

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

INTERNAL QUALITY ASSURANCE CELL (IQAC)



FOR THE SESSION: 2016-17

HAJI ANFAR ALI COLLEGE

DOBOKA:HOJAI: ASSAM

The Annual Quality Assurance Report (AQAR) of the IQAC Session: 2016-17

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (*Note: The AQAR period for the Academic Year- July 1, 2016 to June 30, 2017*)

Part – A

1. Details of the Institution

1.1 Name of the Institution	Haji Anfar Ali College
1.2 Address Line 1	Daboka
Address Line 2	P.O. & P.S. Daboka
City/Town	Nagaon
State	Assam
Pin Code	782440
Institution e-mail address	haccdaboka@gmail.com
Contact Nos.	03674-261451
Name of the Head of the Institution:	Dr. M.A. Barbhuiya
Tel. No. with STD Code:	03674-261451

Mobile:

9435739006

Name of the IQAC Co-ordinator:

Dr. Sahab Uddin

Mobile:

8811853122

IQAC e-mail address:

iqachajianfar1986@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN 12512

1.4 NAAC Executive Committee No. & Date:

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

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

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

1.5 Website address:

www.haacdaboka.org.in

Web-link of the AQAR:

www.haacdaboka.org.in/iqac.php

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

1.6 Accreditation Details

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

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

12/05/2008

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

2016-17

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

i. AQAR

2016 -17

(31/08/2017)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Scien Comme I PEI (Phys Edu)

TEI (Edu) E neering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the College)

Gauhati University, Guwahati

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

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

2. IQAC Composition and Activities

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

2.10 No. of IQAC meetings held : 03

2.11 No. of meetings with various stakeholders: No.

Plan of Action	Achievements
<p>1. To introduce vocational courses</p> <p>2. To introduce Science Stream in the College</p> <p>3. Continuation of Career Oriented Programmes- a. Communicative English b. Fashion Designing</p> <p>4. Introduction of PG courses in some subjects like Assamese, English Political Science.</p> <p>5. Monitoring students especially of the Major Courses.</p> <p>6. Organise Programme “Meet The Principal”</p> <p>7. Computerised Feedback from Students after each Semester</p> <p>8. Half Yearly Campus Cleanliness Drive</p> <p>9. Plantation Programme</p>	<p>1. A Proposal for opening 2 (two) Vocational Courses-(a) Customer Care & Sales Management (CCSM) and (b) Retail Management (RM) has been forwarded to the Director Higher Education, Govt. of Assam for necessary approval and release of fund.</p> <p>2. Keeping in view of the demand of the vicinity, a new proposal has also been forwarded to the Govt. of Assam for the introduction of Science Stream in the College from the Academic Session 2018-19</p> <p>3. The Period for UGC-COP for (a) Communicative English (CE) and (b) Fashion Designing (FD) got over and the College Continued the Dip. In CE and Adv.Dip.in FD and accordingly the students are pursuing the both the courses.</p> <p>4. A proposal was sent to Krishna Kanta Handiqui State Open University (KKHSOU) to introduce PG classes in Assamese, English and Political Science. The University granted to introduce PG Classes in Assamese and Political Science and accordingly a wide publicity is made and some of the students got admitted in both the subjects.</p> <p>5. Students of the Major Courses are divided equally among the existing faculty members to deal in individual problems in regard to their subject of study.</p> <p>6. A Day-long Programme was organised to get stock of the conditions of the learners. To meet this point of view, the Principal interacted with the students personally and students freely participated and shared their experiences in terms of classroom teaching, facilities and other amenities in the College..</p> <p>7. IQAC designed a Feedback Template for the Students in a specific computer meant</p>

<p>10. Up-gradation of BURIGAON, the Model Village</p>	<p>for it. Students were guided properly to record their feedback in the computer. Such feedback is analysed and remedial measures are taken accordingly every year.</p> <p>8. Like every year, Cleanliness Drives were made to make the campus clean. Students are motivated to make the campus clean.</p> <p>9. World Environment Day was observed and a large number of valuable saplings were planted in the campus to make it greener.</p> <p>10. A Survey was made by the Faculty Members of the College to analyse the Strength, Weakness, Opprotiunities & Threats (SWOT) of Burigaon, the Model village. After proper analysis, the IQAC plans to up-grade the two Lower Primary Schools involving the Teachers and Students of the College in imparting lessons so that quality education is offered to those little learners.</p>
---	--

