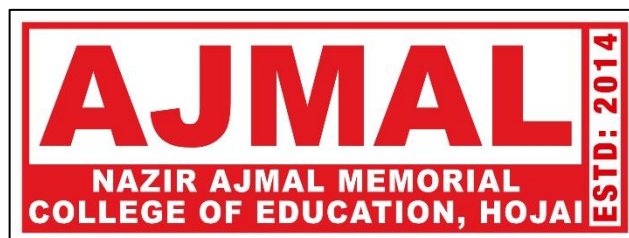


Report

Academic and Administrative Audit

(2023-2025)



NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION

(Recognized by NCTE & Affiliated to Gauhati University)

Barpukhuri, Jugijan Road, Hojai, Assam, 782435, Assam

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION

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 2023-25. 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. DHRUBAJYOTI SAHARIAH

VISIT DATE: 06-09-2025

SESSION: 2023-2025

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

Name of the Audit Team	Time	Agenda	Venue
Prof. Bhaben Tanti	10:00 am	Academic & Administrative Audit for the Session 2023-25	Conference Room, Nazir Ajmal Memorial College of Education, Hojai
Prof. Dhruba Jyoti Saharia	11:00 am	Academic & Administrative Audit for the Session 2023-25	Conference Room, Nazir Ajmal Memorial College of Education, Hojai
COLLEGE & DEPARTMENTAL INTERACTION			
Nazir Ajmal Memorial College of Education, Hojai	11:00 am – 12:00 pm	College Presentation	IQAC Coordinator
Department of Education	12:00 – 1:00 pm	Departmental Presentation	Academic In-charge
PHYSICAL VERIFICATION OF THE COLLEGE			
Nazir Ajmal Memorial College of Education, Hojai	1:00 pm – 2:00 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	3:00 pm – 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 – 5:00 pm	By Audit Team	Principal, IQAC 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 4-Year degree program to equip the students with the appropriate knowledge, habits, attitudes and values. This will not only develop the necessary competencies as a student 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 students the urge to be creative and innovative to make them fit to the present-day technology-oriented classrooms, teaching & learning. 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 for Teacher Education (NCTE) and affiliated to Gauhati University. The College is situated in Barpukhuri, 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 12th Batch of trainees in B.Ed. program and 6th Batch of students in the B.A program. The College has been successful in bagging top positions under Gauhati University continuously since its inception. 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 400 students studying in B.Ed. and B.A. courses. Having strong belief in institutional integrity and professional efficiency, the College regularly organizes various training and induction programs, workshops, seminars, interactive sessions along with observation of various occasions acknowledged regionally, nationally and internationally.

Infrastructure Facilities of the College

Facilities	2023-24	2024-25
Campus area	6624.54 Sq. Mt.	6624.54 Sq. Mt.
Class rooms	12	12
Classrooms with Wi-Fi	9	9
Laboratories	3	3
Seminar Halls	1	1
Meeting room	1	1
Mini Auditorium	1	1
Classrooms with Smart Board	2	2
Language Lab	1	1
Resource Centre	3	3
Water Supply Plant	1	1
Parking place	1	1
Generator set	2	2
Teachers' Common Room	1	1
Boy's Common Room	1	1
Girl's Common Room	1	1
College Canteen	1	1
Solar power Unit	3	3

Boundary wall	Yes	Yes
Value of equipments purchased during the year	9.2 lakh	23.6 lakh
IT Infrastructure	49	49
Total Computer	49	49
Students Browsing Centre	41	41
Computer Lab	1	1
Available Band - with (MPBS)	200	200
Sports Facility	1	1
Football/Cricket/ outdoor sports Ground	1	1
Synthetic Basket Ball cum Volley Ball court	1	1
Badminton Court	1	1
Gymnasium Hall	1	1

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	
BA (Assamese, English, Education, Political Science, Sociology)	UG	24 (BA & B.Ed.)	344	N/A	150	100	2
B.Ed. (Education)							

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

- The Institution has a neat and clean campus where the safety of the students and staff members are ensured.
- There are smart classrooms well-equipped with all the modern amenities necessary for teaching-learning in the post-pandemic era.
- The Institution has well defined Management Room, Staff Room, Multipurpose Hall, Seminar Hall, Conference Hall, ICT Lab, Art and Craft Resource Centre, Curriculum Lab, Language Lab, Composite Science Lab, Music Room and Gymnasium for smooth operation of the Institution as well as holistic development of the students.
- Treated water facility is available in the campus in multiple places for the access of teachers, students and visitors alike. RO water purifiers have also been installed in every floor of the academic building.
- Separate toilets for male and female as well as for Divyangjan are there in the institution.

b) Human resources

- The institution flaunts the presence of a visionary and supportive managing authority that is Ajmal Foundation.
- The Institution is rising every passing day due to the dedicated leadership of the Principal.
- The committed and highly qualified faculty members contribute immeasurably to the daily functioning of the Institution along with ensuring the development of the students.

