SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

MURAZAR COLLEGE

MURAZAR, HOJAI,ASSAM,INDIA

782439

www.murazarcollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Murazar College was established in the year 1989 with a grand mission to disseminate knowledge of higher education to the students of religious and linguistic minority and rural area of greater Murazar region under the District of Nagaon of Assam.

During 1980's some concerned citizens mooted the idea of setting up of a senior college for creating facilities for college level education at Murazar. With this aim, a public meeting was convened by Late Alhaj Forman Ali, Ex.-MLA, Late Adv, Abdul Choudhury and Amiruddin Ahmed. The meeting was held on 8th August 1989 in the premises of Murazar H.S. School under the chairmanship of the Ex-MLA. This public meeting formed an executive committee and authorized it to start the spadework for establishing a college at Murazar. The renowned educationist late- Abdus Salam was the former and founder principal of Murazar College. It is noted that Murazar College is the only higher education institute facilitating the students to get degree education who are socially and economically week.

The college is situated at Murazar which is well connected by all seasons of PWD road. The College can be approached from Nilbagan to Howraghat road which is connected to the four line express highway. It is located at a distance of 55 km from Nagaon town and 16 km away from Hojai town. The college since its establishment has been consistently maintaining high academic standard and good institutional responsibilities. The college is a single stream Arts college and the medium of instruction is English and Assamese. It is permanently affiliated to the Gauhati University.

In the initial stage the financial burden of the teaching and non teaching staff and all other borne by the College GB and only source of income was student's fees. In the inaugurate year, there were 17 students only however, at present we have 958 students studying in the college. From the humble beginning the college has attained this structure because of hard and dedicated endeavour of the faculties, the College GB, students and local public. The college is now running in its own land and building.

Vision

To be a learning institution Murazar College is dynamic and seeking excellence in physical, intellectual, ethical and social empowerment of human resource to meet the future challenges of student's lives by qualitative teaching, learning and evaluation.

Mission

- Our mission is to create a democratic academic atmosphere;
- To open up outcome based learning sources for the young and energetic minds
- To promote values and quality based education for overall development of human resources.
- To promote and spread the light of education among the students especially to girls students.

- To create an atmosphere of social harmony and amity
- To foster scientific attitude amongst the youths.
- To promote leadership qualities amongst the youths.
- To popularize the indigenous arts and crafts.
- To inspire young students how to keep our environment clean and to educate them how to keep it unpolluted.
- To strengthen social senses amongst the students by providing a friendly, vibrant, productive and ecosystem atmosphere.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The college is solely provincialised institution for the student of UG level in the vast area of a radius of 15 km.
- The student's enrollment is increasing day by day.
- More than 55% students are girls.
- The College is situated in a small market however, it is well connected by different modes of communication such as bus stand is only 0.1 k.m, the Medical and Health Center (FRU) is 0.9 k.m away, the Police Station is 0.7 km and the Post Office is 0.2 k.m away only.
- The College has experienced and qualified teaching faculty members who always interact with the students for both academic and co-scholastic activities.
- Regular monitoring of attendance, academic performance and co-scholastic activities for the students all round development.
- The overall result of the college is good however, the result of Major/Honours is better.
- The College ensures high security provision in campus with 24X7 CCTV camera surveillance.
- The College Governing Body is consisted with eminent, experienced academicians and administrators who contribute substantially towards quality enhancement.

Institutional Weakness

- The numbers of students are increasing every year but it does not have sufficient number of infrastructure due to lack of government funds.
- The college needs more collaborative activities including faculty and students exchange programmes with industries, business enterprises and farm institutions.
- The college has lack of campus placement opportunities for students.
- It has lack of active alumni participation and involvement.
- Teaching and non teaching staffs should be encouraged and trained up to use ICT more.
- We need to create Research Culture amongst Teachers and students.
- We need to encourage both faculty members and students to participate in online course especially through SWAYAM, MOOC and etc.
- The Department of Education offers honours course for a large number of students but has no such separate classroom and Laboratory for practical classes.
- Although the College has good numbers of books, references and journals but it is not sufficient to cater the needs of the students. The post of Librarian is not included under post provincialisation Act. The College Library has not digitalized till date due to some unavoidable reasons like- lack of funds and

sufficient infrastructure.
- The college has not sufficient ICT rooms and tools for student's computer literacy programmes.
- The College has total 21 numbers of teachers out of which 13 numbers of teachers posts are still remained as tutors and 07 numbers of teachers post are not provincialised due to less students enrollments (as per Assam Venture provicialisation Act 2018 amended viz. Department:15 number of students appeared in last semester exam.). Moreover, 100% of posts of non teaching staff are still kept under fixed pay scheme.

Institutional Opportunity

- The College administration and Teaching staff created a good relationship with the students to speak and express their opinions/ objections/ suggestions freely without any fear and hesitation.
- Qualified, dedicated and efficient faculty members who are capable of conducting workshops, conferences, seminars and also generates opportunity to provide more scope of using teaching learning materials in various fields of education.
- Availability of students from different Higher Secondary Schools and private junior colleges in the locality playing the major role of feeder institution for the College.
- Organize field visits, educational tours and excursions for the students.
- There are scopes for utilizing existing sports facilities by the students.
- Feedbacks are collected from the students could be used more effectively for the development of the college.

Institutional Challenge

- A good numbers of girl's students get married without completion of their courses. The Head of the institute and teachers are tried their best to overcome the issue through counseling in the routine classes.
- A large number of teachers are working as a tutor with a very minimum salary compare to UGC salary scale and hundred percent of non teaching staff are working with a minimum fixed pay scale.
- The college has got provincialised in the year 2021 and obtained no Grants and fund neither from government nor from UGC for infrastructural development or for any research projects.
- As an Institution of higher education in rural area, the college has been facing challenges in establishing linkage with industry, farm house, National Institute, other reputed Organization and etc.
- Financial uncertainty causing behind the progress in the development of college infrastructure.
- The college is affiliated to Gauhati University however, not a single member is included in the curriculum framing committee except doing duties as invigilation, evaluation and supervising officers of examinations.
- To increase the number of student's attendance in daily routine classes is a challenge for the college. This is happening because 90 percent of the students are first generation learners with agrarian background. The impact of absence always affect on over all qualitative performance of the absentee students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- Murazar College follows the Under Graduate Level Curriculum of Arts Streams prepared by its parent University Gauhati. The Academic Committee of the College prepares an Annual Academic Calendar based on the Calendar of the Gauhati University. The Calendar is prepared and published in the College Prospectus every year before new admission and also uploaded through the College website and Central College Notice Board.
- Master Routine is also prepared by the Academic Committee. All Heads of the Departments distribute the courses amongst the faculty members and prepare the departmental class routines accordingly.
- Class attendances of the students are recorded in the Class Attendance Register.
- One Sessional Examination is conducted as per Academic Calendar for each semester. The Sessional and the University Final Examinations held in the college are conducted by the Examination Committee of the College. The marks of the Sessional Examinations are maintained in the departmental progressive record register and the results of the Final Examinations are recorded centrally in the office of the college.
- For participatory learning, Central Wall Magazines, College Magazine are prepared and field visit, survey works are organized. The Project works and Field works provide to the students for the opportunities of experimental learning.
- Faculty members of the College participate in assessment and evaluation process for UG programmes of Arts Stream of the Gauhati University.
- The Three Year Degree Course had been started since the beginning of the College, Semester System has been introduced by the College since 2011-12 (Non-CBCS) and CBCS System has been implemented from the academic session 2019-20 as per guidelines of Gauhati University. The FYUGP-NEP-2020 has been implemented from August 2023 by the parent University Gauhati.
- Feedback collected from the stakeholders provides ample opportunity to ensure timely completion of the syllabus and the utmost utilization of library and college infrastructure. Analyses reports of student's feedback on teacher's performance and teacher's feedback on curriculum are promptly placed by the Governing Body of the college. The feedback reports are executed and action taken reports are uploaded in the college website.

Teaching-learning and Evaluation

- Murazar College follows the guidelines and directions of the Government of India for enrollment of students against the reserved categories.
- Students are put to continuous evaluation through class tests, group discussion, quiz, extempore speech etc. to engage and motivate them effectively in the teaching-learning process and assessed them accordingly.
- The college adopts different strategies and methodologies like remedial classes, special classes, group discussion on different difficult topics to improve the slow learners and quiz, debate, workshop, essay competitions, lecture programs etc. to encourage the advanced learners.
- To provide basic knowledge on various issues and develop the basic ideas of different problems to the students, the College adopts different problem-solving methods like educational excursion, field trips, project report preparation, participation in Extension Activities, experiential learning and participatory learning etc.
- To enhance the quality of education, a number of student centric group activities, innovative and effective methods, individual guidance etc. are practiced in teaching learning process of the College.
- To boost the self confidence of the students, the mentors try to solve the doubts and problems of their mentees and they always keep touch with the mentees.
- At present there are 21 full time faculties in the College. With long experience of teaching and

dedication for the profession, they are concerned for the overall development of the students. The teachers of Murazar College use ICT for effective teaching.

- The internal Examinations of the College are conducted centrally by the Examination Committee as per the schedule of the Academic Calendar. Internal Evaluation Marks are given on the basis of sessional examinations, home assignments, class attendance and performance and participation in different activities of the department.