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related):

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

Level Total Nos. Internation Natio State Institution

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Orientation Programme for the Freshers in 2016-17
2. Celebration of different Days of National and International importance
3. Organised different Awareness Programmes
4. Seminars and Workshops were also organised

2.15 Plan of Action by IQAC and Outcome

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

* *Attach the Academic Calendar of the year as Annexure.* ----- Annexure 1

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

1. Thoroughly discussed the AQAR in the GB meeting and adopted a resolution appreciating the innovative practices of the Principal and the Coordinator, IQAC.
2. It is suggested to organize more numbers of Seminar/workshop/symposium in the college.
3. Student's involvement in non-scholastic activities is to be taken care of.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary	02		
Innovative			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15
Trimester	NIL
Annual	NIL

1.3 Feedback from stakeholders*

(On all aspects)

Alum Y Parents Y Employer Y Students Y

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

***Please provide an analysis of the feedback in the Annexure**

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

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

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

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

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

2.2 No. of permanent faculty with Ph.D.

06

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	01					01		01	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest-0

Visiting-0

Temp- 5

2.5 Faculty participation in conferences and symposia:

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

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

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

- Publication of Students' Magazine 'Anfar Jyoti', with Wall Magazines for the different departments so that the students inculcate the habit of writing skill.
- Use of ICT in teaching-learning has been made more extensive.
- The library resources have been augmented further with the subscription of more journals including e-journals.
- Remedial Classes for weaker section of the students.
- Personal counselling of the Major students dept. wise.

2.7 Total No. of actual teaching days during this academic year 180

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop Nil

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA General						
BA Major	22		13	06	03	100%
Others						

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

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

- Promoting Feedback on Teachers and campus experience is obtained from the students to improve the quality of teaching learning.
- After declaration of the results of each examinations (internal & external), IQAC suggests the Principal to hold discussion with the faculty members to assess the performance of the students where the IQAC coordinator is invited to suggest the qualitative improvement.

- Suggests all HoDs to divide the major students equally among all the faculty members in order to take special and extra care for their over-all development.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

2.14 Details of Administrative and Technical staff

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

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC convenes a meeting with the faculty members and suggests all the teachers to take up a small research project locally at hand at par with their interest so that a research culture is developed in the college.
- Teachers of the college are also motivates to engage their departmental students in different project based study.
- A plan has been adopted to publish a Research based Magazine and students are to be given ample opportunities to highlight their project work in different situations and when occurred.
- Principal of the college is requested to provide some seed money to the teachers to carry on their project based work.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	18 months	UGC	320000	245000
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects (other than compulsory by the University)	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAF CAS DST-F
DPE DBT Scheme/fund

3.9 For colleges Autonom CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

	Level	International	National	State	University	College
	Number	NIL	NIL	NIL	NIL	01
3.11 No. of conferences	Sponsoring agencies	NA	NA	NA	NA	College Fund

organized by the Institution

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
02	NIL	NIL	NIL	02	NIL	NIL

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

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

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

JRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- World Environment Day was observed by Haji Anfar Ali College
- Awareness for Voting Rights, in view of the ensuing election in the state.

Details are attached as Annexure

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	45 bigha			
Class rooms	08	03	State Govt	11
Laboratories	nil	NA		
Seminar Halls	01	NIL		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	1 Desk top Computer	40000/	College Fund	01
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil			
Others	NIL			

4.2 Computerization of administration and library

- The office has already been equipped with the Office Automation software and the processes of admission and fee collection, salary bill preparation etc are done in computer.
- The library is also automated with the SOUL software
- Issue and Receipt of Books are handled with Barcode facility

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6982	735910	123	98000	7105	833910
Reference Books	4806	512442	101	102000	4907	614442
e-Books						
Journals	12		01	1200		1200

e-Journals	NIL	NIL	NIL	NIL	NIL	NIL
Digital Database	NIL	NIL	NIL	NIL	NIL	NIL
CD & Video	NIL	NIL	NIL	NIL	NIL	NIL
Others (specify)	ifotech			28890		28890

4.4 Technology up gradation (overall)

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

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

Special training is given to the office staff for the operation of the newly installed ICT gadgets.
IQAC participated in different online programme of Central and State Govt such Swach bharat Abhiyan, AISHE Survey etc.

