



Office of the Principal  
**MURAZAR COLLEGE**

P.O. Murazar : Pin : 782439, Dist. Hojai : Assam  
Estd. 1989

Permanently affiliated to Gauhati University, Guwahati

**Dr. Sayed Ahammed Ali,** M.A., Ph.D.  
Principal, Murazar College

☎ 03674-267911, 9577774252  
Email: [principalmurazarcollege@gmail.com](mailto:principalmurazarcollege@gmail.com)  
[murazarcollege@gmail.com](mailto:murazarcollege@gmail.com)

Ref. No.

Date : 23/04/2024

**CRITERION – 7**

**Institutional Values and Best Practices**

**Key Indicator: 7.1.3 - Quality audits on environment and energy regularly undertaken by the Institution.**  
The institutional environment and energy initiatives are confirmed through the following

**NAAC DVV CLARIFICATIONS**

Metric ID	Deviations Details
7.1.3	1. Green audit / Environment audit 2. Energy audit 3. Clean and green campus initiatives 4. Beyond the campus environmental promotion activities

**HEI Input:**

Findings of DVV	HEI Response
1. HEI is requested to provide Policy document on environment and energy usage.	1 Policy document on environment and energy usage is provided
2. Please provide Action taken reports and achievement report as clear and Green campus initiatives.	2) Action taken reports and achievement report as clear and Green campus initiatives is attached.
3. Please provide Reports of all Audits.	3) Reports of all Audits is provided.
4. Please provide Certificate for all audits from the external accredited auditing agency (preferably government, concern department of affiliating university).	4) Certificate for all audits from the external accredited auditing agency (preferably government, concern department of affiliating university) is provided.
5. Please provide reports on environment promotional activities conducted beyond the campus with geo tagged photographs with caption and date.	5) Reports on environment promotional activities conducted beyond the campus with geo tagged photographs with caption and date is provided.
6. Please provide any other relevant proof for the selected options.	6) All other relevant proof for the selected options are provided with 1,2,3,4,&5 findings of DVV



Office of the Principal

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Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)

# MURAZAR COLLEGE



**P.O. Murazar, Dist.- Hojai, Assam, Pin-782439**

## **Policy documents On Environment and energy usage**

The Environment and Energy Usage Policy of Murazar College, Murazar is to manage energy in such a systematic way so as to minimize its impact on the environment. The policy implies to explore the renewable energy resources to reduce the burden of the government and to find substitute natural resources as solutions to the energy crisis.

The environment and energy policy is binding for all the components of the institution and applies to all its stakeholders and to the various activities undertaken by the institution. It will help us to embed efficiency and environmental awareness into our everyday activities, thus helping us to realize our responsibilities and commitment to conservation of natural resources and to limit its usage. The natural Club, an official platform devoted to the cause of environmental awareness, to undertake green initiatives, and to conduct green literacy programmes to save energy and to protect the environment.

### **Policies:**

- To assess our energy usage and measure its impact on the environment.
- To count CO2 emissions generated by our means of transportations vehicles.
- To reduce local air pollution emissions using environment friendly vehicles, including bicycles, public transportation and use of pedestrian friendly roads.
- To install LED bulbs in the complete campus to save energy.
- To undertake tree plantation drive.
- To ensure the availability of necessary resources to achieve our objective.
- To monitor and respond to emerging environmental and energy issues. To strengthen our employees' and students' environmental knowledge and skills in order to improve our own environmental performance.
- To offer opportunities for employees and to engage in initiatives those contribute to environmental protection.

To train our employees and students through our Natural Club make them 'Go Green Save Earth' and partners to plant trees each year.

These policies will be communicated to the students and employees via internal communication channels, and will be made available to all the stakeholders on the institutional website. The environment and Energy policy, objectives and targets will be reviewed on a regular basis by the Natural Club Convener and its members under the guidance of the principal of the college.

  
23/04/24  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



# MURAZAR COLLEGE

**P.O. Murazar, Dist.- Hojai, Assam, Pin-782439**

## **E-Waste and Plastic Waste Management Policy**

Campus of the college must be Green one. To achieve this aim, the college tries to ban all plastic items and E-Waste items on the campus by planting trees and saplings, gardening, and reducing energy consumption. The college has become able to make an effective system to dispose, plastic waste and e-waste.

### **COLLEGE POLICY ON PLASTIC ITEMS:**

**Following steps are to be taken by the college to keep it up plastic free campus.**

1. A general meeting of the staff and students is conducted to sensitize the students about the campus policy on plastic treatment in the beginning of each academic year.
2. At the main gate of the college the plastic points is established which gives instruction for visitors and students to deposit plastic items to the container.
3. The small plastic items like water bottles, plastic packets, damaged pen, pencil Etc. are collected in bins placed on different floors.

### **COLLEGE POLICY ON E-WASTE ITEMS:**

**Following are steps:**

1. A student's programme is conducted in the beginning of each academic year to aware them on the campus policy on e-Waste treatment.
2. The E-Waste collection point is the campus to give instruction for visitors and students to deposit the E-Waste items in the bin demarcated for e- Waste.
3. All the electronic damaged items like cell phones, CD, pen drive, chargers, UPS, CPU, Printers, and Key Boards etc. are collected in E-Waste collection bins which are fixed in a store room.

  
Principal 23/04/24

**Murazar College**

Principal  
MURAZAR COLLEGE  
P.O. MURAZAR  
HOJAI (ASSAM)



# MURAZAR COLLEGE

**P.O. Murazar, Dist.- Hojai, Assam, Pin-782439**

## TREE PLANTATION STRATEGY

The recent unprecedented urbanization and industrialization have made human life more luxurious and comfortable but simultaneously they have led to several environmental and ecological crises. Educational institutions nowadays are becoming more sensitive to environment factors and eco-campus concepts are being introduced to make them sustainable. Waste minimization plans for the academic institutes are now mandatory to maintain the cleanliness of the campus. To find out the environmental performance of the academic institutions and to analyze the possible solutions for converting the academic campus as eco campus, the college authority has adopted a strategically drive for tree plantation. Trees are indispensable resources for the survival of all living creatures. Trees offer food and shelter to diverse organism including animals, birds, insects, fungi etc. In other words it can be said that they ensure the stability of entire ecosystem. For attaining this target the college has planted various plant saplings in the college campus to attain the following aim and objectives:

### **Aim and Objective of Tree Plantation:-**

- To create green belt and avenues for meeting aesthetic recreational needs to the people.
- To beautify the college campus for scenic beauty.
- To held in decreasing global warming.
- To reduce the surface run-off discharge and checking soil erosion of the campus.
- To reduce temperature and increase humidity.
- To reduce noise pollution to the campus.
- To reduce the impacts of air pollution and dust as trees and shrubs are known to be natural sink for air pollutants.
- To provide much needed shade on glaring hot roads during summer.
- Moderating the effect of wind and incoming radiation.
- To promote road development as ecofriendly activity.
- Conserve Biodiversity.
- Improve water and Air quality.

  
Principal 29/04/21

**MURAZAR COLLEGE**  
**P.O. Murazar (Hojai, Assam)**

Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



## NAMES OF VARIOUS PLANTS

### FRUIT TREES

Sl. No.	Common/Local/Name	Name of English	Scientific Name	No of Trees
1	Amita	Papaya	Carica Papaya	1
2	Madhuriam	Guava	Psidium Guajava	4

### Medicinal Tree

Sl. No.	Common/Local/Name	Name of English	Scientific Name	No of Trees
1	Neem Tree	Neem	Azadirachta Indica	7
2	Arjun Tree	Arjun	Terminalia Arjun	1
3	Amlokhi	Amla Tree	Phyllanthus Embica	1
4	Bikhalayakarani	Tridax Daisy	Tridax Procumbens	2
5	Dupartenga	Cathedral Bells	Dryophyllum Pinnatum	2
6	Tulsi	Holy Basil	Ocimum Tenuiflorum	3
7	Saalkumwari	Aloe Vera	Aloe Chinensis	1
8	Pudina	Peppermint	Mentha Spicata	1

### Ornamental Tree

Sl. No.	Common/Local/Name	Name of English	Scientific Name	No of Trees
1	Bakul	Spanish Cherry	Mimusops elengi	1
2	Krishnasura	Royal Poinciana	Delonix Regia	2
3	Radhasura	Peacock Flower	Caesalpinia Pulcherrima	1
4	Debadaru	Chemeter Tree	Polyalthia Longifolia	5
5	Shandan	Sandalwood	Santalum Aibum	2
6	Gulap	Rose	Rosa	3
7	Pine	Pine Tree	Roxburghii	2
8	Ashoka	Ashoka Tree	Saraca Asoca	1
9	Chotiyana	Devil Tree	Alostonia Scholaris	1

Principal  
 MURAZAR COLLEGE  
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 Hojai (Assam)

23/09/24  
 MURAZAR COLLEGE  
 P.O. Murazar  
 Hojai (Assam)

FOREST RANGE OFFICER  
 J.V. Range, Doboka





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### HEI Input:

Findings of DVV	HEI Response
2. Please provide Action taken reports and achievement report as clear and Green campus initiatives.	2) Action taken reports and achievement report as clear and Green campus initiatives is attached.

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



# **Action Taken Report on**

## **Academic and Administrative Audit 2022-23**

### **Murazar College, Murazar, Hojai, Assam**

Based on the findings of the Academic and Administrative Audit 2022-23, the college has taken several positive actions to address the identified weaknesses, leverage opportunities, and tackle challenges. The following actions have been taken:

#### **Weaknesses:**

1. Teachers not inclined to use modern ICT facilities for teaching-learning:
  - o Conducted comprehensive training sessions to familiarize teachers with modern ICT tools and their benefits.
  - o Organized workshops and seminars on incorporating technology in classroom instruction.
  - o Established a dedicated ICT support team to assist teachers in implementing ICT effectively.
2. Poor activities in research and publication:
  - o Introduced incentives and recognition programs to encourage faculty members to engage in research activities and publications.
  - o Organized research-oriented workshops and conferences to foster a culture of research.
  - o Provided necessary resources and infrastructure to facilitate research and publication.
3. No Regular PG Courses:
  - o Conducted a thorough analysis of the demand for postgraduate courses in various disciplines.
  - o Initiated the process of introducing regular PG courses in relevant departments based on the demand and feasibility.
4. No adequate Boys Common Room Facility:
  - o Conducted a needs assessment to understand the requirements of boys for a common room facility.
  - o Undertook construction and renovation work to establish a well-equipped and comfortable boys' common room.
  - o Ensured that the common room provides necessary amenities and a conducive environment for boys.
5. No Honors Course in Hindi subject:
  - o Conducted a detailed study to evaluate the demand and feasibility of introducing an Honors Course in Hindi.
  - o Developed a comprehensive curriculum for an Honors Course in Hindi, with the academic standards.
  - o Sought necessary approvals from the appropriate authorities.

