



Yearly Status Report - 2019-2020

Part A

Data of the Institution

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

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

3. Website Address

| | |
|--|---|
| Web-link of the AQAR: (Previous Academic Year) | http://haac.ac.in/upload/aqar/1630407957.pdf |
|--|---|

4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

<http://haac.ac.in/upload/library/Academic-calendar-UG-2019-20.pdf>

5. Accrediation Details

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

6. Date of Establishment of IQAC

12-May-2008

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 |
| Publication and Writing of Books/Articles on CBCS | 03-Aug-2019 0 | 0 |

| | | |
|---|------------------|----|
| course | | |
| Participation in seminar/workshop/awareness programme | 15-Aug-2019 1 | 1 |
| Educational Excursion | 17-Nov-2019 7 | 30 |
| Orientation Programme on the introduction of Online Admission | 03-Aug-2019 1 | 69 |

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/Department/ Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---------------------------------|--------|----------------|-----------------------------|----------|
| Institutional | RUSA | Central | 2019 0 | 10000000 |

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View 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)

- Introduction of online admission.
- Addition of more computers in the computer lab.
- Organised orientation programme on CBCS course:

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

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

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

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14. Whether AQAR was placed before statutory body ?

Yes

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

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

No

16. Whether institutional data submitted to AISHE:

No

17. Does the Institution have Management Information System ?

Yes

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

- The college maintain a well updated website of its own.
- The college office keeps semester wise computerised admission register of its students.
- The college uses its existing operational modules. They include:

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

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

• The college adhere to the curriculum prepared by its affiliating University which is mandatory to be followed throughout the academic session before the commencement of each academic session. • The University prescribed syllabus of each semester is distributed among the teacher of each department. This is done at Departmental Committee meeting as chaired by the HoD of the department concern. • The distributed copy of syllabus is circulated among the students at the commencement of each academic session. • The teachers of each department frame teaching plan on the basis of Academic Calendar prescribed by the affiliating University. • The teacher records topic covered of daily classes in the log book as supplied by the college office month wise.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|---|-----------------|-----------------------|----------|--|-------------------|
| CBCEA-I (for BA Hons/Regular 1st Year) | NIL | 01/06/2019 | 365 | Yes | Yes |
| CBCEA-II (for BA Major/General 2nd Year) | NIL | 01/06/2019 | 365 | Yes | Yes |
| CBCEA-II (for BA Major/General 3rd Year) | NIL | 01/06/2019 | 365 | Yes | Yes |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|------------------|---|-----------------------|
| BA | CBCS Course in Assamese, English, Economics, Education, | 03/06/2019 |

History, Mathematics and
Political Science

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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 | Honours and Regular course in Assamese, | 03/06/2019 |
| BA | Honours and Regular course in English, | 03/06/2019 |
| BA | Honours and Regular course in Economics | 03/06/2019 |
| BA | Regular course in Education | 03/06/2019 |
| BA | Honours and Regular course in History | 03/06/2019 |
| BA | Regular course in Mathematics | 03/06/2019 |
| BA | Honours and Regular course in Political Science | 03/06/2019 |

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

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 1169 | 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 | Nil | 0 |
| No file uploaded. | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|-------------------------|--------------------------|---|
| Nil | Nil | 0 |
| No file uploaded. | | |

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 put emphasis on the outcome of the collected feedback from the stakeholders. As such, the college uploaded its feedback format at the college web for students, teachers, parents/guardians. The feedbacks are collected from students randomly in each academic session by the Principal with the assistance of the IQAC coordinator. The students find ample opportunity to fill their feedback on teacher, academic activities, infrastructure, library facilities including suggestions for the improvement of teaching-learning process. The feedback taken from the stakeholder are analysed and results are discussed in the Governing Body meeting, On the basis of analysis actions are taken which are uploaded in the college website.

