

SELF STUDY REPORT

FOR

REACCREDITATION

(2nd Cycle)



SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)
BENGALURU - 560 072



HAJI ANFAR ALI COLLEGE
DOBOKA: NAGAON: ASSAM

2014

Website: - www.haacdaboka.org.in

Email: igachajianfar1986@gmail.com

Track ID: ASCOGN12512

PREFACE



It gives me an enormous pleasure to put forward the Self Study Report (SSR) of Haji Anfar Ali College, Doboka (Assam) to the National Assessment & Accreditation Council (NAAC), Bengaluru for the 2nd Cycle of Accreditation in conformity with LOI requirements for further upgrading and to strengthen us in our quest for quality enhancement. Haji Anfar Ali College is situated in the south-east part of the Nagaon District. It is a pioneer institution of higher studies for both the boys and girls and has been catering to the need of higher education since its establishment in the year 1986. The college was established with a mission to strive for an all round development of the students. This only centre of higher learning is recognized by the UGC under section 2(f) and 12(B) of UGC Act on 21/08/2009. 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 was established on 12/05/2008 as a post 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 in implementing the diverse quality improvement measures during the Post-accreditation period and thus brought the institution to this stage for 2nd Cycle of Assessment and Accreditation by the NAAC. The Self Study Report (SSR) is prepared according to the instructions laid down by NAAC. The documents have been prepared by the IQAC with utmost honesty and dedication and to the best of my knowledge with the records available in the institution. This SSR is the outcome of the collective and continuous efforts of the stakeholders of the college. I take this privilege to appreciate the whole hearted involvement and sincere, collaborative and continuous effort of Dr. Sahab Uddin, Coordinator IQAC and the endeavor of the entire Teaching and Non-Teaching staff members of the college.

Now we are waiting for the analysis of the SSR and the assessment of the college by the NAAC Peer Team that will guide and determine the course of actions to be initiated by the college in the coming days.

Hope we shall have the pleasure of hearing soon from your esteemed end on your decision on Peer Team Visit to the college for necessary assessment and accreditation for the 2nd cycle.

With warm regards,

Date: 25/12/2014

Dr. Mamun Azam Barbhuiya, M.A, LLB, Ph.D.
Principal
Haji Anfar Ali College, Doboka, Nagaon, Assam

SELF STUDY REPORT FOR RE-ACCREDITATION

CONTENTS	<u>PAGE NO.</u>
1. PREFACE	2
2. POST ACCREDITATION INITIATIVES	4
3. EXECUTIVE SUMMARY	7
4. SECTION- B PROFILE OF THE COLLEGE	12
5. SECTION- C CRITERION WISE INPUTS	23
I. CRITERIA - I: CURRICULAR ASPECT	23
II. CRITERIA- II: TEACHING LEARNING EVALUATION	35
III. CRITERIA-III: RESEARCH, CONSUNTANCY AND EXTENSION	64
IV. CRITERIA-IV: INFRASTRUCTURE AND LEARNING RESOURCES	96
V. CRITERIA-V: STUDENT SUPPORT AND PROGRESSION	112
VI. CRITERIA-VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT	130
VII. CRITERIA-VII: INNOVATIONS AND BEST PRACTICES	155
6. INPUTS FROM THE DEPARTMENTS	165
A. ASSAMESE	166
B. ECONOMICS	172
C. EDUCATION	179
D. ENGLISH	185
E. HISTORY	201
F. MATHEMATICS	209
G. POLITICAL SCIENCE	215
7. ABBREVAIATIONS	222
8. DECLARATION BY THE PRINCIPAL	223
9. ANNEXURES :	224-245
I. UGC 2(f) & 12 (B) Certificate.	
II. University Affiliation Certificate.	
III. a) Last Accreditation Profile	
b) Last Accreditation Certificate, (2005)	
IV. Master Plan of the College	
V. (a) External Audit Report w.e.f. 25-03-1998 to 31-03-2006	
(b) External Audit objection w.e.f. 25-03-1998 to 31-03-2006	
VI. (a) Internal Audit Report till 2012	
(b) Internal Auditors Note till 2012	
VII. G.B. Resolutions of the meeting held on 12-05-2014	

POST ACCREDITATION INITIATIVES

Haji Anfar Ali College has always aimed to achieve a continuous qualitative growth in its academic, infrastructure and all other relevant areas. The college is situated at a place named Doboka which is considered a minority dominated area as the population is predominantly Muslims with undersized numbers of Assamese, Bengalis, Bodos, Karbis, Adivasis and Nepalese. In fact, the place “Doboka” has its historical origin which is marked by the presence of several ancient temples and monuments of the ancient ‘Dobak’ Kingdom. Reaching out to the poor, rural and agrarian folk in a minority inhabited area with a mission to impart higher education for their intellectual, ethical, moral and physical uplift and to provide exposure to modern technology is something that the Haji Anfar Ali College has been attaching importance to, since its inception. There has been a continuous effort on the part of the college to guarantee quality improvement through self-evaluation. Since its first cycle of assessment by NAAC in 2005, the college has been ceaselessly putting pains for materializing all the suggestions and concerns put forward by the NAAC Peer Team during the last cycle of assessment. A brief account in this regard is given below.

In conformity with the Peer Team’s observations, the college has enhanced the scope for horizontal mobility to a great extent. Besides opening up of the Compulsory Basic Computer Application Education for All (CBCAEA), the college has started UGC sponsored new vocational subjects like Communicative English, Fashion Designing Courses during this period. Being an affiliated college under Gauhati University, the college does not enjoy autonomy in designing the curriculum. However, there are some initiatives undertaken by the College to tie together an interdisciplinary approach of teaching and learning. For example, the faculties of all the departments are also allotted with the classes to teach the courses of the Environmental Studies. Not only the classes, they also supervise the Project Reports of the Environmental Studies, which has been made mandatory in the curriculum. The college also encourages the faculty members to go for interdisciplinary research. A few have already published joint papers in interdisciplinary topics apart from doing research projects. It is expected that such interdisciplinary research would get a fresh impetus and open up opportunities for the Faculty members to pursue their research and other academic activities.

As a post accreditation measure, a new Principal Dr. Mamun Azam Barbhuiya, M.A, LLB, PhD has been appointed after the retirement of the previous Principal Mr. Abdur Rahman Barbhuyan. The newly appointed Principal is quite a young and dynamic personality who leaves no stone unturned to give the college a shape in its entirety as per the vision and mission of the college. He has a good command over ICT and did his research in that field. The wit and intellect of the Principal has given the college a new vigor in its journey.

Two new Smart Class Rooms have been added to the existing infrastructure to facilitate a better application of IT facilities in the class room transaction. Computers with Internet facilities have been provided in the departments which have further augmented the effort towards improving teaching-learning skill. Further, the college library has been enriched with OPAC and with the subscription of the N-LIST under INFLIBNET.

The IQAC of the college although set up in the year 2008 as a post accreditation measure, it has become functional basically when the assessment by the National Assessment & Accreditation Council (NAAC), Bengaluru has been made mandatory. Since after the joining of Dr. Sahab Uddin (Associate Professor, Dept. of English) as Coordinator, regular meetings of IQAC are held which help in effective planning and implementation of institutional policies. Annual review and progress assessment is done by IQAC. Feedbacks are collected from the students, parents and alumni's and analyzed them for the review of implemented quality policy. Faculty's Annual Appraisal Reports are also collected and HoDs are motivated to submit the Annual Evaluative Report of their respective departments to the office of the IQAC. SWOC analysis of the college is done annually by the IQAC and prepares an Action Plan accordingly which is submitted to the GB of the college for proper implementation. Review Mechanism is undertaken by IQAC in Teaching Learning Process motivating the teachers to prepare their Teaching Plan and to maintain the Log Book in view of that. The Coordinator, IQAC prepares the Annual Quality Assurance Report (AQAR) which gives an opportunity to evaluate and improve our performance every year. The office of the IQAC has been set up recently with computing and internet facility by the grants received from the UGC. In fact, IQAC of the college is at present functioning on the overall quality assurance and sustenance measure.

As per NAAC Peer team in their suggestions, it was not possible on the part of the college to explore external fund, especially from the UGC for research projects as the college was recognized under 2 (f) and 12 (B) of the UGC Act only in the later part of 2009. During this period the college received some grants from UGC. Significant progress has been made by the college since its first cycle of NAAC assessment. Library services have also been improved with more books, journals and newspapers.

The process of computerization of the central library has been done with an option of Open Public Access Catalogue (OPAC) facility. As mentioned above, a Network Resource Centre (UGC-NRC) has already been set up in the college. The teaching days of the college have been increased. To comply with the suggestion of NAAC Peer Team Members, linkage with the neighboring Community Health Centre (CHC) has been set up with the help of forming a Medical Cell and a First Aid Box has also been initiated in the college campus for offering preliminary treatment to its students as well as the faculties and office staff during emergency.

The college has witnessed a manifold growth in terms of the computer and IT facilities in the departments and the office management. All the departments have been provided with laptop along with internet facilities. Intercom system has been introduced. The campus has been declared as a Wi-Fi zone. Likewise, the college office is being upgraded with Office Automation Software. Each clerical staff of the college is allotted with individual computer. The admission and the student profiles are now available in computer system. Special training programme was held for the office staff to acquaint them with the Office Automation Software. Computerized Feedback system has been introduced. Remedial classes have been made compulsory for each of the departments. Provision for tutorial classes has been accommodated for the students in the daily class routine.

The college has a full-fledged Career Counseling and Guidance Cell. Regular training, workshop and awareness programmes are organized by this cell for the students. As far as the National/International linkage is concerned, many faculty members of the college have become members of Regional/ National/ International organizations. Some of such organizations to which the faculty members have established linkages are - North East Historical Association (NEHA), English Language Teachers 'Association of India (ELTAI), Assam College Teachers' Association (ACTA), etc. As suggested by the NAAC Peer Team in the first cycle of the assessment, to initiate the move for self-financing programmes, there have been significant efforts made by the college as post accreditation initiative. Compulsory Basic Computer Application Education for All (CBCAEA) has been introduced charging a very nominal fee from the students .

As far as the mobilization of resources is concerned, the college was run with the fund generated by its own during the first twelve years of its existence from various sources. Later, the college came under the Deficit (Grants- in- Aid) System which paved the way for receiving salary of the employees from the state govt. Still the various infrastructures and other development projects are executed with its own generated funds and donation received time to time from the philanthropist Donor Family Members and others. It is only since the last part of 2010, the process of receiving UGC grant by the college have started after getting the required 2(f) & 12(B) recognition in 21-08-2009. Despite, the college is generating its own resources by means of donations from the alumni, well-wishers, MP LAD fund etc. Besides, by issuing provisional Certificates to the passed out students and giving the land under lease beyond the built up area of the college for farming, the college generates necessary fund.

Though the college had an auditorium under construction at the time of its first cycle of assessment under the aegis of Chief Minister's "Buniyad Scheme", it has now got its full shape which has augmented the beauty of the college. Further, the construction of a big Indoor Stadium (75ft x 75ft x 35ft) is currently underway and 90% works have been completed with the fund received from the UGC. The Stadium would fulfill a long standing need of the college for holding indoor games and other activities. However, the college has planned to embellish the Auditorium and a new Conference Room with all modern audio-visual facilities. Meanwhile, the college has developed an Administrative Block with the grants received from the State Govt. Besides, a Departmental Cheap Store has been set up. As referred in the areas of concern and suggestions by the NAAC Peer Team in the first cycle of assessment, the college facilitated its students with Reprographic facility few years back. Besides the above mentioned progress, the facilities in the college have witnessed manifold increase since the first cycle of assessment in 2005 which have got an elaborative description in the specific Criterion below.

EXECUTIVE SUMMARY

Established in 1986 and subsequent permission for opening a Degree College by the affiliating university in 1991, the college was accredited by NAAC in 2005 with C⁺⁺ Grade. Haji Anfar Ali College has been moving ahead by spreading the light of Higher Education in a purely marginal area. It is the only centre of higher learning, which has been putting its effort from the day one to turn true the dreams cherished by its founders for the intellectual, ethical, moral and physical uplift of the students which is now gearing up for the second cycle of Accreditation by NAAC. This document is truly in conformity with the guidelines of NAAC and its distinctive initiatives to uphold the mission, vision and pursuit for excellence. The whole exercise of compilation of the SSR is essentially a part of the mission of the college for continuous quality improvement and self-evaluation.

The College has its own distinctive strategies for developing and implementing the quality improvement and sustenance of the various plans and policies. The Academic Committee of the College is a powerful body consisting of the Principal and Secretary, Governing Body (GB) as the Chairperson, the Vice Principal, Heads of the Departments and the Coordinator of the IQAC. The Academic Committee, after getting necessary inputs from departments, IQAC and other forums, discusses, analyses, plans and makes proposals on the various aspects pertaining to teaching, learning and evaluation. The same is placed in the GB for necessary approval and decision making. This five-tiered structure functions in administrative and other activities also which gives a sense of involvement to all the stakeholders. The Departments are provided with necessary autonomy to design their class allotment as per the daily class routine and they are also free to devise their Teaching Plan according to the syllabuses to be taught and to propose the student's assignments and seminar presentations apart from taking part in the continuous evaluation of the students. To enrich the curriculum, the departments organize Departmental Workshops, Group Discussions, and Seminar Presentations which give a student-centric outlook to teaching learning.

The faculty members take part in the various workshops, seminars organized by the affiliating University to keep themselves abridged with the new programmes/ systems introduced by Gauhati University. The college has always focused on the crucial issues of our society as well as the environmental issues of the world. To achieve this goal, the college has established Gardening and Plantation Society, Nature Club, Women's Cell, Grievance Redressal Cell, Committee Against Sexual Harassment (CASH) apart from various other cells meant for the overall development of the college. The College maintains a professional relationship with the various NGOs for cooperation and collaboration in research oriented and extension activities. Collecting Students' Feedback is a regular practice. Apart from the regular Under-Graduate Courses, the College is running open and distance learning courses under IDOL, GU and KKHSOU as per the respective university's regulations. Besides, the college runs Compulsory Basic Computer Application Education for All (CBCAEA) as Self-Financing Course. The Curriculum for this Self-Financing Course is designed by the faculty members in consultation with external experts on certain cases.

The College has been aiming at the holistic development of the students. Apart from imparting quality education, the college is providing opportunities to the students to take part

in various co-curricular and extracurricular activities. The College has a well-structured mechanism to maintain transparency in admission, examination and internal evaluation process. The students as the main stakeholders are kept informed about the various issues and programmes of the College. The Academic Calendar, College Website, News Bulletin and personal interaction provide the necessary information to those stakeholders. Remedial Classes are conducted for the weak learners. To develop the critical thinking as well as creative quality in the learners, the college invigorates them by providing the opportunities for making Seminar Presentation, preparing Field Reports, taking part in Group Discussion, writing in the Wall Magazines, taking part in the different Literary Competitions.

