YEARLY STATUS REPORT - 2021-2022

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 its own campus?	Yes
• Phone no./Alternate phone no.	03674299989
• Mobile No:	9435739006
• Registered e-mail	iqachajianfar1986@gmail.com
• Alternate e-mail	haacdaboka@gmail.com
• Address	Doboka
• City/Town	Hojai
• State/UT	Assam
• Pin Code	782440
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid

	• Name of the Affiliating University	**Gauhati University**
	• Name of the IQAC Coordinator	**Dr. Adidur Rahman**
	• Phone No.	**03674299989**
	• Alternate phone No.	**9435235981**
	• Mobile	**7002953202**
	• IQAC e-mail address	**iqachajianfar1986@gmail.com**
	• Alternate e-mail address	**adidurrahman7@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)		https://haac.ac.in/upload/aqar/1671472884.pdf
4.Whether Academic Calendar prepared during the year?		**Yes**
	• if yes, whether it is uploaded in the Institutional website Web link:	http://haac.ac.in/upload/library/College%20Academic%20Calender.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**66.8**	**2005**	**21/09/2005**	**29/09/2012**
Cycle 2	**B**	**2.41**	**2016**	**19/02/2016**	**18/02/2021**

6.Date of Establishment of IQAC	**12/05/2008**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	**Aids Control Awareness Programme**	**State Government**	**06.12.2021**	**36,0000**
Institutional	**Campus Cleaning**	**Director of Higher education, Assam Government**	**12.04.2021**	**17,000**

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

• Organised gender sanitized programmes through the Women Cell of the college including celebration of Girl Child Day, conducted audit on women hostel, formed Anti-Sexual Harassment Committee to prevent violence against women, • The IQAC has initiated and the process for the conduct of audit especially on the Library, Academic and Green audit during the year. • Organised community outreach awareness programmes on International Children Day, Anti-drug Addiction Campaign involving local community and NGOs through the NSS unit of the college. • Initiated the process of involvement of guardian/ parents to the overall development of the college. • Upgradation of Library automation software from SOUL 0.2 to SOUL 0.3. • Collection of feedback from the students on Administration, Library and Infrastructure of the college.

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

Plan of Action	Achievements/Outcomes
(1) Library Upgradation	(1) The Library automation upgraded from SOUL 0.2 to 0.3.
(2) Digital form of College magazine	(2) Digitalized the College Magazine and uploaded in the College website.
(3) More PG courses as recommended by 2nd Cycle NAAC Peer Team	(3) The college has achieved to introduce four more M.A. courses under KKHSOU.
(4) Use of more ICT tools in the teaching-learning process as recommended by 2nd Cycle NAAC Peer Team	(4) The college has introduced 2 nos ICT enabled class rooms along with 2 nos smart classes for making the teaching-learning process more effective.
(5) More books, journals, e-journals for research work facilities as recommended by 2nd Cycle NAAC Peer Team.	(5) The numbers of library books have been increased as -text-book – 10632, reference book – 7107, journal – 13, e-journal – 06.
(6) Faculty/student exchange programme	(6) The college emphasized on the learning through sharing and exchange of ideas, knowledge, learning methods, research activity with other institutions. For the purpose, the college entered into contract through MoU with 10 institutions.

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	19/12/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	22/04/2022

15.Multidisciplinary / interdisciplinary

The Haji Anfar Ali College is the single steam Arts College. The college strictly follows the scheme of courses as prescribed in the Choice Based Credit System (CBCS) endorsed by its affiliated University-the Gauhati University for Undergraduate (UG) programme. It encourages the students to opt for subject combination of their interest of any discipline. The subject combinations are explicitly provided to the students through proper counseling and mentoring before taking admission. Apart from that, students are allowed to make changes of subject combination even after admission but before final registration to the affiliated University. For any alteration in the subject combination, the consent of the respective Departmental HoDs and approval of the Principal is a must.

16.Academic bank of credits (ABC):

The Haji Anfar Ali College is permanently affiliated to the Gauhati University. It follows the prescribed CBCS syllabus of the affiliated University. The college shall follow and execute the system of Academic Bank of Credits (ABC) as soon as the NEP-2020 is implemented by the affiliated University.

17.Skill development:

The Haji Anfar Ali College tries to develop the skills among the students by imparting training and organizing various programmes in the college.

1. The students are encouraged to participate in different community outreach programmes conducted by Cells and the NSS unit of the college. Participation to various community services encourage them to acquire skills as to how to face and social problems. The students of NSS unit provide commendable community services inside and outside of the college.
2. The students of the college are encouraged to undertake project work as part of Semester End Internal Examination. The project work is a part of internal assessment of a few departments such as Assamese, Environmental Studies, SEC papers of Political Science and History. Project work provides ample opportunity to learn skill about how to collect, analyse data for research work.
3. The students along with teachers maintain departmental wall

magazine to display their academic skills through writings.

4. The Basic Compulsory Computer Course (BCCC) is compulsory for all students of the college. Students attend both theortical and practical classes in the computer lab. In fact, the skills acquired by the students increases the chances of their placement in private as well as in public sectors.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The Haji Anfar Ali College follows the prescribed CBCS syllabus of the affiliated University. The college tries to impart the Indian Knowledge System through the prescribed syllabus which includes:

1. Students are encouraged to opt for regional language such as Assamese as Modern India Language at the time of admission.
2. The students of the college are encouraged to organise cultural programme in the locality wearing cultural dresses and traditional ornaments.
3. The college has elected cultural secretary form among the students to for organizing cultural activities in the college. The cultural programmes as part of Annual College Week. In respect of local traditional culture, the traditional Assamese, Karbi and Bodo tribal songs and dances are performed in the cultural programme of the college week.
4. The college celebrates International Mother Language Day which obviously helps in disseminating the knowledge of our traditional languages among the students of the college.
5. Students are encouraged to field tour in places of historical importance and indigenous monuments such as Bordurea, Tejpur, Sibsagar etc,

19. Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Haji Anfar Ali College is to execute the Outcome Based Education (OBE) in the teaching-learning process. The college emphasizes on training of all faculty members to achieve goal of student centric education instead of teacher's centric education. There is necessity to redesign, develop and adopt measures for student learning through the attainment of outcomes. The college strives for implementing the OBE in the following aspects:

1. Orientation Programme: The College organise the orientation programme for the students. The programme helps in conveying the information about the teaching-learning plan, method of assessment and evaluation and the process of attaining the programme and course outcomes.

2. **Meet Your Principal Programme:** This is the most unique mid semester programme organised for the students of the college. The main objective of the programme is to make aware the students of the ethical or moral code of conduct to be followed by them.

3. **Teaching Plan:** The College follows the prescribed affiliating University syllabus. The syllabuses are distributed among the teacher by respective HoDs of the departments. On the basis of syllabus distribution, the teachers prepares teaching plan for the academic session to meet the course outcome.

4. **Use of ICT tools:** To make the teaching-learning process outcome more effective, the teaching faculties are inspired to use updated method of teaching using LCD projector, laptop, and presentation through slides in the class room. Faculty members use college portal for online classes, study materials.

5. **Promote Research Culture:** The college tries to promote research culture among the faculty members. The college has a Research and Publication Committee which tries to promote and encourages the teacher for research work including minor and major project work, publication research articles in referred journals. A number of teachers have applied for research project and have completed the minor research projects.

6. **Extension work:** The College has different Cells and committees involve with different specific extension works in the local community as part of social responsibility. The NSS unit of the college in association with IQAC has organised activities in the locality. The students become aware of the social problems by participating in community services.

20.Distance education/online education:

The Haji Anfar Ali College is the only premier institution in the locality for imparting not only the regular mode of education but also provides opportunities for distance education. The college lays equal emphasis on the distance mode of education.

(1) Distance Education:

1. The college is recognised contact study centre of the Krishna Kanta Handique State Open University, (Distance learning institution of Higher Education recognised by the Government of Assam).
2. The Study Centre of the KKHSOU is managed by a Coordinator

> assisted by a committee headed by the Principal of the college.
> 3. The Study Centre follows both the UG and PG courses and subsequently accorded examination centre by the KKHSOU.
> 4. The Study Centre has a separate office room in the college campus.
>
> **(2) Online Education:**
>
> The Haji Anfar Ali College provides facilities for online education to its students. During COVID-19 period the online mode has proved instrumental in providing educational facilities to the students. Following steps have been adopted so far to provide online education:
>
> 1. The college has its portal for providing online education-haaconline.org.in. The students can access or log in the portal through their registered mobile number and Unique ID.
> 2. The students can upload their requirements of notes, organise discussion or analysis of topic to a particular teacher of the department. Even the teachers prepare notes, answers of questions as per requirements of the students. The students submit their Home Assignment copies in online mode.
> 3. The teachers are encouraged by IQAC to participate in short term courses, Faculty Development Programmes, Certificate Course through online. A number of teachers have participated in FDP through online mode.

Extended Profile

1.Programme

1.1   **166**

Number of courses offered by the institution across all programs
during the year

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **1201**

Number of students during the year

File Description	Documents
Data Template	[View File](#)

2.2   **444**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	[View File](#)

2.3   **305**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **18**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **18**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

| 1.1

 Number of courses offered by the institution across all programs during the year | **166** |

File Description	Documents
Data Template	View File

2.Student

| 2.1

 Number of students during the year | **1201** |

File Description	Documents
Data Template	View File

| 2.2

 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **444** |

File Description	Documents
Data Template	View File

| 2.3

 Number of outgoing/ final year students during the year | **305** |

File Description	Documents
Data Template	View File

3.Academic

| 3.1

 Number of full time teachers during the year | **18** |

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**18**

File Description	Documents
Data Template	**View File**

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**09**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**58,21951 INR**
4.3 Total number of computers on campus for academic purposes	**65**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Haji Anfar Ali College try to ensure effective curriculum delivery through a well planned and documented process throughout the academic session.

- **The College follows the curriculum prescribed by its affiliating University. The college prepares its own Academic Calendar before the commencement of each academic session and shared among the teaching and non-teaching faculty and upload the same in the College website.**
- **The affiliating University prescribed syllabus of each semester is distributed among the teacher and students by the HoDs of each department at the commencement of each academic session.**
- **On the basis of distribution, the teachers of each department prepares teaching plan on the basis of syllabus for the academic session.**
- **The head of the institution supply log book to each**

- department to record their daily classes. The log book are provided month wise and preserved for academic record.
- There is provision to cover the unattended portions or unit of syllabus through tutorial or remedial classes as per daily class routine.

