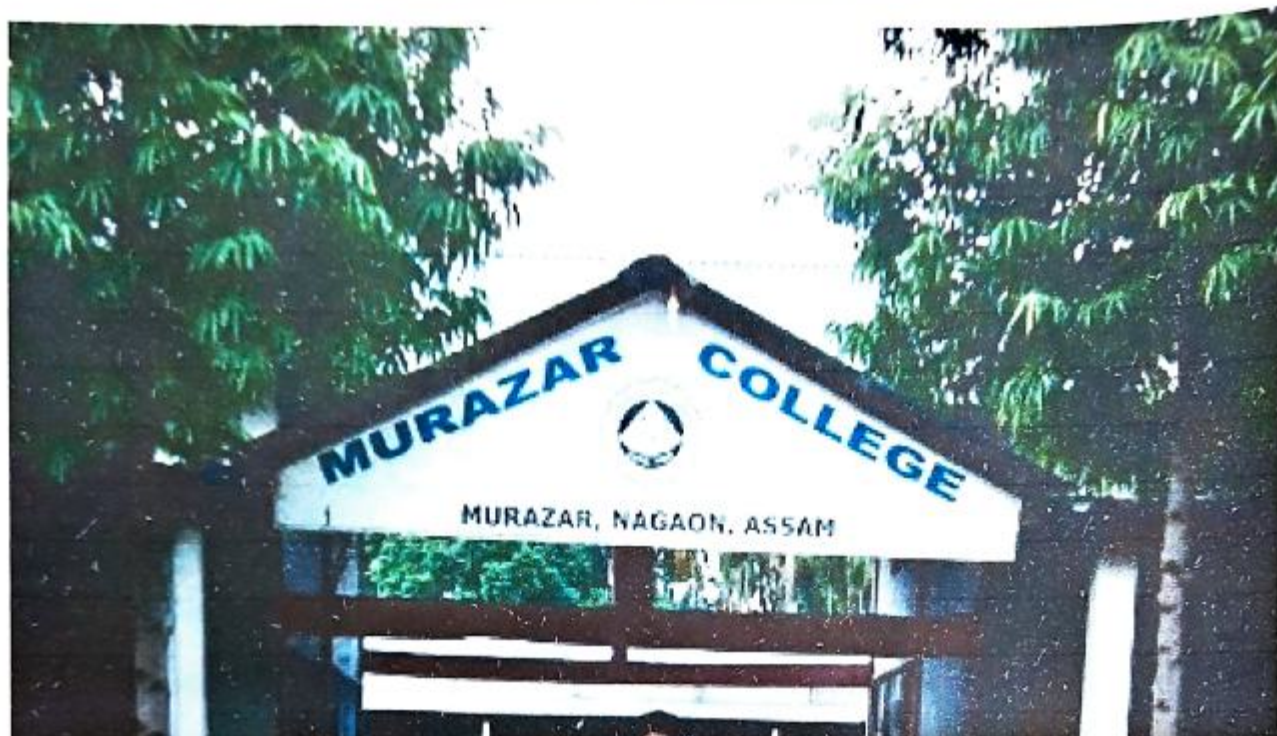




ACADEMIC AND ADMINISTRATIVE AUDIT: 2018-19



**Report on the
Academic and Administrative Audit
For the Academic Session, 2018-19**

**Murazar College
Murazar :: Hojai :: Assam**

**Schedule for Academic Audit
Date: 25-06-2019
ACADEMIC SESSION, 2018-19**


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



Academic Audit

Academic Session: 2018-19

Contents:

1. Schedule of Academic Audit
2. Introduction.
3. Audit Committee.
4. Objective and Scope of the Audit.
5. Brief Profile of the College.
6. Present Status.
7. Methodology.
8. Overviews of the Curriculum.
9. Learning Outcomes.
10. Course Offerings.
11. Infrastructure.
12. Students Supports and Progression.
13. Assessment Practices.
14. Professional Development and Activities.
15. Teaching Methods and Resources.
16. SWOC of the Institution.
17. Conclusion.
18. Annexure-1.


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

Academic Audit
Academic Session: 2018-19



Schedule for Academic and Administrative Audit

Time	Schedule	Venue
10:00 am	Introductory Meeting	Principal's Office
10:30 am	Meeting with Faculty members	Teachers Common room
11:00 am to 1:00 pm Departmental Presentation		
11:00 am	Economics	Teachers Common Room & Table of Economics
11:20 am	History	Teachers Common Room & Table of History
11:40 am	Political Science	Teachers Common Room & Table of Political Science
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Lunch		
2:00 pm	Visit to Library	Library
2:30 pm	Office Documents Verification	Office Room
3:00 pm	Visit to Infrastructural Facilities	College Campus
3:30 pm	Sharing Report with Principal	Principal's Office


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



Academic Audit

Academic Session: 2018-19

2. Introduction: The Academic and Administrative Audit Report present the findings recommendations for the curricular aspects of Murazar College, Murazar. The purpose of the audit is to assess this Institution's curriculum in terms of its alignment, with educational goals program structure, learning outcomes, course offerings, student support services, and assessment methods.