Faculty Development is a core focus of the College. The College aims at organizing different Faculty Development Programmes in the College. The Faculty members are encouraged to take part in various Faculty Development Programmes such as Seminars, Conferences, Workshops organized by other Institutes/Universities/agencies. The departments have been provided Computers with Internet facilities. The College has subscribed to N-LIST under INFLIBNET which gives the faculty members the opportunity to have access to e-resources.

Evaluation has been a continuous and transparent mechanism in the College. The college closely monitors the performance of the students through a well-defined mechanism. Research and Extension have been regarded as important component in the Higher education scenario. The College has taken this as an important agenda. The Research & Publication Cell (RPC) has been quite functional in encouraging and motivating the faculty in taking up various research works. Three of the faculty members are awarded MRP by UGC. Few members have been provided Guide ship by some Universities. The faculty members have been presenting their research papers in different National and International Seminars/Conferences. The College has organized two State Level Workshops so far in the years 2012 and submitted a good number of proposals in 2013 -14. As a part of its extension activities, the College has adopted a nearby village named “Burigaon” to make it a model one. The Community Development Cell and National Service Scheme (NSS) Cell of the college organized various development programmes not only in the village adopted by the college but in nearby institutions. Numbers of extension lectures on different burning issues are organized in the feeder schools of neighboring Karbi Anglong District.

As regard infrastructure for different curricular and co-curricular activities are concerned, altogether 10 class rooms, distributed in different blocks, are allotted to impart classes including two digital classrooms. As far as the technology added learning resources are concerned, the college has one Computer Laboratory, one Language Laboratory and one UGC-NRC. There has been a steady growth of the library in terms of books and there has been a continuous and sincere effort on the part of the college to develop adequate support mechanism for its students. Besides the scholarships meant for Scheduled Caste (SC), Scheduled Tribes (ST) and Other Backward Classes (OBC) from the Government are obtained. The agencies like Sitaram Jindal Foundation, New Delhi, Ajmal Foundation, Hojai, Anfar Foundation, Hojai, and Post Metric Scholarship for Minority students have offered scholarships to the deserving students and a large number of students have been benefited out of them. The college too, offers institutional scholarships in the form of discount in admission

fees and helping financially to the meritorious students of BPL category. The students are always encouraged to participate in various co-curricular and extra-curricular activities. The scenario of students' progression in the Contact cum Study Centre of Institute of Distance and Open Learning (IDOL) under Gauhati University and in the Study Centre of Krishna Kanta Handiqui State Open University (KKHSOU) is quite satisfactory.

As far as the plans and policies are concerned, the proposals are initially discussed in the meeting of the Planning Board, chaired by the Principal. The quality policies of the college are essentially guided by the UGC Rules and the instructions from the Education Department, Government of Assam and the affiliating Gauhati University for administrative as well as academic activities. As empowered by the GB, the Principal constitutes different committees and sub committees for the accomplishment of all the projects. The principal maintains a healthy ambience as far as working environment is concerned. He provides the faculties and other stakeholders the necessary autonomy in executing their projects and these results in a reinforcement of brilliance.

As far as the low cost electronic teaching aid is concerned, the college has already procured a few online UPS for the uninterrupted power supply. In regard to the departmental and institutional linkages with the national and state level organizations, as suggested by the NAAC Peer Team in its first cycle of assessment, the college has made a significant progress organizing various collaborative programmes with NGOs and inviting experts from different fields. There are 4 faculty members who have completed their Ph. D and some other faculties have finally registered and are pursuing their Ph.D degree. The college has a Research and Publication Cell (RPC) to facilitate and augment research environment in the college. The College has published two volumes of research papers of faculties with two different titles viz. *Career & Job In Focus* and *Career Path and Job Quests* edited by the two teachers of the Dept. of English. A group of teachers are pursuing Minor Research Projects (MRP) funded by UGC. The research activities have received a fresh impetus in the minds of the young teachers and resultantly, a few teachers have submitted MRPs and projects under Faculty Development Programme. Further, one of the faculty members have also been awarded with Ph.D guide ship by recognized Universities.

The College provides leadership opportunities at various levels and promotes a culture of participative management. The IQAC has played a crucial role in maintaining the quality assurance process of the College. It provides the necessary information to the GB by partaking in various feedback processes and analyzing them. It makes plans and strategies for the quality improvement of the different developmental projects of the College. The IQAC is instrumental in the quality enhancing and sustaining measures that have been designed by the College. The college maintains an updated audit report from registered Chartered Accountant. Academic reviews are regularly done both at the departmental and the institutional level.

As far as the innovative practices are concerned, the college has Gardening & Plantation Cell which conducts green audit of its campus and has enhanced facilities to maintain a clean and green environment. The college has entrusted the department concerned to monitor and asses the environmental impact of the college. It has been celebrating the World Environment Day to make the students and the community aware of the environment

and also keeps a strict vigil on the use of the resources. Utmost care has been taken by the college in maintaining a balance amongst the stakeholders in different stages.

As an only pioneer Higher Education institute in the entire Jamunamukh Legislative Assembly, the College has been facing challenges as far as developing linkage with industries of National and International level are concerned. However, it has developed a number of linkages with various industries and organizations like Ajmal Foundation (an NGO serving humanity in need), Markazul Maarif, Doboka Science Society, Anfar Foundation, Hojai and other local and regional organizations.

Though the faculty members are involved in evaluation activities related to the external examinations conducted by the Gauhati University, the faculty members are yet to be members of Curriculum Framing Committees of the Gauhati University. However, Dr. Mamun Azam Barbhuiya, Principal of the college has recently been nominated as Court Member of Gauhati University and Dr. Sahab Uddin, Coordinator; IQAC has been elected as one of the members of the Academic Council of Gauhati University. Further, as a large number of students are first generation learners, its impact is alarming in the overall qualitative performance of the students. Fiscal insecurity has been proving deterrent in the development of the College.

There are few areas where the college has opportunities. ICT facilities can be used more effectively in teaching learning. Students' feedback could be used more profitably for the development of the college. The College has 14.66 acres of Land resource potentiality which can be made a great asset for the growth of the College. There has been a great demand for the market oriented courses, which, if initiated will bring in a remarkable growth in enrolments in the days to come.



Co-Ordinator
IQAC
Haji Anfar Ali College



Principal
Haji Anfar Ali College,
Doboka : Nagaon : Assam

SECTION - B

SECTION B : PREPARATION OF SELF-STUDY REPORT**1. Profile of the Affiliated / Constituent College****1. Name and Address of the College :**

Name	Haji Anfar Ali College		
Address	Doboka : P.O. : Doboka : District : Nagaon		
City : Doboka	PIN : 782440	State : Assam	
Website	www.haacdaboka.org.in		

2. For Communication :

Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Dr. Mamun Azam Barbhuiya	03674-261451	O:9435739006 R:9435502032	03674-261977	Mamunazam@gmail.com
Vice-Principal	Mr. Mojaharul Islam		995748606		Mojaharul.islam@yahoo.in
IQAC Coordinator	Dr. Sahab Uddin	03674-261451	9435067813		Iqachajianfar1986@gmail.com

3. Status of the Institution :

Affiliated College	Yes
Constituent College	
Any other (Specify)	

4. Type of Institution :**a. By Gender**i. For Men : ii. For Women : iii. Co-Education

b. By Shift :i. Regular ii. Day iii. Evening **5. It is recognized minority Institution?**Yes: No :

If yes, specify the minority status (Religious / linguistic / any other) and provide documentary evidence.

6. Sources of funding:i. Government : **Yes.**

ii. Grant-in-aid :

iii. Self- financing:

iv. Any other :

7. a. Date of establishment of the College: 15/06/1986

b. University to which the college is affiliated / or which governs the college (if it is a constituent college): Gauhati University, Guwahati.

c. Details of UGC recognition :

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	21/08/2009	
ii. 12 (B)	21/08/2009	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act): **Enclosed as Annexure**

d. Details of recognition / approval by statutory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) : NA

Under Section clause	Recognition / Approval details Institution / Department Programme	Day, Month & Year (dd – mm – yyyy)	Validity	Remarks
i.				
ii				

iii				
iv				

(Enclose the recognition / approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges? If yes, has the college applied for availing the autonomous status? Yes No

If yes, has the college applied for availing the autonomous status ?

Yes No

9. Is the College recognized

a. By UGC as a College with Potential for Excellence (CPE) ? : No.

If yes, date of recognition: (dd/mm/yyyy)

b. For its performance by any other governmental agency ? : No.

If yes, Name of the agency and Date of recognition
(dd-mm-yyyy)

10. Location of the campus and area in sq.mts.

Location *	RURAL
Campus area in sq.mts.	59326.1729 sq. mts.
Built up area in sq. mts.	19775.3909 sq. mts.

(* Urban, Semi-Urban, Rural, Tribal, Hilly Area, Any other specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

➤ Auditorium /Seminar complex with infrastructural facilities : Yes

➤ Sports facilities

➤ Play Ground : Applied to UGC

➤ Swimming Pool : No.

➤ Gymnasium : No.

➤ Hostel

➤ Boys' hostel : Nil

i. Number of hostels :

ii. Number of inmates :

iii. Facilities (mention available facilities) :

- **Girls' Hostel :** Under construction (Ground floor completed)
- i. Number of hostels :
- ii. Number of inmates :
- iii. Facilities (mention available facilities) :
- **Working women's hostel :** Nil.
 - i. Number of inmates :
 - ii. Facilities (mention available facilities) :
- **Residential facilities for teaching and non-teaching staff:** (Principal Nivas under Construction)
(give numbers available - cadre wise)
- Cafeteria ----- **Nil.**
- Health centre ---- **Nil.**

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance Health centre staff – N/A

Qualified doctor Full time Part time

Qualified Nurse Full time Part time

- **Facilities like banking, Post Office, Book shops :** N/A
- **Transport facilities to cater to the needs of students and staff :** Nil.
- **Animal House :** Nil.
- **Biological waste disposal :** N/A
- **Generator or other facility for management / regulation of electricity and voltage :** Generator / Inverter and online UPS .
- **Solid waste management facility :**
- **Waste water management :**
- **Water harvesting :**

12. Details of Programmes offered by the college (Give data for current academic year)

Sl. No	Programme Level	Name of the Programme / Course	Duration	Entry Qualification	Medium of instruction	Sanctioned / approved student strength	No. of students admitted
1	Under - Graduate	B.A	3 Years	H.S	English & Assamese	700	662
2	Post-	M.A	2 Years	B.A	English &	50	15

	Graduate	(Distance Education)			Assamese		
3	Integrated Programmes	PG					
4	Ph. D.						
5	M.Phil.						
6	Certificate Courses	Fashion Designing	6 months	H.S	Assamese & English	30	30
		Communicative English	6months	H.S	English	30	30
7	UG Diploma						
8	PG Diploma						
9	Any other (Specify and provide details)	Distance Open Learning (IDOL)under G.U	3 years	B.A	English & Assamese	30	07
			3 years	M.A	English	50	14
		KKHSOU	3 years	BPP & B.A	English & Assamese	150	129

13. Does the College offer self-financed Programmes ? : Yes

If yes, how many? : 01 (Compulsory Basic Computer Application Education for All)

14. New programmes introduced in the college during the last five years, if any?

Yes No Number

15. List of departments : (respond if applicable only and do not list facilities like library, physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional language etc.)

Faculty	Departments(e.g. Physics, Botany, History etc.)	UG	PG	Research
Science				
Arts	Assamese, Education, English, Economics, Political Science, History, Mathematics	√	√	
Commerce				
Any other (Specify)				

16. Number of programmes offered under (Programme means a degree course like B.A. B. Sc, M.A. M.Com....)

a. Annual system

b. Semester system :

c. Trimester system :

17. Number of Programmes with : N/A

a. Choice Based Credit System

b. Inter/Multidisciplinary Approach

c. Any other (specify and provide details)

18. Does the college offer UG and/or PG programmes in Teacher Education? : No

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)

and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No.:

Date:.....(dd/mm/yyyy)

Validity:.....

- c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes No

19. Does the college offer UG or PG programme in Physical Education?

Yes No

If yes,

- a. Year of Introduction of the programme(s).....
(dd/mm/yyyy) and number of batches that completed the programme

- b. NCTE recognition details (if applicable)

Notification No.:

Date: (dd/mm/yyyy)

Validity:.....

- c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

Yes No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC / University / State Government Recruited			14		02	02	07	00		
Yet to recruit										
Sanctioned by the Management/ society or other authorized bodies Recruited										
Yet to recruit										

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total	
	Female	Male	Female	Male	Female	Male	Female	Male
Permanent teachers								
D.Sc./D.Litt.								
Ph.D.			00	03	00	01		04
M.Phil.						02		02
PG			00	11	02	01		14
Temporary teachers								
Ph.D.								
M.Phil.								
PG								
Part-time teachers								
Ph.D.								
M.Phil.								
PG								

22. Number of Visiting Faculty /Guest Faculty engaged with the College. : 01

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	2010-11		2011-12		2012-13		2013-14	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	02	03	06	05	08	07	17	10
ST	09	08	19	10	08	19	18	09
OBC	06	08	11	05	35	24	40	32
General	122	99	161	176	153	175	219	182
Others					03	01	05	06

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	100%	100%			100%
Students from other states of India					
NRI students					
Foreign students					
Total	100%	100%			100%

25. Dropout rate in UG and PG (average of the last two batches) :

UG PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component :

(b) excluding the salary component :

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes No

If yes,

a) is it a registered centre for offering distance education programmes of another University?

Yes No

b) Name of the University which has granted such registration. :

c) Number of programmes offered: **02**

d) Programmes carry the recognition of the Distance Education Council.

Yes No

28. Provide Teacher-student ratio for each of the programme/course offered: 1:31

29. Is the college applying for Accreditation?

Cycle 1 Cycle 2 Cycle 3 Cycle 4 Re-Assessment

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3 and Cycle 4 and re-assessment only)

Cycle 1 : (21/09/2005) , Accreditation Outcome / Result : C⁺⁺

Cycle 2 : (dd/mm/yyyy), Accreditation Outcome / Result:.....

Cycle 3 : (dd/mm/yyyy), Accreditation Outcome / Result :.....