4.6 Amount spent on maintenance in lakhs:

i) ICT	0.5
ii) Campus Infrastructure and facilities	11.0
iii) Equipments	0.01
iv) Others	0.20
Total :	11.8

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Haji Anfar Ali College Students' Union (HAACSU) is careful in providing the inputs regarding the participation of the students in various extra and co-curricular activities at university, state, and national level.
- IQAC plans to involve more numbers students in different Cells & Committees of the College.
- At the beginning of each Academic Session, IQAC makes Awareness cum Orientation Programme for the Freshers in order to make them acquainted with the new environment.

5.2 Efforts made by the institution for tracking the progression

- The college has signed MOUs with the different institution/industry partners in order to provide exposure and on-job-training to the student.
- Academic progression is monitored by the Head of each Department and monthly updating of Log Book is must by the Department.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
296			40 (Distance Learning)

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

No	%
373	47

Men

No	%
421	53

Women

Last Year (6 th Sem)						This Year (6 th Sem)					
General	SC	ST	OBBC	Physically Challenged	Total	General	SC	ST	OBBC	Physically Challenged	Total
193	13	13	24	0	243	237	22	11	27	0	296

Demand ratio 1.21 Dropout %

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

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

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- The Career Counseling and Guidance Cell of the College keeps putting consistent efforts for providing the students with necessary exposure to what is happening around, in order to make them competent for various competitive examinations.

No. of students benefitted

03 students

5.7 Details of campus placement: NIL

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	03

5.8 Details of gender sensitization programmes

The NSS Unit of the college organised a special awareness programme for the women folk of the greater Hojai Area on their self-sustenance 8 March, 2016. The Venue has been selected as the district head quarter, SankardevNagar.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International

Cultural: State/ University level National level International

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	38	38000
Financial support from government	09	48600
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: ___Drinking water facility has been improved_

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision and mission of our college is

- To impart and disseminate higher education both in letter and spirit.
- To create an atmosphere of social harmony and amity
- To popularize the ideals of national integration, secularism and democracy.
- To foster a scientific outlook amongst the youths.
- To encourage leadership qualities amongst the youths.
- To lay special emphasis on teaching, research and extension activities as per new guidelines of the University Grants Commission.
- To popularize the indigenous arts and crafts.
- To promote work-culture with the motto: "Service Before Self".
- To inspire the students to preserve what is pure in our environment and to educate them to keep it unpolluted.

6.2 Does the Institution has a management Information System

Yes, Management information system is being used in

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

Some of the systems are:

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

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

The following teaching and learning method has been followed:

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

6.3.3 Examination and Evaluation

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

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

6.3.4 Research and Development

1. Faculties are motivated in research work in their respective fields.
2. One teacher has been awarded Ph.D from Assam University.
3. Two nos. of teachers submitted Proposals to UGC for Minor Research Project (MRP).

6.3.5 Library, ICT and physical infrastructure / instrumentation

- More books and Research Journals are purchased.
- The Central Library is restructured.
- This year library has been enriched with a large nos. of books worth Rs. 2.00 lakh.