3. Audit Committee:

On 07th June Thursday-2018 the Office of the Principal, Murazar College, Murazar, constituted an Audit Committee to conduct the academic and administrative audit of Murazar College for the Academic Session, 2018-19. The Audit Committee consists of the following members:

1. Dr. Amar Gautam, Academic Registrar of Rabindranath Tagore University, Hojai.
(NAAC Accredited, Grade 'B+')
2. Dr. Adidur Rahman, Associate Professor of Haji Anfar Ali College, Doboka,
Accredited, Grade 'B')

4. Objective and Scope of the Audit:

Objective:

The objective of the academic and administrative audit of Murazar College is to assess the effectiveness and sufficiency of academic and administrative processes, systems, and practices within the institution. The aim of this audit is to identify the strengths, weaknesses, and areas for improvement to enhance the overall functioning of the college and ensure the achievement of educational goals.

Scope:

The scope of the academic and administrative audit encompasses the following key areas:

Academic Audit:

- Evaluate the teaching-learning methodology used for the various courses offered by the college.
- Assess the curriculum design, structure and alignment with educational goals, ensuring relevance, coherence and progressive learning outcome.
- Review the availability and effectiveness of academic advising, counseling, mentoring, library services and sport mechanisms for the students
- Assess the clarity, measurability and achievement of learning outcomes.
- Examine the effectiveness of academic committees, admissions procedures, programmes and development, and evaluation.


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



Academic Audit

Academic Session: 2018-19

Administrative Audit:

- Review the administrative structure and decision-making process, ensuring optimal efficiency and effectiveness.
- Evaluate financial planning, budgeting, accounting practices, and resource allocation to assess fiscal responsibility and sustainability.
- Assess the adequacy, maintenance and utilization of physical facilities including classrooms, libraries and support services.
- Alumni Association and their contributions to the college.

5. 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 applied for recognition of 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.

6. Present Status: Total Number of students in academic session-2018-19

Session	B.A 1 st Semester			B.A 3 rd Semester			B.A 5 th Semester			Total		Grand Total
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	
2018-19	81	137	218	84	93	177	69	78	147	234	308	542


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

Academic Audit
Academic Session: 2018-19



7. Methodology of the Audit:

After receiving an appointment letter as two-member Academic and Administrative Audit Committee from office of the Principal, Murazar College, Murazar, the committee visited the college on 25/06/2019. At the meeting with the Principal, Teaching & non Teaching staff of Murazar College, a presentation was made by the Principal that gave a general and broad profile of the facilities and various activities of the college. New infrastructural facilities that are to be added and therejuvenation of the campus, which is underway, also found mention. The audit committee spent two more days, visits the various departments for brief interactions with the faculties of each department and the students of the departments. The team visited the Library and acquires first-hand information about the facilities provided by the college. During the visit, a questionnaire in tune with the current NAAC assessment accreditation framework was prepared. The individual departments are shown in Table 1.

Table 1.

Sl No	Name of the Department	No of Teachers
1	Assamese	3
2	English	3
3	Economics	3
4	Education	3
5	History	2
6	Hindi	2
7	Political Science	3
8	Arabic	2

Based on the information and documents gathered from the presentation made by the Principal and also the interaction with the Librarian, Heads of the various Departments, and Faculty members and their various activities, particularly their dedicated services to the student community during the pandemic period, the committee has made its sincere efforts to put forward certain views observations, and recommendations in this report, keeping in view and upholding the larger interests of the college.


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



Academic Audit
Academic Session: 2018-19

8. Overviews of the Curriculum:

The institution offers a diverse range of programs across various Departments as per Gauhati University. The curriculum is designed to provide students with a well-rounded education and equip them with the necessary knowledge and skills for their respective fields. The structure of the programs generally follows a logical progression, with prerequisites and coherent course sequencing.

9. Learning Outcomes:

The stated learning outcomes for each program were reviewed. Overall, the learning outcomes were clear and aligned with the institution's educational objectives. However, in some cases, the measurability of the outcomes could be enhanced through the use of specific and observable criteria.

Academic year	Total student final sem	Appeared in final Exam.	Passed	Passed %
2018-19	147	134	132	98.50 %

10. Course Offerings:

The institution offers a comprehensive range of courses within each program. The course offerings cover a broad spectrum of topics and provide students with opportunities for specialization in their areas of interest. The courses generally reflect current trends and incorporate practical applications where appropriate.

11. Infrastructure:

Basic infrastructure facilities for academic activities are available. The Central library has a good number of books, which are also supplemented by the departmental libraries of some departments. IT facilities are not adequate. ICT-enabled classrooms are inadequate.

12. Students Supports and Progression:

The institution provides several student support services aimed at enhancing the educational experience. Academic advising, tutoring, and career counseling services are available to students. However, there is a need for improved coordination and communication between these services to ensure seamless support for students throughout their academic journey.