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

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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 |
|------|---|---|---|---|--|
| 2019 | 1169 | 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 | Number of smart classrooms | E-resources and techniques used |
|----------------------------|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 17 | 17 | 2 | 2 | 2 | 13 |

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

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

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

Counseling and working as a mentor of the students as an integral part in maintaining relationship between teachers and students. Besides, the teachers of the college, the HoD of each department are engaged as

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

| | | |
|--|-----------------------------|-----------------------|
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| 1169 | 19 | 1:62 |

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

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

2.5 – Evaluation Process and Reforms

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

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|-------------------|-----------------|----------------|--|---|
| BA | Honours/Regular | 150 | 16/06/2020 | 29/08/2020 |
| No file uploaded. | | | | |

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

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

clarification of doubt . The college makes arrangement for second internal examination for the students who carries poor marks in their first attempt as part of reforms on continuous internal evaluation. ? The marks of internal examination are submitted to the Principal for final submission to the affiliating University.

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

The institution is affiliated to the Gauhati University and strictly follows the prescribed academic calendar of the University. ? The institution has Committee for compilation of academic calendar. ? The institution prepares its own academic calendar and schedule for implementation of extracurricular and co-curricular activities. ? The institution conducts external examination as per the programme prescribed by the affiliating University. ? The internal examination such as class test, unit test, sessional examination, and departmental filed work are conducted as per academic calendar of the college. As part of external examination, evaluation and declaration of results are carried as per the academic calendar of the affiliating University.? Special internal examination is also held after a gap of fifteen days to one month, ? Special care is taken by personal mentoring, remedial classes and uploading prepared notes in the college portal.

2.6 – Student Performance and Learning Outcomes

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

<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 final year examination | Number of students passed in final year examination | Pass Percentage |
|----------------|----------------|--------------------------|---|---|-----------------|
| BA | BA | Major/General | 276 | 212 | 76.81 |

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Nil | 0 | Nil | 0 | 0 |

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3.2 – Innovation Ecosystem

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

practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
|---------------------------|-------------------|------|
| Nil | Nil | |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|-------------------------|-----------------|-----------------|---------------|----------|
| Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | |

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

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| Nil | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0 | 0 | 0 |

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

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| Nil | 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 | Pol. Science (ISSN-2347-9493) | 2 | 0 |
| View Uploaded File | | | |

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|------------------------------------|-----------------------|
| Political Science | 1 |
| View Uploaded File | |

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|--------------------|----------------|------------------|---------------------|----------------|---|---|
| Nil | Nil | Nil | Nil | 0 | Nil | 0 |
| No file uploaded. | | | | | | |

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations | Institutional affiliation as |
|--------------------|----------------|------------------|---------------------|---------|---------------------|------------------------------|
|--------------------|----------------|------------------|---------------------|---------|---------------------|------------------------------|

| | | | | | | |
|-------------------|-----|-----|-----|---|-------------------------|------------------------------|
| | | | | | excluding self citation | mentioned in the publication |
| Nil | Nil | Nil | Nil | 0 | 0 | Nil |
| No file uploaded. | | | | | | |

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

| Number of Faculty | International | National | State | Local |
|------------------------------------|---------------|----------|-------|-------|
| Presented papers | 0 | 1 | 0 | 0 |
| Attended/Seminars/Workshops | 0 | 0 | 1 | 0 |
| View Uploaded File | | | | |

3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---------------------------|--|--|--|
| Special Camp at Burigaon | NSS Unit | 6 | 31 |
| Tobaco Control in Assam | NSS Cell, Gauhati University | 8 | 22 |
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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 |
| No file uploaded. | | | |

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

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|---------------------------|---|----------------------------|--|--|
| Swach Bharat Programme | NSS Unit | Cleanliness drive | 5 | 25 |
| Youth Parliament | District Youth Administration, Nagaon | Practice to representation | 8 | 27 |
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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 |
|--------------------|-------------|-----------------------------|----------|
| Student Exchange | 20 | College Sports fund | 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 | Nil | Nil | 0 |
| No file uploaded. | | | | | |

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

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---------------------------|--------------------|--|---|
| Jamunamukh College | 14/08/2019 | Faculty exchange, study tour, organising seminar and workshops | 35 |
| Sunrise Hasta Silpo Udyog | 01/07/2019 | Skill based educational programme | 15 |
| No file uploaded. | | | |

