



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		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		HAJI ANFAR ALI COLLEGE
City/Town		HOJAI
State/UT		Assam
Pincode		782440
2. Institutional Status		

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)	http://haac.ac.in/upload/aqar/1630407957.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://haac.ac.in/upload/library/Academic-calendar-UG-2019-20.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	66.8	2005	21-Sep-2005	20-Sep-2012
2	B	2.41	2016	19-Feb-2016	18-Feb-2021

6. Date of Establishment of IQAC	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
Orientation Programme on the introduction of	03-Aug-2019 1	69

Online Admission		
Educational Excursion	17-Nov-2019 7	30
Participation in seminar/ workshop/awareness programme	15-Aug-2019 1	1
Publication and Writing of Books/Articles on CBCS course	03-Aug-2019 0	0
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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
Institutional	RUSA	Central	2019 0	10000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	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	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

- Introduction of online admission.

- Addition of more computers in the computer lab.

- Organised orientation programme on CBCS course:

- Introduction online classes for the students in the pandemic period due to COVID19.

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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	Achivements/Outcomes
Online Admission	Started online Admission from the academic session 2019.
Orientation programmes	Teaching and nonteaching staff participated in the orientation programme before the introduction of CBCS course from the academic session . The participants benefited by the programme to acquaint themselves with the newly introduced syllabus.
Proposed more Computers	Newly added twenty four more computers with renovation of the computer lab for the benefits of the students.
Sitting arrangements and extension of library	This is the vital achievements that the sitting capacity in the central has been increased
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	13-Dec-2020

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:

No

17. Does the Institution have Management Information System ?

Yes

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

• The college maintain a well updated website of its own. • The college office keeps semester wise computerised admission register of its students. • The college uses its existing operational modules. They include: Students enrolment and attendance register are maintained in the college website. • The log book maintained by recording daily classes by department

are available in the college website. • Biometric machine is there to record daily attendance of teaching and nonteaching staff.' • The college campus including library, departmental block are under surveillance of CC TV camera. • The central library issues and receives books to the students by Soul 2.0 Software.

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 its affiliating University which is mandatory to be followed throughout the academic session before the commencement of each academic session. • The University prescribed syllabus of each semester is distributed among the teacher of each department. This is done at Departmental Committee meeting as chaired by the HoD of the department concern. • The distributed copy of syllabus is circulated among the students at the commencement of each academic session. • The teachers of each department frame teaching plan on the basis of Academic Calendar prescribed by the affiliating University. • The teacher records topic covered of daily classes in the log book as 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 (for BA Hons/Regular 1st Year)	NIL	01/06/2019	365	Yes	Yes
CBCEA-II (for BA Major/General 2nd Year)	NIL	01/06/2019	365	Yes	Yes
CBCEA-II (for BA Major/General 3rd Year)	NIL	01/06/2019	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
Nil	Nil	Nil
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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	Programme Specialization	Date of implementation of
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CBCS		CBCS/Elective Course System
BA	Honours course in Assamese, English, Economics, Political Science and History.	03/06/2019
BA	Regular course in Assamese, English, Economics, Political Science, Education and History.	03/06/2019

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

	Certificate	Diploma Course
Number of Students	1169	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
Nil	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	Nil
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
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
The college put emphasis on the outcome of the collected feedback from the stakeholders. As such, the college uploaded its feedback format at the college web for students, teachers, parents/guardians. The feedbacks are collected from students randomly in each academic session by the Principal with the assistance of the IQAC coordinator. The students find ample opportunity to fill their feedback on teacher, academic activities, infrastructure, library facilities including suggestions for the improvement of teaching-learning process. The feedback taken from the stakeholder are analysed and results are discussed in the academic committee meeting, IQAC meeting and placed the same in the statutory body of the college i,e the Governing Body.