13. Assessment Practices:

Based on Gauhati University Examination Guidelines, the institution has been exercising various assessment methods, including exams, both internal and external, project work, home assignments, and other forms of evaluation. However, the reliability and validity of assessment methods need to be consistently ensured. There is also an opportunity to enhance the use of formative assessments and provide timely feedback to students to support their learning and growth.


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



Academic Audit

Academic Session: 2018-19

14. Professional Development and Activities

Very few teachers have participated in Faculty Development Programmes (FDP). Regular participation in FDP should be encouraged.

15. Teaching Methods and Resources:

Faculty members have been exercising a variety of teaching methods, including lectures, discussion, group work, and practical exercises and experiential learning. However, there is more room for improvement in the utilization of active learning techniques and technology enabled teaching approaches. The availability and adequacy of teaching resources, such as textbooks, and libraries, vary across programs and should be further assessed and enhanced where necessary.

16. SWOC of the Institution.

The Audit Committee is highly satisfied with the inherent strengths of the college, and these are mentioned below:

A. Strength:

- Forward-looking and visionary leadership of the college,
- Environment-friendly academic atmosphere,
- Faculty student exchange programme through MoUs.
- Students involvement in the curricular and non-curricular activities,
- Community outreach programme through departments.
- Willingness of leadership for continuous quality improvement on all fronts
- Dedicated and competent teaching faculty.
- Library is maintained manually.
- Security arrangements through boundary wall.
- The learning outcomes are generally aligned with the institution's educational goals.
- Committed and supportive non-teaching staff.
- Adequate Land Resources for Future growth.

B. Weakness:

- The college has no sufficient ICT Room & Tools for computer literacy Programme.
- Poor activities in research and publication,
- No Regular PG Courses.
- No Honours Course in Hindi subject.
- Does not have sufficient infrastructures.
- Lack of campus placement opportunity
- The college is a venture position
- The college Library has not digitalized.


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



Annexure-1

Academic Session: 2018-19

C. Opportunity

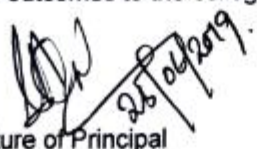
- Despite a shortage of teaching staff in some of the departments and a lack of adequate infrastructural facilities, the quality of teaching fulfils the needs of the students.
- Enhance the measurability and specificity of learning outcomes to facilitate effective assessment and alignment with program objectives.
- Strengthen coordination and communication among student support services to provide seamless support to students.
- Facilitate more soft skills and job-oriented courses.
- Encourage the faculty members to participate in FDPs, research activities, and publications.
- Bus / Auto stand is nearer to College,

D. Challenges

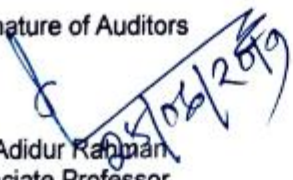
- Formalistic remedial teaching for challenged learners.
- To establish Centre for Women Studies to promote for research in Women studies.
- Open Air Theatre (OAT) in the college Campus.

17. Conclusion:

Keeping in mind the objectives and mission of the college, it is observed that the college has a great opportunity to flourish in the field of higher education especially in this marginalized area of the State. The College has experienced Faculties whose collective effort may yield the best possible outcomes to the college in the coming days,


