

# HAJI ANFAR ALI COLLEGE



Doboka : Hojai : Assam  
Estd. 1986  
NAAC Awarded Grade : B

*Our Motto: Quality Education for all*

## PROSPECTUS : 2017-18



Visit us : [www.haacdaboka.org.in](http://www.haacdaboka.org.in)  
E-mail: [haacdaboka@gmail.com](mailto:haacdaboka@gmail.com)

## CONTENTS

1. Principal's welcome
  - 1.1. HAJIANFARALI COLLEGE AT A GLANCE
2. BRIEF HISTORY
3. Location
4. GOAL
5. Objectives
6. Academic Programmess 2017-18
  - 6.1. Procedure for Admission
  - 6.2. Admission Requirement
  - 6.3. Attendance
  - 6.4. Admission Committee
  - 6.5. Orientation Programme
  - 6.6. Fee Structure
  - 6.7. Medium of Instruction
  - 6.8. Exam Regulation
  - 6.9. Elective Subject Combination
7. Regulation of TDC Semester System
  - 7.1. Academic Calendar
8. Examination & Evaluation
9. Key Points of Semester System
10. Career Oriented Programme (COP)
11. Language Lab (LL)
12. Community College (CC)
13. Compulsory Computer Education
14. Applicability for Free Admission
15. Dress Code (Students' Uniform)
- 15.1. KKHSOU Study Centre
16. Internal Quality Assurance Cell (IQAC)
17. Cells & Committees
18. SNB Central Library
19. HAA College Students' Union (HAACSU)

20. Anfarjyoti and Wall Magazine
21. College Bulletin
22. Travelling Concession
23. PoS Machine
24. Sports facilities/ Indoor Stadium
25. Women's Hostel
26. Departmental Block and Administrative Building
27. Canteen
28. Drinking Water Facility
29. Scholarships
30. General Rules
31. Transfer rules
32. Teaching faculty and Others
33. Future Plans
34. Adopted Village
35. Prospectus Committee
36. Holiday List (2017-18)
37. Do's and Don'ts

❖ Admission Form & Smart ID & Students' Declaration Form are attached. ❖

**New Students have to  
keep constant look at the Notices  
displayed in the campus regarding the  
date (s) of admission, latest  
fee-structure and other important  
information in terms of admission  
for the session – 2017-18**

## 1. **Haji Anfar Ali College at a glance**

Name of the institution	: Haji Anfar Ali College
Type of the Institution	: Co-Education
Year of Establishment	: 1986
Name of the Principal	: Dr. Mamun Azam Barbhuiya
Name of the Vice Principal	: Mojaharul Islam
Name of the Coordinator, IQAC	: Dr. Sahab Uddin
Name of the Coordinator, KKHSOU	: S. A. Osmani
Name of the Coordinator, IDOL Study Centre	: N. Hussain
Name of the Nodal Teacher, Community College	: Dr. N.H.Barbhuiya
Name of the Librarian	: Gobinda Sarma
Address for correspondence	: The Principal, Haji Anfar Ali College, P.O. Doboka, Dist: Hojai, Assam Pin: 782440
Website	: haacdaboka.org.in
E-mail	: haacdaboka@gmail.com
Affiliating University	: Gauhati University
Recognition	: u/s 2 (f) and 12 (B) of the UGC Act : Enlisted in RUSA
Campus area in sq.mts.	: 59326.1729 sq. mts.
Built up area in sq. mts.	: 19775.3909 sq. mts.
No. of Departments	: 11(Eleven)
Name of the Subjects for Study	: Assamese, Economics, Education, Elective Language (Assamese), English, History, Mathematics, Political Science.
Compulsory Subjects	: Computer for all Semesters, Environmental Studies for 3 <sup>rd</sup> & 4 <sup>th</sup> Semesters
Major Offered	: Assamese, English, History, Economics, Political Science
Career Oriented Programmes (COP)	: Fashion Designing, Communicative English, Bamboo & Cane Manufacturing (Under UGC Community College)

**1.2. Facilities Available**

- : Computer Lab. Facility
- : Language Lab. Facility
- : Indoor Games Facility at Indoor Stadium
- : Reprographic Facility
- : Pure Drinking water Facility
- : 24 X 7 Power supply Facility
- : Girls' Hostel Facility
- : Separate Girls and Boys Common Rooms Facility
- : Reading Room facility
- : Wi-Fi Facility
- : Cashless Transaction Facility (POS)
- : OPAC Facility in Central Library
- : Departmental Cheap Store Facility
- : Departmental Library Facility
- : Canteen Facility

**1.3. Number of Books in the Central Library** : 12112 Nos.

**1.4. Number of Journals & Periodicals Subscribed** : 14 Nos.

**1.5. Newspapers Subscribed** : 06 Nos.

**1.6. Library Facilities** : N-LIST Facility  
 : Group Information Facility  
 (Through SNBL Whatsapp)  
 : Book Bank Facility  
 : Teachers' Reading Corner  
 Facility  
 : News Reading Stand Facility  
 : Property Counter Facility in the  
 Reading Room  
 : Digital Book Issue & Return  
 Facility.

**1.7. Institution's Accreditation Grade** : Grade B (2.41) By NAAC

**1.8. NAAC Track ID of the College** : ASCOGN 12512

**1.9. AISHE Code of the College** : C-17284

## 2. BRIEF HISTORY:

Haji Anfar Ali College, the premier seat of higher learning was put on a firm foundation in the mid 80s of the twentieth century at Daboka, the newly formed Hojai District in Assam. It is an irony that even after the passage of four decades of independence, there had been no institution of higher learning until 1986 in such a place of historical significance. Though late, the thought of setting up an institution of higher education took shape in the minds of the intelligentsia and Haji Anfar Ali College is the ultimate fruition not only of the hopes and aspirations of the people at large of this area. Formerly known as 'Daboka College', the institution was formally initiated with a few students in the TDC classes in the year 1986 with due permission from The Gauhati University. The first building of the college was donated by the famous Anfar family of Hojai. In kind consideration to the long-felt need of a college and paying tribute to their generosity, the sponsoring body of the college renamed it as 'Haji Anfar Ali College' after the name of their heavenly father.

