Yearly Status Report - 2018-2019

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	**Doboka**
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/1630040910.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/AcademicCalendar2018-19.pdf

5. Accrediation Details

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

6. Date of Establishment of IQAC	**12-May-2008**

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
North East Graduate Congress	**15-Feb-2019** **3**	**22**

Participation in Youth Parliament festivals	26-Jan-2019 1	7

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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
Nil	Nil	Nil	2018 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
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 Uploaded 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)

Organising seminars/workshop/talks department wise.

Organised Awareness Programme in the locality.

Reforms in the internal examination and evaluation

Participation in extracurricular activities i.e. Youth Parliament, Graduate Congress

Better surveillance and monitoring the college campus.

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
Meet The Principal Programme	The very first day of the college commences with the programme 'Meet The Principal' The main objective of this orientation programme is the introduction of teaching and nonteaching staff of the college with students especially of fresher's. This helps the students to identify their teachers at the very first day. On this occasion, the Principal of the college takes the opportunity in sharing and discussing with them about the moral values and ethical conduct to be followed by them inside the college campus. The Programme proves helpful in maintaining overall educational atmosphere of the college.
How to Use Your Library Programme	There is Library Orientation Programme at the commencement of new academic session every year. The Programme is held in cooperation with IQAC of the college. The programme is held mainly to acquaint the fresher's about the rules and regulations of the Central Library of the college.
Organisation of Awareness Programme	The IQAC emphasis on observing and celebrating different national and regional festivals. The college held various programmes having importance of inculcating social values among the students. The involvement of local community especially the NGOs held programmes on women empowerment, problem of Human Trafficking in the college. The college is committed and celebrated National Days including Matribhasa Divas, National Women's Day every year. All these programmes are performed by the IQAC in collaboration with the NSS of the college.
Addition of new class room	Keeping in mind the growing numbers of enrolment in the college, the IQAC proposed in its meeting to construct new class rooms for the students. Accordingly, the college authority added two numbers of class room with the existing classes.

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing body	05-Feb-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2019

Date of Submission	03-Apr-2019

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	• The college maintain a well updated website of its own. • The college has a biometric machine for its teaching and nonteaching staff to record their attendance. • The college office keeps semester wise computerised admission register of its students.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

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

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development

CBCEA-I (BA 1st Year Students)	NIL	01/06/2018	365	Yes	Yes
CBCEA-II (BA 2nd Year Students)	NIL	01/06/2018	365	Yes	Yes
CBCEA-III (BA 3rd Year Students)	NIL	01/06/2018	365	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Not implemented during the session as the affiliating University has not implemented.	Nill

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

	Certificate	Diploma Course
Number of Students	1174	0

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	01/01/1970	0

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	Nil	0

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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	No

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 follows the structured feedback system collected from stakeholder and analysed for the improvement of the academic as well as physical atmosphere of the college. The college website maintain feedback format which can be downloaded for filling and submitting the same to the college. The Feedback of students are taken by the Principal of the college with the assistance of the IQAC. The students of the college avail ample opportunity to fill and submit their feedback on teaching-learning, academic administration and curriculum aspects. This is conducted randomly from the student's irrespective of their department towards the end of academic year. The result of the feedback are analysed at the IQAC meeting and finally placed before the GB of the college for its implementation. The principal of the college also collect feedback from university officials, visiting academicians, public representatives to the college on infrastructure, planning, and overall administration of the college. The filled feedback forms are collected from the stakeholder which are analysed and results are discussed in the academic meeting of the staff as well as in the statutory body of the college. The principal of the college also collect feedback from visiting university officials, public representatives to the college on infrastructure, planning, and overall administration of the college. The feedback collected from the stakeholder are analysed and results are discussed in the academic meeting of the staff as well as in the IQAC meeting and finally placed in the statutory body of the college. The results of the feedback provide either opportunity to reform or inspiration for over all development of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Major/General (Third Year)	450	306	306
BA	Major/General (Second Year)	450	377	377
BA	Major/General (First Year)	450	511	491
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1174	0	19	0	0

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	Numberof smart classrooms	E-resources and techniques used
17	17	6	2	1	10

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)

