

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

INTERNAL QUALITY ASSURANCE CELL (IQAC)



FOR THE SESSION: 2017-18

HAJI ANFAR ALI COLLEGE

DOBOKA:HOJAI: ASSAM

The Annual Quality Assurance Report (AQAR) of the IQAC HAJI ANFAR ALI COLLEGE, DOBOKA, HOJAI, ASSAM

Session: 2017-18

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

The AQAR period for the Academic Year- July 1, 2017 to June 30, 2018

Part – A

I. Details of the Institution

1.1 Name of the Institution

Haji Anfar Ali College

1.2 Address Line 1

Daboka

Address Line 2

P.O. & P.S. Daboka

City/Town

Nagaon

State

Assam

Pin Code

782440

Institution e-mail address

haccdaboka@gmail.com

Contact Nos.

03674-261451

Name of the Head of the Institution:

Dr. M.A. Barbhuiya

Tel. No. with STD Code:

03674-261451

Mobile:

9435739006

Name of the IQAC Co-ordinator:

Dr. Sahab Uddin

Mobile:

8811853122

IQAC e-mail address:

iqachajianfar1986@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

ASCOGN 12512

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

BC/SC/12 /A& A/562 dtd. Feb 9, 2016

1.5 Website address:

www.haacdaboka.org.in

Web-link of the AQAR:

www.haacdaboka.org.in/iqac.php

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	3++	66.8	2005	Sept/05 to Aug/10
2	2 nd Cycle	B	2.41	2016	Feb 2016 to Jan 2021
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

12/05/2008

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR 2016 -17 (31/08/2017)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Gauhati University, Guwahati

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="Provincialised"/>
UGC-COP Programmes	<input type="text" value="√"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="00"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="00"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="11"/>

2.10 No. of IQAC meetings held : 01

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
If yes, mention the amount

2.13 Seminars and Conferences (only quality related):

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. On Examination and Evaluation
2. Financial literacy Programme

2.14 Significant Activities and contributions made by IQAC

1. Orientation Programme for the Freshers 2017-18
2. Celebration of different Days of National and International importance
3. Organised different Awareness Programmes
4. Seminars and Workshops were also organised

2.15 Plan of Action by IQAC and Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<p data-bbox="336 275 783 477">1. POS INSTALLATION: ANOTHER STEP TOWARDS CASHLESS TRANSACTIONS AT HAJI ANFAR ALI COLLEGE</p> <p data-bbox="336 1675 772 1854">2. A Seminar was organised in collaboration with Gauhati University Undergraduate Examination Establishment (GUUEE)</p>	<p data-bbox="906 275 1465 1597">In tune with the government's sustained campaign for a less cash economy, Haji Anfar Ali College on Monday, the 17th of June, 2017 installed a Point-of-Sale (POS) machine in order to motivate the teachers, students and other stakeholders for all financial transactions at the college. The new digital device was inaugurated by the President of the Governing Body of the college Shri Narayan Chandra Bhowmick at a ceremonial function held at the auditorium of the college. Shri Bhowmick, while inaugurating the advanced POS system, urged the students to make the most of the plethora of digital amenities made available by the government of India in recent times. Addressing the audience at the function, the Principal of the college, Dr Mamun Azam Barbhuiya, announced that the institutional endeavour was launched to support the government's zeal to promote less cash economy in India. He added that the system would add another feather on the cap of college's regular cashless economy. The all-new system will carry out transactions with credit and debit cards by replacing the old cash register system of transactions at the college.</p> <p data-bbox="906 1709 1465 2011">As per the plan of the IQAC, A Seminar on Examination and Evaluation in Semester System was held successfully on the 5th August, 2017 at the Auditorium Hall of Haji Anfar Ali College, Doboka. It was organized by the IQAC of Haji Anfar Ali</p>

