

Internal Quality Assurance Cell (IQAC)
Submission of Annual Quality Assurance Report (AQAR) of
Nowgong College for the session 2018-19



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Year to which AQAR has to be submitted: 2018-19

Part – A

1. Name of the Institution

NOWGONG COLLEGE

Name of the Head of the Institution:

DR. SARAT BORKATAKI

Designation of Head of Institution:

Principal

Does the institution function from its own campus: **Yes** / No:

Phone no/alternate ph. no:

9435063014/03672235640

Mobile No:

9435063014

Registered Email:

principal@nowgongcollege.org

Alternate Email:

saratdipika@gmail.com

Address

A. T. ROAD, NAGAON, ASSAM

City/Town

NAGAON

State

ASSAM

Pin Code

782001

2. Institutional Status

Affiliated/Constituent:

Affiliated

Type of Institution:

UG, PG & Co-Education

Location:

Semi Urban

Financial Status:

State funded

Registered Email:

principal@nowgongcollege.org

Name of the IQAC Coordinator/Director:

DR. Krishna Kt. Medhi

Phone no/alternate ph. no:

9435164512

Mobile No:

7002546286

Registered Email:

iqacnowgongcollege@gmail.com

Alternate Email:

medhikrishnc@gmail.com

3. Website address:

www.nowgongcollege.edu.in

Web-link of the AQAR (Previous Academic Year):

<https://www.nowgongcollege.edu.in/AQAR2017-18.doc.pdf>

4. Whether academic calendar prepared during the year: **Yes/No**

Weblink:

<https://www.nowgongcollege.edu.in/images/ACADEMIC%20CALENDAR%202018-19.jpg>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period from	Period to
1 st Cycle	B+	Institutional score 75.55	2004	4 th Nov. 2004	3 rd Nov. 2009
2 nd Cycle	A	3.18	2011	27 th March 2011	26 th March 2016
3 rd Cycle	A	3.27	2016	2 nd Dec. 2016	1 st Dec. 2021

6. Date of Establishment of IQAC:

07/08/2003

7. Internal Quality assurance System

7.1 Quality Initiatives by IQAC during the year for promoting quality culture

Item/title of the quality initiative by IQAC	Date	Duration in day	No of participants/beneficiaries
ICSSR sponsored National seminar Co-production of science with social order	17/08/2018 to 18/08/2018	2 days	63
NAAC sponsored national seminar Reforms and innovations in higher education	20/12/2018 & 21/12/2018	2 days	54
ASTEC, DST, Govt. of Assam sponsored National Conference on Bio-resources for sustaining life and livelihood in North-east India	4/10/2018 & 5/10/2018	2 days	150
Workshop on novel synthesis of Nano particles	18/03/19-19/03/19	2 days	40
Workshop on assembly and uses of Foldoscope	07/03/2019	1 day	60
Gauhati University inter college Power Lifting Competition	20/04/2018 to 21/08/2018	2 days	58
Rural Science Fair on the theme Science in day to day life	09/08/2018 & 10/08/2018	2 days	220

Talk on Women and Media by internationally acclaimed journalist and author Teresa Rahman	8 /03/ 2019	1 day	70
Workshop on prevention of sexual harassment on women at workplace	14/12/2018	1 day	49
Skill development programme	29-09-2018 to 01- 10- 2019	3 days	81
Lecture programme on Science and society in the event of World Environment Day celebration	05/06/2018	1 day	160

Note: Some Quality Assurance initiatives of the institution are: (Indicative list)

Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements

Academic Administrative Audit (AAA) conducted and its follow up action

Participation in NIRF

ISO Certification

NBA etc.

Any other Quality Audit

8. Provide the list of funds by Central/Stategovt.-
UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of Award	Duration in day	Amount
Institution	DST-FIST	DST,MH RD	2018	1825	50.0L
Institution	National Seminar	NAAC	2018	2	0.75L
Institution	National Seminar	ICSSR	2018	2	1.50L
Department of Zoology	National conference	Assam Science Society	2018	2	0.75L
Dr. L.M. Goswami		DBT	2018	365	8.0L
Dr. L.J. Borthakur		SERB	2018	1095	9.5L

Dr. Farishta Yasmin		UGC	2019	730	0.85L
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Upload special status conferred by central/state govt.--

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc. If any

1. MENTOR INSTITUTE by NAAC & UGC 2. DST –FIST Funded Institution. U p

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9. Whether composition of IQAC as per latest guidelines: **Yes/No**

10. No of IQAC meeting held during the year

03

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website: **Yes/No**

11. Whether IQAC received funding from any of the funding agency to support its activities during the year: **Yes/No**

12. Significant Contributions made by IQAC during the current year (maximum five bullets)

- **65% Installing Solar energy Plant at the rooftops of the Institute building.**
- **Installation of ample number of Power Saving LED lights in both Campus.**
- **Outreach Programme by College Teachers in rural schools on Science Education supported and catalyst by ASTE Council, DST, Govt. of Assam.**
- **In support of the national programme Nowgong College took initiative in Unnat Bharat Abhijan to create awareness related to health issues for people from February 2019**
- **Lecture programme on Science and society in the event of World Environment Day celebration, Participants: 160**

Title of the activities	Organising Unit/agency/collaborating agency	Number of teachers coordinated such activities	Number of students participated in such activities
Swachh Bharat Summer Internship	NSS Unit, Nowgong College in collaboration with <i>Gaon Sabha</i>	05	50
Unnat Bharat Abhiyan	UBA & NSS Unit, Nowgong College in	08	200

	collaboration with MHRD and Delhi IIT		
Swachhta Pakhawada-2019	NSS Unit, Nowgong College	02	50

- NSS volunteer Shri Himangshu Bora has been awarded First Prize in Quiz during North East NSS Festival-2019 organized by NSS Cell Guwahati Regional Directorate , State NSS Cell, Directorate of Higher and Technical Education, Itanagar from 23-27 March, 2019
- Outreach Programme by College Teachers in rural schools on Science Education supported and catalyst by ASTE Council, DST, Govt. of Assam
- Technical support for integrated farming on eri silkworm rearing cum ornamental fishes by women of adopted villages
- Technical support for spinning of eri silk and plant based natural dye on eri silk fibre.

Significant Contributions made by IQAC during the current year, if any. Please upload file in excel format

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- Technical support for spinning of eri silk and plant based natural dye on eri silk fibre.

13. Plan of action chalked out by IQAC in the beginning of the academic year towards quality enhancement and outcome achieved by the end of academic year.