Signature of Principal
Murazar College

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

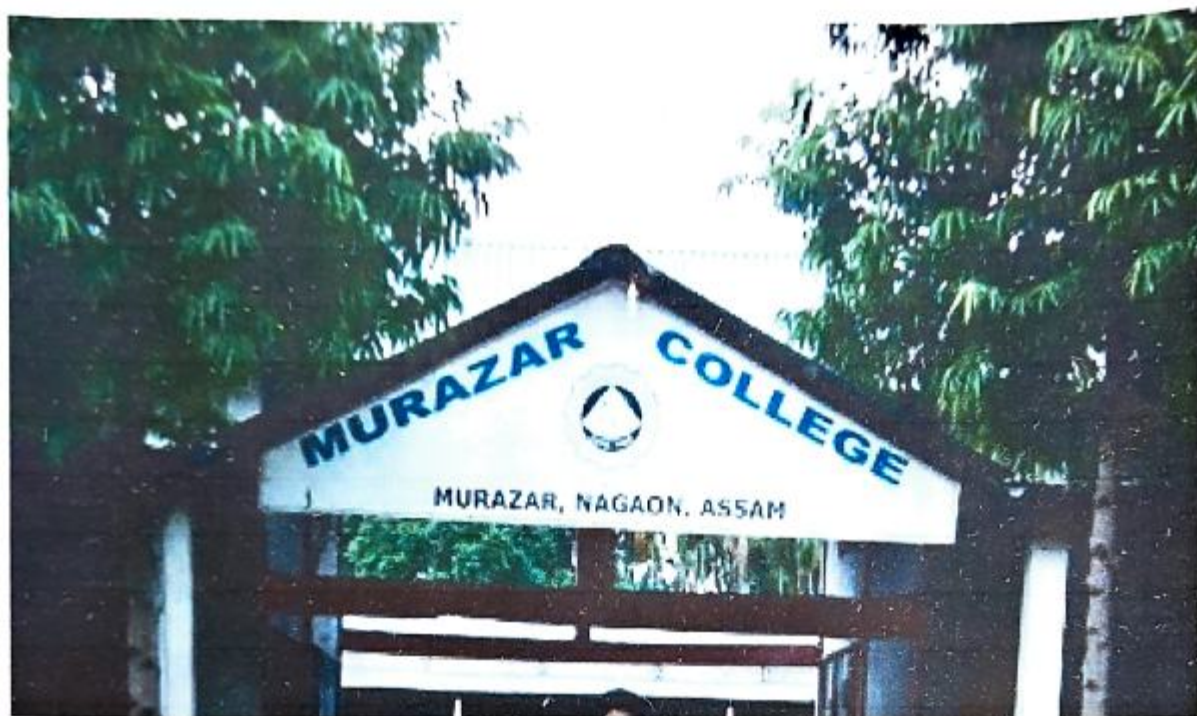

Signature of Auditors

Dr. Adidur Rahman
Associate Professor
Haji Anfar Ali College, Doboka

Academic Audit



ACADEMIC AND ADMINISTRATIVE AUDIT: 2019-21



**Report on the
Academic and Administrative Audit
For the Academic Session, 2019-21**

**Murazar College
Murazar : Hojai : Assam**

Schedule for Academic Audit

Date: 30-08-2021

ACADEMIC SESSION, 2019-21


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

Academic Audit
Academic Session: 2019-21



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

Academic Audit

Academic Session: 2019-21



Schedule for Academic and Administrative Audit

Time	Schedule	Venue
10:00 am	Introductory Meeting	Principal's Office
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Principal
MURAZAR COLLEGE
P.O. Murazar
Hojai (Assam)



Academic Audit
Academic Session: 2019-21

2. Introduction: The Academic and Administrative Audit Report present the findings recommendations for the curricular aspects of Murazar College, Murazar. The purpose of the audit is to assess this Institution's curriculum in terms of its alignment, with educational goals program structure, learning outcomes, course offerings, student support services, and assessment methods.

3. Audit Committee:

On 10th August- 2021 the Office of the Principal, Murazar College, Murazar, constituted an Audit Committee to conduct the academic and administrative audit of Murazar College for the Academic Session, 2019-21. The Audit Committee consists of the following members:

1. Dr. Adidur Rahman, Associate Professor of Haji Anfar Ali College, Doboka, Accredited, Grade 'B')
2. Dr. Amar Gautam. Academic Registrar of Rabindranath Tagore University, Hojai. (NAAC Accredited, Grade 'B+')

4. Objective and Scope of the Audit:

Objective:

The objective of the academic and administrative audit of Murazar College is to assess the effectiveness and sufficiency of academic and administrative processes, systems, and practices within the institution. The aim of this audit is to identify the strengths, weaknesses, and areas for improvement to enhance the overall functioning of the college and ensure the achievement of educational goals.

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- Evaluate the teaching-learning methodology used for the various courses offered by the college.
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Principal
MURAZAR COLLEGE
P.O. Murazar
Hojai (Assam)



Academic Audit

Academic Session: 2019-21

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6. Present Status: Total Number of students in academic session-2019-21

Session	B.A 1 st Semester			B.A 3 rd Semester			B.A 5 th Semester			Total		Grand Total
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	
2019-20	93	135	228	52	114	166	68	79	147	213	328	541
2020-21	94	118	212	68	113	181	47	89	136	209	320	529


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



Academic Audit

Academic Session: 2019-21

7. Methodology of the Audit:

After receiving an appointment letter as two-member Academic and Administrative Audit Committee from office of the Principal, Murazar College, Murazar, the committee visited the college on 30/08/2021. At the meeting with the Principal, Teaching & non Teaching staff of Murazar College, a presentation was made by the Principal that gave a general and broad profile of the facilities and various activities of the college. New infrastructural facilities that are to be added and the rejuvenation of the campus, which is underway, also found mention. The audit committee spends two more days visits the various departments for brief interactions with the faculties of each department and the students of the departments. The team visited the Library and acquires first-hand information about the facilities provided by the college. During the visit, a questionnaire in tune with the current NAAC assessment accreditation framework was prepared. The individual departments are shown in Table 1.

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MURAZAR COLLEGE
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Academic Audit

Academic Session: 2019-21

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The stated learning outcomes for each program were reviewed. Overall, the learning outcomes were clear and aligned with the institution's educational objectives. However, in some cases, the measurability of the outcomes could be enhanced through the use of specific and observable criteria.

Academic year	Total student final sem	Appeared in final Exam.	Passed	Passed %
2019-20	146	140	138	98.57%
2020-21	136	134	130	97%

10. Course Offerings:

The institution offers a comprehensive range of courses within each program. The course offerings cover a broad spectrum of topics and provide students with opportunities for specialization in their areas of interest. The courses generally reflect current trends and incorporate practical applications where appropriate.