The even semester of 2021 academic session was affected by Covid -19 pandemic. Normal classes were suspended for subsequent lockdown situation. To cope up with the situation the college adopted online method of teaching-learning and evaluation process for delivery of the curriculum.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://gauhati.ac.in/footerlink/syllabi-&-courses

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Haji Anfar Ali College adheres to the Academic Calendar of the affiliated University for the continuous internal evaluation. The college adopts the following steps:

- It is mandatory for the college to follow the Academic Calendar of the affiliated University.
- The college prepares its own Academic Calendar which is prepared by the Academic Committee at the commencement of every academic year. The same is uploaded in the College portal. The main function of the Academic Committee is to prepare its own Academic Calendar and schedule for implementation of co-curricular activities.
- The college conducts external examination as per the programme prescribed by the affiliating University.
- For the continuous internal evaluation, the evaluation process such as class test, unit test, sessional examination, and departmental filed work are conducted as per Academic Calendar of the college.
- Special sessional examination is also held for the students carrying poor marks in the semester end internal examination. This is done through proper notification and special care is taken by personal mentoring, remedial classes.

- **Co-curricular activities as part of continuous evaluation of students are held in the college as per the Academic calendar.**

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://haac.ac.in/upload/library/College%20Academic%20Calender.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

12

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1201

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

5

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The affiliating University in its curriculamtries to integrate crosscutting issues relevant to professional ethics, gender, human

values, environment and sustainability into the curriculum. It encourages students to choose different courses to inculcate human values and ethics, gender, environment and sustainability. They include:

(i) Environmental Studies, incorporates units such as natural resources, environmental pollution, biodiversity and conservation, environment policies and practices, eco system, human communities and the environment in the second semester. (ENV-AE-2014).

(ii) Curriculamof Education, contains courses such as-(a) Foundation of Education (EDU-RC-1016), (b) Psychology of Adolescents (EDU-RC-2016), (c) Guidance and Counseling (EDU-RC-3016), (d) Continuing Education (EDU-DSE-5016), (e) Human Rights Education (EDU-DSE-5036), (f) Mental Health & Hygiene (EDU-DSE-6016)

(iii) Curriculamof Economics, courses on (a) Economics of Health and Education (ECO-HE-5016) for 5th Semester (b) Environmental Economics (ECO-HE-6016) for 6th semester.

(iv) Political Science, includes courses such as (a) Introduction to political Theory (POL-RC-1016), (b) Comparative Government and Politics (POL-RC-3016), (c) Human Rights (POL-DSE-5026), (d) Human Rights in India (POL-HE-6016)

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1055

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://haac.ac.in/upload/iqac_file/168430 3466.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1500

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

101

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The learning level of the students commences with process of admission into the college. A number of measures have been adopted to assess the level of advanced and slow learners which includes:

1. **Proper counseling on the subject combination at the time of admission by Admission Committee members.**
2. **Special Induction Program and Meet Your Principal program organised at the very first day and mid semester of the college.**
3. **Special mentoring for slow learners by mentoring committee.**
4. **There are also provisions for remedial and tutorial classes for slow learners.**
5. **Special internal examinations are held for poor scorer.**
6. **Slow learners are encouraged to meet departmental teachers individually to resolve their doubts.**
7. **Slow learners are motivated to use library resources for their improvement.**
8. **Encouragement for advanced learners to involve in extra-curricular activities including debate competition, quiz, conference, seminars etc.**
9. **Advanced learners are inspired to pursue higher studies and participate in civil services.**

File Description	Documents
Link for additional Information	https://haac.ac.in/assesment.php
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1201	**18**

File Description	Documents
Any additional information	[View File]()

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The Haji Anfar Ali College emphasize on student centric learning method through participation of students in different activities:

- **Experimental Learning: Experimental learning method involves active participation of our students including field works for writing departmental project work, field visits, and soft skill learning in computer lab.**
- **Problem Solving Learning Methods: The students of the college are encouraged to adopt problem solving learning methods to acquire knowledge about the society they live. The problem solving learning methods involves active participation of students in groups to find solution to the problems of society. Apart from that, the teachers discuss the issues and problems facing by the society in the class rooms. They are encouraged to participate in the programmes organised in the college such as gender issues, women empowerment, child rights, decentralisation and Panchayatiraj, welfare of the deprived sections of people, legal and constitutional issues, health awareness programmes, and environment related issues.**
- **Participative Learning: Learning through participation is the most significant feature of the college. The college helps the students in solving academic and non-academic problems through participatory management. The teachers and students are the members of different Cells and Committees which are instrumental in learning by participation. The students are encouraged to develop innovative knowledge through active participation in the seminar, workshops or talks delivered by invited resource persons. Besides, the soft skill knowledge and classes of Communicative English language helps them to increase communicative skills and compete in the debate and group discussion.**

File Description	Documents
Upload any additional information	[View File]
Link for additional information	[NIL]

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty members of the Haji Anfar Ali College are encouraged and trained to use the available ICT tools for enhancing the teaching-learning process and maximize the outcomes. They include:

- Two numbers of classrooms is provided with smart boards, and two classrooms are fitted with LCD projectors, computers, printers and sound system for effective learning. The teachers and students are encouraged to use them maximum.
- The teachers are also trained as to how to use ICT tools. The college has organised a National webinar on the computer education and its implication in the New Education Policy (NEP) 2020.
- Teachers are encouraged to use the ICT tools such as power points, slides, videos replacing the traditional teaching-learning methods. But still the teachers use the traditional classes who are not well adept in using the ICT tools.
- During covid-19 pandemic, the ICT tools were used extensively for taking online classes and webinars through online platform such as Google Meet, Webex Meetings, and Zoom.
- The college website provide opportunity to upload soft copies of classes notes, audio and video classes, lecture recording with easy access and downloading facility for the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://haac.ac.in/facilities.php

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

28

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Haji Anfar Ali College has a well planned mechanism for continuous internal evaluation at the institution level. The internal assessment of the students constitutes an integral part of the Semester End Final Examination conducted by the affiliating University. The college has initiated the following steps for making the internal assessment more transparent in terms of frequency and mode.

- **Semester End Internal Examinations are held as per the Academic Calendar of the college. Internal Examination Committee of the college headed by the Vice-Principal of the college as academic in-charge arranges and conducts the examination.**
- **The programme schedule for examination, setting of question papers, invigilation duty list of teachers are uploaded in the college website.**

- **The teachers evaluate 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 slow learners and those who carry poor marks in their first examination. This done after proper mentoring and taking remedial classes for them.**
- **The marks of internal examination are submitted to the Principal for final submission to the affiliating University.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://haac.ac.in/assesment.php

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The internal assessment of the students constitutes an integral part of the teaching-learning process. The college has initiated reforms from time to time in making the internal assessment more transparent. The internal examination related anomalies or grievances of students are redressed by adopting the following the essential steps:

- **Semester End Internal Examinations are held as per the Academic Calendar of the college. Holding of examination, evaluation period, declaration of results and submission of marks are submitted as per scheduled time. This makes the students and teachers aware about the time-bound schedule of the examination.**
- **The Vice-Principal is the academic in-charge, he arranges and conducts the examination and tries to resolve examination related grievances in consultation with the Principal.**
- **The examination schedules, setting of question papers, invigilation duty list of teachers are uploaded in the college Website. The Principal can reschedule examination if he deems it necessary.**
- **The HoDs of departments can initiate steps to resolve any grievances including evaluation and scrutiny of answer scripts of students if raised. The HoDs tries to resolve the grievances of students in consultation with the Principal.**
- **The college has Grievance and Redressal Committee to look**

into any matters of students including internal examination.

File Description	Documents
Any additional information	View File
Link for additional information	https://haac.ac.in/assesment.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Haji Anfar Ali College follows the prescribed curriculum of its affiliating University. Accordingly, the college implements the CBCS syllabus approved by the affiliating University.

(A) Teachers: The teachers of the college are well aware of the programme and course outcomes. At the commencement of each academic session, the photo copies of syllabus are distributed among the teachers by the HoDs of concerned departments for preparing teaching/lesson plan. Each of the paper prescribed by the affiliating University contains its specific objectives and course outcomes.

(B) Students: The students willing to take admission in courses are given proper guidance and counseling before final registration to the affiliated University. The departmental HoDs and mentors provide guidance to the students to choose the course of their interest. The college website contains elaborate list of course outcomes semester wise. Besides, the prospectus of the college contains detailed list of courses whichprovide the opportunity to students to select course combination. Apart from that, the students are given option to alter the courseseven after admission.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://haac.ac.in/assests/Programmes%20and%20Course%20Outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Haji Anfar Ali College tries its best to evaluate the Programme and Course outcomes at the institutional level periodically.

- The College website contains the detailed list of Programme and Course outcomes.
- The Academic Committee of the College evaluates the programme and course outcomes in every academic session. The in-charge of the Academic Committee is the Vice-Principal of the college with nominated members.
- The Academic Committee meets regularly to assess the course outcomes especially in the wake of declaration of results of each semester by the affiliated University. The committee discusses the outcomes and suggests measures for their improvement of results.
- The College has an Internal Examination Committee to conduct Semester End Internal Examination as per Academic Calendar of the college. The internal examinations Committee notifies the examination programme, collect question papers from respective departments, distributes invigilation duty to teachers. The results are declared by respective departments and the poor scorers in the examination are provided opportunity to re-appear in the Special Semester End Internal examination after proper counseling through remedial and tutorial classes. After evaluation, the results sheets are submitted to the Principal by the HoDs of respective departments for submission to the affiliatedUniversity.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://haac.ac.in/assests/Programmes%20and%20Course%20Outcomes.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

175

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://haac.ac.in/upload/annual/1669284248.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://haac.ac.in/upload/iqac_file/1683729624.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

7

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

7

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Following are the extension activity carried out during the period:

(1) Organised Awareness Programmes on 3rd November 2021 for New India@ 75 which was sponsored by Assam State Aids Control Society under the guidance of NACO, organised by: Red Ribbon Club of the College.

(2) Awareness Programme on Drugs Addiction was organized by Hojai District Police Administration in Collaboration with Drugs De-Addiction Centre, Doboka sponsored by North East Rural Welfare Society (NGO) and the Community Development Cell of the College on 25th May 2022.

(3) Organised Anti-Drugs Activity involving the local people in association with North-East Rural Welfare Society on 26 June, 2021.

(4) A District Level Training Programme on Leprosy Eradication was organised on 22nd October'2022 by NHM, Hojai District in cooperation with Medical Cell of the College.