Plan of Action	Achievements
Quality research & Publications for social benefit	Two major research projects of social implication have been sanctioned by DBT & IITG. A good number of research papers with high index value have been published. Advanced- level Biotech-Hub of the college has organized Popular lecture programme and hands on training for benefit of students specially on IPR issues as suggested by NAAC. Apart from this institutional publications are also increased substantially with number of books ,book chapters and research articles.
Proposal for DST-FIST Fund	The college has been awarded with DST-FIST Fund for up-gradation of science laboratories for research and innovative teaching.
Extension and co-curricular activities for Social responsibility.	<p>Several extension and co-curricular activities of Social responsibility have been carried out during the session. These includes :</p> <ul style="list-style-type: none"> ➤ Outreach Programme by College Teachers in rural schools on Science Education supported and catalyst by ASTE Council, DST, Govt. of Assam, ➤ Technical support for integrated farming on eri silkworm rearing cum ornamental fishes by women of adopted villages ➤ Technical support for spinning of eri silk and plant

	<p>based natural dye on eri silk fibre for rural women.</p> <ul style="list-style-type: none"> ➤ Swachh Bharat Summer Internship NSS Unit, Nowgong College in collaboration with <i>Gaon Sabha</i> ➤ Unnat Bharat Abhiyan UBA & NSS Unit, Nowgong College in collaboration with MHRD and Delhi IIT ➤ Swachhta Pakhawada-2019, NSS Unit, Nowgong College
Gender equality and women empowerment	<p>Nowgong college organized several activities like seminar, lecture programme, sensitization programme etc. on Gender equality and women empowerment.</p> <ul style="list-style-type: none"> ➤ Technical support for integrated farming on eri silkworm rearing cum ornamental fishes by women of adopted villages ➤ Technical support for spinning of eri silk and plant based natural dye on eri silk fibre.
Active Involvement of alumni and other stake holders	<p>To mark the celebration of platinum jubilee year, all the stake holders are have been actively involved in various welfare activities of the college. Few such activities like construction of Gates, statue, donation , organization of interactive programme etc.</p>
Initiative for filling vacancies.	<p>There were 13 vacancies in different departments ,out of which 11 posts of assistant professor have been filled up in August/2019. Processes for filling-up posts of non-teaching staff have also been taken-up.</p>
Organization of Seminar & Conference	<p>A NAAC sponsored seminar was organized on-----. An ICSSR sponsored national seminar was organized on-----. Assam Science Society funded another National Seminar on -----. Organized by Zoology Department.</p>

Upload Plan of action chalked out by IQAC in the beginning of the academic year towards quality enhancement and outcome achieved by the end of academic year, if any. Please upload file in excel format

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14. Whether AQAR is placed before statutory body: **Yes/No**

15. Whether NAAC or any other accredited body(s) visited IQAC or interacted with it to assess the functioning : **Yes/No**

M.S. Shyamasundar, Adviser, NAAC

16. Whether institutional data submitted to AISHE: **Yes/No**

17. Does the institution have Management Information System (MIS): **Yes/No**

1. IQAC with E & ICT Academy, IIT Guwahati jointly organized a two week programme for faculty members of Nowgong College and nearby colleges on the topic “Use of ICT Tools in classroom teaching from 6/9/17 to 21/9/17. Number of beneficiaries 60.

2. A very fruitful student interactive programme was initiated by IQAC with the department of Zoology, Nowgong College on 21/9/17 with two eminent scientists Dr. Uday kumar of Brunel university, London and Prof. Jogen Kalita of Department of Zoology, Gauhati University.
3. Observation of Wildlife week by planting sufficient no of trees towards making green campus followed by district level quiz competition on 'Wildlife and Environment'.
4. Faculty development programme on **Entrepreneurship Development for Students** from 7/10/2017 to 25/10/2017 was organized by IQAC in collaboration with department of Commerce, Nowgong College and EDII.
5. A day long state level seminar on **Eradication of Superstition** by scientific explanation was organized by IQAC and Nowgong College Science Society on 10/10/2017.
6. In order to aware students against the harmful effects of bursting crackers on environment a Pre-Diwali HUMAN CHAIN AGAINST CRACKER was formed on 16/10/2017 with the aid of NSS and NCSU of Nowgong College under the patronage of IQAC.
7. In order to enroll new voters and to put the names of left out voters in the electoral roll, an awareness programme was organized for the students of Nowgong College by IQAC with the support of Nagaon district administration on 5/7/17. The programme was fruitful enough to remove lots of doubts in the minds of students.
8. Nowgong College Training and Placement Cell organized a campus recruitment drive conducted by IIEST.
9. Green Audit of the college Campus was conducted under the initiation of IQAC.
10. Academic Audit was conducted under the initiative of IQAC.
11. IQAC has been monitoring on longitudinal activity undertaken by Dept of Zoology in association with Institutional Adv. Biotech Hub on training of scientific rearing of eri silkworm, motorized spinning and natural dye and product diversification of Eri Silk to ST women folk of two districts for uplifting their socio-economic status.
12. Continuous effort has been made to celebrate Holi by natural colours instead of toxic chemicals.
13. One month UPSC Preliminary Coaching by Ms. Sriparna Pathak, Former Faculty, Assam Down Town University from 20/02/2018 to 20/03/2018.

State level Seminar/Workshop/Conference :

1. A seminar cum interactive programme was initiated by IQAC with the Department of Zoology, Nowgong College on 21/9/17 with two eminent scientists Dr. Uday Kishore of Brunel University, London and Prof. Jogen Kalita of Department of Zoology, Gauhati University.
2. A day long state level seminar on **Eradication of Superstition** by scientific explanation was organized by IQAC and Nowgong College Science Society on 10/10/2017.
3. IQAC in association with Nagaon Kalangpar Science Society organized a lecture programme on ‘Cloud-Building Block of Tropical Weather and Climate’ on 9th February, 2018.
4. Workshop on “Culture and study of blue green algae and fresh water red algae” was organized on 24/2/18 by Advanced Institutional Level Bio-tech Hub, Nowgong College in association with IQAC with Prof. John West, Melbourne University, Prof. E.K. Ganeshan, University of Venezuela and Prof. Orlando Nicchi, Brazil as resource persons.
5. Three Day Workshop on ‘Capacity Building in Social Science Research’ was organized from March 10-12, 2018 by the department of Political Science in collaboration with OKD Institute of Social Change and Development.
6. Three day Hands on Training cum workshop on “ Quality Control and Organic Dying of Eri Silk Yarn’ from May 22 to May 24, 2018 was organized by Advanced Institutional Level Bio-tech Hub, Nowgong College in association with IQAC. Twenty number of beneficiary from Nagaon and Morigaon districts of Assam and 30 students participated in the workshop. The workshop was conducted under the supervision of Mr. Chandan Keshav, an eminent eri silk rearer and entrepreneur of Assam and Mr. Ajit Sarmah, Extension Officer, Department of Sericulture, Govt. of Assam.

