



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		HAJI ANFAR ALI COLLEGE
Name of the head of the Institution		DR. MAMUN AZAM BARBHUIYA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03674295305
Mobile no.		9435739006
Registered Email		iqachajianfar1986@gmail.com
Alternate Email		haacdaboka@gmail.com
Address		Doboka
City/Town		Hojai
State/UT		Assam
Pincode		782440
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Adidur Rahman
Phone no/Alternate Phone no.	03674295305
Mobile no.	7002953202
Registered Email	iqachajianfar1986@gmail.com
Alternate Email	adidurrahman7@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://haac.ac.in/upload/aqar/1630040910.pdf">http://haac.ac.in/upload/aqar/1630040910.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://haac.ac.in/upload/library/AcademicCalendar2018-19.pdf">http://haac.ac.in/upload/library/AcademicCalendar2018-19.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	66.8	2005	21-Sep-2005	20-Sep-2010
2	B	2.41	2016	19-Feb-2016	18-Feb-2021

<b>6. Date of Establishment of IQAC</b>	12-May-2008
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Academic Administrative Audit (AAA) conducted as	20-Nov-2018 1	19

format in the College website		
Feedback taken from Students in every Academy session	17-Sep-2018 2	42
Bee the Voice of New India	26-Feb-2019 2	1
State Youth Parliament Festival, 19	06-Feb-2019 1	1
Participation in District Youth parliament festivals	26-Jan-2019 1	7
North East Graduate Congress	15-Feb-2019 3	22
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	1
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Strived to create an environment among the teacher to study the detailed modalities and options for choosing subjects combination for effective implementation of the CBCS course.

Organised a number of Awareness Programme in the locality with the involvement of students and local community.

Introduced the re-sessional internal examination for the students obtaining poor marks after personal monitoring and remedial coaching.

Green college clean college drive helped in maintaining environment friendly college campus.

Monitoring the college campus through the installation of CC TV. Provide continuous inspiration to teaching faculty for conducting internal assessment of students through group discussion, Unit-wise test, WhatsApp group contact for consultation.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
Meet The Principal Programme	The very first day of the college commences with the programme 'Meet The Principal' The main objective of this orientation programme is the introduction of teaching and nonteaching staff of the college with students especially of fresher's. This helps the students to identify their teachers at the very first day. On this occasion, the Principal of the college takes the opportunity in sharing and discussing with them about the moral values and ethical conduct to be followed by them inside the college campus. The Programme proves helpful in maintaining overall educational atmosphere of the college.
How to Use Your Library	There is Library Orientation Programme at the commencement of new academic session every year. The Programme is held in cooperation with IQAC of the college. The programme is held mainly to acquaint the fresher's about the rules and regulations of the Central Library of the college.
Organisation of Awareness Programme	The IQAC emphasis on observing and celebrating different national and regional festivals. The college held various programmes having importance of inculcating social values among the students. The involvement of local community especially the NGOs held

programmes on women empowerment, problem of Human Trafficking in the college. The college is committed and celebrated National Days including Matribhasa Divas, National Women's Day every year. All these programmes are performed by the IQAC in collaboration with the NSS of the college.

Addition of new class room

Keeping in mind the growing numbers of enrolment in the college, the IQAC proposed in its meeting to construct new class rooms for the students. Accordingly, the college authority added two numbers of class room with the existing classes.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Governing body

05-Feb-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

03-Apr-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

- The college maintain a well updated website of its own.
- The college has a biometric machine for its teaching and nonteaching staff to record their attendance.
- The college office keeps semester wise computerised admission register of its students.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

• The college adhere to the curriculum prepared by the University for its Affiliated Colleges and it is mandatory to be followed throughout the session, besides its own calendar as per the schedule prescribed by the affiliating university. • Expert lecture programmes are held frequently involving teachers and students. • The University prescribed syllabus of each semester is distributed among the teacher of a department. This is done at Departmental Committee meeting as chaired by the HoD of the Department. • The distributed copy of syllabus is circulated among the students at the commencement of each academic session. • The teachers of department frames teaching plan on the basis of Academic Calendar prescribed by the University. • The teacher records topic covered of daily classes on the log book, which is supplied by the college office month wise.

### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
CBCEA-I (BA 1st Year Students)	NIL	01/06/2018	365	Yes	Yes
CBCEA-II (BA 2nd Year Students)	NIL	01/06/2018	365	Yes	Yes
CBCEA-III (BA 3rd Year Students)	NIL	01/06/2018	365	Yes	Yes

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>No Data Entered/Not Applicable !!!</b>		

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	1174	Nil

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>		
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
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	Projects / Internships
<b>No Data Entered/Not Applicable !!!</b>	
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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
<p>The college collect feedback from stakeholder for the improvement of the academic as well as physical atmosphere of the college. The college website maintain feedback format which can be downloaded for filling and submitting the same to the college. The Feedback of students, Alumni and Parents/ Guardian taken by the Principal of the college and collected by the IQAC. The students have the opportunity to fill their feedback on teacher also. This is done randomly from the student's respective department towards the end of academic year. The principal also collect feedback from visiting university officials, public representatives to the college on infrastructure, planning, etc. The feedback collected from the stakeholder are analysed and results are discussed in the academic meeting of the staff as well as in the statutory body of the college. The results of the feedback provide either opportunity to reform or inspiration for over all development of the college.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Major/General (First Year)	450	511	491
BA	Major/General (Second Year)	450	377	377
BA	Major/General (Third Year)	450	306	306
<a href="#">View File</a>				

### 2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2018	1174	Nil	19	Nil	Nil
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## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
17	17	2	2	2	13
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Teachers of the Haji Anfar Ali College are engaged as mentors of the students. At the commencement of new academic session, the orientation programme 'Meet the Principal' helps the students to identify their mentors. The main objective of the mentors is not only to guide the students regarding selection of subject combination, academic activities, and class attendance of the college including the problem facing by them during college hours, but also to inspire them to achieve their goals by proper utilization of available college resources. All the HoD of various departments has been working as the chief mentor's of respective departments. The principal of the college monitor the overall works mentoring of the college. Proper mentoring of the students helps in inculcating ethical values and social responsibilities among the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1174	19	1:62

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	19	2	Nil	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Nil	Nil	Nil
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	6th Semester	154	27/05/2019	01/07/2019
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### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Haji Anfar Ali College is affiliated to Gauhati University, Assam and follows the Examination pattern of the university. Gauhati University guidelines are strictly adhered to with respect to evaluation process. There are a number of Internal Assessments conducted. The schedules of internal assessments are communicated to students and faculty members in the beginning of the semester through institutional academic calendar which is prepared based on the university academic calendar. The College has reformed the continuous internal evaluation system from faculty centric to student centric. An Internal Exam. Committee is framed which conducts the examination at par with the calendar of the Affiliated University and the Institutions as well. As per the guidelines, the following reforms have been carried out effectively conducting CIE:

- .Scheduling of Internal Examination, Seating arrangements, hall invigilators listed for every examination. Preparing the question paper for 20 of the prescribed marks for the internal examination in the prescribed pattern based on the part of the syllabus covered. Scrutiny of the prepared question paper is carried out by HoD/ faculty members to ensure quality of the Question paper.
- Monitoring the attendance of the students for the Examination. After completion of the internal examination, the faculty members evaluate the answer scripts and distribute to the students for doubt clarification. The faculty members then keep them in the department and submits the scripts to the University examination branch as and when called for. Result review meetings are conducted with result analysis and the remedial actions for further improvements are taken after discussion with faculty, HoD and Principal. Performance of the students in Internal Assessment is used for Faculties to identify slow and advanced learners in their respective subjects. Slow Learners are encouraged to improve their performance in future by counselling. Meet the Principal Sessions are periodically organised to sort out the personal issues, academic and non-academic.

### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Haji Anfar Ali College prepares a Calendar as per the schedule prescribed by the affiliating university i.e. Gauhati university for implementation of Curriculum and participation in Extracurricular and co-curricular activities. As per university rules and regulation, academic activities are run in college throughout the year. As per the academic calendar, the institution adhered to available working days, short and long Holidays, National Public holidays, Admission process, Semester wise Teaching Plans, Tentative University Examination days of semester, Tentative allocation of Internal Assessment work i.e. Seminar activity, Project Assignment, Class tests and submission of Internal Assessment papers. Further, Celebration of National Days, Celebration of various Birth and Death Anniversary, celebration of special days, Departmental unit tests, Educational tour, departmental activities, various Literacy days, Awareness Programmes and rallies, organising workshop / seminar activity are planned and implemented accordingly. As per academic calendar, the institution follows all the related curricular, Co-curricular and Extra-curricular activities for the better academic work. Besides, the institution adhered to the participation in Youth Festival, participation Inter-collegiate sports competitions like cricket, kabaddi, chess, badminton, table tennis organised by the affiliating university.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

**No Data Entered/Not Applicable !!!**

### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Major/General	259	220	84.94%

No file uploaded.

### 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

### CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	ICSSR	5	3.5

No file uploaded.

#### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

#### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded

**No Data Entered/Not Applicable !!!**

**3.3.3 – Research Publications in the Journals notified on UGC website during the year**

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Political Science	2	0
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**3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year**

Department	Number of Publication
Political Science (Introduction to Political Theory)	1
No file uploaded.	

**3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index**

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

**3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)**

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

**3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :**

Number of Faculty	International	National	State	Local
Resource persons	Nil	1	1	1
Attended/Seminars/Workshops	Nil	1	2	1
No file uploaded.				