6.3.6 Human Resource Management

The College manages the human resource regularly as under-

1. Monthly salary
2. Daily recording of time of arrival and departure
3. Annual Performance Appraisal Report
4. Feedback system
5. The College Staff runs a mutual Thrift and Credit Society for the welfare of its members, the teaching and the non-teaching staff of the College.
6. Besides the above, one teacher from the Department of English, Dr. Sahab Uddin has taken admission into Post Graduate Diploma in Human Resource management (PGDHRM) in Krishna Kanta Handiqui State Open university (KKHSOU) in Assam

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

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

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

11.8

6.6 Whether annual financial audit has been done

Y

Yes

No

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

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

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

For UG Programmes

Yes

No

Y

For PG Programmes

Yes

No

NA

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

Not Applicable

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

Not applicable

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

- No Parent-teacher Association. However, there is a Guardian Forum and this year no noteworthy activity is carried out by the Forum.

6.13 Development programmes for support staff

No significant development programme has been conducted this year.

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

1. Plantation drive is taken time to time
2. It has been resolved by the IQAC in this year to make the campus as a “Zero Waste” zone.
3. More numbers of Dustbins are placed in key lace of the campus and a linkage is established with Local Town Committee for weekly waste cleaning.

Criterion – VII

7. Innovations and Best Practices

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

In order to minimise the gap between the teachers and the taught, the administrator and the learner; and with a view to taking individual care of the students, the IQAC has initiated a Programme MEET THE PRINCIPAL to be held once in every six months so that the students can feel free to share their findings, problems in all aspects—may be scholastic or non-scholastic and remedy in terms of that duly be planned subsequently.

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

Action Taken Report (ATR)

1. A Proposal for opening 2 (two) Vocational Courses-(a) Customer Care & Sales Management (CCSM) and (b) Retail Management (RM) has been forwarded to the Director Higher Education, Govt. of Assam for necessary approval and release of fund.
2. Keeping in view of the demand of the vicinity, a new proposal has also been forwarded to the Govt. of Assam for the introduction of Science Stream in the College from the Academic Session 2018-19
3. The Period for UGC-COP for (a) Communicative English (CE) and (b) Fashion Designing (FD) got over and the College Continued the Dip. In CE and Adv.Dip.in FD and accordingly the students are pursuing the both the courses.
4. A proposal was sent to Krishna Kanta Handiqui State Open University (KKHSOU) to introduce PG classes in Assamese, English and Political Science. The University granted to introduce PG Classes in Assamese and Political Science and accordingly a wide publicity is made and some of the students got admitted in both the subjects.

Students of the Major Courses are divided equally among the existing faculty members to deal in individual problems in regard to their subject of study

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

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

Annexure III & IV attached

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

7.4 Contribution to environmental awareness / protection

Good numbers of plants having medicinal and commercial value have planted in and around the campus.

This year all the Plants are named with their Local and Scientific names keeping in mind Cram while you roam

7.5 Whether environmental audit was conducted? Yes No

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

The IQAC of the College highlights all its activities along with the activities of different Cells and Committees in Print Media, Social Media and sometimes in Electronic Media too. The IQAC also maintains all the reports year wise in an ACTIVITY REGISTER.

8. Plans of institution for next year

1. Keeping in mind the Digital India Campaign, the IQAC in its meeting suggested the College authority to offer students opportunities to pay their dues and fees introducing a POS machine in the College Cash Counter.
2. A Seminar is to be organised in collaboration with Gauhati University Undergraduate Examination Establishment in order to acquaint with the students the new guidelines of Examination and Evaluation.
3. An Awareness Programme is to be arranged to facilitate the students and other stakeholders of the College with the knowledge of Cyber Crime and its Protection.
4. Mid-Term Evaluation is to be held Department wise so that Weak Students can be singled out and remedial measures can be adopted thereof.
5. A Detailed Plan & Estimate is to be prepared and submitted to RUSA in order to augment the College with more Infrastructures and ICT Materials and in order to meet the overall crisis of the College.
6. To initiate a Certificate Course in Teaching English