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

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

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	19	2	0	6

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Nil	Nill	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	B.A. 6th Semester	2018	27/05/2019	01/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Haji Anfar Ali College is affiliated to Gauhati University, Assam and follows the examination pattern of the university. Gauhati University guidelines are strictly adhered to with respect to evaluation process. There are a number of

Internal Assessments conducted. The schedules of internal assessments are communicated to students and faculty members in the beginning of the semester through institutional academic calendar which is prepared based on the university academic calendar. The College has reformed the continuous internal evaluation system from faculty centric to student centric. An Internal Exam. Committee is framed which conducts the examination at par with the calendar of the Affiliated University and the Institutions as well. As per the guidelines, the following reforms have been carried out effectively conducting CIE: .Scheduling of Internal Examination, Seating arrangements, hall invigilators listed for every examination. Preparing the question paper for 20 of the prescribed marks for the internal examination in the prescribed pattern based on the part of the syllabus covered. Scrutiny of the prepared question paper is carried out by HoD/ faculty members to ensure quality of the Question paper. Monitoring the attendance of the students for the Examination. After completion of the internal examination, the faculty members evaluate the answer scripts and distribute to the students for doubt clarification. The faculty members then keep them in the department and submits the scripts to the University examination branch as and when called for. Result review meetings are conducted with result analysis and the remedial actions for further improvements are taken after discussion with faculty, HoD and Principal. Performance of the students in Internal Assessment is used for Faculties to identify slow and advanced learners in their respective subjects. Slow Learners are encouraged to improve their performance in future by counselling. Meet the Principal Sessions are periodically organised to sort out the personal issues, academic and non-academic.

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

Haji Anfar Ali College prepares a calendar as per the schedule prescribed by the affiliating university i,e. Gauhati University for implementation of curriculum and participation in extracurricular and co-curricular activities. As per university rules and regulation, academic activities are run in college throughout the year. As per the academic calendar, the college adhered to available working days, short and long holidays, national public holidays, admission process, semester wise teaching plans, tentative University examination days of semester, Tentative allocation of internal assessment work i.e. seminar activity, project assignment, class tests and submission of internal assessment papers. Further, celebration of national days, celebration of birth and death anniversary, celebration of special days, departmental unit tests, educational tours, departmental activities, literacy days, awareness programmes and rallies, organising workshop / seminar activity are planned and implemented accordingly. As per academic calendar, the college follows all the related curricular, co-curricular and extra-curricular activities for the better academic work. Besides, the college adhered to the participation in youth festival, graduate congress, participation inter-collegiate sports competitions like cricket, kabaddi, chess, badminton, table tennis organised by the affiliating university.

2.6 – Student Performance and Learning Outcomes

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

https://haac.ac.in/assests/Programmes%20and%20Course%20Outcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the	Number of students passed in final year	Pass Percentage

BA	BA	Major/ General	259	220	84.94%

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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://haac.ac.in/upload/iqac_file/1669388647.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
Minor Projects	365	ICSSR	500000	3.5

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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
Yoga for Holistic Development	IQAC, HAAC	21/06/2018
Orientation Programme	IQAC, HAAC	01/08/2018

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
Best College Award-North East Graduate Congress-2028	Haji Anfar Ali College	University of Science and Technology (USTM), Meghalaya	18/02/2018	Regional

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill

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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
0	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Political Science	1	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	2

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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	Nill	0	NIL	0

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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	Nill	0	0	Nil

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

Number of Faculty	International	National	State	Local
Resource persons	0	1	1	1
Attended/Seminars/Workshops	0	1	2	1

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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
National Voters Day-Quiz Competition	NSS Unit	9	51
International	NSS Unit with DC	6	54

Womens Day	Office, Sankardev Nagar		
Job in Railways	NSS Unit with Railways Employees Union, Hojai	8	50
Sachwata Pokwara-Cleanliness Drive	NSS Unit	5	62
Voluntary Blood Donation Camp	NSS Unit with Gauhati Medical College	5	38
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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	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Sachwata Pokwara-Cleanliness Drivel	NSS Unit	Cleanliness Drive inside and outside of the college campus	5	62
Voluntary Blood Donation Camp	NSS Unit with Gauhati Medical College	Voluntary Blood Donation	5	38
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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
Faculty exchange program	22	Beared by both participating college	1
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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	Nill	Nill	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	Nill	Nil	0