11. Infrastructure:

Basic infrastructure facilities for academic activities are available. The Central library has a good number of books, which are also supplemented by the departmental libraries of some departments. IT facilities are not adequate. ICT-enabled classrooms are inadequate.

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



Academic Audit

Academic Session: 2019-21

14. Professional Development and Activities

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Faculty members have been exercising a variety of teaching methods, including lectures, discussion, group work, and practical exercises and experiential learning. However, there is more room for improvement in the utilization of active learning techniques and technology enabled teaching approaches. The availability and adequacy of teaching resources, such as textbooks, and libraries, vary across programs and should be further assessed and enhanced where necessary.

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The Audit Committee is highly satisfied with the inherent strengths of the college, and these are mentioned below:

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- Environment-friendly academic atmosphere,
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- Willingness of leadership for continuous quality improvement on all fronts
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- Library is maintained manually.
- Security arrangements through boundary wall.
- The learning outcomes are generally aligned with the institution's educational goals.
- Committed and supportive non-teaching staff.
- Adequate Land Resources for Future growth.

B. Weakness:

- The college has no sufficient ICT Room & Tools for computer literacy Programme.
- Poor activities in research and publication,
- No Regular PG Courses.
- No Honours Course in Hindi subject.
- Does not have sufficient infrastructures.
- The college is yet to be provincialised.
- Majority numbers of teachers are tutors.
- Lack of campus placement opportunity
- The college Library has not digitalized.
- No fund except student's fees.



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



Annexure-1

Academic Session: 2019-21

C. Opportunity

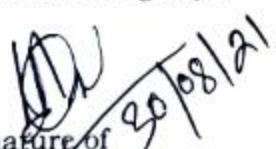
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- Bus / Auto stand is nearer to College,

D. Challenges

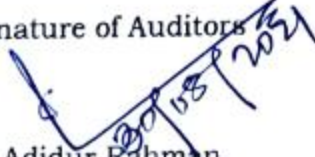
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- To establish Centre for Women Studies to promote for research in Women studies.
- Open Air Theatre (OAT) in the college Campus.

17. Conclusion:

Keeping in mind the objectives and mission of the college, it is observed that the college has a great opportunity to flourish in the field of higher education especially in this marginalized area of the State. The College has experienced Faculties whose collective effort may yield the best possible outcomes to the college in the coming days,


Signature of
Principal
Murazar College

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


Signature of Auditors
Dr. Adidur Rahman
Associate Professor
Haji Anfar Ali College, Doboka


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



ACADEMIC AND ADMINISTRATIVE AUDIT: 2021-22



**Report on the
Academic and Administrative Audit
For the Academic Session, 2021-22**

**Murazar College Murazar:
Hojai : Assam**


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

**Schedule for Academic Audit
Date: 20-06-2022
ACADEMIC SESSION, 2021-22**



Academic Audit

Academic Session: 2021-22

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



Academic Audit

Academic Session: 2021-22

Schedule for Academic and Administrative Audit

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10:00 am	Introductory Meeting	Principal's Office
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11:00 am to 1:00 pm Departmental Presentation		
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 Principal
 MURAZAR COLLEGE
 P.O. Murazar
 Hojai (Assam)



Academic Audit
Academic Session: 2021-22

2. Introduction: The Academic and Administrative Audit Report present the findings recommendations for the curricular aspects of Murazar College, Murazar. The purpose of the audit is to assess this Institution's curriculum in terms of its alignment, with educational goals program structure, learning outcomes, course offerings, student support services, and assessment methods.

3. Audit Committee:

On 06th June- 2022 the Office of the Principal, Murazar College, Murazar, constituted an Audit Committee to conduct the academic and administrative audit of Murazar College for the Academic Session, 2021-22. The Audit Committee consists of the following members:

1. Dr. Adidur Rahman, Associate Professor of Haji Anfar Ali College, Doboka, Accredited, Grade 'B')
2. Dr. Amar Gautam, Academic Registrar of Rabindranath Tagore University, Hojai. (NAAC Accredited, Grade 'B+')

4. Objective and Scope of the Audit:

Objective:

The objective of the academic and administrative audit of Murazar College is to assess the effectiveness and sufficiency of academic and administrative processes, systems, and practices within the institution. The aim of this audit is to identify the strengths, weaknesses, and areas for improvement to enhance the overall functioning of the college and ensure the achievement of educational goals.

Scope:

The scope of the academic and administrative audit encompasses the following key areas:

Academic Audit:

- ☐ Evaluate the teaching-learning methodology used for the various courses offered by the college.
- ☐ Assess the curriculum design, structure and alignment with educational goals, ensuring relevance, coherence and progressive learning outcome.
- ☐ Review the availability and effectiveness of academic advising, counseling, mentoring, library services and sport mechanisms for the students
- ☐ Assess the clarity, measurability and achievement of learning outcomes.
- ☐ Examine the effectiveness of academic committees, admissions procedures, programmes and development, and evaluation.