Research, Innovations and Extension

- To arouse an all round development and to shape the physical, social, intellectual wellbeing of the students belonging to various sections of the society, attempts have been made through different academic as well as co- curricular activities in the College.
- Research and innovation is a challenge for the College to scale high as the College has been imparting undergraduate education courses. The College has published a College Magazine entitled as Murazarian to improve and enhanced the research attitude amongst the students and staff. The College has been trying to establish a link with RGU, Guwahati and has attended a grand meeting with higher authorities to introduce the start up and innovation strategy in the College in the near future. Further, we have started a process to sign an MOU with RTU, Hojai for enhancing the research and innovative activities.
- The College has adopted two neighboring schools and has been providing priority in achieving a holistic development of its adopted schools through visiting classes and different types of extension activities in the last few years. These kinds of activities have been extended to other nearby schools as well.
- Nature and bio diversity conservation, preservation of culture, traditional knowledge, environment, and gender related issues have been focal areas of the extension activities to involve with and also to sensitize the students. Issues like that of self- defense for girls and children, legal awareness, corruption and its evil, importance of Yoga and heal, hygiene & cleanliness etc. have been the highlights of the activities along with the college students and the students.
- Career counseling for the students, self-defense, yoga have been provided time to time.
- To improve the health, hygiene and cleanliness of the nearby society, the College has been organizing health camps and awareness programmes.
- To enhance the dignity of labour among the students we sometime organized Swaccha Bharat Abhiyan.
- The NSS unit of the College have been organized programmes related with cleanliness, gender issues etc. in the nearby areas.
- The college has a number of collaborations/linkages for faculty exchange, students exchange, field trip and etc. It has MoU's with different college and universities.

Infrastructure and Learning Resources

- Murazar College was started on 8th August 1992 in an abandoned building of cooperative society with 17 students in the inaugurated year however, now it has own campus and adequate infrastructure to accommodate 958 students of Undergraduate level in Arts Streams.
- Murazar College spreads over an area of 8.99 acres of land with a built-up area of 9230 sq. feet. There are ample numbers of regular class rooms, one smart classroom cum conference room, Principals room, central teacher's common room, Office room, IQAC room. There is one computer and a printer provided for all the 08 departments. The college has a library maintaining manually however, process for automation is going on.
- For overall development of the students, the college has done MOU with Murajhar Sports Association

field for facilitating students for outdoor games.

- Students are encouraged to take part in various cultural activities and events like College Week, Freshmen Social, quiz, debate, extempore speech, essay writing competitions etc. and also cultural functions and competitions held in the local festivals and other local events every year.
- The College has BSNL broadband internet connection along with Wi-Fi facilities to provide 24X7 hours internet services for all the beneficiaries.
- The college follows the rules and guidelines of the G.B. for making any policies and infrastructure development. There are committees like Construction Committee and Purchase Committee to make decisions at the implementation level. The responsibility to conduct the annual internal auditing has been assigned to a designated C.A. firm.

Student Support and Progression

- Apart from the scholarships provided by the Governments as well as by UGC, the college has been providing free ships to the students belonging to BPL Category under the Assam Government's Pragyan Bharati Scheme since 2021.
- To maintain physical fitness of the students and staff the college provided various sports equipments.
- Awareness Programmes on health and hygiene have been organized by the Committees in the college for the students. The National and International Days like- International Yoga Day, Independence Day, Republic Day, Teachers Day, World Environment Day and etc are celebrated as and when it requires.
- The college provides tutorial and remedial classes for the weaker and advance learners in order to bring improvement in their academic performance.
- Institute organizes co–curricular, extra–curricular and college week are being conducted to facilitate holistic development of the students and emerge as socially matured individuals.
- A significant number of graduates of this college are pursuing higher education in various Universities.
- The college organizes Value added programme, fundamental rights and duties, constitutional obligations, Career Counseling programme and Personality Development Programmes time to time to improve the overall personalities of the students. The college has its units of Youth Red Ribon Club, Yuva Tourism Club, Electoral Literacy Club, Women's empowering Cell and a NSS unit.
- There has never been found any complaint against ragging or sexual harassment since the beginning of the College. Minor cases have been settled by the Grievance Redressal and Anti Ragging Committee and Sexual Harassment and Internal Complaints Committee. The whole campus of the College is under CCTV surveillance.
- Students have been included in different committees and cells too to involve them in corporate activities and to develop their leadership qualities.

Governance, Leadership and Management

- The college works for developing human resources with the values, art and culture of the society. To achieve this end, the institution distributes the responsibilities to the Heads of Departments and to various committees involving teaching, non-teaching staff and student representatives. The institution follows all the rules and guidelines of affiliating university, UGC and State Government for employment, admission, utilization of funds, maintaining discipline and overall management.
- The college has introduced e-governance in admission, examination and in finance and Accounting.The College has also adopted certain welfare measures for the teaching and non-teaching staff. Faculty members have been encouraged to attend Faculty Development Programmes and participate in

seminars, workshops and short-term courses. The college depends on the state Government funds and on UGC grants for infrastructural development.

- The responsibility to conduct the annual internal auditing has been assigned to a designated C.A. firm. It is very difficult to get an appointment for External Government Auditing and it has been conducted after every few years.
- The Internal Quality Assurance Cell (IQAC) of the college is very active and has contributed significantly for institutionalizing the quality assurance strategies and processes.

Institutional Values and Best Practices

- CCTVs installed in the prominent places in the college to ensure safety and security to all the concerned of the College.
- Murazar college takes initiatives to make acquaint with the concept of gender equity among the students by providing equal opportunity for students of both the genders and encourage both the genders to take part in various programmes and to participate in the Students Election" as well.
- The College has provision for separate girls' common room with attached washroom for girls' in the college campus.
- The College takes initiatives to keep the campus clean and green. Alternative energy sources have been introduced. Solid waste management system has been introduced by providing dustbins to maintain cleanliness and hygiene of the College campus.
- The College has done its Green audit, Gender audit, academic audit and quality audit for its self-analysis and development. To make Divyangjan friendly environment for suck kind of students, a few ramps have been constructed in the campus.
- LED bulbs are used for optimizing the power consumption. Green campus initiatives are effective through regular cleaning of campus and plantation programs.
- Murazar College organizes a number of programmes on academic and extra-curricular activities to build up atmosphere of tolerance, cultural harmony, communal harmony and social integrity amongst the students. The members of Murazar college family are very much aware of their duties towards the institution, the state and the country for being responsible citizens of India. Everyone takes part in local, state and national level elections, obeys rules and regulations of the Indian constitution, directives principles and guidelines of the College.
- The College provides community service as a part of social extension service through different cells and committees by donation to flood victims, organizing awareness camps for COVID patients, arranged the college as Zonal Quarantined camps and etc.
- The Murazar College has conducted regular programmes, academic and extracurricular activities to create and foster an atmosphere of tolerance, communal and cultural harmony and social integrity. All the stakeholders take part in state and national election, observes National Voters Day, Electoral Literacy Programme, National Constitution Day on a regular mode. All the members obey rules and regulation of the college and always maintain the guidelines and code of conduct of the college.
- To promote sensitivity and awareness among the students and side by side to decentralize power and function of various activities of Murazar college, the college authority has implemented two best practices such as "NSS" and "Decentralization of Responsibilities among Committees and Cells" programme introduced by the college authority as best practice. The college also initiated various positive and Distinctiveness measures for fostering good relationship with the neighborhood communities for the improvement and upliftment of the common masses of the society.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MURAZAR COLLEGE
Address	MURAZAR, HOJAI,ASSAM,INDIA
City	MURAZAR
State	Assam
Pin	782439
Website	www.murazarcollege.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	SAYED AHAMMED ALI	03674-9577774252	9577774252	-	murazarcollege@gmail.com
IQAC / CIQA coordinator	NOZMUL HOQUE	03674-267911	9957590680	-	nozmulhoque0680@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minority Certificate MC.pdf
If Yes, Specify minority status	
Religious	Muslim
Linguistic	Bangali
Any Other	Hindi

Establishment Details

State	**University name**	**Document**
Assam	Gauhati University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	MURAZAR, HOJAI,ASSAM,INDIA	Rural	8.99	5351.21

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,English Honours,	48	XII	English	40	33
UG	BA,Economics,	36	XII	English,Assamese	150	32
UG	BA,History,	36	XII	English,Assamese	150	82
UG	BA,Political Science,	36	XII	English,Assamese	250	237
UG	BA,Education,	36	XII	English,Assamese	250	240
UG	BA,Arabic,	36	XII	English	150	13
UG	BA,Elective Assamese,	36	XII	Assamese	50	0
UG	BA,Alternative English,	24	XII	English	150	39
UG	BA,Political Science Honours,	48	XII	English,Assamese	40	40
UG	BA,Assamese Honours,	48	XII	Assamese	40	37
UG	BA,Economics Honours,	48	XII	English,Assamese	30	30
UG	BA,Education Honours,	48	XII	English,Assamese	40	40

UG	BA,History Honours,	48	XII	English,Assamese	30	27
UG	BA,Arabic Honours,	48	XII	English	30	1
UG	BA,English,	12	XII	English	350	225
UG	BA,Mil Assamese,	24	XII	Assamese	350	332
UG	BA,Mil Hindi,	24	XII	Hindi	150	77

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				13			
Recruited	0	0	0	0	0	0	0	0	12	1	0	13
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				8			
Recruited	0	0	0	0	0	0	0	0	6	2	0	8
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				10
Recruited	8	2	0	10
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	5	0	0	5
M.Phil.	0	0	0	0	0	0	3	0	0	3
PG	0	0	0	0	0	0	10	3	0	13
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	425	0	0	0	425
	Female	533	0	0	0	533
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	7	4	3	6
	Female	2	4	3	4
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	12	5	5	4
	Female	3	7	6	11
	Others	0	281	0	0
General	Male	199	338	307	415
	Female	306	0	351	518
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		529	639	675	958