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	Hons/Regular - CBCS (First Year)	450	529	510
BA	Major/General (Second Year)	450	370	370
BA	Major/General (Third Year)	450	289	289

[View File](#)

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
2019	1169	Nil	19	Nil	Nil

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

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Counseling and working as a mentor of the students as an integral part in maintaining relationship between teachers and students. Besides, the teachers of the college, the HoD of each department 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. The Vice-Principal of the college has been working as the chief mentor of students and coordinator of various 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
1169	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
Nil	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	Honours/Regular	150	16/06/2020	29/08/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

? The college strictly follows the instructions of the of the affiliating University regarding evaluation process. The college has initiated a few steps to reform the continuous internal evaluation process such as- ? The college has constituted the Internal Examination Committee to conducts the internal examination. ? The class test to be held must be notified by the respective teacher of the department much ahead. ? The unit tests are taken during the class time allotted for a particular class. Utmost care is taken during unit test so that other regular allotted classes are not hampered. ? Internal examinations are held under the custody of an Assistant Officer In-charge as appointed by the Principal for the purpose. ? The respective department set the questions paper and submit the same to the Vice-Principal. ? The examination committee appoints and distributes invigilation duty to the respective teacher and upload the duty schedule to the HAAC faculty group. ? The teacher evaluates the answer scripts and distribute evaluated answer script to the students for clarification of doubt . The college makes arrangement for second internal examination for the students who carries poor marks in their first attempt as part of reforms on continuous internal evaluation. ? The marks of internal examination are submitted to the Principal for final submission to the affiliating University.

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

The institution is affiliated to the Gauhati University and strictly follows the prescribed academic calendar of the University. ? The institution has Committee for compilation of academic calendar. ? The institution prepares its own academic calendar and schedule for implementation of extracurricular and co-curricular activities. ? The institution conducts external examination as per the programme prescribed by the affiliating University. ? The internal examination such as class test, unit test, sessional examination, and

departmental filed work are conducted as per academic calendar of the college. As part of external examination, evaluation and declaration of results are carried as per the academic calendar of the affiliating University. Special internal examination is also held after a gap of fifteen days to one month, Special care is taken by personal mentoring, remedial classes and uploading prepared notes in the college portal.

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)

<http://www.haaonline.ac.in>

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	276	212	76.81

[View File](#)

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)

<https://haaonline.org.in/upload/notice/1640712052Survey%20Questionnaire%20-%20Google%20Forms.pdf>

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
Nil	0	Nil	0	0

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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
Nil	Nil	

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
Nil	Nil	Nil	Nil	Nil

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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
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Nil	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Nil	Nil

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	Pol. Science (ISSN-2347-9493)	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	1
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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
Nil	Nil	Nil	Nil	0	Nil	Nil
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
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Presented papers	Nil	1	Nil	Nil
Attended/Seminars/Workshops	Nil	Nil	1	Nil
View File				

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
Sachchata Pokra	NSS HAAC	1	25
View File			

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
Nil	Nil	Nil	Nil
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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Cleanliness Drive	Haji Anfar Ali College	Cleaning the college campus	5	23
View File				

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
Student Exchange	20	College Sports fund	1
View File			

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
Nil	Nil	Nil	Nil	Nil	0
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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
Nil	Nil	Nil	Nil
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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
3.5	3.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Video Centre	Existing

[View File](#)

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 patially)	Version	Year of automation
SOUL	Fully	2.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8311	1566825	2321	324940	10632	1891765
Reference Books	5839	1114425	1268	177520	7107	1291945
Journals	8	10540	5	10000	13	20540
e- Journals	Nil	Nil	6	21000	6	21000
Library Automation	1	40000	Nil	Nil	1	40000

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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
Nil	Nil	Nil	Nil

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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
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Existing	45	2	3	1	1	6	6	7	3
Added	24	0	1	0	0	1	0	50	0
Total	69	2	4	1	1	7	6	57	3

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

57 MBPS/ GBPS

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
NIL	Nil

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
2.5	2.5	1.5	1.5

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 college maintain its existing infrastructure facilities by allocating budget for the purpose. It includes regular maintenance of classrooms, office room, departmental blocks, and computer lab. The college campus cleaning is a regular activity and the 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 version, the campus wi-fi system are taken care by the service provider. The Central Library of the college is operated by library automation software i,e, SOUL 2.0. 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. The departmental blocks, girls common room along with girls hostels are also provided filtered potable drinking water.