<p>3. Awareness Programme on Cyber Crime</p>	<p>College in collaboration with Under Graduate Examination and Evaluation (UGEE) Unit of Gauhati University. The two Dy. Controllers of GU, Dr. D.H.Talukdar and Dr. P.K.Das, attended the Seminar as Resource Persons. All the Principals, Vice Principals, Coordinator of IQACs, Zonal Officers of all the colleges of Hojai District participated in the Seminar. The Seminar focused on the evaluation of the answer scripts of UG students and the problems faced by the colleges in evaluation process. The two speakers pointed out the duties and responsibilities of all the stakeholders in order to make the evaluation process prompt and fair so that results can be declared timely by the University authority. There had been an interactive session with all the Principals to elucidate all those issues related with the evaluation process in different zones of the district. At the end, both the Controllers appreciated the activities of the IQAC, Haji Anfar Ali College for the successful organization of such a seminar and finally the Principal cum Chairperson of the Seminar, Dr. Mamun Azam Barbhuiya for his meticulous strive to make the seminar meaningful.</p> <p>FINANCIAL LITERACY PROGRAMME AT HAJI ANFAR ALI COLLEGE, DOBOKA</p>
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<p>4. Up-gradation of BURIGAON, the Model Village</p>	<p>29 JUNE, 2017: In order to protect and safeguard the students and citizens from the multi-dimensional threat of cybercrime which is targeting common people, businessmen and students at a rapidly growing rate, the IQAC of Haji Anfar Ali College, in association with SBI, Doboka Branch organized a Financial Literacy Programme on Cyber Crime in Banking Sector. A Large number of students participated and interacted with the experts invited on the occasion. Pritikanta Borah, Deputy Manager; Debojit Bora, Customer Asstt.; RBO, Nagaon and B.C.Borah, Branch Manager, SBI, Doboka Branch alerted the students that how hackers hack bank accounts and Personal Information and how computer programs are used to achieve criminal goals making the customer fools. Dr. Mamun Azam Barbhuiya, the Principal of the College added that Cyber-crime has posed a direct threat to security of people's property and that can be faced only with proper awareness. The programme was an interactive one. Many teachers and students shared their bitter experiences on how accounts are looted in ATM. All these happen only due to the lack of awareness on financial transaction. Thus the programme ended with vote of thanks from Dr. Sahab Uddin, Coordinator of the IQAC of the College.</p> <ol style="list-style-type: none"> 1. A Specific Survey was made by the Faculty Members of the College to analyse the Strength, Weakness, Opportunities & Threats (SWOT) of Burigaon, the Model village. After proper analysis, the IQAC has taken some measures to up-grade the standard of Primary education involving more numbers of Major Students of the College in imparting lessons so that quality education is offered to those little learners.
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<p>5. 71st Independence Day Celebration</p>	<p>Like every year, Haji Anfar Ali College celebrated the 71st Independence day, 2017 with a week-long programme from 9—15 August in an exciting manner. The Teachers, Students and employees of the College took a Pledge together for a terror free India on the first day of the Programme followed by Essay and Drawing Competition, Extempore Speech Competition, Quiz, Dance & Music Competition and Cleanliness Drive. There flew an air festivity in the campus. On the 14th, the Students and Teachers joined the little learners of Primary School situated at the Model Village (Burigaon) adopted by the College and inspired the learners and teachers of the said school with the thoughts of the Freedom Fighters of the Country and amused them singing patriotic songs. The Principal Dr. M.A. Barbhuiya, in presence of all, hoisted the national flag in the campus and declared the names of the top 3 winners of all the events organized by the IQAC of the College on the eve of Independence Day. He also sent the list of the winners to the Director, Higher Education, Kahilipara, Guwahati and uploaded the photographs of the events at the MHRD Facebook Page as per the instruction received by him. The celebration of 71st Independence Day, 2017 in the College ended with great pomp and show.</p>
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Detailed Programme of 71st Independence Day Observed