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Murazar College is the single stream Arts College permanently affiliated to Gauhati University. The college strictly follows the prescribed syllabi of the affiliated University. Murazar College continuously strives for expansion of quality in higher education among rural, minority, poor and socio-economically disadvantaged group of students. Our college is prepared to face the change in education system. Importance will be given to liberal education, value based education and environmental education. The stress is given on project work, Field work and experimental learning and Environmental Studies is made as compulsory subject. The Gauhati University has approved the courses under NEP-2020 and has

	decided to execute FYUGP from the Academic Session 2023-24. The college is abiding by all necessary instructions of the affiliating University for providing multidisciplinary options of courses to its students. In view of this, the college has already attended a meeting of the Principals at Haji Anfar Ali College Doboka on 6th May, 2023 regarding the formation of Cluster of colleges of Hojai District for smooth implementation of NEP-2020.The college has organized monitoring programmes jointly with staff and intended students (newcomers) and their parents on 14th June 2023 and 2nd August to discuss the course structure under FYUGP.
2. Academic bank of credits (ABC):	As proposed in NEP 2020, the college follows the parents University & UGC guidelines regarding Academic Bank of Credit fulfilling all the norms of maintaining ABC. The faculties of different departments design their own curriculum and course. It is in the form of course design by exchanging faculties and students of different departments and neighboring colleges and discusses related topics by which they can exchange their views and teaching methods. College is preparing to introduce online & offline courses through national schemes like SWAYAM .
3. Skill development:	The College has a planning to introduce Computer diploma course for all UG students and to introduce certificate courses of tourism. Skill subjects are compulsory for all the students and they can choice the skill subjects of any department. Faculties of the institute are instructed to provide necessary information of free online courses to the students.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The medium of instruction in degree level is both Assamese and English however; regarding the adoption of Indian languages the college integrates Indian languages like Assamese and Hindi in degree course. Preservation and promoting of languages are one of the targets in future. The faculty members delivers lecture in the classroom in trilingual mode like English, Hindi and Assamese. The local language of the people is Bengali, Assamese and Hindi.
5. Focus on Outcome based education (OBE):	Murazar College lays stress on student-centered education and learning models. The bachelor degree programes offers in our institution which is awarded

	on the basis of demonstrated achievements of outcome (i.e., Knowledge, understanding, skills, attitude & values). To develop, interpret, analyze and evaluate responsibility and effective citizenship is one of the programme outcomes of the college. All HOD's develop Program Educational Objectives/ Goals as well as Program Educational Outcomes for each Program. Every department monitors the student's knowledge and skills from their performance by the continuous internal assessment.The college websites and prospectus contain details lists of programme and course outcomes. This helps the students to know the prospective outcome of a particular course. Apart from that, the students are counseled before choosing a particular course at the time of admission. At the time of commencement of classes, the teachers distribute and discuss the curriculum with the students by adopting lecture method, Group discussions, unit test, assignments, field work and project writing which helps students a lot to feel responsible for their own learning.
6. Distance education/online education:	The Collage is having plans to implement more distance learning program however, it has already has a study Centre of IDOL (Institute of Distance and Open Learning) of Gauhati University. During the lockdown period, the faculties took classes and examination through various online platforms. The college has added various technological tools like computers, LCD Projector, CCTV, Broadband Internet faculty with Wi-Fi etc. To promote the digital learning in the institute, it prepares to launch online tools and platforms like SWAYAM for training contents in-classroom

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Murazar College Electoral Literacy Club (MCELC) is formed with the aims and objectives of sensitizing the student's community about democratic rights which includes inclusion of news voters, shifting, deletion, & corrections and how to cast votes in elections. MCELC is formed on dated 08.08.2023 as directed by the Director of Higher Education vide Ref. No. K(M) EL-30/2023/12 dated 10/07/2023.

2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The Institution has its ELC functional which is consisted of 13 numbers of Office bearers. The Name, portfolio, designation are as follows- 1. Dr. Sayed Ahammed Ali, Principal Chairperson 2. Md. Nozmul Hoque, Nodal Officer, IQAC Coordinator cum Assitt. Professor of Dept Education 3. Md Altaf Hussain, Monitor Teacher, Assitt. Professor, Dept. Pollical Science 4. Dr. Shariful Islam, Campus Ambassador& Asstt. Professor Dept of Economics 5. Mahbubar Rahman Campus Ambassador, Asstt. Professor, Dept of English 6. Rejaul Hoque, Member, Student BA 5th Semester 7. Mahsin Alom, Member, Student BA 5th Semester 8. Shahidur Ahmed, Member, Student BA 5th Semester 9. Shamim Ahmed, Member, Student BA 5th Semester 10. Shabnaz Begum, Member, Student BA 5th Semester 11. Shakir Ahmed, Member, Student BA 5th Semester 12. Izazul Akhtar Chou. Member, Student BA 5th Semester 13. Sultana Begum, Member, Student BA 5th Semester.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	• The MCELC in collaboration with IQAC organized an awareness programme to create awareness about the inclusion of new voters, corrections, shifting voters through NVSP online portal on dated 16.12.2023. The District Election Officer Hojai Mr. Krishan Jyoti Deka, ACS was the external resource person who has taken the session. • The MCELC in collaboration with IQAC organized an awareness programme to create awareness about the inclusion of new voters, corrections, shifting voters through NVSP online portal on dated 23.12.2023. The Assistant Election Registration Officer (AERO) Hojai Dr. Faizur Rahman, was the external resource person and Md. Nozmul Hoque, IQAC, Coordinator, Dr. Shariful Islam Campus Ambassador, Md. Altaf Hussain, Campus Ambassador were the internal resource person took the session.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	• The MCELC in Collaboration with IQAC observed 14th National Voters' Day-2024 in a colourfull way on dated 25.01.2024 with a full programme agenda as per the Govt. order no. HJEL.03/2024/SVEEP/620 • The institute organized awareness programme on human right and duties, vote and voting process on 22.10.2022 & 14.11.2023. • The MCELC along with IQAC conducted a whole day workshop on CHUNAV PATHSALA to acquaint the students with

	the practical knowledge on the total voting system of ECI. Two numbers of Polling Officers team were made by students one for Girls and another for boys and instructed them to play the role of Presiding Officer and polling officers.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	New Voters registration, corrections were made made by MCELC through online portal NVSP for the students attained the age of 18 years, who are eligible for registration in electoral roll. The facility has been given through College web site too. About 200 students of the college have been registered as new voters and correction as well.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
675	639	529	541	542

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 21

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
21	21	21	21	21

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
11.18955	5.28672	2.79892	5.30184	6.54948

File Description	Document
Upload Supporting Document	[View Document](#)

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

- Murazar College follows the Under Graduate Level Curriculum of Arts Streams prepared by its parent University Gauhati. The Academic Committee of the College prepares an Annual Academic Calendar based on the Calendar of the Gauhati University. The Calendar is prepared and published in the College Prospectus every year before new admission and also uploaded through the College website and Central College Notice Board.
- Master Routine is also prepared by the Academic Committee. All Heads of the Departments distribute the courses amongst the faculty members and prepare the departmental class routines accordingly.
- Class attendances of the students are recorded in the Class Attendance Register.
- One Sessional Examination is conducted as per Academic Calendar for each semester. The Sessional and the University Final Examinations held in the college are conducted by the Examination Committee of the College. The marks of the Sessional Examinations are maintained in the departmental progressive record register and the results of the Final Examinations are recorded centrally in the office of the college.
- For participatory learning, Central Wall Magazines, College Magazine are prepared and field visit, survey works are organized. The Project works and Field works provide to the students for the opportunities of experimental learning.
- Faculty members of the College participate in assessment and evaluation process for UG programmes of Arts Stream of the Gauhati University.
- The Three Year Degree Course had been started since the beginning of the College, Semester System has been introduced by the College since 2011-12 (Non-CBCS) and CBCS System has been implemented from the academic session 2019-20 as per guidelines of Gauhati University. The FYUGP- NEP-2020 has been implemented from August 2023 by the parent University Gauhati.
- Feedback collected from the stakeholders provides ample opportunity to ensure timely completion of the syllabus and the utmost utilization of library and college infrastructure. Analyses reports of student's feedback on teacher's performance and teacher's feedback on curriculum are promptly placed by the Governing Body of the college. The feedback reports are executed and action taken reports are uploaded in the college website.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 0

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Other Upload Files	
1	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 0

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

The Murazar College has been always sensible towards these crosscutting issues. Being an affiliated College, the curriculum of the Gauhati University is followed in the institution and it integrates, to some extent with all the crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum through different course programmes.