  
Principal  
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## Opportunities:

1. Despite a shortage of teaching staff in some departments and a lack of adequate infrastructural facilities, the quality of teaching fulfills the needs of the students:
  - Prioritized infrastructure development, including classrooms, laboratories, and libraries, to create a conducive learning environment.
2. Enhanced measurability and specificity of learning outcomes to facilitate effective assessment and alignment with program objectives:
  - Revised and refined the learning outcomes to ensure they are specific, measurable, and aligned with program objectives.
  - Implemented a robust assessment system to measure student achievement and continuously improve the learning process.
  - Regularly reviewed and updated learning outcomes based on feedback and evaluation results.
3. Strengthened coordination and communication among student support services to provide seamless support to students:
  - Established a dedicated student support center to centralize and streamline student services.
  - Improved coordination between different support services, such as counseling, career guidance, and academic advising, to provide holistic support to students.
  - Implemented an effective feedback mechanism to address student concerns promptly.
4. Facilitated more soft skills and job-oriented courses:
  - Introduced a range of soft skills and job-oriented courses to enhance students' employability and career prospects.
  - Collaborated with industry experts and professionals to design and deliver courses that align with current job market demands.
  - Conducted regular workshops and seminars on developing soft skills, communication, and professional etiquette.
5. Encouraged faculty members to participate in FDPs, research activities, and publications:
  - Provided financial support and resources for faculty members to attend Faculty Development Programs (FDPs).
  - Established internal research grants and encouraged faculty to actively engage in research activities.
  - Recognized and appreciated faculty members for their research contributions and publications.
6. Implemented Bus/Auto facility from Chowdhury Bazar and Debosthan Bus stand to College:
  - Collaborated with local authorities and transport providers to establish available Bus/Auto facility for the convenience of students commuting to and from the college.
  - Ensured regular and reliable transportation services, particularly during peak hours, to facilitate easy access to the college.

## Challenges:

1. Obtaining Govt and Non-Govt funded Research Projects:
  - Strengthened the research cell and established collaborations with funding agencies.
  - Encouraged faculty members to actively pursue research grants and projects by providing necessary support and guidance.
  - Developed research proposals aligned with the research priorities of government and non-government funding organizations.
2. Providing formalistic remedial teaching for challenged learners:
  - Developed a structured remedial teaching program to address the specific needs of challenged learners.
  - Implemented personalized interventions, additional tutoring, and mentoring to support these learners.
  - Monitored and evaluated the progress of challenged learners regularly to
3. Constructing an Open Air Theatre (OAT) in the college campus:
  - Initiated fundraising activities, including seeking sponsorships and donations, to support the construction of the OAT.
  - Engaged with architects and contractors to ensure the timely and efficient completion of the Open Air Theatre project.

In conclusion, the college has taken proactive measures to address the identified weaknesses, leverage opportunities, and tackle challenges. These actions demonstrate the college's commitment to continuous improvement and providing a conducive learning environment for students. With ongoing efforts and dedication, the college aims to enhance the quality of education, research output, and overall student experience in alignment with its objectives and mission.

Attested  
  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)  
14/03/2023





## Murazar College

Murazar :: Murazar :: Hojai :: Assam

### Policy for Green Campus Initiatives "Green Campus is a Cleaner, Safer and Healthier Place to Live and Work"

The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind. The Green Campus, Energy and Environment Policies will develop exciting new co-curricular and extracurricular practices that encourage students to take the lead in creating positive change. These initiatives call for a thorough review of all infrastructural, administrative functions from the standpoints of energy efficiency, sustainability and the environment.

Since 1992, Murazar College has been adopting sustainable initiatives for making the College campus clean and green. The College has initiated the green campus program in order to support a sustainable and climate-friendly environment. Major area of the institution is left in its natural form and acts as a natural habitat for biodiversity and a large variety of species of grasses, herbs, shrubs and trees. The College is surrounded by Green Trees and Grass. The Following are the Objectives of the College for Green Campus Initiatives...

#### Objectives:

- To protect and conserve ecological systems and resources within the college campus.
- To ensure judicious use of environmental resources to meet the needs and aspirations of the present and future generations.
- To integrate environmental concerns into policies, plans and programmes for social development and outreach activities.
- To work with all stakeholders and the local community to raise awareness and seek the adoption of environmental good practice and the reduction of any adverse effects on the environment.
- To continuously improve our contribution to climate protection and adaptation to climate change and to the conservation of global resources.
- To continuously improve the efficient use of all resources, including energy and water, and to reduce consumption and the amount of waste produced, recovering and recycling waste where possible.
- To increase the green cover in and around the campus.
- To make the campus plastic free.

*Attested*  
*[Signature]*  
17/4/2023

Principal  
MURAZAR COLLEGE  
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Hojai (Assam)





### Conduct Green Audit:

The institution aims at regularly conduct of Green Audit of the college campus to assess our strengths and weaknesses to further our goals of long-term sustainability. A green audit is a useful tool to determine how and where most energy or water or resources are being used. The college can then consider how to implement changes and make savings. It can determine the type and volume of waste. Recycling projects or waste minimization plans can be adopted. It will create health consciousness and promote environmental values and ethics. It provides a better understanding of the impact of eco-friendly practices on campus. It is imperative that the college evaluate its own contributions toward a sustainable future.

### Conduct Energy Audit:

From the year 2022, Murazar College regularly conducts Energy Audit by M/S. FLOURISHING ENTERPRISE (Govt. Registered Electrical Contractor & Supplier). The energy audit, with its specialized tools will identify wastage of energy. Such an inspection often reveals several different flaws which cause a loss of significant amounts of energy which the college will not be able to detect. These flaws often have easy and affordable solutions and provide significant savings.

### Plastic-Free Campus:

Murazar College has been observing most of its duties in terms of solid waste management since 2017. Observing the solid waste management rules 2016. In view of the Government of India's resolution to ban all single use plastics due to the hazardous impact of plastic use and pollution, the college administration strictly bans the use of single use plastics in its premise to make it a "Plastic Free Campus".

Attested  
17/04/2024  
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Hojai (Assam)



**INTERNAL AUDIT REPORT**  
**MURAZAR COLLEGE**  
**MURAJHAR, HOJAI**  
**ASSAM**

**FROM 1<sup>ST</sup> APRIL 2018 TO 31<sup>ST</sup> MARCH 2019**

**AUDITORS**

**KAY & ASSOCIATES**  
**CHARTERED ACCOUNTANTS**

**ANANDA NAGAR, PLOT NO: 37**  
**SIX MILE, GUWAHATI,**  
**ASSAM- 781022**

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



**INTERNAL AUDIT REPORT**

We have examined the attached Income & Expenditure account of **MURAZAR COLLEGE , MURAJHAR , HOJAI ASSAM** as at 31<sup>st</sup> Mar, 2019 also the Receipts And Payment Account of the Organisation for the year ended on that date annexed hereto.

1) We certify that the financial statement are the responsibility of the Organisation. Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in India. Those standards requires that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes, assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall financial statements presentation. We believe that our audit provides a reasonable basis for our opinion.

2) On the basis of our audit, We report that-

- i) We have obtained all the information and explanation, which to the best of our knowledge and belief, were necessary for the Purpose of the audit.
- ii) In our opinion, proper books of accounts as required by law have been kept by the organization, so far as it appears our examinations of those books.
- iii) The Income & Expenditure account and Receipt & Payment account dealt with by this report are in agreement with the books of accounts maintained by the Organisation.



  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)




3) In our opinion and to the best of our information and according to the explanations given to us, the said accounts give the information as required in the manner so required and give a true and fair view.

- a) In so far as it related to the Income & Expenditure Account of the Organisation, of the excess of Income over expenditure for the year ended on that date.
- b) In so far it related to the Receipt & Payment account , of the receipt and payments for the year ended on that date.

Place :: Guwahati  
Date :: 16/12/2020



KAV & ASSOCIATES,  
Chartered Accountants

  
(PANKAJ DAS),  
Partner, (M. No. 064741)

UDIN NO 20064741AAAAIY9857

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



**MURAZAR COLLEGE  
MURAJHAR, HOJAI (ASSAM)**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED ON 31.03.2019**

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
<b>To, OPENING BALANCE</b>		By Salary	1,523,834.00
Cash at Bank 323754.12		By T.A.	29,900.00
Cash in Hand 21513.00	345,267.12	By Internal Examination Expenses	32,360.00
		By Electricity Expenses	6,094.00
To Fees Collection	2,191,100.00	By Provincialisation Expenses	44,950.00
To Bank Interest	31,317.00	By Building Construction	33,205.00
To Loan from S.A. Ali	8,000.00	By Cultural Program Expenses	128,928.00
		By Library Expenses	7,014.00
		By Students Union	2,980.00
		By Internal Audit Fees	38,000.00
		By Gauhati University Fees	236,835.00
		By Bank Charge	442.50
		By Games & Sports Expenses	38,429.00
		By Misc. Expenses	85,711.00
		<b>By, CLOSING BALANCE</b>	
		Cash at Bank 366269.62	
		Cash in Hand 732.00	367,001.62
	<b>2,575,684.12</b>		<b>2,575,684.12</b>

Date :: 16/12/2020  
Place :: Guwahati



UDIN NO

FOR KAV & ASSOCIATES  
CHARTERED ACCOUNTANTS

*[Signature]*  
PANKAJ DAS, PARTNER  
**20064741AAAAIY9857**

*[Signature]*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)





**MURAZAR COLLEGE**  
**MURAJHAR, HOJAI (ASSAM)**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2019**


EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary	1,523,834.00	By Fees Collection	2,191,100.00
To T.A.	29,900.00	By Bank Interest	31,317.00
To Internal Examination Expenses	32,360.00		
To Electricity Expenses	6,094.00		
To Provincialisation Expenses	44,950.00		
To Cultural Program Expenses	128,928.00		
To Library Expenses	7,014.00		
To Students Union	2,980.00		
To Internal Audit Fees	38,000.00		
To Gauhati University Fees	236,835.00		
To Bank Charge	442.50		
To Games & Sports Expenses	38,429.00		
To Misc. Expenses	85,711.00		
 To Excess of Income over Expenditure	 46,939.50		
	<b>2,222,417.00</b>		<b>2,222,417.00</b>

Date :: 16/12/2020  
Place :: Guwahati



UDIN NO

FOR KAV & ASSOCIATES  
CHARTERED ACCOUNTANTS

  
PANKAJ DAS, PARTNER  
**20064741AAAAIY9857**

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



## **INTERNAL AUDIT REPORT FOR THE FINANCIAL YEAR 2018-2019**

The Accounts of Murazar College were audited by us for the period 01.04.2018 to 31.03.2019 and we report the following:

### **INCUMBENCY**

The Office of the Principal & Secretary was held by Dr. Sayed Ahammed Ali.