(5) The District Administration, Hojai with IQAC organized a "COVID-19 Vaccination Drive" 15th October, 2022 for the employees of the College and people of locality. The drive offered Booster doses as Covaxin.

(6) During the period the college turned into a Community Quarantine Centre. The teachers and students volunteers of the college provided possible help to the people quarantined at the

college as part of social responsibility.

File Description	Documents
Paste link for additional information	http://haac.ac.in/college_activities.php
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

6

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	[View File](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate infrastructure and physical facilities for teaching- learning. Such as classrooms, laboratories, computing equipment, physical fitness centre, Auditorium etc.They include:

- **Class Rooms: The college has 9 rooms for taking regular classes. Among them 3 numbers of Halls are there with sitting capacity of 300 students.**
- **Computer Lab: The College has a computer lab with 50 computers with printing and projector facility.**
- **Auditorium: The college has a Auditorium with sitting capacity of 300 audience. It is used for organizing cultural events, programmes, celebration of important days.**
- **Examination and Mico Zone office: The college has separate confidential examination and micro zone office room.**
- **Accounts and Audit Office: The college has separate account office for keeping accounts and finance.**
- **Distance and Open Learning office: The college has separate office for conducting distance and open learning education under Krishna Kanta Handiqui State Open University (KKHSOU).**
- **Language Lab: The college has a language lab with 10 computer with sitting facility.**
- **Community College: The college has a community college room.**
- **NSS office: The college has a separate NSS office for conducting its activities.**
- **Physical Fitness Centre: The College has Physical Fitness Centre with all modern tools and facilities including**

running electronic machine, weight lifting tools, and special mat for physical exercise.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://haac.ac.in/facilities.php

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Haji Anfar Ali College encourages its students for participation in the cultural activities including sports and games. The college organizes Annual College Week every year as per Academic Calendar of the college. The college has adequate games and sports facilities which include:

- Indoor Games: The College has multipurpose indoor stadium with 75x75 feet width and breadth with sports facilities for indoor games such as (i) Badminton (ii) Table Tennis (iii) Carom (iv) Chess etc.
- Outdoor Games: The College provides outdoor game facilities to its students including (i) Foot ball. (ii) Cricket. (iii) Volleyball. (iv) Basket Ball. (v) Kabaddi etc. The college has football play ground for organizing foot ball, cricket and basket ball court.
- Annual College Week: Every year the college holds Annual College Week which includes cultural events, quiz competition, debates, extempore speech etc.
- Inter College Sports Competition: The College also organise inter-district college competition in badminton in the indoor stadium.
- Physical Fitness Centre: The Physical Fitness Centre is equipped with facilities such as electronic running machine, weight lifting, special mats for physical exercise. The facilities are accessible to teaching and non-teaching staff and students of the college.
- Yoga Events: The College observes International Yoga Day every year and signed MoU with Lanka Yoga Niketan for yoga practice.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://haac.ac.in/facilities.php

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://haac.ac.in/facilities.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

55,75057 INR

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library of Haji Anfar Ali College is known as SNB Central Library. Keeping in mind recommendation of the NAAC Peer Team for 2nd Cycle, the Library of the college is automated using Integrated Library Management System (ILMS)

- The Central library is fully automated with SOUL 2.0 version ILMS (Integrated Library Management System).
- The OPAC is also available in the library system.
- The Central library has 3 functional computers with internet facility as used by teachers and students.
- The books are issued and received by SOUL 2.0 software. The library is planning to upgrade the software from SOUL 2.0 to 3.0.

The Central library provides all possible facilities to its readers and has a spacious reading room which can accommodate 100 students. The library maintains it daily attendance register for entry and exit of visitors in the library. The library provides smart library card for both teachers and students. Books can only be issued by using smart library card.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://haac.ac.in/library.php

4.2.2 - The institution has subscription for the E. None of the above
following e-resources e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

122

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Haji Anfar Ali College always encourages its faculty members and students for maximum utilization of its IT infrastructure facilities. It provides IT facilities like:

- The college campus is provided Wi-Fi facilities for students and teachers.
- The IT infrastructures of the college are regularly maintained by expert Firm Groups known as S.S Technologies, Guwahati, Assam. They help in updating and maintaining IT equipments including computers, computer lab, library software, CCTV, LCD Projectors.
- The college expend fair budget for updating IT facilities in order to provide quality education and make them available to teachers, students and office of the college.
- The Basic Compulsory Computer Education for all is run by the college. The guest faculty teacher of computer helps in

maintaining regularly the existing IT infrastructure including installation of UPS, software application and hardware equipments, LCD Projector, internet and Wi-Fi facility for better IT infrastructure management.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://haac.ac.in/facilities.php

4.3.2 - Number of Computers

65

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

18,16,773 INR

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Haji Anfar Ali College has well established systems and procedures for maintaining and utilizing its physical, academic and support facilities such as language lab, computer lab, Central library, indoor stadium, games and sports items, Physical Fitness Centre, existing classrooms, departmental blocks and offices.

1. **The college has appointed staff to maintain the physical facilities including buildings, class rooms, offices, garden, electricity, entrance gate, hostels.**
2. **Cleaning of floor and washroom is a regular activity maintained by staff appointed for the purpose.**
3. **The ICT facilities and related equipments of computer lab are supervised by the Computer guest faculty and maintained periodically by the hired firm- S.S. Technology, Guwahati.**
4. **The house keeper maintains the stock register and reports the verification of stocks at the end of every year to the Principal.**
5. **Different Cells and Committees of the college submit their requirement to the Principal through their coordinators.**
6. **The HoDs of all departments are responsible for maintaining records of departmental assets and prosperities. The HoDs are to submit reports of physical facilities and academic records to the Principal.**
7. **The collected reports on physical and support facilities are placed before the Governing Body of the college for discussion by the Principal. The Governing Body is authorized to take decision in this regard.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://haac.ac.in/facilities.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1201

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	http://haac.ac.in/facilities.php
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

48

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

3

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	[View File](#)
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Haji Anfar Ali College strives to achieve the mission and vision through decentralisation of activities. The college provides facilitates for students' representation and engagement in various administrative, co-curricular and extra-curricular activities which includes:

(1) HAACSU: This is democratically elected body called Haji Anfar Ali College Students' Union (HAACSU) to represent the students of the college. It is constituted every year as per the academic calendar of the college. The election to the HAACSU is held free

and fair means under the surveillance of a district administrative officer. The Principal happens to be the Returning officer. One senior teacher is appointed as Assistant Returning Officer for conducting the election smoothly.

(2) IQAC Members: The IQAC of the college isalso represented by the nominated members of the students.

(3) NSS Unit: The NSS Unit of the college plays a significant role for providing community service not only in the campus but also outside the college campus. There are more than thirty seven student volunteers members in the NSS Unit.

(4) Members of Cells and Committees: The students are also involved as members in different Cells and Committees. There are three students members in the Committee Against Sexual Harassment (CASH).

File Description	Documents
Paste link for additional information	http://haac.ac.in/upload/s_union/1677059221.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

1

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Haji Anfar Ali College has a Alumni Association which plays a significant role to the development of the college.

- **The alumni association of the college is yet to be registered.**
- **The alumni provided lot of financial support to college. The canteen of the college is donated by the alumni member.**
- **The alumni members also provide support services in Annual College Week, Fresher's Social and celebration of important days in the college.**
- **The alumni also organise awareness and community development programme in the college and locality as part of social service.**

File Description	Documents
Paste link for additional information	http://haac.ac.in/alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College has its specific mission and vision to achieve which are reflective in its governance.

- **Principal as the Administrative & Academic Head: The Principal plays a significant role in the governance of the college. For effective administration, the principal maintain coordination among staff, students and guardians. As academic head of the college, he maintains constant touch with all departmental HoD and affiliating University.**
- **The Governing Body (GB): The GB is the supreme body responsible for implementing the mission and vision of the college. It consists of Principal as chairperson, President, University representatives and members represented by teaching and non-teaching staff. It possesses powers including financial, developmental plan, approval for the promotion of staff etc.**
- **Role of IQAC: The IQAC plays a major role for quality education. Meetings of the IQAC chalk out plans for quality education.**
- **Cells and Committees: They are constituted for the purpose of implementing goal, objective and values of college. They work as the right hand of the principal for smooth functioning of activities.**
- **HAACSU: The Students Union (HAACSU) is the democratically elected body represents the student of the college are directly involved in achieving its mission.**

File Description	Documents
Paste link for additional information	http://haac.ac.in/corevalues.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization

and participative management.

The Haji Anfar Ali College continued to maintain its practices of decentralisation and participatory management. The leadership in the college is effectively implemented through decentralization of authority and activity.

- The Principal is the administrative head of the college. The Principal takes decision on all important academic and non-academic matters.He is the chairman of Principals Forum, Nagaon District.
- Decentralization of authority to different Cells and Committees which are constituted to achieve specific objectives.
- There is decentralisation in the management of academic activities as the Vice-Principal possesses the authority look after the academic activities of the college.
- A numbers of teachers are affiliated University nominated members to GB ofdifferent colleges.
- Teachers are holding portfolios in their parents Associations.
- Decisions regarding a particular department are taken by the Principal in consultation departmental HoD. The HoDs of are authorized to distribute syllabus, prepare teaching-learning plan and maintain log book.
- The IQAC coordinates all the academic and non-academic activities of the college. The decisions taken by the IQAC are tried to execute them in cooperation with faculty members.
- Participatory management also ensured through the engagement of varied activities of teaching and non-teaching staff, representatives of Governing Body, Students Union, alumni, members of guardian forums.