- *Kindly enclose copy of accreditation certificate (s) and peer team report(s) as an annexure. (See Annexure)*

31. Number of working days during the last academic year: 250 days**32. Number of teaching days during the last academic year: 180 days**

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Cell (IQAC) : 12/05/2008**34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC :**

AQAR (i) 2008-2009 (23-05-2014)

AQAR (ii) 2009-2010 (23-05-2014)

AQAR (iii) 2010-2011 (25-05-2014)

AQAR (iv) 2011-2012 (25-05-2014)

AQAR (v) 2012-2013 (25-05-2014)

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory / descriptive information):

Besides the above, the college has taken the following initiatives in enlarging both the Academic, Sports and infrastructure domain of the college –

- a. A proposal is submitted to UGC under RUSA proposing to introduce Commerce Stream in the college.
- b. A proposal is submitted to UGC proposing a Basket Ball Court & six lanes Foot Ball Play Ground.
- c. A proposal is submitted to UGC proposing for opening up a Community College and Bachelor of Vocational Courses (B.Voc) in the College.

SECTION - C

2. Criteria - wise Inputs

CRITERION I: CURRICULAR ASPECTS

1.1` Curriculum Planning and Implementation

1.1.1: State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other Stakeholders.

Vision and Mission of the College

Haji Anfar Ali College is the only Provincialised Degree College in the entire 90-Jamunamukh Legislative Assembly Constituency in the district of Nagaon. The college was established with a mission to impart higher education among the students of greater Doboka Revenue Circle and with a view to creating an environment for the intellectual, ethical, moral and physical uplift of the local poor agrarian, marginalized minority communities, by preserving their cultural and traditional heritage. The College aims to expose the students to modern technology in order to make them aware of their rights and duties for the betterment of the society.

Goals and Objectives: The College aims:

- To impart education for the attainment of a Bachelor Degree in the streams of Arts both letter and spirit.
- To encourage leadership qualities amongst the youth and the students for participation in the extra-curricular activities like games and sports, cultural programmes etc.
- To encourage the students for spiritual development and to train them in civil responsibility, healthy living condition etc.
- To create an environment of the development for human virtues among the students like spirit of co-operation, discipline, love & feeling of brotherhood.
- To undertake programmes for preservation and development of the language and culture that constitutes a major component of the population of the locality.
- To spread the feeling of national integration among the new generation.
- To create an atmosphere of social harmony and amity.
- To popularize the ideas of National Integration, Secularism and Democracy.
- To foster a scientific outlook amongst the youths.
- To promote work culture with the ethic: '**Service Before Self**'.

The college has a well built mechanism to display its vision and mission through its website. It further displays its goal, aims and objectives to the students, guardians, alumni and other stakeholders in writing on a hard furnished board at the approach

road of the college. Further, yearly publication of the Prospectus of the college marks the stamp of its goals and objectives.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s)?

The college meticulously plans and develops action plans for effective implementation of the curriculum which is in line with the institution's goal to create 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'.

Teachers prepare schedule of work for each subject semester/ term wise. This schedule of work is made available in the department and library for reference. Further, for effective implementation of the curriculum the college has an Academic Committee which frames and supervises the academic plans and programmes of the college. The departments hold meetings to discuss the various aspects of the curriculum. The proposals are then placed in the Academic Committee meetings. The Academic Committee makes a threadbare analysis of the departmental inputs. Accordingly an Action Plan is prepared for the effective implementation of the curriculum. The issues that are beyond the administrator's level are forwarded to the G.B. for decision making. The Governing Body consists of members belonging to different stakeholders like a Govt. nominated President, Principal as the Secretary, the Vice - Principal, representative members from teaching and non - teaching staff, Guardian members, Donor member and two representatives from the affiliating Gauhati University.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The college is affiliated to Gauhati University, Assam. The university provides the entire course syllabus, text books and reference books details, question pattern, schedule of examinations etc., which enables the teachers to follow the curriculum for each semester. Whenever there is any change in the curriculum design, the university sends the details to its affiliated colleges and also uploads it in the University website. The college prepares an academic calendar of its own at par with the academic calendar of the affiliating university. This calendar is displayed in the prospectus of the college every year. Further, in order to meet the increasing demand of the curriculum, the college appoints part time faculty. The College encourages the faculty members to participate in the Faculty Development programmes from time to time and

organizes internal faculty development programmes for the teachers to equip them with modern research and teaching tools.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

The college prepares the Annual Class Routine keeping in mind the changed curriculum and grading system time to time by the affiliating University. The College instructs the departments to prepare lesson plans for both the general and major courses. The College has constructed two Smart Class Room for effective classroom transaction and has facilitated the departments with computers and internet facilities. The College has subscribed to N-LIST under INFLIBNET and the faculties have fully utilized the E-resources for research and classroom transaction. Student feedback on teachers is taken to make teaching learning more effective. Reviews of result at different levels are done by the authority and the same is discussed in the staff meeting. Remedial measures are taken up by the departments on the outcome.

1.1.5. How does the institution network and interact with beneficiaries such as industry research bodies and the university in effective operationalization of the curriculum?

The college has developed some cells and committees such as Career Guidance & Counseling Cell, Remedial Coaching Cell, Entry in Service Cell etc. The Remedial Coaching Cell organizes some remedial classes for the weaker section of the students of the college. The institution motivates the departments to take the students to industrial visit as a part of their curriculum which helps the students to gain practical knowledge in their field of study.

The students of Environmental Studies used to organize field trips for making a thorough study of the hazards of nature as well as environmental assets of the area.

Besides, UGC sponsored Communicative English and Fashion Designing courses have been introduced in the college and linkage has been developed with the industries of vocational training for effective operation of the curriculum.

1.1.6 . What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The college used to obtain feedback from the students on the proficiency of the teachers, on the implementation of curriculum in the printed Performa.

But in the last year the College has developed a computerized mechanism of collecting feedback from the students on the teachers' performance. Feedback is also obtained from the parents in their meet. These feedbacks are analyzed, discussed in IQAC meetings and finally the ones which are out of the purview of the Principal, are referred to the GB for further discussion.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

The curriculum of the courses is basically designed by the affiliating University. So it is not within the control of the college to design curriculum. However, the institution frames its syllabus for the Certificate Course like Compulsory Basic Computer Application Education for All (CBCAEA), UGC Career Oriented Programme (COP) Communicative English.

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

The College ensures that the stated objectives of the curriculum are achieved in the course of implementation. The Vice Principal of the college has been authorized to monitor the students' involvement and their performance through the Sessional Tests, Assignments, Seminar Presentations and Group Discussions from time to time. Feedback system is there to monitor the faculty performance and the status of syllabus completion. The authority of the institution, based on the analysis, impart proper guidance and counseling to meet the objectives of the curriculum. The college organizes parents-teachers meeting, where the teachers discuss the problems of the students with the parents and seek the feedback from the parents. These meetings help not only to improve further the sense of responsibility of the teachers and parents but to heighten the teaching-learning environment of the college.

1.2 Academic Flexibility:

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

In order to facilitate the students with exposure to the modern technology of education a certificate course named "Compulsory Basic Computer Application Education for All (CBCAEA)," has been made compulsory. A Computer Instructor has been temporarily appointed and the Certificate Course has been designed on Basic

Computer Skills. Students have been offered the scope to join this course at a concessional rate. Communicative English Course has also been introduced in the college in order to develop better communicative skill among the students.

The goals and objectives of the Certificate Course on Computer Application:

1. To increase the technical skill of the new generation in the locality through computer knowledge.
2. To make the students computer literate so that they can utilize their ability at different spheres of life.
3. To make them aware with the spatial variation of the changing scenario of the globe.
4. To connect them with the Network – based knowledge society of the world.
5. To make them eligible for professional career.

The **Fashion Designing Course** of the College has been a new venture for the girl students of the College. The main objectives of the course are:

- To introduce career and market-oriented, skill enhancing add-on courses that has utility for job, self-employment and empowerment of the students.
- To offer a wide range of career-oriented subjects in various job related areas.
- To create in the students a sense of work culture.

1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If ‘yes’, give details. : NO

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- **Not applicable**
- **Range of Core / Elective options offered by the University and those opted by the college**

The institution runs Three Years Degree Course (Arts). Accordingly, there are six final End Semester Examinations in the under- Graduate course viz.

T.D.C. First year: Sem I & Sem II Examination

T.D.C. 2nd Year: Sem III & Sem IV Examination

T.D.C. 3rd Year: Sem V & Sem VI Examination

□ **Subjects for Semester (Major Course)**

Sl. No	Major Subject	Compulsory Subject	Elective- Subjects
1	Assamese, English , Political Science, Economics, History	Assamese, English , Environmental Studies (for 2 nd & 3 rd Semester)	Education , Political Science. Economics, History, Mathematics Alt. English

➤ **Subjects for Semester (General Course)**

➤ **Compulsory Subjects:**

Semester-I & II

1. English
2. Either Alternative English or MIL Assamese

Semester-III & IV

1. Either Alternative English or MIL Assamese
2. Environmental Studies

➤ **Elective Subjects:**

1. Economics
2. Education
3. History
4. Political Science
5. Mathematics

➤ **Major Subjects: the college offers major course in following subjects:**

1. Assamese
2. Economics
3. Education
4. English
5. History
6. Political Science

- **Choice Based Credit System and range of subject options**
 - The University to which the college is affiliated introduced Choice Based Credit and Grading Semester System in the year 2011.
- **Courses offered in modular form**
 - There is no course in Modular form being designed by the Gauhati University so far.
- **Credit transfer and accumulation facility**
- Credit transfer and accumulation facility is yet to be introduced.
- **Lateral and vertical mobility within and across programmes and courses**
 - The institution offers limited mobility within and across the Programme. The student can opt from a range of core and vocational subjects. The Vocational subjects, viz., communicative English, Fashion Designing can be taken up only by the General and Major Course students.
- **Enrichment courses**
 - Certificate Course on Computer Application (CCA)
 - Fashion Designing
 - Communicative English

The mobility offered to the students leaves enough scope for their overall improvement. There is a gradual increase in number of students who have gone for higher studies. However the students have been employed in diverse fields and have taken up various jobs.

1.2.4 Does the institution offer self-financed programmes? If ‘yes’, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

Yes, the institution has one self- financed programmes viz.

Compulsory Basic Computer Application Education for All (CBCAEA): The self-financed Course is functioning with its specific goals to develop skills in the learners. This course offers basic knowledge to enhance skills in the respective area.

The Certificate Course in Computer Application (CCA): Introduces the students to the world of computer, internet and its use in modern day education

Admission: The College has appointed a part-time computer Instructor and the students are admitted in the college through proper procedure.

Curriculum: The curriculum is designed by the concerned instructor with due consultation with the Principal

Fee Structure: very nominal fee per student. (Rs. 30/- in 2013 & Rs. 50/- in 2014)

Teacher: No permanent faculty except the Computer Instructor.

Salary: As per numbers of classes from the General Fund of the college.

1.2.5. Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.

The College organizes Career Development Programs for its students in which the students are provided with knowledge in different fields. The majority of the students of the college belong to the rural and Minority background. The Community Development Cell of the college organized various programmes under Binnakandi Development Block. As such, the college has special responsibilities towards the economic and social uplift of the people of the region. Thus, it has been the endeavour of the college to provide them support in every possible way. For example, the college has organized two state level workshops on Career opportunities and Job Prospects and the students are motivated to participate in various career opportunity programs.

1.2.6. Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice? If ‘yes’, how does the institution take advantage of such provision for the benefit of students? : NO

1.3. Curriculum Enrichment :

The curriculum is designed by the affiliating University and as such the college has no autonomy in designing the curriculum.

1.3.1. Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?

The College has organized (under the banner of Entry in Service Cell) various personality development programmes and skill fortification programmes to build up the students’ personality, managerial skills, leadership skills, analytical skills, artistic potentiality and so on. All these programmes are beneficial for students and are organized by the different subcommittees and cells of the college. Further, the students have been made part of the various extension activities to develop in them a sense of responsibility towards the society holding various programmes related to the needs of the hour like environment, gender sensitization, health and hygiene, importance of values in life and so on. All these give an experience to the students about their role in society as a responsible citizen of the nation.

The college is concerned with all the aforesaid activities in order to ensure that the goal and objectives that the institution have are totally integrated with its mission.

1.3.2. What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

The College has strived to prepare the students to face challenges in the global market. To develop the required skills, workshops are held for the faculty to design the tools in

the areas of Communicative English, use of computers and Language Lab with a view to providing in-depth knowledge in the respective subjects. The faculty members are encouraged to participate in the various interdisciplinary Refresher Courses, Seminars and Conferences to gain first-hand knowledge in various areas.

The college is affiliated to Gauhati University and hence it does not have any scope and role in designing the syllabi. However, a sincere effort has been made to enrich the curriculum to suit the intellectual needs of the students and also to face the challenges that lie ahead of them in the dynamic employment market.

1.3.3. Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

In order to integrate cross cutting issues such as gender, climate changes etc., a number of measures are taken by the college to enlighten the stakeholders about the various issues pertinent to their lives. To achieve this goal, the college has established Women's Cell, Grievance Redressal Cell, Cell Against Sexual Harassment (CASH) apart from various other cells and committees. The College organized a workshop on "Girl Child and Nutrition" where students, teachers from neighboring colleges and other institutions took active part.

Besides, students are given intensive coaching both theoretically and practically in all aspects pertaining to communication and Technology.

Library facilities with the latest Books and Journals along with Reprographic facilities are also extended to the students. Internet facilities are also provided to retrieve information/material related to the course and syllabuses.

Haji Anfar Ali College celebrates **World Environment Day** every year on 5th June where the students of the college actively participate in **Plantation Drive Programme** and other activities.

1.3.4. What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

§ **moral and ethical values**

§ **employable and life skills**

§ **better career options**

§ **community orientation**

The College does not have any specific value added courses as such. However, it conducts various programmes to ensure holistic development of students. Saraswati

Puja, Milad-e-Mahfil, Fresher's Social etc. are observed every year. Moreover, keeping in mind the better career options, Remedial classes and tutorial sessions are introduced to support the weak students. Communicative English and Fashion Designing Courses are also introduced to develop life skills and to offer the students the scope for employability. The Community Development Cell of the college very often organizes some community development programmes involving the students and the other stakeholders of the institution in order to infuse them a sense of social responsibility.

1.3.5. Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The College has a definite mechanism to take feedback from its students on curriculum. Earlier it was taken on manual basis. However, from this academic session Computerized Feedback system has been introduced. Feedback from Parents is obtained during Parent Teachers Meeting sessions. The teachers from the departments discuss the curriculum and express their views regarding the curriculum in their respective Departments. There is an option having feedback from the alumni. Feedback on course and curriculum are obtained through Project works, Group Discussions, Home Assignments etc.