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| 4000000 | 3000000 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|-----------------------------------|-------------------------|
| Class rooms | Newly Added |
| Seminar halls with ICT facilities | Newly Added |
| Campus Area | Newly Added |
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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 | 8311 | 1566825 | 2321 | 324940 | 10632 | 1891765 |
| Reference Books | 5839 | 1114425 | 1268 | 177520 | 7107 | 1291945 |
| Journals | 8 | 10540 | 5 | 10000 | 13 | 20540 |
| e-Journals | 0 | 0 | 6 | 21000 | 6 | 21000 |
| Library Automation | 1 | 40000 | 0 | 0 | 1 | 40000 |
| View File | | | | | | |

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

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---------------------|--------------------|---------------------------------------|-----------------------------|
| Nil | Nil | Nil | Nil |
| No file uploaded. | | | |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/GBPS) | Others |
|----------|-----------------|--------------|----------|------------------|------------------|--------|-------------|---------------------------------|--------|
| Existing | 45 | 2 | 3 | 1 | 1 | 6 | 6 | 7 | 3 |
| Added | 24 | 0 | 1 | 0 | 0 | 1 | 0 | 50 | 0 |
| Total | 69 | 2 | 4 | 1 | 1 | 7 | 6 | 57 | 3 |

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

| |
|---------------|
| 57 MBPS/ GBPS |
|---------------|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|--|--|
| NIL | Nil |

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 4.2 | 4 | 4 | 4.5 |

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

The college maintain its existing infrastructure facilities by allocating budget for the purpose. It includes regular maintenance of classrooms, office room, departmental blocks, and computer lab. The college campus cleaning is a regular activity and the campus is declared a plastic free campus and installed dustbin in every corner of the college. Besides, the maintenance of existing computers with updated software version, the campus wi-fi system are taken care by the service provider. The Central Library of the college is operated by library automation software i,e, SOUL 2.0. The green generator installed in the college for power supply is maintained regularly. The college provides cool and purified drinking water facility to the students, office staff, and library users. The departmental blocks, girls common room along with girls hostels are also provided filtered potable drinking water.

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|--------------------------------------|--|--------------------|------------------|
| Financial Support from institution | Nil | 0 | 0 |
| Financial Support from Other Sources | | | |
| a) National | (1) Ishan Uday Special Scholarship Scheme for NRE 2019-20, (2) Post metric Scholarship scheme Minorities CS (3) Central Srctor Scheme of Scholarship for College and University Students | 19 | 594000 |
| b) International | Nil | 0 | 0 |

[View File](#)

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, and Personal Counselling | 01/08/2019 | 26 | Departmental Level |

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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 | Number of students who have passedin the comp. exam | Number of studentsp placed |
|------|--------------------|--|---|---|----------------------------|
|------|--------------------|--|---|---|----------------------------|

| | | | | | |
|---------------------------|-----------|---|------------|---|---|
| | | | activities | | |
| 2019 | State TET | 7 | 10 | 0 | 5 |
| View File | | | | | |

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 |
|---------------------------|--------------------------------|---|
| 0 | 0 | 0 |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|-------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| Nil | 0 | 0 | Nil | 0 | 0 |
| No file uploaded. | | | | | |

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

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of programme admitted to |
|-------------------|--|--------------------------|---------------------------------|--|-------------------------------|
| 2019 | 10 | BA | Pol. Science, English, Assamese | Nagaon Law College, Ajmal Ali Law College, Gauhati University, Ajmal Ali B. Ed College | LLB, B Ed, M.A. |
| No file uploaded. | | | | | |

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

| Items | Number of students selected/ qualifying |
|---------------------------|---|
| Any Other | 5 |
| View File | |

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

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

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year | Name of the award/medal | National/ International | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|------|-------------------------|-------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
|------|-------------------------|-------------------------|-----------------------------|-------------------------------|-------------------|---------------------|

| | | | | | | |
|-------------------|-----|-----|-----|-----|-----|-----|
| Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | | |

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

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

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

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

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

Yes

6.2 – Strategy Development and Deployment

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

| Strategy Type | Details |
|----------------------------|--|
| Examination and Evaluation | The college conducts both external as well as internal evaluations. The external evaluations are conducted as per the time schedule of the affiliated University. The internal evaluations are conducted throughout the year by the college through sessional examination, unit test, class test, home assignment. |
| Teaching and Learning | Teachers of department of the college prepares teaching-learning plans at the commencement of every academic session.. This is done as per the academic calendar prepared for the session and submitted the same to the Principal of the college. |
| Curriculum Development | The college follows the affiliated University guidelines and academic calendar while preparing plans for curriculum development. |
| Admission of Students | The process of admission is notified earlier in the college website . The prospectus of the college may be downloaded from the college website which contain details regarding admission procedure. Online admission process is commenced from the academic session 2019. It includes the steps like (1)Before filling the application form the New Applicant need to Register themselves on the portal using a valid Email, Phone Number by clicking on New Registration button. (2) After the Registration, Applicant have to login using his/her registered phone number and created password for completing the Online Application Form. They should supply all the details in the process of filling the Online Application Form. (3) The Merit list uploaded in the college portal as well as notified on the College Notice Board. (4) On the day of admission, the applicant has to face interview cum screening test and verification of particulars conducted by the members of the admission committee. (5) The college adhere to the admission rules frames by its admission committee and instructions of |

| | |
|--|---|
| | the government. |
| Industry Interaction / Collaboration | The Career Guidance and Counselling cell of the college provided guidance to students for appearing various examination under the state Government. |
| Human Resource Management | Important measures adopted for management of human resources are: (1) Recording of daily attendance of both teaching and non-teaching staff. (2) By collecting feedback from the stakeholders. (3) Providing monthly salary. and (4) Through Annual Performance Appraisal Report. |
| Library, ICT and Physical Infrastructure / Instrumentation | The central library of the college is updated with library automation software with sufficient books, journals. Books are issued and received by computerized system. The library has ample sitting capacity for students. Besides, the college campus is linked with Wi-Fi facility. |
| Research and Development | The college lays emphasis on developing research culture in the college. The Research and Publication Committee provide guidance for more research work, seminar, and workshop in the college. presentation in seminars and peruse research project work. |

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

| E-governance area | Details |
|--------------------------|--|
| Administration | E-governance areas regarding administration extend to (1) Information management and transaction with DHE, Assam through online (2) Information regarding activities of different cells are done through college portal (3) Issues smart library card and students smart i-card (4) Biometric machine is used for recording attendance of teaching and non-teaching staff. |
| Planning and Development | The e-governance area in planning and development : (1) Goods and materials are purchased through online quotation. (2) Developmental works are done through tender as notified in the college website. (3) Library works, including purchase of materials, books, journals, development of software, are done through quotation. (4) The HAAC Faculty Group, the college WhatsApp group are used extensively as part of e-governance. |
| Finance and Accounts | The finance and accounts of the |

| | |
|-------------------------------|---|
| | college are maintained by College automation software and excel. |
| Student Admission and Support | The college introduced online registration and application for admission from the academic session 2019. The students are given proper counseling and guidance before choosing option of subject combination. The college website contains uploaded rules and regulations of regarding admission. Daily class routine are also uploaded in the college website. |
| Examination | The college has introduced CBCS course from the academic session 1919 and implemented the Programme of examination of the affiliated University. The internal examinations are held as per the academic calendar of the college. The programme, schedule, evaluation, re-schedule of internal examination are done through notification in the college website. |

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 |
|---------------------------|-----------------|--|--|-------------------|
| Nil | Nil | Nil | Nil | 0 |
| View File | | | | |

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

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|-------------------|--|---|-----------|---------|---|---|
| Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | | |

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

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---------------------------------|-----------|---------|----------|
| Nil | 0 | Nil | Nil | 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 |
|---|--------------|----------|
| The college has financial society for teaching and non-teaching staff called Thrift and Credit Society, HAAC. The main objective of the society is the welfare of the teaching and non-teaching staff. The funds collected to the society through the monthly contribution of the staff members | Yes | No |

6.4 – Financial Management and Resource Mobilization

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

The college maintain financial accounts which are audited by external auditor. The record of financial transaction are recorded by the Principal with the office assistance. The finance and accounts of the college are maintained by College automation software and excel. Besides, as resource mobilisation options, the college has land for cultivation and fishery in the campus which are leased annually to generate extra income.