Name *Dr. Sahab Uddin*



Name *Dr. Mamun Azam Barbhuiya*

*Signature of the Coordinator, IQAC
Chairperson, IQAC*

Signature of the

**Academic Calendar for Undergraduate Courses
August 2016 - July 2017**

1st January 2016 to 31st December, 2016

Sl. No	Occasions	Month	Date (s)	Day (s) of the week	No. of days
1	Magh Bihu	January	14, 15 & 16	Thursday, Friday & Saturday	3
2	Republic Day/ G.U Foundation Day		26	Tuesday	1
3	Saraswati Puja	February	13	Saturday	1
4	Sivaratri	March	7	Monday	1
5	Dol Jatra		23 & 24	Wednesday & Thursday	2
6	Good Friday		25	Friday	1
7	Bohag Bihu	April	13, 14 & 15	Wednesday, Thursday & Friday	3
8	May Day	May	1	Sunday	1
9	Buddha Purnima	July	21	Saturday	1
10	Id-Ul-Fitre		6 & 7	Wednesday & Thursday	2
11	Independence Day	August	15	Monday	1
12	Tithi of Sri Sri Madhabdev		22	Monday	1
13	Janmastami		25	Thursday	1
14	Tithi of Sri Sri Sankardev	September	3	Saturday	1
15	Id-Uz-Zuha	October	12	Monday	1
16	Birthday of Mahatma Gandhi		2	Sunday	1
17	Muharram		2	Sunday	1
18	Durga Puja, Lakshmi Puja		7-15	Friday to Saturday	9
19	Kati Bihu	November	17	Monday	1
20	Kali Puja & Dewali		29 & 30	Saturday & Sunday	2
21	Guru Nanak Birthday	December	14	Monday	1
22	Asom Divas (Sukafa Divas)	December	2	Friday	1
23	Christmas Day		25	Sunday	1

Principal

34

Date(s)

Monday, August 1, 2016

3rd Week of September, 2016

1 - 31 October, 2016

21 November - 3 December, 2016

5 December - 23 December, 2016

Events / Activities

Commencement of 1st, 3rd, and 5th Semester Classes

Sessional Examinations

Field Trip (subject specific), if any, is to be completed during this period *Normal classes will continue*

Odd Semester Examinations (Practical)

Odd Semester Examinations (Theory)

24 December, 2016 - 17 January, 2017	End Semester Vacation
Wednesday, January 18, 2017	Commencement of Even Semester Classes
Thursday, January 12, 2017	Evaluation of Answer Scripts of Odd Semester Examinations be completed by this date
1 - 7 February, 2017	College Week
3rd Week of March, 2017	Sessional Examinations
22 - 29 April, 2017	6th Semester Examination (Practical)
23 - 30 May, 2017	2nd and 4th Semester Examinations (Practical)
2 - 22 May, 2017	Even Semester Examinations (Theory)
May - June, 2017	Admission process to the 1st Semester of TDC classes should be completed within 12 days of declaration of HS results
Thursday, June 1, 2017	Commencement of 3rd and 5th Semester Classes Monday,
June 12, 2017	Evaluation of Answer Scripts of Even Semester examinations be completed by this date
1 - 31 July, 2017	Summer Vacation

Notes:

- (a) *Notifications about Fill-up of Examination Forms, commencement of semester examinations, and declaration of results will be issued from the Office of the Controller of Examination, GU.*
- (b) *Election of Student Union Bodies will be as per UGC notifications (vide Lyngdoh Committee Recommendations)*
- (c) *Sessional examinations should be conducted during the class period without affecting the normal class routine*

Principal

A. ACTIVITIES OF THE IQAC 2016-17

The IQAC being one of the important Cells takes part in all kind of activities for the improvement and sustenance of the quality of the College. It analyses the Strength, Weakness, Opportunities, and Threats (SWOT) of the college with a view to improving the status of the college as per the need and the demand of the vicinity. The College plans its developmental activities with the IQAC and the IQAC ascertains internal quality enhancement programmes. IQAC aims at improving the teaching learning process by:

- Motivating the faculty members to participate in the various Faculty Development Programmes.
- Disseminating information about FDP/Workshop/Seminars etc of National and International level.
- Promoting Feedback from students on Curriculum, Campus, Administration, Teachers and other assets of the college.
- Motivating faculty members to engage themselves in research activities like M.Phil. /Ph.D in their respective discipline.
- Supplying time to time the Formats for Minor Research Projects (MRP)
- Suggesting time to time the Librarian of the college to subscribe more numbers of Research Journals on different issues to the Central Library of the college.
- Convening meetings of different Cells and Committees to carry on their respective activities and to submit a report on them to the college for maintaining records..