**3.4 – Extension Activities**

**3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year**

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

**3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year**

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
<b>No Data Entered/Not Applicable !!!</b>	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing

Classrooms with LCD facilities	Existing
Others	Existing
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Fully	2.0	2012

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7414	1445730	897	121095	8311	1566825
Reference Books	5436	1060020	403	54405	5839	1114425
Journals	7	8880	1	1660	8	10540
No file uploaded.						

##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	39	2	2	1	1	5	6	7	2
Added	6	0	1	0	0	1	0	0	1
Total	45	2	3	1	1	6	6	7	3

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary

component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
<b>No Data Entered/Not Applicable !!!</b>			

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Haji Anfar Ali College maintains infrastructure facilities by allocating budget for the purpose. It includes regular maintenance of classrooms, office room, departmental blocks, and computer lab by the non-teaching support staff. The college campus cleaning and maintenance of campus is a regular activity. The college campus is declared a Plastic free campus and installed dustbin in every corner of the college. Besides, the maintenance of existing computers with updated software with campus wi-fi are taken care by the service provider. The Central library of the college is operated by library automation software i,e, SOUL. The green generator installed in the college for power supply is maintained regularly. The college provides cool and purified drinking water facility to the students, office staff, and library users and in departmental blocks.

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Ishan Uday Scholarship 2018-19	10	540000
b) International	Nil	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
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No Data Entered/Not Applicable !!!

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

No Data Entered/Not Applicable !!!

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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No Data Entered/Not Applicable !!!

No file uploaded.

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
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No Data Entered/Not Applicable !!!

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
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No Data Entered/Not Applicable !!!

No file uploaded.

## 5.3 – Student Participation and Activities

5.3.1 – 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	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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No Data Entered/Not Applicable !!!

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

No Data Entered/Not Applicable !!!

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No Data Entered/Not Applicable !!!

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Haji Anfar Ali College practices decentralization and participation management in consultation with several Cells of the College. The College has constituted different committees such as Admission Committee, Examination Committee, Building Development Committee, Finance Committee, Sports Committee and NSS Committee, Maintenance Committee, which in discussion with the Principal looks after matters as and when referred by Principal. For the smooth functioning of academic of administrative work, the Higher Education Department co-ordinates all the policies and implements them smoothly. All decision related to College developments, infrastructure, introduction of new courses, are taken by the IQAC, College Development Committee and Academic Committee. • Our College follows the standard operating procedure not only in the financial but in academic administrative activities. To purchase any stationary, benches, equipment, suppliers /distribution are finalized and the copy of the rate contract is circulated to all the heads. Chartered Accountant appointed for the audit Work.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The college has specific plan for curriculum development including Departmental Seminar, Home Assignment, Educational Tour.
Teaching and Learning	The college maintain teaching-learning plan prepared by respective department at the beginning of academic session, departmental project work apart from syllabus, departmental seminar, extempore speech etc.
Examination and Evaluation	External evaluations are conducted as per the time schedule of the affiliated



	University. The internal evaluations are conducted by the college through sessional examination. There is system of re-evaluation of sessional examination for the poor marks in the papers. Besides, unit wise and home assignments are adopted for evaluation.
Research and Development	The college has Research and Publication Committee to encourage and assist the teaching staff for inculcating research culture including writing research articles in the national and international journals, research paper presentation in seminars and peruse project work.
Library, ICT and Physical Infrastructure / Instrumentation	Provides sufficient support by issuing books to students of both general and honours students. The library has ample space for reading room. Books are issued to students and records are computerized. The library is automated by SOUL software
Human Resource Management	The college supports and encourages the teaching faculty for participation in faculty development programmes, imparts training to non-teaching about computer fundamentals.
Industry Interaction / Collaboration	The college has Career Guidance and Counselling cell.
Admission of Students	The admission of students is done by following the academic calendar of the college. The admission forms and prospectus are distributed physically by the college office. The applicant applied for admission has to pay their fee to the Bank Account directly. The bank staffs collect the fee from the students at the date of admission. The college is trying for online admission from the next academic session.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The College maintain HAAC faculty WhatsApp group for convenient notification to teaching and non-teaching staff.
Administration	The college installed biometric machine for attendance of teaching and non-teaching staff.
Finance and Accounts	The finance and accounts of the college remains under the custody of the Principal and maintained by the head assistant of the college. The

	finance and accounts are audited by external auditor periodically.
Student Admission and Support	The college is a single stream with facility for admission for UG class only. For admission, the students are required to make formal application. The merit list is displayed on the eve of admission date. At the date of admission the students are given guidance and counselling regarding choose of subject selection and their combination.
Examination	The college follows strictly the Programme of examination of the Affiliated University. The internal examinations are conducted as academic calendar of the college.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
<b>No Data Entered/Not Applicable !!!</b>			

