**	**3**	**5**
Teachers with Ph.D. or equivalent as the highest qualification			
Teachers with PG or equivalent as the highest qualification	**2**	**3**	**5**
Teachers with other specific eligible qualification(specify)			
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	☑	☒
Administration	☒	☑
Finance	☒	☑

If yes, what extent?

In the case of the admission to the major courses, distribution of courses to the faculty members, course related activities like seminar, popular talk, workshop etc.

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	**713**		**713**
Students from other states of India	**2**		**2**
NRI students			
Other overseas students			
Grand Total	**715**		**715**

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes ☑ No ☒

Through class test, cross questioning, arranging special and tutorial classes.

10. Furnish the following details(in figures):
    - Books in the department library: **30**
    - Journals/periodicals subscribed by the department:
    - Computers in the department:
    - Research projects completed during the last three years and their total outlay:
    - Ongoing research projects
    - Teachers who have attended national/international seminars during the last two years :
    - Teachers who have been resource persons at workshops/seminars during the last two years :

11. Details of the last two batches of students:

	1999 - 2000			2000 - 2001		
Admitted to the programme (entry year)	**15(M)+427(Comp)+18(Alt. E)=460.**		**460**	**6(M)+396(Comp)+12(Alt. E)=414.**		**414**
Drop-outs	**69**		**69**	**63**		**63**
Appeared for the final year exam	**14(M)+345(Comp)+14(Alt. E)=373.**			**6(M)+339(Comp)+6(Alt. E)=351.**		**351**
Passed in the final exam	**7(M)+136(Comp)+14(Alt. E)=157.**		**157**	**4(M)+113(Comp)+6(Alt. E)=123.**		**123**
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: **5**
Filled: **5**

13. How often were national/international seminars, workshops etc. organised at the department?
Nil

14. Are there any international or national links/collaborations for teaching, research or both?
Nil

15.(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Desig-nation	Highest Qual.	Speciali-sation	Age	Sex
Rita Bora	**HOD(SSG Lecturer)**	**MA**	**Literature**	**52**	**F**
Muni Kakati	**SSG Lecturer**	**MA**	**Literature**	**47**	**F**
Jyotirmoy Jana	**SSG Lecturer**	**MA**	**Language**	**50**	**M**
Prabhat Bora	**SSG Lecturer**	**MA**	**Literature**	**54**	**M**
Rita Talukdar	**Sr. Lecturer**	**MA**	**Literature**	**56**	**F**

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
Rita Bora	31				
Muni Kakati	24				
Jyotirmoy Jana	26				
Prabhat Bora	22				
Rita Talukdar	17				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

40%

18. List the major thrust areas within the subject in which research activities are being pursued.

-
-

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post martum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

21. What is the total number of publications (add the list) of the department in the last five years?

nil

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

23. What is the average work load in terms of actual contact lectures per week per teacher?

16 hrs. (only for UG classes, excluding other academic duties)

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five & One Hour Respectively/Day(includes HS and UG classes, other duties)

25. Does the department monitor overall performance of students through regular assessments?

Yes ☑ No ☒

If yes, give methods and details of assessment.

Through unit tests, home assignments, group interactions and pre-final test

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Through O/C and R/C, participating in workshops and seminars.

27. What is the annual budget allocation of the college to the department?

No direct allocation system.

28. How much of research funding has been generated by the teachers from other agencies?

Nil

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes ☒ No ☑

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	**1:1**		
Success rate (examination results)	**33%**		
Progression to higher education rate	**15%**		
Employment rate	**15%**		
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data:

- Ratio of students to teachers **143:1**
- Number of research papers published **2**

32. Has the department received any special support for teaching or research?

Yes ☒ No ☑

33. Any other information which highlights the unique achievements of the department:

III. Inputs from the Departments

1. Name and address of the department: **Geography, Nowgong Girls' College, Nagaon-782 002**
2. Telephone number/s: **(03672)220667**
3. Date of establishment of the department: **08/01/1983**
4. Built-up area of the department in sq. m. **250**
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Bachalor of Arts (with Major)	**UG**		
BA 1st year	**UG**	**50.00%**	**7**
BA 2nd year	**UG**		**12**
BA 3rd year	**UG**		**9**
Bachelor of Arts (without Major)	**UG**		
BA 1st year	**UG**	**45.00%**	**15**
BA 2nd year	**UG**		**7**
BA 3rd year	**UG**		**2**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	**4**	**2**	**6**
Teachers with Ph.D. or equivalent as the highest qualification	**0**	**1**	**1**
Teachers with PG or equivalent as the highest qualification	**5**	**0**	**5**
Teachers with other specific eligible qualification(specify)			
Technical staff	**1**	**0**	**1**
Administrative staff	**0**	**0**	**0**

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	☑	☒
Administration	☒	☑
Finance	☒	☑

If yes, what extent?

In the case of selection of students for Major, allotment of courses to the faculty members, conducting course related exposure oriented and experiment oriented activities like field trip, workshop, seminar etc.

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	**50**		**50**
Students from other states of India	**2**		**2**
NRI students			
Other overseas students			
Grand Total	**52**		**52**

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes ☐ No ☒

(Through one to one counseling and arrangement of extra classes as and when necessary.)

10. Furnish the following details(in figures):

- Books in the department library: **50**
- Journals/periodicals subscribed by the department: **2**
- Computers in the department:
- Research projects completed during the last three years and their total outlay:
- Ongoing research projects
- Teachers who have attended national/international seminars during the last two years : **2**
- Teachers who have been resource persons at workshops/seminars during the last two years : **2**

11. Details of the last two batches of students:

(From 1999-00 to '01-'02) (From 2000-01 to '02-'03)

Admitted to the programme (entry year)	**5(M)+3(G)=8 (1999-00)**		**8**	**8(M)+3(G)=11 (2000-01)**		**11**
Drop-outs	**2(M)**		**2**	**1(G)**		**1**
Appeared for the final year exam	**3(M)+3(G)=6**		**6**	**8(M)+2(G)=10**		**10**
Passed in the final exam	**3(M)+2(G)=5**		**5**	**8(M)+2(G)=10**		**10**
Passed in first class	**3**		**3**	**2**		**2**
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: **6**
Filled: 6

13. How often were national/international seminars, workshops etc. organized at the department?

14. Are there any international or national links/collaborations for teaching, research or both?
Yes, there are some faculty members who have some association with National and International Organization as a member or associated member. So they use different publications and information broachers of those organizations for the purpose of teaching.

15. (a) List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	Desig-nation	Highest Qual.	Speciali-sation	Age	Sex
Faizur Rehman	HOD (Selection Gr. Lecturer)	MA	Cultural Landscape	57	M
Tankeswar Borah	Selection Gr. Lecturer	MA	Cartography	45	M
Dr. Roselin Jahan	Selection Gr. Lecturer	Ph.D.	Cartography		F
Nizamuddin Ahmed	Senior Lecturer	M.Phil.	Political Geography	42	M
Jayanta Kumar Sarma	Senior Lecturer	MA	Regional Planning	38	M
Dibyajyoti Saikia	Lecturer	MA	Regional Planning	30	F

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
Faizur Rehman	24				
Tankeswar Borah	21				
Dr. Roselin Jahan					
Nizamuddin Ahmed	11				
Jayanta Kumar Sarma	10				7
Dibyajyoti Saikia	5				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

33%

18. List the major thrust areas within the subject in which research activities are being pursued.

- **Regional Dev. and Planning**
- **Population, Gender Issues and development.**
- **Bio-diversity, Conservation and Development**
-

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post martum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

21. What is the total number of publications (add the list) of the department in the last five years?

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

23. What is the average work load in terms of actual contact lectures per week per teacher?

15 hrs. (only for UG classes, excluding other academic duties)

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five & One Hour Respectively/Day(includes HS and UG classes, other duties)

25. Does the department monitor overall performance of students through regular assessments?

Yes ☑ No ☒

If yes, give methods and details of assessment.