Besides, the IQAC of the college encourages the departments to involve the students in fieldwork and project works which extend the students' capacity to think critically and indulge in scientific learning. The IQAC of the college has taken initiatives to introduce one Wall Magazine bilingual in each department. Precisely, the activities of the IQAC in this period are—

1. Orientation Programme for the Freshers for the New Session
2. 3 Day Independence Day Celebration
3. Teachers Day Celebration & Felicitations to the Retired Teachers of the locality
4. Observation of National Unity Day
5. Vigilance Awareness Week (31 Oct- 5 Nov., 2016)
6. National Education Day Celebration
7. Earthquake & Fire Mock- Drill Programme
8. Financial Literacy Programme on *Cyber Crime in Banking Sector*
9. Matribhasha Diwas Celebration

B. Counselling Programme (Career Guidance)

- 02 Nos. of Holistic Development Programmes organized in the College under the Banner of DC Crackers in association with IBTC.
- Er. Aftab Azim, a freelance motivational speaker acted as the Resource Person in both the events of two days each.

Dr. Sahab Uddin
Coordinator, IQAC

BEST PRACTICE- 1

Title of the Practice: MEET THE PRINCIPAL

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

The Context

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, Haji Anfar Ali College established an IQAC with a view to creating a learner-centric environment conducive to quality education to adopt the required knowledge for participatory teaching and learning process.

Objective of the Practice

IQAC believes that education should nurture a love of learning, a sense of curiosity, a sense of self-worth and a sense of responsibility. We want our students to feel valued, happy and successful. Teaching and Learning at Haji Anfar Ali College is focused on the individual. It is about developing the learners to achieve their very best. It is about unlocking potential and opening minds. Characteristics of the IQAC is providing the academic accuracy as well as supporting the students' personal development initiating some best practices to address their objections that may stand as a problem in their learning process. With this aim in view IQAC initiates a Platform for the learners of the college to meet their **Principal Friend** (Head of the Institution) freely and share their academic as well as personal difficulties etc.

Commitment:

The IQAC a strong sense of community and of purpose. IQAC wants each student to fulfil their academic, sporting and creative potential, because that opens doors to their future. But we believe that education is not confined to the classroom nor to the requirements of examinations. We want to provide opportunities for each child to discover and enjoy their individual talents, interests and passions. We want each child to learn teamwork and leadership skills; to learn how to take risks in a safe environment, to learn how to cope with failure as well as success; and, most importantly, to be happy. We are accredited by the NAAC and awarded by Grade B. In order to upgrade us and to remain strict to the commitment, this new venture MEET THE PRINCIPAL is another best practice adopted by the IQAC, Haji Anfar Ali College.

Operational Features of the Practice

- The IQAC in consultation with the Principal shall fix a specific date at the middle of the academic session and the date shall be notified a week before the event.
- All the students shall gather in the College Auditorium/Open space and the Meeting shall be exclusively between the Principal and the Students.
- The presence of the Coordinator, IQAC in the Meeting is optional.
- The Principal shall create a favorable situation in order to make the students feel free to lodge their complaints/ grievances.
- The Principal shall maintain a Proceeding of the Meeting and note down each and every student's nature of grievances for a follow-up action.
- The meeting shall be held on any working day with minimum 1 hour duration.
- Learners shall not repeat the complaints/ problems raised by their other friends.
- Absentee Learners can also write to their Principal Friend about their suggestions/ complaints, if any, and drop them to the **Suggestions & Complaints Box**, kept for the purpose.

Follow-Up Action:

- The Principal or his nominated member/s shall sort out the key grievances of the learners based on the seven parameters of Quality Assurance.
- He may share the grievances with his colleagues/ staffs with a view to making a remedy out of them.
- He may forward the findings to the IQAC for the necessary remedy.
- He may bring it to the notice of the GB of the college, if it is felt necessary by him, keeping in mind the immediacy or urgency of the grievances/ suggestions.
- A Detailed Report shall be presented by the Principal explaining the nature of all those grievances/ suggestions and the subsequent follow-up Action taken by him/IQAC/GB in his next meeting with the Students.