## 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
No Data Entered/Not Applicable !!!		

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

No Data Entered/Not Applicable !!!
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!
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**6.5 – Internal Quality Assurance System**

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	IQAC
Administrative	No	Null	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No Data Entered/Not Applicable !!!
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6.5.3 – Development programmes for support staff (at least three)

The Haji Anfar Ali College has taken a number of steps to support its office staff. The most significant among them are: Computer training imparted to office staff about the fundamentals of computer by the guest faculty computer teacher. Apart from that, the training provided to support staff maintaining Accounts branch of the college on 'College Automation Software'.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

Construction of Boundary Wall 1000 mtrs.
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Blood Donation	Null	Null	Null	60

	camp				
2019	Celebration of Woman day	08/03/2019	08/03/2019	08/03/2019	45
2018	Teachers Day Celebration Felicitation Program	05/09/2018	05/09/2018	05/09/2018	182
2018	Orientation programme for Freshers for the new session	01/08/2018	01/08/2018	01/08/2018	353
2018	National Education Day Celebration	11/11/2018	11/11/2018	11/11/2018	35
No file uploaded.					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<ul style="list-style-type: none"> <li>• Identification of the college campus as plastic free Campus</li> <li>• Substitution of bulbs and tube lights with LED lights for reduction in power consumption</li> <li>• Eco-friendly Generator for sustainable energy use partially in a section of the college building.</li> </ul>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Eco-friendly Generator for sustainable energy use partially in a section of the college building. Maintenance of plants in the campus. Cleaning Dustbin regularly.
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**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link The Haji Anfar Ali College is committed to meet the academic and social needs of the people of the region. A number of steps taken to ameliorate the academic atmosphere of the college through the initiative of IQAC. During the period the best two practice so far implemented may be enumerated as follows: (1) Reforms in Continuous Internal Evaluation (CIE) system: The Haji Anfar Ali College is affiliated to Gauhati University, Assam and strictly adhere to the guidelines of examination evaluation process of the university. There are a number of Internal Assessments conducted. The schedules of internal assessments are communicated to students and faculty members in the beginning of the semester through institutional academic calendar which is prepared based on the university academic calendar. The College has reformed the continuous internal evaluation system from faculty centric to student centric. An Internal Exam. Committee is framed which conducts the examination at par with the calendar of the Affiliated University and the institutions as well. As per the guidelines, the following reforms have been carried out effectively conducting CIE. Scheduling of Internal Examination, Seating arrangements, hall invigilators listed for every examination and preparing the question paper for twenty per cent of the prescribed marks for the internal examination in the prescribed pattern based on the part of the syllabus covered. The scrutiny of the prepared question paper is carried out by the in-charge of the internal sessional examination to ascertain quality of the question paper. There is system of monitoring the attendance of the students for the Examination and the evaluation of the submitted answer script has to be carried out within the stipulated time. After that the faculty members evaluate the answer scripts and distribute to the students for doubt clarification. The faculty members then keep them in the department and submit the scripts to the University examination branch as and when called for. Result review meetings are conducted with result analysis and the remedial actions for further improvements are taken after discussion with faculty, HoD and Principal. Performance of the students in Internal Assessment is used for Faculties to identify slow and advanced learners in their respective subjects. Slow Learners are encouraged to improve their performance in future by counselling and taking remedial classes. After a gap of fifteen days, schedule is announced for re-appearing in the under scored papers in the Special Sessional examination. The process proved fruitful in increasing the pass percentage of the college. (2) Curriculum and Co-Curricular Activities: The students of Haji Anfar Ali College participate in extra-curricular and co-

curricular activities. The academic activities are run in college throughout the year. As per the academic calendar, the college adhered to available working days. Again, celebration of national days, celebration of various anniversary, celebration of special days, educational tour, departmental activities, various literacy days, awareness programmes and rallies, organising workshop and seminar activity are planned and implemented accordingly. The college follows all the related curricular, co-curricular and extra-curricular activities for the better academic work. Besides, the institution adhered to the participation in youth festival, participation inter-collegiate sports and debate competitions etc. Further, the Women Cell of the college working hard to organise and celebrate programmes like national women's' day, rights of girl child, etc.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

No data entered !!!

### 8.Future Plans of Actions for Next Academic Year

Future Plan To Introduce of Certificate course on Value education. To enhance collaborative research among the departments and to take initiative for inter-institutional collaboration To hold workshop / seminars for the development of Teaching and Learning process. To strengthen the liaison among the stakeholders like, students, teachers, parents, employers etc. Development of software/Website for New Enrolment and Admission process. To construction Library extension, purchase Books, Purchase Sports equipment's etc.