The philanthropic donors of Anfar family have never turned a blind eye to the needs of the college. They contributed a handsome amount for the construction of a central library cum administrative building of the college. Acknowledging their generous contribution, the college authority also named the two blocks of the building after the names of their mothers as Samsun Nehar Begum Library and Juhra Begum Administrative Block.

Haji Anfar Ali College, Doboka was granted recognition by the University Grants Commission under section 2(f) and 12(B) of the UGC Act, 1956 in the year 2009 and since then the college has been getting financial assistance from UGC under its different schemes such as Indoor Stadium, UGC Network Resource Centre, Extension of Classrooms, Computer lab etc. and of late a Women's Hostel with Wardens Quarter.

The College has been consistently maintaining high academic standards and good institutional social responsibilities. The college is permanently affiliated to the Gauhati University, Assam and it had gone for the NAAC assessment and accredited with a prestigious C++ Grade in the year 2005. The IQAC of the college has been taking initiatives for accreditation measure to carry out and implement the initiatives and responsibilities of the college. The IQAC has been acting effectively in compliance with the recommendations of the Peer Team, NAAC in implementing the diverse quality enhancing measures during the Post-accreditation period and thus brought the institution to this stage for 2nd Cycle of Assessment and Accreditation by the

NAAC. In this stage of assessment, the college is able to achieve a prestigious grade “B” from NAAC, Bengaluru. This grade is the outcome of the collective and continuous efforts of the stakeholders of the college. Now we are working hard for the future course of actions planned by the IQAC of the college to make it an ideal institution in the field of higher education.

Principal

### 3. LOCATION

Free from the din and bustle of the town, the college is located in an ideal site, about ½ k.m. away from NH 54 (Golden Quadrilateral). The 30-bedded Hospital (CHC), Binnakandi Development Block, Telephone Exchange and some educational institutions stand near by the college. It is easily accessible from Nagaon, Hojai and Karbi-Anglong.

### 4. GOAL

The goal of the college is to generate new values in society without disrupting its heritage in view of the spirit of the place itself. The college aims at excellence in academic life. In attaining knowledge in the proper perspective and rising to the challenges that come along their way, the students must pursue knowledge with focus and perseverance with the aim to become the ‘MAN OF MEN.’

### 5. OBJECTIVES

- ☐ To impart and disseminate higher education both in letter and spirit.
- ☐ To create an atmosphere of social harmony and amity.
- ☐ To popularise 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 the guidelines of the University Grants Commission (U.G.C.)
- ☐ To popularise the indigenous arts and crafts.
- ☐ To promote work culture with the ethic: ‘Service Before Self’.
- ☐ To inspire the students to preserve what is pure in our environment and to educate them to keep it unpolluted.

### 6. Academic Programmes 2017-18

Haji Anfar Ali College is a B.A. Arts College with the course and curriculum formulated by Gauhati University

**A. GENERAL COURSE**

Course of Study	Duration	Eligibility
Assamese (MIL)	6 Semesters (3 Years)	HS (10+2)
English		
Economics		
Education		
Political Science		
History		
Mathematics		
Environmental Studies		

**B. MAJOR COURSE**

Major Courses of Study	Duration	Eligibility
Assamese (MIL)	6 Semesters (3 Years)	HS (10+2)
English		
Economics		
History		
Political Science		

**C. COMPULSORY COURSE:**

Sl No	Name of the Course	Duration	Eligibility
1	Compulsory Basic Computer Application Education for All (CBCAEA)	6 semesters (3 Years)	10+2

**D. CAREER ORIENTED PROGRAMMES (COP):**

Sl No	Name of the Course	Duration	Eligibility	Sponsored By	Affiliated To/Collaborated with
1	Certificate/Diplo ma/Adv. Diploma in Communicative English	2 Semester (1 Year)	(10+2)	UGC	GU
2	Diploma in Cane & Bamboo Manufacturing	2 Semesters (1 Year)	(10+2)	UGC Community College	Sunrise Hasta Shilpa Udyog, Hojai

**E. SELF FINANCING COURSES:**

Sl No	Name of the Course	Duration	Eligibility
1	Fashion Designing (Certificate/ Diploma)	1/2 Semester	10+2

**F. Distance Education Courses: The College has Study Centres under Krishna Kanta Handiqui State Open University (KKHSOU) runs the following courses as per the table shown.**

SL. No	Name of the Course	Duration	Eligibility	Affiliated to
1	DLIS	1 YEAR (2 Semesters)	GRADUATE	KKHSOU
2	BA	3 YEARS (6 Semesters)	BPP/ 10+2	KKHSOU
3	M.A. i) Political Science ii) Assamese	2 YEARS ( 4 Semesters )	GRADUATE	KKHSOU
4	CCA	6 MONTHS	10 TH PASSED	KKHSOU
5	CCN	6 MONTHS	10 TH PASSED	KKHSOU

### 6.1 PROCEDURE FOR ADMISSION

- (i) Candidates will be selected on purely merit basis. The list of selected candidates will be notified one day before the actual date fixed for admission. Candidates selected for admission will have to take admission on payment of requisite fees on the date fixed for interview and admission, failing which the authority keeps the right reserved to forfeit claims.
- (ii) There is provision for the reservation of seats for SC, ST, OBC and MOBC candidates as per Govt. rules in force.
- (iii) Attested copies of the documents mentioned in 6.2 must be attached with the application for Admission Form (documents in original shall to be produced for verification at the time of admission failing which their cases will not be considered)
- (iv) Admission to B.A. 1<sup>st</sup> Semester course is provisional and subject to the approval of GU.