Evidence of Success

- This year, students attendance in class has been monitored and the Vice Principal of the College has been given the responsibility to check the departure of those leaving the campus without attending their duly classes.
- 75% of Class attendance has been made mandatory for each learner.
- Teachers started to take extra care for the students to improve their semester end results.
- Constructive suggestions/ opinions are sought from the teachers to make this practice more effective.

BEST PRACTICE - 2**Title of the Practice: Orientation Programme for Fresher (OPF)****Context:**

Starting college can cause much anxiety in the heart of a new college student because of all the unknowns—"How would my major mates be? Will I make any friends? How will I find all of my classes? Whom do I ask if I have a question?" New student orientation programs are designed to guide students in answering all of these questions. Prior to the beginning of classes, students are given an overview of the complete realm of university life, from academics to social activities, through a period of days referred to as orientation. Hence, this best practice is designed by IQAC in order to offer the new comers a chance to orient themselves to student life without the pressure of lectures. It is a day before the start of an academic year. A variety of events are held to orient and welcome new students keeping in mind their motivational growth in terms of Teaching and Learning. It is the duty of the IQAC coordinator to design a program that will bring the following goals together.

Objective of the Practice:

- To welcome the fresher officially
- To acquaint the fresher with the facilities of the College
- To inform the students the course, curriculum and evaluation system of university.
- To guide the students about the rules and regulations of the College
- To remove fear-psychosis so that fresher feel free to pursue learning in the campus.
- To offer them the campus knowledge.
- To make fresher familiar with the new environment.

Evidence of Success:

This year the Orientation Programme was held with a Day-long Programme. Students were addressed not only the Principal and the IQAC Coordinator, but by the different teachers of the different department. The Librarian also informed the students the library rules and guided them how to borrow and issue books from the Central Library of the College.

The Students and parents attended the session appreciated the initiative taken by the college. Some sort of suggestions was put forward by the stakeholders and IQAC commits to take care of all those recommendations in future.

REPORTS OF VARIOUS ACTIVITIES -2016-17**1. Activities of NSS Unit, National Service Scheme (NSS) Unit, Haji Anfar Ali College, Doboka, Hojai , Assam**

National Service Scheme (NSS) Unit, Haji Anfar Ali College, Doboka, Hojai , Assam was initially formed in 2004 with a view to involving students in the task of national service. It was reconstituted many a time with different stakeholders of the institution as well as local civil administration. Primarily, the students were motivated to treat their period of study as one of the opportunities for indulgence in intellectual luxury and to prepare themselves for final dedication in the service to society. After that, since 2014, the NSS Unit has been regularly rendering services to the Society organizing various Awareness Programmes, Camps in the Campus, adopted village and many other key-spots of the vicinity. The detailed regular programme activities of the Unit since 2104 are listed below:

Sl No.	Name of the Activity	Date & Venue	Resource Person, if any	Collaboration/ Sponsorship	Snapshots
1	Awareness Programme on NRC Upgradation	25/01/2015 Burigaon LP School, Doboka	Prof. Pradip Bagchi, Hojai College Dr. Sahab Uddin, Haji Anfar Ali College, Doboka	Self-Sponsored	Annexure II (A)
2	Voluntary Blood Donation Camp	02/03/2015 Auditorium Hall, HAA College	Saif Uddin, Health Counsellor & Dr. Anwar Hussain Dr. Minhaz Uddin	Alumni Association & Blood Bank, BP Civil Hospital	Annexure II (B)
3	Awareness Camp on National Rural Drinking Water & Sanitation Week	16-22 March, 2015 Adopted Model Village, BURIGAON	Dr. Sujit R Acharjee Prof. Pradip Bagchi, Hojai College Dr. Sahab Uddin, Haji Anfar Ali College	Self-Sponsored	Annexure II (C)
4	Awareness Camp on Blood Donation	29/02/2016 Auditorium Hall, HAA College, Doboka	Riku Dutta, Counsellor, Blood Bank, BP Civil Hospital, Nagaon	Self-Sponsored	Annexure II (D)