- **Gender Sensitivity:** The syllabus of Economics, English, History, Political Science, Education and Arabic include issues related to Gender Sensitivity. Economics has this issue in 5th and 6th Semester, English has in 1st and 2nd Semester, History has in all Semesters, Political Science has in all except 3rd Semester, Education has in 5th and 6th Semester and Arabic has in 1st semester.
- **Environment and Sustainability:** The College runs with a compulsory paper namely- Environmental Studies for all the students of 2nd Semester, which deals with environment protection and sustainability. Besides, the curriculum of various departments also includes issues like environmental protection, tea plantation, campus, Solar Energy, plastic free zone etc. Economics covers this in 5th and 6th Semester, Education in 5th Semester, History in 3rd, 4th and 6th Semester, and Political Science in 2nd Semester.
- **Human Values:** The College is sensible towards human values and the students are taught various issues in this respect. Topics such as Family, Society and Community, Social Relationship, Social Control, Process of Socialization, Functions of culture, Social Maturity, Value and Peace Education, Human Rights are taught in Economics, Education, English, History, and Political Science. Economics and Education have this topic in 5th Semester, English has in 1st and 2nd Semester, and History has in all Semesters and Political Science in 2nd, 4th, 5th and 6th Semester.
- **Professional Ethics:** Political Science, Education and English have included some elements of Professional Ethics in the syllabus. The topics like Principles of quality control, Work Culture, Transparency in Pricing, Brand Value and Brand Loyalty, Personal Integrity in Ethical Behaviour, Equal treatment towards women, Respect for Senior Citizens, Practice of Transparency in Budget are taught to the students. English in 1st Semester, Political Science in

3rd and 5th Semester, and Education in 5th Semester touch this issues.

- Besides shown above, the Women Cell of the college organizes awareness programmes in the college and nearby communities on women empowerment through participation in the democratic process, child rights and child trafficking. To disseminate long-cherished social values and rights, the Women's Cell celebrates International Women's Day, International Girl Child Day as part of its regular activities.
- The NSS unit of the college incorporates girl students as its volunteer members as part of gender equality in cleanliness drive, awareness campaign in the college.
- The college makes continuous effort to instill socio-cultural, moral and spiritual values among the students and encourages them to grow these values by enriching the curriculum by participating in co- curricular activities.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 3.7

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 25

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: B. Feedback collected, analysed and action has been taken and communicated to the relevant bodies

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 82.75

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
331	335	212	228	218

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
350	350	300	300	300

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 7.31

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
08	08	04	12	13

2.1.2.2 **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
134	134	116	116	116

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 32.14

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The College emphasizes on student centric-learning such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences through the participation of students.

1. **Experimental Learning:** The affiliated University prescribed syllabi contains provisions in most of the programmes to provide the students experiential learning experiences include:

   • Departmental study tours are conducted for experiential learning.
   • Departments having Skill Enhancement papers prepare reports on the basis of field visits.
   • Conducted group discussion.
   • Occasional guest lectures are organized by the departments to provide knowledge to the students beyond the prescribed syllabus.
   • Tutorial class and Remedial class for slow advance learners.

1. P**roblem Solving Learning Methods**: Students of the college are encouraged to adopt problem-solving learning methods to acquire knowledge about the society they live in:

   • Problem solving learning methods involves active participation of students in groups to find solution to the problems of society.

   • Teachers discuss issues and problems facing by the society in the classrooms. Students are encouraged to participate in the programmes such as gender issues, women empowerment, child rights and etc. Women's Cell of the college organizes and celebrates International Women's Day, programmes on Girl Child Rights and Gender issues etc.
   • The college organizes programmes on legal and constitutional issues, health awareness, and environmental issues. The students participate in National Days celebration, plantation and cleanliness drive, and awareness programme on World Environment day i.e. 5th June every year.

(c) Participative Learning: The College encourages students in solving academic and non-academic problems through participatory management.

   • Teachers and students are the members of different Cells and Committees which are instrumental in learning by participation. The IQAC of the college includes members from students.
   • Students are encouraged to develop innovative knowledge through active participation in the seminar, workshops or talks delivered by invited resource persons.
   • Students participates in events and festivals such as Annual College week, Cultural programmes, Fresher's Social, Teachers day celebration, Farewell programme etc.
   • Students are encouraged to participate actively in different activities such as Youth festivals, debates and quizzes, essay writing competitions etc. Many students brought fame to the college by participating in activities.
   • Yoga camps has been organized
   • Debate, Extempore, Art and Essay Competition related to Birth Anniversary of Bir Lachit Borphukan Cultural events
   • Central wall magazines

(D) Use of ICT Tools: The teachers of the College are encouraged and trained to use the available ICT

tools for enhancing the teaching-learning process and maximize the outcomes.

- One number of classrooms is provided with smart interactive panel boards, LCD projectors, computers, printers and sound system for effective learning.
- The College has created delimited Wi-Fi facilities to students and staffs of the College. All departments, IQAC Room and Library were covered with Wi-Fi facility. Teachers use personal mobile internet facilities to search and share online resources with the students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
21	21	21	21	21

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 26.67

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
08	05	05	05	05

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Murazar College is an affiliated college to Gauhati University follows its rules and regulations regarding internal/external assessment. The college has an academic calendar and it plans accordingly for the entire academic session.

- Internal Assessment consists of two parts viz (i) seasonal examination of 20 marks & (ii) Attendance of 10 marks. Usually, two seasonal examinations are held in every semester. The examination cell of the college conducts all internal and external examination in the college. Internal Examination is compulsory for the students and marks obtained in the internal examination are added to the final examination marks. Absentee students having genuine reasons may inform the authority with proper documents is given chances to re-appear in their concerned examination.

- The college organizes monitoring programmes for the newly admitted students to make them acquainted with the course and examination systems. Examination cell conducts all the examination as per the general timeline of Gauhati University with prior notice and information

to the students. These notices are displayed in the central college notice boards, departmental as well as principals official WhatsApp Group and College Website too.

- Questions are set generally from the portions of syllabus that have already been covered and discussed in the classes. Results of internal examination are duly intimated to the students. Teachers can assess the students and guide them accordingly to their interests and capabilities for continuous improvement in teaching – learning and evaluation process.

- All the departments submit the marks of internal assessment to the examination in-charges, for submitting the same to the affiliated university and documentation. The IQAC of the college regularly monitors the mechanism of internal assessment.

There is a proper provision for redresses of grievances of the students, their queries and problems concerned with the examination are solved at Department level, College level & University level.

Department Level

If a student is dissatisfied with the evaluation process, he/she may raise grievance to the concerned Head of the department and it may be resolved at the departmental level, otherwise it may be raised to the examination cell.

College Level

College has also a common online / offline grievance forms in the website in GRC. The Grievance Redressal Cell (GRC) functions as Mechanism to meet up the grievances of the students. The cell maintains a Complaint Box in the college campus for the same. Student can write their complains on any issue, including internal assessment and drop it to the complaint box. The Box is checked time to time and actions are taken to redress their grievances.

University Level

Guahati University has a common online grievance form for students to raise issues regarding external examinations. The students have the facility of revaluation of their answer scripts if they are dissatisfied with their results. The students can also apply through RTI and demand a photo copy of their answer scripts. Thus the college gives all the best possible efforts to redress the grievances.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Murazar College follows the prescribed curriculum of its affiliating Guahati University. The college implements the CBCS and FYUGP syllabus approved by GU. The teachers and students are well aware of the stated course outcomes and programme outcomes offered by the college.

- **The College Website**: The website of the college contains elaborated list of Programme Outcomes (POs) and Courses Outcomes (COs). The website of the college also contains the structure of the courses for all the odd and even semesters. The Under Graduate CBCS & FYUGP Course curriculum is well designed and very promising where the core course helps the students to enrich their subject based knowledge. The generic electives course makes integration among various interdisciplinary courses.
- **The College Prospectus**: The college prospectus shows detailed list of programmes and course outcomes which provide the opportunity to students to select course combination as per their own choice. The main objective is to apprise the students to acquaint themselves with the objectives of the courses and expectations in terms of learning outcomes.
- **The Admission Committee**: Murazar College has its Admission Committee for each academic session under the president ship of the Principal. The Admission Committee helps the students in making them understood the courses to be chosen by them so that they can decide the courses which is suitable and best in the learning process. The Admission Committee works as monitoring and counseling body for the students at the time of admission.
- **The Teachers**: The teachers of the college are well aware of the programme and course outcomes. At the time of commencement of each academic session, the photocopies of detailed syllabus are distributed among the teachers by the HoDs of concerned departments for preparing teaching/lesson plans. Each of the paper prescribed by the affiliating University contains its specific objectives and course outcomes.
- The Students: The students who are willing to take admission in different courses are given proper guidance and counselling before final registration to the affiliated University. The departmental HoDs and mentors provide guidance to the students to choose the courses of their interest. Apart from that, the students are given option to alter the courses even after admission as per the guidelines.
- **During commencement of classes**: At the commencement of classes in each academic session, teachers of every department briefed about the POs and COs of the Programmes in which they have admitted. During initial classes the distribution and discussion of courses takes place which enable the students to understand the learning outcome of POs and COs.
- **Induction Programme**: The College organizes Induction Programme as part of its regular student related academic activity. The sole objective of the programme is to apprise the students about course wise expected outcomes when students obtain their degrees.

This helps the students to understand and choose the right courses and to build a carrier in the future after graduation.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Murazar College has adopted a number of approaches and tries to ensure that the objectives of the Programme and Course outcomes are attained maximum.

- The website of the college contains programme and course codes of each department. The college has its Academic Committee to assess the programme outcomes and course outcomes in each and every academic session. The President of the Academic Committee is the Principal of the college with other nominated members. The committee meets on regular basis to assess the course outcomes especially in the wake of declaration of results of each semester of the affiliating University. The committee discusses the outcomes and put suggestions to take necessary steps for their improvement of results.

- The students are admitted for three years programme consisting of six semesters. Keeping in mind the core values, objective and goals of the college, the students are taught to inculcate and nurture the long cherished values of the society, to develop the Critical thinking, effective communication, universal brotherhood and understanding to make them a responsible citizen of our country. They are encouraged to receive varied exposure not only inside the classroom but also involving them with outside environment as integral part of the society.