Through unit tests, Home assignments, Group interection and pre-final test.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Through Orientation and Refresher Courses, participating in Workshop and Seminars and visiting Internet.

27. What is the annual budget allocation of the college to the department?

There is no provision of direct allottment. It is done segmentwise by central allocation system

28. How much of research funding has been generated by the teachers from other agencies?

Nil

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes ☒ No ☑

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	**1:3**		
Success rate (examination results)	**93%**		
Progression to higher education rate	**50%**		
Employment rate	**info. not readily available**		
Ratio of part-time teachers to full-time teachers	**Does not arise**		
Ratio of academic staff to administrative staff	**Does not arise**		

31. Furnish the following data :

- Ratio of students to teachers **8.6:1**
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes ☑ No ☒

(from MPLAD Fund)

33. Any other information which highlights the unique achievements of the department:

III. Inputs from the Departments

1. Name and address of the department: **Hindi, Nowgong Girls' College, Nagaon-782002.**
2. Telephone number/s: **(03672) 220667**
3. Date of establishment of the department: **01/08/1984**
4. Built-up area of the department in sq. m. allotted. **No separate department space**
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Bachelor of Arts without Major	**UG**		
BA 1st year	**UG**	**30%**	**24**
BA 2nd year	**UG**		**13**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	**2**		**2**
Teachers with Ph.D. or equivalent as the highest qualification			
Teachers with PG or equivalent as the highest qualification	**2**		**2**
Teachers with other specific eligible qualification(specify)			
Technical staff	**0**		
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	☑	☒
Administration	☒	☑
Finance	☒	☑

If yes, what extent?

Allotment of courses to the faculty members, conducting course related activities like workshop and seminars.

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	**36**		**36**
Students from other states of India	**1**		**1**
NRI students			
Other overseas students			
Grand Total	**37**		**37**

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes ☑ No ☒

By arranging tutorial classes and counselling.

10. Furnish the following details(in figures):
    - Books in the department library: **25**
    - Journals/periodicals subscribed by the department:
    - Computers in the department:
    - Research projects completed during the last three years and their total outlay:
    - Ongoing research projects
    - Teachers who have attended national/international seminars during the last two years :
    - Teachers who have been resource persons at workshops/seminars during the last two years :

11. Details of the last two batches of students:

	1999-2000			2000-01		
Admitted to the programme (entry year)	**11**		**11**	**16**		**16**
Drop-outs	**1**		**1**	**3**		**3**
Appeared for the final year exam	**10**		**10**	**13**		**13**
Passed in the final exam	**10**		**10**	**12**		**12**
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: **2**
Filled: **2**

13. How often were national/international seminars, workshops etc. organised at the department?
Nil
14. Are there any international or national links/collaborations for teaching, research or both?
Nil
15. (a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	**Desig-nation**	**Highest Qual.**	**Speciali-sation**	**Age**	**Sex**
Bijoy Prasad Singha	**Senior Lecturer**	**MA**	**Surdas**	**45**	**M**
Lalit Borbora	**Senior Lecturer**	**MA**	**Novel**	**44**	**M**

(b) Experience of the teachers:

Name of the Teacher					**Research**
	UG	**PG**	**UG**	**PG**	
Bijoy Prasad Singha	**19**				
Lalit Borbora	**15**				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

•

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post martum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

21. What is the total number of publications (add the list) of the department in the last five years?

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

23. What is the average work load in terms of actual contact lectures per week per teacher?

12 hrs. (only for UG classes, excluding other academic duties)

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five & One Hour Respectively/Day(includes HS and UG classes, other duties)

25. Does the department monitor overall performance of students through regular assessments?

Yes ☑ No ☒

If yes, give methods and details of assessment.

Through unit tests, Home assignments, Group interactions and pre-final test.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Through R/C and O/C, participating in workshops and seminars.

27. What is the annual budget allocation of the college to the department?

No direct allocation system.

28. How much of research funding has been generated by the teachers from other agencies?

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes ☒ No ☑

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	**1:2**		
Success rate (examination results)	**81%**		
Progression to higher education rate	**10%**		
Employment rate	**3%**		
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers **18.5:1**
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes ☒ No ☑

33. Any other information which highlights the unique achievements of the department:

III. Inputs from the Departments

1. Name and address of the department: **Deptt. of History,Nowgong Girls' College,Nagaon-782002**
2. Telephone number/s: **(03672)20667**
3. Date of establishment of the department: **09/12/1962**
4. Built-up area of the department in sq. m. **No separate department space allotted.**
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
BA with Major	**U.G.**	**50.00%**	
BA 1st Year			**2**
BA 2nd Year			**1**
BA 3rd Year			**0**
BA without Major	**UG**	**45%**	
BA 1st Year			**19**
BA 2nd Year			**28**
BA 3rd Year			**5**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	**4**		**4**
Teachers with Ph.D. or equivalent as the highest qualification	**1**		**1**
Teachers with PG or equivalent as the highest qualification	**3**		**3**
Teachers with other specific eligible qualification(specify)	**1(M.Phil.)**		
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	☑	☒
Administration	☒	☑
Finance	☒	☑

If yes, what extent?

In the case of allocation of Courses for teaching among the faculty members , internal evaluation of the student, course related activities like seminer,workshop,fieldtrip etc.

8. Number of students in the department during the current year:

	Female	**Male**	**Total**
Students from the same state where the college is located	**54**		**54**
Students from other states of India	**1**		**1**
NRI students			
Other overseas students			
Grand Total	**55**		**55**

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes ☑ No ☒

(Through Counseling and arrangement of extra classes)

10. Furnish the following details(in figures):
    - Books in the department library: **50**
    - Journals/periodicals subscribed by the department: **1**
    - Computers in the department:
    - Research projects completed during the last three years and their total outlay:
    - Ongoing research projects
    - Teachers who have attended national/international seminars during the last two years : **2**
    - Teachers who have been resource persons at workshops/seminars during the last two years : **1**

11. Details of the last two batches of students:

	1999-2000			2000-01		
Admitted to the programme (entry year)	**0(M)+16 (G) 1999-00**		**16**	**1(M)+ 8(G) 2000-01**		**9**
Drop-outs	**5**			**4**		
Appeared for the final year exam	**0(M)+11 (G)**		**11**	**1(M)+ 2(G)**		**3**
Passed in the final exam	**0(M)+9(G)**		**9**	**1(M)+ 2(G)**		**3**
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: **4**
Filled: **4**

13. How often were national/international seminars, workshops etc. organised at the department?
Nil
14. Are there any international or national links/collaborations for teaching, research or both?
Nil