The Closing Balance of the College fund as per Cash Book on 31-3-2019 was as detailed below:

1) Cash in Hand with Secretary	Rs. 732.00
2) Cash at Bank	Rs. 366269.62
<b>Grand Total</b>	<b>Rs. 367001.62</b>

### **SUBSIDIARY FUND**

During our verification, we have found that in addition to the College Fund, the college has no other subsidiary funds in separate bank accounts.

### **RECEIPTS & PAYMENTS ACCOUNT**

The Receipts & Payments Account of the College Fund for the year 2018-2019 is attached with this report.

### **INCOME & EXPENDITURE ACCOUNT**

The Income & Expenditure Account of the College Fund for the year 2018-2019 is attached with this report.

### **CASH BOOK**

We have verified the Cash Book & found that the Cash Book is properly maintained.

### **PAYMENT VOUCHERS**

The records have been kept in a proper and systematic manner.

### **MISAPPROPRIATION ETC.**

Cases of Misappropriation have not been noticed in accounts during the year under Audit.



  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



**GENERAL OBSERVATION**

After verification the books & records which were made available to us, we have found some observation which is given below.

Fixed Assets Register is not maintained by the institution.


Date: 16.12.2020  
Place: Guwahati



For, KAV & Associates  
Chartered Accountants,

  
(Pankaj Das)  
Partner  
M. No- 064741

UDIN NO 20064741AAAAIY9857

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)





**MURAZAR COLLEGE,  
MURAJHAR, HOJAI (ASSAM).**

**OBSERVATION (2018-19)**

1. Following payments has been made in cash-

Date	Voucher No.	Cash Book Folio	Amount	Particulars
07.09.2018	75	40	23000.00	Paid to Elahi Tent & Decorator for Cultural Programme
09.09.2018	83	42	25000.00	Paid to Mukesh for Cultural Programme
10.10.2019	100	50	25824.00	Paid to Islam Brother & Communication for I Card

2. Revenue Stamp and money receipts not available of Rs. 5000/- & above in many of the vouchers.

3. Following fees collection of several date has been entered in cash book in single date.

Date	Receipt No.	Amount	Cash Book Folio	Cash Book Date
06.06.2018 to 07.06.2018	701 to 735	138340.00	15	07.06.2018
08.06.2018 to 09.06.2018	736 to 780	177720.00	16	09.06.2018
08.06.2018 to 10.06.2018	865 to 888	94590.00	17	11.06.2018
07.06.2018 to 11.06.2018	901 to 930	117970.00	17	11.06.2018
11.06.2018 to 12.06.2018	781 to 800	78080.00	19	19.06.2018



*RAU*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



12.06.2018 to 19.06.2018	931 to 939	35510.00	19	19.06.2018
13.06.2018 to 15.06.2018	01 to 10	39380.00	20	20.06.2018
18.06.2018 to 23.06.2018	11 to 42	120990.00	22	23.06.2018
23.06.2018 to 26.06.2018	160 to 170	48490.00	24	26.06.2018
25.06.2018 to 29.06.2018	43 to 52	39040.00	26	30.06.2018
20.06.2018 to 30.06.2018	940 to 949	39380.00	26	30.06.2018
27.06.2018 to 03.07.2018	171 to 184	60710.00	27	03.07.2018
04.07.2018 to 16.07.2018	185 to 192	34910.00	31	16.07.2018
04.07.2018 to 16.07.2018	53 to 61	33630.00	31	16.07.2018
02.07.2018 to 30.07.2018	950 to 955	23560.00	32	31.07.2018
01.08.2018 to 04.09.2018	956 to 961	21760.00	39	06.09.2018
30.07.2018 to 04.09.2018	62 to 70	33200.00	39	06.09.2018
30.07.2018 to 18.09.2018	301 to 320	71140.00	44	18.09.2018
21.07.2018 to 30.07.2018	193 to 200	35250.00	47	26.09.2018



*AN*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



4. During the course of our audit it is found that the College has maintained excess cash in hand.  
Following are some instances-

Date	Cash Book Folio	Closing Cash Balance
05.04.2018	2	37134.00
07.06.2018	15	146750.00
09.06.2018	16	258370.00
31.07.2018	32	60063.00
06.09.2018	39	76158.00
18.09.2018	44	62530.00
06.10.2018	49	90828.00
31.01.2019	2/11	30709.00
07.03.2019	2/21	35029.00

Date: 16.12.2020  
Place: Guwahati



For, KAV & Associates  
Chartered Accountants,

(Pankaj Das)  
Partner

M. No- 064741

UDIN NO 20064741AAAAIY9857

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)





**INTERNAL AUDIT REPORT**

**MURAZAR COLLEGE**

**MURAJHAR, HOJAI**

**ASSAM**

**FROM 1<sup>ST</sup> APRIL 2019 TO 31<sup>ST</sup> MARCH 2020**

**AUDITORS**

**KAV & ASSOCIATES**

**CHARTERED ACCOUNTANTS**

**ANANDA NAGAR, PLOT NO: 37**

**SIX MILE, GUWAHATI,**

**ASSAM- 781022**

A handwritten signature in blue ink, appearing to be "AN" with a long horizontal stroke extending to the right.

Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)

**INTERNAL AUDIT REPORT**

We have examined the attached Income & Expenditure account of **MURAZAR COLLEGE , MURAJHAR , HOJAI ASSAM** as at 31<sup>st</sup> Mar, 2020 also the Receipts And Payment Account of the Organisation for the year ended on that date annexed hereto.

1) We certify that the financial statement are the responsibility of the Organisation. Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in India. Those standards requires that we plan and perform the audit to obtain reasonable assurance about whather the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes, assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall financial statements presentation. We believe that our audit provides a reasonable basis for our opinion.

2) On the basis of our audit, We report that-

- i) We have obtained all the information and explanation, which to the best of our knowledge and belief, were necessary for the Purpose of the audit.
- ii) In our opinion, proper books of accounts as required by law have been kept by the organization, so far as it appears our examinations of those books.
- iii) The Income & Expenditure account and Receipt & Payment account dealt with by this report are in agreement with the books of accounts maintained by the Organisation.



Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



3) In our opinion and to the best of our information and according to the explanations given to us, the said accounts give the information as required in the manner so required and give a true and fair view.

- a) In so far as it related to the Income & Expenditure Account of the Organisation, of the excess of Income over expenditure for the year ended on that date.
- b) In so far it related to the Receipt & Payment account , of the receipt and payments for the year ended on that date.

Place :: Guwahati  
Date ::16/12/2020



*KAV & ASSOCIATES,*  
*Chartered Accountants*

*(PANKAJ DAS),*  
*Partner, (M. No. 064741)*

UDIN NO 20064741AAAAIZ3159

Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)





**MURAZAR COLLEGE**  
**MURAJHAR, HOJAI (ASSAM)**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED ON 31.03.2020**

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
<b>To, OPENING BALANCE</b>		By Salary	1,542,148.00
Cash at Bank 366269.62		By T.A.	18,000.00
Cash in Hand 732.00	367,001.62	By Electricity Expenses	7,317.00
		By Provincialisation Expenses	16,700.00
To Fees Collection	2,188,130.00	By Building Construction	44,120.00
To Bank Interest	30,289.00	By Cultural Program Expenses	94,374.00
To Loan from Altabh Hussain	25,000.00	By Printing & Stationery	45,451.00
		By Refreshment	5,932.00
		By Bank Charge	354.00
		By Postage	63.00
		By Exam. Expenses	32,705.00
		By Newspaper & Books	20,550.00
		By Repairs & Maintenance	7,376.00
		By Saraswati Puja Expenses	9,378.00
		By ID Card Expenses	26,050.00
		By Student Fee Refund	153,000.00
		By Games & Sports Expenses	25,254.00
		By Misc. Expenses	8,560.00
		By <u>Loan Refund</u>	
		S.A. Ali 8000.00	
		Altab Hussain 25000.00	33,000.00
		<b>By, CLOSING BALANCE</b>	
		Cash at Bank 518356.62	
		Cash in Hand 1732.00	520,088.62
	<b>2,610,420.62</b>		<b>2,610,420.62</b>

Date :: 16/12/2020

Place :: Guwahati



FOR KAV & ASSOCIATES  
CHARTERED ACCOUNTANTS

PANKAJ DAS, PARTNER

**20064741AAAAIZ3159**

UDIN NO

Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



**MURAZAR COLLEGE**  
**MURAJHAR, HOJAI (ASSAM)**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2020**

EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary	1,542,148.00	By Fees Collection	2,188,130.00
To T.A.	18,000.00	By Bank Interest	30,289.00
To Electricity Expenses	7,317.00		
To Provincialisation Expenses	16,700.00		
To Cultural Program Expenses	94,374.00		
To Printing & Stationery	45,451.00		
To Refreshment	5,932.00		
To Bank Charge	354.00		
To Postage	63.00		
To Exam. Expenses	32,705.00		
To Newspaper & Books	20,550.00		
To Repairs & Maintenance	7,376.00		
To Saraswati Puja Expenses	9,378.00		
To ID Card Expenses	26,050.00		
To Student Fee Refund	153,000.00		
To Games & Sports Expenses	25,254.00		
To Misc. Expenses	8,560.00		
 To Excess of Income over Expenditure	 205,207.00		
	<b>2,218,419.00</b>		<b>2,218,419.00</b>

Date :: 16/12/2020

Place :: Guwahati



UDIN NO

FOR KAV & ASSOCIATES  
CHARTERED ACCOUNTANTS

PANKAJ DAS, PARTNER

**20064741AAAAIZ3159**

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



**MURAZAR COLLEGE,  
MURAJHAR, HOJAI (ASSAM).**

**OBSERVATION (2019-20)**

1. Following payments has been made in cash-

Date	Voucher No.	Cash Book Folio	Amount	Particulars
05.07.2019	50	31	32392.00	Paid to Surya Printing Works for Prospectus
04.09.2019	51	51	32000.00	Paid to Lilabati Decorator for Cultural Programme
06.12.2019	150	78	26050.00	Paid to Islam Brother Communication for ID Card.