- The students of the college are always encouraged to adopt multi-disciplinary approach for solving the societal issues. This helps the students to acquire practical knowledge and learn to adapt with new environment.

- The college organizes and conducts programmes inside and outside of the college involving local community people. These activities provides an opportunity to acquire knowledge of ethical values and code of conduct, universal brotherhood, cooperation, understanding, spirit of team of team work, hard working, good qualities of leadership and sense of service for the humanity.

- The respective departments distributes syllabus, prepares teaching plans, maintains log books, uses teaching learning materials to make the teaching learning situation more effective and communicative. The teacher maintains time schedule so that the distributed syllabus can be covered within stipulated period of time. This helps in ensuring timely delivery of syllabus of semester system. The regular departmental meeting plays a crucial role in implementing the academic related activities of the departments.

- The college collects feedback from the stakeholders on administration, curriculum, library, teacher's performance and on infrastructure of the college. Actions plans are taken on the basis of feedback analysis report. In fact, the feedback mechanism provides an opportunity to the student to share their views and valuable suggestions for the academic development of the college.

- The IQAC of the college is the assisting and assessing body of the college towards the evaluation of programme and course outcomes. The IQAC discusses the academic and extra-curricular activities of the college. The IQAC maintains records of extra-curricular activities and coordinates with different Cells and Committees of the college.

In fact, the college adopts a holistic approach to attain the programme and course outcomes.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 98.25

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
123	149	130	138	132

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
124	152	134	140	134

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Murazar College has its mission to preserve and distribute rich heritage of our country without disrupting its heritage in view of the spirit of the place itself. The college follows the prescribed CBCS & FYUGP syllabus of the affiliated Gauhati University and tries to promote the Indian Knowledge System (IKS) through the prescribed syllabus. Besides, students of the college are encouraged to participate in extracurricular activities for acquiring traditional knowledge applicable at community level.

- The college has established Intellectual Property Rights (IPR) Cell to protect knowledge base, skills and practices developed and sustained by indigenous and native communities of our societies.

- The college celebrates International Yoga Day to aware the students about the importance of Yoga for holistic development. A number of Yoga camp and programme has been organized in

the college. Establishment of Yoga Center in Murazar College is on Process.

- The students of the college are encouraged to opt for regional language such as Assamese as Modern India Language at the time of admission.

- The students of the college organize cultural programme in the locality wearing cultural dresses and traditional ornaments. The college has an elected cultural secretary form among the students for organizing cultural activities in the college.

- Political Science, Education and Assamese department organize interactive methods with students by motivating student participation in group discussion, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, etc. Class room discussion in various topics is done under features.

- The cultural programmes organized by the college are part of Annual College Week. In respect of local traditional culture, the traditional Assamese songs and dances are performed in the cultural programme of the college week.

- The college celebrates 'Hindi Divas' which obviously helps in disseminating the knowledge of our national languages among the students of the college.

- Students are encouraged to acquire knowledge of our historical past and arrange field tours in places of historical importance and indigenous monuments such as Gauhati, Akashi Ganga, Tezpur and Kaziranga National Park etc.

- To explore the knowledge system of the society, the students are encouraged to choose project work related topics especially on socio-cultural issues and issues related to the education and courses etc.

- Awareness meets, workshops by external resource person on current issues of the society is organized.

The college has taken initiative for awareness and organizes extension and outreach programmes in the neighborhood areas through forums such as District Administration, Educational institutions, human rights groups etc. The sole objectives behind such activities are to transfer of knowledge and awareness among the people.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual

Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 4

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
02	01	01	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.1

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
01	00	0	01	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.81

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
16	0	0	01	0

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The college has a commitment to organize more community outreach programme in the locality in collaboration with local community people, District Administration and (NGOs). During the period the college has carried out a number of activities in the neighborhood as part of its social responsibility and humanity.

Community service during Covid-19:

- During Covid-19 period the college turned into a Community Quarantine Centre. The teachers and students volunteers of the college provided every possible help to the people quarantined at the college as part of social responsibility.
- The college teachers have carried out Covid-19 awareness programme in the locality. Distribution of food items, masks, hand gloves, sanitizers among the Covid-19 affected people by teachers of the college had deeper meaning of humanity and social responsibility.
- District Administration, Hojai organized a "COVID-19 Vaccination Drive" COVID test drive and offered 1st Dose, 2nd and booster Dose of Covaxin. More than 70 percent of the teachers served and engaged as supervisor by district administration at Transit camps for Covid-19 patient.

Health Awareness Programmes:

- Organized Awareness Programmes on November 2021 for New India@ 75 sponsored by Assam State Aids Control Society, organized by Red Ribbon Club of the College.
- Awareness programme on Child Marriage was organized by Hojai District Rural Development Organization under the Chief Guest of Nomita Bora, Chief Editor Suranjan Megagine at Murazar College premises on dated 13.03.23.
- World No Tobacco Day -2023 was observed with a theme "WE NEED FOOD, NOT TABACCO" on 31/05/2023..
- An Awareness programme on ROAD SAFETY was organized by Mr. Sasadhar Kalita, OC Murajhar PS & IQAC Murazar College on 16.06.23 at 11.00 am. Mr. Mahendra Mohan Patoway, DSP as the Chief Guest.
- Organized awareness camp on Blood Donation for making the students understood and motivated towards blood donation.
- Organised programme on 'Safe Drinking Water' on 4/5/23.
- Celebrates international Yoga Day.

Relief Distribution to Flood Victims :-

The teachers and students had collected donations to provide food and Drinking Water to the Flood Victims of Jamunamukh LAC.

Environment Awareness Programmes:

- The College celebrates World Environment Day; organizes tree plantation programme, cleanliness drives and minimum use of plastics inside and outside of the college.

- Organised Rally on Ban of Plastic to promote pollution free environment .

Cleanliness Drive:

- Organised cleanliness drive activities on Swacchwa Bharat Abhiyan Mission inside and outside of the college.
- Cleanliness drive initiated by the NSS Unit volunteers of the college inside and outside of the college. Hundreds of NSS Cell volunteers of Murazar College served for the attendees of all Assam 03 days Estema held at Shivpur from 04/.02/2024 to 06/.02./2024.

Awareness Programmes on Gender Discrimination:

- Organized awareness programmes on Child Marriage Act by DRD Organization under the Chief Guest ship of Nomita Bora, Chief Editor Suranjan Magazine on dated 13.03.23.
- Organised programme on awareness on Girl Child Day.
- Organise programmes on gender issues. Women empowerment, cultural harmony and etc at Anganbari centers of the locality.

The community outreach activities help the students to grow their leadership quality and learn the lesion- 'service for humanity'.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Murazar College organizes a number of extension activities in the locality as part of social responsibility. The College has got society recognition in the name Murazar College Governing Body under Societies Registration Act, XXI of 1860. The extension activities carried out during the period includes:

1. **Extension Activities:**

- The NSS unit, Women's Cell, Medical Cell and Teachers unit of the college engaged in extension activities in the college and neighbouring areas. During Covid-19 pandemic and subsequent lockdown situation the college itself is turned into a Covid Patient Transit Camp.
- The NSS unit of the college constituted a volunteer group of students for social service inside and outside of the college. The NSS Unit also organized Cleanliness Drive in the locality in the wake of discharge of Covid patient from the quarantine centre of the college.

- Keeping in mind the need of Covid vaccine for the people, the college organised Megha Vaccination Camp at the college for the common people.
- During theCovid-19 period as most of the teachers were appointed as supervising officer by district administration and rendered service at the COVID camps.
- As part of social responsibility, the teacher of the college also collect donations to distributed food items packets to the flood affected people of village areas. The activities obviously show the responsibility of the college towards community.
- The college also organizes Awareness Programme on World No Tabcoo Day under the banner of WE NEED FOOD, NOT TABACOO
- The college has signed a number of MoUs and agreements with educational institutions, organisations, government offices and NGOs.
- The College is also participated in inter College activities time to time.

  In this way the college acts as an agency of socio cultural development of the society.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 9

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
02	01	06	0	0

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 09

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The Murazar College has established in 1989. It is situated on a peaceful rural area comprised of 27 Bighas 1 kata 9 lesa of land (6 Bhigas 1 kata 9 lesa at present site and 21 Bhigas of land at permanent site) to provide an equipped academic environment. Our institute has sufficient conventional classrooms and digital classroom for providing a fruitful teaching learning environment. A planning committee is specifically entrusted to plan, execute and evaluate the infrastructural requirements.

Classroom Facilities:

- The College has 07 rooms for taking regular classes. Three of them are big Halls with sitting capacity of 200 students out of which one is smart Classroom with ICT enabled classroom equipped with Wi-Fi facility for providing effective teaching learning experience.
- All the classrooms are sufficiently spacious, hygienic, well ventilated and equipped with sufficient white board and furniture.
- There is a central teachers common room for all departments faculty members and equipped with a desktop computer.
- CCTV cameras are installed in the campus.

Computer Facilities:

- There are total four computers in the College out of which two computers are used for academic purposes.
- The college has one server for proper functioning of the administrative activities. There is an Interactive LED Display Screen for smart classroom.

Other Facilities:

- Separate rooms are allotted for IQAC and Murazar College Students Union.
- Separate room is allotted for Examination activities.
- Ramps for the benefit of the differently able students.
- Canteen service for the staff and students.
- Cooler and filters for providing pure drinking water in the campus.
- Separate common rooms for the boys and girls with toilet facilities.