15.(a)List the teaching staff, with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the Teaching staff	**Desig-nation**	**Highest Qual.**	**Speciali-sation**	**Age**	**Sex**
Dr. R.N. Saikia	**SSG Lecturer**	**Ph.D.**	**Modern**	**56**	**M**
Mr. P.M.Duarah	**S.G. Lecturer**	**M.A.**	**Modern**	**45**	**M**
Mr.Sarat Hazarika	**Sr. lecturer**	**M.A.**	**Modern**	**39**	**M**
Mr. Munin Borah	**Lecturer**	**M.A.**	**Modern**	**26**	**M**

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
Dr. R.N. Saikia	30				
Mr. P.M.Duarah	18				
Mr.Sarat Hazarika	9				
Mr. Munin Borah	1				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

25%

18. List the major thrust areas within the subject in which research activities are being pursued.

- **Students' Politics in Assam in Post-independence Era.**
- **Peasents' Movement in Assam in the Pre-independence period.**

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post martum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

21. What is the total number of publications (add the list) of the department in the last five years?

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

23. What is the average work load in terms of actual contact lectures per week per teacher?

15 hrs. (only for UG classes, excluding other academic duties)

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five & One Hour Respectively/Day(includes HS and UG classes, other duties)

25. Does the department monitor overall performance of students through regular assessments?

Yes ☑ No ☒

If yes, give methods and details of assessment.

Through unit test.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Through O/C & R/C, participating in various seminars/workshops etc.

27. What is the annual budget allocation of the college to the department?

28. How much of research funding has been generated by the teachers from other agencies?

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes ☒ No ☑

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	**1:1**		
Success rate (examination results)	**86%**		
Progression to higher education rate	**60%**		
Employment rate	**Data not available**		
Ratio of part-time teachers to full-time teachers	**Nil**		
Ratio of academic staff to administrative staff	**Nil**		

31. Furnish the following data :

- Ratio of students to teachers **14:1**
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes ☑ No ☒

Under COSSIP scheme of UGC

33. Any other information which highlights the unique achievements of the department:

III. Inputs from the Departments

1. Name and address of the department: **Mathematics, Nowgong Girls' College, Nagaon-782 002.**

2. Telephone number/s: **(03672)220667**

3. Date of establishment of the department: **01/08/1976**

4. Built-up area of the department in sq. m. **No separate department space allotted.**

5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Bachelor of Arts with Major	**UG**		
BA 1st year		**40.00%**	**1**
BA 2nd year			**1**
BA 3rd year			**0**
Bachelor of Arts without Major	**UG**		
BA 1st year			**0**
BA 2nd year			**1**
BA 3rd year			**0**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	**4**		**4**
Teachers with Ph.D. or equivalent as the highest qualification			
Teachers with PG or equivalent as the highest qualification	**4**		**4**
Teachers with other specific eligible qualification(specify)			
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	☑	☒
Administration	☒	☑
Finance	☒	☑

If yes, what extent?

In the case of admission to the Major courses, distribution of courses among the faculty members.

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	2		2
Students from other states of India	1		1
NRI students			
Other overseas students			
Grand Total	3		3

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes ☑ No ☒

Through unit test, cross-questioning, home assignments etc.

10. Furnish the following details (in figures):
    - Books in the department library: **10**
    - Journals/periodicals subscribed by the department: **1**
    - Computers in the department:
    - Research projects completed during the last three years and their total outlay:
    - Ongoing research projects
    - Teachers who have attended national/international seminars during the last two years :
    - Teachers who have been resource persons at workshops/seminars during the last two years :

11. Details of the last two batches of students:

	1999-2000			2000-2001		
Admitted to the programme (entry year)	**Nil**		**Nil**	**Nil**		**Nil**
Drop-outs						
Appeared for the final year exam						
Passed in the final exam						
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: **4**
Filled: **4**

13. How often were national/international seminars, workshops etc. organized at the department?
Nil
14. Are there any international or national links/collaborations for teaching, research or both?
Nil
15. (a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority)

Name of the Teaching staff	**Desig-nation**	**Highest Qual.**	**Speciali-sation**	**Age**	**Sex**
JoydhanDas	**Principal i/c**	**M.Sc.**	**Pure Mathematics**	**56**	**M**
Megh Nath paul	**S.G. Lecturer**	**MA**	**Applied Mathematics**	**56**	**M**
Rajen Debnath	**Sr. Lecturer**	**M.Sc.**	**Applied Mathematics**	**42**	**M**
Dibyajyoti Mahanta	**Sr. Lecturer**	**M.Sc.**	**Applied Mathematics**	**40**	**M**

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
JoydhanDas	35				
Megh Nath paul	25				
Rajen Debnath	17				
Dibyajyoti Mahanta	14				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

Nil

18. List the major thrust areas within the subject in which research activities are being pursued.

•

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post martum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

21. What is the total number of publications (add the list) of the department in the last five years?

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

23. What is the average work load in terms of actual contact lectures per week per teacher?

10 hrs. (Only for UG classes, excluding other academic duties)

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five & One Hour Respectively/Day(includes HS and UG classes, other duties)

25. Does the department monitor overall performance of students through regular assessments?

Yes ☑ No ☒

If yes, give methods and details of assessment.

Through unit test, home assignments, pre-final test etc.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Through O/C & R/C, workshops, seminars and through internet browsings.

27. What is the annual budget allocation of the college to the department?

No direct allocation system.

28. How much of research funding has been generated by the teachers from other agencies?

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes ☒ No ☑

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	**1:5**		
Success rate (examination results)	--		
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers **0.75:1**
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes ☒ No ☑

33. Any other information which highlights the unique achievements of the department:

III. Inputs from the Departments

1. Name and address of the department: **Philosophy, Nowgong Girls' College, Nagaon-782002.**
2. Telephone number/s: **(03672)220667**
3. Date of establishment of the department: **12/09/1962.**
4. Built-up area of the department in sq. m. **allotted** **No separate department space**
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Bachelor of Arts with major	**UG**	**50%**	
BA first year			**8**
BA second Year			**12**
BA third year			**9**
Bachelor of Arts without major	**UG**	**40%**	
BA first year			**15**
BA second Year			**10**
BA third year			**6**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	**1**	**2**	**3**
Teachers with Ph.D. or equivalent as the highest qualification		**1**	**1**
Teachers with PG or equivalent as the highest qualification	**1**	**1**	**2**
Teachers with other specific eligible qualification(specify)			
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	☑	☒
Administration	☒	☑
Finance	☒	☑

If yes, what extent?

In the case of selection of students for major, allotment of courses to faculty members etc.

8. Number of students in the department during the current year:

	Female	**Male**	**Total**
Students from the same state where the college is located	**60**		**60**
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	**60**		**60**

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes ☑ No ☒

10. Furnish the following details(in figures):
    - Books in the department library: **40**
    - Journals/periodicals subscribed by the department:
    - Computers in the department:
    - Research projects completed during the last three years and their total outlay:
    - Ongoing research projects
    - Teachers who have attended national/international seminars during the last two years : **2**
    - Teachers who have been resource persons at workshops/seminars during the last two years :

11. Details of the last two batches of students:

	1999-2000			2000-2001		
Admitted to the programme (entry year)	**5(M)+9(G)=14 (1999-00)**		**14**	**4(M)+8(G)=12 (2000-01)**		**12**
Drop-outs	**6**		**6**	**8**		**8**
Appeared for the final year exam	**5(M)+3(G)=8**		**8**	**2(M)+2(G)=4**		**4**
Passed in the final exam	**5(M)+1(G)=6**		**6**	**1(M)+1(G)=2**		**2**
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: **4**
Filled: **3**

13. How often were national/international seminars, workshops etc. organised at the department?

14. Are there any international or national links/collaborations for teaching, research or both?

15.