1.3.6. How does the institution monitor and evaluate the quality of its enrichment programmes?

The college has constituted different Cells and Committees and engages different departments, cells and sub committees for proper execution of the programmes. The IQAC also plays a crucial role in monitoring and evaluating the efficiency and success of these programs.

The cells and Committees submit the reports on each of the programmes to the Principal.

The Principal thus collects first hand reports on the various activities and takes remedial measures for further enrichment. After thorough study, the same is forwarded to the GB for necessary information and approval.

1.4. Feedback System:

Feedback is also taken from the students through professional software on teachers and on other stakeholders through interaction, discussions and suggestions.

1.4.1. What are the contributions of the institution in the design and development of the curriculum prepared by the University?

As the college is affiliated to Gauhati University, it does not enjoy the right to design curriculum. However, it usually encourages the faculty members to forward their feedback to the University. The Faculty members are also sent to participate in the various programmes as and when organized by Gauhati University to discuss various issues pertaining to the curriculum, evaluation and so on. For example, Vice Principal represented the college with all the gathered feedbacks in a workshop organized by Gauhati University after implementing the Semester system. Another faculty member from the Dept. of English has also been sent to the Intensive Orientation Programme of Gauhati University for mandatory inclusion of Environmental Studies in the curriculum.

The University as well conducts meeting with the Principal of the affiliated colleges on the Curriculum improvement and modifications if any.

1.4.2. Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

The College has no formal mechanism to attain feedback from students on Curriculum. The faculty members of the College present the collective feedback of the students in various programmes and submit the same to the Principal of the college for taking initiative for necessary improvement. The College has tried to bring in changes and also introducing enrichment programmes to supplement the curriculum. The Project works, Group Discussions, Home Assignments have been introduced to supplement the syllabus and also to make the teaching more of learner centric.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

The college is set up in rural and educationally backward vicinity. Most of the people living are below poverty line (BPL). There had been a large scale drop- out rate earlier because of the non-availability of career oriented and vocational courses. The college strives for open some vocational courses to meet up the demand of the area with a view to decrease the drop – out rate.

As such, the College has initiated a few new programmes/courses over the past four years.

- a. The College has been imparting Under Graduate Courses under KK Handiqui State Open University (KKHSOU) since 2013.
- b. A Contact Centre cum Study Centre of Institute of Distance and Open Learning (IDOL) under Gauhati University has also been introduced which offers BA and PG in some subjects.
- c. A Certificate Course on Computer Application has been started since 2013.
- d. Communicative English has been introduced in 2013
- e. Fashion Designing has also been introduced under UGC-COP.

Any other relevant information regarding curricular aspects which the college would like to include.

As the College is situated in a rural area, a majority of its population are agrarian population. Hence, the students find it difficult at times to enroll for regular courses. Hence, UG Course in the Distance mode has been a boon for them. The College has always strived to provide the best of education, both formal and informal to the students. Vocational courses have been give importance. Local NGOs are invited to initiate such job oriented courses in the college. ‘Anfar Foundation’, an NGO serving humanity in need assures us to provide some seed money to initiate weaving and Craft in the college.

CRITERION II: TEACHING - LEARNING AND EVALUATION**2.1. Student Enrollment and Profile****2.1.1 How does the college ensure publicity and transparency in the admission process?**

- a. The College attempts to maintain absolute transparency and clarity in the admission process. In order to make certain such a smooth admission process, the college aims at proper publicity of the dates of admission so that students, as many as possible, are informed about it. The college notifies the dates of admission not only in the campus but outside too hoisting banners or posters. Further, notification through website can go a long way towards catering to the need of students in different corners of the area as well as the neighboring districts. Such steps ensure that a maximum number of students are well-aware of the admission process in advance.
- b. The college constitutes a Prospectus Committee, the members of which make every effort to come out with a prospectus that covers all sorts of information, rules and regulations of the college. The college publishes it annually and makes it available to aspiring students just prior to the new academic session so that they come to know the important dates well in advance. This prospectus is made available to students on payment of a nominal fee and is displayed in the website of the college.
- c. Moreover, the college appoints an Admission Committee with all HoDs & Coordinator, IQAC that scrutinizes and sorts out students on the basis of their merit. The admission dates are fixed only on the approval of the Academic Committee. The college follows the rules of reservation as prescribed by the Director, Higher Education, Govt. of Assam. The list of selected candidates is displayed on the college notice board on the merit basis with the marks obtained in the last qualifying exam to bring transparency and to avoid any malpractices in the admission process.
- d. On the day of admission, all the short listed students are invited together in College Auditorium Hall and the admission into the Odd Semesters (1st, 3rd & 5th) are taken place in the presence of candidates and guardians in order to ensure maximum transparency.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

- The college adopts a strict merit-based-system during the process of admission where meritorious students are given first priority.
- In regard to SC, ST, OBC, MOBC students, the Reservation Policy of the Govt. of India is followed.
- In case of Major Course, the concerned Departments conducts separate screening tests in order select aspiring students' admission in the particular subject of their choice.
- Students are given freedom to choose elective subjects as per their choice.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

- a. Situated in rural and backward vicinity, the College finds it difficult to follow a strict admission policy in terms of marks and other criteria. There are a large number of students who may be labeled as first generation learners. Under such circumstances, the College takes accountability to reach the light of higher education among these disadvantaged communities. However, for students of the Major Programme, a cut off mark of 50% is decided by the Admission Committee in order to maintain the standards of the Major Courses as there is a growth of enrolment these days.
- b. As far as student performance is concerned, Haji Anfar Ali College is at par with its rural neighboring colleges. However comparison with the urban colleges is not justified as being a rural college the assets of the college are inadequate.
- c. The neighboring Hojai College, Lanka Mahavidyalaya under Gauhati University has the same kind of students' intake as far as student admission in various courses is offered.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes', what is the out come of such an effort and how has it contributed to the improvement of the process?

The college runs a very transparent mechanism in the process of admission into different courses and semesters.

- a. Revision of the admission process is done annually as per the guidelines of the affiliating university.
- b. Scrutinize the forms and profiles of the students and get them admitted as per the capacity of the infrastructure available.

- c. Meritorious students belonging to economically poor stratum are given financial assistance.
- d. Students who have not cleared the arrear paper/ arrear semester exams are not allowed to participate the HAACSU election as per the circular of Director, Higher Education, Assam.
- e. 75% of attendance has been made compulsory for every student failing which they are not allowed to fill up the forms of their Semester Exams.
- f. Such transparent mechanism results a huge increase in the student intake every year.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

The college strictly follows the rules and regulations of both the affiliating university and the State Government as suggested and formulated by them time to time.

- a. Students belonging to SC, ST, OBC/ MOBC, Minority Community and Economically weaker sections are provided admission into the College. During 2010- 11, 2011-12 & 2012-13, the girl students outnumbered the boy students. This is an indication of the advancement of female education in the society. The detail profile of the students as per the admission Register of the college for the last five years is given below:

PROFILE OF THE STUDENTS AS PER ADMISSION REGISTER											
CATEGORY	CLASS	2010-11		2011-12		2012-13		2013-14		2014-15	
		M	F	M	F	M	F	M	F	M	F
SC	BA	02	03	01	05	08	07	17	10	25	15
ST	BA	09	08	09	10	08	19	18	09	16	11
OBC	BA	06	08	06	05	35	24	40	32	42	33
MOBC	BA					03	01	05	06	07	03
GEN	BA	111	110	161	176	153	175	219	182	246	224
OTHERS	BA										
SEX WISE TOTAL		128	129	177	196	207	226	299	239	336	286
YEAR WISE TOTAL		257		373		433		538		622	

2.1.6. Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

In regard to the BA course, the enrollment outline of the college reflects an increasing trend. Every year the girls are outnumbering the boys. This development is the result of the incessant effort of the college.

ENROLLMENT IN VARIOUS PROGRAMME 2010-11 TO 2014-15															
Programme	2010-11			2011-12			2012-13			2013-14			2014-15		
	No. of Applications	No. of students admitted	Demand Ratio	No. of Applications	No. of students admitted	Demand Ratio	No. of Applications	No. of students admitted	Demand Ratio	No. of Applications	No. of students admitted	Demand Ratio	No. of Applications	No. of students admitted	Demand Ratio
UG	257	257	0	373	373	0	433	433	0	538	538	0	707	622	0.88
PG															
M.Phil	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ph.D	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Integrated PG/Ph.D	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Value Added															
Certificate Course	Computer														
	Communicative English									51	30	0.59	42	30	0.71
	Fashion Designing									15	15	0	08	08	0
Diploma (Fashion Designing)												12	12	0	
PG Diploma															
Dista	KKHS OU*														
										192	192	0	129	129	0

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

The College takes various measures to assess the students' needs in terms of knowledge and skills.

- A Screening test is conducted for the students offering Major in any subject before Admission to assess their knowledge base and skill.
- The faculty members of the different departments of the college give guidance to the students regarding the subjects of their choice.
- An Admission Committee is constituted with all Heads of all the departments & Coordinator, IQAC in order to acquaint the students with the syllabus and scope of the subject so that they are well-oriented before they take the final decision in case of Major or Subject Combination.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

The College follows certain strategies in order to help the students to cope with the new Programmes and to bridge the knowledge gap.

- Tutorial classes are accommodated in the daily schedule of the college by the respective Heads of departments so that this section of students does not have to suffer from the consequence of drop out.
- The teachers of the departments give extra time and effort to the students offering major in any subject to orient them in the new subjects in their Degree level.
- The college encourages the teachers to keep in track the students' progress by organizing classroom discussions, home assignments, group discussions, classroom presentations etc.
- Earlier Unit Tests, Pre Final tests were regularly conducted as per the regulations laid down by the affiliating university. However, now-a-days, Sessional examinations are held on a regular interval to assess their level of understanding and progress.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

Efforts are made by the college to sensitize the students on issues related to gender, inclusion and environment.

- World Environment Day is celebrated every year by the college with a mission to make the campus green.
- Environmental Studies department organizes programmes and field trips to keep the students oriented with the environmental hazards.
- The college organizes Plantation Drives in the College Campus on different occasions.
- The college has a Women's Cell that organizes lectures and talks at regular intervals in order to keep both students and teachers acquainted with various issues related to gender, women, etc. The Cell, in collaboration with IQAC of the college organized a day long workshop on "Girl Child Nutrition".
- The college has a cell named "Cell Against Sexual Harassment" (CASH) where Eve Teasing or Ragging of Girl Students' cases are dealt in seriously.
- Further, the students belonging to SC/ST/OBC/MOBC are provided with the opportunities to get scholarship benefits for pursuing their education from various agencies like Zindal Foundation, Maulana Azad Foundation, Markaz-UI-Maarif, Ajmal Foundation, Anfar Foundation etc.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

- The identification of the advanced learners is done through class room discussions, seminars, assignments, etc.
- Special care has been taken of such learners.
- Option for more books for Major students.
- Library facilities, Reprographic facilities, internet facilities have been increased for such category of students as per their requirements.

- Teachers maintain individual contact with such learners and mentor them as and when required.
- Economically weaker section of such category students is given financial help from the Poor Fund of the College.
- Advanced learners thus identified are encouraged to participate in different Programs organized by the college time to time.
- As and when the advanced students are identified by the faculty members, may it be in academics, sports, culture etc. the college gives ample opportunities to such students to participate in the various programmes by giving them special permission to attend such programmes in order to get them scope for increasing their potentialities.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

In order to judge students on their academic performance, the college takes various measures to collect and analyze information of the students at risk to minimize the drop-out rate.

- The Principal organizes meetings very often with the Teachers to trace the problems and also to gather information about the academic performance of the students.
- Personal counseling is offered to students who are at risk of dropout.
- Remedial Coaching is offered to the weaker section of the students through Remedial Coaching Cell of the college.
Advanced students are given special coaching through the Cell for Entry in Services.
- The students who are at risk of drop-out are given special attention. In the meeting of the guardians such students' performances are discussed specifically with the concerned guardians to overcome their problems so that they can go for barrier free education.
- Efforts are always espoused to offer all sorts of support services to the slow learners, economically weaker sections and meritorious cum advanced students as per their interest and requirements.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

- The College has a well-thought mechanism to plan and organize the various teaching, learning and evaluation schedules. A Prospectus Committee is constituted to prepare the annual Prospectus & Academic Calendar for the concerned year in consultation with the IQAC.
- This Academic Calendar outlines all the major events such as Sessional Exams, Seminars, Field Works, Fresher's Social, Students' Election and Semester End Examinations etc. that will take place throughout the year. The academic calendar is attached to the Prospectus so that the students are well aware of the coming session and can plan accordingly in advance.
- Further, the Principal of the college basing on the UGC guidelines prepare the outline of Annual Class Time Table which is then given to each Head of the Departments for class allocation to different teachers. The respective Heads with other Faculty members of the department allot themselves to the different criterion of the syllabus as per their interest.
- The Principal notifies the Time Table along with the name of teachers to the Students' and Teachers' Notice Board instructing them to follow the same sincerely.
- In the Prospectus, the college also attaches the affiliating University guidelines for Semester System Examination in order to aware the students the details about the examination, evaluation and CGPA system.
- The College maintains a transparent mechanism for examination in each course. Internal Examination Committee is constituted to manage all the Internal Examinations like, Sessional, Internal Assessment tests, Project works and so on. For the Final/Semester End Examination, separate Centre Committee constituted as per G.U. guidelines and the Committee Plans to appoint Asstt. Officer in Charge, Invigilators and fixes their remunerations etc. in order to conduct the different Semester End Examinations. The Principal is the Officer in Charge of all those Examination Committees.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

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

- Motivating the faculty members to participate in the various Faculty Development Programmes.
- Organizing FDP/ Seminars/Workshops for Faculty and Students.
- Disseminating information about FDP/Workshop/Seminars etc of National and International level.
- Promoting Feedback from students on Curriculum, Campus, Administration, Teachers and other assets of the college.
- Motivating faculty members to engage themselves in research activities like M.Phil. /Ph.D in their respective discipline.
- Supplying time to time the Formats for Minor Research Projects (MRP)
- Organizing various research related Talks/Lectures etc in order to develop a Research Culture in the college.
- Suggesting time to time the Librarian of the college to subscribe more numbers of Research Journals on different issues to the Central Library of the college.
- Convening meetings of different Cells and Committees to carry on their respective activities and to submit a report on them to the college for maintaining records.
- Encouraging the faculty members to make self-appraisal and thereby giving them the opportunity to trace their contribution in the field of Teaching and Community development.
- Attaching importance on the beautification of the college.
- Notifying the Students to participate Field Works/ Project Works etc.