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



Academic Audit
Academic Session: 2021-22

Administrative Audit:

- ☐ Review the administrative structure and decision-making process, ensuring optimal efficiency and effectiveness.
- ☐ Evaluate financial planning, budgeting, accounting practices, and resource allocation to assess fiscal responsibility and sustainability.
- ☐ Assess the adequacy, maintenance and utilization of physical facilities including classrooms, libraries and support services.
- ☐ Alumni Association and their contributions to the college.

5. 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 applied for recognition of 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.

6. Present Status: Total Number of students in academic session-2021-22

Session	B.A 1 st Semester			B.A 3 rd Semester			B.A 5 th Semester			Total		Grand Total
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	
2021-22	159	176	335	68	80	148	63	93	156	290	349	639


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

Academic Audit
Academic Session: 2021-22



7. Methodology of the Audit:

After receiving an appointment letter as two-member Academic and Administrative Audit Committee from office of the Principal, Murazar College, Murazar, the committee visited the college on 20/06/2022. At the meeting with the Principal, Teaching & non Teaching staff of Murazar College, a presentation was made by the Principal that gave a general and broad profile of the facilities and various activities of the college. New infrastructural facilities that are to be added and therejuvenation of the campus, which is underway, also found mention. The audit committee spends two more days visits the various departments for brief interactions with the faculties of each department and the students of the departments. The team visited the Library and acquires first-hand information about the facilities provided by the college. During the visit, a questionnaire in tune with the current NAAC assessment accreditation framework was prepared. The individual departments are shown in Table 1.

Table 1.

Sl No	Name of the Department	No of Teachers
1	Assamese	3
2	English	3
3	Economics	3
4	Education	3
5	History	2
6	Hindi	2
7	Political Science	3
8	Arabic	2

Based on the information and documents gathered from the presentation made by the Principal and also the interaction with the Librarian, Heads of the various Departments, and Faculty members and their various activities, particularly their dedicated services to the student community during the pandemic period, the committee has made its sincere efforts to put forward certain views observations, and recommendations in this report, keeping in view and upholding the larger interests of the college.


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



Academic Audit
Academic Session: 2021-22

8. Overviews of the Curriculum:

The institution offers a diverse range of programs across various Departments as per Gauhati University. The curriculum is designed to provide students with a well-rounded education and equip them with the necessary knowledge and skills for their respective fields. The structure of the programs generally follows a logical progression, with prerequisites and coherent course sequencing.

9. Learning Outcomes:

The stated learning outcomes for each program were reviewed. Overall, the learning outcomes were clear and aligned with the institution's educational objectives. However, in some cases, the measurability of the outcomes could be enhanced through the use of specific and observable criteria.

Academic year	Total student final sem	Appeared in final Exam.	Passed	Passed %
2021-2022	156	152	149	98%

10. Course Offerings:

The institution offers a comprehensive range of courses within each program. The course offerings cover a broad spectrum of topics and provide students with opportunities for specialization in their areas of interest. The courses generally reflect current trends and incorporate practical applications where appropriate.

11. Infrastructure:

Basic infrastructure facilities for academic activities are available. The Central library has a good number of books, which are also supplemented by the departmental libraries of some departments. IT facilities are not adequate. ICT-enabled classrooms are inadequate.

12. Students Supports and Progression:

The institution provides several student support services aimed at enhancing the educational experience. Academic advising, tutoring, and career counseling services are available to students. However, there is a need for improved coordination and communication between these services to ensure seamless support for students throughout their academic journey.

13. Assessment Practices:

Based on Gauhati University Examination Guidelines, the institution has been exercising various assessment methods, including exams, both internal and external, project work, home assignments, and other forms of evaluation. However, the reliability and validity of assessment methods need to be consistently ensured. There is also an opportunity to enhance the use of formative assessments and provide timely feedback to students to support their learning and growth.


Principal
MURAZAR COLLEGE
P.O. Murazar
Hojai, Assam

Academic Audit

Academic Session: 2021-22



14. Professional Development and Activities

Very few teachers have participated in Faculty Development Programmes (FDP). Regular participation in FDP should be encouraged.

15. Teaching Methods and Resources:

Faculty members have been exercising a variety of teaching methods, including lectures, discussion, group work, and practical exercises and experiential learning. However, there is more room for improvement in the utilization of active learning techniques and technology enabled teaching approaches. The availability and adequacy of teaching resources, such as textbooks, and libraries, vary across programs and should be further assessed and enhanced where necessary.

16. SWOC of the Institution.

The Audit Committee is highly satisfied with the inherent strengths of the college, and these are mentioned below:

A. Strength:

- Forward-looking and visionary leadership of the college,
- Environment-friendly academic atmosphere,
- Faculty student exchange programme through MoUs.
- Students involvement in the curricular and non-curricular activities,
- Community outreach programme through departments.
- Willingness of leadership for continuous quality improvement on all fronts
- Dedicated and competent teaching faculty.
- Library is maintained manually.
- Security arrangements through boundary wall.
- The learning outcomes are generally aligned with the institution's educational goals.
- Committed and supportive non-teaching staff.
- Adequate Land Resources for Future growth.