File Description	Documents
Paste link for additional information	http://haac.ac.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Haji Anfar Ali College has pre-approved master plan which is effectively deployed to implement in different phases which

includes:

- All works are done according to the Master Plan of the college.
- The developmental works are implemented by approved plan and estimates of the work.
- The Building Construction Committee is there to supervise the construction work in the college.
- The college has separate Purchase Committee to purchase related goods, items and other equipments. The goods are also purchased through proper issue of tenders.
- The construction related works are done according to the tenders and made available in the college website.
- The college is tied up with S.S. Technologies, Guwahati for maintain college website and ICT tools and other equipments.
- All the expenditure excluding the salary of employees is audited annually by internal and external auditor.
- The expenditure to be incurred is to be approved by the Governing Body of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://haac.ac.in/tender.php
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc

- The College came under grant-in –aid system in 1998 and provincialized in 2005 by the Government of Assam.
- The college follows the circulars and instructions by the Government of Assam and Director of Higher Education, regarding appointment of employees.
- The college follows the service rules of the Government of Assam for the promotion of its employees.
- The Principal maintains the service book of the employees

and keep under his custody.
- **The Governing Body is the authority for the approval of appointment and promotion of its employees.**
- **Annual Performance Appraisal reports are maintained by the Principal on the basis of report provided by the IQAC Coordinator.**
- **The Feed back on the teachers provided by the students helps in compiling the report on teacher's performance and promotion.**
- **Both teaching and non-teaching staff are provided benefits of GPF, GIS, and other permitted leaves for them.**
- **Women teachers are provided maternal leaves as per the service rules.**
- **Provides all kinds of facilities to its employees for attending career and professional development courses.**

File Description	Documents
Paste link for additional information	https://haac.ac.in/index.php
Link to Organogram of the Institution webpage	https://haac.ac.in/upload/iqac/1669024626.jpg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Haji Anfar Ali College has taken a number of effective welfare measures for its teaching and non-teaching staff.

- Both teaching and non-teaching staff members can avail the financial benefits through the Thrift & Credit Society of the college.
- The teaching and non-teaching staff could avail the leave facility including maternity leave by women faculty members as per the service rule of the Government of Assam.
- The college provides insurance facilities like GIS to its employees as per the rules of the Government of Assam.
- Library facilities are made available to teaching and non-teaching staff during.
- The teaching and non-teaching staffs of the college are provided sports facilities including badminton, volleyball, basket ball and foot ball.
- Both teaching and non-teaching staff are provided Physical Fitness Centre facilities for regular physical exercise.
- The teaching and non-teaching staff is provided college canteen facilities during day time.
- Medical Cell of the college assists the employees and students in health related issues.

File Description	Documents
Paste link for additional information	https://haac.ac.in/Welfare%20Measures%20for%20Employee.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

0

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The IQAC of the Haji Anfar Ali College plays an important role in preparing the report in consultation with the Principal for the evaluation of performance of its teaching and non-teaching staff.

- **The college adheres to the guidelines of the Director of Higher Education (DHE), Assam for preparing the report of performance evaluation.**
- **The reports for evaluation of performance are prepared annually and submitted the same to the principal for discussion in the 'Performance Evaluation Committee'.**
- **Performances are recorded constantly by self monitoring of the departments by the Principal of the college.**
- **There is a system of assessment of departmental activities by the concerned Departmental HoDs and submit the report to the Principal periodically.**
- **The student's evaluation reports on teachers are collected through feedback. The feedback report are analysed and discussed in the Governing Body and actions are taken accordingly.**
- **The Principal collect information on the functioning of teaching and non-teaching form the visitors to the college including guardians, officials, and alumni.**
- **The Principal maintain the service book of the teachers and record their performance in it.**
- **The evaluated performance report are used for promotion of teaching and non-teaching staff.**

File Description	Documents
Paste link for additional information	https://haac.ac.in/Performance%20Appraisal%20System.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Haji Anfar Ali College follows the instruction of the Government of Assam in all financial transactions.

- **The college conducts internal and external financial audits regularly.**
- **The internal auditor is appointed by the Principal with the prior approval of the Governing Body of the college.**
- **The external auditor is appointed by the Government of Assam.**
- **The accounts of the college are computerized and maintained as per rules of the Government.**
- **The audited statement of accounts and audit reports are analysed at the Government Body of the college.**
- **The Government Body approves or disapproves the audit report after comprehensive examination.**
- **There is mechanism for settling audits objections if raised in the report. For the purpose, the office staff in-charge of maintaining records of financial transactions helps in settling the objections through verifications of vouchers and other expenditure.**

During the period 2021, there was no audit of accounts of the college for Covid-19 protocol. However, the college conducted both internal and external financial audits in 2022-23.

File Description	Documents
Paste link for additional information	https://haac.ac.in/upload/iqac_file/1684299176.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Haji Anfar Ali College tries has its specific strategies and planning to mobilize the available resources properly which include:

- The funds or grants that college receives come from the Government, Non-Government and its own resources.
- Government grants are utilized as per the instructions and guidelines of the Government.
- Received no non-Government grant during the period.
- The college has been granted RUSA 2.0 grant for the second instalment for the infrastructure development. The amounts sanctioned are utilized as per the instruction of the Mission director-RUSA.
- College generates a lot of revenues by leasing its own land for paddy cultivation.
- College utilize its resources to generate income as it has water reservoir tank (pond) is given on lease for fish firming.

- College canteen is also given on rent adding few revenues to the fund of the college.
- Sanctioned fund and their expenditure are audited internally and externally by Government appointed auditors.
- Different Committees including Building Committee, Purchase Committee, Library Committee helps the Principal in the proper utilization of resources.
- Governing Body of the college approves the grants and reports of auditors in its meeting.

File Description	Documents
Paste link for additional information	https://haac.ac.in/upload/iqac_file/168429 9176.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has been consistently trying its best to adopt measures for providing high academic standards and actions as part of social responsibilities through its activities. The best practicesthat are institutionalized by initiatives of the IQACduring the period are:

1. In the wake of covid pandemic, the IQAC has taken initiatives for more exchange programme in the areas of faculty and students exchange programmes, organizing seminar, workshops, webinars, and talks. A number of teachers participated in the faculty exchange programme as part of MoU signed.
2. During the period the IQAC has emphasized of adopting at least one school in the locality for taking classes by faculty members during recess of schedule class. Accordingly, Doboka Girls High school is adopted for the purpose.
3. As part of social responsibility, IQAC has adopted resolutions for more outreach programme for the students in the locality involving local people. For the purpose, the NSS unit in association with IQAC has organised a number of awareness programme, cleanliness drive in the locality.

4. **The IQAC has encouraged the faculty members to undergo short term training programmes, FDP, Webinars. As a result, a number of faculty members participated and completed FDP and webinars.**

File Description	Documents
Paste link for additional information	http://haac.ac.in/mou.php
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC has been consistently trying its best to adopt measures for providing high academic standards and actions as part of social responsibilities through its activities. The best practicesthat are institutionalized by initiatives of the IQACduring the period are:

1. **In the wake of Covid-19 pandemic, the IQAC has taken initiatives for more exchange programme in the areas of faculty and students exchange programmes, organizing seminar, workshops, webinars, and talks. A number of teachers participated in the faculty exchange programme as part of MoU signed.**
2. **During the period the IQAC has emphasized of adopting at least one school in the locality for taking classes by faculty members during recess of schedule class. Accordingly, Doboka Girls High school is adopted for the purpose.**
3. **As part of social responsibility, IQAC has adopted resolutions for more outreach programme for the students in the locality involving local people. For the purpose, the NSS unit in association with IQAC has organised a number of awareness programme, cleanliness drive in the locality.**
4. **The IQAC has encouraged the faculty members to undergo short term training programmes, FDP, Webinars. As a result, a number of faculty members participated and completed FDP and webinars.**

File Description	Documents
Paste link for additional information	http://haac.ac.in/iqac.php
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://haac.ac.in/iqac.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Since its establishment, the Haji Anfar Ali College emphasizes towards the development of an environment of women education. The College has achieved a lot in increasing the literacy rates among the women folk of the locality mostly coming from the rural areas. The college has more female students and 60 per cent of the total students in comparison to boy's students.

During the period 2021-22, the College has initiated the following steps for the promotion of gender equity:

1. Women Cell provides counseling to girl students in academic and non-academic activities.
2. The college has formed Anti-Sexual Harassment, Anti-Ragging and Disciplinary Action Committee.
3. The college conducts women hostel audit.
4. Organised awareness programme such as International Women's Day, International Mother Language day, and International Girl Child day.
5. Women's Hostel is there and remains under strict control of the hostel warden and Principal of the College.
6. College has separate Girl's Common Room.
7. Student Union of the college has elected Girl's Common Room Secretary.
8. It has separate departmental block for women teaching staff.
9. The College campus is kept 24 hours strict surveillance by CC TV Camera.
10. Women members are nominated to the G.B and IQAC.

File Description	Documents
Annual gender sensitization action plan	The College takes steps to eradicate gender discrimination and violence against women by adopting Annual Gender Sensitization Action Plan by the IQAC in association with Cells and Committees. The plan includes: • To organise awareness programme on gender debates and celebrated important national and international days such as International Women's Day, International Mother Language day, and International Girl Child day etc. • The Women Cell of the college encouraged and supported to assist girl students in academic and non-academic activities. • The Anti-Sexual Harassment Committee, Anti-Ragging Committee and Disciplinary Action Committee are authorized to deal with gender related cases. • Women's Hostel is there and remains under strict control of the hostel warden and Principal of the

	College. • Special sitting arrangements for girl's student in the library. • The entire college campus is kept 24 hours strict surveillance by CC TV Camera.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	The Haji Anfar Ali College emphasizes towards the development of an environment of women education. Following are a few specific facilities provided for women in terms safety and security, counseling, and common rooms: (a) Safety and Security: a. The college campus is kept 24 hours strict surveillance by CC TV Camera. b. The entire college campus is provided security by constructing RCC boundary wall. c. Appointed security guards are there for day-night security in the campus. (b) Counseling: a. The Women Cell is there to provide counseling to girl students in academic and non-academic activities. b. Student Union of the college has elected Girl's Common Room Secretary. c. Women faculty members and students are nominated to the G.B and IQAC. d. Students guardian are also contacted by the Principal to the college for any student related counseling. (c) Common Rooms: a. Women Hostel remains under strict control of the hostel warden and Principal of the College. b. The College has separate girl's common room with all facilities. c. The College has separate departmental block for women teaching staff members. d. The library has separate sitting arrangements for girls in the reading room.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The Haji Anfar Ali college is committed to clean and environment friendly campus. As the college is a single stream Arts college and does not generate any harmful laboratory waste causing threat to environment.