<http://www.haac.ac.in>

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	0	0
Financial Support from Other Sources			
a) National	(1) Ishan Uday Special Scholarship Scheme for NRE 2019-20, (2) Post metric Scholarship scheme Minorities	19	594000

	CS (3) Central Sector Scheme of Scholarship for College and University Students		
b)International	Nil	Nil	0
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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
Remedial coaching, and Personal Counselling	01/08/2019	26	Departmental Level
View File			

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
2019	State TET	7	10	Nil	5
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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
Nil	Nil	Nil

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
Nil	Nil	Nil	Nil	Nil	Nil
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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
2019	10	BA	Pol. Science, English,	Nagaon Law College, Ajmal Ali	LLB, B Ed, M.A.

Assamese

Law College,
Gauhati
University,
Ajmal Ali B.
Ed College

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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
Any Other	5
View File	

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

Activity	Level	Number of Participants
Annual Sports	College Level	50
View File		

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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has a democratically elected body called Haji Anfar Ali College Students' Union(HAACSU) to represent the students of the college. The election of the HAACSU is conducted on the recommendation of the Lyngdoh Committee as per the circular of the Director of Higher education, Assam. The union is constituted every year as per the academic calendar of the college. It represents various important committees of the college such as sports committee, magazine committee, cultural functions and activity committees. Apart from that the student union organise Freshers' Social, special drive on plantation in the campus, initiative for cleaning the college campus and its vicinity. The HAACSU also celebrate different festivals in the college including Saraswati Puja every year. All the members of HAACSU are the active members of the NSS unit of the college. The HAACSU not only strive for the development of the college, but also extend their helping hand for social service in nearby areas of the college as part of extracurricular activity.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

The HAACSU plays a significant role towards the development of the college especially with extracurricular and developmental activities including community developmental programme, college week, Freshers social and celebration of important days in the college. However, the alumni association of the college is yet to registered.

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

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 college believe in the participative management and practice of decentralization. As such, the college has a number of cells and committees to meet different requirements pertaining to the assurance of quality education as well as quality culture of the college. They include: Career Guidance and Counselling Cell, Placement Service and Employment Cell, Committee for Compilation of Academic Calendar, Seminar Forum, Medical Cell, Grievance Redress Cell, Alumni Association, Nature Club, Debate Society, Research and Publication Committee, Disciplinary Action Committee and Grievance and Redressal Cell. Apart from these, there are provisions and privileges for representation of teaching and non-staff in the Governing Body, Construction committee, involvement of students in co-curricular and extra-curricular activities in the college.

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 follows the affiliated University guidelines and academic calendar while preparing plans for curriculum development.
Teaching and Learning	Teachers of department of the college prepares teaching-learning plans at the commencement of every academic session.. This is done as per the academic calendar prepared for the session and submitted the same to the Principal of the college.
Examination and Evaluation	The college conducts both external as well as internal evaluations. The external evaluations are conducted as per the time schedule of the affiliated University. The internal evaluations are conducted throughout the year by the college through sessional examination, unit test, class test, home assignment.