- There is a Garden of Medicinal Plants which is an endeavour to preserve and use of the herbal medicine of the area.
- Toilet facilities are available in all the blocks separately for boys and girls.

The Central Library:

- The Central Library of the College extends all possible facilities to its students and faculties. It has two separate reading rooms to accommodate students and staff. The library is maintaining manually.

Sports and Games Facilities:

The college has adequate Games and Sports facilities which include:

- **Indoor Games:** The College has sports items like Badminton, carom, chess, musical chair and etc but has no permanent indoor stadium.
- **Outdoor Games:** The College provides facilities of outdoor games to its students like Foot ball, Cricket, Volley ball, Kabaddi, Javelin through, Discus through and etc. The college has a play ground for organizing foot ball and cricket matches.
- **Annual College Week:** The College organizes Annual College Week every year which includes cultural events, quiz competition, debates, fashion and dance, extempore speech, go as you like etc.
- **Inter College Sports Competition:** The College students participate in Inter-District College competitions in badminton, easy, debate, cricket for their holistic development.
- **Yoga Events:** The College observes International Yoga Day every year.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 4.52

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
0.05395	0.58064	0	0.4412	0.33205

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The central library of Murazar College is known as Murazar College Library (MCL). The College authority has taken step to make the library automated with digital facilities. We have conducted a Workshop on Library automation in collaboration with MC Battacharjee, proprietor of Aditya Library Guwahati at Murazar College on 17.05.2023.

- The Library maintains its daily attendance register for students; teachers and visitors come to the library. The library provides library card for the students and books are issued for the students by using library card and for teachers it issued in separate loan register.

- The Central Library of the College has good numbers of stock of books, journals, magazines, periodicals and news papers. There are 1303 numbers of text books, 2311 reference books, 30 numbers of journals and 02 numbers of News Papers.

- A student of Regular Course can receive 2 books and Honours students 3 books at a time. Students should return the books on or before 15 days from the date of issuing the books. A teacher is entitled to borrow 06 (six) books for an academic session and is required to return the books on or before the sessional examination is over. Member of the Non-Teaching staff are also entitled to borrow 5 (five) books at a time.

- Special measure is adopted for lending books to the poor, meritorious, SC, ST and OBC students of the college from the Special Book Bank.

- The consent and approval of the Library Committee of the college is required for purchasing books for the library. The decision of the Principal or the Librarian in respect of library related matters is final in this regard.

- Apart from the Central Library, each department has the departmental library with sufficient stock of books. There have been a good number of books on Remedial class, Entry in Services and Career Counseling in their respective cells.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The Murazar College is provincialised in the year 2021. It has not received any funds from Government and UGC till date however; it gives top priority for the development of its IT infrastructure. The college frequently updates and enhances the latest IT facilities available with us to ensure quality education for its students. The college encourages its faculty members and students for the maximum utilization of its IT infrastructure facilities. The IT facilities of the college include:

1. **IT facilities:** The College has one smart classroom, CCTV's, LCD projector, UPS and etc it and keeps a target to make more ICT enables class rooms, computers and computer lab, installation of library software.
2. **Broadband and Internet facility:** The College has BSNL Bandband of internet connection in the campus and provided Wi-Fi facilities with internet connections for students and teachers. The Broadband of internet connection has 300mbps speed. The internet connections are provided to the Principal office, Account office, Smart Classroom, Teachers common room, IQAC cum examination office and Library.
3. **Maintenance of IT facilities:** IT equipments of the college are regularly maintained by experts Firm Groups- the S.S Technologies, Guwahati, Assam. They help in updating and maintaining college webs and software on the other hand all other IT equipments including computers, laptop, printers, scanner, CCTV, LCD Projectors, smart board are maintained by DATA Tech, Hojai. The college has Annual Maintenance Contact (AMC) with the firms for the maintenance of its installed facilitie
4. **Updatation of IT facilities:** The College has no fair budget for expanding and updating IT facilities in order to provide quality education however, it has a plan to make IT facility available for the teachers, students and office staff of the college. The college is still not able to maintain the student-computer ratio because of lack of funds.

5. **Computer course and use of IT facilities:** The College has a plan to introduce compulsory computer education on Basic of Computer application for all its students by charging minimum fees. A computer lab will be made and computer classes will be included in daily class routine. The guest faculty teacher for computer will be recruited.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 112.5

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 06

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 8.06

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
0.5276	0.123	0.84323	0.15936	0.85711

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 56.05

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
271	481	409	334	145

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 4.58

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
28	30	28	23	25

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 11.61

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
49	10	03	05	11

5.2.1.2 **Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
132	138	130	149	123

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	**View Document**
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.84

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
01	02	01	0	01

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 1

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

2022-23	2021-22	2020-21	2019-20	2018-19
01	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 17

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
27	20	0	19	19

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The reputation of an educational institution lies on its students of Past and present. The former students or Alumni of an institution can play an immensely positive role in Higher Education transformation. An active Alumni association can contribute academic matter, student support as well as mobilization of resources –financial and non financial.

The Murazar College has an Alumni Association namely Murazar College Alumni Association to make the college environment more energetic and vibrant. It plays a significant role to the development of the college especially with extracurricular and developmental activities including community developmental programme, college week, fresher's social and celebration of important days in the college. The alumni association of the college has its constitution to follow.

The alumni engagement and their role for the academic and infrastructure development of the college include:

- The alumni extended their helping hand towards the college student both physically and financially. They provide free service to the student at the time of online admission form fill up, online student's registration, online exam form fill up, online scholarship form fill up and etc.
- The Alumni Association donated dustbins, looking glass, show case, library bookshelf, a few sports items and etc.
- Alumni participate in the Core Committee meetings of IQAC.
- They have contributed to the College gardening by Plantation Drives in the Campus.
- The alumni support the college in number of way especially in organizing awareness and community outreach extension activities in the locality.
- They also provide help in the continuous evaluation and up gradation of the physical facilities of the campus by submission of their Feedbacks. Their views are always considered for introspection of different activities conducted by the institute.

The Alumni Association of the college is yet to be registered. The registration of the Association is under process.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Goals:

To be a learning institution Murazar College is dynamic and seeking excellence in physical, intellectual, ethical and social empowerment of human resource to meet the future challenges of student's lives by qualitative teaching, learning and evaluation

Objectives:

Create a democratic academic atmosphere for imparting and disseminating higher education among the young students, generate new values in society without disrupting its heritage in view of the spirit of the place itself, lay special emphasis on teaching, research and extension activities as per the guidelines of the U.G.C, promote values and quality based education for overall development, promote and spread the light of education, create an atmosphere of social harmony and amity, foster scientific attitude, promote leadership qualities, inspire young students to keep environment clean & unpolluted.

Perspective plan:

The College has short and long term plan to upgrade its infrastructure and stimulate the existing courses. The goal of the college is to produce intellectual, skilled, competent and socially committed individual with new values. Similarly, college has future plan to introduce Major course in Hindi, certificate course in Basics of computer application and a few value added certificate courses. The college has long term plan to introduce PG Courses in several selective programs, auditorium and conference hall.

Achievement:

The College has developed Hall 03 as smart class room, boundary wall of east side, renovated college gate, installed CCTV, constructed cycle stand from its own fund. Moreover, the College has applied for the grant of PM- USHA under RUSA, Govt. of Assam Scheme.

1. **NEP implementation**: The College is affiliated to the Gauhati University and has decided to implement the NEP-2020 from the academic session 2023-24. The college has taken all steps for timely implementation of NEP-2020.

- Attended workshop on 'NEP-20' at Nawgaon, HAAC & Lanka College.
- Attended Cluster Meeting of the Principal of Hojai District at HAAC on 6 May 2023.

- Attended Nodal Principals training as Nodal Officer and Module coordinator of SAMARTH e-GOV suite.
- Constituted Murazar College Task Force of NEP-20.

1. **Principal as the Administrative & Academic Head**: The Principal is the head of the institute who plays the significant role in the governance of the college. The principal maintains coordination among staff, students and guardians for effective administration. Being the academic head, he maintains constant torchbearer with all departmental HoDs and affiliating University.
2. The GB is the supreme responsible body to give proper directions to the Principal for implementing the mission and vision. It consists of Principal, President, University representatives and members from teaching and non-teaching staff. GB meetings are organized according to the requirements of the college.

1. **Decentralization:** Efforts are being made to decentralize the management of the college through different Cells and Committees. The IQAC chalks out developmental plans and takes initiatives for effective execution of academic activities to ensure quality education.
2. **Participation in the institutional governance:** Participatory management is ensured through the engagement of varied activities of staff, GB, student, Alumni, & guardian forums.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The Murazar College has a system of participatory management in its academic and administrative activities through decentralization. The Principal is the academic and administrative head of the College and provide leadership and proper guidance in formulating and executing various planning with the involvement of the staff, library staff and GB of the College.

The Principal follows the circulars and instructions issued by the Director of Higher Education, Assam regarding appointment, promotion and service rules of its staff. The Principal maintains the service book of the employees and keeps under his custody.

- Both teaching and non-teaching can avail the benefits of all permitted leaves, CPF, medical benefits, ML, CL, and EL etc as per Govt. norms.