### 6.2 ADMISSION REQUIREMENT

- ☐ Students seeking admission to the college shall have to apply in prescribed form available with the Prospectus.
- ☐ The completely filled up admission form must be submitted to the office of the college within the stipulated date.
- ☐ Students undertaking form must be submitted along with Admission form.
- ☐ Smart Card Form should be filled in duly for student's I-Card.
- ☐ Candidates need to submit photocopies of documents, but they have to produce the original copy at the time of admission. These are:
  - i) Mark sheet and Pass Certificate of the last examination.
  - ii) HSLC Certificate.
  - iii) Caste Certificate / Gap Certificate / Migration Certificate / Disability Certificate (if any)
  - iv) Certificate of NCC, Games, Sports, cultural activities if any.
  - v) Registration Certificate of AHSEC/GU.

### 6.3 ATTENDANCE

- ▶ Students failing to attend a minimum of 75% classes in each subject will not be eligible to appear in any final examination.
- ▶ Continuous absence for three weeks teaching days in a class is enough to debar the concerned student from appearing in the examination.

- Scholarship holders with less than 75% attendance may be deprived of the scholarship.

#### 6.4 ADMISSION COMMITTEE

Admission for the Session 2017-2018 shall be conducted by the Admission Committee constituted by the Principal. All disputes and claims relating to admission matters will be settled by the Admission Committee. The decision of the Admission Committee shall be deemed final and bound.

#### 6.5 ORIENTATION PROGRAMME:

The College conducts an Orientation Programme every year before the commencement of the First Semester regular classes in order to acquaint the new comers with the rules and regulations of the college. They are also trained about latest guidelines of the university and instructed about the Do's and Don'ts to be followed by them. Every fresher's attendance is compulsory in the said programme.

#### 6.6 FEE STRUCTURE:

(Subject to Change)

##### For Semester- I: (First Year)

1. General Course: Rs. 5310/-      2. Major Course: Rs. 5430/-

The students of BPL Category whose parents' yearly income does not exceed Rs. 1 lac are eligible for free admission in the college provided a certificate to that effect from the authorized signatory— CO/ Mauzadar and a Self Declaration of Parental Occupation are to be submitted along with the application. Moreover, an amount of Rs. 250/- is to be paid for compulsory computer education (Self Financing). Otherwise the students have to pay the full admission fee as per the Circular of the Govt. of Assam.

##### For Semester III: (Second Year)

1. General Course: Rs. 4910/-      2. Major Course: Rs. 5030/-

Students who availed free admission in the last year 2016-17 shall be eligible for free admission in second year except with a slight variation that students have to pay the following fee under three special heads as per the Govt. rules in force.

A.	Annual College Week / Festival Fee	: Rs. 100/-
B.	Games & Sports Fee	: Rs. 100/-
C.	Magazine Fee	: Rs. 150/-
D.	Self-financing Computer Education Fee	: Rs. 250/-
	Total	: Rs. 600/-

**For Semester V: (Third Year)**

There is no option of free admission in this stage. Students have to pay the fee as under—

General Course-	: Rs. 4910/-
Major Course -	: Rs. 5030/-

**6.7 MEDIUM OF INSTRUCTION:**

- ▶ Assamese/English in General Course
- ▶ English in Major Course.
- ▶ For students coming from English medium school, lessons are explained in English too.

**6.8 EXAM REGULATION**

- ▶ A student must pass all his Semester Examinations, including 'repeat' and 'betterment' changes within six years from the date of admission to the first semester course.
- ▶ He / She will get a maximum of three chances to clear a particular semester. The maximum three chances means 'three continuous examination years' irrespective of appearance by a candidate in the examination or not.

**6.9 ELECTIVE SUBJECT COMBINATION**

The students who opt Political Science as one of their elective subjects are not allowed to opt Education as another elective subject. Both Political Science and Education cannot go together as elective subjects for a student.

**7. REGULATION OF TDC FOR SEMESTER SYSTEM**

- ▶ A TDC shall be of Six Semesters covering three Calendar Year. The schedule for Semester system shall be as shown below :
  - (a) Third and Fifth Semester: June 1, 2017 & First Semester after the admission process.
  - (b) Second, Fourth and Sixth Semester: January -1—June -30 (including examinations)
  - (c) Summer Vacation: July 1— July 31.

**The Academic Calendar and schedule for Semester System is given in Annexure—I.**

- Student's performance should be monitored throughout the Semester by continuous assessment in the theory and practical courses. Evaluation of the Students performance in each of the theory and practical paper will be based on the following:  
 Internal Evaluation : 20% Marks  
 External Evaluation : 80% Marks
- Internal Evaluation should be based on sessional examinations, home assignments, Seminars, and library work in each Semester.
- External Evaluation should be through a final examination at the end on the Semester.
- The pass marks in each theory paper is 30 %
- In each paper, students must secure pass marks in both the internal as well as the external evaluation separately.
- A student who could not appear or failed in any Semester examination will be allowed to clear the same as follows:
  - (a) First Semester with the regular Third Semester examination.
  - (b) Second Semester with the regular Fourth Semester examination.
  - (c) Third semester with regular Fifth Semester examination.
  - (d) Fourth Semester with regular Sixth Semester examination.
- A student may be allowed to "repeat" any one of the theory papers in the First, Second, Third and Fourth Semester, and may be allowed for "betterment" of marks in one paper in the Fifth Semester, provided the student secures less than 45% marks in that paper.
- A student must pass all his Semester examinations, including "repeat" and 'betterment' chances within five years from the date of admission to the First Semester course. A student will get a maximum of three chances to clear a particular Semester.
- Since the Semester involve continuous assessment there would be no scope for a student to appear as a private candidate in any subject.
- For any matter not covered under this Regulation for semester System will be settled as per Gauhati University Rules.