<p>Research and Development</p>	<p>The college lays emphasis on developing research culture in the college. The Research and Publication Committee provide guidance for more research work, seminar, and workshop in the college. presentation in seminars and peruse research project work.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The central library of the college is updated with library automation software with sufficient books, journals. Books are issued and received by computerized system. The library has ample sitting capacity for students. Besides, the college campus is linked with Wi-Fi facility.</p>
<p>Human Resource Management</p>	<p>Important measures adopted for management of human resources are: (1) Recording of daily attendance of both teaching and non-teaching staff. (2) By collecting feedback from the stakeholders. (3) Providing monthly salary. and (4) Through Annual Performance Appraisal Report.</p>
<p>Industry Interaction / Collaboration</p>	<p>The Career Guidance and Counselling cell of the college provided guidance to students for appearing various examination under the state Government.</p>
<p>Admission of Students</p>	<p>The process of admission is notified earlier in the college website . The prospectus of the college may be downloaded from the college website which contain details regarding admission procedure. Online admission process is commenced from the academic session 2019. It includes the steps like (1) Before filling the application form the New Applicant need to Register themselves on the portal using a valid Email, Phone Number by clicking on New Registration button. (2) After the Registration, Applicant have to login using his/her registered phone number and created password for completing the Online Application Form. They should supply all the details in the process of filling the Online Application Form. (3) The Merit list uploaded in the college portal as well as notified on the College Notice Board. (4) On the day of admission, the applicant has to face interview cum screening test and verification of particulars conducted by the members of the admission committee. (5) The college adhere to the admission rules frames by its admission committee and instructions of</p>

the government.

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

E-governance area	Details
<p>Planning and Development</p>	<p>The e-governance area in planning and development : (1) Goods and materials are purchased through online quotation. (2) Developmental works are done through tender as notified in the college website. (3) Library works, including purchase of materials, books, journals, development of software, are done through quotation. (4) The HAAC Faculty Group, the college WhatsApp group are used extensively as part of e-governance.</p>
<p>Administration</p>	<p>E-governance areas regarding administration extend to (1) Information management and transaction with DHE, Assam through online (2) Information regarding activities of different cells are done through college portal (3) Issues smart library card and students smart i-card (4) Biometric machine is used for recording attendance of teaching and non-teaching staff.</p>
<p>Finance and Accounts</p>	<p>The finance and accounts of the college are maintained by College automation software and excel.</p>
<p>Student Admission and Support</p>	<p>The college introduced online registration and application for admission from the academic session 2019. The students are given proper counseling and guidance before choosing option of subject combination. The college website contains uploaded rules and regulations of regarding admission. Daily class routine are also uploaded in the college website.</p>
<p>Examination</p>	<p>The college has introduced CBCS course from the academic session 1919 and implemented the Programme of examination of the affiliated University. The internal examinations are held as per the academic calendar of the college. The programme, schedule, evaluation, re-schedule of internal examination are done through notification in the college website.</p>

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/	Name of the	Amount of support
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		workshop attended for which financial support provided	professional body for which membership fee is provided	
Nil	Nil	Nil	Nil	Nil
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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)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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
Nil	Nil	Nil	Nil	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The college has financial society for teaching and non-teaching staff called Thrift and Credit Society, HAAC. The main objective of the society is the welfare of the teaching and non-teaching staff. The funds collected to the society through the monthly contribution of the staff members	Yes	No

6.4 – Financial Management and Resource Mobilization

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

The college maintain financial accounts which are audited by external auditor. The record of financial transaction are recorded by the Principal with the office assistance. The finance and accounts of the college are maintained by

College automation software and excel. Besides, as resource mobilisation options, the college has land for cultivation and fishery in the campus which are leased annually to generate extra income.

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/ Grants received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

2500000

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	Nil	Yes	IQAC
Administrative	No	Nil	No	Nil

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

The college lack a parent-teacher association. The teachers association of the college contributed a lot for the physical development of the college. The car/bike and/cycle shed of the college is constructed by the teachers. • Parents provided a few bookshelf for departmental block. The Principal of the college communicate with parents any of the problems faced by the students in the college. Valuable suggestions from guardians and parents are implemented for maintaining discipline in the college.