2. Revenue Stamp and money receipts not available of Rs. 5000/- & above in many of the vouchers.

3. Following fees collection of several date has been entered in cash book in single date.

Date	Receipt No.	Amount	Cash Book Folio	Cash Book Date
17.05.2019 to 20.05.2019	01 to 18	71390.00	10	20.05.2019
23.05.2019 to 25.05.2019	155 to 166	47480.00	13	25.05.2019
27.05.2019 to 01.06.2019	45 to 63	75630.00	17	01.06.2019
07.06.2019 to 12.06.2019	64 to 72	33380.00	21	12.06.2019
14.06.2019 to 20.06.2019	330 to 343	50780.00	24	20.06.2019



  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)





17.06.2019 to 25.06.2019	74 to 79	20120.00	27	25.06.2019
13.06.2019 to 25.06.2019	283 to 287	19840.00	27	25.06.2019
26.06.2019 to 03.07.2019	490 to 500	48140.00	35	20.07.2019
26.06.2019 to 04.07.2019	288 to 292	19500.00	37	30.07.2019
17.06.2019 to 26.06.2019	173 to 180	25850.00	37	30.07.2019
10.07.2019 to 30.07.2019	344 to 347	17080.00	37	30.07.2019
03.07.2019 to 30.07.2019	601 to 610	42580.00	37	30.07.2019
03.08.2019 to 22.08.2019	611 to 618	34750.00	48	30.08.2019
05.08.2019 to 20.09.2019	181 to 186	19300.00	61	25.09.2019
10.08.2019 to 09.09.2019	348 to 351	15500.00	61	25.09.2019
02.09.2019 to 24.09.2019	619 to 628	46650.00	61	25.09.2019



  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



4. During the course of our audit it is found that the College has maintained excess cash in hand. Following are some instances-

Date	Cash Book Folio	Closing Cash Balance
03.04.2019	1	25282.00
20.05.2019	10	24565.00
21.05.2019	11	57985.00
08.06.2019	18	43940.00
24.06.2019	26	58423.00
30.07.2019	37	114200.00
02.09.2019	49	125534.00
07.10.2019	66	108464.00
11.11.2019	72	97759.00
18.11.2019	74	249009.00
06.12.2019	78	63425.00
28.01.2020	85	51182.00
15.02.2020	92	34496.00
25.02.2020	94	25032.00

Date: 16.12.2020  
Place: Guwahati



For, KAV & Associates  
Chartered Accountants,

(Pankaj Das)  
Partner  
M. No- 064741

UDIN NO 20064741AAAAIZ3159

Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



## **INTERNAL AUDIT REPORT FOR THE FINANCIAL YEAR 2019-2020**

The Accounts of Murazar College were audited by us for the period 01.04.2019 to 31.03.2020 and we report the following:

### **INCUMBENCY**

The Office of the Principal & Secretary was held by Dr. Sayed Ahammed Ali.

The Closing Balance of the College fund as per Cash Book on 31-3-2020 was as detailed below:

1) Cash in Hand with Secretary	Rs. 1732.00
2) Cash at Bank	Rs. 518356.62
<b>Grand Total</b>	<b>Rs. 520088.62</b>

### **SUBSIDIARY FUND**

During our verification, we have found that in addition to the College Fund, the college has no other subsidiary funds in separate bank accounts.

### **RECEIPTS & PAYMENTS ACCOUNT**

The Receipts & Payments Account of the College Fund for the year 2019-2020 is attached with this report.

### **INCOME & EXPENDITURE ACCOUNT**

The Income & Expenditure Account of the College Fund for the year 2019-2020 is attached with this report.

### **CASH BOOK**

We have verified the Cash Book & found that the Cash Book is properly maintained.

### **PAYMENT VOUCHERS**

The records have been kept in a proper and systematic manner.

### **MISAPPROPRIATION ETC.**

Cases of Misappropriation have not been noticed in accounts during the year under Audit.



  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)





**GENERAL OBSERVATION**

After verification the books & records which were made available to us, we have found some observation which is given below.

Fixed Assets Register is not maintained by the institution

Date: 16.12.2020

Place: Guwahati

For, KAV & Associates  
Chartered Accountants,



(Pankaj Das)

Partner

M. No- 064741

UDIN NO 20064741AAAAIZ3159

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



**INTERNAL AUDIT REPORT**  
**MURAZAR COLLEGE**  
**MURAJHAR, NAGAON,**  
**ASSAM.**



**FROM 1<sup>ST</sup> APRIL 2020 TO 31<sup>ST</sup> MARCH 2021**

**AUDITORS**

**A RAY CHOUDHURY & CO**

**CHARTERED ACCOUNTANTS**

**1<sup>ST</sup> FLOOR, HOUSE NO. 15, OPP. BYELANE NO. 2,  
ABOVE MIRA MUSICAL MART, GUWAHATI,  
ASSAM-781003.**

Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



**INTERNAL AUDIT REPORT FOR THE FINANCIAL YEAR 2020-2021**

The Accounts of Murazar College were audited by us for the period 01.04.2020 to 31.03.2021 and we report the following:

**INCUMBENCY**

The Office of the Principal & Secretary was held by Dr. SayedAhamed Ali.

The Closing Balance of the College fund as per Cash Book on 31-3-2021 was as detailed below:

1) Cash in Hand with Secretary	Rs.18126.00
2) Cash at Bank (SBI)	Rs.763825.62
<b>Grand Total :</b>	<b><u>Rs.781951.62</u></b>

**SUBSIDIARY FUND**

During our verification, we have found that in addition to the College Fund, the college has no other subsidiary funds in separate bank accounts.

**RECEIPTS & PAYMENTS ACCOUNT**

The Receipts & Payments Account of the College Fund for the year 2020-2021 is attached with this report.

**INCOME & EXPENDITURE ACCOUNT**

The Income & Expenditure Account of the College Fund for the year 2020-2021 is attached with this report.

**CASH BOOK**

We have verified the Cash Book & found that the Cash Book is properly maintained.

**PAYMENT VOUCHERS**

The records have been kept in a proper and systematic manner.

**MISAPPROPRIATION ETC.**

Cases of Misappropriation have not been noticed in accounts during the year under Audit.



*Signature*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)





**A Ray Choudhury & Co.**  
**Chartered Accountants**



A Ray Choudhury (Partner)  
B.Com (H) FCA, DISA (ICAI)  
Bandita Das (Partner)  
B. Com (H) . FCA, DISA (ICAI)  
Jintu Moni Deka (Partner)  
B.Com (H), ACA

**GENERAL OBSERVATION**

After verification the books & records which were made available to us, we have found some observation which is given below.

Date: 04.08.2023

Place: Guwahati



For, A Ray Choudhury & Co.  
Chartered Accountants

*Akhyadhee*

( Akhyadhee Ray Choudhury )

Partner

M. No. 064664

UDIN : 23064664BGURBN5260

*SAW*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



**MURAZAR COLLEGE**  
**MURAJHAR, HOJAI (ASSAM)**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2021**

EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary	12,57,037.00	By Fees Collection	18,62,600.00
To T.A.	82,564.00	By Bank Interest	18,756.00
To Honararium	8,000.00		
To Electricity Expenses	9,602.00		
To Printing & Stationery	79,023.00		
To Refreshment	21,337.00		
To Postage	23.00		
To Repairs & Maintenance	40,715.00		
To Saraswati Puja Expenses	11,773.00		
To ID Card Eaxpenses	1,500.00		
To Audit Fees	20,000.00		
To Labour & Wages	28,500.00		
To Misc. Expenses	15,108.00		
 To Excess of Income over Expenditure	 3,06,174.00		
	<b>18,81,356.00</b>		<b>18,81,356.00</b>

Date : 04/08/2023

Place : Guwahati

For, A. Ray Choudhury & Co.  
Chartered Accountants



( Akhyadhee Ray Choudhury )  
Partner

M. No. 064664

UDIN - 23064664BGURBN5260

Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



**MURAZAR COLLEGE**  
**MURAJHAR, HOJAI (ASSAM)**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED ON 31.03.2021**

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
<b>To, OPENING BALANCE</b>		By Salary	12,57,037.00
Cash in Hand 1732.00		By T.A.	82,564.00
<u>Cash at Bank</u>		By Honorarium	8,000.00
SBI 518356.62	5,20,088.62	By Electricity Expenses	9,602.00
To Fees Collection	18,62,600.00	By Printing & Stationery	79,023.00
To Bank Interest	18,756.00	By Refreshment	21,337.00
		By Postage	23.00
		By Repairs & Maintenance	40,715.00
		By Saraswati Puja Expenses	11,773.00
		By ID Card Expenses	1,500.00
		By Audit Fees	20,000.00
		By Labour & Wages	28,500.00
		By Misc. Expenses	15,108.00
		By Fan Purchased	1,275.00
		By Library Books	13,036.00
		By Loan to Jamal Ahmed	20,000.00
		By Loan to Badrul Amin	10,000.00
		<b>By, CLOSING BALANCE</b>	
		Cash in Hand 18126.00	
		<u>Cash at Bank</u>	
		SBI 763825.62	7,81,951.62
	<b>24,01,444.62</b>		<b>24,01,444.62</b>

Date : 04/08/2023

Place : Guwahati

For, A. Ray Choudhury & Co.

Chartered Accountants



( Akhyadhee Ray Choudhury )

Partner

M. No. 064664

UDIN - 23064664BGURBN5260

Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)





**MURAZAR COLLEGE,  
MURAJHAR, HOJAI (ASSAM)**

**OBSERVATIONS (2020-21)**

1. Following payments has been made in cash –

Date	VoucherNo.	CashBook Folio	Amount	Particulars
02.11.2020	83	43	24850.00	Paid to Islam Brother Communication for ID Card.
11.12.2020	110	54	20000.00	Cash Loan to Jamal Ahmed, Senior Assistant.
27.02.2021	168	81	8000.00	Honorarium paid to 8 incumbents for Internal Exam. Signature of recipient not available for Rs.500.00 paid to Joirul Islam.

2. Revenue Stamp and money receipts not available of Rs.5000/-&above in many of the vouchers.

Date: 04.08.2023  
Place: Guwahati



For, A Ray Choudhury & Co.  
Chartered Accountants

  
( Akhyadhee Ray Choudhury )  
Partner  
M. No. 064664  
UDIN : 23064664BGURBN5260

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



**INTERNAL AUDIT REPORT**  
**MURAZAR COLLEGE**  
**MURAJHAR, NAGAON,**  
**ASSAM.**



**FROM 1<sup>ST</sup> APRIL 2021 TO 31<sup>ST</sup> MARCH 2022**

**AUDITORS**

**A RAY CHOUDHURY & CO**  
**CHARTERED ACCOUNTANTS**

**1<sup>ST</sup> FLOOR, HOUSE NO. 15, OPP. BYELANE NO. 2,**  
**ABOVE MIRA MUSICAL MART, GUWAHATI,**  
**ASSAM-781003.**

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



## **INTERNAL AUDIT REPORT FOR THE FINANCIAL YEAR 2021-2022**

The Accounts of Murazar College were audited by us for the period 01.04.2021 to 31.03.2022 and we report the following:

### **INCUMBENCY**

The Office of the Principal & Secretary was held by Dr. SayedAhamed Ali.

The Closing Balance of the College fund as per Cash Book on 31-3-2022 was as detailed below:

1) Cash in Hand with Secretary	Rs. 471.00
2) Cash at Bank (SBI)	Rs. 41949.12
Cash at Bank (HDFC)	<u>Rs. 1055393.28</u>
<b>Grand Total :</b>	<b><u>Rs. 1097813.40</u></b>

### **SUBSIDIARY FUND**

During our verification, we have found that in addition to the College Fund, the college has no other subsidiary funds in separate bank accounts.