2.3.3 How learning is made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

The programmes organized by the IQAC of the college give the teachers the essential inputs to help the students improve skills that enhance their self as well as group learning. The college endeavors to make education more student-centric by making teaching-learning more participatory and interactive in the following way—

- The campus has been developed as Wi-Fi and Departments have been given Laptops which facilitate the teachers' use them a more meaningful way in imparting lessons in the classroom.
- The Central Library provides necessary facilities to the learners to develop their knowledge. There is Book Bank facility in the Central Library not only for the poor and meritorious students but for those who offer major in any subject or get admitted into various other Career Oriented Programmes.
- The teachers and students have been facilitated with the INFLIBNET-NLIST programme in order to provide more reference materials which help them learn mutually.
- Interactive teaching has also been made easy through two Smart Classrooms developed recently in the college.
- Although no faculty member is on FDP for Ph.D., but they are granted special leave for pursuing research works in various fields.
- The IQAC of the college takes initiatives to motivate the teachers to take part in various FDP in National and International level.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The College nurtures students' critical thinking, creativity and scientific temper in the following way—

- The College publishes Wall Magazine half yearly. Creative articles as well as Poems, articles, jokes, paintings and great man saying are published in the Wall Magazine.
- The IQAC of the college has taken initiatives to introduce one Wall Magazine bilingual in each department.
- The Annual College Magazine "ANFARJYOTI" involves the students in all the creative areas like writing poems, stories and articles to make them more confident in the field and endeavors to open doors of opportunities to them.
- Teachers of the college are also invited to participate in this creative activity with the students so that the learners get the scope of reading and learning the research articles.

- Students are also motivated to participate in inter college competitions in Creative Assignments, Academic Projects, Group Discussions etc. besides their usual participation in different sports activities which foster creative as well as critical thinking among the students.
- The IQAC of the college encourages the departments to involve the students in fieldwork and project works which extend the students' capacity to think critically and indulge in scientific learning.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The College is a single stream (Arts) one, situated in a remote corner of the state of Assam. The college with its limited resources, provides the faculties with basic infrastructural and other learning resources for effective teaching in the following best possible manner—

- Two Smart Classrooms have been initiated as means of e-learning resource.
- Pedagogic practices have been introduced to enhance the quality of teaching.
- One Language Laboratory has been set up for the purpose.
- A Computer Lab has been developed under UGC-NRC to cater to the needs of teachers as well as students.
- Broadband facilities have been upgraded.
- One V-sat has been set up to make the campus Wi-Fi.
- Under NLIST – INFLIBNET e-learning resources have been made easily available to teachers and the students.
- The IQAC of the college has suggested for subscribing E-Library facility under a reputed Consulate in the Central Library of the college.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

The college takes initiatives very often to acquaint the students and faculties with advanced level of knowledge and skills by:

- Organizing seminars and workshops on different current issues.
- Holding Annual Talks/ Lectures by experts.
- Arranging Educational Excursions/ Trips etc.
- Visiting Industries/ Farms/Rivers on environment issue.
- Organizing Awareness Programmes.
- Inviting students from neighboring colleges in Annual College Week for exchanging ideas and thoughts through Group Discussions etc.
- Organizing Debate Programmes.

2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho- social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

The college has a Career Guidance and Counseling Cell. This cell strives to---

- Help students to be self reliant.
- Guides the learners to choose right subjects for their future career.
- Inform them with various career options through seminars/Notices etc.
- Offer them –

- a. Academic Counselling at the time of admission.
- b. Personal Counselling for the students offering Major in any subject by the respective Faculty Members.
- c. Career Counselling inviting experts from different fields. In the academic session 2012-13, Dr. Jatin Sarmah from Indian Army, Jayanta Kr, Sarmah from NF Rly, AYM Mehbub Chowdhury from Banking Sector, Dr. Goswami from Mass Communication, GU and Dr. Arup Barman from Assam University

, Silchar and some other renown experts from the locality and the district as well have been invited

- d. Mentoring services have been provided to the students by the faculty members.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

In order to boost up the aptitude to learn and to lecture, some innovative teaching methods have been adopted. The college usually advises the faculty members to prepare a Teaching Plan at the beginning of the session with a view to harmonizing the academic system with convenient expertise through various teaching methodologies. Some of these steps are -

- Log Book System.
- Feedback from the students
- Personal counseling
- Remedial coaching
- Project works
- Field trips
- Educational Excursions
- Modern teaching tools
- Innovative practices.
- Participation in Seminars and Workshops

Further, the college encourages the teachers for participating and presenting papers in National / International level Seminars and workshops. The IQAC of the college often organizes programmes on Awareness, Training etc. in order to equip the faculty members with the knowledge in emerging areas.

Apart from these activities, the college publishes regularly its annual mouthpiece “Anfar Jyoti” and half yearly Wall Magazine. This helps the students to improve their creative skills.

2.3.9 How are library resources used to augment the teaching- learning process?

The Central and Departmental library resources of the College are the key sources to supplement teaching learning process.

- The Central Library caters to the needs of the teachers and students alike. Text books, Reference Books, Journals and Periodicals, Conference Proceedings and Newspapers are made available for the users. The Central library is open on all days except Sundays and government holidays from 8-45 am to 4.30 pm.
- There is a Reading Room Section in the library wherein almost 100 nos. of users or readers can sit together.

- OPAC system is introduced in the library which saves the readers' valuable time in searching the desired book/s.
- The Library has made e-resource available to the users through NLIST-INFLIBNET.
- A Daily Users Register is maintained in the library not only as a protector for the assets of the library but to keep a record of the day to day users.
- Complying with the suggestions of the last Peer Team Members, the library has been computerized.
- Students offering Major are given special facility in borrowing books.
- User Rules of the Library has been modified time to time to keep pace with the demand of the users.
- No. of books Journals have been increased as per the demand of the students and teachers.
- The IQAC of the college strives to upgrade the library services providing the optimum facilities to the users.
- Besides the Central Library, the Departmental Libraries facilitate reading in free periods. Students can borrow books from the Departmental Library too.
- As there are some limitations in borrowing books etc., students are all the time helped by the Faculty members borrowing books by their names.
- The IQAC of the college encourages the Students and Teachers to participate in Book Fairs to procure rare books for themselves as well as for the College/ Departmental Library.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

Yes, it is true that the Institution faces challenges in completing curriculum within the planned time frame and calendar. There are many reasons for that—

- The most common reason is lack of sanctioned faculty members. The College with its limited resources finds it difficult to appoint a large number of ad-hoc teachers.
- Another reason is the introduction of Semester System and syllabus change which is beyond the control of the college.
- Irregularity of the students due to conveyance problem in particular time may be termed as one of the reasons.
- Although the college tries the best to make proper arrangement for the completion of the curriculum right from the very beginning of the session but because of semester End examinations curriculum completion is sometimes not possible. Resultantly, teachers have to take extra classes.
- However, the College has built a device of its own to ensure within the time frame by sticking to some basics that the HoD has to give an account of the

classes that are allotted to faculty members, classes taken, portions taught, classes not taken and reason thereof, any other work that they have done apart from taking classes. Signed by the Head of the Dept. this report is sent to the Principal of the college. 75% attendance has been made mandatory for students to appear in the Final Exams and this has reduced the percentage of absentees to a considerable degree.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

- Each Department maintains Log Book to record the day to day progress of the lessons distributed among the faculty members. At the end of the Semester classes, the Principal of the collects and verifies the Log Book basing on the syllabus.
- Feedback from the Students and Parents are obtained in every session.
- Conducting Internal Assessment and Projects.
- Holding Remedial classes for slow learners.

2.4 . Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./D.Litt							
Ph.D			03	-	01	-	04
M.Phil.					01		01
P.G.			11	-		02	13
Temporary Teachers							
Ph.D							
M.Phil.					01		01
P.G.					01		01
Part Time Teachers							
Ph.D							
M.Phil.							
P.G.							

Strategies adopted by the College: The College is a single stream Arts College. It was granted GIA (Grants-in Aid) in 25 March 1998 by the State Government. All the

faculty positions are filled then as per the norms laid down by the UGC and the Govt. of Assam. As the Colleges of Assam have been Provincialized under the Provincialization Act, 2005, Govt. of Assam, the College now follows the rules laid down by the Govt. of Assam. No new recruitment from that time has yet been made except for the post of Principal. In case of new recruitment, an open advertisement in leading newspaper is given for the information of all. Eligible candidates are shortlisted on the basis of UGC guidelines and are invited for personal interview. The Governing Body of the college approves the Selection List and submits it to the Director of Higher Education, Govt. of Assam for necessary approval.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

- The College has a troop of qualified and competent faculty members. However, there is a shortage of faculty members as the process of recruitment lies within the jurisdiction of Government Policy. The Govt. of Assam has stopped the fresh appointments for the past many years though the process has been now started.
- The College is a single stream Degree (Arts) college and as such there is no scope of opening the new areas belonging to Science discipline like Bio technology etc. However, the College has started new courses like Compulsory Basic Computer Application Education for All at its own and submitted a programme for opening Commerce Stream to the UGC under RUSA.
- The college encourages interdepartmental exchange of faculties to deal with newly emerging areas of study. The different departments take part in pedagogical practices in other departments.
- The faculty members of other departments are used to take classes in compulsory Environmental Studies Classes.
- The college is planning to participate in the Forum for *Cluster of Rural Colleges* of the neighboring colleges of the district in order to make the interchange of the faculty members feasible.
- The college manages locally the qualified faculty members for the different innovative programmes by giving an advertisement in its website and poster on key places of the town. The detailed outcome of the last four years is as follows:

Session	Name of the incumbent	Engaged in Department/ Course	Part-time / Full - time	Period of service
2010-2011	Nazia Akhtar Laskar, M.A	Lecturer in Education	Part-time	1 year
2012-2013	Mrs. Maina Sarma	Guest Lecturer in Fashion Designing	Part-time	1 Year
2010-2011	Monowar Hussain	Safaiwala	Full-time	3 Years
2010-2011	Sri Mantu Kumar Bora	Grade- IV	Full-time	3 years
2012-2013	Md. Jalal Uddin	Night Chowkidhar	Full-time	3 years
2012-2013	Samsul Haque Barbhuyan	Library Bearer	Full-time	3 years
2013-2014	Abdul Motalib	Lecturer	Full - time	2 years

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes & Number of Faculty.

Year	Refresher Courses	HRD Programme	Orientation Programmes	Staff Training by University	Training conducted by institutions	Summer/ Winter Schools, etc
2010-2011	01					
2011-2012				01		
2012-2013						
2013-2014						

b)

FACULTY DEVELOPMENT PROGRAMME 2009-2013	
Teaching Learning methods	➤ Two Staff participated on Faculty Development Programme organized by UGC Academic Staff College, Gauhati University
Approaches	➤ Applied for Community College to UGC.
Handling New Curriculum	➤ The curriculum for the newly introduced courses like UGC sponsored Communicative English is handled by the college at its own.

Content/Knowledge Management	<ul style="list-style-type: none"> ➤ The Principal & some faculty members participated in the Workshop on Semester System organized by Hojai Dima Hasao Zone, Assam College Teachers' Association at Hojai College. ➤ Office staff members' are trained for computerization of the office work. ➤ Initiative has been taken for computerization of Central Library.
Selection Development and use of enrichment materials	<p>Faculties were deliberated upon the use of e-resources by the IQAC.</p> <ul style="list-style-type: none"> ➤ The college authority organized a programme where teachers were trained on the use of Smart Board and Language Lab (Sanaka Language Software) as a teaching aid.
Assessment	<ul style="list-style-type: none"> ➤ Senior faculty members were deputed to participate in the Workshops/ Seminars/Conferences etc. who later on disseminated it to their colleagues and students. ➤ Principal of the college participated in a Seminar on RUSA organized by University of Science & Technology, Meghalaya where Dr. A.P.J. Abdul Kalam, Former President of India attended as Chief Guest.
Cross Cutting Issues	<ul style="list-style-type: none"> ➤ The Women's Cell of the college organizes programmes on Women Empowerment to sensitize about issues pertaining to gender. ➤ Extension Activities were organized by Community Development Cell under "Swaccha Bharat Abhijan". ➤ An awareness programme was organized on "Prospect of Higher Education in Distance Mode" at Parakhowa & Dengaon in the District of Karbi Anglong by Community Development Cell of the college.
Audio- Visual Aids / Multimedia	<ul style="list-style-type: none"> ➤ Use of Interactive Board, Language Lab and Public Address System as teaching tools.
OER's	<ul style="list-style-type: none"> ➤ Open Educational Resources- ➤ Teachers make use of "UGC Network & Resource Centre" for internet, Library and NLIST under INFLIBNET e-resources.
Teaching Learning material	<ul style="list-style-type: none"> ➤ A day long programme was organized on use of e- resources from various websites. The coordinator of IQAC informed all the teachers and students the use of e-resources and the Principal handed over the password to each and every user for the use of

development, selection and use	NLIST.
--------------------------------	--------

C)

Percentage of Faculty	2010-2011	2011-2012	2012-2013	2013-2014
Invited as Resource Persons in Workshops/ Seminars / Conferences organized by external / Professional agencies.	5%	0	0	0
Participated in external Workshops / Seminars / Conferences recognized by National / International / Professional Bodies.	33.33%	66.66%	71.42%	14.28%
Presented Papers in Workshops / Seminars / Conferences conducted or recognized by Professional agencies.	38.09%	33.33%	38.10%	9.52%

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The IQAC of the college strives to promote professional development of faculty by –

- Motivating faculty members to submit proposals for research grants to UGC under MRP both Major and Minor.
- Encouraging the authority for granting study leave to faculty members for pursuing M.Phil/Ph.D. Degree.
- Inspiring the faculty members to participate in Orientation courses, Refresher courses, Training Programmes, Workshops and Short Term Courses etc.

Further---

- The college has published two books on Career Opportunities viz. *Career & Job in Focus* and *Career Paths & Job Quests* wherein the teachers have been encouraged to contribute research articles and papers.
- The college collaborates with different NGOs and Farms in organizing various awareness programmes.
- Teachers have been granted special leaves for attending various FDP/Seminars/Workshops as organized by the colleges and universities.

- The college has formed a *Research and Publication Committee* with the faculty Members headed by the Principal in order to improve the research and literary culture of the college.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

- The College supports the teachers to improve their skilled growth. It has motivated the teachers to take up various research-oriented activities as said earlier apart from taking part in their pedagogical works. No faculty member has been awarded fellowship grants till this date. However, three faculty members have been granted fund to carry on their Minor Research Projects on their respective areas of interest.

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

- Yes, the college has introduced evaluation of teachers by students designing a Feedback Format. The Performa is filled up by the students on the different parameters prescribed for them. They evaluate their respective teachers on the basis of their Teaching Style, Methodology or Pedagogic skills, Knowledge, Classroom Presentation and their interaction level in and outside the classrooms.
- From 2014 computerized feedback system has been introduced. After thorough scrutiny and analyze, corrective measures are taken to make the learning process student-friendly.

