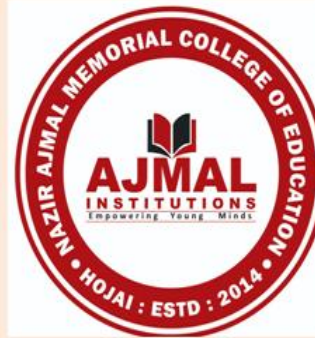


REPORT

ACADEMIC AND ADMINISTRATIVE AUDIT (2018-2023)



NAZIR AJMAL MEMORIAL COLLEGE OF
EDUCATION

(Affiliated to Gauhati University)

Borpukhuri, Hojai, Assam : : India

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT **of** **NAZIR AJMAL MEMORIAL COLLEGE** **OF EDUCATION, HOJAI**

Introductory note from the Auditors

This report is prepared by the following members on getting a request from the Nazir Ajmal Memorial College of Education authority to audit academic activities carried out in the College during the academic session 2018-23. Both the auditors submitted the Academic and Administrative Audit Report of the college based on their earlier data and by physical verification and interactions, prepared by us based on the facts received from the academic departments and administration of the college during our visit to the college on the below-mentioned date. The IQAC Coordinator supported and facilitated us during our visits to the departments followed by departmental presentations. All the academic departments presented their departmental profiles in PPT formats demonstrating their academic and co-curricular activities during their presentations in the conference rooms where the Principal and the IQAC Coordinator were also present.

On the basis of the report received, checking at the individual departments, and also from the interactions with the presenting teams of each department whatever was found is presented in facts and figures.

We solemnly declare that the report has no facts which lessen the reputation of the college.

Members of the Academic Audit Team

PROF. BHABEN TANTI
PROF. RAJIB HANDIQUE

VISIT DATE: 22-02-2023

SESSION: 2018-2023

---::: Visit Schedule :::---

Name of the Audit Team	Time	Agenda	Venue
Prof. Bhaben Tanti	11.00 am	Academic & Administrative Audit for the Session 2018-23	Conference Room, Nazir Ajmal Memorial College of Education, Hojai
Prof. Rajib Handique	11.00 am	Academic & Administrative Audit for the Session 2018-23	Conference Room, Nazir Ajmal Memorial College of Education, Hojai
COLLEGE & DEPARTMENTAL INTERACTION			
Nazir Ajmal Memorial College of Education, Hojai	12.00 – 1:00 pm	College Presentation	Principal of the College (Conference Room)
Department of Education	1.00 – 2:00 pm	Departmental Presentation	HoD of the Department (Meeting Room)
PHYSICAL VERIFICATION OF THE COLLEGE			
Nazir Ajmal Memorial College of Education, Hojai	2.30 – 3:30 pm	Verifications and Interaction with the Faculty Members	Principal, IQAC Coordinator and Faculty Members of the College
INTERACTION & PHYSICAL VERIFICATION OF THE ADMINISTRATIVE STAFF OF THE COLLEGE			
Nazir Ajmal Memorial College of Education, Hojai	3.30 – 4:00 pm	Verifications and Interaction with the Office Staff	Principal, IQAC Coordinator and Office Staff of the College
EXIT MEETING			
Nazir Ajmal Memorial College of Education, Hojai	4.00 – 5:30 pm	By Audit Team	Principal, Vice-Principal, IAC Coordinator, Faculty Members and Office Staff of the College at the Conference Room

Profile of the Nazir Ajmal Memorial College of Education

Brief introduction of the College

Nazir Ajmal Memorial College of Education established by Ajmal Foundation in the year 2014 has been imparting Teacher Training and Research to equip them with the appropriate knowledge, habits, attitudes and values. This will not only develop the necessary competencies as a teacher but also create a desire for lifelong learning and to reach the unreached. With this mission, Nazir Ajmal Memorial College of Education has emerged to instil in the teachers the urge to be creative and innovative to make them fit to the present day technology oriented classrooms, teaching & learners. The College was established in the fond memory of the beloved Late Nazir Ajmal, the youngest of Ajmal Brothers, who passed away prematurely. The College is recognised by National Council of Teacher Education (NCTE) and affiliated to Gauhati University. The College is situated in Borpukhuri, Jugijan Road, Hojai, in the district of Nagaon in the state of Assam, India.

Present Status of the College

The College has recently admitted its 9th Batch of students in B.Ed. program. The College has been successful in bagging top positions under Gauhati University continuously from the session 2014-15. In 2020, the College had also introduced B.A. section comprising of 5 departments that are, Assamese, English, Education, Political Science and Sociology. The College now has more than 300 students studying in B. Ed. and B.A. courses. Having strong belief in institutional integrity and professional efficiency, the College regularly organizes various training programs, workshops, seminars, interactive sessions so on and so forth along with observing the celebration of various occasions acknowledged regionally, nationally and internationally.