### **RECEIPTS & PAYMENTS ACCOUNT**

The Receipts & Payments Account of the College Fund for the year 2021-2022 is attached with this report.

### **INCOME & EXPENDITURE ACCOUNT**

The Income & Expenditure Account of the College Fund for the year 2021-2022 is attached with this report.

### **CASH BOOK**

We have verified the Cash Book & found that the Cash Book is properly maintained.

### **PAYMENT VOUCHERS**

The records have been kept in a proper and systematic manner.

### **MISAPPROPRIATION ETC.**

Cases of Misappropriation have not been noticed in accounts during the year under Audit.

*SAH*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)







**A Ray Choudhury & Co.**  
**Chartered Accountants**



A Ray Choudhury (Partner)  
B.Com (H) FCA, DISA (ICAI)  
Bandita Das (Partner)  
B. Com (H) . FCA, DISA (ICAI)  
Jintu Moni Deka (Partner)  
B.Com (H), ACA

**GENERAL OBSERVATION**

After verification the books & records which were made available to us, we have found some observation which is given below.

Date: 04.08.2023

Place: Guwahati



For, A Ray Choudhury & Co.  
Chartered Accountants

  
( Akhyadhee Ray Choudhury )  
Partner  
M. No. 064664  
UDIN : 23064664BGURBO3262

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



**MURAZAR COLLEGE**  
**MURAJHAR, HOJAI (ASSAM)**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2022**

EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary	6,19,166.00	By Fees Collection	14,73,969.60
To T.A.	84,390.00	By Bank Interest	15,800.00
To Electricity Expenses	5,828.00	By G.U. Fees Refunded	39,500.00
To Printing & Stationery	32,490.00		
To Refreshment	5,055.00		
To Repairs & Maintenance	18,821.00		
To Saraswati Puja Expenses	16,000.00		
To ID Card Expenses	15,000.00		
To Labour & Wages	11,900.00		
To Website Expenses	47,000.00		
To Admission Expenses	5,800.00		
To Bank Charges	88.50		
To Fees Refunded to HDFC Bank	37,840.32		
To Games & Sports	44,272.00		
To Telephone & Mobile Expenses	299.00		
To G.U. Fees	2,00,990.00		
To Misc. Expenses	3,402.00		
 To Excess of Income over Expenditure	 3,80,927.78		
	<b>15,29,269.60</b>		<b>15,29,269.60</b>

Date : 04/08/2023

Place : Guwahati

For, A. Ray Choudhury & Co.  
Chartered Accountants



*Akhyadhee Ray Choudhury*

( Akhyadhee Ray Choudhury )

Partner

M. No. 064664

UDIN - 23064664BGURBO3262

*AAU*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



**MURAZAR COLLEGE**  
**MURAJHAR, HOJAI (ASSAM)**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED ON 31.03.2022**

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
<b>To, OPENING BALANCE</b>		By Salary	6,19,166.00
Cash in Hand                      18126.00		By T.A.	84,390.00
<u>Cash at Bank</u>		By Electricity Expenses	5,828.00
SBI                              763825.62	7,81,951.62	By Printing & Stationery	32,490.00
		By Refreshment	5,055.00
To Fees Collection	14,73,969.60	By Repairs & Maintenance	18,821.00
To Bank Interest	15,800.00	By Saraswati Puja Expenses	16,000.00
To G.U. Fees Refunded	39,500.00	By ID Card Expenses	15,000.00
		By Labour & Wages	11,900.00
		By Website Expenses	47,000.00
		By Admission Expenses	5,800.00
		By Bank Charges	88.50
		By Fees Refunded to HDFC Bank	37,840.32
		By Games & Sports	44,272.00
		By Telephone & Mobile Expenses	299.00
		By G.U. Fees	2,00,990.00
		By Misc. Expenses	3,402.00
		By Library Books	17,546.00
		By Mobile Handset	14,100.00
		By Furniture & Fixtures	13,420.00
		By Loan to Sayed Ahmed Ali	20,000.00
		<b>By, CLOSING BALANCE</b>	
		Cash in Hand                      471.00	
		<u>Cash at Bank</u>	
		HDFC Bank                      1055393.28	
		SBI                              41949.12	10,97,813.40
	<b>23,11,221.22</b>		<b>23,11,221.22</b>

Date : 04/08/2023  
Place : Guwahati

For, A. Ray Choudhury & Co.  
Chartered Accountants



( Akhyadhee Ray Choudhury )  
Partner  
M. No. 064664  
UDIN - 23064664BGURBO3262

*AAU*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)





**INTERNAL AUDIT REPORT**  
**MURAZAR COLLEGE**  
**MURAJHAR, NAGAON,**  
**ASSAM.**



**FROM 1<sup>ST</sup> APRIL 2022 TO 31<sup>ST</sup> MARCH 2023**

**AUDITORS**

**A RAY CHOUDHURY & CO**  
**CHARTERED ACCOUNTANTS**

**1<sup>ST</sup> FLOOR, HOUSE NO. 15, OPP. BYELANE NO. 2,**  
**ABOVE MIRA MUSICAL MART, GUWAHATI,**  
**ASSAM-781003.**

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



### **INTERNAL AUDIT REPORT FOR THE FINANCIAL YEAR 2022-2023**

The Accounts of Murazar College were audited by us for the period 01.04.2022 to 31.03.2023 and we report the following:

#### **INCUMBENCY**

The Office of the Principal & Secretary was held by Dr. SayedAhamed Ali.

The Closing Balance of the College Fund as per Cash Book on 31-3-2023 was as detailed below:

1) Cash in Hand with Secretary	Rs.11,827.00
2) Cash at Bank (SBI)	Rs. 46,08,197.12
3) Cash at Bank (HDFC)	<u>Rs. 3,67,766.72</u>
<b>Grand Total</b>	<b><u>Rs. 49,87,790.84</u></b>

#### **SUBSIDIARY FUND**

During our verification, we have found that in addition to the College Fund, the college has no other subsidiary funds in separate bank accounts.

#### **RECEIPTS & PAYMENTS ACCOUNT**

The Receipts & Payments Account of the College Fund for the year 2022-2023 is attached with this report.

#### **INCOME & EXPENDITURE ACCOUNT**

The Income & Expenditure Account of the College Fund for the year 2022-2023 is attached with this report.

#### **CASH BOOK**

We have verified the Cash Book & found that the Cash Book is properly maintained.

#### **PAYMENT VOUCHERS**

The records have been kept in a proper and systematic manner.

#### **MISAPPROPRIATION ETC.**

Cases of Misappropriation have not been noticed in accounts during the year under Audit.





**A Ray Choudhury & Co.**  
**Chartered Accountants**



A Ray Choudhury (Partner)  
B.Com (H) FCA, DISA (ICAI)  
Bandita Das (Partner)  
B. Com (H) . FCA, DISA (ICAI)  
Jintu Moni Deka (Partner)  
B.Com (H), ACA

**GENERAL OBSERVATION**

After verification the books & records which were made available to us, we have found some observation which is given below.

Date: 17.08.2023

Place: Guwahati



For, A Ray Choudhury & Co.  
Chartered Accountants,

*Akhyadhee*

(Akhyadhee Ray Choudhury)

Partner

MRN- 064664

FRN- 326593E

**UDIN : 23064664BGUREL4975**

*RAJ*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)





**MURAZAR COLLEGE**  
**MURAJHAR, HOJAI (ASSAM)**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2023**

EXPENDITURE	AMOUNT	INCOME	AMOUNT
To Salary	4,17,000.00	By Fees Collection	9,41,055.44
To T.A.	1,05,940.00	By Received from DHE, Govt. of Assam against Student Fees	45,33,592.00
To Electricity Expenses	14,775.00	By Bank Interest	57,225.00
To Printing & Stationery	61,074.00		
To Refreshment	23,339.00		
To Repairs & Maintenance	18,000.00		
To Saraswati Puja Expenses	31,000.00		
To ID Card Expenses	40,140.00		
To Labour & Wages	19,100.00		
To Website Expenses	19,470.00		
To Engineer Fees	40,000.00		
To News Paper & Periodicals	2,021.00		
To Social & Cultural Programme	2,70,595.00		
To Games & Sports	93,701.00		
To G.U. Fees	39,500.00		
To Misc. Expenses	15,666.00		
To Excess of Income over Expenditure	43,20,551.44		
	<b>55,31,872.44</b>		<b>55,31,872.44</b>

Date : 17/08/2023

Place : Guwahati

For, A. Ray Choudhury & Co.  
Chartered Accountants



*A Ray Choudhury*

( Akhyadhee Ray Choudhury )

Partner

M. No. 064664

UDIN - 23064664BGUREL4975

*ADU*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



**MURAZAR COLLEGE**  
**MURAJHAR, HOJAI (ASSAM)**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED ON 31.03.2023**

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
<b>To, OPENING BALANCE</b>		By Salary	4,17,000.00
Cash in Hand 471.00		By T.A.	1,05,940.00
<u>Cash at Bank</u>		By Electricity Expenses	14,775.00
HDFC 1055393.28		By Printing & Stationery	61,074.00
SBI 41949.12	10,97,813.40	By Refreshment	23,339.00
To Fees Collection	9,41,055.44	By Repairs & Maintenance	18,000.00
To Received from DHE, Govt. of Assam against Student Fees	45,33,592.00	By Saraswati Puja Expenses	31,000.00
To Bank Interest	57,225.00	By ID Card Expenses	40,140.00
		By Labour & Wages	19,100.00
		By Website Expenses	19,470.00
		By Engineer Fees	40,000.00
		By News Paper & Periodicals	2,021.00
		By Social & Cultural Programme	2,70,595.00
		By Games & Sports	93,701.00
		By G.U. Fees	39,500.00
		By Misc. Expenses	15,666.00
		By Building Construction	2,23,339.00
		By Library Books	34,670.00
		By CCTV	20,000.00
		By Inverter & Battery	58,210.00
		By Furniture & Fixtures	94,355.00
		<b>By CLOSING BALANCE</b>	
		Cash in Hand 11827.00	
		<u>Cash at Bank</u>	
		HDFC Bank 367766.72	
		SBI 4608197.12	49,87,790.84
	<b>66,29,685.84</b>		<b>66,29,685.84</b>

Date: 17/08/2023  
Place: Guwahati

For, A. Ray Choudhury & Co.  
Chartered Accountants



( Akhyadhee Ray Choudhury )  
Partner  
M. No. 064664  
UDIN - 23064664BGUREL4975

*Signature*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



**MURAZAR COLLEGE,  
MURAJHAR, HOJAI (ASSAM)**

**OBSERVATION(2022-23)**

1. Related party payments:

Date	VoucherNo.	CashBook Folio	Amount	Particulars
06.08.2022	95	40	5000.00	Cash paid to Amiyo Kumar Nandi, GB President for up down from home to College.
21.11.2022	185	70	5000.00	Cash paid to Amiyo Kumar Nandi, GB President for up down from home to College.
30.12.2022	234	86	5000.00	Cash paid to Amiyo Kumar Nandi, GB President for up down from home to College.
27.02.2023	317	114	5000.00	Cash paid to Amiyo Kumar Nandi, GB President for up down from Murajhar to Guwahati.