(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	**Desig-nation**	**Highest Qual.**	**Speciali-sation**	**Age**	**Sex**
Gautam Goswami	**HOD & S.G. Lecturer**	**MA**	**Logic**	**45**	**M**
Gayatri Devi	**S.G. Lecturer**	**Ph.D.**	**Logic**	**48**	**F**
Sanchita Bora	**Lecturer**	**MA**	**Logic**	**31**	**F**

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
Gautam Goswami	22				
Gayatri Devi	21				
Sanchita Bora	4				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?33%

18. List the major thrust areas within the subject in which research activities are being pursued.

    •

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post martum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

21. What is the total number of publications (add the list) of the department in the last five years?

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

23. What is the average work load in terms of actual contact lectures per week per teacher?

15 hrs. (only for UG classes, excluding other academic duties)

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five & One Hour Respectively/Day(includes HS and UG classes, other duties)

25. Does the department monitor overall performance of students through regular assessments?

Yes ☑ No ☒

If yes, give methods and details of assessment.

Through unit test, home assignments, Group discussions, departmental seminars and pre-final test

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Through orientation and refresher courses, participating in the workshops, seminars etc.

27. What is the annual budget allocation of the college to the department?

No provision of direct allocation.

28. How much of research funding has been generated by the teachers from other agencies?

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes ☒ No ☑

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	**1:2**		
Success rate (examination results)	**75%**		
Progression to higher education rate	**50%**		
Employment rate	**NA**		
Ratio of part-time teachers to full-time teachers	**1:3**		
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers **20:1**
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes ☒ No ☑

33. Any other information which highlights the unique achievements of the department:

III. Inputs from the Departments

1. Name and address of the department: **Political Science, Nowgong Girls' College, Nagaon-782002**
2. Telephone number/s: **(03672)220667**
3. Date of establishment of the department: **09/12/1962**
4. Built-up area of the department in sq. m. allotted: **No separate department space**
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Bachelor of Arts with major	**UG**		
BA 1st year		**50.00%**	**4**
BA 2nd year			**18**
BA 3rd year			**22**
Bachelor of Arts without major	**UG**		
BA 1st year		**40.00%**	**173**
BA 2nd year			**203**
BA 3rd year			**60**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	**2**	**2**	**4**
Teachers with Ph.D. or equivalent as the highest qualification	**0**	**0**	**0**
Teachers with PG or equivalent as the highest qualification	**2**	**2**	**4**
Teachers with other specific eligible qualification(specify)	**1, computer course**	**2, B.Ed.**	**3**
Technical staff	**0**	**0**	**0**
Administrative staff	**0**	**0**	**0**

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	☑	☒
Administration	☒	☑
Finance	☒	☑

If yes, what extent?

In the case of admission to the major and general courses, distribution of courses among the faculty members, course related activities like seminar, popular talk, workshop etc.

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	**480**		**480**
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	**480**		**480**

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes ☑ No ☒

Through class test, cross-questionning, arranging special & tutorial classes.

10. Furnish the following details(in figures):
    - Books in the department library: **50**
    - Journals/periodicals subscribed by the department: **2**
    - Computers in the department:
    - Research projects completed during the last three years and their total outlay:
    - Ongoing research projects
    - Teachers who have attended national/international seminars during the last two years :
    - Teachers who have been resource persons at workshops/seminars during the last two years :

11. Details of the last two batches of students:

	1999-2000			2000-2001		
Admitted to the programme (entry year)	**13(M)+182(G)**		**195**	**11(M)+176(G)**		**187**
Drop-outs						
Appeared for the final year exam	**13(M)+56(G)**		**69**	**8(M)+63(G)**		**71**
Passed in the final exam	**13(M)+39(G)**		**52**	**6(M)+39(G)**		**45**
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: **4**
Filled: **4**

13. How often were national/international seminars, workshops etc. organised at the department?

14. Are there any international or national links/collaborations for teaching, research or both?

15.
(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	**Desig-nation**	**Highest Qual.**	**Speciali-sation**	**Age**	**Sex**
Ranjana Borah	**Lecturer**	**M.A.**	**Sociology**	**35**	**F**
Rosi Deka	**Lecturer**	**M.A.**	**Public Administration**	**34**	**F**
Ranjit Barua	**Lecturer**	**M.A.**	**Sociology**	**26**	**M**
Sankarjyoti Bora	**Lecturer**	**M.A.**	**Public Administration**	**29**	**M**

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
Ranjana Borah	6				
Rosi Deka	5				
Ranjit Barua	2				
Sankarjyoti Bora	5				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

18. List the major thrust areas within the subject in which research activities are being pursued.

    •

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post martum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

21. What is the total number of publications (add the list) of the department in the last five years?

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

23. What is the average work load in terms of actual contact lectures per week per teacher?

15 hrs. (only for UG classes, excluding other academic duties)

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five & One Hour Respectively/Day(includes HS and UG classes, other duties)

25. Does the department monitor overall performance of students through regular assessments?

Yes ☑ No ☒

If yes, give methods and details of assessment.

Through unit tests, home assignments, pre-final test etc.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Through participation in workshops, seminars and internet browsings.

27. What is the annual budget allocation of the college to the department?

No direct allottment.

28. How much of research funding has been generated by the teachers from other agencies?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes ☒ No ☑

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	**3:1**		
Success rate (examination results)	**69.28%**		
Progression to higher education rate	**50%**		
Employment rate			
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers **120:1**
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes ☒ No ☑

33. Any other information which highlights the unique achievements of the department:

III. Inputs from the Departments

1. Name and address of the department: **Sanskrit, Nowgong Girls' College, Nagaon-782 002**
2. Telephone number/s: **(03672)220667.**
3. Date of establishment of the department: **01.08.1968.**
4. Built-up area of the department in sq. m. **No separate department space allotted.**
5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Bachelor of Arts with Major	**UG**		
BA 1st year		**50%**	**10**
BA 2nd year			**8**
BA 3rd year			**6**
Bachelor of Arts without Major	**UG**		
BA 1st year		**40%**	**4**
BA 2nd year			**5**
BA 3rd year			**4**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	**1**	**3**	**4**
Teachers with Ph.D. or equivalent as the highest qualification			
Teachers with PG or equivalent as the highest qualification		**2**	**2**
Teachers with other specific eligible qualification(specify)	**1 M.Phil**	**1 M.Phil**	**2**
Technical staff			
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	☑	☒
Administration	☒	☑
Finance	☒	☑

If yes, what extent?

In the case of selection of major students, allotment of courses to the faculty members. etc.