Sl No	Date	Day	Name of the Event	Nodal Officers
1	9 th Aug.	Wednesday	Pledge Taking Ceremony	Dr. Sahab Uddin, Coordinator, IQAC
2	10 th Aug.	Thursday	A. Essay Competition (Theme- New India Vision) B. Drawing Competition (Theme- any Freedom Fighter)	Dr. (Mrs) Kabita Devi Prof. Nazrul Hussain
3	11 th Aug.	Friday	Extempore Speech	Dr. Adidur Rahman Prof. (Mrs) Tulika Goswami
4	12 th Aug.	Saturday	Quiz Competition Theme: India's Freedom Struggle	Dr. Hasinus Sultan Prof. Ataur Rahman
5	13 th Aug.	Sunday	Dance & Music Competition	Dr. Hasinus Sultan Prof. S.A. Osmani
6	14 th Aug.	Monday	Cleanliness Drive at Model village (BURIGAON)	Prof. M. Islam Prof. Pijush Chakraborty Prof. Fakhar Uddin Prof. A.S.Talukdar
7	15 th Aug.	Tuesday	Flag Hoisting and participation in District Administration Programme at Sankardev Nagar	Flag will be hoisted by Dr. M.A.Barbhuiya, Principal, Haji Anfar Ali College at the scheduled time.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

1. Thoroughly discussed the AQAR with the Principal
2. Necessary corrections were made
3. Suggested to upload in the institutional website and submit a copy of the same to NAAC, Bengaluru.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	0	02	01	
UG	08			02
PG Diploma				
Advanced Diploma	01			
Diploma	01			
Certificate				
Others				
Total	10	02	01	02
Interdisciplinary	02			
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15
Trimester	NIL
Annual	NIL

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

Analysis of the feedback in the Annexure attached

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

There is no autonomy given by the affiliating university to update syllabuses

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Two New P.G. Courses- Assamese and Political Science under KKHSOU

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	01	16	0	04

2.2 No. of permanent faculty with Ph.D.

NIL

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest-0

Visiting-0

Temp- 5

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	Nil	01
Presented papers	Nil	Nil	Nil
Resource Persons	Nil	Nil	Nil

2.6 Innovative processes adopted by the institution in Teaching and Learning:

All the innovative processes commenced by the college in the recent years have been continual. In particular

- arranging programmes for students to reduce the stress for examination
- Publication of multidisciplinary Books with ISBN
- Up gradation of adopted Village, BURIGON

2.7 Total No. of actual teaching days

during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Double Valuation

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

Nil

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA General	245		111	78	56	
BA Major	51		17	23	11	100%
Others						

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes by the following ways:

- Regular Feedback on Teachers and campus experience is obtained from the students to improve the quality of teaching learning.
- Coordinator, IQAC arranged discussion with the faculty members to assess the performance of the students where the Principal of the College was invited to suggest the qualitative improvement.
- MEET THE PRINCIPAL programme was arranged and a large number of students participated and shared feedback with their principal friend.
- Regular maintenance of Log Book and Lesson Plan by the Departments and IQAC monitors the same.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0

Summer / Winter schools, Workshops, etc.	0
Others	Teachers were motivated by IQAC to undertake Minor Research Project.

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07			05
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC convenes a meeting with the faculty members and suggests all the to engage their departmental students in different project based study.
- IQAC prepares some minor research projects involving some of the faculty members and submitted the same to the UGC-NERO and accordingly two projects were sanctioned by the UGC in the name of Dr, Sahab Uddin, HoD, English and Dr. adidur Rahman, Hod, Political Science. They carried on their project very meticulously and submitted the same to the UGC in time.
- IQAC in one of its meeting stimulated all the teachers to submit their respective small scale projects on or before 31st January, 2019 so that the outcome of those projects be recorded in the News Bulletin of the College.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NA	NA	NA	NA

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2		2	0
Outlay in Rs. Lakhs	2.4		3.2	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	02	NIL
Non-Peer Review Journals	NIL	01	NIL
e-Journals	NIL	Nil	Nil
Conference proceedings	NIL	04	NIL

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	18 months	UGC	320000	245000

Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

3.7 No. of books published i) With ISBN No.

0

Chapters in Edited Books

ii) Without ISBN No.