2. Revenue Stamp and money receipts not available of Rs.5000/- & above in many of the vouchers.

Date: 17.08.2023

Place: Guwahati



For, A Ray Choudhury & Co.  
Chartered Accountants,

*Akhyadhee Ray Choudhury*

(Akhyadhee Ray Choudhury)

Partner

MRN- 064664

FRN- 326593E

UDIN : 23064664BGUREL4975

*Principal*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



# GENDER AUDIT REPORT

## Session: 2022-23

### MURAZAR COLLEGE

MURAZAR : HOJAI : ASSAM



#### Team of Auditors:

1. Dr. Sayed Ahmmed Ali, Principal. (Chairperson)
2. Dr. Adidur Rahman, Associate Professor HAAC, Doboka
3. Nozmul Hoque , Co-ordinator (IQAC)
4. Sunita Bordoloi, Asstt. Professor, Dept of Assamese
5. Ashim Das, Astt Professor ,Dept of Hindi
6. MD. Altaf Hussain, Astt. Professor, Dept Of political science.

#### INTERNAL QUALITY ASSURANCE CELL (IQAC)

**MURAZAR COLLEGE**

**Murazar :Hojai : Assam**

#### FOREWORD:

Gender Equality is a universal issue, and negotiations in women's liberation and her privileges are at the front position of many global campaigns. As the understanding of gender issues swells, women impulsively come into action against women's subjugation and mistreatment. Gender consciousness allows women to move further than other usual gender typecasts and sever gender role characterizations. Hence, the grader audit was carried out to identify ways to make college campus unharmed and safe for women. The audit process involved selecting the pockets to be audited, choosing the participants, preparing the checklist and the writing down the findings and sharing the results with the principal of the college for accomplishment of the recommendations.

Dr. Adidur Rahman  
Associate Professor & HOD  
Deptt. of Political Science  
Haji Anfar Ali College  
Doboka, Hojai, Assam

Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



## GENDER POLICY:

- There shall not be any kind of unfairness on the basis of gender.
- The College shall provide equal opportunity to all genders.
- Freedom of free and fair opinion should be encouraged.
- An active, balanced and classified grievance Redressal cell must be in operation.
- The College shall maintain safety and security of all genders.
- 

## Key Steps in Gender Audit:

- Setting up for preparation.
- Visiting different pockets.
- Interaction with stakeholders
- Checklist Preparation
- Draft Report.
- Sharing Final Report with the Principal.
- 

## A Brief Note about the College:

Murazar College was established in the year 1989 by the some eminent social activist, educationist as well as philanthropist of the locality. This college is the higher educational institution in Jamunamukh (Binnakandi) constituency located about 9 KMs away from NH-36 and about 18 KMs away from Hojai Town. It has started the teaching-learning process following the course curriculum of Gauhati University.

The college is permanently affiliated to Gauhati University and the core subjects offered by the college are - Assamese, English, Education, Economic, Hindi, History and Political Science. Out of these subjects Assamese, English, Education, Economic, History and Political Science have major course. The college has on-going process registered under section 2(F) & 12(B) of the UGC Act, 1956. Since its inception, the college has been rendering quality higher education to students, following participatory methods in a friendly and learner centric atmosphere.

  
Dr. Adin Rahman  
Associate Professor & HOD  
Deptt. of Political Science  
Haji Anfar Ali College  
Doboka, Hojai, Assam

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)  
23/09/24





As we all know, Gender Equality is a global issue and the gender audit is conducted to identify ways to make college campus safer for women and girl students as said earlier. The Audit process is accomplished with the following objectives in mind.

#### **OBJECTIVES:**

The Gender Audit has the following objectives:

- To identify the areas where gender imbalance exists and the factors behind it.
- To ascertain gender balance in decision-making process.
- To recommend suggestion for bridging the gender gap.
- To promote gender equality in all aspects of college.
- To observe the facilities and effort for prevention of sexual harassment at the college.
- To make the Committee against Sexual Harassment functional.

#### **METHODOLOGY:**

Gender Audit Team reviews and analyses the operating environment and context of Murazar College. From the analysis, the team understands that the college is being operated in an environment where everyone has access to a full range of opportunities to achieve the social, psychological and physical benefits that come from participating and leading in sports and physical activity. It does not necessarily mean making the same programs and facilities available to both males and females.

#### **The methodology includes:**

- Gender equity which requires that girls and women are provided free access to the activities and program choices.
- Organization of activities that meet the needs, interests and experiences of the girls and women of the College.
- Focus on the initiatives of Anti Ragging initiatives.

The statistical data provided for the last few academic years offline meeting have been analyzed while preparing the report. The extensive gender sensitive indicators have been studied in detail and that include the following:

- Curricular Aspects.
- Student Support and Progression.
- Gender balance in Teaching & Non-Teaching Staff members.
- Equal participation of all genders in Committees and Cells.
- Resources & Infrastructure

Above all, gender wise data analysis is one of the prominent methodologies adopted in preparing this report.

*Dr. Adidur Rahman*  
Associate Professor & HOD  
Deptt. of Political Science  
Haji Anfar Ali College  
Doboka, Hojai, Assam

*23/09/24*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)





Above all, gender wise data analysis is one of the prominent methodologies adopted in preparing this report.

### Detailed Analysis:

**Table 1: Gender wise details of total students in the College**

Sl. No.	Year	Total	Male	Female	Male%	Female%
1	2022-2023	675	315	360	46.67	53.33
2	2021-2022	639	290	349	45.38	54.62
3	2019-2020	541	213	328	39.37	60.63
4	2018-2019	542	234	308	43.17	56.83

The table 1 shows year wise gender classification of male and female strength of students and the total number of admissions to the college. It appears that the number of students increased in 2022-23 as compared to previous years.

**Table:2 Honours subject wise details of the students**

Year	Hons. Subject	Male	Female	Total	% Male	% Female
2021-2022	Assamese	10	22	32	31.25	68.75
	English	13	12	25	52	48
	Education	10	49	59	16.95	83.05
	Pol. Science	55	38	93	59.13	40.87
2022-2023	Assamese	11	14	25	44	56
	English	17	12	29	58.62	41.38
	Education	43	41	84	51.19	48.81
	Pol. Science	43	41	84	51.19	48.81

Dr. Adilur Rahman  
Associate Professor & HOD  
Deptt. of Political Science  
Haji Anfar Ali College  
Doboka, Hojai, Assam

Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)  
23/01/24

Table 2 shows that girl students are outnumbering the male students in offering honors subjects in the college. This is a positive approach for the college in motivating the girls to pursue in higher education.

**Table 3:**

**Gender wise details of teaching staff of the college.**

Total No's of teacher's	MALE	Female	Female Teachers %
21	18	03	14.28

Table 3 shows gender inequalities in terms of female teacher's recruitment in the college. While interaction it is revealed that Govt. has not initiated and fresh process for requirement in the college after the GIA system. Further no post any department has been sanctioned by the Govt. as of now and so only 2/3 teachers are serving the department. Minimum resources and maximum utilization is a positive venture of the faculty members.

**Table 4:**

**Gender wise details of non-teaching staff of the college:**

Total No's of Employees	Male	Female	Female Employees %
12	10	02	16.7

Table 4 shows that only 02 female non-teaching employee is recruited in the college. The appointment procedure is totally maintained by the Govt. and the college authority has no hand in this. Unless any post is sanctioned by the Govt. the college can-not initiate recruitment procedure.

After through analysis of data and resources, the teams of auditors come to consensus to record the following observations.

Dr. Adidar Rahman  
Associate Professor & HOD  
Deptt. of Political Science  
Haji Anfar Ali College  
Doboka, Hojai, Assam

23/01/24  
P.O. Murazar College  
Hojai (Assam)

**OBSERVATIONS:**

- Students' strength particularly girl students is satisfactory.
- Adequate numbers of security measures adopted by keeping the campus 24x7 CCTV surveillance.
- Adequate lighting is available inside the Campus during night as well as in common areas.
- Girl's common Room is well furnished and adequate facilities are there inside toilets, keeping in mind the need of the girl students.
- Pure drinking water facility is available in the Girls common Room.
- Confidentiality is maintained while enquiring the case of complaints.
- No specific case of eve teasing or sexual harassment is recorded in the College.
- Equal opportunities for all genders are available in the Central Library of the College.
- The Classrooms offer equal opportunities to all genders.
- A Functional Grievance and Redressal Cell are found.
- The women cell is set up with the three lady teachers and two non-teaching ladies staff.
- Participation of girl's students in the overall activities of the college is high.
- Male female ratio in terms of appointment is disproportionate.

### ACTIVITIES:

International Women's Day is observed every year on 8<sup>th</sup> March. The College has a Women Cell which carries out all the activities related to women empowerment. Workshops are held on women Rights, women and Laws to make the girl students aware of their rights and responsibilities. Girls are made aware of laws and bylaws by organizing lecture of eminent personalities. The College has an Anti-ragging Committee (ARC) which is very essential to maintain gender balance in the College. In the field of Cultural Activities and Sports, girls have achieved grand success. The college convenes 'Parent Teacher Meet' to solve issues relating to academic and personal problems. Girls are found actively engaged in all the actions taken by college such as flood relief action, during medical emergency by collecting and distributing medicines etc.

Dr. Adidur Rahman  
Associate Professor & HOD  
Deptt. of Political Science  
Haji Anfar Ali College  
Doboka, Hojai, Assam

Principal 23/01/24  
SRI RAJAN COLLEGE  
V.O. VEDANTH  
Tiruvannamalai





### Suggestions:

It is founded that the College has lots of strengths and some weaknesses. The weaknesses can be surmounted with regular changes in value set up. No doubt the enrolment of girls from all section of society is increasing and there are no serious gender issues as of now. With the strong will power and commitment to gender justice the College would certainly make a mark in the state. Following are the few suggestions to improve gender balance in the College:

- The number of female staff may be increased as and when opportunities come.
- Training Courses such as Martial Arts etc. are to be organized for self-defense.
- A Women Development Cell headed by a female permanent teacher may be developed in the campus.
- Category wise data of female students may be maintained.
- Ramp facilities may be provided to the physically challenged students.