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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
0	425000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Classrooms with LCD facilities	Newly Added
Others	Existing
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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	7414	1445730	897	121095	8311	1566825
Reference Books	5436	1060020	403	54405	5839	1114425
Journals	7	8880	1	1660	8	10540

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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	Nill

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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
Existing	39	2	2	1	1	5	6	7	2
Added	6	0	1	0	0	1	0	0	1
Total	45	2	3	1	1	6	6	7	3

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

100 MBPS/ GBPS

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	Nill

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 incurredon maintenance of physical facilites
0	0	0	0

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

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

https://haac.ac.in/facilities.php

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	Welfare Society of Haji Anfar Ali college	5	25000

Financial Support from Other Sources			
a) National	Ishan Uday Scholarship 2018-19	10	540000
b)International	Nil	0	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 implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	03/09/2018	105	Respective Department of the college

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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 passedin the comp. exam	Number of studentsp placed
2018	Career Guidance and Counselling	0	25	0	20

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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
1	1	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	0	0	Markazul Maarif (NGO) HAAM	25	12

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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	Depratment graduated from	Name of institution joined	Name of programme admitted to

Nill	15	BA	English, Political science, and Economics, Assamese and History	Gauhati University, USTM, Meghalaya, Government Law College, Diphu,Nazir Ajmal Law College, Hojai and Tezpur University Law College.	02
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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	7
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports (College Week)	Institutional level	105
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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
2018	Nil	Nill	Nill	Nill	Nill	Nill
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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 its student representative body as known as HAACSU. It is a directly elected body of the students with different portfolios. The election of the HAACSU held under the supervision of the Principal of the college with the assistance of an incharge teacher. The tenure of the HAACSU is one academic year which may be extended or curtailed if circumstances demands. The HAACSU has its separate office room within college campus with sitting facilities. The main objective behind the formation if the HAACSU is to involve and represent the students of the on various activities of the college including academic and administrative aspects. 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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

251

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni held its meeting in the college at an interval. The meetings are held under the chairmanship of the President.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

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

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

Yes

6.2 – Strategy Development and Deployment

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

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

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

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

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

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

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Nil	Nil	Nil	0

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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)
2018	Nil	Nil	Nill	Nill	Nill	Nill

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	0	Nill	Nill	0

No file uploaded.

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
17	06	15

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 its financial management and resource management as per the governmental rules by the office of the Principal. The office of the college as attached to the Principal, maintain records of all financial transactions. The financial audit of the college is done by the government appointed officials annually.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

10.1

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	Nill	Yes	IQAC
Administrative	No	Nill	Yes	IQAC

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

As the college has no parent-teacher association. However, interaction is carried out between parent and teacher through the guardian forum.

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

The Haji Anfar Ali College has adopted a number of steps to support its office staff. The most significant among them are: Computer training imparted to office staff about the fundamentals of computer by the guest faculty computer teacher. Apart from that, the training provided to support staff maintaining Accounts branch of the college on 'College Automation Software'.

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

(1) Construction of Boundary Wall 1000 mtrs. (2) Reviving the Women Cell of the college. (3) Initiated the steps for online admission.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Blood Donation camp	Nill	Nill	Nill	60
2019	Celebration of Woman day	08/03/2019	08/03/2019	08/03/2019	45
2018	Teachers Day Celebration Felicitation Program	05/09/2018	05/09/2018	05/09/2018	182
2018	Orientation programme for Freshers for the new session	01/08/2018	01/08/2018	01/08/2018	353
2018	National Education Day Celebration	11/11/2018	11/11/2018	11/11/2018	35
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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	Nill	Nill	0	0

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
• Identification of the college campus as plastic free Campus • Substitution of bulbs and tube lights with LED lights for reduction in power consumption • Eco-friendly Generator for sustainable energy use partially in a section of the college building.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nill	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva	Number of initiatives taken to engage with and contribute to	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

ntages	local community					
2018	Nill	Nill	Nill	Nill	Nill	Nill

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

Title	Date of publication	Follow up(max 100 words)
College prospectus	01/08/2018	The college is committed to respect the human values and ethical code in the college. The college Prospectus incorporates a number of moral values to be adhered to in the college campus campus. It also contains some dos and donts and big hoardings meant for inculcating human values among the students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of important Days	02/10/2018	02/10/2018	125