03

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

NIL

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	01
Sponsoring agencies	NA	NA	NA	NA	College Fund

3.12 No. of faculty served as experts, chairpersons or resource persons

01

3.13 No. of collaborations

International

NI

National

NI

Any other

NI

3.14 No. of linkages created during this year

NI

3.15 Total budget for research for current year in lakhs :

From Funding agency

3.2

From Management of University/College

NIL

Total

3.2

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
Nil	NIL	NIL	NIL	Nil	NIL	NIL

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

02

01

3.19 No. of Ph.D. awarded by faculty from the Institution

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="02"/>	Any other	<input type="text" value="01"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Blood donation camp was organized wherein a large number teachers . employees and students donated blood to the Blood Bank, Nagaon.
- Hon'ble Prime Minister's address to Students on 'Making Examination a Fun' was live telecast from DD National Channel on 16 February 2018 as arranged by IQAC and students enjoyed and benefitted a lot with PM's address.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	45 bigha			
Class rooms	08	03	State Govt	11
Laboratories	nil	NA		
Seminar Halls	01	NIL		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	/		
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil			
Others	NIL			

4.2 Computerization of administration and library

- A plan has been adopted to increase the seating capacity of students in the Reading Room of the central Library.
- More journals are to be subscribed keeping in mind of the demand of the teachers and students.
- Lavatory facility to the reading room is under progression.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6774	1083840	640	124800	7414	1445730
Reference Books	4951	792160	485	94575	4907	1060020
e-Books						
Journals	06	7440	01	1440	07	8850
e-Journals	NIL	NIL	NIL	NIL	NIL	NIL
Digital Database	NIL	NIL	NIL	NIL	NIL	NIL
CD & Video	NIL	NIL	NIL	NIL	NIL	NIL
Others (MRP)	02		02		04	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	39	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Added	01	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Total	40	NIL	NIL	NIL	NIL	NIL	NIL	NIL

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Nothing significant took place in this session. However, IQAC participated in different online programme of Central and State Govt such Swach bharat Abhiyan, AISHE Survey etc. as its regular feature.

4.6 Amount spent on maintenance in lakhs:

i) ICT	Nil
ii) Campus Infrastructure and facilities	5.4
iii) Equipments	Nil
iv) Others	0.20
Total :	5.6

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The College publishes its Prospectus regularly highlighting the –

- admission details
- course details
- examination and evaluation details and many more

In addition to that IQAC contributes and shares a lot of information in the Prospectus keeping in mind the students support and opportunity such as preference in admission, financial assistance, personal counselling etc.

5.2 Efforts made by the institution for tracking the progression

The College regularly maintains its endeavour in tracking the progression of the learners with the help of the following programmes/events—

- Orientation Programme at the beginning of the session
- Organizing the specific ‘Meet the Principal’ Programme
- Regular feedback from the students
- Accommodating remedial classes in day to day class schedule
- Conducting Unit Tests at regular interval
- Arranging educational Tour in different places of importance in and outside the state.
- By taking individual care for the weaker students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
296	10		23 (Distance Learning)

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	<table border="1" style="display: inline-table;"> <tr> <th>No</th> <th>%</th> </tr> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table>	No	%			Women	<table border="1" style="display: inline-table;"> <tr> <th>No</th> <th>%</th> </tr> <tr> <td style="width: 50px; height: 20px;"></td> <td style="width: 50px; height: 20px;"></td> </tr> </table>	No	%		
No	%										
No	%										

Last Year (6 th Sem)						This Year (6 th Sem)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
237	22	11	27	0	296	242	21	12	28	1	304

Demand ratio 1.21 Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- No institutional mechanism for coaching for competitive examinations currently exists.

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- The Career Counseling and Guidance Cell of the College keeps putting consistent efforts for providing the students with necessary exposure to what is happening around, in order to make them competent for various competitive examinations.
- Students are regularly encouraged to participate any sort of competitions held in and outside the institution or at the inter college level.