Infrastructure facilities of the College

Facilities	2022-23	2021-22	2020-21	2019-20	2018-19
Campus Facility					
Campus area	6624.54 Sq. Mt.	6624.54 Sq. Mt.	6624.54 Sq. Mt.	6624.54 Sq. Mt.	6624.54 Sq. Mt.
Class rooms	12	12	12	12	12
Classrooms with Wi-Fi	12	12	09	09	09
Laboratories	02	02	02	02	02
Seminar Halls	01	01	01	01	01
Meeting room	01	01	01	01	01
Mini Auditorium	01	01	01	01	01
Language Lab	01	01	01	01	01
Water Supply Plant	01	01	01	01	01
Parking place	01	01	01	01	01
Generator set	01	01	01	01	01
Teachers' common room	01	01	01	01	01
Boy's Common room	01	01	01	01	01
Girl's Common room	01	01	01	01	01
College Canteen	01	01	01	01	01
Solar power Unit	-	-	-	-	-
Boundary wall	Yes	Yes	Yes	Yes	Yes
Value of equipments purchased during the year (Rs. Lakh)	-	-	-	1,24,000/-	42,000/-
IT Infrastructure					
Total Computer	36	36	36	42	42

Students Browsing Centre	30	30	30	30	30
Computer lab	01	01	01	-	Nil
Sports Facility					
Foot ball/Cricket/ outdoor sports Ground	01	01	01	01	01
Synthetic Basket Ball cum Volley Ball court	01	01	01	01	01
Badminton Court	01	01	01	01	01
Gymnasium Hall	01	01	01	01	01

Academic Strength

Name of the Department	UG/PG / Both UG PG	No. of Teachers (Sanctioned Fulltime Regular)	No. of students		Seat Capacity		No. of value added/ Certificate programme offered
			UG	PG	UG (H)	PG	
Education	UG	16	16	N/A	100	-	Nil

Methodology of Audit

The inputs received from the department as per the proforma (Annexure-1) have been validated from the supporting documents, interaction with the Head of the Department, and visits to the departments.

Observations

a) Curricular Aspects

Nazir Ajmal Memorial College of Education, Hojai is affiliated with Gauhati University. The College follows the curriculum developed by Gauhati University. For effective delivery of curriculum, the

departments are maintaining lesson plans and course progress records. Departments follow the academic calendar of Gauhati University and the college has its own in alignment with Gauhati University's calendar. However, no any Add-on/ Certificate programmes are conducted by any departments during the assessment period.

b) Teaching learning aspects

Assessment of learning levels to identify slow and advanced learners is carried out through sessional examination, seminars, and assignments. Though the College follows students' centric learning method for effective curriculum delivery, however, a detailed unit-wise plan for experiential and participative learning needs to be maintained for enhancing the learning experiences of the students. The College maintains a mentoring system. But documentation of the mentoring system is not adequate. All the departments conduct internal examinations as per the requirement of the affiliating University. The College may incorporate more different modes for continuous internal evaluation. Program Outcomes, Program Specific Outcomes, and Course Outcomes are described in the syllabus. Evaluation of the attainment of the learning outcomes to be evaluated properly.

c) Research, Innovation, and Extension

The college has recently started various research activities. However, the overall research culture in the College needs to be strengthened. Several departments are conducting very effective extension activities. The involvement of the students in those activities should be encouraged.

d) Infrastructure

The College has adequate infrastructure facilities for all academic and other extracurricular activities. The indoor and outdoor play area is adequate. The library and IT facilities need to be improved including increased internet bandwidth.

e) Student Support and Progression

Several Departments conduct capacity-building and skill enhancement activities for the students. The placement of the students and progression to higher education is encouraging. Students need more encouragement for participation in extra-curricular activities.

f) Professional Development Activities

A few teachers have participated in FDP. But more teachers need to be participated in FDPs.

SWOC Analysis

Strength of the Institution

The strength of the Institution may be described in terms of

a) *Physical resources*

- Adequate class rooms and other necessary sitting arrangements for students
- Adequate sports infrastructure
- Green and Eco-Friendly clean campus environment
- Safe and secured environment
- Clean and hygienic canteen facility for the students

b) Human resources

- The college has qualified, experienced and dedicated staff.
- Proactive management.
- Adequate community participation.
- Adequate poor but meritorious students

c) Learning resources

- Updated curriculum with CBCS
- Effective participation of students in extension activities.
- Quality education at affordable cost with emphasis on rural students.
- Value-added and skill courses under CBCS

Weakness of the Institute

- Limited financial resources
- Inadequate industry participation
- Limited physical infrastructure
- Limited infrastructure for research activities
- No adequate faculty student-student ratio
- No self-sustaining or skill development courses

Opportunities

- Considering its unique geographic location in largely rural population, Nazir Ajmal Memorial College of Education has the opportunity to develop itself into a centre of learning catering to the less privileged ones.
- It can directly contribute towards socio-economic and intellectual uplift of the greater Hojai and adjoining area.
- Enhanced research activities.
- Collaboration with institution of higher learning.



Challenges

- Renovation and up gradation of the present physical infrastructure.
- Mobilization of adequate funds to build- up proper physical infrastructure.
- Introduction of new academic program with employability.
- Digitalization and complete automation to transform the institution in to smart campus.
- Addition of more faculties in academic departments to augment teaching-learning system.

Recommendations

- Adequate ICT enabled class room facility may be made available to the academic department
- For effective delivery of curriculum, the course file of Academic departments should be assessed by IQAC
- A centre for local culture and tradition along with a museum may be set up based on the culture and tradition of greater Hojai area.
- Add-on vocational courses/ certificate course may be initiated.
- A language lab may be set up.
- Research culture needs much improvement and interdisciplinary research to be initiated.
- More departments and students should be involved in the extension activities.
- More teachers should be participating in the FIP programmes.
- Proper documentation is required for all activities.
- Best practices of individual departments should be identified and need to be institutionalized.

Signature of the Members

Name of the Members of the Audit	Signature
Prof. Bhaben Tanti Head, Department of Botany Gauhati University	 DR. BHABEN TANTI Professor Department of Botany Gauhati University Guwahati-781014, Assam (INDIA)
Prof. Rajib Handique Head, Department of History Gauhati University	 PROFESSOR & HEAD DEPARTMENT OF HISTORY GAUHATI UNIVERSITY GUWAHATI, ASSAM