2.5 Evaluation Process and Reforms:

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

- The College notifies the examination and evaluation policy of the college at the very beginning of the session in its Prospectus.
- The college has displayed the Semester rules in the college on permanent basis in order to make the students and teachers aware of them.
- The college has an Academic Committee with all the Heads of the department and the committee formulates guidelines basing on the instructions of the affiliating university to conduct the Internal Examination.

- The HoD of each department in consultation with other faculty members makes arrangement of Projects works, Seminar presentations or internal assessment of their respective Major courses. For general course, a senior faculty member remains in charge of conducting the internal Sessional Examinations.
- For the External Examination, a Centre Committee is constituted to organize the different Semester End Examinations as per the direction of the Gauhati University. The Principal is the Officer in Charge and Assistant Office in Charge (s) as per requirement is engaged by the Principal to conduct the different End Semester Examinations.
- The College maintains a transparent mechanism for evaluation in each course. The students are oriented with the evaluation system and weight ages are given on--
 - i) Attendance
 - ii) Aggregate marks from the sessional exam
 - iii) Aggregate from Home Assignment, Group Discussions, Departmental Seminars, etc.
- The marks secured by the individual students are made available to them by issuing Grade Sheet sent by the affiliating University.
- Further, the Prospectus of the college is uploaded in its website to make the process of evaluation, examination, admission etc. more informative.
- The CGPA system of evaluation of the UG courses has been well defined in the Prospectus of the college at the beginning of each academic session.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

- The affiliating University has introduced the Semester System in 2011 in place of the 1+1+1 Pattern of examination and evaluation. As such the College too has followed the Semester system.
- In the earlier System (1+1+1 Pattern), the College had taken two Unit tests for the students and internal marks were allotted for attendance too. However, with the Semester System, this practice was changed and now the college organizes sessional examinations along with evaluative assessments from different assignments or Projects.
- According to the rules of the university, a UG student has to score 30% out of 20% marks in aggregate in the Sessional Examination and of 80% from the Final Examination. So the college conducts the following--
 1. Sessional Examination
 2. Home assignment/seminar/group discussion, etc.
- Earlier, for the evaluation of Answer scripts of the Final Examinations, the teachers appointed as the examiners had to go to the limited Evaluation Zones

as specified by the University and the College has to arrange the classes as far as possible so that the classes are not hindered.

- However, at present as per the latest University circular, all the Centre colleges have been declared by the university as Micro Zones and the examiners evaluate the scripts in their own colleges.
- For the self oriented or self financed programmes, the college arranges evaluation at its own and offers the student the Certificate of Participation with the grade achieved by them.
- The college has made 75% attendance compulsory for the students for appearing in the Final Examination basing on the guidelines of the affiliating university. However, most of the learners belong to agrarian community and the communication stands as a bar in attending college. The students coming from the neighboring Karbi Anglong District have to face frequent “Chakka Bandh” culture which results in their poor attendance in the college. Considering the genuineness of the situation, the college allows such category of students in filling up their final examination forms with an undertaking from them to fulfill the requisite % of attendance duly signed by parents/ guardians.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

- The College involves teachers as far as practicable in the examination process. The Supervisors, Examiners and Scrutinizers appointed by the University are released from their college duty to take part in the Examination and Evaluation process.
- The College prepares an Academic Calendar and all the activities or events such as Students’ Union Election, Fresher’s Social, Seminar etc. is held as per the schedule provided in the Prospectus.
- Answer scripts are shown to the students to see where their strength and weakness lies and proper instructions are given for improvement.
- The records are submitted to the University in the Mark sheets provided and the same are kept in the college too.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

The college adopts some evaluation approaches to measure student achievement. The Formative evaluation is designed to test the cognitive skills of the students and is based on the following—

- **Sessional Exams:** Semester I - IV (20 Marks)/, Semester V - VI (15Marks)
- **Home Assignments:** On the basis of Syllabi and evaluated on its Content and Presentation.

- **Seminar Presentation:** On the basis of syllabi and related fields and evaluated on the basis of Quality of Content --- Presentation --- communication.
- **Group Discussion:** On the basis of syllabi and other knowledge domain and evaluated on the basis of introduction-- Presentation ---Conclusion

The Summative evaluation is planned to test the total knowledge of the student on a particular course as per the rules of the Gauhati University and the College extends its support to the University authority by providing the human resources of the college in the form of examiners, scrutinizers and also in other exam related works.

As regards impact of the system, the students have undertaken innovative ideas and prepared project reports. For example, the Departments of Environmental Studies organize field trips while students from the other departments prepare project reports, assignments, seminars, presentation etc. as a part of the evaluative process. Students of English Department have taken up case studies too.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

The college strictly supervises the performance of the students through a well defined mechanism—

- Each Department in its meeting identifies the slow learners and their performances. After that the department at its own takes remedial measure to improve such category of students with intimation to the Academic Committee.
- The Head of the department as one of the members of the Academic Committee places such issues in the meeting of the Academic Committee and the Academic Committee discusses and finalizes the performances in a positive outlook keeping in mind the overall betterment of the students.
- Remedial classes and Tutorial classes are arranged to improve the Students' performance.
- The Strength and Weaknesses of the students are shared with their parents and guardians in the Parents Meet organized annually in the college and basing on the suggestions of the parents and guardians' remedial measures are adopted.
- Students' poor in Communication Skills are suggested to enroll themselves in Communicative English Course introduced in the college.
- Group Discussions are arranged to increase the communication skill and critical thinking among the students.

2.5.6 What are the graduates attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

The attributes that a graduate of the college is expected to acquire are –

- The skills of problem solving.
- Employability
- Dynamism
- Leadership
- Sense of responsibility.

The college, in addition to carrying out the usual teaching learning activities, organizes various co-curricular activities such as games and sports, debate, quiz, seminar, role play etc. the college also organizes Annual College Week with a weeklong programmes of various literary, games and sports activities and students are encouraged to take part in these activities.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

The college has a Disciplinary Action Committee headed by the Principal of the college. Any complaint or grievance is received from any student, the same is immediately sent to that Committee which redresses the grievances as per the existing rules of the college. The Examination Committee looks into the grievances related to the examination. In case of external examination and evaluation, if a student has any grievance about valuation of university exam papers, it is referred to the University. Any complaint/ grievance beyond the capacity of the Principal is forwarded to the GB of the college for its justified redress.

2.6. Student performance and Learning Outcomes.**2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?**

Yes, The College clearly states student learning outcomes—

- In terms of pass percentage of students in University Examinations, the results of the last three years are displayed in the Prospectus of the college every year.
- Learning outcomes are also reflected in the website as well as in the notice board of the college.
- Good students are awarded proficiency prize and Certificates in the Annual College Week.
- Top rankers are felicitated in the college function or any other occasion deemed fit at that moment.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The college frequently supervises the progress and performance of students through the duration of the each course/programme. The faculty member of each department of the college reviews the performance of the students after every internal as well as sessional examination. The answer scripts after proper evaluation are shown to students with necessary comment from the teachers. Furthermore, every department at the departmental level and the IQAC at the college level make analysis of students' results as a part of our endeavors to check the progress and performance of students. Students who show poor performance in terms of grades are taken extra care arranging tutorial and remedial classes for improvement in following semesters.

Class	2010		2011		2012		2013	
	Appeared	Passed	Appeared	Passed	Appeared	Passed	Appeared	Passed
B.A. Final Examination (1+1+1)Pattern	23	17	34	26	33	25	32	29
B.A. 1 st Semester			198	86	198	101	223	123
B.A. 2 nd Semester					170	98	196	138
B.A. 3 rd Semester					138	79	161	96
B.A. 4 th Semester					122	100	139	96
B.A. 5 th Semester							106	96
B.A. 6 th Semester							85	78

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

- The teaching, learning and assessment strategies adopted in the college are so structured that it can facilitate the achievement of the intended learning outcomes. Although the college does not have the right to design and formulate syllabuses, but the college offers inputs in syllabus designing. However, in case of self financed courses, the college devises at its own the course structure and its syllabus with due consultation of the affiliating university.
- The teaching is mainly on lecture based mode and modern teaching aids like computer, projector and internet are used in imparting lessons to the learners.
- Continuous and comprehensive evaluation of students is done by the faculty members in order to facilitate the achievement of the intended learning outcomes.
- Seminars, assignments, practical etc are arranged by the faculty members off and on to take stock of the skills and knowledge of the learners.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

Haji Anfar Ali College ensures all round development of students through the curriculum provided by the affiliating Gauhati University which is properly implemented by the academic oriented and other co-curricular and extracurricular activities.

The college has a Career Guidance and counselling cell which aims at encouraging and supporting the students to be self reliant and employable.

- Community Development Cell of the college used to organize various programmes in order to enhance the social and economic relevance of the institution.
- The college has a Research and Publication Committee which fosters the literary and research environment of the college.
- The UGC-NRC established in the college encourages the learners and faculty members to equip themselves with other research agencies offering free web-services.
- Further, the Language Laboratory in the college help the students to develop their entrepreneurship skill along with their communication skill.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The faculty members at the beginning of each session make a Teaching Plan basing on the academic calendar of the affiliating university as well as of the college. The college collects and analyzes data on student performance through result analysis. After declaration of the results, the faculty members of each department make a self analysis at par with the performance of the students. Thereafter, the Coordinator, IQAC and all the Heads of the departments sit together and analyse the results of the college as a whole. The departments whose results are found poor are advised to take remedial measures for improving the same in the next assessment.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The IQAC of the college not only encourages the faculty members to keep records of the student's performances in the respective departments but monitors the teaching learning activities of the college by obtaining feedback from the students, parents and alumni. The IQAC in its meetings review the quality and progress of various programmes being offered by the college. The problems faced by any department in teaching learning matters are discussed seriously and necessary remedial measures are chalked out and the same are suggested to the Principal of the college for necessary implementation.

Similarly, the achievement height of the students is also reviewed by the Academic Committee to ensure that learning outcomes of the students are up to the mark. Further, learning outcomes are ensured by insistence on 75% of compulsory attendance, participation in project and field works and Sessional Examinations.

2.6.7. Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Yes, evaluation outcomes are viewed as indicators of students' performance. For example, faculty members of each department of the college reviews the performance of the students after every internal as well as university examination. The faculty members at the departmental level and the IQAC at the college level make analysis of students' results to monitor the progress and performance of students. Further, the Principal conducts meetings with the academic faculty to discuss the need to develop a formative assessment plan as a future course of action.

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

The College is set up in educationally backward vicinity. Most of the students are first generation learners. They are slow learners and communication skill is not elegant. The College in its mission through organising various programmes, sensitize the students about the qualities that they should imbibe. The same is displayed at the front view of the college as the Mission and Vision of the College and according to which the college aims to make the students aware of their rights and duties to be responsible citizens of this country and contribute to the betterment of the society. Keeping in mind to overcome the weakness and threats, the College has introduced the Certificate course on Compulsory Basic Computer Application Education for All (CBCAEA) & Certificate of Computer Applications (CCA) , the Certificate course on Communicative English and the Fashion Designing Course. The Principal and the teachers work hard and take extra care to overcome these difficulties with the students.

**CRITERION III:
RESEARCH, CONSULTANCY AND EXTENSION**

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

- NO

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

- Yes, the college has a Research and Publication Committee headed by the Principal of the college to motivate and boost up the teachers to pursue research work
- The committee recommends proposals from the teaching faculty for Minor and Major Projects to be funded by the University Grants Commission & other organization such as ICSSR, ICHR etc.
- The Committee encourages registration of the faculty members for Ph.D. and 20% teachers are actively associated with Research work.
- Few teachers have obtained guide ship from different universities.

Composition of Research and Publication Committee:

The Research and Publication Committee has been constituted by the Principal of the college in order to develop research culture in the college.

Dr. Mamun Azam Barbhuiya (Principal) ----- President
 Dr. Abdul Malik (Asst. Prof.in Assamese)-----Convener
 Dr. Sahab Uddin, (Coordinator, IQAC) -----Member
 Dr. H, Sultan(Associate Prof. in English)-----Member
 Dr. N.H.Barbhuiya(Asso. Prof.in English)-----Member
 Dr. M.A.Laskar(Asso. Prof. in History)-----Member
 Mr. A. Rahman(Asst. Prof.in Pol. Science)-----Member
 Mr. G.Sarma (Librarian) -----Member

Recommendations and Outcomes of the Research Committee:

- Recommended two Minor Research Projects to the UGC-NERO in the Session 2014-2015 which have not yet been approved by UGC. As an outcome, three MRPs have been completed by the three faculty members.
- Decided to publish the 2nd volume of *Haji Anfar Ali College News Bulletin* which is under process.