6.5.3 – Development programmes for support staff (at least three)

(1) Both teaching and non-teaching staff avail easy financial support from the Thrift and Credit society of the college. (2) Teacher can avail special leave to participate in professional association related meeting and conferences. (3) Teachers are encouraged to participate in career development programme, short term course, orientation programme, software development course.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

(1) Online admission (2) Introduction of CBCS courses, (3) Extension and upgradation of central library of the college. (4) Awareness programmes by the NSS unit involving local community. (5) Orientation programmes by the Women cell. (6) Organised Departmental Seminars.

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	Yes

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
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2020	Celebration of Woman day	08/03/2020	08/03/2020	08/03/2020	75
2019	Teachers Day calibration -Felicitation Program	05/09/2019	05/09/2019	05/09/2019	155
2019	Orientation programme for Freshers for the new session	05/08/2019	05/08/2019	05/08/2019	153

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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
Nil	Nil	Nil	Nil	Nil

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

(1) Declared the college campus a green plastic free zone. (2) More care are taken for existing plants. (3) Use of LED bulbs in the college campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	Nil

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
2019	1	1	07/09/2019	1	Importance of cleaning	1	30

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Values and Ethical Code of Conduct	Nil	The college maintain its ethical code of

conduct as displayed in the college website. The prospectus of the college also manifests some dos and don'ts which includes:

- Bringing smart I-Card for stakeholders daily
- Wearing college uniform is must for students for entering the campus
- Displaying good demeanour in the campus
- Maintaining congenial peaceful atmosphere for in the library.
- Protection of college property
- Participation in curricular and extra-curricular activities.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
0	Nil	Nil	Nil
No file uploaded.			

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

- Installed pollution free generator in the college campus
- Uses of led bulbs in the campus
- Plantation in the campus maintained by Gardening and Plantation Society of the college
- Cleanliness drive in the college campus along with adjacent areas
- Installed recycle dustbin in the college campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

• From the Academic Session 2019 the college has introduced and adopted the online admission process for the students. This was done in responding to the demand of the student community as well as the feedback collected from the parents and guardians. The students seeking admission to the college shall have to apply online through our admission portal www.haaconline.org.in. Even the college prospectus is made available in the college web with download facility. There is no provision for cash payment. The students have to deposit their required fee through payment Gateway: Bill Desk linked <http://www.haaccollege.org.in> by Credit/Debit Card, ATM card, Net banking etc. Admission for the Session 2019-2020 is conducted by the Admission Committee constituted by the Principal. All matters relating to admission matters are settled by the Admission Committee. The decision of the Admission Committee shall be deemed final and bound.

• For the development of infrastructure of the college, the RUSA grants provided more impetus in completion of further developmental work in the college such as-Girls Common room with modern facilities, library extension with more sitting capacity of students. Renovation of ponds of the college added beauty to the college.

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

<http://www.haac.ac.in>

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

The goal of the college is to generate new values in society without disrupting its heritage in view of the spirit of the place itself. The college aims at excellence in academic life. In attaining knowledge in the proper perspective and rising to the challenges that come along their way, the students must pursue knowledge with focus and perseverance with the aim to become the 'MAN OF MEN.' The vision and objective of the college includes: to impart and disseminate higher education both in letter and spirit to create an atmosphere of social harmony and amity to popularize the ideals of national integration, secularism and democracy. to foster a scientific outlook amongst the youths to encourage leadership qualities amongst the youths to promote work culture with the ethic: 'Service Before Self' and to popularize the indigenous arts and crafts.

Provide the weblink of the institution

<http://www.haac.ac.in>

8.Future Plans of Actions for Next Academic Year

The proposed future plans of the college are: (1) Certificate courses on value education. (2) Seminar/workshop on women empowerment, gender justice and rights of girl child. (3) Observation of programmes to promote universal values and ethics. (4) Separate toilet block in the college campus. (5) Extensive training programme for teaching and non-teaching staff on e-learning. (6) Faculty exchange programme with neighbouring colleges.