No. of students benefitted

Nil

5.7 Details of campus placement: NIL

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	Nil

5.8 Details of gender sensitization programmes

The College has a Women Cell which specifically organizes Programmes with woman related issues and events. Besides, the College has formed a Committee against Sexual Harrasment (CASH) in order to redress the grievances, if any from the feminine gender.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	40	40000
Financial support from government	10	54000
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

No specific grievances received as per the report of the Grievances & Redressal Cell of the College.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision and mission of our college is

- 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 lay special emphasis on teaching, research and extension activities as per new guidelines of the University Grants Commission.
- To popularize the indigenous arts and crafts.
- To promote work-culture with the motto: "Service Before Self".
- To inspire the students to preserve what is pure in our environment and to educate them to keep it unpolluted.

6.2 Does the Institution has a management Information System

Yes, Management information system is being used in

- Accounts Department
- Administration Department
- Other Departments.
- Notice Board
- Website

Some of the systems are:

- Attendance of Teachers by Bio-metric machines
- Attendance of Students in Class Attendance Register.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Regarding curriculum design the college has a very little role to play as it is affiliated to Gauhati University, but so far transaction is concerned, this year some arrangements have been made by the college in terms of Self Financing Courses.

6.3.2 Teaching and Learning

The following teaching and learning method has been followed:

- Digital classrooms
- Mass teaching through lecture deliberations
- Textual study and Detail Analysis
- Whatsapp Group Teaching
- Mid Term Evaluation
- Special Remedial Classes for weaker students

6.3.3 Examination and Evaluation

The college follows the Examination and Evaluation system as given below:

- Two Sessional Examinations.
- Semester Examinations conducted by the affiliating university.
- Option for appearing examinations for Arrear Subjects.
- Unit Tests are planned to hold from this session
- Evaluation Zones are set up by the affiliating university and teachers work as examiner , Scrutiniser, Head Examiner in those zones.

6.3.4 Research and Development

1. Faculties are motivated in research work in their respective fields.
2. Two nos. of teachers completed Minor Research Project (MRP).

6.3.5 Library, ICT and physical infrastructure / instrumentation

- More books and Research Journals are purchased.
- The Central Library is restructured.

6.3.6 Human Resource Management

The College manages the human resource regularly as under-

1. Monthly salary
2. Daily recording of time of arrival and departure
3. Annual Performance Appraisal Report
4. Feedback system

Besides the above, one teacher from the Department of English, Dr. Sahab Uddin qualified Post Graduate Diploma in Human Resource Management (PGDHRM) in Krishna Kanta Handiqui State Open university (KKHSOU) in Assam.

6.3.7 Faculty and Staff recruitment

No faculty and staff were recruited as there has not been any vacancy created.

6.3.8 Industry Interaction / Collaboration

We have not gone through any Industry Interaction/Collaboration specifically this year. However as per the plan IQAC has signed an MoU to introduce Certificate Course in Yoga and taken venture to Collaborate with Yog Bigyan Mahavidyalaya, Lanka, Hojai.

6.3.9 Admission of Students

The college is an Arts college of both Major and General Courses. The requisite qualification for admission in to BA is 10+2 passed from any recognised institution under Assam Govt. or Govt. of India. The college is planning to introduce PG Courses/ Certificate Courses to some more disciplines under IDOL and KKHSOU.

6.4 Welfare schemes for

Teaching	PF, Gratuity, Medical allowance, Leave for paper presentation
Non teaching	Medical allowance, Loan facility etc
Students	A Poor Fund is developed for assisting BPL students at the hour of need & Scholarships are being provided to them.

6.5 Total corpus fund generated

5.6

6.6 Whether annual financial audit has been done Yes No

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

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

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

Alumni Association actively involves in different extracurricular and community development programme organised time to time in the college. They also extend support in developmental activities of the College and student support and progression.

6.12 Activities and support from the Parent – Teacher Association

As there is no Parent-teacher Association in the College, the interaction is carried out by the Guardian Forum. No meeting of GF has been organised so far this year because of some unavoidable situation in the vicinity.