Institution Level Seminar/Workshop/ Symposia

1. Hands-on-Training on ‘Laboratory Skills and Basic Molecular Techniques’ a five day workshop on 4th – 8th July 2017.
2. Hands-on-Training on ‘Basic Tools and Techniques of Microbiology’ a five day workshop on 11th – 15th July 2017
3. Hands-on-Training on Water Analysis, a two day programme on 8th& 9th August 2017.
4. Microbial Analysis of Milk Quality a two day programme on 11th& 12th August 2017.
5. Microbial methods of Isolation of Bacteria a two day programme on 16th& 17th August 2017.

6. On 12/9/17 an institutional lecture programme was organized by IQAC and Biotech Hub with a lecture by Whitley award winner Purnima Devi Barman about conservation of great Adjutant.
7. “Biological Facts around us “a two Day student interactive programme with students on 18th& 19th September 2017.
8. A Programme on Entrepreneurship Development and Career Guidance was organized on 20/09/2017. Mr. Ranjan Kr. Bora, noted Career Counselor acted as resource person in the Programme.
9. Outreach programme of Indian Statistical Institute dated 1/11/2017 organized jointly by Economics, Mathematics, Statistics. Resource person was Prof. Nityananda Sarkar, ISI, Kolkata.
10. “Optics not an Illusion” a student symposia organized by Dept. of Physics, Nowgong College, in collaboration with IIT, Guwahati on October 28, 2017. Resource persons were Prof. Dr. Basanta Barua, Dr. Aswini Kumar Sarma and Dr. Sidananda Sarma, all from Deptt of Physics, Guwahati IIT.
11. Motivational Speech cum interactive session on ‘Career Building opportunities in MNC’ by Mamun Rashid, a London based alumnus on 1st of December, 2017.
12. A one week Hands on Training workshop on ‘Handwriting Improvement’ was organized by IQAC from 17th to 23rd December/2017.
13. One day workshop on ‘Access to online services of IGNOU for CSC’ was organized on 2nd January/2018 by IGNOU Regional center Jorhat in collaboration with IQAC.
14. On 21st February/18 ‘International Mother Tongue Day’ was observed under the initiative of IQAC.
15. An awareness programme on ‘How to crack UPSC examinations’ was organized on March 10th/2018 in association with ALS, New Delhi by IQAC.
16. A student interactive programme was organized by IQAC on 15/03/18 with IPS Mr. Shankarbrat Raimedhi, S.P. Nagaon.
17. A skill development programme on ‘Doll making, Beauty tips, Printing technique etc.’ by Hindi Dept. which was conducted by IRM faculty Dr. Nayana Kalita.
18. Gauhati University inter-college power-lifting and weight-lifting tournament was organized on 20th and 21st April/2018.
19. One day orientation programme on Science Model preparation for school students was conducted by IQAC on 11th of May 2018 in association with Assam Science Society of Nagaon-Kolongpar branch, Nowgong College. 120 nos. of institution participated in the program.
20. Awareness programme against Drug abuse and illicit trafficking on 26th of June 2018.

ANNEXURE-I

(For Part A/ 2.15)

Academic Calendar and Schedule for Semester System

(A) Admissions	June
(B) Semester I/III/V Classes	1 st August – 31 st December, 2017
Sessional Examination I	September , 2017
End Semester Examination (including preparation for examination)	November –December, 2017
Announcement of Result	UG-February end, 2018 PG-January end, 2018
(C) Semester Break	23 December, 2017 – 16 January,2018
(D) Semester II/IV/VI Classes	17 th January – 30 th June, 2018
Sessional Examination I	March, 2018
End Semester Examination (including preparation for examination)	May - June , 2018
Announcement of Result	UG-1 st week of August, 2018 PG-1 st week of July, 2018
(E) Semester Break	1 st July – 31 st July, 2018

Feedback Analysis

Feedback mechanism plays a catalytic role by improving quality culture of an institution. Not only the educational institutions, the quality of any service depends upon the level of satisfaction of all its stakeholders, which can be perceived through well planned, properly chalked out feedback system. Education as a social process cannot be kept in isolation. A vigorous mechanism of feedback on all aspects and dimensions of education from all the stakeholders viz. students, teachers, parents, alumni etc. helps the institution to map what has been done and what needs to be done.

Considering the significance of Feedback system, Nowgong College adopts a Feedback mechanism targeting three stakeholders- Students, Parents and Alumni. The analysis of feedback from all the three stakeholders for the year 2017-18 is given separately as below.

Analysis of Feedback from Students (2017-18)

The structured feedback proforma for students includes items covering five (5) dimensions namely Curriculum (Curriculum outline and its coverage), Teachers (their quality, subject knowledge, regularity, punctuality & accessibility), Infrastructure Facility, Information Resources (library, Internet facility) and Experience in Campus Life (discovering college life, academic results, exploring knowledge and ideas, accessing resources etc.). The statements are framed in five point Likert Response Mode ranging from Strongly Satisfied to Strongly Dissatisfied. Among the outgoing students, a total of 650 students have participated in the feedback mechanism during the session 2017-18. The summary of the analysis of students' feedback is given below.

So far the curriculum dimension (Curriculum outline and its coverage) is concerned it is evident that 75% students are Strongly satisfied, 9 % students are strongly dissatisfied, 6% students gave no comment, whereas 6% and 4% students recorded their response as dissatisfied and strongly dissatisfied respectively. With regard to the dimension of Teachers (their quality, subject knowledge, regularity, punctuality & accessibility) a similar picture is observed. 72%, 7%, 7%, 10% & 4% students responded as strongly satisfied, satisfied, no comment, dissatisfied and strongly dissatisfied respectively. In the Infrastructure Facility & Information

Resources (library, Internet facility etc.) dimension, majority of the students i.e. 82% are found being satisfied (strongly satisfied & satisfied), 8% students gave no comment and remaining 10% students expressed their dissatisfaction (4% dissatisfied & 6% strongly dissatisfied). Finally with respect to the dimension- Experience in Campus Life (discovering college life, academic results, exploring knowledge and ideas, accessing resources) 58% students are strongly satisfied, 22% students are satisfied, 12% are dissatisfied and remaining 8% students expressed strong dissatisfaction. Thus, the students' feedbacks regarding all the dimensions are found in positive direction.

In the open-ended questions in the feedback proforma, students noted down their observations, suggestions as well as grievances, the most significant of which are forwarded to the respective authority for consideration and necessary action.

- a. Placement network of the institution be more effective.
- b. Coaching facilities for competitive examinations be enhanced.
- c. PG Course in Zoology be opened.
- d. State-of-the-art entry gate of the college be constructed.

Actions Taken on the basis of Students Suggestions

Keeping in view the students demands, necessary steps are being made for convenience of the students. A few steps are given below.

- a. Initiatives are taken to accelerate the placement facilities inside the campus. The Training and Placement Cell of the college organized a campus recruitment drive conducted by IEST in the month of March, 2017, in which 41 number of students participated, of which 5 no of students were placed.
- b. In order to facilitate coaching for appearing in competitive examinations, the Alumni association has signed a MoU with ALS, a coaching institute for online coaching for UPSC examinations. Necessary arrangement of room and audio visual provision through VSAT has been materialized.
- c. The PG course in Zoology has been started from 2017-18 session.
- d. A State-of-the art concrete entry gate is being constructed.