Following are the steps taken for the management of garbage of the college:

- **The college campus has a number of concrete waste garbage containers.**
- **The garbage containers are for both solid and wet garbage.**
- **The wastes generated in the Girls Hostel are disposed as per the norms of waste disposal.**
- **The use of plastic is totally banned in the campus.**
- **Regular cleanliness drives are conducted by NSS volunteers, apart from the staff appointed for the purpose.**
- **The recyclable wastes are processed for producing organic fertilizer which is used in the plants of medicinal garden in the college.**
- **The garbage and waste generated by the college are collected by the local town committee as per the agreement signed with them.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Images of concrete waste container:
Any other relevant information	View File

**7.1.4 - Water conservation facilities available   B. Any 3 of the above
in the Institution: Rain water harvesting
Bore well /Open well recharge Construction**

**of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution
system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities   **D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

During the period 2021-22, the Haji Anfar Ali College has organised a number awareness programmes in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities in the society. Following are a few steps initiated

for providing an inclusive environment:

- **The college follows the UGC norms and appointment procedure of the DHE, Government of Assam in the matter of appointment of its teaching and non-teaching staff.**
- **The college provides Cent percent admission privileges to SC, ST, OBC, MOBC students by relaxation in the entry marks.**
- **The Scholarship Cell of the college assist the SC, ST, OBC, MOBC and religious minority students for benefits of Government scholarship schemes.**
- **The college provides compulsory computer certificate course to all students.**
- **Provides community service by the students and staff as part of social extension service through Cells and Committees.**
- **Celebrated National, International Girl Child Day, Women's Day, International Youth Day, International Mother Language Day.**
- **Celebrated and observed national and international days of importance such as Constitution Day, Teachers' Day, and National Integration Day to inculcate values among the students of the college.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

During the period 2021-22, the college has organised a number of webinars, talks, discussion and celebration of important days in association with various department through the platform of Google Meet. In the later part of 2021, the college has organised a number of offline programmes involving faculty and students of the college. The sole objectives behind organizing of such programmes were to aware the students and faculty members about their obligations, rights and duties, values as incorporated in the Constitution of India.

- **The Department of Political Science has celebrated 75th UN Day on 24th Oct, 2021.**
- **'Rashtriya Ekata Diwas' was celebrated by the students and**

teachers on 31st October 2022 to commemorate the birth anniversary of Sardar Vallabhbhai Patel, popularly known as Iron Man of India.

- Organised programme to commemorate the 'World Peace Day on 21 September, 2021.
- Assam State Aids Control Society under the guidance of NACO organised by Red Ribbon Club, Haji Anfar Ali College, 2021.
- The Department of Political Science, HAAC has organised programme to celebrate Constitution Day in the Auditorium Hall on 26th Nov. 2021.
- The 76th Independence Day, 2022, celebrated with series of programmes and activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

During the period 2021-22, the Haji Anfar Ali College celebrated and organizes national and international commemorative days, events and festivals throughout the academic session. In general, it is the inherent duty of the college to organize national festivals, birth/death anniversaries of great Indian personalities, the celebration of these days helps to inculcate values, learn their lesion of unity and integrity, social responsibility and love for the constitutional ideals.

The celebration of national and international days and events includes:

- Celebration of World Peace Day on 12 Sept. 2021.
- Celebration of Constitution Day on 26 Nov, 2021.
- Virtual Celebration of National Girl Child Day on 24 Jan. 2022.
- Awareness Programme on DrugAddiction was organized on 26 May, 2022.
- Celebrated International Day of Yoga is observed on 21 June, 2022.
- Observed International Day of Rural Women on 15 Oct. 2022.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

During the period 2021-22, the two best practices that are implemented by the College as per NAAC format provided in the manual are:

(1) Learning through collaboration and exchange programme: The College emphasizes on the collaboration in the teaching-learning process to enhance the learning level of students. The faculty and students gets acquaints with new knowledge of academic atmosphere, exchange of classes by faculty members, cultural activities, seminars, workshops. The college made a number of agreements in the form of MoUs with neighbouring colleges, universities and local school.

(2) Emphasis on e-learning and e-governance: During the period 2021-22, the emphasis on the e-teaching-learning process which includes (a) E-classes through college portal during Covid-19 (b) Study materials were uploaded in the college portal so that the students can download them at their convenience. (c) Audio and video classes through college portal. (d) Submission of assignments through the college portal. (e) Whatsapp groups created semester wise for easy contact with students. (f) Online survey conducted and collected data for analysis on administration, infrastructure facilities, academic and extra-curricular activities. (f) The students used e-journal and e-book in the period of Covid-19.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college emphasis updating learning levels of both for teachers and students in the rapidly changing society. The Covid-19 pandemic and subsequent lock down has left an indelible mark on the teaching-learning process. The college emphasis on the introduction of innovative distinctive method teaching-learning process:

- The college initiated website (haaconline.org.in) for online classes.
- Teachers are encouraged to take the audio and video classes.
- Students are provided opportunity to ask for study materials through the portal.
- For quick contact the college has created semester wise students Whatsapp Group.
- Introduced ICT class facilities for the students.
- Students are encouraged for Compulsory Computer Course as the college has computer lab with 65 operational computers.
- Teaching and non-teaching staffs are trained by organizing workshop on the use of ICT tools.
- The college has introduced online record of class attendance of students and log book.

All the activities of the college are tailored to meet the new situation and execution of the recommendations of NAAC Peer Team for 2nd Cycle. The college strives to attain the goal and objectives by imparting modern methods of education and prepare them a competent and skilled citizen of the society.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Haji Anfar Ali College try to ensure effective curriculum delivery through a well planned and documented process throughout the academic session.

- **The College follows the curriculum prescribed by its affiliating University. The college prepares its own Academic Calendar before the commencement of each academic session and shared among the teaching and non-teaching faculty and upload the same in the College website.**
- **The affiliating University prescribed syllabus of each semester is distributed among the teacher and students by the HoDs of each department at the commencement of each academic session.**
- **On the basis of distribution, the teachers of each department prepares teaching plan on the basis of syllabus for the academic session.**
- **The head of the institution supply log book to each department to record their daily classes. The log book are provided month wise and preserved for academic record.**
- **There is provision to cover the unattended portions or unit of syllabus through tutorial or remedial classes as per daily class routine.**

The even semester of 2021 academic session was affected by Covid -19 pandemic. Normal classes were suspended for subsequent lockdown situation. To cope up with the situation the college adopted online method of teaching-learning and evaluation process for delivery of the curriculum.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	[https://gauhati.ac.in/footerlink/syllabi-&-courses]()

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Haji Anfar Ali College adheres to the Academic Calendar of the affiliated University for the continuous internal evaluation. The college adopts the following steps:

- It is mandatory for the college to follow the Academic Calendar of the affiliated University.
- The college prepares its own Academic Calendar which is prepared by the Academic Committee at the commencement of every academic year. The same is uploaded in the College portal. The main function of the Academic Committee is to prepare its own Academic Calendar and schedule for implementation of co-curricular activities.
- The college conducts external examination as per the programme prescribed by the affiliating University.
- For the continuous internal evaluation, the evaluation process such as class test, unit test, sessional examination, and departmental filed work are conducted as per Academic Calendar of the college.
- Special sessional examination is also held for the students carrying poor marks in the semester end internal examination. This is done through proper notification and special care is taken by personal mentoring, remedial classes.
- Co-curricular activities as part of continuous evaluation of students are held in the college as per the Academic calendar.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://haac.ac.in/upload/library/College%20Academic%20Calender.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic	C. Any 2 of the above

council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

12

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

01

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1201

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

5

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The affiliating University in its curriculamtries to integrate crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. It encourages students to choose different courses to inculcate human values and ethics, gender, environment and sustainability. They include:

(i) Environmental Studies, incorporates units such as natural resources, environmental pollution, biodiversity and conservation, environment policies and practices, eco system, human communities and the environment in the second semester. (ENV-AE-2014).

(ii)Curriculamof Education, contains courses such as-(a) Foundation of Education (EDU-RC-1016), (b) Psychology of Adolescents (EDU-RC-2016), (c) Guidance and Counseling (EDU-RC-3016), (d) Continuing Education (EDU-DSE-5016), (e) Human Rights Education (EDU-DSE-5036), (f) Mental Health & Hygiene (EDU-DSE-6016)

(iii)Curriculamof Economics, courses on (a) Economics of Health and Education (ECO-HE-5016) for 5th Semester (b) Environmental Economics (ECO-HE-6016) for 6th semester.

(iv) Political Science, includes courses such as (a) Introduction to political Theory (POL-RC-1016), (b) Comparative

Government and Politics (POL-RC-3016), (c) Human Rights (POL-DSE-5026), (d) Human Rights in India (POL-HE-6016)

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1055

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://haac.ac.in/upload/iqac_file/1684303466.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1500

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC,   ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

101

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The learning level of the students commences with process of admission into the college. A number of measures have been adopted to assess the level of advanced and slow learners which includes:

1. Proper counseling on the subject combination at the time of admission by Admission Committee members.
2. Special Induction Program and Meet Your Principal program organised at the very first day and mid semester of the college.
3. Special mentoring for slow learners by mentoring committee.
4. There are also provisions for remedial and tutorial classes for slow learners.
5. Special internal examinations are held for poor scorer.
6. Slow learners are encouraged to meet departmental teachers individually to resolve their doubts.
7. Slow learners are motivated to use library resources for their improvement.

8. Encouragement for advanced learners to involve in extra-curricular activities including debate competition, quiz, conference, seminars etc.
9. Advanced learners are inspired to pursue higher studies and participate in civil services.

File Description	Documents
Link for additional Information	https://haac.ac.in/assesment.php
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1201	18

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The Haji Anfar Ali College emphasize on student centric learning method through participation of students in different activities:

- Experimental Learning: Experimental learning method involves active participation of our students including field works for writing departmental project work, field visits, and soft skill learning in computer lab.
- Problem Solving Learning Methods: The students of the college are encouraged to adopt problem solving learning methods to acquire knowledge about the society they live. The problem solving learning methods involves active participation of students in groups to find solution to the problems of society. Apart from that, the teachers discuss the issues and problems facing by the society in the class rooms. They are encouraged to participate in the programmes organised in the college such as gender

issues, women empowerment, child rights, decentralisation and Panchayatiraj, welfare of the deprived sections of people, legal and constitutional issues, health awareness programmes, and environment related issues.

- **Participative Learning:** Learning through participation is the most significant feature of the college. The college helps the students in solving academic and non-academic problems through participatory management. The teachers and students are the members of different Cells and Committees which are instrumental in learning by participation. The students are encouraged to develop innovative knowledge through active participation in the seminar, workshops or talks delivered by invited resource persons. Besides, the soft skill knowledge and classes of Communicative English language helps them to increase communicative skills and compete in the debate and group discussion.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	[NIL](#)

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty members of the Haji Anfar Ali College are encouraged and trained to use the available ICT tools for enhancing the teaching-learning process and maximize the outcomes. They include:

- Two numbers of classrooms is provided with smart boards, and two classrooms are fitted with LCD projectors, computers, printers and sound system for effective learning. The teachers and students are encouraged to use them maximum.
- The teachers are also trained as to how to use ICT tools. The college has organised a National webinar on the computer education and its implication in the New

Education Policy (NEP) 2020.