## ANNEXURE – I

## 7.1. ACADEMIC CALENDAR FOR UNDERGRADUATE COURSES

## AUGUST 2016 - JULY 2017

Date(s)	Events / Activities
Monday, August 1, 2016	Commencement of 1st, 3rd, and 5th Semester Classes
3rd Week of September, 2016	Sessional Examinations
1 - 31 October, 2016	Field Trip (subject specific), if any, is to be completed during this period <b>Normal classes will continue</b>
21 November - 3 December, 2016	Odd Semester Examinations (Practical)
5 December - 23 December, 2016	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 will be conducted during the class period without affecting the normal class routine***

Sd/-

**Academic Registrar  
Gauhati University**

- 7.2.** A. The exact date of the sessional examinations shall be fixed by the concerned teachers/colleges and that of the final semester examination by the C.E., G.U. The Controller of Examinations would announce the results of the final examinations. Admissions will be given by following University Rules.
- B. There will not be any limit regarding the number of failed papers for enrolling in the next higher semester class.
- C. A candidate who fails to clear certain papers in a particular semester she/he may be allowed to repeat papers in the next opportunity or after completion of the 3rd Semester.
- D. However, a student has to obtain pass marks in both Sessional (Internal) and External Examination separately. It is mandatory for the students to secure Pass Marks in Internal Examination.

**8. EXAMINATION AND EVALUATION :**

- ▶ The pass marks in each paper is 30 % of total marks in that paper (external+internal)
- ▶ A student who fails in one or more papers should repeat the papers by attending all the classes and by appearing for internal as well as external examinations at the next opportunity. A student shall get three chances for clearing the papers within six years from the date of admission to the degree programme.

- ▶ A student who has completed a semester may be allowed to proceed to the next semester irrespective of number of papers where the student failed.
- ▶ In order to complete a course a student must obtain pass marks in all the papers in the semesters offered to the student in the degree course.

## 9. KEY POINTS OF SEMESTER SYSTEM

- ▶ A student will get maximum three chances to clear a particular semester. Three chances means, three continuous examination of a particular semester irrespective of a student's or not. For example, a student of 2014 batch will get three chances i.e. in 2014, 2015 and 2016, thus student shall have to complete his/her all papers of 1<sup>st</sup> Semester Examination in 2016.
- ▶ Students can apply for repeat examination in one of the theory papers in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester examinations. The provision for repeat examination is not applicable for 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester examination.
- ▶ Re-evaluation of answer scripts should be addressed to the Deputy Controller of Examination, GU through the principal within 15 days from the date of declaration of results.
- ▶ It is mandatory for all students to appear in Sessional Examinations. The minimum mark for passing in each paper is 30% of the marks.
- ▶ Subject correction and switch over cases from Major to General course is allowed in 2<sup>nd</sup> semester only.
- ▶ Application Form for Name Correction, Withheld Result Clearance, Subject Correction, Duplicate Grade Sheet / Mark Sheet, Admit Card, Re-evaluation of Answer Scripts etc. may be downloaded from GU Website ([www.gauhati.ac.in](http://www.gauhati.ac.in)) and to be submitted to the principal along with necessary documents and fees.

## 10. CAREER ORIENTED COURSES

1. **COMMUNICATIVE ENGLISH (UGC SPONSORED)**
2. **FASHION DESIGNING (Self Financing)**

<b>Nature of the Courses :</b>	<b>Certificate / Diploma / Adv. Diploma</b>
<b>Eligibility :</b>	<b>10+2 qualification</b>
<b>Issue of Certificate :</b>	<b>Certificates are issued jointly by Gauhati University and Haji Anfar Ali College</b>

Globalisation of education and economy has led the **University Grants Commission (UGC)** to reorient and reshape its policies and programmes to make the current Indian Higher Education System more relevant and career-oriented with focus on quality and excellence. It is envisaged that professionally qualified graduates with a sound knowledge of their core disciplines and expertise in a concerned skill will have more openings in service, industry and self-employment sectors. Demand and scope for such professionally trained graduates are visible in the applied fields of almost all basic/core disciplines and faculties in the current changing global scenario and is likely to increase in the future. To meet this challenge, the UGC encourages incorporation of skill oriented and value added, add-on courses in colleges/Universities to be opted by students **as a parallel sub-discipline** while pursuing their degree level education.

It is in this spirit that Haji Anfar Ali College has introduced two very highly relevant UGC-sponsored career-oriented courses – **Communicative English and Fashion Designing** – for the students of the College. The objective of these courses is to enhance career oriented skill and thus enable the students to get both self-employment and gainful employment in the job market today. At the end of each of the courses, the students will be awarded with a **Certificate** with the credit of an add-on orientation course along with their conventional degree. Both these courses – Communicative English and Fashion Designing – are being run at the college with a great deal of success already achieved.

#### **COORDINATORS**

<b>Communication in English</b>	:	<b>Dr. Hasinus Sultan</b> Associate Professor, Dept. of English Phone No. 9435065924
<b>Fashion Designing</b>	:	<b>Sayed Ahmed</b> Associate Professor, Dept. of Economics Phone No. 9854704192

#### **11. LANGUAGE LAB**

Haji Anfar Ali College has set up a high-tech, state-of-the-art language laboratory for the development of language skills of the students. The establishment of a language lab is a milestone in the modern technological achievement of the college. The lab prides itself in having the latest softwares for the enhancement of listening, speaking, reading, writing, and an over-all cognitive competence of the students.

## 12. COMMUNITY COLLEGE (UGC SPONSORED)

It is a matter of great pleasure to announce that Haji Anfar Ali College has set up a UGC-sponsored Community College (CC) in the present (12th) Five Year Plan. It is a grand move on the part of this college towards the expansion of skill-based programmes in higher education in this underprivileged corner of the country. The Community College aims at serving multiple needs, including career-oriented education and skills to students interested in directly entering the workforce; contracted training and education programmes for local employers; high-touch remedial education for secondary school graduates not ready to enroll in traditional colleges, giving them a path to transfer to three or four year institutions; and general interest courses to the community for personal development and interest.