B. Weakness:

- The college has no sufficient ICT Room & Tools for computer literacy Programme.
- Poor activities in research and publication,
- No Regular PG Courses.
- No Honours Course in Hindi subject.
- Does not have sufficient infrastructures.
- The college is yet to be provincialised.
- Majority numbers of teachers are tutors.
- Lack of campus placement opportunity
- The college Library has not digitalized.
- No fund received except student's fees.



Annexure-1

Academic Session: 2021-22

C. Opportunity

- Despite a shortage of teaching staff in some of the departments and a lack of adequate infrastructural facilities, the quality of teaching fulfils the needs of the students.
- Enhance the measurability and specificity of learning outcomes to facilitate effective assessment and alignment with program objectives.
- Strengthen coordination and communication among student support services to provide seamless support to students.
- Facilitate more soft skills and job-oriented courses.
- Encourage the faculty members to participate in FDPs, research activities, and publications.
- Bus / Auto stand is nearer to College,

D. Challenges

- Formalistic remedial teaching for challenged learners.
- To establish Centre for Women Studies to promote for research in Women studies.
- Open Air Theatre (OAT) in the college Campus.

17. Conclusion:

Keeping in mind the objectives and mission of the college, it is observed that the college has a great opportunity to flourish in the field of higher education especially in this marginalized area of the State. The College has experienced Faculties whose collective effort may yield the best possible outcomes to the college in the coming days,

Signature of Principal
Murazar College

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

Signature of Auditors

Dr. Adidur Rahman
Associate Professor
Haji Anfar Ali College, Doboka



ACADEMIC AND ADMINISTRATIVE AUDIT: 2022-23



Report on the Academic and Administrative Audit For the Academic Session, 2022-23

**Murazar College
Murazar :: Hojai :: Assam**

**Schedule for Academic Audit
Date: 21-08-2023
ACADEMIC SESSION, 2022-23**


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

Academic Audit

Academic Session: 2022-23



Contents:

1. Schedule of Academic Audit
2. Introduction.
3. Audit Committee.
4. Objective and Scope of the Audit.
5. Brief Profile of the College.
6. Present Status.
7. Methodology.
8. Overviews of the Curriculum.
9. Learning Outcomes.
10. Course Offerings.
11. Infrastructure.
12. Students Supports and Progression.
13. Assessment Practices.
14. Professional Development and Activities.
15. Teaching Methods and Resources.
16. SWOC of the Institution.
17. Conclusion.
18. Annexure-I.


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

Academic Audit

Academic Session: 2022-23



Schedule for Academic and Administrative Audit

Time	Schedule	Venue
10:00 am	Introductory Meeting	Principal's Office
10:30 am	Meeting with Faculty members	Teachers Common room
11:00 am to 1:00 pm Departmental Presentation		
11:00 am	Economics	Teachers Common Room & Table of Economics
11:20 am	History	Teachers Common Room & Table of History
11:40 am	Political Science	Teachers Common Room & Table of Political Science
12:00 Noon	Education	Teachers Common Room & Table of Education
12:15 pm	Hindi	Teachers Common Room & Table of Hindi
12:30 pm	English	Teachers Common Room & Table of English
12:45 pm	Assamese	Teachers Common Room & Table of Assamese
1:00 pm	Arabic	Teachers Common Room & Table of Arabic
Lunch		
2:00 pm	Visit to Library	Library
2:30 pm	Office Documents Verification	Office Room
3:00 pm	Visit to Infrastructural Facilities	College Campus
3:30 pm	Sharing Report with Principal	Principal's Office


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

Academic Audit
Academic Session: 2022-23



2. Introduction: The Academic and Administrative Audit Report present the findings recommendations for the curricular aspects of Murazar College, Murazar. The purpose of the audit is to assess this Institution's curriculum in terms of its alignment, with educational goals program structure, learning outcomes, course offerings, student support services, and assessment methods.

3. Audit Committee:

On 2nd August- 2023 the Office of the Principal, Murazar College, Murazar, constituted an Audit Committee to conduct the academic and administrative audit of Murazar College for the Academic Session, 2022-23. The Audit Committee consists of the following members:

1. Dr. Adidur Rahman, Associate Professor of Haji Anfar Ali College, Doboka, Accredited, Grade 'B')
2. Dr. Amar Gautam, Academic Registrar of Rabindranath Tagore University, Hojai.(NAAC Accredited, Grade 'B+')

4. Objective and Scope of the Audit:

Objective:

The objective of the academic and administrative audit of Murazar College is to assess the effectiveness and sufficiency of academic and administrative processes, systems, and practices within the institution. The aim of this audit is to identify the strengths, weaknesses, and areas for improvement to enhance the overall functioning of the college and ensure the achievement of educational goals.