5	Blood Donation Camp	1 st March, 2016 Supported By Blood Bank, BP Civil Hospital	Dr. Anwar Hussain	IQAC, Haji Anfar Ali College, Doboka & BP Civil Hospital, Nagaon	Annexure II (E)
6	Awareness Camp on Digital Banking under VISAKHA	27/12/2016	Manager, SBI, Doboka Branch	NSS Unit & Seminar Forum	Annexure II (F)
7	Rashtriya Ekta Divas	31/10/2016	Dr. Adidur Rahman	NSS Unit Under the aegis of IQAC	Annexure II (G)

2. NATIONAL EDUCATION DAY 2016 CELEBRATED AT HAJI ANFAR ALI COLLEGE, DOBOKA

The National Education Day, commemorating the birth anniversary of Maulana Abul Kalam Azad, the first Education Minister of Free India, was celebrated at Haji Anfar Ali College, Doboka on 11 November (Friday) with pomp and gaiety. The Day-long programme was organized under the aegis of the Internal Quality Assurance Cell (IQAC) of the College and the Coordinator of IQAC, Dr. Sahab Uddin welcomed all the Teachers, Dignitaries and Students at the beginning. With due consent of the Principal, Dr. Mamun Azam barbhuiya, the Vice Principal of the College Mojaharul Islam, presided over the function. Fakhar Uddin, Associate Professor, Dept. of Economics, stated the objective of the programme. A.R.Laskar, Associate Professor, Dept. of History, as one of the Resource Persons spoke on the challenges before the education policy and its remedies, spoke on the political ideology of Maulana Azad. He was one who was an icon of communal harmony and a staunch nationalist. Rima Debnath, a student of 3rd Semester offered her tribute to that legendary soul appreciating his role during and after the freedom struggle in India.

Speaking at the event, Prof. A.K.Bora, Dept. of Geography, Gauhati University, spoke on the life, works and contribution of Maulana Azad and urged the students to achieve quality education in order to establish themselves as a responsible citizen of the country. Prof. Upen Rabha Hakasam, Dept. of Assamese, GU appreciated the girl students' outnumbering the boys in such a rural college. This increase of girl students in higher education today is the outcome of Maulana Azad's vision in education.

The Vice Principal in his presidential address said that students should adhere to a principle to achieve their goal, struggle and achieve it. Maulana Azad's educational policy is still relevant and all that he laid down is being implemented. Our true tribute to the legendary politician and statesman lies in working towards making our society educated such that they get employment and become responsible citizens.

3. INTERNATIONAL WOMEN’S DAY CELEBRATION BY HAJI ANFAR ALI COLLEGE, DOBOKA

March 8, 2017: Women’s Cell of Haji Anfar Ali College, Doboka celebrated the International Women’s Day on 8th March, 2017 with a day long programme in a vibrant approach outside the college campus in nearby Modertoli High School. This time, the Cell organized a Seminar entitled “*Women’s Empowerment Through Distance Education*” wherein Dr. Dibyojyoti Mahanta, Dean, KKHSOU, Guwahati acted as a Resource person. The celebration was presided over by Dr. Mamun Azam Barbhuiya, Principal of the college and Mrs. Anysuya Sarma, Circle Officer, Doboka offered the Key-note address on the occasion. Mrs Sarma was captivated by her inspirational speech all the way and said that all women must develop confidence and self-discipline in order to get success in their professional and personal life. Principal Dr. Barbhuiya said that women must develop their special skills to get success in their personal and Professional life. Dr. Sahab Uddin, Coordinator, IQAC of the College highlighted the regular outreaching activities of the College in his insightful speech. Dr. Kavita Devi, Convener, Women’s Cell along with highlighting the objective of the programme conveyed best wishes for all the women staff and students of both the institution for their active participation. The celebration attracted a lot of attention of the general people particularly women of this vicinity felt that it offered them an important opportunity to be self-dependent through open and distance learning.

Abbreviations:

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