The course is of one year Diploma having two semesters. Experts Guest & visiting faculties take both theory and practical classes. In May 2016, students of 1st Semester stepped towards their 2nd semester course. Apart from field works students are provided the scope of Industry visit for their encouragement & inspiration to different products made of Bamboo & Cane.

Name of the Nodal Officer: Dr. N. Hoque Barbhuiya,  
Associate Professor, Dept. of English,  
Ph: 9435661353

## 13. COMPULSORY COMPUTER EDUCATION FOR ALL

Students of Haji Anfar Ali College will avail themselves of a one-year Computer Course from this Academic Session. The course is free of cost except for a nominal registration fee of Rs. 250.00 to be paid at the time of admission. The main objective of the course is to give the students a basic grounding in the fundamental skills of computer.

**Eligibility :** Students of the college having 10+2 qualification  
**Course Duration :** 3 Years

### 14.1. APPLICABILITY FOR FREE ADMISSION

1. Students whose parental annual income is less than Rs. 1.00 lakh from all sources be eligible to avail this scheme.

2. If either of the parent (mother or father) of the student is working in the State Govt./ Central Govt./ Semi Govt./ State of Central Govt. Undertakings, such students shall not be eligible under this scheme.

#### **14.2. PROOF OF INCOME/ DOCUMENTS REQUIRED:**

- i) An Income Certificate from the Local Revenue Circle Officer/ Mauzadar.
- ii) A declaration from the students that neither of the parent (father or mother) of the student is an employee of State/ Central Govt. Department or its undertaking. Such form shall be devised by the concerned Registrars/ Principals. If Such a declaration is found to be false, the admission shall be cancelled and fee shall be realized from such students.

#### **14.3. POWER OF ADMISSION COMMITTEES:**

The admission committees of the concerned Colleges and Universities shall have the power to enquire into the income of the family in case of doubt in regard to students and if the committee is of the view that the income of the parent exceeds Rs. 1.00 Lakh, the Committee may recommend cancellation of admission not with standing documents submitted by the student. Such enquiry may commence suo moto by the institute or on a complaint received against any student availing benefit under this scheme. The category of Institutes coming under the purview of the Scheme shall constitute such committees comprising of Senior Teachers.

#### **14.4. DUTIES AND RESPONSIBILITIES OF STUDENTS AVAILING THE SCHEME**

Students seeking admission into 1st year will plant a sapling at his/her College or at his/her home and shall give photograph of the same to the college. The student has to nurse the sapling and while seeking admission into second year shall give photograph of the same tree that was planted during previous year. A Scrutiny Committee shall be constituted inviting teachers from Biology background who shall examine the photographs and will assess the genuineness of the Photographs and growth of the plant. If the College does not have science stream, teachers from nearby colleges will be deputed for such purpose by the Director of Higher Education. Only on receipt of recommendation from the Committee, the student can avail 2nd year fee waiver. This will be effective from the session 2018 (applicable to those who benefited under the scheme during 2017 session.) Students availing the Second year

fee waiver benefit during the current year will also plant a tree and will nourish it and submit photograph of the same while availing fee waiver benefit subsequently.

#### **14.5. MARKING AT THE REVERSE OF MARK SHEET OF CANDIDATE GIVEN FREE ADMISSION**

- (i) The Colleges giving free admission under shall give one endorsement at the reverse of relevant mark sheet of the student so that the student so that the students does not seek free admission in multiple colleges.
- (ii) The Colleges and Universities will devise Rubber Seal and use the seal at the reverse of mark sheets of the beneficiary students.

#### **15. DRESS CODE (STUDENTS' UNIFORM)**

**Details of the Uniform are on the Back Cover of the Prospectus. The College Logo for Uniform will be supplied by the College.**

#### **15.1. KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY (KKHSOU): STUDY CENTRE**

Haji Anfar Ali College has established a Study Centre of Krishna Kanta Handiqui State Open University (KKHSOU) in the year 2013 with the motto of facilitating those learners who are not able to continue their formal education for different reasons. The Study Centre will provide education in specific courses under KKHSOU through an Open and Distance Learning System.

KKHSOU has been established under the provision of the Krishna Kanta Handiqui State Open University Act 2005 and started its functioning on 11.12.2006.

The Study Centre, KKHSOU, Haji Anfar Ali College, Daboka, has already started its functioning with the objective to provide access to higher education to a large section of the people of the greater Daboka area including the neighbouring District of Karbi Anglong, Assam.

### 15.1. PROGRAMMES: SEE CONTENT 6

## 16. INTERNAL QUALITY ASSURANCE CELL (IQAC)

### 16.1. OBJECTIVE

The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

### 16.2. FUNCTIONS

1. Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution.
2. Dissemination of information on the various quality parameters of higher education.
3. Organization of workshops, seminars on quality related themes and promotion of quality circles.
4. Documentation of the various programmes / activities leading to quality improvement.
5. Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
6. Administering Feedback Mechanism for the College.
7. Dissemination of information through national Survey on Higher Education All India Survey on Higher Education (AISHE) initiated by the Ministry of Human Resource Development.

### 16.3. IQAC'S NEW INITIATIVE

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.

**16.4. COMMITMENT:**

The IQAC has 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 or 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.

**16.5. FUTURE PLAN:**

1. To enhance collaborative research among the departments and to take initiative for inter-institutional collaboration
2. To strengthen the liaison among the stakeholders like, students, teachers , parents, employers etc
3. To hold workshop / seminars for teachers regarding API score and

**17. CELLS & COMMITTEES**

In addition to the IQAC, the college has the following cells/committees to meet the very many requirements pertaining to the assurance of quality education as well as quality culture for the college.