Analysis of Feedback from Parents and Alumni

The Parent-Teacher Association and the Alumni Association of the college are very proactive and vibrant. They actively take part in functioning and developmental activities of the college. Both the bodies has two parts- institutional and extended. The institutional part of the Parent-Teacher Association includes the teachers and the extended part includes the parents. Similarly, the institutional part of the Alumni Association comprised of the teachers and employees who were ex-students of the college and the extended part includes other former students. There is a very healthy cooperation and coordination between the two parts in all matters relating to the college.

The feedback from the parents are collected in the Parent-Teacher meets being organised, where the parents used to give their views regarding the services, facilities and other aspects offered by the college in various dimensions. Two members from parents are included as members of the Governing Body of the college every year, where they get ample opportunities for expressing their feedback as well as suggestions. So far the feedback of parents for 2017-18 session is concerned, majority of the parents expressed their satisfaction and thanked the college for creating and sustaining quality culture of the institution. However, with an aim to diversify the curriculum beyond conventional subjects, they have suggested to introduce more subjects including performing arts. Consequently the college has taken initiatives in this regard and have successfully introduced Satriya Dance as elective subjects in UG courses from the session 2017-18.

The Alumni Association organises meetings to discuss and review the facilities and functioning of the college. During 2017-18 session, the students' demand regarding setting up of coaching centre in the college is discussed to which the alumni members unanimously agreed. Subsequently, initiations are made and the the Alumni association has signed a MoU with ALS, a coaching institute for online coaching for UPSC examinations. Necessary arrangement of room and audio visual provision through VSAT has been materialized in this regard.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	04	02	04	NIL
PG	08	01	08	NIL
UG	25	02	06	04
PG Diploma	01	01	01	01
Advanced Diploma	NIL	NA	NA	NA
Diploma	01	NIL	01	01
Certificate	11	01	11	11
Others	NIL	NA	NA	NA
Total	50	07	31	17

Interdisciplinary	08	02	04	02
Innovative	01	01	01	01

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	40
Trimester	02
Annual	04

1.3 Feedback from stakeholders* Alumni Parents Employers

Students
 (On all aspects)

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

*Analysis of the feedback is given as Annexure-II

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

Revision made at University level

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

Yes

1. Ph.D. Programme in Chemistry
2. Ph.d. Programme in Zoology
3. Ph.D. Programme in Commerce
4. PG Programme in Zoology
5. UG Programme in Sociology
6. UG Programme in Satriya Dance
7. 1 Year PG Diploma in Sustainable Science
8. 1 Year Certificate Course in Accounting Technicians (CAT)
9. Master of Arts in Mass Communication and Journalism

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	85	39	35	Nil	11

2.2 No. of permanent faculty with Ph.D.

33

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	04	06	Nil	Nil	Nil	Nil	Nil	Nil	04	06

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

03

35

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	28	3
Presented	08	27	3
Resource Persons		05	3

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

Classes by seniors, Home assignment and seminar presentation, Hands on training, Exposure visit to the Institution of repute, Technically enabled room.

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

184

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

NIL

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

08	08	08
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2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise
Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	418	6	51	36	NIL	92.82
B.Sc.	140	5.7	77.14	15	NIL	97.84
B.Com	159	01	26	72	NIL	99
M.A.	74		14	52	NIL	89.18
M.Sc.	27		25	NIL	NIL	92.59

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

IQAC collects feedback from students and other stakeholders. In addition to that the necessary steps needed are discussed in open forum with alumni, students and parents and also with staff members. IQAC has initiated an innovative practice of adopting overall progress in class room teaching by collecting Teachers' Daily Performance Index. Special steps are adopted to quench the need of advance students by taking extra care and remedial classes to the average students. Emphasis is given for maximum use of ICT tools by faculty and students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	42
HRD programmes	04
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	02
Others	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	36	07	01	31
Technical Staff	02	01	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

1. With the motive of promoting research climate, a research cell has been formed. All the minor/major research project proposals to UGC and other funding agencies have to be routed through this cell.
2. IQAC meets the 'Principal Investigators' and the 'Research Guides' running various projects to acquaint with the difficulties faced by them and tries to find out a means by amicable discussion with the authority in tackling the problems so that a good atmosphere in research prevails in the college.
3. IQAC has initiated to publish an in-house Journal 'Delve' with ISSN and teachers of all the streams have been encouraged to publish their research findings.
4. IQAC arranges sessions for the faculty members in presence of academic and research personalities of repute to enhance the research ambience of the college.
5. The Under Graduate and Post Graduate students have been motivated to do their research by engaging them in projects and seminars are conducted to take access of their progress in the project activities.
6. The IQAC arranges programs to make the faculties aware of various funding sources for conducting research projects. Proposal from IQAC to the college authority to provide seed money in order to facilitate initial assistance to the faculties undertaking research projects has been accepted. Besides the IQAC has also proposed to set up a benchmark for the faculties to publish at least one research papers in a year in any of the UGC recognized journal.

It is expected that these initiatives would enhance the participation of scholars in the field of Research and Development.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	1	-
Outlay in Rs. Lakhs	-	-	38.75	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	06	06		
Outlay in Rs. Lakhs	17.95	20.10		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	22	06	-
Non-Peer Review Journals	01	02	-
e-Journals	22	04	-
Conference proceedings	01	04	03

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2016-2019	DST	38.75	24.94
Minor Projects	2015-2017	UGC	38.05	33.90
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			76.8	58.84

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE

Any Other (specify)

3.10 Revenue generated through consultancy

Rs.10,000/-

DBT Biotech
Hub3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number	NIL				03
Sponsoring agencies					College & wildlife Division Nagaon

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

3.13 No. of collaborations

International

nil

National

01

Any other

13

3.14 No. of linkages created during this year

nil

3.15 Total budget for research for current year in lakhs:

From Funding agency

DST/UGC

From Management of University/College

Nil

Total

76.8lakhs

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
		02	01	02		

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

04

03

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

nil

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

JRF

3

SRF

1

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

National level University level State level
International level

3.22 No of students participated in NCC events:

National level University level State level
International level

3.23 No. of Awards won in NSS:

National level University level State level
International level

3.24 No. of Awards won in NCC:

National level University level State level
International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

1. NSS unit of the college participated in the activities of the cleaning of the whole campus after each and every college function and the cleaning of the road of the Dimow village which was adopted by the college as a part of Swachh Bharat Abhiyan programme.
2. The NCC wing of the college has also undertaken cleaning of the statues of the various eminent personalities located in the Nagaon town in every three months to support Swachh Bharat Abhiyan programme.
3. A mass plantation drive was conducted on the occasion of World Environment Day in the college campus as well as in the village 'Dimow' adopted by the college.