6.13 Development programmes for support staff

No significant development programme for support Staff has been conducted this year.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Plantation drive is taken time to time
2. Regular cleanliness drive by the IQAC to make the campus as a "Zero Waste" zone as per its commitment
3. Dustbins are weekly cleaned.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Students are involved in preparing the Wall Magazines and Annual College Magazine *Anfar Jyoti* in order to develop the creative skill on the one hand and to build up a cordial relation among them
- Up gradation of adopted Village BURIGON

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Action Taken Report (ATR)

- Haji Anfar Ali College on Monday, the 17th of June, 2017 installed a Point-of-Sale (POS) machine in order to motivate the teachers, students and other stakeholders for all financial transactions at the college
- As per the plan of the IQAC, A Seminar on **Examination and Evaluation in Semester System** was held successfully on the 5th August, 2017 at the Auditorium Hall of Haji Anfar Ali College, Doboka
- Haji Anfar Ali College, in association with SBI, Doboka Branch organized a Financial Literacy Programme on Cyber Crime in Banking Sector. A Large number of students participated and interacted with the experts invited on the occasion. Pritikanta Borah, Deputy Manager; Debojit Bora, Customer Asstt.; RBO, Nagaon and B.C.Borah, Branch Manager, SBI, Doboka Branch alerted the students that how hackers hack bank accounts and Personal Information and how computer programs are used to achieve criminal goals making the customer fools.
- A Specific Survey was made by the Faculty Members of the College to analyse the Strength, Weakness, Opportunities & Threats (SWOT) of Burigaon, the adopted village.

The details of different programmes and activities are also attached as Annexure IV

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Annexure II & III Attached

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- The World Environment Day has been observed in this year and students are enthused to save plants and fight together against pollution.
- The saplings planted in the previous years were protected with a fencing so that it can grow safe and add beauty to the campus

7.5 Whether environmental audit was conducted? Yes No N

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- The IQAC of the College suggests the Principal to redesign the website of the College and publish regularly the Prospectus of the College with an option to download the Admission Form so that the new students get a privilege getting the Admission Form at their homes.
- It highlights all its activities along with the activities of different Cells and Committees in Print Media, Social Media and sometimes in Electronic Media too. The IQAC also maintains all the reports year wise in an ACTIVITY REGISTER.

8. Plans of institution for next year

1. A Detailed Plan & Estimate is to be prepared in order to augment the College with more Infrastructures and ICT Materials from RUSA Grant.
2. To initiate a Certificate Course in Yoga from the next academic session.
3. UGC-COP Communicative English) is to be continued next year as a Self-financing Course.
4. UGC-COP Fashion Designing Advanced Diploma Course is also to be continued as another Self Financing Course.
5. The Computer Lab is to be shifted in a separate building with more numbers Computers and accessories in order to facilitate maximum numbers of students.
6. Some more numbers of CCTV cameras are to be installed in the existing infrastructure to improve the security.
7. A Part time teacher is to be appointed in the Dept. of Assamese to impart teaching in ASL



Name Dr. Sahab Uddin



Name Dr. Mamun Azam Barbhuiya

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Academic Calendar for Undergraduate Courses August 2017 - July 2018

Notes:

- (a) Notifications about Fill-up of Examination Forms, commencement of semester examinations, and declaration of results will be issued from the Office of the Controller of Examination, GU.
- (b) Election of Student Union Bodies will be as per UGC notifications (vide Lyngdoh Committee Recommendations).