- A book titled *Career & Job in Focus* ed.by Sahab Uddin, Associate Professor, Dept. of English & Coordinator, Career Guidance and Counselling Cell, Haji Anfar Ali College.
- Another book titled *Career Path & Job Quests* ed.by Dr. Hasinus Sultan, Dept. of English and Coordinator, Cell for Entry in Services, Haji Anfar Ali College.
- Masaddar Ali Laskar, Associate Professor, Dept. of History published two books namely—
 - i. *Aithihasik Potobhumit Doboka*
 - ii. *Islam Aru Bishwashanti*.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

The IQAC of the college headed by the Principal encourages the faculty members to pursue research programs. To facilitate smooth progress and implementation of research, the following measures are taken:

- Faculty members are free to carry out their projects on part time and full time basis taking into consideration the existing rules of UGC and the Affiliating University as well as the state government.
- Scholars who have registered for research are given flexibility in the time table to carry out data collection and analysis, library or field work.
- Infrastructure like departmental computer with internet facilities, library books and separate reference section in the central library is offered to the researchers.
- Special leave for Research Programmes, to attend Seminars and Conferences are given to the researchers.
- Options are there to purchase books in the concerned areas which are obviously treated as the assets of the college.
- Facilities like e-resources through N-LIST and INFLIBNET are offered to the researchers.
- In order to broaden their outlook, researchers are facilitated with an interaction option with the eminent intellectuals and experts by inviting them on various occasions in the college.
- Researchers are also facilitated by timely auditing and submitting of utilization certificate to the funding authorities like UGC and other agencies.
- Non-Sanctioned teaching staff who are involved in research activities are provided more special leave and relaxed with reduced teaching load and reduced time of stay in the college.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

- The college has a Career Guidance and Counseling Cell which encourage students to take part in various research and career oriented activities as per their rational as well as inquisitive attitude.
- The Research and Publication Committee too recommends the other Cells like Seminar Forum to hold motivational programmes for students to involve them in Project/ Field works.
- Paper presentation Programmes are sometimes made compulsory by the departments instead of written Sessional Examination.
- Students having Environmental Studies are taken to a field trip/ field Study for which they prepare reports and submit the same on the basis of their findings.
- Teachers guide the students in the preparation of their projects.
- The representatives from Haji Anfar Ali College Students Union (HAACSU) are also involved in various Committees and Cells in order to train them up in various project or research activities.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

- The faculty members of the college have been involved in different research-oriented activities. They regularly present their research papers in National and International Seminars and Conferences.
- The college has organised two state level workshops and a couple of Seminar proposals have been submitted to UGC.
- The teachers used to publish their papers or write ups in the college annual magazine “Anfar Jyoti” with a view to encouraging the students in the creative field.
- Five faculty members have completed their Ph.D and two faculties have registered for their Ph.D.
- Few teachers who have been approved as recognized supervisor. The details are:

SL NO.	NAME OF THE FACULTY	University in which Guide ship is awarded
1	Dr. Sahab Uddin	PACIFIC University, Udaipur, (Raj) JIT University, Rajasthan

- Three faculty members have completed their Minor Research Projects (MRP) and some others have submitted their MRP proposals to the UGC. The details of the MRPs are given below:

Sl No.	Name of the Faculty	Title of the Topic	Amount Sanctioned	Amount Released/ Utilised
01	Dr. Mamun Azam Barbhuiya (Principal)	The use of e-Resources for Research in Humanities and Social Services.	Rs. 1,10,000/-	Rs. 93,000/-
02	Dr. Sahab Uddin	Writing As Activism: Selected Novels of Mahasweta Devi	Rs. 150,000/-	Rs. 150,000/-
03	Dr. Hasinus Sultan	A Socio- linguistic Study of the Charuwa Speech Community of Assam	Rs. 145,000/-	Rs. 1,20,000/-
04	Dr. M.A. Laskar	Socio Economic Condition of the Muslims of Asaam With Special Reference to Hojai Sub Division.	Rs. 150,000/-	Rs. 125,000/-

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The College has organized Workshops, Awareness Programmes, Sensitization Programmes and other training programmes for capacity building among the staff and students.

- A Workshop was organized by the Career Guidance and Counseling Cell of the college on Career Guidance & Job Opportunities on 15 Sept, 2012 wherein Resource person from Armed Forces, Railways, Banking Sector and Mass Media were invited in order to disseminate information and create awareness on various job prospects in those fields.

- The Cell for Entry in Services has organised a one-day workshop Programme on various competitive examinations like Teachers Eligibility Test (TET) and resource person Dr. Arup Barman from Assam University, Silchar was interacted by the students as well as faculties.
- The IQAC of the college on 21st June 2014 has organized a Workshop on Writing Research Projects in order to imbibe research culture among the staff and students. Renowned Scholars and experts were invited from the affiliating university and the neighbouring colleges to interact on the methodologies of writing research projects in Humanities and Social Science.
- A computer Training Programme was organized by the IT experts in the college on the use of e-tools in classrooms. Teachers have been trained how to impart lessons to the learners in the Digital classrooms.
- Various other awareness cum Sensitization programmes have been arranged by the different cells and committees of the college in and outside the campus.
- The Women Cell of the college has organized a programme on Girl Child Malnutrition wherein Nutritionists from locality have been interacted by the students and teachers along with parents present in the programme.
- A demonstration programme was arranged by the company experts on the use of the Language Lab for the teachers.

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

There is no any remarkable prioritized research areas and the specific expertise available in the college. However,

- A number of faculties have done intensive research work in women related issues and have presented their research papers in various national and state level seminar and conferences.
- Dr. Mamun Azam Barbhuiya, Principal has done his Ph. D. on The Use of Call in Teaching English with special reference to Development of Writing Skills in the Polytechnics of Assam. Many of his papers on other key have been published in Peer Reviewed Journal of International circulation.
- Dr. Sahab Uddin has done his Ph.d on Kamala Markandaya's Search for Roots and MRP on Mahasweta Devi's writings as Activism. Many of his papers on some other key Literary Women Novelists have been published in Peer Reviewed Journal of international circulation.
- Womens' Cell of the college talks about the issues like women empowerment, gender equality and so on. The cell celebrates the International Women's Day annually.
- Most of the faculty members including the women teachers have attended various multidisciplinary research programmes and Refresher Courses as conducted time to time by different universities.

- Dr. H. Sultan has done his Ph.D on Culture and Language of the Char Areas of Assam and many of his papers are published on different issues of the underprivileged sections of the society.
- Dr. M.A.Laskar, a man versatility has not only published books namely i) Aithihasik Potobhumit Doboka ii) Islam Aru Bishwashanti. on the history of Doboka named after the 'Dobak' kingdom. He has also researched on a historic figure Sayed Tayabullah, his life and role in Indian freedom struggle.
- Dr. Abdul Malik has proficiency in study of the life culture of the Assamese Muslims and many of his research articles have been published in national level journals on that issue.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

- The College makes an intensive effort to exert a pull on faculties of distinction and academicians to visit the campus and interact with teachers and students through different means. The college used to invite them in National Seminars, / Workshops, talks and on other festive occasions.

Occasion	Year	Name of the visitors/Resource persons	Designation
Workshop on Career Guidance and job Opportunities	2012	Dr. Jatin Sharma, Arya Vidyapeeth College, Guwahati	Lieutenant, Indian Army
		Jayanta Kr. Sharma, NFR, Maligaon	Public relation Officer, NFR
		AYM Mehboob Chowdhury, SBI, Nagaon	Regional Manager, SBI, Nagaon
		Dr. Chandan Goswami,	HoD, Mass Communication, GU
TET Coaching under Cell for Entry in Services	2012	Dr. Arup Barman	Faculty Member, MBA, Assam University, Silchar
Inspection by UGC	2013	Prof. S. Dan	Pro. V.C. , Burdhan University
		Prof. Jogen Kalita	CDC, Gauhati University
		P.Tamuli	University Engineer, GU
General Visit & Laying of Foundation Stone of	2014	Dr. Muhammed Arif	Joint Secy. UGC-NERO

Principal Niwas			
Workshop on Writing Research Projects	2014	R.Ch. Borpatragohain	Dean, School of Law, GU
		Dr. Sohail Ahmed	Associate Professor, Dept. of English, Jagiroad College.
Freshers' Social	2013	Dr. Saradananda Dev Goswami	President, Axom Sahitya Sabha, Hojai District Branch
	2014	Dr. Abu Hanifa	PTI Correspondent, Nagaon
Swachh Bharat Abhiyan	2014	Mr. Kishor Kumar	Education Officer , UGC-NERO

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

- No faculty has so far utilized Sabbatical Leave for research activities. The Govt. of Assam has not provided the Sabbatical Leave under the Provincialisation Act, 2005.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

- The college creates awareness among the students, teachers and other stakeholders of higher education by publishing regularly its Prospectus, Annual Magazine and News Bulletin.
- Regular updating of the college website is another initiative taken by the college to disseminate information about resources available.
- Besides, on some selective occasions, the college prepares Banners, Posters etc and displays the same at such key places that everyone can have a glance at them.
- Tenders are also invited displaying notices on the Notice Board as well as at Website for land productivity under lease.
- New arrivals in the library are also intimated to the learners displaying a notice in the reading room. There is an option of display in the central library of the college.
- Invitation letters (printed) are sent to the concerned stakeholder and college or nearby institution well ahead of organizing any seminar/workshop/talk/ or Awareness/ Sensitization Programmes.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

There is no specific budget allocation for research. But the UGC provides financial assistance to pursue Major and Minor Research Projects from 2011 as the college was brought under 2(f) & 12 (B) of UGC Act the last part of 2009.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

Since the college is a rural one and it has very limited resources, providing seed money to the faculty for research has not been made possible as yet. But the college strives to do so in near future.

3.2.3 What are the financial provisions made available to support student research projects by students?

Although the college does not have any specific fund for supporting student research projects, the college has been arranging Field Trips, Educational Excursions time to time in and around the state which enriches the outlook of the students.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

No interdisciplinary research programme has so far been initiated by the college.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

As the college is a single stream Arts college, it has limited scope for optimal use of equipments. The college has a well-equipped library with a rich stock of reference books and journals which can be used by the teachers and students for research purpose. Moreover, there are some other facilities such as—

- i) Wi-Fi
- ii) NLIST-INFLIBNET
- iii) Language Lab
- iv) Computer Lab

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

- Not yet

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

The college encourages and extends all possible support to the faculty members who come forward to apply for research funds from any funding agencies. All the proposals of MRP submitted to the IQAC of the college are placed by the Coordinator, IQAC in the meeting of the Research and Publication Committee. The Committee after thorough review and analysis approves the Proposals and submit them to the UGC-NERO for the release of grants.

Nature of the Project	Duration	Title of the project	Name of the funding agency	Sanctioned	Received	Total grant received till date
Minor projects	January 2013 to September 2014	A Socio-linguistic Study of the Charuwa Speech Community of Assam	UGC submitted	145000.00	125000.00	Rs. 400,000.00
	February 2013 to October 2014	Writing As Activism : Selected Novels of Mahasweta Devi	UGC submitted	150000.00	150,000.00	

	April 2013 to November 2014	Socio Economic Condition of the Muslims of Asaam With Special Reference to Hojai Sub Division	UGC submitted	150000.00	125000.00	
	Applied 2013-2014	Mamoni Raysom Goswamir kaikhonman upannayat samaj chetana	UGC (Applied)	Not sanctioned the amount	N/A	N/A
	Applied 2013-2014	Basanta Dasar Upannaya sat prantiyoxomajar chabi	UGC (Applied)	Not sanctioned the amount	N/A	N/A
	Applied 2013-2014	Importance of English Education in the Madrasas of Assam	UGC (Applied)	Not sanctioned the amount	N/A	N/A
Major projects						
Interdisciplinary projects						

Industry sponsored						
Students' research projects						
Any other (specify)						

3.3 Research Facilities

3.3.1. What are the research facilities available to the students and research scholars within the campus?

The college being a rural, under graduate one has limited research facilities. However, the college has inside the campus —

- i) Wi-Fi
- ii) NLIST-INFLIBNET
- iii) Language Lab
- iv) Computer Lab

Moreover, one of the faculty members and the Principal of the college have research guide-ship in Humanities in different universities. Students and research scholars of the neighboring areas derive benefit out of those supervisors.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The College has a vision for upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas.

Firstly, the Principal and the faculty members sit together and discuss the matter in a joint meeting of the Research & Publication Committee of the college. Planning is made at this level and the proposals are sent to the Governing Body for information and necessary approval.

Secondly, the college has an Infrastructure Development Committee and a Construction Committee who makes a plan & Estimate of the Proposal and forwards the same to the GB of the college.

The GB discusses the proposals and takes necessary decision which is then taken up by the Principal for execution. If the proposal is beyond the purview of the College, the same is forwarded to the Govt. of Assam or UGC and other agencies for funding.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments / facilities created during the last four years.

No, the institution has not received any special grants or finances from the industry or other beneficiary agency for developing research facility. However, UGC has provided grants to purchase books and Journals etc in the Central Library. A Language Laboratory has been set up with grants from the UGC in the college.

The college maintains good relation with the neighbouring NGOs like Ajmal Foundation, Anfar Foundation, Markaz-ul- Maarif, Northeast Rural Welfare Society etc. and organizes various programmes in collaboration with those NGOS.

Ajmal Founation, an NGO serving humanity in need, offered us five numbers of Computers which enabled us to introduce CCA (Certificate in Computer Applications) in the college.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

Other than Educational Tour and Field Trip no other academic activities leading to research works are being done outside the campus. However, in case of research, teacher-scholars are allowed special leave to visit resourceful libraries available in and around the state Assam.

3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?

The Central Library of the college has well stock of a good number of Text Books, Reference Books, Journals, Magazines, and Proceedings of both national and international circulation. Besides, both Assamese and English national and local dailies are subscribed in the library to facilitate the students and teachers with up-to-date information of the happenings in the state and the country as well.

As per the suggestion of the last Peer Team Members of NAAC, initiatives have been taken to make the library computerized.

Further, the central library of the college has Book Bank facility for the researchers and the poor students.

OPAC facility has been offered to the teachers, students and research scholars in the library.

NLIST (INFLIBNET) facility has also been provided to the readers and users of the library. The details of the resources are given below:

•	Numbers Text Books	: 6982
•	Number of Ref. Books	: 4806
•	Number of Journals	: 05
•	Number of Magazines	: 07
•	Number of Proceedings	: 01
•	Number of Book Review	: 01
•	Number of Newspapers	: 05

3.3.6 What are the collaborative researches facilities developed/ created by the research institutes in the college? For ex. Laboratories, library, instruments, computers, new technology etc.

The college has not been able to build up any collaboration with any agency so far for creating research facilities in the college.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

*** Patents obtained and filed (process and product):**

NIL

*** Original research contributing to product improvement:**

NIL

*** Research studies or surveys benefiting the community or improving the services:**

The IQAC of the college conducted a survey with a view to adopting a village and nearby BURIGAON village was adopted on the basis of the findings. A number of community development programmes are taken up for the benefit of the people of the village under the aegis of Community Development Cell.

*** Research inputs contributing to new initiatives and social development:**

NIL

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

The college has not published or partnered in publication of any research journal yet, However, the college has published two books at its own namely- a) Career and Job in Focus b) Career Path and Job Quests. The teachers in the college are associated with the editorial board of various research journals of national and international-- online and Print journal.

Dr. Sahab Uddin, Associate Professor, Dept. of English is an Associate Editor of an e-journal – Reflection, W& R Mag.