- It is mandatory to get approval and pass of all the appointments of staff, programmes and developmental planning related to the College from GB. It is the highest decision making body possessed the powers of management, budget approval, planning for development of the college.
- The HoDs of all the department and different Cells and Committees works and assists the Principal in implementing different policies and programmes.
- The IQAC as coordinating body and monitor the activities of teacher's performance with regard to performance, punctuality, sincerity, teaching quality, involvement with other co-curricular activities. The IQAC and teachers council of the institution held meetings to implement plans for monitoring the internal quality of the institution, prepare teaching and learning plans academic administration, curricular and extracurricular activities.
- The college library is maintained by Librarian, library assistant and library bearer.
- The student Union of the college held meetings to solve student related issues with the administration and play a vital role for organizing curricular and extracurricular activities.
- Every cells and committee consists of the Conveners and its members are constructed under the chairmanship of Principal to implement planning, preparation and execution of academic, administrative and extra-curricular purposes of the institution.

Recruitment:

The College was established by initiatives of general public that cater to the need of Higher Education for the young students of the locality. The initial appointments of teaching and non teaching staff were given by Governing body on temporary basis. The post of the teaching and non-teaching staff has been provincialised in the year 2021 with effect from 01/01/2021 by the Government of Assam. Retirement vacant posts do arise till date.

Service Rules:

The employees of the institution strictly follow the Service rules and regulations framed by Director of Higher Education, Assam. In academic field the institution follows the rules and regulation of Gauhati University for the implementation of curriculum, Academic calendar, conducting examinations & evaluation process.

Grievances and redresses:

The college has its Grievances and redresses cell to solve the various issues related to academic, evaluation and administration. The principal is the chairperson of this cell along with convener and members. Every concerned can freely raise their issues.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The Murazar College has its performance appraisal system. It provides effective welfare measures and encourage for career advancement for teaching and non-teaching staff of the college.

Performance Appraisal System:

- The IQAC of the College plays an important role in preparing the report in consultation with the Principal for the evaluation of performance of its teaching and non-teaching staff.
- The college adheres to the guidelines of the Director of Higher Education (DHE), Assam for preparing the report of performance evaluation.
- Reports for evaluation of performance satisfactory report is prepared every year for teaching non-teaching staff and submitted the same to the principal for discussion with the GB.
- Student's evaluation reports on teachers are collected through feedbacks which are analyzed in the Governing Body and actions are taken accordingly.

- The Principal also collect information on the functioning of teaching and non-teaching from the visitors to the college including guardians.
- The Principal needs to maintain the service book of the teachers and record of performance so that the evaluated performance reports can be used for promotion of teaching and non-teaching staff.

Welfare Measures for employees:

- The College has taken a number of effective welfare measures for its teaching and non-teaching staff.
- The teaching and non-teaching staff can avail the leave facility including maternity leave by women faculties as per the service rule of the Government of Assam.
- Library facilities are made available for teaching staff and non-teaching staff.
- Teaching and non-teaching staff is provided self paid College canteen facilities during day time.
- The teaching and non-teaching staff of the College is provided sports facilities like badminton, volleyball, carom and foot ball.
- Medical Cell of the College assists the employees and students in health related issues.

Avenue for career development:

- The College has its career counseling Cell consisted of under the chairmanship of Principal. The cell prepares and organizes workshops, awareness programmes on career information and its preparedness.
- Students are introduced about the online platforms to explore job opportunity through different job portals.
- Organized programme on how to write a good resume and how to face interviews.
- The collage has career and placement cell for the student.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 13.33

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
12	0	01	01	0

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 6.54

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
06	0	0	01	0

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
02	0	0	0	0

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Murazar College maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts section. Institute has designed some specific rules for the fund usage and resource utilization.

- In mobilization of funds, the student's fees are the major sources of income of the college.
- Government and non government agencies sponsor's events like legal awareness and felicitation programmes time to time.
- A minimum contribution of materials received from Alumni Association of the College.
- Lump sum fund received from individual's scheme of Goan Panchayat and NGO's.
- Salary grants receive mainly from the State Govt.
- The purchase committee seeks quotations from vendors for the purchase of equipments, computers, books and other materials.
- The quotations are scrutinized by the purchase committee before a final decision is taken based on parameters like pricing, quality, terms of service and etc.

Resource Mobilization Policy and Procedure:

- Before the financial year begins, budget and planning committee prepares the college budget.
- The college budget includes recurring expenses such as salary, electricity and internet charges, stationeries and all other maintenance expenses.
- The budget includes planned expenses like furniture and other developmental expenses. It is scrutinized and approved by the Governing Body.

- Accounts section and Purchase Committee monitors the expense exceeds budget or not.
- The entire expenses are audited by chartered accountant.
- The College Academic Committee looks after the proper utilization of class rooms.
- The library development committee takes care of the library resources for the optimum utilization.
- Campus cleanliness, cleanliness drives, gardening, celebration of national international days and programme monitoring, plantation and beautification are monitored by National Service Scheme (NSS) of Murazar College.
- The Principal ensures the optimum utilization of resources by issuing dynamic directions time to time.

The College conducts two tier financial audit system which involves:

1. **Internal Audit by Chartered Accountant (CA):** It is conducted by a local chartered accounting farm appointed by Governing Body of the college.
2. **External Audit by Government Audit:**

It is conducted by Department of Local Audit, Govt. of Assam. The internal Audit is a continuous process which is carried out by CA. All bills, Vouchers and stock registers are checked and verified by the auditors. Finally, an audit report is prepared by the CA, which is placed before the G.B. for further discussion and approval. The college authority has completed internal audit up to 2022-23.

The External audit is to be done by Department of Local Audit, Govt. of Assam, as per their schedule, assessment of Income – Expenditure and Receipt - Payment is checked following the government rule. The college has already taken necessary steps in this regard.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC of Murazar College involves in implementation of teaching-learning methodologies throughout the academic year. The IQAC maintains coordination among the teachers and students, Cells and Committees, NSS unit, Governing Body & office of principal for the quality practices to full the

parameters for NAAC assessment.

- Setting up of institutional database: IQAC of the college has set up a database for collection of various institutional data, statistics, pertaining to staff members, alumni of the college, guardians, institutional infrastructure, notices related to academic purpose on periodical and need basis and get it published through the college portal.
- Committees and Cells: IQAC forms various committees and cells in a democratic setting to deploy various activities.
- College Developmental Plan: It prepares the college strategic plan and perspective plan.
- Academic Calendar: IQAC ensures the Academic Calendar, Daily Class routine, College Prospectus, Lesson plan, Log book or teachers dairy annually and try to fulfill other academic requirements which are updated in the college website.
- Digital Initiatives: The admission in the college is done fully in online mode, a new institutional portal is developed and institutional e-mail ID has been provided to all faculty members and administrative head and students, paperless communication is done through WhatsApp or e-mails.
- Supervise 7 Criteria of NAAC Committee: Supervise and guides the conveners of 7 criteria committees of NAAC.
- Conducts Periodical Meetings
- Institutional collaboration through MoU's.
- Student mentoring system:
- Takes initiative Block and room numbering.
- Visual display: Various signage are displayed in the college campus for inducing quality mindset for all institutional fraternity.
- Plastic free and tobacco-free campus: A motivated effort has been done by IQAC to make the college campus plastic free.
- Stakeholders' feedback: Arrangement has been made to take feedback from various stakeholders ranging from students, alumni, employers, employee and parents for identifying loopholes and shortcomings for better development of the institution.
- IQAC register: IQAC ensures that all the activities related to the institution are written in register for record keeping. Every department is required to maintain an Activity Record Register for keeping systematic records of all departmental related activities. All the faculty members are required to keep record of their daily classes in a daily log book.
- Quality audit: Initiative are taken by IQAC to conduct quality audits like- green audit, gender audit, energy audit, academic and administrative Audit to promote strong administrative background and reasonable standard in teaching learning process.
- Organize Programs like workshops, debates, quiz and talks, celebration of national and international Days.
- IQAC plays important role in counseling Slow and advance learners.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Murazar College always tries hard for the holistic development of an academic environment conducive for women education. The College has been playing a vital role in increasing literacy rates among the women. It is to mention that the college has more enrolment of girls' students in comparison to boys. It has initiated the following important steps for the promotion of gender equity:

1. **Gender Audit:** To ensure promotion of gender equity, the IQAC of the college has initiated steps in the form of resolution to conduct Gender Audits.

- The college conducted Gender Audit in the Academic Session 2022-23. On the basis of the report the college has adopted action taken measures for the promotion of gender equity and prevention of gender violence.

1. **Curriculum and co-curriculum activities:** The College follows a policy of zero tolerance on discrimination on the basis of gender. Students are encouraged to participate in curriculum and co- curriculum activities in equal footings irrespective of gender.

- Girls students are encouraged to opt for courses having women right, duties, constitutional and legal protection for acquiring knowledge. For instance, Human Rights DSE papers- Pol-SE-5016 and Pol-SE-6016, adopted by the department of Political Science.
- Every year the college organized awareness programme, such as International Women's Day, Hindi Divas, National & International Girl Child day, Vaccination Programme, awareness on Health & Hygiene, medical Camp etc.
- Girl's students are nominated as active volunteer members in the NSS Unit of the college.
- Girl's students are provided opportunity to participate in democratically elected body of the Murazar College Student Union (MCSU).
- Girls are encouraged to participate in celebration on important national days and cultural activities of the college.
- Girls participate in co-curricular activities such as debate, symposium, and essay competition etc, For instance, Heena Tabasum participated in Y-20 Inter College Pre Event Programme on Peace Building in North East India organized by Rabindranath Tagore University on dated 04.02. 2023.

