

Office of the Principal



MURAZAR COLLEGE

P.O. MURAZAR, HOJAI, NAGAON: ASSAM, PIN:782439

Estd.1989

Permanent Affiliated to Gauhati University, Guwahati

For NAAC 1st Cycle of Accreditation

03674267911, 9577774252

Dr. Sayed Ahammed Ali, M.A, Ph. D.

Email:

Principalmurazarcollege@gmail.com

Principal/Secretary, Murazar College

Murazarcollege@gmail.com

Ref. No.

Date:

Best Practices - 01

1. Title: Decentralization of Responsibilities

2. Objectives:-

- To ensure the academic and administrative affairs easy and fruitful.
- Proper Implementation of various plans and programs.
- Prompt and rapid decision making.
- Ensure transparency in administrative machinery.

3. The Context:

Decentralization of Responsibilities in an educational institution plays a pivotal role for implementing of various plans and programs. It helps in developing the leadership skills and involvement of all the stakeholders in the development of the college. It brings a sense of responsibility and accountability to every individual involved in different activities of the colleges. It also encourages a sense of equality among the members.

4. The Practice:

For smooth functioning of various administrative as well as academic activities, the college is committed to the involvement of all the stakeholders in the academic and administrative affairs, various committees/cells have been constituted in the college. These are as follows:-

1. Governing Body.
2. Internal Quality Assurance Cell
3. Construction Committee
4. Purchase & Maintenance Committee.
5. Academic Committee.
6. Students Union.
7. NSS
8. Admission Committee
9. Examination Cell
10. Discipline & Maintenance Committee




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11. Library Development Committee
12. Cultural Committee.
13. Games & Sports Committee.
14. Career Guidance and Placement Cell
15. SC/ST/OBC/MOBC/Minority Cell
16. Anti-Ragging Cell
17. Grievance & Redressal Committee.
18. Internal Complain Committee.
19. College Magazine Committee.
20. College Plantation cum Beautification Committee (Natural Club)
21. Health Care/Medical Cell.
22. Students Welfare Committee.
23. Village Adopted Committee.
24. Women Cell.
25. Routine Committee.
26. RTI Committee.
27. Project Monitoring Unit (PMU) RUSA
28. Yoga Cell,
29. Website Management Committee/ ICT Cell
30. Yuva and Tourism Club.
31. Community Against Sexual Harassment (CASH)
32. Disaster Management Cell. Electoral Literacy Club.
33. MCSU Election Monitoring Committee.
34. Capacity Building and Skill Enhancement Committee.
35. College Devement Committee.
36. Alumni Coordination Committee.
37. Annual Budget Planning Committee.
38. Internal Audit Committee.
39. Fire Fighter Committee.
40. Murazar College Teachers Association.

5. Evidence of Success:

Decentralization of Responsibilities has been very effective and functional in the college. It results vital outcome as the members and the stakeholders are turning out to be more proactive with the work and responsibilities as they are an integral part to the development and overall progress of the college.

6. Challenges Encountered and Resources Required

The problems and accountability of various cells/committees are manifold due to the following factors:-

- Limited manpower and lack of proper infrastructure.
- Neglecting attitude in involvement of some faculty members
- Inadequate mechanism of accounting and accountability

7. Additional Notes:

8. For making the process of decentralization of Power and functions more effective and profitable, orientation and training programmes on management, skill enhancement, accounting and computing may be organized frequently for the faculty members and non teaching staff too.


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Best Practice- 2

- 1. Title of the best practice: National Service Scheme (NSS)**
- 2. Objectives of the Practice:** The main objectives of this best practice (National Service Scheme) NSS are:
 - To make a healthy relation to their community
 - To identify the needs, problems of the community and involve the main problem solving
 - To develop a sense of social responsibility among the students
 - To utilize their knowledge in finding practical solutions to problems
 - To acquire leadership qualities and to gain skills in mobilizing community participation
- 3. The Context:** The Units of National Service Scheme (NSS) in the colleges have become an integral part now-a-days. The concept is started to build sense of social responsibility among the teachers and students through involvement in constructive service with them with a motto of "Not for Me But for You Too". Murazar College NSS unit was introduced and founded in 01.08.2021. NSS volunteer of Murazar College unit works in local areas, especially for the neighborhood of the adopted village through different programme and activities.
- 4. The practices:** Murazar College NSS Unit, under guidance of Programme Officer, is following the overall aim of NSS which is to give an extension dimension to the higher education system and orient the student youth to community service during their student life. In order to arouse the social consciousness of the students, Murazar College NSS volunteers are provided an opportunity to interact with the people in the locality, neighboring villages and adopted village through various programmes, which help them gather direct experiences to the realities of life, and bring about a change in their social insight. Among the Cleanliness Drive Programmes under Swachha Bharat Programme, Gandhi Jayanti, Republic Days, Independence Days etc are

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important. Besides, they take part in different activities of celebrations and observances of important days and awareness programmes, various rallies, quiz competitions, debates, essay & drawing competition conducted on various special days, Anniversary of Bir Lachit Divwas, Gandhi Jayanti, Independence Day etc. in the college. Moreover, they actively take part in helping the flood victims and Covid - 19 pandemic by distributing relief materials and during Lockdown by creating awareness campaign in their own neighborhood.

5. **Evidence of Success:** NSS activities provide practical knowledge among the students community and bring new idea for new creativity and innovation and ultimately the higher standard of living. Their approach of looking at the society and releasing the problems of the community have changed and modified. Society is getting benefitted as NSS Volunteers are creating awareness among them for a better way of life. NSS volunteers are acquiring skills for mobilizing community participation, acquire leadership qualities and democratic attitude and come forward to tackle the situations created by emergencies or natural disasters. With time, they are becoming self reliant, promoters, pioneers, entrepreneurs in the society.
6. **Problems Encountered & Resource Required:** The goals and objectives of the NSS are numerous and in the semester system under (CBCS & non CBCS), students get very shorter academic time for simultaneous performance in both academics and NSS activities. Involving in all the activities may hamper academic life of volunteers. Lack of specific schedule/ time table for NSS activities affects the study time of students. Besides, insufficient human resources affect to operate NSS activities.

Although this practice being a huge success in the field of special outreach activities side by side there are some problems encountered as the grant received from the competent authority in this respect is not sufficient enough. Active participation from the student community is highly expected. In spite of the above mentioned requirements, the practice has proved to be a grand success for the society and student community in general.


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