- Teachers are encouraged to use the ICT tools such as power points, slides, videos replacing the traditional teaching-learning methods. But still the teachers use the traditional classes who are not well adept in using the ICT tools.
- During covid-19 pandemic, the ICT tools were used extensively for taking online classes and webinars through online platform such as Google Meet, Webex Meetings, and Zoom.
- The college website provide opportunity to upload soft copies of classes notes, audio and video classes, lecture recording with easy access and downloading facility for the students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://haac.ac.in/facilities.php

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

28

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Haji Anfar Ali College has a well planned mechanism for continuous internal evaluation at the institution level. The internal assessment of the students constitutes an integral part of the Semester End Final Examination conducted by the affiliating University. The college has initiated the following steps for making the internal assessment more transparent in terms of frequency and mode.

- Semester End Internal Examinations are held as per the Academic Calendar of the college. Internal Examination Committee of the college headed by the Vice-Principal of the college as academic in-charge arranges and conducts the examination.
- The programme schedule for examination, setting of question papers, invigilation duty list of teachers are uploaded in the college website.
- The teachers evaluate 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 slow learners and those who carry poor marks in their first examination. This done after proper mentoring and taking remedial classes for them.
- The marks of internal examination are submitted to the Principal for final submission to the affiliating University.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://haac.ac.in/assesment.php

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The internal assessment of the students constitutes an integral part of the teaching-learning process. The college has initiated reforms from time to time in making the internal assessment more transparent. The internal examination related anomalies or grievances of students are redressed by adopting the following the essential steps:

- Semester End Internal Examinations are held as per the Academic Calendar of the college. Holding of examination, evaluation period, declaration of results and submission

- of marks are submitted as per scheduled time. This makes the students and teachers aware about the time-bound schedule of the examination.
- The Vice-Principal is the academic in-charge, he arranges and conducts the examination and tries to resolve examination related grievances in consultation with the Principal.
- The examination schedules, setting of question papers, invigilation duty list of teachers are uploaded in the college Website. The Principal can reschedule examination if he deems it necessary.
- The HoDs of departments can initiate steps to resolve any grievances including evaluation and scrutiny of answer scripts of students if raised. The HoDs tries to resolve the grievances of students in consultation with the Principal.
- The college has Grievance and Redressal Committee to look into any matters of students including internal examination.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://haac.ac.in/assesment.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Haji Anfar Ali College follows the prescribed curriculum of its affiliating University. Accordingly, the college implements the CBCS syllabus approved by the affiliating University.

(A) Teachers: The teachers of the college are well aware of the programme and course outcomes. At the commencement of each academic session, the photo copies of syllabus are distributed among the teachers by the HoDs of concerned departments for preparing teaching/lesson plan. Each of the paper prescribed by the affiliating University contains its specific objectives and course outcomes.

(B) Students: The students willing to take admission in courses are given proper guidance and counseling before final registration to the affiliated University. The departmental

HoDs and mentors provide guidance to the students to choose the course of their interest. The college website contains elaborate list of course outcomes semester wise. Besides, the prospectus of the college contains detailed list of courses whichprovide the opportunity to students to select course combination. Apart from that, the students are given option to alter the courseseven after admission.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://haac.ac.in/assests/Programmes%20and%20Course%20Outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Haji Anfar Ali College tries its best to evaluate the Programme and Course outcomes at the institutional level periodically.

- The College website contains the detailed list of Programme and Course outcomes.
- The Academic Committee of the College evaluates the programme and course outcomes in every academic session. The in-charge of the Academic Committee is the Vice-Principal of the college with nominated members.
- The Academic Committee meets regularly to assess the course outcomes especially in the wake of declaration of results of each semester by the affiliated University. The committee discusses the outcomes and suggests measures for their improvement of results.
- The College has an Internal Examination Committee to conduct Semester End Internal Examination as per Academic Calendar of the college. The internal examinations Committee notifies the examination programme, collect question papers from respective departments, distributes invigilation duty to teachers. The results are declared by respective departments and the poor scorers in the examination are provided opportunity to re-appear in the Special Semester End Internal examination after proper counseling through remedial and tutorial classes. After

> **evaluation, the results sheets are submitted to the Principal by the HoDs of respective departments for submission to the affiliatedUniversity.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://haac.ac.in/assests/Programmes%20and%20Course%20Outcomes.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

175

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://haac.ac.in/upload/annual/1669284248.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://haac.ac.in/upload/iqac_file/1683729624.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	[View File]
e-copies of the grant award letters for sponsored research projects /endowments	[View File]
List of endowments / projects with details of grants(Data Template)	[View File]

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	[View File]
Any additional information	[View File]
Supporting document from Funding Agency	[View File]
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

7

File Description	Documents
Report of the event	[View File]
Any additional information	[View File]
List of workshops/seminars during last 5 years (Data Template)	[View File]

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

7

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Following are the extension activity carried out during the period:

(1) Organised Awareness Programmes on 3rd November 2021 for New India@ 75 which was sponsored by Assam State Aids Control Society under the guidance of NACO, organised by: Red Ribbon Club of the College.

(2) Awareness Programme on Drugs Addiction was organized by Hojai District Police Administration in Collaboration with Drugs De-Addiction Centre, Doboka sponsored by North East Rural

Welfare Society (NGO) and the Community Development Cell of the College on 25th May 2022.

(3) Organised Anti-Drugs Activity involving the local people in association with North-East Rural Welfare Society on 26 June, 2021.

(4) A District Level Training Programme on Leprosy Eradication was organised on 22nd October'2022 by NHM, Hojai District in cooperation with Medical Cell of the College.

(5) The District Administration, Hojai with IQAC organized a "COVID-19 Vaccination Drive" 15th October, 2022 for the employees of the College and people of locality. The drive offered Booster doses as Covaxin.

(6) During the period the college turned into a Community Quarantine Centre. The teachers and students volunteers of the college provided possible help to the people quarantined at the college as part of social responsibility.

File Description	Documents
Paste link for additional information	http://haac.ac.in/college_activities.php
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

6

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate infrastructure and physical facilities for teaching- learning. Such as classrooms, laboratories, computing equipment, physical fitness centre, Auditorium etc.They include:

- **Class Rooms: The college has 9 rooms for taking regular**

classes. Among them 3 numbers of Halls are there with sitting capacity of 300 students.

- **Computer Lab:** The College has a computer lab with 50 computers with printing and projector facility.
- **Auditorium:** The college has a Auditorium with sitting capacity of 300 audience. It is used for organizing cultural events, programmes, celebration of important days.
- **Examination and Mico Zone office:** The college has separate confidential examination and micro zone office room.
- **Accounts and Audit Office:** The college has separate account office for keeping accounts and finance.
- **Distance and Open Learning office:** The college has separate office for conducting distance and open learning education under Krishna Kanta Handiqui State Open University (KKHSOU).
- **Language Lab:** The college has a language lab with 10 computer with sitting facility.
- **Community College:** The college has a community college room.
- **NSS office:** The college has a separate NSS office for conducting its activities.
- **Physical Fitness Centre:** The College has Physical Fitness Centre with all modern tools and facilities including running electronic machine, weight lifting tools, and special mat for physical exercise.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[http://haac.ac.in/facilities.php]()

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Haji Anfar Ali College encourages its students for participation in the cultural activities including sports and games. The college organizes Annual College Week every year as per Academic Calendar of the college. The college has adequate games and sports facilities which include:

- **Indoor Games: The College has multipurpose indoor stadium with 75x75 feet width and breadth with sports facilities for indoor games such as (i) Badminton (ii) Table Tennis (iii) Carom (iv) Chess etc.**
- **Outdoor Games: The College provides outdoor game facilities to its students including (i) Foot ball. (ii) Cricket. (iii) Volleyball. (iv) Basket Ball. (v) Kabaddi etc. The college has football play ground for organizing foot ball, cricket and basket ball court.**
- **Annual College Week: Every year the college holds Annual College Week which includes cultural events, quiz competition, debates, extempore speech etc.**
- **Inter College Sports Competition: The College also organise inter-district college competition in badminton in the indoor stadium.**
- **Physical Fitness Centre: The Physical Fitness Centre is equipped with facilities such as electronic running machine, weight lifting, special mats for physical exercise. The facilities are accessible to teaching and non-teaching staff and students of the college.**
- **Yoga Events: The College observes International Yoga Day every year and signed MoU with Lanka Yoga Niketan for yoga practice.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://haac.ac.in/facilities.php

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://haac.ac.in/facilities.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

55,75057 INR

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library of Haji Anfar Ali College is known as SNB Central Library. Keeping in mind recommendation of the NAAC Peer Team for 2nd Cycle, the Library of the college is automated using Integrated Library Management System (ILMS)

- **The Central library is fully automated with SOUL 2.0 version ILMS (Integrated Library Management System).**
- **The OPAC is also available in the library system.**
- **The Central library has 3 functional computers with internet facility as used by teachers and students.**
- **The books are issued and received by SOUL 2.0 software. The library is planning to upgrade the software from SOUL 2.0 to 3.0.**

The Central library provides all possible facilities to its readers and has a spacious reading room which can accommodate 100 students. The library maintains it daily attendance register for entry and exit of visitors in the library. The library provides smart library card for both teachers and students. Books can only be issued by using smart library card.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://haac.ac.in/library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login

data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

`122`

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Haji Anfar Ali College always encourages its faculty members and students for maximum utilization of its IT infrastructure facilities. It provides IT facilities like:

- The college campus is provided Wi-Fi facilities for students and teachers.
- The IT infrastructures of the college are regularly maintained by expert Firm Groups known as S.S Technologies, Guwahati, Assam. They help in updating and maintaining IT equipments including computers, computer lab, library software, CCTV, LCD Projectors.
- The college expend fair budget for updating IT facilities in order to provide quality education and make them available to teachers, students and office of the college.
- The Basic Compulsory Computer Education for all is run by the college. The guest faculty teacher of computer helps in maintaining regularly the existing IT infrastructure including installation of UPS, software application and hardware equipments, LCD Projector, internet and Wi-Fi facility for better IT infrastructure management.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://haac.ac.in/facilities.php

4.3.2 - Number of Computers

65

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

18,16,773 INR

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Haji Anfar Ali College has well established systems and procedures for maintaining and utilizing its physical, academic

and support facilities such as language lab, computer lab, Central library, indoor stadium, games and sports items, Physical Fitness Centre, existing classrooms, departmental blocks and offices.