- ▶ **Career Guidance and Counselling Cell**
- ▶ **Placement Service and Employment Cell**
- ▶ **Committee for Compilation of Academic Calendar**
- ▶ **Seminar Forum**
- ▶ **Medical Cell**
- ▶ **Grievance Redress Cell**
- ▶ **Alumni Association**
- ▶ **Nature Club**
- ▶ **Debate Society**
- ▶ **Sports and Physical Education Cell**
- ▶ **Teachers' Appraisal Cell**

- ▶ Cell for Compilation of Departmental Teaching Plan
- ▶ N.S.S. Unit
- ▶ Community Development Cell
- ▶ Gardening and Plantation Society
- ▶ Women's Cell
- ▶ Scholarship Cell & CASH

## **18. SNB CENTRAL LIBRARY**

The College Library has a fairly good repository of relevant reference and textbooks. The library has many rare books, journals and periodicals especially meant for under graduate and post graduate students.

**Facilities Available: See Content 1.2**

### **18.1. DEPARTMENTAL LIBRARY:**

In addition to the Central Library, there is a well-stocked library in each department. Moreover, apart from the central & the departmental library, there has been a good number of books on Remedial Coaching, Entry in Services and Career Counselling in their respective cells.

### **18.2. READING ROOM**

The library has a spacious & well-furnished Reading Room ideally suited to the sound environs of reading books, journals, magazines and newspapers.

### **18.3 LIBRARY HOURS**

- ▶ Library will remain open from 8.45 a.m. to 4 p.m. on all working days.
- ▶ Books will be issued from 11 a.m. to 3 p.m. on all working days.

### **18.4 CONDITIONS OF BOOK LOAN TO STUDENTS**

- ▶ Library Cards are issued at the time of admission.
- ▶ Student in the General Course are entitled to two cards while those with Major are entitled to 3 cards.
- ▶ A student can keep a book borrowed from the college library for a maximum period of 15 days from the date of issue of the book(s). If he/she fails to return the book(s) within the stipulated time, a fine as fixed fee Rs. 2/- (two) by the authority will be charged everyday beyond that date.

**18.5 CONDITIONS OF BOOK LOAN TO THE TEACHING AND NON-TEACHING STAFF**

- ▶ A member of the teaching staff will be entitled to borrow 20 (twenty) books for a session and is required to return the books on or before 30 June every year.
- ▶ A member of the Non-Teaching staff is entitled to borrow 5 (five) books for a session and is required to return the books on or before 30 June every year.
- ▶ The decision of the Principal and/or the Librarian in respect of fines and other related matters of college library will be final and bound.

**18.6. BOOK BANK**

In addition to library facilities, a unique measure has been adopted for lending books to the poor, meritorious, SC, ST and OBC students of the college from a special Book Bank.

**18.7. SMART CARD**

Smart I-Cards are issued to every regular students of the college for a nominal fee. Students must keep their identity cards with them during college hours and produce them when sought by the Principal or any other duly authorized person.

**19. HAJI ANFAR ALI COLLEGE STUDENTS' UNION (HAACSU)**

A union from among the students is formed every year in the greater interests of the students of the college, as per the Academic Calendar of the session. Every regular student with a minimum of 75% attendance can participate in the formation of HAACSU. The HAACSU Election is conducted on the recommendation of Lyngoh Committee and as per DHE Circular in force.

**20. ANFAR JYOTI**

The college publishes annually its mouthpiece ANFAR JYOTI to which students, teachers, alumni and other employees can contribute their own poems, stories, articles and other write-ups both in English and Assamese.

**20.1 WALL MAGAZINE**

The Wall Magazine of the college is updated in the months of August and December. In addition, special issues are brought out on festive and certain other occasions.

## 21. COLLEGE BULLETIN

The College authority published its yearly bulletin it has published its 2<sup>nd</sup> Edition of College Bulletin-2015 where different activities, programmes, infrastuctural development as well as academic progress have been highlighted.

## 22. TRAVELLING CONCESSION

Regular students of the college are entitled to students' travel concessions both by rail & air. (Subject to the rules of the Govt. of Assam)

## 23. INTRODUCTION OF point-of-sale (POS) machines FOR STUDENTS

Haji Anfar Ali College has, for the first time, introduced **point-of-sale (POS) machines in the college** in tune with the government's sustained campaign for a less cash economy in order to motivate the teachers, students and other stakeholders for all financial transactions at the college. The all-new system will carry out transactions with credit and debit cards by replacing the old cash register system of transactions at the college. The students can swipe their credit and debit cards in terms of the payment of fees at the college.

## 24. SPORTS FACILITIES

The college provides facilities for both indoor and outdoor games. Students can take part in the various sports events and competitions held during the College Week. Winners and runners-up in various games and athletic events are encouraged by awarding attractive prizes. Individual championship and best performances in games and sports are also given due credit with coveted awards. Very recently, the college has engaged an expert coach to train the students in sports and athletic skills. In view of the increasing importance of physical education in today's world, this special arrangement is made with the purpose of grooming the students to become accomplished athletes and sportspersons.

### 24.1. INDOOR STADIUM

Haji Anfar Ali College boasts the acclaim of an impressive Indoor Stadium. The stadium is the first of its kind in this vicinity. It is a multi-purpose stadium distinguished by its considerable sports facilities.

## 25. WOMEN'S HOSTEL

A two-storeyed Women's Hostel within the campus of the college is al-ready complete. It is hoped that the hostel will go a long way towards meeting the

long-standing problem of accommodation for the girl students coming to the college from far-off places not only from the District of Karbi-Anglong, but also from many remote villages of the entire part of the District of Hojai.

## **26. ADMINISTRATIVE BUILDING & DEPARTMENTAL BLOCK**

The construction of an all-new Administrative Block within itself a capacious Departmental Block is an added glory to the infrastructure of the college.