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

Following are the initiatives taken to maintain the campus eco-friendly- (1) Eco-friendly Generator for sustainable energy use partially in a section of the college building. (2) Maintenance of existing plants in the campus. (3) Cleaning of dustbin regularly. (4) Banning of uses of plastic in the campus. (5) Minimum paper use for college notice board.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The Haji Anfar Ali College is committed to meet the academic and social needs of the people of the region. A number of steps taken to ameliorate the academic atmosphere of the college through the initiative of IQAC. During the period the best two practice so far implemented are:: (1) Reforms in Continuous Internal Evaluation (CIE) system: The Haji Anfar Ali College is affiliated to Gauhati University, Assam and strictly adhere to the guidelines of examination evaluation process of the university. There are a number of Internal Assessments conducted. The schedules of internal assessments are communicated to students and faculty members in the beginning of the semester through college academic calendar which is prepared on the basis of the university academic calendar. The College has reformed the continuous internal evaluation system from faculty centric to student centric. An Internal Examination Committee is framed which conducts the examination at par with the calendar of the Affiliated University and the institutions as well. As per the guidelines, the following reforms have been carried out effectively conducting CIE. Scheduling of Internal Examination, Seating arrangements, hall invigilators listed for every examination and preparing the question paper for twenty per

cent of the prescribed marks for the internal examination in the prescribed pattern based-on the part of the syllabus covered. The scrutiny of the prepared question paper is carried out by the in-charge of the internal sessional examination to ascertain quality of the question paper. There is system of monitoring the attendance of the students for the Examination and the evaluation of the submitted answer script has to be carried out within the stipulated time. After that the faculty members evaluate the answer scripts and distribute to the students for doubt clarification. The faculty members then keep them in the department and submit the scripts to the University examination branch as and when called for. Result review meetings are conducted with result analysis and the remedial actions for further improvements are taken after discussion with faculty, HoD and Principal. Performance of the students in Internal Assessment is used for Faculties to identify slow and advanced learners in their respective subjects. Slow Learners are encouraged to improve their performance in future by counselling and taking remedial classes. After a gap of fifteen days, schedule is announced for re-appearing in the under scored papers in the Special Sessional examination. The process proved fruitful in increasing the pass percentage of the college. (2) Curriculum and co-curricular Activities:- The students College participate in extra-curricular and co-curricular activities. The academic activities are conducted in college throughout the year. As per the academic calendar, the college adhered to available working days. The celebration of national days, celebration of various anniversary, celebration of special days, educational tour, departmental activities, various literacy days, awareness programmes and rallies, organising workshop and seminar activity are planned and implemented accordingly. The college follows all the related curricular, co-curricular and extra-curricular activities for the better academic work. Besides, the institution adhered to the participation in youth festival, participation inter-collegiate sports and debate competitions etc. Further, the Women Cell of the college working hard to organise and celebrate programmes like national women's' day, rights of girl child, etc.

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

7.3 – Institutional Distinctiveness

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

The college has its vision and mission as vividly mentioned in the prospectus of the college. However, the prime vision and thrust area of the college is to impart and disseminate the spirit of higher education among the students especially of girl child. This is because-(a) The college is situated in a rural area covering both Hojai and Karbi Anglang district of Assam (b) Majority of the students admitted to the college are girl child (c) The majority of the students are from religious and linguistic minority communities and indigenous tribes with less educated family background even there are students who are admitted as first member of their family to avail higher education. So, the college strive for better performance in increasing the pass percentage among the students by spreading the message education for all

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

To Introduce of Certificate course on Value education. To enhance collaborative research among the departments and to take initiative for inter-institutional

collaboration To hold workshop / seminars for the development of Teaching and Learning process. To strengthen the liaison among the stakeholders like, students, teachers, parents, employers etc. Development of software/Website for New Enrolment and Admission process. To construction Library extension, purchase books, purchase sports equipment's etc. To explore new methods for the development of teaching-learning process. To initiate the process of online admission process. Preparation for the introduction of CBCS course in the college.