8. Number of students in the department during the current year:

	Female	**Male**	**Total**
Students from the same state where the college is located	**35**		**35**
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	**35**		**35**

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes ☑ No ☒

10. Furnish the following details(in figures):

- Books in the department library:
- Journals/periodicals subscribed by the department: **1**
- Computers in the department:
- Research projects completed during the last three years and their total outlay:
- Ongoing research projects
- Teachers who have attended national/international seminars during the last two years : **1**
- Teachers who have been resource persons at workshops/seminars during the last two years :

11. Details of the last two batches of students:

	1999-2000			2000-2001		
Admitted to the programme (entry year)	**4(M)+5(G)=9 1999-00**		**9**	**7(M)+7(G)=14 2000-01**		**14**
Drop-outs	**2**		**2**	**8**		**8**
Appeared for the final year exam	**4(M)+3(G)=7**		**7**	**4(M)+2(G)=6**		**6**
Passed in the final exam	**2(M)+1(G)=3**		**3**	**4(M)+1(G)=5**		**5**
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: **4**
Filled: **4**

13. How often were national/international seminars, workshops etc. organised at the department?

14. Are there any international or national links/collaborations for teaching, research or both?
Not

15. (a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	**Desig-nation**	**Highest Qual.**	**Speciali-sation**	**Age**	**Sex**
Manju Jaiswal	**S.G.Lecturer**	**M.Phil.**	**Veda**	**52**	**F**
Mira Baruah	**Sr. Lecturer**	**MA**	**Literature**	**39**	**F**
Sanjita Singha	**Lecturer**	**MA**	**Veda**	**30**	**F**
Gautom chaudhury	**Lecturer**	**M.Phil**	**Literature**	**26**	**M**

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
Manju Jaiswal	22				
Mira Baruah	13				
Sanjita Singha	6				
Gautom chaudhury	1				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

Nil

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

18. List the major thrust areas within the subject in which research activities are being pursued.

    •

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post martum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

21. What is the total number of publications (add the list) of the department in the last five years?

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

23. What is the average workload in terms of actual contact lectures per week per teacher?

12 hrs. (only for UG classes, excluding other academic duties)

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five & One Hour Respectively/Day(includes HS and UG classes, other duties)

25. Does the department monitor overall performance of students through regular assessments?

Yes ☑ No ☒

If yes, give methods and details of assessment.

Through interactions and unit tests.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Through O/C and R/C, interacting with concerned experts and reading subject based journals.

27. What is the annual budget allocation of the college to the department?

There is no direct budget allocation system

28. How much of research funding has been generated by the teachers from other agencies?

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes ☒ No ☑

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	**.5:1**		
Success rate (examination results)	**61%**		
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers **9.25:1**
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes ☒ No ☑

33. Any other information which highlights the unique achievements of the department:

III. Inputs from the Departments

1. Name and address of the department: **Statistics, Nowgong Girls' College, Nagaon-782002**

2. Telephone number/s: **(03672)220667**

3. Date of establishment of the department: **01-08-1985.**

4. Built-up area of the department in sq. m. **allotted** **No separate department space**

5. List the different programmes (Level of Study = Certificate/ Diploma/ UG/PG Diploma/PG/ M.Phil./ Ph.D. etc. or equivalent) offered by the department together with the details required below:

Programme	Level of study	Cut-off marks at entry level in %	Student strength
Bachelor of Arts without Major	**UG**		
BA 1st year		**40%**	**4**
BA 2nd year			**6**
BA 3rd year			**0**

6. Number of teaching, technical and administrative staff of the department.

	Male	Female	Total
Total no. of teachers	**1**	**2**	**3**
Teachers with Ph.D. or equivalent as the highest qualification			
Teachers with PG or equivalent as the highest qualification	**1**	**2**	**3**
Teachers with other specific eligible qualification(specify)		**1(M. Phil)**	**1**
Technical staff	**1**		**1**
Administrative staff			

7. Does the department have academic, administrative and financial autonomy?

	Yes	No
Academic matters	☑	☒
Administration	☒	☑
Finance	☒	☑

If yes, what extent?

In distribution of courses to the faculty members, course related activities like seminar, popular talk etc.

8. Number of students in the department during the current year:

	Female	Male	Total
Students from the same state where the college is located	**10**		**10**
Students from other states of India			
NRI students			
Other overseas students			
Grand Total	**10**		**10**

9. Is there a method of assessing the students' academic standing in order to provide enrichment and/or remedial courses?

Yes ☑ No ☒

Through special classes, home assignments, cross questioning etc.

10. Furnish the following details(in figures):

- Books in the department library: **30**
- Journals/periodicals subscribed by the department:
- Computers in the department:
- Research projects completed during the last three years and their total outlay:
- Ongoing research projects
- Teachers who have attended national/international seminars during the last two years : **2**
- Teachers who have been resource persons at workshops/seminars during the last two years :

11. Details of the last two batches of students:

	1999-2000			2000-01		
Admitted to the programme (entry year)	**2(G)** ~~**1999-00**~~		**2**	0		0
Drop-outs						
Appeared for the final year exam	**2**		**2**			
Passed in the final exam	**1(in next session)**		**1**			
Passed in first class						
University ranks, if any						

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned: **3**
Filled: **3**

13. How often were national/international seminars, workshops etc. organised at the department?

14. Are there any international or national links/collaborations for teaching, research or both?
Nil

15.
(a) List the teaching staff, with their designations, qualifications, fields of specialisation, years of experience, age and sex (in the descending order of seniority) :

Name of the Teaching staff	**Desig-nation**	**Highest Qual.**	**Speciali-sation**	**Age**	**Sex**
Ms. Rita Kalita	**Sr. Lecturer**	**M.Phil**	**Operation Research**	**43**	**F**
Ms.Kalpana Bhattacharyya	**Sr. Lecturer**	**M.Sc.**	**Operation Research**	**40**	**F**
Mr.Biman Kumar Bhatta	**Sr. Lecturer**	**M.Sc.**	**Econometrics**	**37**	**M**

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
Ms. Rita Kalita	17				1
Ms.Kalpana Bhattacharyya	15				
Mr.Biman Kumar Bhatta					5

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

17. What percentage of the faculty are in active research (guiding research scholars, operating projects, publishing regularly, etc.)?

33%

18. List the major thrust areas within the subject in which research activities are being pursued.

- **Renewable energy, specifically Biogas, (comparative economics of different models & sizes)**

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any

20. What are the basic and advanced facilities, available and (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, post martum facilities experimental surgery and medicine facilities *etc.*) acquired over the years?

21. What is the total number of publications (add the list) of the department in the last five years?

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

23. What is the average work load in terms of actual contact lectures per week per teacher?

12 hrs. (only for UG classes, excluding other academic duties)

24. What is the average time spent by a teacher with students and how much time is spent on committees that deal with academic matters?

Five & One Hour Respectively/Day(includes HS and UG classes, other duties)

25. Does the department monitor overall performance of students through regular assessments?

Yes ☑ No ☒

If yes, give methods and details of assessment.

Through the Unit Test , Home Assignments,Group Interactions & Pre Final Test.

26. How do the teachers update themselves for discharging their teaching/research responsibilities? Give details.

Through Orientation & Refresher Courses , Participating in Workshop ,Seminars & Visiting Internet.