## **27. COLLEGE CANTEEN**

Haji Anfar Ali College owns a spacious and elegant canteen, which remains open during college hours. The canteen provides light refreshment at an affordable price.

## **28. DRINKING WATER FACILITY**

The college supply pure drinking water facilities for its students.

## **29. SCHOLARSHIPS**

Students from economically disadvantaged background can avail themselves of a Special Fund for Poor and Meritorious students of the college. Besides, meritorious students are eligible for State Merit Scholarships, National Scholarship, Minority Scholarship, Sitaram Jindal Foundation Scholarship & Ishan Uday UGC Scholarship.

## **30. GENERAL RULES OF DISCIPLINE**

1. Students must be regular and punctual in attending their classes and 75% Attendance in the classes held is a must for the regular students as per latest University norms.
2. Use of mobile phone in the college classroom is strictly prohibited in the greater interests of the academic environment.
3. No student shall resort to any violence both within and outside the college.
4. No student shall show disregard to his or her teacher or to any senior student.
5. Disobedience and indecent acts on the part of any student are sternly dealt with.
6. Students cannot indulge in ragging. Anyone found guilty of ragging will be expelled from the college.
7. Damaging, defacing, devaluing or destroying of any college property will lead to penal action as deemed fit and proper by the college authority.
8. Habitual or unreported absence from the college will disqualify a student from appearing in the examinations of the college.

9. Students will have to keep the college furniture, building, its walls, windows, doors, electric fixtures and the campus clean, tidy and intact.
10. Students will have to appear duly in the Unit Test, Terminal & Annual exams, Tests and Final examinations without fail as per rules; failing which fine will be imposed.
11. Students will have to cultivate the quality of politeness and decent behaviour.
12. No student shall adopt unfair means in the examinations.
13. Students shall not damage, mutilate, deface and tear any of the library books or its pages.
14. No student or office bearer of the college students union shall damage any of the sports goods or musical instruments. Nobody will be allowed to keep such items in his or her custody without proper authority from the Principal.

### **31. TRANSFER RULES**

Latest guidelines laid down by Gauhati University will be followed in matters relating to the transfer of a student.

### **32. TEACHING FACULTY AT A GLANCE**

#### **DEPARTMENT OF ASSAMESE**

**Mrs. Tulika Goswami**, M.A. (Associate Professor) : HoD

**Dr. Kabita Devi** (Associate Professor)

**Dr. Abdul Malik**, M.A., Ph.D. (Asst. Professor)

#### **DEPARTMENT OF ENGLISH**

**Dr. Sahab Uddin**, M.A., Ph.D. (HoD cum Associate Professor)

**Dr. Hasinus Sultan**, M.A., Ph.D. (Associate Professor)

**Dr. Nazrul Hoque Barbhuiya**, M.A., Ph.D. (Associate Professor)

#### **DEPARTMENT OF HISTORY**

**Abdul Rouf Laskar**, M.A. (Associate Professor) HoD

**Abdul Hamid Talukdar**, M.A. (Associate Professor)

#### **DEPARTMENT OF ECONOMICS**

**Fakhar Uddin**, M.A. (Associate Professor): HoD

**Mojaharul Islam**, M.A. (Associate Professor)

**Sayed Ahmed**, M.A. (Associate Professor) :

**DEPARTMENT OF MATHEMATICS****Pijush Chakraborty**, M.Sc. (Associate Professor) : HoD**Samser Ali Seikh**, M.Sc., B.Ed. (Associate Professor)**Abdus Subur Talukdar**, M.Sc. (Associate Professor)**DEPARTMENT OF POLITICAL SCIENCE****Dr. Adidur Rahman**, M.A., M.Phil, Ph.D (Associate Professor) : HoD**Ataur Rahman**, M.A. (Associate Professor)**Nazrul Hussain**, M.A., B.Ed. (Associate Professor)**DEPARTMENT OF EDUCATION****Sibbir Ahmed Osmani**, M.A., M.Phil (Lecturer) : HoD**Abdul Motalib**, M.A. (Lecturer)**32.1. VISITING /GUEST FACULTY**

1. **Mr. Taybur Rahman**, ( Guest Faculty )
2. **Maina Sarma**, (Guest Faculty)

**32.2. NON-TEACHING STAFF****Abdul Khair** (U.D.A.) Sr. Assistant**Monir Uddin Laskar** (L.D.A.)**Devangshu Bhowmick** (L.D.A.)**Jamir Uddin** (Grade IV)**Nizam Uddin Mir** (Grade IV)**Montu Bora** (Grade IV)**Monwar Hussain** (Grade IV)**Abdul Salam** (Gate Keeper)**32.3. LIBRARY STAFF****Gobinda Sarma**, M.Sc., B.L.I.Sc (Librarian)**Zahur Uddin** (Library Bearer)**Samsul Haque Borbhuyan** (Library Bearer)**33. FUTURE PLANS**

- ▶ Bachelor of Vocational Courses (B Voc)
- ▶ Boys Common Room
- ▶ Independent Building for Central Library
- ▶ Six Lane-Football Playground

- Enlisted under RUSA for infrastructure development including commerce stream, library development etc.

**34. ADOPTED VILLAGE : BURIGAON** 1 K.M. from College Campus.

### 35. PROSPECTUS COMMITTEE

- |    |  |             |
|----|--|-------------|
| 1. | Dr. Mamun Azam Barbhuiya,<br>Principal ..... | Chairperson |
| 2. | Mojaharul Islam<br>Vice- Principal .....     | Member      |
| 3. | Dr. Sahab Uddin<br>(Coordinator, IQAC) ..... | Member      |

### Responsibilities of Students availing Free Admission : 2017-18

- \* Plant a sapling at home/ College.
- \* Click a photograph of it and submit the same to the College.
- \* Fill up the declaration form.
- \* Nurture the plant throughout the year to avail free admission scheme in the next year.