4. A workshop on 'Spinning and Utilization of Eri Silk' was organised to empower the woman in the adopted village.
5. The college administration along with Teachers' Council took an initiative to collect a significant amount of fund for providing relief materials to flood victims. In this regard it is worth mentioning that the NCC and NSS unit of the college were instrumental in distributing the relief materials among the flood victims in the severely flood affected areas of Nagaon and Morigaon District
6. A voluntary Blood Donation cum awareness camp was organized by the NSS unit in association with Red Ribbon Club (RRC), Nowgong College Students' Union (NCSU) and Blood Bank, Nagaon Bhugeswari Phukanoni Civil Hospital (BPCH).
7. An **anti-cracker awareness campaign** was also organised wherein pledge was taken by the faculty members, non-teaching staff and students to celebrate a safe and pollution free Diwali for protecting the environment and biodiversity.
8. 15 numbers of teachers served as External Evaluator in 'Gunotsav' in two districts of Assam viz. Nagaon and Morigaon. Gunotsav is an initiative of Govt. of Assam for ensuring improvement in learning levels of students at elementary level of education. One teacher acted as a resource person in imparting training in connection with Gunotsav.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.6 Hectare	NIL		3.6 Hectare
Class rooms	61	4	College Fund	65
Laboratories	25	2	RUSA	27
Seminar Halls	4	1	RUSA	5
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	7	21	UGC and RUSA	
Value of the equipment purchased during the year (Rs. in Lakhs)			14.42386Lakh	14.42386Lakh
Others		1	3.52800 Lakh	3.52800 Lakh

4.2 Computerization of administration and library

The college office and Library are computerized including necessary development of application softwares.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	56465		736	1.20307 Lakh		
Reference Books	6162		308	0.55Lakh		
e-Books	3000					
Journals	20					
e-Journals	Journals under N-List, DELNET and open source					

Digital Database						
CD & Video	34					
Others (specify)	Open source					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	89	5	Yes	---	---	6	22	
Added	11	NIL	Wi-Fi	---	---	0	3	
Total	100	5		---	---	6	25	

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

The college campus is Wi-Fi enabled and the library is automated with internet accessibility. A new technology enabled room has been built and there is a virtual class room. FDP on use of ICT Tools in Classroom Teaching was organized for teachers. Necessary support and training is imparted to willing students.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1.04 Lakh
ii) Campus Infrastructure and facilities	75 Lakh
iii) Equipments	17.95186 Lakh
iv) Others	1.17 Lakh
Total :	95.16186 Lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. The college issues updated prospectus every year with the help of IQAC which covers required information as well as the guidelines regarding student support services.
2. IQAC collects feedback from students on various support services available in the college for enhancement of quality of such support services in the college.
3. The college has been providing effective system of remedial and tutorial classes for students for greater academic assistance. These are duly supervised by the heads of the departments. Feedback on such activities is brought to the notice of the management through IQAC for quality sustenance and improvement.
4. IQAC arranges counseling and other support services to the students through career counseling cell, grievance Redressal cell, placement cell, Healthy Practice Cell, NSS and NCC wing etc.

5.2 Efforts made by the institution for tracking the progression

1. The academic council comprising of Principal, Vice-Principal, IQAC coordinator and all the heads of the departments meet once in three months. They monitor and discuss the progress of students in sessional examinations as well as the last semester-end examination passed.
2. All the departments organize class tests and seminars to assess the academic progression.
3. The progression of co-curricular aspects also closely monitored through different events like College Week, Summer Camp and other functions performed by the students. The Annual College magazine also provides a platform to evaluate the quality of the students in literally field.
4. The college imparts coaching classes for the students (both current and passed out) for entry into various services as well as for NET-SLET examinations.
5. The college provides special coaching to needy students and to SC/ST/OBC and minority students.
6. Interaction programmes are organized where the class representatives as well as the office bearers of students' council and the teacher community sit together to have thorough discussion to track the overall progression of the students. The suggestions and feedback from such sitting propels the college in formulating policy decisions.

5.3 (a) Total Number of students

(b) No. of students outside the state

1

(c) No. of international students

NIL

No	%
1251	41

Men

No	%
1828	59

Women

Last Year						This Year					
General	SC	ST	OBC	Physical ly Challen ged	Total	General	SC	ST	OBC	Physically Challenged	Total
1163	363	347	1234	01	2840+268= 3108	917	369	405	1388	0	2788+291 =3079

Demand Ratio : 1450:2100

Dropout : 15%

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

- 1) A short term coaching programme was organized for three days (from 07/06/2017 to 09/06/2017) where the rank holders of UPSC examination delivered lectures to the aspiring students of the college.
- 2) A sensitization programme for PG students was organized on 21/09/2017 for preparation of NET, SLET, GATE examinations.

No. of students beneficiaries

150

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- 1) Interaction Programme with Mr. DibakarNath, UPSC qualifier in Aug'2017. More than 200 students participated in the Programme.
- 2) A Programme on Entrepreneurship Development and Career Guidance was organized on 20/09/2017. Mr. Ranjan Kr. Bora, noted Career Counselor acted as resource person in the Programme. Nearly 60 students participated in the Programme.
- 3) Rimple Saha, a student of B.SC Sem-II Chemistry (major) was sent to HomiBhaba Centre for Science Education, Mumbai to attend a student orientation Programme of 10 days duration in Nov, 2016.

No. of students benefitted

261

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Dalmia Cement Co. Ltd	25	02	20

5.8 Details of gender sensitization programmes

NIL

5.9 Students Activities

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

State/ University level

48

National level

5

International level

1

No. of students participated in cultural events

State/ University level

20

National level

5

International level

NI

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

Sports : State/ University level	21	National level	3	International level	NI
Cultural: State/ University level	15	National level	NIL	International level	NI

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	95	71,250/-
Financial support from government	428(UG)-OBC 359(PG)-OBC 328 (Ishan Uday)	2918960/-
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level	1	National level	NIL	International level	NIL
Exhibition: State/ University level	1	National level	NIL	International level	NIL

5.12 No. of social initiatives undertaken by the students 10

5.13 Major grievances of students (if any) redressed:

Grievance:

1. A flying footbridge to be constructed to ensure easy and convenient interconnection among different buildings of the college in all weather.
2. A toilet with modern amenities be constructed for male students.

Redressed:

1. A connecting corridor with secured border has been constructed between the Science block and the Administrative building.
2. A modern toilet having has been constructed for male students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

Our vision is to provide outstanding education and training to the maximum at affordable cost and raise the aspirations of our learners and enable them to achieve their goals.

