

CONTENTS

1. Principal's welcome
 - 1.1. HAJIANFARALI COLLEGE AT A GLANCE
2. BRIEF HISTORY
3. Location
4. GOAL
5. Objectives
6. Academic Programmess 2018-19
 - 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/ Online Fee payment
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 (2018-19)
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 – 2018-19**

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 & NSS	: 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 rd & 4 th Semesters
Major Offered	: Assamese, English, History, Economics, Political Science
Career Oriented Programmes (COP)	: Fashion Designing, Communicative English , Bamboo & Cane Ma nufacturing (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 : 15102Nos.

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 : ASCOGN12512

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, Daboka 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 2018-19

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) & Institute of Distance and Open Learning (IDOL) under Gauhati University and run 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	M A 1. Assamese 2. English 3. Economics 4. History 5. Political Science 6. Mathematics 7. Philosophy 8. Bengali 9. Bodo M.Sc. 1. Economics 2. Mathematics	2 years (4 Semesters_)	Graduation	IDOL, GU

6.1 PROCEDURE FOR ADMISSION

- (i) Candidates will be selected on purely merit basis. The list of selected candidates will be notified 2-3 days 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) There is a provision for admission for Outstanding achievements in Sports, Cultural etc.
- (iv) 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)
- (v) Admission to B.A. 1st 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 filled-in 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 through Affidavit, 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 2018-2019 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 the 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 and will be notified as per the Govt. of Assam Guidelines/Instructions)

For Semester- I: (First Year)

1. General Course: Rs. 2. Major Course: Rs.

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. 500/- per year 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 2017-18 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. 500/- |
| | 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' chances within six years from the date of admission to the first semester course as per GU instructions.

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, 2018 & 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.

Subject to change as per the Academic Calendar. However the existing schedule for Semester System is given in Annexure—I.

- d) 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
- e) Internal Evaluation should be based on sessional examinations, home assignments, Seminars, and library work in each Semester.
- f) External Evaluation should be through a final examination at the end on the Semester.
- g) The pass marks in each theory paper is 30 %
- h) In each paper, students must secure pass marks in both the internal as well as the external evaluation separately.
- i) A student who could not appear or failed in any Semester examination will be allowed to clear the same as follows:
- (i) First Semester with the regular Third Semester examination.
 - (ii) Second Semester with the regular Fourth Semester examination.
 - (iii) Third semester with regular Fifth Semester examination.
 - (iv) Fourth Semester with regular Sixth Semester examination.
- (j) Students of 6th Semester having arrear subjects in 2nd Semester will not be allowed to appear in both the Semesters. They are entitled to appear either in the 2nd semester or in 6th Semester only.
-
- j) 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.
- k) A student must pass all his Semester examinations, including "repeat" and 'betterment' chances within six years from the date of admission to the First Semester course. A student will get a maximum of three consecutive chances to clear a particular Semester.
- l) Since the Semester involve continuous assessment there would be no scope for a student to appear as a private candidate in any subject.
- m) 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 2017 - JULY 2018

Date(s)	Events / Activities
Tuesday, August 1, 2017	Resumption/Commencement of ODD Semester Classes
3rd Week of September, 2017	Sessional Examinations <i>Sessional examinations should be conducted during the class period without affecting the normal class routine</i>
1 - 31 October, 2017	Field Trip (subject specific), if any, is to be completed during this period <i>Normal classes will continue</i>
6 November - 20 November, 2017 21 November - 15 December, 2017	Odd Semester Practical Examinations Odd Semester Theory Examinations <i>Examinations for Semester 3rd will be held in 1st Stage and Semester 1st & 5th will be held in 2nd Stage</i>
Saturday, December 16, 2017	Commencement of EVEN semester classes
23 December, 2017 - 16 January, 2018	Winter Vacation <i>Teachers willing to do Zonal Activities are free to do so</i>
Saturday, January 27, 2018	Evaluation of Answer Scripts of ODD Semester Examinations be completed by this date
Last Week of January - 1st Week of February, 2018	College Week <i>College Week to be completed by 27 Jan, 2018</i>
3rd Week of March, 2018	Sessional Examinations <i>Sessional examinations should be conducted during the class period without affecting the normal class routine</i>
21 April, 2018 - 6 May, 2018 7 May, 2018 - 31 May, 2018	EVEN Semester Practical Examinations Even Semester Theory Examinations <i>Examinations for Semester 2nd & 6th will be held in 1st Stage and Semester 4th will be held in 2nd Stage</i>
June 2018	Admission process to the 1st Semester of TDC classes should be completed within two weeks of declaration of HS results <i>Classes should commence within 5 days of the completion of the admission process</i>
Friday, June 1, 2018	Commencement of 3rd and 5th Semester Classes
Thursday, June 14, 2018	Evaluation of Answer Scripts of 2nd & 6th Semester Examinations be completed by this date
Wednesday, June 20, 2018	Evaluation of Answer Scripts of 4th Semester Examinations be completed by this date
1 - 31 July, 2018	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).