27. What is the annual budget allocation of the college to the department?

No direct allocation system

28. How much of research funding has been generated by the teachers from other agencies?

Nil

29. Do the teachers offer consultancy services and earn revenue for the college/department?

Yes ☒ No ☑

~~**Five & One Hour Respectively/Day(includes HS and UG classes, other duties)**~~

If yes, how much has been earned during the last two years?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	**1:5**		
Success rate (examination results)	**50%**		
Progression to higher education rate	**5%**		
Employment rate			
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data :

- Ratio of students to teachers **3.33:1**
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes ☒ No ☑

33. Any other information which highlights the unique achievements of the department:

Part-II

PART -II

SELF ANALYSIS OF THE INSTITUTION

1. Preface:

1.1 Nowgong Girls' College, established on September 12, 1962, after fifteen years of Independence of our country, with its objective to provide facilities of higher education to women, especially of central Assam, is one of the oldest women's college in the state. At the time of its inception the name of the college was Nowgong Women's College, later for an intermediary period bearing the name as L.C.Todi Girls' College, the college was finally named Nowgong Girls' College in 1966. Since its inception the college has been taking care of the higher education for women in central Assam. As a bulk of the population of the central part of Assam is constituted of the people of tribal stock and backward minorities, Nowgong Girls' College has been playing a cardinal role in awakening of the people to the need of higher education for women of this backward sections. Of the five districts of central Assam, namely, Nagaon, Morigaon, Golaghat, Karbi Anglong and North Cachar Hills, which constitute the catchment area of Nowgong Girls' College, Morigaon is a recognized tribal district, besides the last two being hill districts. That, thanks to its pivotal contribution to the cause of women's higher education, the college has made its existence felt beyond the state is borne out by the fact that in recent years quite a good number of students from Arunachal Pradesh, including a few northern border town Tawang, have enrolled themselves in this college.

The college is very ideally located on the northern bank of the river Kollong. In spite of its close vicinity to the hub of the town, the river Kollong, rippling by the college as though blazoning its motto - *charaiveti charaiveti*, enhances not only the splendor of its panoramic view but also the serenity of its atmosphere making it congenial to the pursuit of serious studies.

As the college is affiliated to Gauhati University, it primarily imparts undergraduate level of education with facilities for major course in all the subjects of Arts faculty, in conformity to the curriculum prescribed by the University. Though the main thrust is given to the academic performance of the students the college spares no effort to identify and develop their physical, intellectual aesthetic and moral powers and abilities. Quite a few of the teachers of the college have won acclaims in the field of liters with their literary and scholarly works. The founder principal of the college, Late M.C. Dev Goswami, was himself a renowned educationist and litterateur of the state. prof Apurba Sarma, who retired as the principal of the college in December 2002, after rendering distinguished service for 36 years, won two national awards while he was working in the college. In 2001 he won Sahitya Akademi award for his *Baghe Tapur Rati*, a collection of short stories and in 2002 he was honoured with *Swarna Kamal* in film criticism. Dr. R.N. Saikia has brought pride to the college with his scholarly book 'A Social and Economic History of Assam' which has been accepted as a text book at the post graduate level in Dibrugarh University.

Though Nowgong Girls' College has justifiably created a niche in the history of women's education in Assam, we feel that the accreditation of NAAC is essential as it will give a fillip to the all-round improvement of the college and enhance the students' confidence in marching forward in the world of competition.

1.2. The self-study report was prepared as per instruction of the Governing Body of the institution. The Governing Body, in order to prepare the self study report, constituted the NAAC Self-study Co-ordination Committee comprising representatives from all the faculties of the college.(List of the members is enclosed as enclosure SAI-II)

1.3. The NAAC Self-study Co-ordination Committee, as per the guidelines of the NAAC Self-study format, collected data required for preparation of the report. Required data were collected from different sources, e.g. the academic departments, examination cell, library, admission committee, Information and Career Guidance Cell, Academic Committee, Office Superintendent, Accounts Branch, Alumnae Association, Students' Union and the lecturers supervising different departments of the Union etc.. All information, thus collected, were scrutinized and compiled category-wise as per the format of the NAAC.

2. Criterion wise Report :

2.1. Curricular Aspects :

2.1.1. The Curricula of the Bachelors of Arts Programme is designed by Gauhati University. Some teachers of the institution are members of different course committees of the University . These members play very effective and vital role in the making of the academic curricula. The college authority constantly encourages the teachers of the college to extend constructive suggestions in regard to modifications in the curricula.

2.1.2. The College offers Elective option and Non -Core Option to the students with the provision of elective subjects for choice, and General Courses of Study apart from the Major Courses (core option) . The college has also a provision of certificate courses under self sponsored scheme called 'Alternative Education Programme'.

2.2. Teaching-Learning and Evaluation:

2.2.1. The Admission Committee of the College looks after the admission process. Students get admission to the programme on the basis of their academic records. Interviews with students are arranged at the time of admission for pre-admission counseling and verification of records. But for offering Major Courses, written tests are arranged by the respective departments.

2.2.2. For the purpose of implementation of the Courses, the syllabi are unitized with relation to the internal unit examination schedule on the basis of which teachers design their teaching plan and lesson plan. (Unitization of the

syllabus has been introduced during the session 2003-04. Although unit tests were conducted in previous years also, there was no system of unitization).

2.2.3. Along with normal class room teaching, group interactions, seminars, competitions on course related topics, field trips etc. as exposure activities are always held.

2.2.4. An Internal Quality Monitoring Cell has been constituted. It shall sit quarterly. The teaching plans, teaching schedules and lesson plans, along with the reports of the HODs, shall be placed before the Cell for review, comments, suggestions etc. At the end of the academic session, feedback from the students will be collected along with the self appraisal reports of the teachers. These reports shall also be placed before the Cell in its fourth & final sitting for necessary action.

2.2.5. Recruitments of teachers and other employees of the institution are made in conformity with the guidelines of the UGC as well as of the State Government.

2.2.6. There is a provision for the recruitment of part time /temporary teachers in case of special urgency.

2.2.7. Teachers are always encouraged to participate in orientation and refresher courses organized by the Academic Staff Colleges. They are also encouraged to participate in seminars, workshops, etc. to get acquainted with the latest information and advancements in their respective fields.

2.2.8. There is a mechanism for the participation of teachers in all scholastic and non-scholastic activities of the institution, through respective committees.

2.3. Research, Consultancy and Extension:

2.3.1. The research activity is not a part of the course we deal with Teachers are, however, encouraged to pursue M.Phil. and/or Ph.D programmes of different institutions of higher studies. Teachers are also encouraged to undertake various research projects approved by the UGC & other appropriate institutions and authorities.

2.3.2. Leaves are granted as per UGC provisions to facilitate research works. In such cases, part time or temporary teachers are appointed.

2.3.3. The institution also provides registration fee and TA, if sanctioned by the UGC, to facilitate a teacher's participation in national level seminars (for presentation of papers).

2.3.4. Teachers and students are encouraged for extension activities. In this aspect, respective departments organize such programmes through field trips.

2.3.5. Teachers are also encouraged to render their services for the benefit of

society through participation in programmes of different voluntary organizations and NGOs during their off hours.

2.4. Infrastructure and learning resources:

2.4.1. The college has three campuses, namely, the Class and Administrative Campus, Swahid Bhogeswari Phukanani Girls' Hostel Campus and Padmawati Devi Phukanani Girls' Hostel Campus,with an area of 4.297 acres.