1. The college has appointed staff to maintain the physical facilities including buildings, class rooms, offices, garden, electricity, entrance gate, hostels.
2. Cleaning of floor and washroom is a regular activity maintained by staff appointed for the purpose.
3. The ICT facilities and related equipments of computer lab are supervised by the Computer guest faculty and maintained periodically by the hired firm- S.S. Technology, Guwahati.
4. The house keeper maintains the stock register and reports the verification of stocks at the end of every year to the Principal.
5. Different Cells and Committees of the college submit their requirement to the Principal through their coordinators.
6. The HoDs of all departments are responsible for maintaining records of departmental assets and prosperities. The HoDs are to submit reports of physical facilities and academic records to the Principal.
7. The collected reports on physical and support facilities are placed before the Governing Body of the college for discussion by the Principal. The Governing Body is authorized to take decision in this regard.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://haac.ac.in/facilities.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the

Government during the year

1201

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to institutional website	http://haac.ac.in/facilities.php
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

48

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

3

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	[View File](#)
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Haji Anfar Ali College strives to achieve the mission and vision through decentralisation of activities. The college provides facilitates for students' representation and engagement in various administrative, co-curricular and extra-curricular activities which includes:

(1) HAACSU: This is democratically elected body called Haji Anfar Ali College Students' Union (HAACSU) to represent the students of the college. It is constituted every year as per the academic calendar of the college. The election to the

HAACSU is held free and fair means under the surveillance of a district administrative officer. The Principal happens to be the Returning officer. One senior teacher is appointed as Assistant Returning Officer for conducting the election smoothly.

(2) IQAC Members: The IQAC of the college isalso represented by the nominated members of the students.

(3) NSS Unit: The NSS Unit of the college plays a significant role for providing community service not only in the campus but also outside the college campus. There are more than thirty seven student volunteers members in the NSS Unit.

(4) Members of Cells and Committees: The students are also involved as members in different Cells and Committees. There are three students members in the Committee Against Sexual Harassment (CASH).

File Description	Documents
Paste link for additional information	http://haac.ac.in/upload/s_union/16770592 21.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

1

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Haji Anfar Ali College has a Alumni Association which plays a significant role to the development of the college.

- The alumni association of the college is yet to be registered.
- The alumni provided lot of financial support to college. The canteen of the college is donated by the alumni member.
- The alumni members also provide support services in Annual College Week, Fresher's Social and celebration of important days in the college.
- The alumni also organise awareness and community development programme in the college and locality as part of social service.

File Description	Documents
Paste link for additional information	http://haac.ac.in/alumni.php
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College has its specific mission and vision to achieve which are reflective in its governance.

- **Principal as the Administrative & Academic Head: The Principal plays a significant role in the governance of the college. For effective administration, the principal maintain coordination among staff, students and guardians. As academic head of the college, he maintains constant touch with all departmental HoD and affiliating University.**
- **The Governing Body (GB): The GB is the supreme body responsible for implementing the mission and vision of the college. It consists of Principal as chairperson, President, University representatives and members represented by teaching and non-teaching staff. It possesses powers including financial, developmental plan, approval for the promotion of staff etc.**
- **Role of IQAC: The IQAC plays a major role for quality education. Meetings of the IQAC chalk out plans for quality education.**
- **Cells and Committees: They are constituted for the purpose of implementing goal, objective and values of college. They work as the right hand of the principal for smooth functioning of activities.**
- **HAACSU: The Students Union (HAACSU) is the democratically elected body represents the student of the college are directly involved in achieving its mission.**

File Description	Documents
Paste link for additional information	http://haac.ac.in/corevalues.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Haji Anfar Ali College continued to maintain its practices of decentralisation and participatory management. The leadership in the college is effectively implemented through decentralization of authority and activity.

- The Principal is the administrative head of the college. The Principal takes decision on all important academic and non-academic matters.He is the chairman of Principals Forum, Nagaon District.
- Decentralization of authority to different Cells and Committees which are constituted to achieve specific objectives.
- There is decentralisation in the management of academic activities as the Vice-Principal possesses the authority look after the academic activities of the college.
- A numbers of teachers are affiliated University nominated members to GB ofdifferent colleges.
- Teachers are holding portfolios in their parents Associations.
- Decisions regarding a particular department are taken by the Principal in consultation departmental HoD. The HoDs of are authorized to distribute syllabus, prepare teaching-learning plan and maintain log book.
- The IQAC coordinates all the academic and non-academic activities of the college. The decisions taken by the IQAC are tried to execute them in cooperation with faculty members.
- Participatory management also ensured through the engagement of varied activities of teaching and non-teaching staff, representatives of Governing Body, Students Union, alumni, members of guardian forums.

File Description	Documents
Paste link for additional information	http://haac.ac.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Haji Anfar Ali College has pre-approved master plan which is effectively deployed to implement in different phases which includes:

- All works are done according to the Master Plan of the college.
- The developmental works are implemented by approved plan and estimates of the work.
- The Building Construction Committee is there to supervise the construction work in the college.
- The college has separate Purchase Committee to purchase related goods, items and other equipments. The goods are also purchased through proper issue of tenders.
- The construction related works are done according to the tenders and made available in the college website.
- The college is tied up with S.S. Technologies, Guwahati for maintain college website and ICT tools and other equipments.
- All the expenditure excluding the salary of employees is audited annually by internal and external auditor.
- The expenditure to be incurred is to be approved by the Governing Body of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	http://haac.ac.in/tender.php
Upload any additional information	[View File]()

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc

- The College came under grant-in -aid system in 1998 and provincialized in 2005 by the Government of Assam.
- The college follows the circulars and instructions by the Government of Assam and Director of Higher Education, regarding appointment of employees.

- **The college follows the service rules of the Government of Assam for the promotion of its employees.**
- **The Principal maintains the service book of the employees and keep under his custody.**
- **The Governing Body is the authority for the approval of appointment and promotion of its employees.**
- **Annual Performance Appraisal reports are maintained by the Principal on the basis of report provided by the IQAC Coordinator.**
- **The Feed back on the teachers provided by the students helps in compiling the report on teacher's performance and promotion.**
- **Both teaching and non-teaching staff are provided benefits of GPF, GIS, and other permitted leaves for them.**
- **Women teachers are provided maternal leaves as per the service rules.**
- **Provides all kinds of facilities to its employees for attending career and professional development courses.**

File Description	Documents
Paste link for additional information	https://haac.ac.in/index.php
Link to Organogram of the Institution webpage	https://haac.ac.in/upload/iqac/1669024626.jpg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Haji Anfar Ali College has taken a number of effective welfare measures for its teaching and non-teaching staff.

- **Both teaching and non-teaching staff members can avail the financial benefits through the Thrift & Credit Society of the college.**
- **The teaching and non-teaching staff could avail the leave facility including maternity leave by women faculty members as per the service rule of the Government of Assam.**
- **The college provides insurance facilities like GIS to its employees as per the rules of the Government of Assam.**
- **Library facilities are made available to teaching and non-teaching staff during.**
- **The teaching and non-teaching staffs of the college are provided sports facilities including badminton, volleyball, basket ball and foot ball.**
- **Both teaching and non-teaching staff are provided Physical Fitness Centre facilities for regular physical exercise.**
- **The teaching and non-teaching staff is provided college canteen facilities during day time.**
- **Medical Cell of the college assists the employees and students in health related issues.**

File Description	Documents
Paste link for additional information	https://haac.ac.in/Welfare%20Measures%20for%20Employee.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

0

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The IQAC of the Haji Anfar Ali College plays an important role in preparing the report in consultation with the Principal for the evaluation of performance of its teaching and non-teaching

staff.

- The college adheres to the guidelines of the Director of Higher Education (DHE), Assam for preparing the report of performance evaluation.
- The reports for evaluation of performance are prepared annually and submitted the same to the principal for discussion in the 'Performance Evaluation Committee'.
- Performances are recorded constantly by self monitoring of the departments by the Principal of the college.
- There is a system of assessment of departmental activities by the concerned Departmental HoDs and submit the report to the Principal periodically.
- The student's evaluation reports on teachers are collected through feedback. The feedback report are analysed and discussed in the Governing Body and actions are taken accordingly.
- The Principal collect information on the functioning of teaching and non-teaching form the visitors to the college including guardians, officials, and alumni.
- The Principal maintain the service book of the teachers and record their performance in it.
- The evaluated performance report are used for promotion of teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	https://haac.ac.in/Performance%20Appraisal%20System.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Haji Anfar Ali College follows the instruction of the Government of Assam in all financial transactions.

- The college conducts internal and external financial audits regularly.
- The internal auditor is appointed by the Principal with the prior approval of the Governing Body of the college.
- The external auditor is appointed by the Government of

Assam.
- **The accounts of the college are computerized and maintained as per rules of the Government.**
- **The audited statement of accounts and audit reports are analysed at the Government Body of the college.**
- **The Government Body approves or disapproves the audit report after comprehensive examination.**
- **There is mechanism for settling audits objections if raised in the report. For the purpose, the office staff in-charge of maintaining records of financial transactions helps in settling the objections through verifications of vouchers and other expenditure.**

During the period 2021, there was no audit of accounts of the college for Covid-19 protocol. However, the college conducted both internal and external financial audits in 2022-23.

File Description	Documents
Paste link for additional information	https://haac.ac.in/upload/iqac_file/16842 99176.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Haji Anfar Ali College tries has its specific strategies and planning to mobilize the available resources properly which include:

- **The funds or grants that college receives come from the Government, Non-Government and its own resources.**
- **Government grants are utilized as per the instructions and guidelines of the Government.**
- **Received no non-Government grant during the period.**
- **The college has been granted RUSA 2.0 grant for the second instalment for the infrastructure development. The amounts sanctioned are utilized as per the instruction of the Mission director-RUSA.**
- **College generates a lot of revenues by leasing its own land for paddy cultivation.**
- **College utilize its resources to generate income as it has water reservoir tank (pond) is given on lease for fish firming.**
- **College canteen is also given on rent adding few revenues to the fund of the college.**
- **Sanctioned fund and their expenditure are audited internally and externally by Government appointed auditors.**
- **Different Committees including Building Committee, Purchase Committee, Library Committee helps the Principal in the proper utilization of resources.**
- **Governing Body of the college approves the grants and reports of auditors in its meeting.**

File Description	Documents
Paste link for additional information	https://haac.ac.in/upload/iqac_file/168429 9176.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has been consistently trying its best to adopt measures for providing high academic standards and actions as part of social responsibilities through its activities. The best practicesthat are institutionalized by initiatives of the IQACduring the period are:

1. In the wake of covid pandemic, the IQAC has taken initiatives for more exchange programme in the areas of faculty and students exchange programmes, organizing seminar, workshops, webinars, and talks. A number of teachers participated in the faculty exchange programme as part of MoU signed.
2. During the period the IQAC has emphasized of adopting at least one school in the locality for taking classes by faculty members during recess of schedule class. Accordingly, Doboka Girls High school is adopted for the purpose.
3. As part of social responsibility, IQAC has adopted resolutions for more outreach programme for the students in the locality involving local people. For the purpose, the NSS unit in association with IQAC has organised a number of awareness programme, cleanliness drive in the locality.
4. The IQAC has encouraged the faculty members to undergo short term training programmes, FDP, Webinars. As a result, a number of faculty members participated and completed FDP and webinars.