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 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 1st Semester Examination in 2016. Students can apply for repeat examination in one of the theory papers in 1st, 2nd and 3rd semester examinations. The provision for repeat examination is not application for 4th, 5th and 6th semester examination.

In case the candidates are not satisfied with their obtained marks in the end semester theory examination results, they may apply (10)

for re-scrutiny, photocopy and re-evaluation of their answer script(s) by depositing prescribed fees and following the procedure as mentioned below.

a.

Step-1: Application for the re-scrutiny of answer script(s) will be accepted up to 15 days from the date of declaration of the result. The re-scrutiny process will be completed by re-totaling of marks, checking unassigned/ omission of marks.

b.

Step-2: Application for photocopy of the answer script(s) will be received up to 15 days from the date of declaration of re-scrutiny result. One can apply for photocopy along with the re-scrutiny. The photocopy of answer script will be provided only after re-scrutiny of the respective copy/copies of the Answer Script.

c.

Step-3: Application for the re-evaluation of answer script(s) will be accepted up to 1 month from the date of dispatch of the photocopy of answer script(s) with following conditions.

- Condition no. 1: A student should go through step-1 and step-2 before proceeding to step-3.

- Condition no. 2: Re-evaluation is allowed if and only if "marks obtained" in a paper is more than 25% of the total marks.

d.

An answer script shall not be preserved for more than 6 (six) months from the date of declaration of result.

e.

No re-scrutiny, photocopy and re-evaluation of their answer script(s) will be allowed for internal examination, practical examination, project works and viva-voce examination.

viii.

In case of any unforeseen reasons beyond the control of the University if there is gross damage of any answer scripts or missing answer scripts, special examinations shall be held within a stipulated time and shall attempt to declare results of such cases at the earliest, so that such students get proper just

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 in a 3 step process- Re-scrutiny → Photostat copy of the script → Reevaluation only if the score of that paper is 25% and above. It is mandatory for all students to appear in Sessional Examinations. The minimum mark for passing in each paper is 30% of the marks. No

betterment option is applicable in the sessional examinations.

Subject correction and switch over cases from Major to General course is allowed in 2nd 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 Web site (www.gauhati.ac.in) and to be submitted to the principal along with necessary documents and fees.

10. CAREER ORIENTED COURSES

1. **COMMUNICATIVE ENGLISH** (Self Financing)
 2. **FASHION DESIGNING** (Self Financing)
- Nature of the Courses :** Certificate / Diploma / Adv. Diploma
- Eligibility :** 10+2 qualification

**Issue of Certificate : Certificates are issued jointly by Gauhati
Universtiy and Haji Anfar Ali College**

Haji Anfar Ali College

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

Communicative English	:	Dr. Hasinus Sultan Associate Professor, Dept. of English Phone No. 9435065924
Fashion Designing	:	Sayed Ahmed Associate Professor, Dept. of Economics Phone No. 9854704192

11. LANGUAGE LAB

Haji AnfarAli 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. 500.00 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 2019 (applicable to those who benefited under the scheme during 2018 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 & CONTACT CENTRE, IDOL (GU)

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 Contact Centre, IDOL, 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 the development of Teaching and Learning process.