2.4.2. The Class and Administrative Campus comprises of Administrative building & Photostat center, Library, Computer Centre, ICGC, Examination Cell, Girls' Common Room, Teachers' Common Room, Geography Lab, Seminar Hall, Auditorium (under construction), Chowkider's quarter, garden, Badminton Court, Post Office and class rooms.

2.4.3. At present the college has separate departmental provisions for Geography and Education only. The other departments are functioning from the Teachers' Common Room. However, there is specific allocation of class rooms for major classes for each departments. The departments, other than Geography and Education, use the Seminar hall to maintain their departmental libraries .

2.4.4. The institution has a plan to create new infrastructure for departmental offices, class rooms for alternative education programme (self-sponsored courses), renovation of existing classroom infrastructure with provisions of sliding boards and new seating arrangements in the classes. The institution is planning to provides more computers,& audio-visual systems; to complete the construction of auditorium; to computerize the library and the office and principal's quarter.

2.4.5. The infrastructural facilities of the college is developed with the help of the grants sanctioned by the UGC, grants from Local Area Development Programme of M.L.A & M.P.'s along with the fee collected from the students for the purpose. It is noteworthy that the front boundary wall of the Administrative campus was built by the son of one of the founder members of the college, the first floor of the girls' common room, extension of Geography deptt and footpath of the Administrative campus was constructed by the donation of the students' union from the surplus of their Student Activity Funds.

2.4.6. For the purpose of optimum utilization of the infrastructure, the institution has pre-designed teaching schedule with two shifts (day and morning shift) along with extra programmes like Higher Secondary (Arts) and self financing courses.

2.4.7. To beautify the campus, emphasis is laid on plantation and gardening along with practices of waste disposal and provision of vehicle parking outside the campus.

2.4.8. The institution has a central library with book lending facilities and separate reading rooms for students and teachers.

2.4.9. It has a Computer Center to impart computer literacy to the students, teachers and employees.

2.4.10. It has a Photostat Center which provides service at subsidized rate to the students, teachers and administration.

2.4.11. There is a Hostel Advisory Committee which looks after the matters related to the hostels. The hostel wardens are appointed on temporary basis, who look after the hostel administration with the guidance of the Advisory Committee.

2.4.12. The girls' common room is furnished with the facilities of indoor games.

2.5. Student Support and Progression:

2.5.1. The institution emphasize on providing higher education service to its students. For that purpose special priority is given to the students of ST/SC & Minority community and to the students from backward areas including hill areas of Assam.

2.5.2. Many of the students passed out from this college are involved in different activities, which provide social benefits to the state and the nation.

2.5.3. The institution publishes its prospectus annually, which is updated regularly reflecting the recent changes and developments.

2.5.4. The institution has the facilities for financial aids to the students under the National merit scholarship, State Merit Scholarship, ST/SC/OBC/MOBC scholarship of the government. Moreover, the institution has a number of special scholarships for the meritorious students, sponsored by well-wishers of the college.

2.5.5. Till date the institution does not have any employment cell. But career exposures are given to the students through Information and Career Guidance Cell.

2.5.6. The Alumni Association of the college was formed in the session 2002-03. This Association recently has made some drives for beautification of the campus and fund raising.

2.5.7. The institution is furnished with facilities for minor games and music for the students. The college magazine is published regularly. Some departments of the institution have departmental wall magazines. It is worth mentioning here that the hostel borders have ventured to publish a magazine on their own for last two years.

2.6. Organization and management:

2.6.1. The institution has a system for administrative management, internal co-ordination, planning and development. The Principal of the college functions as the administrative head and monitoring authority. The Principal is assisted by the Vice-Principal for co-ordination of all the programmes. The College administration follows the College Management Rules of the Government.

2.6.2. The institution has a duly constituted Governing Body with Government and University nominees. This body functions as the overall management authority.

2.6.3. The activities of the office staff is supervised by the office superintendent. Their work load and work divisions are made by him with due consultation with the principal.

2.6.4. The library staff are working under the supervision of the Librarian. He allots the duties of the staff with approval of the principal.

2.6.5. The institution also takes initiatives for skill up-gradation of the non-teaching staff to make them acquainted with the modern changes in office management.

2.6.6. The financial requirements of the institution are met from the government grants and fee collected from the students. The state government provides grants under grants -in-aid system for salary component. Basically 70% of the fee collected from the students is utilized for the salary of the employees and the deficit is financed by the government. The remaining 30% of the students' fee is utilized by the college itself for the maintenance and development activities of the college.

For the purpose of construction and purchase , there are separate Construction and Purchasing Committees in the college.

The institution has an internal audit mechanism for monitoring financial matters.

2.6.7. As per the instructions of the state government and the Gauhati University, the tuition fee has been enhanced during the session 2003-04.

2.6.8. During the session 2002-03, the college decided to introduce some self financing courses with prior approval of the governing body. Out of the total nine approved courses, three were lunched in the same session on experimental basis. This programme is known as Alternative Education Programme. The courses under this umbrella programme are -Introductory Course on Computer Application, Introductory Course on Art & Craft, Introductory Course on Environment Education. One batch of students has already completed the courses.

2.6.9. For the benefit of the poor and needy students, the institution maintains a Student Aid Fund, supervised by a special committee.

2.6.10. The Grievance Redressal Cell of the college is formed in the session 2003-04 for redressal of the grievances of students, teachers and employees. It is consisted of the representatives of Governing Body, Teachers and Employees . The Principal is the chair person of the Cell. The cell has specific mechanisms for redressal of grievances.

2.7. Healthy Practices:

2.7.1. The institution has introduced the concept of internal quality assessment mechanism during the session 2003-04. For that purpose the GB formed an Internal Quality Assurance Cell with the representations of the GB, teachers, ex-principal , ex-teachers and guardians.

2.7.2. It has linkages with national level institution like Indian Institution of Entrepreneurship (IIE) for the development of the faculty to conduct the ICGC programme. Moreover, some of our students are also trained in IIE. The Assam Science Technology and Environment Council has affiliated two of our self sponsored courses.

2.7.5. The concept of self sponsored courses were introduced in the college during the session 2002-03,under the umbrella programme of 'Alternative Education Programme'. Three courses were introduced on experimental basis.

2.7.6. The institution takes initiatives to impart value based education through its ICGC programme and through organizing occasional interaction and orientation programmes.

2.7.7. The ICGC cell of the college also organized some programmes on Entrepreneurial Development for the benefit of our students in particular and girls' of the locality in general.

2.7.8. The institution plans and designs all its scholastic and non scholastic activities so as to achieve its goals and objectives.

3.Self Analysis

For the purpose of self analysis we have adopted the technique of 'Self Analysis Matrix' (as in Enclosure SAI-I) where we are trying to highlight concisely our existing practices, positive and negative aspects and our endeavor to minimize and transform the negative aspects into positive. It needs a deep insight, indeed, to realize the flaws of one's own and the whole process of NAAC has helped us tremendously in achieving such realization. We teach our students what we are asked to teach by the University through their curricular. Nevertheless, we try our level best, confining ourselves into the University curricular to inculcate the knowledge of our own locality/region. This is a very humble attempt to analyze our achievements in nutshell in relation to each and every parameter on the basis of which we will be assessed and accredited.