File Description	Documents
Paste link for additional information	http://haac.ac.in/mou.php
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC has been consistently trying its best to adopt measures for providing high academic standards and actions as part of social responsibilities through its activities. The

best practicesthat are institutionalized by initiatives of the IQACduring the period are:

1. In the wake of Covid-19 pandemic, the IQAC has taken initiatives for more exchange programme in the areas of faculty and students exchange programmes, organizing seminar, workshops, webinars, and talks. A number of teachers participated in the faculty exchange programme as part of MoU signed.
2. During the period the IQAC has emphasized of adopting at least one school in the locality for taking classes by faculty members during recess of schedule class. Accordingly, Doboka Girls High school is adopted for the purpose.
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4. The IQAC has encouraged the faculty members to undergo short term training programmes, FDP, Webinars. As a result, a number of faculty members participated and completed FDP and webinars.

File Description	Documents
Paste link for additional information	http://haac.ac.in/iqac.php
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://haac.ac.in/iqac.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Since its establishment, the Haji Anfar Ali College emphasizes towards the development of an environment of women education. The College has achieved a lot in increasing the literacy rates among the women folk of the locality mostly coming from the rural areas. The college has more female students and 60 per cent of the total students in comparison to boy's students.

During the period 2021-22, the College has initiated the following steps for the promotion of gender equity:

1. Women Cell provides counseling to girl students in academic and non-academic activities.
2. The college has formed Anti-Sexual Harassment, Anti-Ragging and Disciplinary Action Committee.
3. The college conducts women hostel audit.
4. Organised awareness programme such as International Women's Day, International Mother Language day, and International Girl Child day.
5. Women's Hostel is there and remains under strict control of the hostel warden and Principal of the College.
6. College has separate Girl's Common Room.
7. Student Union of the college has elected Girl's Common Room Secretary.
8. It has separate departmental block for women teaching staff.
9. The College campus is kept 24 hours strict surveillance by CC TV Camera.

10. Women members are nominated to the G.B and IQAC.

File Description	Documents
Annual gender sensitization action plan	The College takes steps to eradicate gender discrimination and violence against women by adopting Annual Gender Sensitization Action Plan by the IQAC in association with Cells and Committees. The plan includes: • To organise awareness programme on gender debates and celebrated important national and international days such as International Women's Day, International Mother Language day, and International Girl Child day etc. • The Women Cell of the college encouraged and supported to assist girl students in academic and non-academic activities. • The Anti-Sexual Harassment Committee, Anti-Ragging Committee and Disciplinary Action Committee are authorized to deal with gender related cases. • Women's Hostel is there and remains under strict control of the hostel warden and Principal of the College. • Special sitting arrangements for girl's student in the library. • The entire college campus is kept 24 hours strict surveillance by CC TV Camera.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	The Haji Anfar Ali College emphasizes towards the development of an environment of women education. Following are a few specific facilities provided for women in terms safety and security, counseling, and common rooms: (a) Safety and Security: a. The college campus is kept 24 hours strict surveillance by CC TV Camera. b. The entire college campus is provided security by constructing RCC boundary wall. c. Appointed security guards are there for day-night security in the campus. (b) Counseling: a. The

	Women Cell is there to provide counseling to girl students in academic and non-academic activities. b. Student Union of the college has elected Girl's Common Room Secretary. c. Women faculty members and students are nominated to the G.B and IQAC. d. Students guardian are also contacted by the Principal to the college for any student related counseling. (c) Common Rooms: a. Women Hostel remains under strict control of the hostel warden and Principal of the College. b. The College has separate girl's common room with all facilities. c. The College has separate departmental block for women teaching staff members. d. The library has separate sitting arrangements for girls in the reading room.
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The Haji Anfar Ali college is committed to clean and environment friendly campus. As the college is a single stream Arts college and does not generate any harmful laboratory waste causing threat to environment.

Following are the steps taken for the management of garbage of the college:

- **The college campus has a number of concrete waste garbage**

containers.

- **The garbage containers are for both solid and wet garbage.**
- **The wastes generated in the Girls Hostel are disposed as per the norms of waste disposal.**
- **The use of plastic is totally banned in the campus.**
- **Regular cleanliness drives are conducted by NSS volunteers, apart from the staff appointed for the purpose.**
- **The recyclable wastes are processed for producing organic fertilizer which is used in the plants of medicinal garden in the college.**
- **The garbage and waste generated by the college are collected by the local town committee as per the agreement signed with them.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[Images of concrete waste container:](#)
Any other relevant information	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles**	**B. Any 3 of the above**

2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of	D. Any 1 of the above

reading material, screen   **reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

During the period 2021-22, the Haji Anfar Ali College has organised a number awareness programmes in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities in the society. Following are a few steps initiated for providing an inclusive environment:

- The college follows the UGC norms and appointment procedure of the DHE, Government of Assam in the matter of appointment of its teaching and non-teaching staff.
- The college provides Cent percent admission privileges to SC, ST, OBC, MOBC students by relaxation in the entry marks.
- The Scholarship Cell of the college assist the SC, ST, OBC, MOBC and religious minority students for benefits of Government scholarship schemes.
- The college provides compulsory computer certificate course to all students.
- Provides community service by the students and staff as part of social extension service through Cells and Committees.
- Celebrated National, International Girl Child Day, Women's Day, International Youth Day, International Mother Language Day.
- Celebrated and observed national and international days of importance such as Constitution Day, Teachers' Day, and National Integration Day to inculcate values among the students of the college.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

During the period 2021-22, the college has organised a number of webinars, talks, discussion and celebration of important days in association with various department through the platform of Google Meet. In the later part of 2021, the college has organised a number of offline programmes involving faculty and students of the college. The sole objectives behind organizing of such programmes were to aware the students and faculty members about their obligations, rights and duties, values as incorporated in the Constitution of India.

- **The Department of Political Science has celebrated 75th UN Day on 24th Oct, 2021.**
- **'Rashtriya Ekata Diwas' was celebrated by the students and teachers on 31st October 2022 to commemorate the birth anniversary of Sardar Vallabhbhai Patel, popularly known as Iron Man of India.**
- **Organised programme to commemorate the 'World Peace Day on 21 September, 2021.**
- **Assam State Aids Control Society under the guidance of NACO organised by Red Ribbon Club, Haji Anfar Ali College, 2021.**
- **The Department of Political Science, HAAC has organised programme to celebrate Constitution Day in the Auditorium Hall on 26th Nov. 2021.**
- **The 76th Independence Day, 2022, celebrated with series of programmes and activities.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

During the period 2021-22, the Haji Anfar Ali College celebrated and organizes national and international commemorative days, events and festivals throughout the academic session. In general, it is the inherent duty of the college to organize national festivals, birth/death anniversaries of great Indian personalities, the celebration of these days helps to inculcate values, learn their lesion of unity and integrity, social responsibility and love for the constitutional ideals.

The celebration of national and international days and events includes:

- Celebration of World Peace Day on 12 Sept. 2021.
- Celebration of Constitution Day on 26 Nov, 2021.
- Virtual Celebration of National Girl Child Day on 24 Jan. 2022.
- Awareness Programme on DrugAddiction was organized on 26 May, 2022.
- Celebrated International Day of Yoga is observed on 21 June, 2022.
- Observed International Day of Rural Women on 15 Oct. 2022.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

During the period 2021-22, the two best practices that are implemented by the College as per NAAC format provided in the manual are:

(1) Learning through collaboration and exchange programme: The College emphasizes on the collaboration in the teaching-learning process to enhance the learning level of students. The faculty and students gets acquaints with new knowledge of academic atmosphere, exchange of classes by faculty members, cultural activities, seminars, workshops. The college made a number of agreements in the form of MoUs with neighbouring colleges, universities and local school.

(2) Emphasis on e-learning and e-governance: During the period 2021-22, the emphasis on the e-teaching-learning process which includes (a) E-classes through college portal during Covid-19 (b) Study materials were uploaded in the college portal so that

the students can download them at their convenience. (c) Audio and video classes through college portal. (d) Submission of assignments through the college portal. (e) Whatsapp groups created semester wise for easy contact with students. (f) Online survey conducted and collected data for analysis on administration, infrastructure facilities, academic and extra-curricular activities. (f) The students used e-journal and e-book in the period of Covid-19.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college emphasis updating learning levels of both for teachers and students in the rapidly changing society. The Covid-19 pandemic and subsequent lock down has left an indelible mark on the teaching-learning process. The college emphasis on the introduction of innovative distinctive method teaching-learning process:

- The college initiated website (haaconline.org.in) for online classes.
- Teachers are encouraged to take the audio and video classes.
- Students are provided opportunity to ask for study materials through the portal.
- For quick contact the college has created semester wise students Whatsapp Group.
- Introduced ICT class facilities for the students.
- Students are encouraged for Compulsory Computer Course as the college has computer lab with 65 operational computers.
- Teaching and non-teaching staffs are trained by organizing workshop on the use of ICT tools.
- The college has introduced online record of class attendance of students and log book.

All the activities of the college are tailored to meet the new situation and execution of the recommendations of NAAC Peer Team for 2nd Cycle. The college strives to attain the goal and

objectives by imparting modern methods of education and prepare them a competent and skilled citizen of the society.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The Haji Anfar Ali college formulate its plan of action on the basis of vision and misssion. The college has formulated the following plan of action for the next academic year:

1. PG courses in different subjects.

2. Permanent Student Union Office.

3. More Research and Development work.

4. Organise Cmmunity outreach programme involving students, NGOs, and local community people as part of social responsibility.

5. Organise faculty andstudent exchange programme with neighbouring institutions, NGOs and industries.