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)  
23/04/24

  
Sign of Auditors  
(Dr. Adidur Rahman)  
Associate Professor  
HAAC, Doboka  
Dr. Adidur Rahman  
Associate Professor & HOD  
Deptt. of Political Science  
Haji Anfar Ali College  
Doboka, Hojai, Assam

# GREEN CUM ENVIRONMENTAL AUDIT



## REPORT 2023-24



**Murazar College**  
**Murazar:: Hojai :: Assam**  
**Pin-782439**

*SAW* 23/04/24  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)





## Introduction

Green audit is a process of systematic identification, quantification, recording, reporting and analysis components of flora and fauna diversity within the campus. It aims to analyze green practices inside and outside of the concerned sites, which will have an impact on the eco-friendly environment. Green audit provides direction for improvement of the condition of environment. It is carried out with the aid of performing tasks like waste management, energy saving and tree plantation to turn into a better environment friendly institute. Green audit can be a useful tool for universities and colleges to determine their consumption of energy or water or other resources and then plan to implement changes and make savings. It can create health consciousness and promote environmental awareness, values and ethics. It allows faculty members, students, other staff members to better understand the impact of green activities on the premises. The rapid urbanization and economic development at local, regional and global level has led to several environmental and ecological crises. The biodiversity is facing serious threats from habitat loss, pollution, over consumption and invasive species. Species are disappearing at an alarming rate and each loss affects nature's delicate balance and our quality of life. Without this variability in the living world, ecological system and functions would break down with detrimental consequences for all form of life, including human beings. In this context, it is necessary to adopt a green campus system for the institute, which will lead to sustainable development while reducing the large amount of atmospheric CO<sub>2</sub> emission to the environment. The National Assessment and Accreditation Council, New Delhi (NAAC) has made it mandatory that all Higher Educational Institutions should submit an annual Green Audit Report. Moreover, it is part of Corporate Social Responsibility of the Higher Educational Institutions to ensure that they contribute towards the reduction of global warming through carbon footprint reduction measures. Government of India through its National Environment Policy (2006) has made mandatory for all higher educational institutions to conduct green audit in order to ensure a clean and healthy environment within and outside the institution. As environmental sustainability is becoming an increasingly important issue for the nation, the role of higher educational institutions in relation to environment sustainability is more prevalent. Accordingly, realizing the need of being responsible towards environment.

  
23/01/24  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)





Office of the Principal

# MURAZAR COLLEGE

P.O. Murazar : Pin : 782439, Dist. Hojai : Assam

Estd. 1989

Permanently affiliated to Gauhati University, Guwahati

**Dr. Sayed Ahammed Ali, M.A., Ph.D.**  
Principal, Murazar College

☎ 03674-267911, 9577774252  
Email: [principalmurazarcollege@gmail.com](mailto:principalmurazarcollege@gmail.com)  
[murazarcollege@gmail.com](mailto:murazarcollege@gmail.com)

Ref. No.



Date : 14-02-2024

## ACKNOWLEDGEMENT

We would like to express our heartfelt gratitude and appreciation to Bijit Bhattacharjee external Evaluator, for his Invaluable contribution, guidance and expertise in the preparation of Green cum Environment report of Murazar college for the session 2023-24.

Bhattacharjee's extensive knowledge and profound understanding of environmental issues have been instrumental in shaping the report and ensuring its accuracy and relevance. His dedication to the cause of environmental sustainability has truly inspired us through- out this journey.

We also extend our sincere thanks to all the member involved in the endeavor : Principal Murazar College, IQAC Co-Ordinator, Anuradha Doley, Sunita Bordoloi, Dr. Shariful Islam and Ashim Das. Your unwavering support, co-operation, and active participation have played a pivotal role in the successful completion of this report. Each member's unique perspective and expertise have enriched the content and made it comprehensive and insightful.

Lastly we would like to extend our gratitude to all the individuals and Departments who provided us with valuable insight, data, and information during the Audit period. We are honored to have worked with such exceptional individuals who are committed to making a positive impact on the environment.

Thank you once again to Bijit Bhattacharjee, the external evaluator, all the members and everyone who contributed to the completion of this report

Attested  
*[Signature]*  
14/02/2024

Principal  
Murazar College  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)

# JAMUNA VALLEY RANGE, DOBOKA

Doboka :: Hojai :: Assam



## CERTIFICATE

This is to certify that Murazar College has conducted a detailed "Green cum environmental Audit 2023-2024" of their campus and successfully established friendly practices and management systems for conservation of environment at all levels. The environment awareness initiatives are praiseworthy. This will surely boost the new generation to come. The effort undertaken by the principal, Green cum environmental Audit team, faculty members, non-teaching members and students of Murazar College towards environment and sustainability are highly appreciated and commendable.

  
External auditor  
Green Audit

FOREST RANGE OFFICER  
J.V. Range, Doboka

  
Principal 23/09/24  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



## NAMES OF VARIOUS PLANTS

### FRUIT TREES

Sl. No.	Common/Local/Name	Name of English	Scientific Name	No of Trees
1	Amita	Papaya	Carica Papaya	1
2	Madhuriam	Guava	Psidium Guajava	4

#### Medicinal Tree

Sl. No	Common/Local/Name	Name of English	Scientific Name	No of Trees
1	Neem Tree	Neem	Azadirachta Indica	7
2	Arjun Tree	Arjun	Terminalia Arjun	1
3	Amlokhi	Amla Tree	Phyllanthus Embica	1
4	Bikhalyakarani	Tridax Daisy	Tridax Procumbens	2
5	Dupartenga	Cathedral Belts	Dryophyllum Pinnatum	2
6	Tulsi	Holy Basil	Ocimum Tenuiflorum	3
7	Saalkunwari	Aloe Vera	Aloe Chinensis	1
8	Pudina	Peppermint	Mentna Spicata	1

#### Ornamental Tree

Sl. No	Common/Local/Name	Name of English	Scientific Name	No of Trees
1	Bakul	Spanish Cherry	Mimusops elengi	1
2	Krishnasura	Royal Poinciana	Delonix Regia	2
3	Radhasura	Peacock Flower	Caesalpina Pulcherrima	1
4	Debadaru	Chemeterly Tree	Polyathia Longifolia	5
5	Shandan	Sandalwood	Santalum Aibum	2
6	Gulap	Rose	Rosa	3
7	Pine	Pine Tree	Roxburghii	2
8	Ashoka	Ashoka Tree	Saraca Asoca	1
9	Choti yana	Devil Tree	Alstonia Scholaris	1

  
 23/04/24  
 Principal  
 MURAZAR COLLEGE  
 P.O. Murazar  
 Hojai (Assam)

  
 FOREST RANGE OFFICER  
 J.V. Range, Doboka





**College Campus With Devadaru Trees**

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)

DATE





**Papaya Tree ( Fruit Tree)**



**Neem Tree (Medicinal Tree)**



**Pine Tree (Ornamental Tree)**



**Devil Tree (Ornamental Tree)**

FOREST RANGE OFFICER  
Dabra



Office of the Principal

# MURAZAR COLLEGE

P.O. Murazar : Pin : 782439, Dist. Hojai : Assam

Estd. 1989

Permanently affiliated to Gauhati University, Guwahati

**Dr. Sayed Ahammed Ali.** M.A., Ph.D.  
Principal, Murazar College

☎ 03674-267911, 9577774252  
Email: [principalmurazarcollege@gmail.com](mailto:principalmurazarcollege@gmail.com)  
[murazarcollege@gmail.com](mailto:murazarcollege@gmail.com)

Ref. No.

Date : 23/04/2024

## CRITERION - 7

### Institutional Values and Best Practices

**Key Indicator: 7.1.3 - Quality audits on environment and energy regularly undertaken by the Institution.**

The institutional environment and energy initiatives are confirmed through the following

### NAAC DVV CLARIFICATIONS

Metric ID	Deviations Details
7.1.3	<ol style="list-style-type: none"><li>1. Green audit / Environment audit</li><li>2. Energy audit</li><li>3. Clean and green campus initiatives</li><li>4. Beyond the campus environmental promotion activities</li></ol>

### HEI Input:

Findings of DVV	HEI Response
4. Please provide Certificate for all audits from the external accredited auditing agency (preferably government, concern department of affiliating university).	4) Certificate for all audits from the external accredited auditing agency (preferably government, concern department of affiliating university) is provided.

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



OFFICE OF THE  
**FLOURISHING ENTERPRISE**

PROP: AYUB ALI LASKAR

ELECTRICAL CONTRACTOR

(Vandor ID: 102477)

DOBOKA PATHER, DOBOKA : NAGAON : ASSAM

Govt. Regd.No - 4913, GST No:-18AEGPL9631L1ZZ



Date:

01/02/24

**Energy Audit Report**

**Murazar College, Murazar, Hojai, Assam**

We are grateful to be a part of the preparation of energy Audit Report of Murazar College, Hojai, Assam for the year 2023 [from January 2023 to December 2023]. As a part of Audit Methodology, we have visited Murazar College, Murazar, Hojai (Assam) on 30/01/24 to collect data and to take some instantaneous measurement. we have studied the present energy consumption pattern, assessed the actual operating load, illumination study and energy conservation in lighting system. The summary of the report as follows.

1. The average monthly energy consumption of the College campus units.
2. Amount bill is Rs.34128.
3. Average unit rate is Rs.7.9 (Grid Power).
4. No A/C is found in the campus.
5. Presently there is no personal transformer for cause.
6. The campus is well facilitated with CCTVs for security purpose
7. Distribute panel boxes need to be cleaned.
8. Tube lights used should be replaced by LED lights.

For the safety purpose, fire extinguisher is not formal in the campus area, hence new fire extinguishers need based to be made available for every floor of the college buildings.

We hope that this activity will improve the energy efficiency and reduce the overall energy consumption of the college campus.

*Dr. Shauiful Islam*

Internal Auditor

Murazar College

External Auditor

*SAW*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)

For, M/S. FLOURISHING ENTERPRISE  
*[Signature]* Proprietor



## 1. About the College :

Murazar College was established in the year 1989 by the some eminent social activist, educationist as well as philanthropist of the locality . This college is the higher educational institution in Jamunamukh (Binnakandi) constituency located about 9 KMs away from NH-36 and a bout 18 KMs away from Hojai Town. It has started the teaching-learning process following the course curriculum of Gauhati University.

The college is permanently affiliated to Gauhati University and the core subjects offered by the college are –Assamese, English, Education, Economic, Hindi, History and Political Science. Out of these subjects Assamese, English, Education, Economic, History and Political Science have major course. The college has on- going process registered under section 2(F)& 12(B)of the UGC Act,1956.Since its inception ,the college has been rendering quality higher education to students, following participatory methods in a friendly and learner centric atmosphere.

## 2. Concept :

Energy is one of the most important inputs for the overall economic development of any country . In the case of developing countries, the energy sector assumes a critical importance in view of the ever increasing energy needs requiring huge investments to meet them. In Indian context also it plays a crucial role in almost all major sectors of the economy including agriculture, industry, transport , commercial, residential and educational institutions.

Murazar college , Murazar is an educational institute in Hojai District of Assam taking oath of reducing energy intensity in the college campus by conducting energy Audit. An assessment of energy consumption energy sources used, energy management, lighting devices used and other appliance used be the college campus community in an important aspect of sustainability of the community. Hence this is a relevant aspect of the assessment. The Audit team assessed the number of electrical appliances and their respective uses in terms of consumption of energy per month in KWh. This indicates the energy management of the campus. Based on the assessment, we made suggestion and recommendations.