Mission:

The mission of our college is focused on the discovery and dissemination of knowledge. The key mission objectives are as follows

1. Maintain high quality of academic standards.
2. Provide student-centred academic and personal enrichment opportunities to enhance lifelong learning.
3. Create environments for holistic development of our students and teachers.
4. Ensure the availability of efficient academic and students support services.
5. Instil moral and ethical approach among students to face challenges.
6. Instil in them a spirit of enquiry, a scientific temperament and humanistic value.
7. Develop their spirit of patriotism, dedication and service.
8. Ensure higher education and opportunity of employment.

The vision, mission and objectives are communicated to the different stakeholders in the following manner.

- Students – Teaching and related activities
- Teachers – Teaching, interaction, research, extension and interface with public
- Staff – Through notices and involving them in different activities of the college.
- Other Stakeholder– Through websites, proposals related to the college, interaction programmes and meetings etc.

6.2 Does the Institution has a Management Information System

NO

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

6.3.1 Curriculum Development

Nowgong College by itself has no scope to either prepare its own curriculum or to bring about any changes in the existing curriculum as provided by the affiliating university. However some faculty members of our college are members of the Course Committee of Gauhati University in various subjects and participate in the revision and restructure of curriculum. Principal of this college being a member of Academic Council of Gauhati University has also participated in curriculum development process. Moreover, Nowgong College has some self financed and self designed vocational courses where faculties prepare the respective curriculum.

6.3.2 Teaching and Learning

In order to make teaching learning fruitful and student friendly, the required teaching aids are provided by the college. Students are assigned projects and encouraged to take part in seminars on selected topics and in exposure visits.

6.3.3 Examination and Evaluation

Academic skills and intellectual development of students are evaluated by sessional examinations held in every semester apart from the final university semester examinations. Besides this, unit tests as well as periodic class tests are conducted by respective departments. The evaluation reports are displayed in the notice boards and students are allowed to see the checked answer scripts, which is followed by teachers' suggestions for further improvement. All science students have to undergo a session of mock practical in respective subjects to endure themselves prior to end-semester examinations.

6.3.4 Research and Development

Research and Development in Nowgong College is flourishing day by day. A significant numbers of teachers are actively involved in research activities and they encourage the aspiring students for the same. Authority helps in every possible way by providing necessary facilities and infrastructures required to them. The college publishes two in-house research journals where teachers from all the faculties are encouraged to publish research articles. The authority arranges exposure visits to some research institutes of repute. The post graduate students

are present to carry out their research projects in Gauhati University, North-East Institute of Science and Technology, IIT-Guwahati and Agricultural Research Station etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Nowgong College has massive library with more than 55,000 books besides important journals, newspapers and magazines. The functioning of library is done by library software “Soul 2.0”. The digital library is maintained with software to upload and upgrade various e-resources (books, journals, database). Online Public Access Catalogue (OPAC) system enables the users to locate and access the resources of the library. A wall mount television is placed at the entrance of the library to display important informations. Surveillance system of the library is active. Our library subscribes to the UGC N-List programme. We have subscription to DELNET.

6.3.6 Human Resource Management

The college has a well scheduled plan for effective communication with its staff. The management negotiates on key issues to ensure healthy relation with the staff. There is a safe and secured working environment in the college and the college provides professional development opportunities to enhance performance of the employees.

6.3.7 Faculty and Staff Recruitment

The recruitment of faculty and staff is done by the Director of Higher Education (DHE), Assam. The interview for the vacant posts of faculty is done on the basis of procedures approved by DHE, Assam on UGC rules and regulations. The recruitment of non-teaching staff is made on the basis of State Govt. directives.

6.3.8 Industry Interaction / Collaboration

Nowgong College always encourages visit of industrialists to the campus and interact with the students. Students are sent to various industries under supervision to interact with the experts in the respective industries and thus to get real experiences of how people are involved in different productive works.

6.3.9 Admission of Students

Altogether 1321 students were admitted in various regular streams out of 3220 applicants. The admissions were made purely on merit basis obeying Government rules and regulations.

6.4 Welfare schemes for

Teaching	Teacher's Mutual Aid Fund
Non teaching	1. Karmachari Kalyan Nidhi. 2. Employees Mutual Aid Fund
Students	1. Insurance 2. Ishan Uday Scholarship 3. Institutional Financial Assistance. 4. Govt. Scholarship for SC, ST, OBC and minority

6.5 Total corpus fund generated

52,00000/-

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Gauhati University	Yes	Principal
Administrative	Yes	DHE	Yes	Governing Body

6.8 Does the University declare results within 30 days?

For UG Programmes

Yes

No

For PG Programmes Yes No

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

Does not arise.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges? **Does not arise.**

6.11 Activities and support from the Alumni Association.

The Alumni Association of Nowgong College has played a pivotal role in infrastructural development of the College. The Association with its present president (who is also the representative of Nagaon Sadar Constituency) has been working actively in installing AC in Anil Borah Auditorium of the college at a cost of Rs. 30 lakh. Further the Alumni Association takes note of suggestions from stakeholders and works accordingly. A group of students from our college were sent for a visit to Assam Legislative Assembly under the active initiative of Alumni Association and they were made aware of proceedings in Assam Legislative Assembly during Monsoon Budget session. The Alumni Association has decided to bring out a comprehensive book depicting the detail history of the college besides other aspects to commemorate the Platinum Jubilee Celebration in the year 2019 and an amount of Rs. 3 Lakh for this purpose will be borne by the present Speaker of Assam Legislative Assembly which is also at the initiative of Alumni Association. Further, 10 nos. of street solar lamps have been provided under Atal Jyoti Yojana (AJAY) under the initiative of Alumni Association of the college.

6.12 Activities and support from the Parent–Teacher Association

The parent teacher meet was organized on 7th August 2017 under the chairmanship of Principal of the College. It was attended by almost 600 parents along with the faculty members of the college. The meeting held a fruitful discussion on various issues regarding the academic and social progress of the students. The resolutions adopted in the meeting are as follows.

- i. All parents will be informed through email/sms on important events, activities/ and students performance.
- ii. Attendance will be intimated to parents if their children fail to be regular in classes.

- iii. More subjects be introduced, including Performing Arts in the coming years.
- iv. 75% attendance in classes be mandatory, failing which student will not be allowed to appear end- semester examinations.

6.13 Development programmes for support staff

Two workshops viz. Basic computer skills and spoken English were organized for office staff. A workshop was organized for bearers of science departments to provide them information about handling sophisticated instruments and adoption of safety measures.

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

One non teaching staff member is assigned (in rotation) with the duty of switching off all unwanted lights, fans and other electric appliances from the rooms when the classes are off. Plantations in the campus have helped the college campus to have a greenery environment. Department of Zoology is involved in the preparation of organic manure from organic wastes. Maintenance of campus as a completely plastic free zone and public campaigning and awareness creation programme for sustainable development and eco-friendly life style are another initiatives adopted by the college. College uses proper plans to minimize the water abuse and always encourages office staff, faculty and students to explore the scope of water reuse and recycling. Watering in garden has been practised with harvested rain water.