c) Learning resources

- The Institution supports innovation in all its spheres.
- It has a diversified curriculum to cater to the needs of students who are essentially diverse in terms of culture, tradition, religion and temperament.
- The Institution has a well-equipped Library on date has 11,500+ books consisting of 2100 titles, 84 Encyclopaedias, 6 magazines, 5 journals and 2 newspapers. The college also has a well-maintained Learning Management System (LMS).
- The Computer Lab is an essential part of the learning resources of the Institution. It has 32 computers where the students learn and exercise their skills and knowledge.
- Wi-Fi facility is available in the campus that is accessible to students and faculty members alike.
- For making the holistic learning and development of the students possible, the institution has co-curricular activities as a part of its curriculum.
- Yoga, meditation and recreational facilities constitute an important part of the teaching-learning process of the Institution.

Weakness of the Institute

- Being situated in a rural area, the Institute has limited access to modern techniques of teaching-learning.
- Moreover, for the same reason the students of the institution face moderate number of issues in transportation and access to other amenities.
- A large sum of the population of the immediate society is impoverished and not highly educated.
- Absence of government funding causes obstacles in the way for the institution to reach its full potential.
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Opportunities

- The College is surrounded by natural resources which can be utilized for the betterment of the Institution as well as the society around.
- Having teacher training program in the institution, the students have ample opportunity to positively influence the surrounding society and bring positive change into the society.
- Through conducting awareness programs, relief acts, street play, interactive sessions and many more initiatives, the Institution takes the opportunities to make people aware and setting examples in the field of social work.
- As the Institution has signed MoUs with multiple reputed institutions, and adopted a school and a village, it now has immense opportunities of exposing its students to new academic disciplines, ideas, knowledge and many more aspects that will be beneficial for them.

Challenges

- The institution unfortunately faces lack of faculty members time and again.
- The Institution is in need of more smart classrooms to engage the rising number of students.

Recommendations

1. Curricular Aspects

- Introduce Add-on / Certificate / Value-Added Courses across departments to enhance student competency and employability.
- Develop structured unit-wise teaching plans that reflect experiential, participative, and blended learning practices.
- Strengthen documentation of Academic Calendar implementation at department level.

2. Teaching–Learning Process

- Establish a more robust mechanism for identifying slow and advanced learners through diagnostic tests in addition to sessionals and assignments.
- Improve documentation of the mentoring system with mentor–mentee meeting records, progress notes, and action reports.
- Introduce diversified internal evaluation methods such as quizzes, reflective journals, open-book tests, and project-based assessments.
- Conduct periodic FDPs/Workshops for faculty on NEP 2020 pedagogy, ICT integration, and outcome-based education.

3. Research, Innovation, and Extension

- Establish a Research Cell to coordinate research activities, publications, minor projects, seminars, and collaborations.
- Encourage faculty to publish in peer-reviewed journals and participate in research workshops, FDPs, and conferences.
- Increase the number of extension activities involving students; ensure systematic documentation of each activity.
- Explore collaborations with nearby higher education institutions and NGOs for community-based research and outreach.

4. Infrastructure and Learning Resources

- Upgrade the library with more textbooks, e-resources, e-journals, and digital learning platforms.
- Enhance sports and recreational facilities with additional indoor games and student wellness spaces.
- Develop transport support services or collaborations to ease accessibility challenges for students from remote areas.

5. Student Support and Progression

- Strengthen career counselling and placement services with regular training in soft skills, communication, and interview preparation.
- Introduce coaching classes for TET/CTET/NET and other competitive examinations.
- Encourage students' participation in cultural, sports, and extracurricular activities at district, state, and national levels.
- Enhance grievance redressal, anti-ragging, and counselling units with periodic orientation programmes.
- Establish a structured Alumni Association and involve alumni in training, outreach, and career mentoring.

6. Governance, Leadership, and Management

- Encourage more faculty participation in administrative responsibilities through committees and task forces.
- Strengthen internal quality assurance through regular IQAC meetings, audits, and departmental reviews.
- Organize management skill-building programmes for administrative staff.
- Explore additional funding avenues through collaborations, CSR support, and minor research projects.


7. Professional Development Activities

- Motivate all faculty members to complete mandatory FDPs (AICTE/UGC/PMMMNMST).
- Conduct in-house faculty development programmes on research methodology, ICT tools, and innovative teaching practices.
- Promote participation in MOOCs (SWAYAM, NPTEL) and encourage credit transfer under NEP 2020.

8. Institutional Opportunities and Community Engagement

- Utilize local natural and cultural resources to design community-based learning modules and outreach programmes.
- Strengthen the activities under MoUs with partner institutions through joint seminars, student exchange, and collaborative projects.
- Scale up social initiatives like school adoption programmes, village outreach, awareness drives, and disaster relief efforts.

Signature of the Members

Members of the Audit Team	Signature
Prof. Bhaben Tanti Professor, Department of Botany Director, UGC-MMTTC Gauhati University	
Prof. Dhrubajyoti Sahariah Professor, Department of Geography Director, IQAC Gauhati University	