*The Two-Wheeler riders  
have to wear **HELMET**  
and carry proper  
**DRIVING LICENSE**.  
Otherwise the  
two wheelers are not  
**allowed**  
in the college campus*

**36. Holiday List for the session 2017-18 (GU)****OFFICE OF THE REGISTRAR****Gauhati University : Gopinath Bordoloi Nagar : Guwahati - 781014****Holiday List For the Period from 1<sup>st</sup> January, 2017 to December 31<sup>st</sup> 2017  
dfor the Calenday Year 2017**

(As approved by the Hon'ble Vice-Chancellor on dated 28-12-2016)

(A) Holidays Offices & Classes of the University and as affiliated & permitted colleges will remail closed on the following days w.e.f. 1<sup>st</sup> January, 2017 to December 31<sup>st</sup> 2017

Sl. No.	Occasions	Month	Date(S)	Day(S) of the week	No of days
1	Magh Bihu	January	13, 14 & 15	Friday, Saturday & Sunday	3
2	Republic Day/ G.U Foundation Day		26	Thursday	1
3	Saraswati Puja	February	1	Wednesday	1
4	Sivaratri		24	Friday	1
5	Dol Jatra	March	12 & 13	Sunday & Monday	2
6	Good Friday	April	14	Friday	1
7	Bohag Bihu		14, 15 & 16	Friday, Saturday & Sunday	3
8	May Day	May	1	Monday	1
9	Buddha Purnima		10	Wednesday	1
10	Id-UI-Fitre	June	26 & 27	Monday & Tuesday	2
11	Independence Day	August	15	Tuesday	1
12	Tithi of Srimanta Sankardeva		23	Wednesday	1
13	Tithi of Sri Sri Madhab Dev	September	10	Sunday	1
14	Janmastomi		13	Wednesday	1
15	Id-Uz-zuha	September and October	25 & 26	Monday & Tuesday	2
16	Durga Puja & Lakshmi Puja		26 Sept. to 5 Oct.	Tuesday to Thursday	10
17	Janmotsav of Srimanta Sankardev		30 Oct.	Saturday	
18	Muharram		1 Oct.	Sunday	
19	Birth day of Mahatma Gandhi	October	2 Oct.	Monday	1
20	Kati Bihu		18	Wednesday	
21	Kali Puja & Dewali	November	19 & 20	Thursday & Friday	2
22	Guru Nanak's Birth Day		4	Saturday	1
23	Lachit Divas	December	24	Friday	1
24	Asom Divas (Sukafa Divas)		2	Saturday	1
25	Christmas Day		25	Monday	1

### 37. Some Do's & Dont's

#### Some Do's

- \* Bring your I-Card daily.
- \* Always come to college in proper uniform.
- \* Make the best possible use of library.
- \* Keep your College Clean
- \* Plant a tree in the campus and nurture it.

#### Some Dont's

- \* Don't spit here and there in the College.
- \* Don't use Mobile Phone in the College.
- \* Don't misuse drinking water and electricity.
- \* Don't harm the greenery of the college

#### DOCUMENTS TO BE ATTACHED ALONG WITH APPLICATION FORM FOR ADMISSION 2017-18

##### A. FOR B.A. 1ST SEMESTER

- I. HSSLC Certificate & Marksheet (self-attested)
- II. Registration Certificate (self-attested)
- III. Student's smart ID card Form
- IV. Income Certificate from local Circle Officer/ Mouzadar (for free admission)
- V. Self-declaration of Parental Occupation (for free admission))
- VI. Photograph of the sapling planted at Home/College with a full signature & address of the applicant on the back of the Photo (for free admission)

##### B. FOR B.A. 3rd & 5th SEMESTER

- I. Admit Card of the last Gauhati University Examination (self-attested)
- II. Student's smart ID card Form
- III. Photograph of the sapling planted at Home/College with a full signature & address of the applicant on the back of the Photo (for free admission)
- IV. Self-declaration of Parental Occupation (for free admission)

#### IMPORTANT CONTACT NUMBERS

Principal :	(03674) 261451 +91 9435739006	HoD English :	+91 7002634218
Vice Principal :	+91 9957458606	HoD Economics :	+91 8011262733
Coordinator, IQAC :	+91 8811853122	HoD Education :	+91 8011824919
KKHSOU Study Centre:	+91 7002617959	HoD History :	+91 8011528188
HoD Assamese:	+919864457178	HoD Mathematics :	+91 9435065923
		HoD Pol. Science :	+91 9706181860

## ADMISSION SCHEDULE - 2017-18

Class	Issue of Prospectus	Last date of Submission of forms	Date of scrutiny interview and admission	Classes start from
B.A. 1 <sup>st</sup> Sem.	02-06-2017	10-06-2017	14-06-2017 (FREE) 15-06-2017 (PAID)	20-06-2017
B.A. 3 <sup>rd</sup> Sem.	02-06-2017	09-06-2017	09-06-2017 (FREE) 10-06-2017 (PAID)	01-06-2017
B.A. 5 <sup>th</sup> Sem.	02-06-2017	12-06-2017	12-06-2017	01-06-2017

The schedule is subject to change

N.B.-

- ❖ No prospectus will be issued and no application form will be received after due date.

**Admission after due date will be  
charged with a late fine Rs. 200/-  
(B.A. 3<sup>rd</sup> & 5<sup>th</sup> Sem.) only**

### COLLEGE HOURS

**8 A.M. to 5 P.M**

### OFFICE HOURS

**9 A.M. to 5 P.M.**

### FEES & STUDENT RELATED MATTERS

**10 A.M. to 1 P.M.**

Contact Us:

#### Principal

(03674) 261451

+91 9435739006

#### Vice-Principal

+91 9957458606

E-mail : [haacdaboka@gmail.com](mailto:haacdaboka@gmail.com)

College Website: [haacdaboka.org.in](http://haacdaboka.org.in)