Scope:

The scope of the academic and administrative audit encompasses the following key areas:

Academic Audit:

- ☐ Evaluate the teaching-learning methodology used for the various courses offered by the college.
- ☐ Assess the curriculum design, structure and alignment with educational goals, ensuring relevance, coherence and progressive learning outcome.
- ☐ Review the availability and effectiveness of academic advising, counseling, mentoring, library services and sport mechanisms for the students
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Academic Audit
Academic Session: 2022-23



Administrative Audit:

- ☐ Review the administrative structure and decision-making process, ensuring optimal efficiency and effectiveness.
- ☐ Evaluate financial planning, budgeting, accounting practices, and resource allocation to assess fiscal responsibility and sustainability.
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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 applied for recognition of 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.

6. Present Status: Total Number of students in academic session-2022-23

Session	B.A 1 st Semester			B.A 3 rd Semester			B.A 5 th Semester			Total		Grand Total
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	
2022-23	156	175	331	99	119	218	60	66	126	315	360	675


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

Academic Audit
Academic Session: 2022-23



7. Methodology of the Audit:

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Based on the information and documents gathered from the presentation made by the Principal and also the interaction with the Librarian, Heads of the various Departments, and Faculty members and their various activities, particularly their dedicated services to the student community during the pandemic period, the committee has made its sincere efforts to put forward certain views observations, and recommendations in this report, keeping in view and upholding the larger interests of the college.


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Academic Audit
Academic Session: 2022-23

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The institution offers a diverse range of programs across various Departments as per Gauhati University. The curriculum is designed to provide students with a well-rounded education and equip them with the necessary knowledge and skills for their respective fields. The structure of the programs generally follows a logical progression, with prerequisites and coherent course sequencing.

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The stated learning outcomes for each program were reviewed. Overall, the learning outcomes were clear and aligned with the institution's educational objectives. However, in some cases, the measurability of the outcomes could be enhanced through the use of specific and observable criteria.

Academic year	Total student final sem	Appeared in final Exam.	Passed	Passed %
2022-2023	126	124	123	99.19%

10. Course Offerings:

The institution offers a comprehensive range of courses within each program. The course offerings cover a broad spectrum of topics and provide students with opportunities for specialization in their areas of interest. The courses generally reflect current trends and incorporate practical applications where appropriate.

11. Infrastructure:

Basic infrastructure facilities for academic activities are available. The Central library has a good number of books, which are also supplemented by the departmental libraries of some departments. IT facilities are not adequate. ICT-enabled classrooms are inadequate.

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The institution provides several student support services aimed at enhancing the educational experience. Academic advising, tutoring, and career counseling services are available to students. However, there is a need for improved coordination and communication between these services to ensure seamless support for students throughout their academic journey.

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Based on Gauhati University Examination Guidelines, the institution has been exercising various assessment methods, including exams, both internal and external, project work, home assignments, and other forms of evaluation. However, the reliability and validity of assessment methods need to be consistently ensured. There is also an opportunity to enhance the use of formative assessments and provide timely feedback to students to support their learning and growth.


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

Academic Audit

Academic Session: 2022-23



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Very few teachers have participated in Faculty Development Programmes (FDP). Regular participation in FDP should be encouraged.

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- Students involvement in the curricular and non-curricular activities,
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- Willingness of leadership for continuous quality improvement on all fronts
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- Adequate Land Resources for Future growth.

B. Weakness:

- The college has no sufficient ICT Room & Tools for computer literacy Programme.
- Poor activities in research and publication,
- No Regular PG Courses.
- No Honours Course in Hindi subject.
- Does not have sufficient infrastructures.
- The college is yet to be provincialised.
- Majority numbers of teachers are tutors.
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Principal
MURAZAR COLLEGE
P.O. Murazar
Hojai (Assam)



Annexure-1

Academic Session: 2022-23

C. Opportunity

- Despite a shortage of teaching staff in some of the departments and a lack of adequate infrastructural facilities, the quality of teaching fulfils the needs of the students.
- Enhance the measurability and specificity of learning outcomes to facilitate effective assessment and alignment with program objectives.
- Strengthen coordination and communication among student support services to provide seamless support to students.
- Facilitate more soft skills and job-oriented courses.
- Encourage the faculty members to participate in FDPs, research activities, and publications.
- Bus / Auto stand is nearer to College.

D. Challenges

- Formalistic remedial teaching for challenged learners.
- To establish Centre for Women Studies to promote for research in Women studies.
- Open Air Theatre (OAT) in the college Campus.

17. Conclusion:

Keeping in mind the objectives and mission of the college, it is observed that the college has a great opportunity to flourish in the field of higher education especially in this marginalized area of the State. The College has experienced Faculties whose collective effort may yield the best possible outcomes to the college in the coming days,

Signature of Principal
Murazar College

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

Signature of Auditors

Dr. Adidur Rahman
Associate Professor
Haji Anfar Ali College, Doboka



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
MURAZAR COLLEGE
P.O. Murazar
Hojai (Assam)



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.


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

Challenges:



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


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