4.Conclusion

With a rosy but rational/plausible vision of turning Nowgong Girls' College into a Centre of Excellence for women in this comparatively backward part of central Assam, the College authority, the faculty and the students take a solemn pledge to make sincere and sustained endeavors to realize the vision into reality. The immediate task would be to bring about an awareness among the backward and not-so-backward people in this part of the country about the need to bring out the girls from the familiar observantist and vicious cycle of education-marriage-family raising-education..... and follow it up by providing them excellent facilities for a system of modern scientific education to create proper human resources out of them. When the 'other half' of the society comes to its own and develops to its full potential, the society and the nation itself would prosper at double the speed and in the right direction.

For this all the stake-holders must strive hard for better planning, greater funding and more dedicated involvement to give education a new and real meaning.

SELF ANALYSIS MATRIX

Enclosure SAI -I

Criteria	Our Practices	Strong Point	Weakness	Threat	Opportunity
Curricular	Follow university curriculum but try to reflect our goals and objectives in practice.	Practice of micro teaching methods in relation to reflection of goals& objectives in regular class transaction.	Lack of significant role as stake holder in University curriculum designing.	Less qualitative inputs of students to the programme offered (BA).	Awareness has already been generated among the members of the teaching staff. More than 40% of the stuff are young and can be motivated and properly trained for the purpose.
	Self-designed curriculum for self-sponsored courses.	Introduced Self Sponsored courses recognized by State Institutes.	Couldn't attract more students into the self-sponsored courses due to lack of general awareness in the society.	Limitation of experimental & practical orientation in implementation of curriculum. Lack of adequate funding.	Self-sponsored courses can be linked with governmental & Non governmental organizations for more infrastructural & other supports.

Teaching, Learning & Evaluation	Internal mechanism of unit-examination; Adoption of teaching and lesson plan; Encouraging out side class transaction for perfection in learning processes.	Adoption of planned teaching; Alternative approaches of teaching /learning; Time bound evaluation mechanism.	Slow process in the adoption of planned teaching approaches; Classroom centric approach.	Stagnation in skill up-gradation; Absence of in-house faculty development programme.	The younger section of the faculty can be motivated and trained for the purpose, for multiple effects.
Research, Consultancy and Extension	Encourage pursuing M Phil, Ph.D. with provision of leave and teaching adjustment. Departmental/college based extension activities are encouraged.	Some teachers have undertaken research activities as part time fellow. Different departments organizes exposure trips, awareness drives etc.	Larger section of the teachers isn't engaged in research activities. The extension programmes do not have strategic plans and follow-up mechanisms.	Non-familiarity with the recent methods, trends and applications. A general fall in the spirit of missionary approaches to social cause.	Encouraging research activities by exposure to different available research facilities.

Infrastructure& Learning resources	Allocation of fixed classrooms for major classes. Classroom with rotational arrangement as per time schedule for general classes. Central Library, Computer Centre, Photostat Centre, Hostel, Girls' Common room, canteen, facilities of minor games, etc.	No conflict in between two classes. Optimum utilization of spaces through arrangement of Day and Morning Shift classes. Use of same spaces for other programme like Higher Secondary & alternative education programmes. Separate reading room for students and teachers. Computer& photo state center are accessible to the stakeholders.	Lack of modernization of the classrooms. Inadequate numbers of audio-visual apparatus. No computerization in the library. Absence of book bank facilities in the library. Insufficient number of hostel seats.	Low enthusiasm of students for lack of use of modern teaching equipments. Lack of scientific seating arrangements. Students of distant places are discouraged because of inadequate hostel facilities.	Trying to get more modern teaching tools. Proposed to get funds from the NEC, through the state government. Proposed book bank facilities in the tenth plan period. Have adequate space for building new hostels.

Student support & progression	Providing Scholarship according to the govt. provision.				The Assam Science, Technology and Environment Council has given a verbal offer to provide scholarship to the students from the hill districts of Assam to pursue computer education.
	In-house scholarship through sponsorship.	In-house Scholarship is being given for more than 10 years.	The amount of scholarship is very nominal.	Lack of initiative to get more number of sponsors.	
	Provision of aid to the needy students.	Have a separate student aid fund.	Students, generally, do not come up to avail it.		Contacting philanthropic organizations/ philanthropists for more sponsorship.
	Alumni association.	From the very inception, the alumni association is strongly supporting different activities of the college.	Very tiny sections of the ex-students are involved in the alumni association.	Lack of progression records.	Mechanism has been created to involve all the out-going students in the alumni association from this session.
	Special book lending facilities for needy students.	Special book lending facilities to the economically backward sections is being practiced for last few years	Poor response of the students.		
	Provision of counseling through ICGC	Imparting value education for gender neutralization, personality development, career options & entrepreneurial education	Trained faculty members are very few.	Very few students attend the classes regularly.	Attempts have been made to train more faculty members and motivate students.

Organization and management	Division of work and workload; Accounting and internal audit system; different aspects are managed by separate committees	Separate provisions for purchasing, construction, admission, examination, hostels and library through different committees; initiatives for in-house training for office staff.	Lack of periodical action plan. Lack of computerization.	Decreases efficiency.	Persons having less work assignments can be engaged in other activities for optimum outputs.
Healthy Practices	Counseling & Guidance, occasional programmes of skill up-gradation & value education	ICGC has been working since 2000-2001. Imparting value education through programmes like seminars, workshops, etc.	Lack of full time trained faculty for ICGC. Therefore, faculty members of other disciplines do the ICGC classes as additional duty.	In the absence of regular guidance, students may face problems in placements & other aspects. If trained members are on leave, classes remain unattended.	Faculty members, in charge of ICGC, are motivating other fellow members to involve in the programme. There will be no need of full time faculty, if more members can be motivated and trained.
	Short term courses on Art & ctafts and environment education under Alt. Edu. Programme.	Attractive as potential career creating programme	Could not be sustained due to lack of funding and full time faculty.	Reduces lower level H.R. development	Has great potential for career openings and self-employment

GLOSSARY OF ABBREVIATION USED

NGC - Nowgong Girls' College
GB - Governing Body
OC - Orientation Course
RC - Refresher Course
ICGC - Information and Career Guidance Cell
UG – Under Graduate
TDC – Three Years Degree Course
BA –Bachelor of Degree
GU –Gauhati University
SG –Selection Grade
SSG –Super Selection Grade
SR.– Senior
AOC –Assistant Officer in-Charge (examination)
HS –Higher Secondary.
NEHU –North-Eastern Hills University.
NSS –National Service Scheme.
ASTEC –Assam Science Technology and Environment Council.
IIE –Indian Institute of Entrepreneurship.
SSEAEP –Society for Socio Economic Awareness and Environment Protection.
EE –Environment Education
COHSIP –College Humanities and Social Science Improvement programme.
SEBA –Board of Secondary Education.
HSLC –High School Leaving Certificate.
NA –Not Available.
DNA –Does Not Arise.

ABBREVIATION USED IN ANNEXURE/ENCLOSURE

SSR –Annexure related to Self-Study Report (profile of the college)
TLE - Annexure related to Teaching Learning and Evaluation.
RCE - Annexure related to Resource Consultancy and Extension.
ILR - Annexure related to Infrastructure and Learning Resources.
OM - Annexure related to Organization and Management.
HP - Annexure related to Healthy Practices.
SAI - Enclosure related to Self Analysis of the Institution.

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