For,  
A/S. FLOURISHING ENTERPRISE

*[Signature]*  
Entrepreneur

*[Signature]* 13/04/24  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



## Objective of Audit :

The overall objective of the report is to quantify energy saving in existing system and achieve reduction in energy consumption pattern. The objectives of the Audit are as follows :-

- To carry out the rate of energy consumption.
- To evaluate the performance of the equipment.
- To find out the energy saving opportunities.
- To find out the ways to achieve energy efficiency.
- To quantify the total energy savings.

## 3. Scope of the Work :

- a. Assessment of electrical load base on electrical fittings.
- b. Review the existing energy consumption capacity of the college campus.

## 4. Methodology Adopted for Conducting the Audit

### a. Interview with Key Facility Personal

At the time of primary audit, a meeting is organized between the auditor and key operating personal to start the assignment. The agenda of the meeting focus on: audit objectives and scope of work, facility rules and regulations, roles and responsibility of project team members and description of schedule project activities.

### b. Document Review

During the initial visit by the facility representatives, the available documentation are reviewed which includes all facility operation and maintenance procedures and logs - sheets/ registers for the previous years, electricity bills etc.

### c. Facility Inspection

After a thorough review of the operating documentation of the institution, the major energy consuming processes in the facility are further investigated by the representatives.

### d. Utility Analysis :

The utility analysis is a detailed review for the previous months. Data reviewed includes energy and energy consumption pattern.

### e. Prepare a Report Summarizing Audit Findings :

The findings and recommendations are summarized in this report. The report includes a description of the facilities and their operation and a discussion of all major energy consuming systems.

## 5. Building Description :

The following Tables show the basic information about the building and the utilities of Murazar College, Murazar

*SAW*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)  
23/09/24

For,  
MS. FLOURISHING ENTERPRISE  
*[Signature]*  
Proprietor





**Table-1**

Sl. No.	Basic Building Data	Value
1	Connected Load	1.42 kw
2	Contact Demand	15 KVA
3	Annual Electricity Consumption (from 1st April 2022 to 31st March 2023)	4320 UNITS
4	Annual Cost of Electricity Consumption	34,128
5	Total numbers of building covered	Entire Campus
6	Working hours (Academic and administration building)	8.30 Hrs (08:30 AM to 05:00 PM)
7	Working Days/Week	6 Days
8	Whether sub-metering of electricity consumption of each building	No

*SAW* 23/09/24  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)

For,  
M/S. FLOURISHING ENTERPRISE  
*[Signature]*  
Proprietor

**Table-2**

**Electricity Bills for the Academic Year 2023-2024**

Sl. No.	Period of the Bill	Cash	Amount (Rs)
1	27/12/2022 to 01/01/2023	Cash	784.08
2	27/01/2023 to 01/02/2023	Cash	628.00
3	27/02/2023 to 01/03/2023	Cash	670.00
4	27/03/2023 to 01/06/2023	Cash	2501.00
5	02/06/2023 to 01/07/2023	Cash	714.00
6	02/07/2023 to 01/09/2023	Cash	5162.00
7	02/09/2023 to 01/10/2023	Cash	4593.00
8	02/10/2023 to 01/11/2023	Cash	3679.00
9	02/11/2023 to 01/12/2023	Cash	3660.00
10	02/12/2023 to 01/01/2024	Cash	3176.00
Total amount			= 25,567.56

*SAW* 23/04/24  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)

For,  
M/S. FLOURISHING ENTERPRISE

*[Signature]*  
Proprietor



Office of the Principal

# MURAZAR COLLEGE

P.O. Murazar : Pin : 782439, Dist. Hojai : Assam  
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[murazarcollege@gmail.com](mailto:murazarcollege@gmail.com)

Ref. No.

Date : 23/04/2024

## CRITERION – 7

### Institutional Values and Best Practices

**Key Indicator: 7.1.3 - Quality audits on environment and energy regularly undertaken by the Institution.**  
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### NAAC DVV CLARIFICATIONS

Metric ID	Deviations Details
7.1.3	<ol style="list-style-type: none"><li>1. Green audit / Environment audit</li><li>2. Energy audit</li><li>3. Clean and green campus initiatives</li><li>4. Beyond the campus environmental promotion activities</li></ol>

### HEI Input:

Findings of DVV	HEI Response
5. Please provide reports on environment promotional activities conducted beyond the campus with geo tagged photographs with caption and date.	5) Reports on environment promotional activities conducted beyond the campus with geo tagged photographs with caption and date is provided.

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)





*Office of the Principal*

# MURAZAR COLLEGE

P.O. Murazar : Pin : 782439, Dist. Hojai : Assam  
Estd. 1989

**Permanently affiliated to Gauhati University, Guwahati**

*Dr. Sayed Ahammed Ali.* M.A., Ph.D.  
Principal, Murazar College

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Email: [principalmurazarcollege@gmail.com](mailto:principalmurazarcollege@gmail.com)  
[murazarcollege@gmail.com](mailto:murazarcollege@gmail.com)

Ref. No.

Date :

**Matrix No. 7.1.3.**

*Report on Environmental Promotional Activities conducted beyond the campus  
with geo tagged photographs with caption and date.*



*23/04/24*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



## Report on

### Beyond Campus Plantation Drive (Environmental Activates)

Organized By:-Natural Club, Murazar College

Date-05-06-2023  
onwards

Time:-11: 00

The Natural Club of Murazar College has taken a vigorous Plantation Drive of Murazar College and NSS Unit. The Drive is initiated by the convener of the Cell Anuradha Doley with other members of the Cell.

The Plantation drive has been started from Murazar College to Jatiya Academy of Murazar, Murazar Bazar, sibpur village and other public places. Various types of trees and flower sapling were planted in this programme. Mr. Jirsong Terang Forest Range Officer [FRO] of Jamuna valley Range, Doboka present this programme. Mr. Terang has shared in this initiative and conved thanks to all the student and faculty member of the college for taking such as important initiatives. The villagers of Sibpur and students of Jatiya Academy of Murazar also co-ordinate the programme .The plantation also done in Murazar Police Station and the respective OC of the police station strongly co-operated with the students and staff of the College and appreciated the programme. The principal of Murazar college has also conved thanks to all the participate students of

Murazar College for this unique drive. The programme has ended at 4.00 pm with a small refreshment on behave of the co-ordinator of the programme, and after the vote of thanks by the convener of the programme Anuradha Doley Asstt. Prof. of Murazar College, the programme came to an end.

Convener  
Natural Club  
Murazar College

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Moirang (Assam)

Murazar College



# Plantation Drive at Murazar College Campus & various places



GPS Map Camera

Charengi Pathar, Assam, India  
3X8G+JC5, Howraghat Rd, Charengi Pathar, Assam 782439, India  
Lat 26.06665°  
Long 92.97577°  
17/09/23 11:18 AM GMT +05:30

Google



GPS Map Camera

Kokila Dakhin Para, Assam, India  
9V57+R53, Kokila Dakhin Para, Assam 781319, India  
Lat 26.359479°  
Long 90.862574°  
17/09/23 10:21 AM GMT +05:30

Google



GPS Map Camera

Charengi Pathar, Assam, India  
3X8G+JC5, Howraghat Rd, Charengi Pathar, Assam 782439, India  
Lat 26.066653°  
Long 92.975767°  
17/09/23 11:09 AM GMT +05:30

Google

23/09/24  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)



# Murazar College



P.O+ P.S- Murazar, Dist.- Hojai, Assam, 782439

Hand Wash Basin in Staffs Wash Room



*[Signature]*  
23/09/24  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)

GPS Map Camera



Charengi Pathar, Assam, India  
3X8G+98J, Charengi Pathar, Assam 782439, India  
Lat 26.066302°  
Long 92.975634°  
17/02/24 01:58 PM GMT +05:30

# Murazar College



P.O+ P.S- Murazar, Dist.- Hojai, Assam, 782439

Hand Wash Basin in Girls Common Room



*23/09/24*  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)

 GPS Map Camera



Charengi Pathar, Assam, India  
3X8G+JC5, Howraghat Rd, Charengi Pathar, Assam 782439, India  
Lat 26.066594°  
Long 92.975818°  
17/02/24 01:59 PM GMT +05:30





 **GPS Map Camera**



**Charengli Pathar, Assam, India**  
**3X8G+JC5, Howraghat Rd, Charengli Pathar, Assam 782430, India**  
**Lat 26.066682°**  
**Long 92.975765°**  
**17/09/23 11:13 AM GMT +05:30**



  
**Principal**  
**MURAZAR COLLEGE**  
**P.O. Murazar**  
**Hojai (Assam)**







GPS Map Camera

Charengi Pathar, Assam, India  
3X8G+JC5, Howraghat Rd, Charengi Pathar, Assam 782439, India  
Lat 26.066767°  
Long 92.975807°  
17/09/23 11:19 AM GMT +05:30



Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)







GPS Map Camera



Charengi Pathar, Assam, India  
 3X8G+JC5, Howraghat Rd, Charengi Pathar, Assam 782438, India  
 Lat 26.066654°  
 Long 92.975744°  
 17/09/23 11:14 AM GMT +05:30



Principal  
 MURAZAR COLLEGE  
 P.O. Murazar  
 Haila (Assam)





GPS Map Camera



Google

Charengi Pathar, Assam, India  
 3X8G+JC5, Howraghat Rd, Charengi Pathar, Assam 782439, India  
 Lat 26.066744°  
 Long 92.975746°  
 17/09/23 11:17 AM GMT +05:30



Principal  
 MURAZAR COLLEGE  
 P.O. Murazar  
 Hojai (Assam)  
 23/09/24





# Murazar College

PO&PS: Murazar. Dist' Hojai, Assam

Pin; 782439

## Dustbin



Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)

GPS Map Camera



Charengi Pathar, Assam, India

3X8G+JC5, Howraghat Rd, Charengi Pathar, Assam 782439, India

Lat 26.066484°

Long 92.975728°

17/02/24 01:31 PM GMT +05:30



# Murazar College

P.O&P.S Murazar Dist;HojaiAssam.  
pin 782439

Hand Wash basin in principals room







# Murazar College

p.O+p.s.Murazar.Dist.Hojai, Assam  
pin.782439

water tank







Office of the Principal

# MURAZAR COLLEGE

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[murazarcollege@gmail.com](mailto:murazarcollege@gmail.com)

Ref. No.

Date : 23/04/2024

## CRITERION - 7

### Institutional Values and Best Practices

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### HEI Input:

Findings of DVV	HEI Response
6. Please provide any other relevant proof for the selected options.	6) All other relevant proof for the selected options are provided with 1,2,3,4&5 findings of DVV.

  
Principal  
MURAZAR COLLEGE  
P.O. Murazar  
Hojai (Assam)