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. 5/- (five) 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 2nd Edition of College Bulletin-2015 where different activities, programmes, infrastuctural development as well as academic progress have been highlighted. The next bulletin is in progress for publication.

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. 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 covetous 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. 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 already 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., PGDHRM
 (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) Computer
2. **Maina Sarma**, (Guest Faculty) Fashion Designing

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 under construction.

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,
Principal | Chairperson |
| 2. | Mojaharul Islam
Vice- Principal | Member |
| 3. | Dr. Sahab Uddin
(Coordinator, IQAC) | Member |
| 4. | S.A. Osmani
Co-ordinator, KKHSOU and NSS | Member |

Responsibilities of Students availing Free Admission : 2018-19

- * 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 to park
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 1st JANUARY,2018 TO 31st December,2018 FOR THE CALENDAR YEAR 2018

(As approved by the Hon'ble Vice-Chancellor on dated. 26-12-2017)

(A) **Holidays:** Offices & Classes of the University and its affiliated & permitted colleges will remain closed on the following days w.e.f. 1st January 2018 to 31st December, 2018.

Sl.Nos	Occasions	Month	Date (s)	Day (s) of the week	No. of days
1	Magh Bihu	January	13,14 & 15	Saturday, Sunday & Monday	3
2	Saraswati Puja		22	Monday	1
3	Republic Day/ G.U. Foundation Day		26	Friday	1
4	Sivaratri	February	14	Wednesday	1
5	Dol Jatra	March	1 & 2	Thursday, Friday	2
6	Good Friday		30	Friday	1
7	Bohag Bihu	April	14, 15 & 16	Saturday, Sunday & Monday	3
8	Buddha Purnima		30	Monday	1
9	May Day	May	1	Tuesday	1
10	Id-UL-Fitre	June	16 & 17	Saturday, Sunday	2
11	Independence Day	August	15	Wednesday	1
12	Id-Uz-Zuha		22 & 23	Wednesday, Thursday	2
13	Tithi of Sri Sri Madhabdev		31	Friday	1
14	Janmastomi	September	3	Monday	1
15	Tithi of Sri Sri Sankardev		11	Tuesday	1
16	Janmostav of Srimanta Sankardev		19	Wednesday	1
17	Birthday of Mahatma Gandhi	October	2	Tuesday	1
18	Durga Puja, Kati Bihu, Lakshmi Puja		15 to 24	Monday to Wednesday	10
19	Kali Puja & Dewali	November	6 & 7	Tuesday & Wednesday	2
20	Chhat Puja		13	Tuesday	1
21	Guru Nanak's Birthday		23	Friday	1
22	Lachit Divas		24	Saturday	1
23	Asom Divas (Sukafa Divas)	December	2	Sunday	1
24	Christmas Day		25	Tuesday	1


 26/12/17
 Registrar
 Gauhati University
 26/12/17

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)

IMRORTANT CONTACT NUMBERS

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

ADMISSION SCHEDULE – 2018-19

Class	Iss ue of Prospectus	Last date of Submission of forms	Date of scrutiny interview and admis sion	Classes start fr om
B .A. 1 st Sem.				
B.A. 3 rd Sem.				
B.A. 5 th Sem.				

The schedule is subject to change

N.B. -

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

Admission after due date will be charged with a late fine Rs.200/- (B.A. 3rd & 5th 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

College Website: haacdaboka.org.in

Haji Anfar Ali College

32

Should be added before No.10- Career Oriented Course

Bachelor of Arts (B.A.) under IDOL, GU

TDC semester system regulations are applicable to the students pursuing B.A. course under IDOL, GU in distance mode subject to the condition that the relevant clauses pertaining to class attendance will not be applicable in their case. The syllabus and schedule of examinations will be same with the regular mode.

Should be added before 6.7 Medium of Instruction

Mode of Payment of Admission/Examination etc. Fee

There is no provision for cash payment. The students have to deposit their required fee through SBI collect <https://www.onlinesbi.com/sbicollect/icollecthome.htm> it may be mentioned that for online payment, student's registration in the SBI portal is not mandatory and they can deposit fee through SBI portal by Credit/Debit Card, ATM card, Netbanking etc.