(3) **Cells and Committees:** The College has constituted Committee Against Sexual Harassment (CASH), Anti-Ragging, and Discipline & Action Committee to prevent any kind of discrimination against girl students. Women faculty members are the members of Committee Against Sexual

Harassment (CASH) represented to Governing Body and provided opportunity to represent parent body of teachers association.

(4) Facilities for Women in Campus:

- The College has separate Girl's Common Room.
- It has separate wash room for Girls students as well as
- The college provides equal rights to girl's student to contest in the election in any portfolio of the Student Union.
- The Central Library has separate sitting arrangements for girl's students. The College campus is kept 24X7 strict surveillance by CC TV camera.
- The entire college campus is provided security by constructing RCC boundary wall.

File Description	Document
Upload Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)

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

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Murazar College makes every effort to create an inclusive environment of tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and sensitization of students and employees of the college.

1. **Regarding appointment:** The College follows the UGC norms and appointment procedure of the DHE, Government of Assam in the matter of appointment of its teaching and non-teaching staff.
2. **Opportunities for students:** (a) The College provides cent percent admission privileges to SC, ST, OBC, MOBC and differently abled students by relaxation in the entry marks. (b) The Scholarship Cell of the college assist the SC, ST, OBC, MOBC and language & religious minority students for benefits of Government scholarship schemes. The college has taken a plan to provide compulsory computer certificate course to all students.
3. **Social Responsibilities and Community Services:** (a) The college provides community service as part of social extension service through Cells and Committees. (b) Organised Covid Awareness Programme by the teaching faculty for the adopted village of the college. (c) Provided Copvid-19 service by the teachers as supervisor at Sarupather Health Sub Center in 2020, (d) Donation to flood victims (e) organized vaccination camp for Covid patient. (f) Celebrated National Girl Child Day, Women's Day, and etc. (f) Awareness programme on Safe Drinking Water, Road Safety, and Drug Awareness etc.

4. **Programmes in inculcating Constitutional values, Rights and Duties:** Celebrated and observed national days of importance such as Constitution Day, National Voters Day Teachers' Day, Electroral Literacy Programme & etc. to inculcate values among the girl's student of the college.

5. **Organize Cultural Programmes:** The College organized awareness programmes in providing an inclusive environment such as tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic diversities in the society. The college celebrates Saraswati Puja, Milad un Nabi, Teachers Day, Farewell & Freshers social, annual cultural programme.

6. **Celebrates National & International Days:** The College celebrates and observes national & international day's importance such as Republic Days, Independence Day, Children's Day, Teachers Day, International Yoga Days, International Women's Day, and Environment Day, International Girl Child Day, International Youth Day, World Environment Day etc.

The above programmes and activities organized by the college to promote social responsibilities, leadership qualities, communal and linguistic harmony, Constitutional values and to play the role of a good citizen in the society.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

Best Practices - 01

1. Title: Decentralization of Responsibilities

1. **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.

1. **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.

1. **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
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.

1. **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.

1. **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

1. **Additional Notes:**

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.

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

1. **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.

2. **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 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.

3. **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.

4. **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.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)
Any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Murazar College is the only premier college of greater Murazar of BinnaKandi Constituency. Geographically, it is situated in a purely rural area covering a large religious and linguistic minority community. The entire region is an inhabitant of poor minority people. This college is the only higher educational institution showering the light of higher education to the backward & weaker students of this area. Majority students are girl's students studying in this college.

The main vision of this college is to be a learning institution of dynamic and seeking excellence in physical, intellectual, ethical and social empowerment of human resource to meet the future challenges of student's lives by qualitative teaching, learning and evaluation. In line with this objective our college tries to harmonize main streamline dimensions like–physical, intellectual, ethical, social and cultural developments of the students. The students groomed in such a way that they are not only excel in academic affairs but also earn equal excellence in allied fields of sports, Co-Curricular activities.

An institution of higher education is a centre of excellence for all round development of human resources contributing towards the nation building process. It aims at imparting value and skill based knowledge oriented education aspiring to make its students to be good and worthy citizen of the nation. To materialize the above aims and objectives the college organizes extempore speech competitions, musical performances, drama, drawing exhibitions etc. during any occasions and days celebrations.

The institution maintains its distinctiveness by involving wholeheartedly in the method of teaching and learning. Education is the expression of the basic potentialities of human being. The modern education is blended with full of technology hence, the college tries to provide the necessary infrastructure and resources for the use of technology in teaching learning process. The College approaches holism in teaching by deepening the engagement of students with the syllabus and complementing this with appropriate co-curricular activities. To attain the academic requirement of their chosen agenda of study, students not only attend classroom teaching but also write assignment, participate in workshops, debates, quiz and any other project works.

The College also highlights on imbibing value based education among the students. The faculty members of the college understand the need of communicating knowledge not only in the college campus but also in the adjoining schools to empower future generation and for the progress of the society as a whole. Necessity is felt in the process of teaching and learning by creating conducive academic environment with different neighbouring schools and colleges. The college has constituted its NSS and it is on process to open NCC Unit to make the students sensitive about social responsibilities and outreach programme. Additionally, all the committees and Cells of the college have been performing their duties smoothly to make the college more distinctive institution.

As the vision of the institution indicates, the college family is trying their best to transmit higher education for the overall development of human resources to make them a contributing member of the

society and for the whole nation as well. It aims at imparting value and skill based knowledge oriented education aspiring to make its students to be a good and worthy citizen.

In addition of the above the college also organizes the following activities like:

1. For fostering intellectual growth the college has recruited a well qualified teaching faculty who leaves no stone unturned for the overall intellectual development of students.
2. To increase the deeper knowledge the college organizes frequently Lectures, Workshops, Group discussion, field trips, area visit and etc.
3. Inter face with eminent scholars are arranged time and again to broaden the outlook of the students with their intellectual thoughts and wise approaches.
4. The students are regularly given assignments and project works to arouse the aptitude for research among the students.
5. Educational trips and tours are also used as tools for optimizing concept development and promoting experimental learning among students.
6. Annual Sports meet is a regular feature which provides equal opportunities to boys and girls to exhibit their sporting potentialities in various activities and events.
7. Drives like- Donation drives, Awareness Rallies, Blood Donation Camp, Cleanliness drives in Swachhta Abhijan and Plantation Drive is done in a regular mode to make the student socially sensitive and responsible.

The college shapes the learners into good citizens enriched with self-assurance, persistence, loyalty and humanity. Our chief aim is to empower our future generation academically and this is well evidenced by the success of some students. Many of our students are academically well enriched to be employed in many reputed institutions and organizations. The college manages to foster a spirit of belonging, friendship and affection among the learners and the teaching and non-teaching staff which is retained beyond the boundaries of the institute even when the learners have passed out. The students maintain good touch and relationship with the teaching and non teaching staff. In a nutshell, the college works fearlessly to equip the students which make Murazar College indifferent.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

The college is located in a rural, linguistic and religious minority area. The college is a co-educational institution offering undergraduate programmes in Arts and Humanities. The institution has a mission to make the college a global educational hub. The institution ensures that the students are equipping with commonness, dignity, self-control and hard work so that they can effectively counter the threat of communalism, intolerance, violence and hatred. Since its inception till date the institution has not reported any incident of ragging or any anti-social activity.

As per the instruction of the affiliated Gauhati University Murazar College has taken all the initiatives to implement the NEP 2020 for the academic session 2023-24 under the catalog of Four Years Under Graduate Programme (FYUGP) and the students got admitted through online portal "SAMARTH e- Govt suite". It has also undertaken a number of measures to introduce skill-based Multi disciplinary, Ability Enhancement and value-added courses for the holistic development of the learners. Academic Bank of Credit (ABC) is the features that students can avail themselves under the NEP 2020.

Concluding Remarks :

The institution is affiliated to Gauhati University, capable of providing co-educational institution offering Under Graduate (UG) courses in arts and humanities. Since the beginning, the college is running with the help of student's fees and donation. It caters higher educational aspirations of the youth of the greater Murazar region. The college boosts a vibrant environment through participative and decentralized involvement of students, teachers, alumni, guardians and local community in various perspectives and activities.

The college follows the prescribed curriculum of Gauhati University, incorporating cross-cutting issues and emphasizing human values, professional ethics, gender, environment, and sustainability. The college has mission of overall development of student by promoting co-curricular and extra-curricular activities simultaneously.

The institution encourages students to participate in various competitions organize by the college. The institution takes initiative to ensure the gender discrimination free environment. The Internal Complaint Committee makes it a point to sensitize the students about gender equity.

Student support and progression are prioritized through scholarships, free ship, and financial aid for diverse backgrounds, with a particular focus on rural students. Career guidance, counseling services, and emphasis on sports and cultural activities contribute to holistic development.

Effective governance, leadership, and management are evident in the college's organizational structure, with the Principal ensuring coordination among staff, students, and guardians. The Governing Body plays a pivotal role in implementing the college's mission and vision.

Institutional values and best practices are deeply ingrained in the college's culture, demonstrated through gender audits, environmental sustainability initiatives, and active participation in national and international observances.

The institution's main aim and attempt is on creating a suitable academic environment among the students as well as teaching staff. Learners are inspired to involve in various community-based activities through NSS unit of the college.

The institution has taken various quality initiatives in conducting quality audits, declaration of college campus as tobacco free and plastic free zone, provision for girls' common room and other infrastructural provisions like storage room, Library cum Reading Room, signing of MoU's etc.

Thus, Murazar College committed to provide a quality education and nurturing the young talents through inclusive and progressive learning environment.