Date(s)	Events / Activities
Tuesday, August 1, 2017	Resumption/Commencement of ODD Semester Classes
3rd Week of September, 2017	Sessional Examinations
Sessional examinations should be conducted during the class period without affecting the normal class routine	
1 - 31 October, 2017	Field Trip (subject specific), if any, is to be completed during this period
Normal classes will continue	
6 November - 20 November, 2017	Odd Semester Practical Examinations
21 November - 15 December, 2017	Odd Semester Theory Examinations
Examinations for Semester 3rd will be held in 1st Stage and Semester 1st & 5th will be held in 2nd Stage	
Saturday, December 16, 2017	Commencement of EVEN semester classes
23 December, 2017 - 16 January, 2018	Winter Vacation
Teachers willing to do Zonal Activities are free to do so	
Saturday, January 27, 2018	Evaluation of Answer Scripts of ODD Semester Examinations be completed by this date
Last Week of January - 1st Week of February, 2018	College Week
College Week to be completed by 27 Jan, 2018	
3rd Week of March, 2018	Sessional Examinations
Sessional examinations should be conducted during the class period without affecting the normal class routine	
21 April, 2018 - 6 May, 2018	EVEN Semester Practical Examinations
7 May, 2018 - 31 May, 2018	Even Semester Theory Examinations
Examinations for Semester 2nd & 6th will be held in 1st Stage and Semester 4th will be held in 2nd Stage	
June 2018	Admission process to the 1st Semester of TDC classes should be completed within two weeks of declaration of HS results
Classes should commence within 5 days of the completion of the admission process	
Friday, June 1, 2018	Commencement of 3rd and 5th Semester Classes
Thursday, June 14, 2018	Evaluation of Answer Scripts of 2nd & 6 th Semester Examinations be completed by this date
Wednesday, June 20, 2018	Evaluation of Answer Scripts of 4th Semester Examinations be completed by this date
1 - 31 July, 2018	Summer Vacation

Academic Registrar

A. Best Practices ---1

Title of the Practice: VIGILANCE AWARENESS WEEK

(A Best Practice initiated by the IQAC, Haji Anfar Ali College)

Harmonizing with the nationwide observation of Vigilance Awareness Week, the Internal Quality Assurance Cell (IQAC) of Haji Anfar Ali College, Doboka observed the week involving the students in different activities. A Formal Function was arranged on the concluding day on 5th November at the Auditorium Hall of the college. The programme was presided over by Dr. Mamun Azam Barbhuiya, the Principal of the College. Prof. Ataur Rahman graced the event as Resource Person. Speaking on the occasion Mr. Rahman said that corruption is the most heinous crime that has gripped the society. Dr. Sahab Uddin, Coordinator, IQAC elaborated the objective of the programme highlighting the students' role in making the country corruption free.

In order to make today's students' participation stronger in the mission of eradicating corruption, a 'Talk' was organized by the IQAC on "Corruption is the Obstacle in the Way Development" and a large number of students expressed their vision in this regard.

Dr. Barbhuiya in his Presidential address stated that he personally took a pledge on integrity and being the head of the institution he also pledged to maintain and work for the integrity of the country. He also expressed his pleasure in receiving two certificates from the Central Vigilance Commission. In his address, he exhorted the student community to stand up on moral ethics and be a good human being. Thus the observation of Vigilance Awareness Week came to an end with a mass Pledge in standing ovation

B. Best Practices ---II

Title: Earthquake & Fire Mock Drill

In support with the NSS Unit, Haji Anfar Ali College and in association with Indian Red Cross Society, District Disaster Management Authority , Nagaon organized a one day Earthquake & Fire Mock Drill Programme in the Auditorium Hall of the College on 15 February, 2018 in presence of the huge horde of students. L.P.Borthakur , NDRT Member of Indian Red Cross Society and Ranjit Bhagwati, Instructor, FMR, Assam graced the occasion with Power Point Presentation of life protecting actions to be taken during an earthquake and Fire. Students, teachers were trained how to respond to the complications during and after the Earthquake and Fire. The students of the college enjoyed the programme and actively took part in the Mock Drill. The Principal, Dr. Mamun Azam Barbhuiya, encouraged the students to take part in rescue work after any natural calamities in and around the place they live in. Dr. Sahab Uddin, Coordinator, IQAC highlighted the regular activities of NSS Unit of the College and thanked the Programme Officer, S.A.Osmani and all the teachers, students for their favorable backing to make the programme a Success.