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

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

6.4.3 – Total corpus fund generated

| |
|---------|
| 2500000 |
|---------|

6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | Nil | Yes | IQAC |
| Administrative | No | Nil | No | Nil |

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

The college lack a parent-teacher association. The teachers association of the college contributed a lot for the physical development of the college. The car/bike and/cycle shed of the college is constructed by the teachers. •

Parents provided a few bookshelf for departmental block. The Principal of the college communicate with parents any of the problems faced by the students in the college. Valuable suggestions from guardians and parents are implemented for maintaining discipline in the college.

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

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

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

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

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|--|-------------------------|---------------|-------------|------------------------|
| 2020 | Celebration of Woman day | 08/03/2020 | 08/03/2020 | 08/03/2020 | 75 |
| 2019 | Teachers Day calibration -Felicitation Program | 05/09/2019 | 05/09/2019 | 05/09/2019 | 155 |
| 2019 | Orientation programme for Freshers for the new session | 05/08/2019 | 05/08/2019 | 05/08/2019 | 153 |

[View File](#)

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 |
| Special Camp at Burigaon | 01/04/2019 | 05/04/2019 | 15 | 22 |

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

Percentage of power requirement of the University met by the renewable energy sources

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

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|-----------------|--------|-------------------------|
| Ramp/Rails | No | 0 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|---------------------------|--|--|------------|----------|------------------------|------------------|--|
| 2019 | 1 | 1 | 07/09/2019 | 1 | Importance of cleaning | 1 | 30 |
| View File | | | | | | | |

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

| Title | Date of publication | Follow up(max 100 words) |
|---|---------------------|---|
| Values and Ethical Code of Conduct is available in the colleg website | 05/08/2019 | The college maintain its ethical code of conduct as displayed in the college website. The prospectus of the college also manifests some dos and don'ts which includes: <ul style="list-style-type: none"> • Bringing smart I-Card for stakeholders daily • Wearing college uniform is must for students for entering the campus • Displaying good demeanour in the campus • Maintaining congenial peaceful atmosphere for in the library. • Protection of college property • Participation in curricular and extra-curricular activities. |
| Some Dos and Donts | Null | The prospectus of the college contains Dos and Donts for the students. |
| Meet Your Principal Programme | 05/08/2019 | The programme is conducted every year to inculcate values among the students. |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|-------------------------------|---------------|-------------|------------------------|
| Meet Your Principal Programme | 05/08/2019 | Nil | Nil |
| No file uploaded. | | | |

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

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

- From the Academic Session 2019 the college has introduced and adopted the online admission process for the students. This was done in responding to the demand of the student community as well as the feedback collected from the parents and guardians. The students seeking admission to the college shall have to apply online through our admission portal www.haaconline.org.in. Even the college prospectus is made available in the college web with download facility. There is no provision for cash payment. The students have to deposit their required fee through payment Gateway: Bill Desk linked <http://www.haaccollege.org.in> by Credit/Debit Card, ATM card, Net banking etc. Admission for the Session 2019-2020 is conducted by the Admission Committee constituted by the Principal. All matters relating to admission matters are settled by the Admission Committee. The decision of the Admission Committee shall be deemed final and bound.
- For the development of infrastructure of the college, the RUSA grants provided more impetus in completion of further developmental work in the college such as-Girls Common room with modern facilities, library extension with more sitting capacity of students. Renovation of ponds of the college added beauty to the college.

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

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

7.3 – Institutional Distinctiveness

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

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

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

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