Criterion – VII

7. Innovations and Best Practices

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

Programmes on Entrepreneurship Skill Development have been organized to boost self-employability among the students. Attempts have been made for a) Processing and selling of prepared clothes by the students of fashion designing b) Preparation and selling organic manure by department of Zoology. Much emphasis have been laid in using of Smart class rooms by the departments. A new technically enabled room of total capacity 60 has been constructed for the benefit of students and other stakeholders. Arrangement made for accessing to internet through wi-fi facility in the library and other places have helped the students to enhance learning capacity.

A Green Audit Team with Principal as the President is functional in the college. The objective of the audit team is to create and maintain environment friendly campus and to inculcate an eco-friendly environment for the conservation of biodiversity of species in the campus. Use of plastics is banned in the college. Use of crackers in any occasion is prohibited in the college. Cleanliness drive, plantations, blood donation etc are the regular programmes of the college and these programmes have been organized involving of NSS, NCC wing and students' union of the college. Use of Gutka or Pan Masala inside the college draws penalty. The college is declared as 'No Tobacco Zone'.

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

1. It was decided by the college authority to introduce faculty development programmes and two such programmes were arranged in the college in collaboration with IIT, Gauhati and EDII.
2. The plan to infuse a sense of motivation towards various attractive career avenues was materialized by organizing motivational programmes with eminent scientists, Exam Toppers etc. Interactive programme was initiated by IQAC with the department of Zoology, Nowgong College on 21/9/17 with two eminent scientists

Dr. Uday Kishore of Brunel University, London and Prof. Jogen Kalita of Department of Zoology, Gauhati University. Interactive cum training workshop was organized by inviting achievers of competitive examinations.

3. In order to motivate students for environmental issues like preserving bio diversity, maintaining health and hygiene, keep the college campus neat and clean a green audit committee was formed at the beginning of the session.
4. Stress was given at the beginning of the session to organize awareness programmes for students on environmental and social issues and programme on Eradication of Superstition with scientific explanation have been materialized.
5. The plan to improve the learning capacity through modern technology has been materialized by constructing technically enabled room.

7.3 Give two Best Practices of the institution

- **Title of the Practice-I: Organization of Blood Donation Camp**

1. Goal

To aware students about the noble cause of Blood Donation and to provide opportunity for strengthening of youth donor clubs in society. Our motive is to help the poor and needy people of the society.

2. Context:

Blood carries essential nourishment to all the tissues and organs of the body. Therefore timely access to safe blood transfusion is a life-saving measure in many critical clinical conditions and thus can also prevent serious illness in patients suffering from violence and injury, road traffic accidents, child birth related complications and other conditions. Safe blood saves life otherwise it will be fatal. In every second of every day, people of all ages and from all walks of life around the world need blood to survive. Voluntary Blood Donors are considered as the safest source of blood as they have low prevalence of TTIs (Transfusion Transmissible Infections) like HIV, Hepatitis B, Hepatitis C, Malaria and Syphilis. That is why the National Service Scheme (NSS) of Nowgong College unit organized a blood donation cum awareness camp on 24 th & 25 th September, 2017 in association with Red Ribbon Club (RRC), Nowgong College Students' Union (NCSU) and Blood Bank, Nagaon Bhogeswari Phukanoni Civil Hospital (BPCH).

3. The Practice

Registration: Blood donors were first registered with all their personal detail such as name, father's name, age, address, telephone number etc through the questionnaire to access their present and past health status. The purpose was to select suitable donors whose blood will be safe for a recipient.

Haemoglobin test: Since this has to be done in the blood donation camp itself hence this was done by the blood bank team comprising of counsellor, doctors, nurses, and technicians from BPCH, Nagaon and checked to ensure that the donor was not suffering from anaemia and could safely donate a unit of blood.

Medical examination: The medical team asked certain questions to the blood donors about their medical history to ascertain whether the blood donors were fit to donate blood or not. Donor's weight, blood pressure, pulse and temperature were recorded. Only good health, mentally and physically fit individuals were accepted as blood donors.

Storage of blood: The blood bags were stored as per instructions, at correct temperatures.

4. Evidence of Success

The camp was a huge success as altogether 30 units of blood were deposited in the Blood Bank of B. P. Civil Hospital and more than 200 student volunteers were enlisted for on call at the time of any scarcity/ need.

- **Title of the Practice-II: Self-defence training for girl students**

1. Goal

Females have to confront many unwanted situations like physical assaults, molestation , eve teasing etc. So with an aim to make the female students capable enough to tackle such situations without own selves being assaulted; the college has initiated Self-defence training to them. Since attack is the best form of defence, therefore the College has arranged martial art training to female students of the college.

2. Context:

The obvious and most important reason for the College to introduce martial art is to provide a girl student an opportunity to get involved in the capacity for [self-defence](#). In today's increasingly violent world, crime can strike anywhere. Since girls are often times the target of molestation and sex crimes, therefore it can scar a young girl for her entire life if she has no

knowledge of self defence. Being able to know how to defend herself is an invaluable tool as she grows up, taking her skills with her to college, and it gives not only her but also her parents a feeling that at least their daughter is safe. [The martial art enables a girl to have the means by which she can develop high self-esteem and self-confidence.](#)

3. The Practice

A coach has been appointed who satisfies the entire requirement to impart training in Taekwondo and Kick Boxing to female students for self help, self defence and self empowerment. Students take part in the training every Sunday arranged in the college from 7 am for two hours.

4. Evidence of Success

The girl students have won 7 medals (2 Gold, 3 Silver and 2 Bronze) in State Level Tae-Kwon-Do championship in 2017.

7.4 Contribution to environmental awareness / protection

Faculty members, administrative staff and students of the college all work together to create and maintain environment friendly campus.

One non teaching staff member (in rotation) is engaged to watch that not a single light or fan runs in classrooms when the classes are empty. Plantations in the campus have helped the college campus to have a greenery environment. Department of Zoology is involved in the preparation of organic manure from organic wastes as a part of waste management. Maintenance of campus as a completely plastic free zone and public campaigning and awareness creation programme for sustainable development and eco-friendly life style are another initiatives adopted by the college. College uses proper plans to minimize the water abuse and always encourages office staff, faculty and students to explore the scope of water reuse and recycling. Watering in garden has been practised with harvested rain water. The NCC and NSS volunteers render their services not only in cleaning the campus but also take the responsibility of cleaning the statues of freedom fighters and other stalwarts erected in various locations of Nagaon town. The college fraternity assemble together and took the oath not to use crackers in Deepawali and also to use natural herbal colours during Holi.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

1. Vibrant Student and dynamic & dedicated faculty
2. State-of-the-art library and infrastructure.
3. Proactive administration, alumni and parents.