INTERNAL QUALITY ASSURANCE CELL (IQAC)
HAJI ANFAR ALI COLLEGE, DABOKA
FEEDBACK FORMAT OF THE STUDENTS

For the Session: _____

[Students are advised to award grade ABCDE as per the choice]

**A-Excellent; B- Very Good;
C- Good; D- Average ; E- Poor**

1. On Administration:

- a) Relation of the Principal with the students' :
- b) Access to the Principal's office :
- c) Administration of the college :
- d) Admission Process :
- e) Behaviour of the Non-Teaching staff members :
- f) Support from the other stakeholders :
- g) Internal examination system :
- h) Administrative discipline :
- i) Grievance Redressal Facility :
- j) Students' Union Facility :

2. On SNB Central Library:

- a) Behavior of the Librarian :
- b) Behavior of other staff members :
- b) Availability of Course Texts :
- c) Reference books :
- d) Arrangement of books on the racks :
- e) Book Bank facility :
- f) System of lending & Return :
- g) Newspaper Reading facility :
- h) Availability of Journals/Magazines :
- i) Reading Room facility :
- j) Washroom facility :
- k) Property Counter facility :
- l) Up-to-date information facility :
- m) Open Public Access Catalogue Facility (OPAC) :

3. On Campus:

- a) Indoor and Outdoor Games & Sports facilities :
- b) College Weeks/ Youth Festivals/ Cultural Events:

- c) Lavatory facilities on the campus :
- d) Scope of Creativity such as Oil painting, Wall Magazine etc. :
- e) Common Room facilities :
- f) Canteen facilities :
- g) Cheap/Departmental store facility :
- h) Drinking Water Facility :
- i) Recreational facility such as Exposure Programme / Educational Tour/ Picnicking etc. :

4. Brief comment on overall experiences of the college :

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FEEDBACK FORMAT

HAJI ANFAR ALI COLLEGE

Doboka: Nagaon: Assam

A. PROFILE OF PARENT/GUARDIAN

NAME:.....SEX (M/F).....

EDUCATION.....OCCUPATION.....

STUDENT NAME.....SEMESTER.....ROLL.....

B. FEEDBACK FROM PARENT/GUARDIAN

(Make a Tick Mark in the appropriate column)

SL. No.	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Getting admission in the college for my Son/Daughter is a matter of pride for me.					
2	The admission process in the college is fair and transparent.					
3.	My son/daughter is improving his/her knowledge.					
4.	I am pleased with the Discipline, Rules & Regulations of the college.					
5.	The academic atmosphere of the college is conducive for learning.					
6.	The behavior and overall conduct of my son/daughter is improving.					
7.	Haji Anfar Ali College is one of the best colleges in the district.					
8.	The college has very young, energetic & dedicated faculty members.					
9.	The information about admission, examination, sports event, cultural events etc. is easily accessible to all.					
10.	The parent-teacher coordination is commendable.					
11.	A progressive change crops up every year in regard to infrastructure, teaching -learning process and Students' enrollment.					
12.	The administration of the college is just and fair.					
13.	The Career Oriented Programmes (COP) introduced in the college is very effective.					
14.	The Principal and other employees of the college are very cooperative.					

15. Brief suggestion for further improvement:

Date:

Signature of the Parent/Guardian

FEEDBACK FORMAT

HAJI ANFAR ALI COLLEGE

Doboka: Nagaon: Assam

A. PROFILE OF ALUMNUS

NAME:.....SEX (M/F).....AGE.....

EDUCATION.....OCCUPATION.....

YEAR OF LEAVING THE COLLEGE.....CURRENT YEAR.....

B. FEEDBACK FROM ALUMNUS

(Make a Tick Mark in the appropriate column)

SL. No.	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	I feel proud of being a student of Haji Anfar Ali College					
2	The learning I had in the college is functional in my career.					
3.	I shall keep on recommending the students for pursuing higher education in this college.					
4.	The developments of the college in recent years are appreciative.					
5.	The academic atmosphere of the college is conducive for learning.					
6.	The new Career Oriented Programmes (COP) introduced in the college meet contemporary requirements.					
7.	Haji Anfar Ali College is the best college in the entire Jamunamukh Assembly Constituency.					
8.	The college involves its alumni in all its activities.					
9.	The Alumni have a role to play both academically and financially in strengthening the college further.					
10.	Formation of Alumni Association and holding a yearly meeting of alumni is a step in the right direction.					
11.	The alumni should come forward to take initiative to strengthen the Alumni Association for overall development of the college.					

12. Suggestions for further improvement:

.....

Date:

Signature of the alumnus

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