Weakness:

1. Lengthy Govt. procedure in filling up vacant positions.
2. Lack of enough land for horizontal expansion.

Opportunities:

1. Upgradation into Autonomous college.

Challenges:

1. Undersized intake in comparison to high demand.
2. Lack of industries in the area to have close links.

8. Plans of institution for next year


1. Opening of more P.G. Courses
2. A new computer room with at least fifty computers will be made available for benefit of students, teachers and staff.
3. Enrichment of library resources.
4. Upgradation of Infrastructure facility.
5. Concentration on skill based courses.
6. Sports facility to be enhanced.
7. Auditorium to be made Air conditioned with good acoustic quality.
8. To encourage consultancy services.
9. Encourage research by providing seed money.

Name: Dr. Chinta Mani Sharma



Coordinator
Internal Quality Assurance Cell
Nowgong College

Name: Dr. Sarat Borkataki



Principal
Nowgong College
Nagaon, Pin - 782001

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ANNEXURE-I

(For Part A/ 2.15)

Academic Calendar and Schedule for Semester System

(F) Admissions	June
(G) Semester I/III/V Classes Sessional Examination I End Semester Examination (including preparation for examination) Announcement of Result	1 st August – 31 st December September November –December February end
(H) Semester Break	23 December, 2017 – 16 January, 2018
(I) Semester II/IV/VI Classes Sessional Examination I End Semester Examination (including preparation for examination) Announcement of Result	17 th January – 30 th June March May - June 1 st week of August
(J) Semester Break	1 st July – 31 st July

ANNEXURE-II

Feedback Analysis

The quality of any service depends upon the level of satisfaction of all its stakeholders. Education as a social process cannot be kept in isolation, rather involves students, parents, alumni, faculty, administration as its constituent parts, whose contribution, active participation as well as feedback are considered very crucial for qualitative improvement of the system. A robust mechanism of feedback on all aspects and dimensions of education from all the stakeholders helps the institution to map what has been done and what needs to be done. Feedback plays a catalytic role and hereby helps in improving quality culture of the institution.

Considering the significance, Nowgong college adopts a Feedback mechanism targeting three stakeholders- Students, Parents and Alumni. The analysis of feedback from all the three stakeholders for the year 2016-17 is given separately as below.

Analysis of Feedback from Students (2016-17)

The structured feedback proforma for students includes items covering five (5) dimensions namely Curriculum (Curriculum outline and its coverage), Teachers (their quality, subject knowledge, regularity, punctuality & accessibility), Infrastructure Facility, Information Resources (library, Internet facility) and Experience in Campus Life (discovering college life, academic results, exploring knowledge and ideas, accessing resources etc.). The statements are framed in five point Likert Response Mode ranging from Strongly Satisfied to Strongly Dissatisfied. Among the outgoing students, a total of 680 students have participated in the feedback mechanism during the session 2016-17. The summary of the analysis of students' feedback is given below.

With regard to the dimension Curriculum (Curriculum outline and its coverage) 71% students are Strongly satisfied, 12% students are strongly dissatisfied, 5% students gave no comment, whereas 7% and 5% students recorded their response as dissatisfied and strongly dissatisfied respectively. So far the dimension of Teachers (their quality, subject knowledge, regularity, punctuality & accessibility) is concerned a similar picture is observed. 75%, 10%, 8%, 5% & 2% students responded as strongly satisfied, satisfied, no comment, dissatisfied and strongly dissatisfied respectively. With regard to Infrastructure Facility & Information Resources (library, Internet facility etc.) majority of the students i.e. 78% are found being satisfied (strongly satisfied & satisfied), 13% students gave no comment and remaining 9% students expressed their dissatisfaction (5% dissatisfied & 4% strongly dissatisfied). Finally with respect to the dimension Experience in Campus Life (discovering college life, academic

results, exploring knowledge and ideas, accessing resources) 65% students are strongly satisfied, 18% students are satisfied, 5% are dissatisfied and remaining 7% students expressed strong dissatisfaction. Thus, the students' feedbacks regarding all the dimensions are found in positive direction.

So far the suggestions from the students fraternity is concerned, the following suggestions are treated significant and forwarded to the respective authority for consideration and necessary action.

- e. More vocational subjects be opened
- f. The auditorium be air conditioned
- g. PG course in Zoology be opened
- h. Provision of alternative arrangement be made to ensure uninterrupted electricity
- i. Student oriented programmes be organised on a regular basis for all round development of students beyond cognitive domain

Actions Taken on the basis of Students Suggestions

In order to meet students demands the following actions have been made in the subsequent years.

- e. The auditorium has been air conditioned
- f. Solar plant is being installed to ensure uninterrupted electricity
- g. PG course in Zoology has been started from 2017-18 session
- h. A number of workshops, conferences, awareness & lecture in various cross-cutting issues like environmental awareness, awareness towards health & hygiene, women empowerment etc. are being organised on regular basis for non-scholastic development of the students
- i. Initiatives are being made to introduce more number of vocational courses

Analysis of Feedback from Parents and Alumni

The Parent-Teacher Association and the Alumni Association of the college are very proactive and vibrant. They actively take part in functioning and developmental activities of

the college. Both the bodies has two parts- institutional and extended. The institutional part of the Parent-Teacher Association includes the teachers and the extended part includes the parents. Similarly, the institutional part of the Alumni Association comprised of the teachers and employees who were ex-students of the college and the extended part includes other former students. There is a very healthy cooperation and coordination between the two parts in all matters relating to the college.

The feedback from the parents are collected in the Parent-Teacher meets being organised, where the parents used to give their views regarding the services, facilities and other aspects offered by the college in various dimensions. Two members from parents are included as members of the Governing Body of the college, where they get ample opportunities for expressing their feedback as well as suggestions. So far the feedback of parents for 2016-17 session is concerned, majority of the parents expressed their satisfaction and thanked the college for creating and sustaining quality culture of the institution. However, with an aim to diversify the curriculum beyond conventional subjects, they have suggested to introduce more subjects including performing arts. Consequently the college has taken initiatives in this regard and have successfully introduced Sociology and Satriya Dance as elective subjects in UG courses from the session 2017-18.

Similarly, the Alumni Association organises meetings to discuss and review the facilities and functioning of the college. During 2016-17 session, the Alumni Association in its meeting suggested to organise outreach programme, exposure visit for the students as well as to install AC in auditorium and Solar Plant in the college. Besides giving suggestion, the association entrusted the responsibility of these activities to the members of the association itself. Subsequently, the air conditioning of the college auditorium and installation of electricity have been done with the initiative of the alumni Mr. Rupak Sharma who is the local MLA. Similarly an exposure visit of the students to Assam Legislative Assembly is organised with Mr. Sharma's initiative. Moreover, an outreach programme to IIT Guwahati for the students is organised on sole initiative of another alumni- Dr. Sidananda Sarma, who is the Scientific Officer at IIT, Guwahati.