3.4.3 . Give details of publications by the faculty and students:

* Publication per faculty

Sl No	Name of Teacher	Dept	Title of the paper	Name of the Journal/Book	ISSN/ ISBN
1	Dr. M.A. Barbhuiya	English	Computer in Language Learning : A Re-look at the Curriculum Design for Technical Students.	Spark International Online Journal. Vol- 1, Issue 2	ISSN-09757929
			Students' Attitude towards Using Computer for Language Learning – A Survey.	The Journal of English Language Teaching (India) Vol-46/2	ISSN 09735208
2	Dr. N. H. Barbhuiya	English	<i>A Postcolonial Approach to three Indian English Novels— The Nowhere Man, Midnight Children and The God of Small Things.</i>	<i>Sublime Tradition,</i> March 2011	ISSN-0976-3051
			<i>Status of Women in Islam</i>	<i>Proceedings of National Seminar-cum-Conference on The Life and Ideals of Prophet Muhammad (pbuh</i>	0-9760059-0-5

			A Post Colonial Writing in English	<i>Post Colonial writings in English, Assamese and Bengali- a Comparative reading</i>	ISBN-9789-3816-9491-6
			Summary of the Doctoral thesis on “Post Colonial Elements on Salman Rushdie’s Novels”	<i>Summary of Doctoral Thesis. Vol-VI</i>	ISBN-978-81-920635-5-3
3	Dr. Sahab Uddin	English	<i>Journey From Anonymity to Recognition: A Study of Kamala Markandaya’s Women. (Pp-91-98)</i>	Indian Writing in English: Speculations an Observations	ISBN-978-81-7273-585-2
			Arvind Adiga’s India in <i>The White Tiger</i> (pp- 179-187)	Booker Prize Winner Indian English Novels: A Kaleidoscopic Study	978-81-7910-341-8
			Centering the Margins: A Study of Kamala Markandaya’s <i>Nectar in a Sieve</i> and <i>A Handful of Rice</i> (pp-160-167)	On the Fringes: Marginalized Voices in English Literature	978-81-7273-657-6
			Arundhati Roy’s <i>The God of Small Things</i> : An Activist’s Perspective (pp-52-61)	<i>Feminine Fragrance: Reflections on Women Writings in English</i>	81030-28-8
			Nationalism Creates Nations: A Study of Amitav Ghosh’s <i>The Shadow Lines</i> in Today’s Context (pp- 35-41)	<i>The Fictional Craftsmanship of Amitav Ghosh</i>	978-81-7273-725-2

			Positive Mind-set & Walk in Interview (pp-89-94)	<i>Career Paths & Job Quests</i>	978-93-81694-46-6
			Kamala Markandaya's Search For Roots: A Critical Study	<i>Summary of Doctoral Theses (Vol-V)</i>	978-81-920635-5-3
			Islamic Culture and Brotherhood pp. 21-25	<i>Proceedings of National Seminar-cum-Conference on The Life and Ideals of Prophet Muhammad (pbuh</i>	0-9760059-0-5
			Today's Women and the Early Child Car: A Brief Overview.	<i>ABHIBYAKTI Vol-II, 2014</i>	ISSN-2450-0546
			"The Miracle Of Roots": Transcendent Markandaya and Cataclysmic Wilson	<i>ACTA Annual Journal Vol-XXXVI, 2012-13</i>	ISSN-2229-693X
			Jahnvi Barua's <i>Rebirth: A Mother Child Monologue or A Woman's Journey to Personhood</i>	<i>Kolong-KilingAn Anthology of Research Articles.</i>	ISBN: 978-81-202-3470-3
4	Dr. Hasinus Sultan	English	Asamar Char Anchalar Musalmansakalar Bhāṣā'	<i>Asamiya Aru Asamar Bhasa</i>	ISBN 978-93-80454-30-6
			Making Sense of Bishnu Prasad Rabha: Life and Ideology'	<i>Souvenir of the Central Bishnu Rabha Divas Celebration of Asom Sahitya Sabha</i>	ISBN 978-93-81850-11-4
			1. 'Pre-Raphaelite Kabita Aru	<i>Dimoru</i>	ISBN

			Kabitat Xilpamandita Jivanar Pratiphalan’, 2. Farmers of South-East Nagaon: Problems and Prospects’		978-93-81694-22-0
			A Study in Language and Culture in the Char Areas of Lower Assam’	<i>Summary of Doctoral Thesis, Vol. IV,</i>	ISBN 978-81-920635-3-9
			Freedom to Choose a Career	<i>Career & Job in Focus, Vol. I</i>	ISBN 978-93-82569-01-5
			Discursive Markers and Fillers in English’	<i>Career Paths & Job Quests</i>	ISBN 978-93-81694-46-6
			Dr. Bhupen Hazarika : A True Singer of the Masses’	<i>Somonnoy</i>	ISBN 978-93-82569-06-0
			The Spirit of Eid and Muharram’.	<i>The Life and Ideals of Prophet Muhammad (PBUH)</i>	ISBN: 0-9760059-0-5
			The River of Love Defiled’,	<i>Birangana,</i>	ISBN: 978-93-81696
5	Masaddar Ali Laskar	History	Study of History and its relevance for students in today’s world.	<i>Career and Job in Focus. Vol-I</i>	ISBN-97893-825-69-01-5
			The Guidance of Career Planning	<i>Career Paths & Job Quest</i>	ISBN-978-9381-

					69446-6
			Communal Politics in India	<i>Dimaru</i>	ISBN978-81-923-5899-4
			Islam Aru Ahimsa	<i>Proceedings of National Seminar cum Conference on the life of ideas of Prophet Muhammed</i>	ISBN-9760059-0-5
6	A.Hamid Talukdar	History	Immigrant Muslims or So Called Miya Musalman in Assam	<i>Anfar Jyoti</i>	
			Madrassa Education in India in the Colonial Period.	<i>Career Paths & Job Quest</i>	ISBN-978-9381-69446-6
7	Sayed Ahmed	Economics	Agriculture and Indian Economy	<i>Career Paths & Job Quest</i>	ISBN-978-9381-69446-6
8	Nazrul Hussain	Political Science	An Analytical Study of the Violence in Bodoland Territorial Autonomous District (BTAD)	<i>Anfar Jyoti</i>	
			Job Career in Politics	<i>Career Paths & Job Quest</i>	ISBN-978-9381-69446-6
9	Adidur Rahman	Political Science	Impact of Liberation on Political Science.	<i>Jigyasa</i>	ISSN-0974-7648
			Job Opportunities & Career Options in Political Science	<i>Career Paths & Job Quest</i>	ISBN-978-9381-69446-

					6
			Displacement, Migration of Statelessness. A study of Hajong Tribe of Arunachal Pradesh.	<i>Interaction – Research Journal of Social Issues of Humanities</i>	
10	Gobinda Sarma	Librarian	Impact of IT on College Libraries. Vol. –IV. No.-1	<i>Jigyasa</i>	ISSN-0974-7648
			The Changes in Library System : A Study	<i>Jigyasa</i>	ISSN-0974-7648
			Role of Digital Library in the Electrical Era	<i>ACLA Bulletin</i>	2229-6492
11	Kabita Devi	Assamese	Asomiya saj par : prompora aru Adhunikota	<i>Dimaru</i>	ISBN-978-93-81694-22-0
			Kolaguru Bishnu Prasad Rabhar Geetat Samaj Muktir Chetana	<i>Dimaru</i>	ISBN-978-81-923589-9-4
			Birendra Kumar Bhattacharyar Upasannayat Rajonoitik Chetana	<i>Dimaru</i>	ISBN-978-81-923589-7-0
			Bhobonath Hazarikar Kobita-Ati chamu Abolokon	Kolong Kiling	ISBN-978-81-202-3479-3
			Prachin Sikhak aru Siksha Babastha	<i>Career Paths & Job Quest</i>	ISBN-978-9381-694-46-6

			Mahapurush Madhabdevar Natar mul Charitra : Sishu Krishna aru Matri Joshoda.	<i>ACTA Annual Journal Vol- XXXVI , 2012- 13</i>	ISSN- 2229- 693X
			Swalpa Alochito Kobi- Sashi Kanta Gogoi	<i>ACTA Annual Journal Vol- XXXVII , 2013- 14</i>	ISSN- 2229- 693X
12	Dr. A. Malik	Assamese	Biswayanar kobolot Axomor Lukosanskriti	<i>Axomia Sanskriti Aru Biswayan</i>	ISBN- 812028 8521
			Debendra Nath Acharya.....	<i>Axomia Upanayas Parikrama</i>	ISBN- 978819 20585- 4-2
			Jana Jatiya.....Unmesh- Eti Toka.	<i>Ethnic Conflict and IdentityCrisis in North East India, 2012</i>	ISBN- 978- 81- 923440 -0-3
			Jaban Bandi	<i>Banobashi- Bhaiyob</i>	ISBN- 978- 81-2- 7213- 214-9

*** Number of papers published by faculty and students in peer reviewed journals (national / international)**

Sl No	Name of the Teacher	Dept.	Title of the paper	Name of the Journal	ISSN/ISBN
1.	Dr. Sahab Uddin	English	The Treatment of Relationship in Attia Hossain's <i>Sunlight On A Broken Column</i> (pp- 41- 44)	<i>NEW ACADEMIA(An International Journal of English Language, Literature and Literary Theory)</i>	ISSN- 2277-3967

2	Dr. H. Sultan	English	Language, Culture and the Question of Identity'	<i>Abstract Volume Cum Souvenir: International Seminar on Ethnicity, Identity & Literature</i>	ISBN 978-81-924140-6-5
			The Garden of Forking Paths' and 'The Secret Miracle': Temporality in the Borgesian Fiction	<i>Budhidrum</i> (Peer Reviewed)	ISSN 2319-4685
			Postmodernism and Beyond Postmodernism'	<i>Eclectic Representations: A Biannual Scholarly Journal of Critical Explorations in Literatures from Across the World,</i> (Peer Reviewed)	ISSN 2231 – 430X
3	Dr. Mamun Azam Barbhuiya	English	Scope of using Computer in Teaching English in the Polytechnics of Assam	Edited Reference Book. (Literary Cascades)	ISBN-9788189131241
			The Effects of Computer in Developing Writing Skills : An Experimental Analysis	Edited Reference Book. (Information and Communication Technology in ELT)	ISBN-9783847302322

- * **Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)**

○ **NIL**

* **Monographs** : **NIL**

* **Chapter in Books** : **NIL**

* **Books Edited**

Sl No	Name of the Teacher	Dept.	Title of the Book	Publisher	ISSN/ ISBN
1	Dr. Sahab Uddin	English	Career & Job in Focus	Career Guidance & Counselling Cell, Haji Anfar Ali College, Doboka	ISBN 978-93-82569-01-5
			<i>Summary of Doctoral Theses (Vol-IV)</i>	Assam College Teachers' Association (ACTA)	978-81-920635-3-9
			Dimoru (An Annual Publication of Hojai <i>Dima Hasao Zone</i>) Vol – III	Hojai Dima Hasao Zone, ACTA	978-81-923589-9-4
			ACTA Annual Journal 2012-13	Assam College Teachers' Association, Assam	ISSN-2229-693X
			Reflection W&R Mag	Iram Fatima, UAE	Associate Editor
2	Dr. H. Sultan	English	Career Paths & Job Quests,	Cell for Coaching	978-93-81694-

				Classes for Entry in Services, Haji Anfar Ali College, Daboka	46-6
			Discursive Ruminations: Society, Culture, Literature, Vol. I	Krantikaal Prakashan, Nagaon,	978-93-81694-36-7
3	Masaddar Ali Laskar	History	Annweshan	Dept. of History. Haji Anfar Ali College	
4	Nazrul Haque Barbhuiya	English	AAN NADWA	NEINT & ES, Badarpur	

* Books with ISBN/ISSN numbers with details of publishers

Sl No	Name of the Teacher	Publisher	Title of the Book	ISSN/ISBN
1	M.A.Laskar	Sirajuddin Ajmal Sponsored & Published by IT Press, Nilbagan	Aithihasik Potobhumit Doboka	
		Dr. Abdullah Laskar, IT Press, Nilbagan	Islam Aru Bishwashanti	
2	S.A.Seikh	Kalyani Publisher, Kolkata	Degree Mathematics, Vol.1	97893272-1647-9
		Kalyani Publisher, Kolkata	Degree Mathematics, Vol. II	978-81-2724734-3
3	Dr. A. Malik	Purbanchal Prakash	Axomia Uponyasat Musalmanor Janajiwanaar Chitra	ISBN 81-7213-071-6

- * **Citation Index** : NIL
- * **SNIP** : NIL
- * **SJR** : NIL
- * **Impact factor** : NIL
- * **h-index** : NIL

3.4.4 Provide details (if any) of

- * **Research awards received by the faculty** : NIL
- * **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally:** NIL
- * **Incentives given to faculty for receiving state, national and international recognitions for research contributions:** NIL

3.5. Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

The college has not been able to establish specifically the institute-industry interface. However, as said earlier, the College maintains good relation with the neighbouring NGOs like Ajmal Foundation, Hojai; Anfar Foundation, Hojai; Markaz-ul-Maarif, Hojai; Northeast Rural Welfare Society, Doboka; Gram Vikash Parishad, Nagaon etc. and organizes various programmes in collaboration with those NGOS.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The college has a Career Guidance and Counselling Cell which provides counseling to the students at the time of need as per the requirements of the students. Being a Degree Arts college imparting the traditional subjects, the faculty members have very limited scope to promote consultancy. However, Faculties from the Depts. extend their expertise in various organisations, like, SEBA, Assam Higher Secondary Education Council, K.K. Handiqui State Open University, Gauhati University, Assam, in the capacity of Course Coordinator, Syllabus Designing, Examiner, Supervisors etc.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The college encourages the faculty to utilize their expertise for consultancy services by networking with neighbouring institutions, organizations and other agencies time to time. The teachers of the college used to impart lessons to the feeder higher secondary schools and other junior colleges of the area where there is a scarcity of teachers. Further, it is suggested to do so through interaction with peers, experts during seminars, conferences in and outside the college.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The college does not provide any formal consultancy services and hence, no revenue could be generated by providing such services. However, some services are provided free of cost as shown below:

Major Areas	Revenue Generated
Survey works	FREE
Spoken English	FREE
TET Coaching	FREE
Personality Development	FREE
Remedial Coaching	FREE

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Since the college has not yet generated any revenue through consultancy, the framing of policy for sharing income is planned to begin in a formal way.

3.6 Extension Activities and Institutional Social Responsibility (ISR)**3.6.1 How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

The College has a Community Development Cell which promotes community services as part of our Institutional Social Responsibility for the holistic development of the students as well as of the society. Whole ranges of diverse out-reach and extension activities related to community service is undertaken in the area from time to time.

Activities ranging from purely educational to cultural and sports and medicinal have strengthened the bond between the College and the local people. As a matter of fact, such community works boost up the students for practical involvement with community and thereby get an opportunity to build an attitude for community service. Further, the College maintains good relation with the neighbouring NGOs and other socio-cultural organizations. In 2012, the college has organized a workshop on Career Guidance & Job Opportunities in collaboration with *Doboka Science Society*, an NGO working for the educationally backward people for a long time. Apart from that, the college has adopted a village named **BURIGAON** which is quite near to the college and various community development programmes are undertaken in this adopted village.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

There is a well maintained mechanism to track students' involvement in various activities in and outside the college campus.

- The faculty members accompany and supervise the activities during Community Services, Field Trips, Educational Tours etc. and keep a record of the participants which is later on submitted to the office of the Principal.
- Further, the different Cells and Committees of the college maintain their own records for the activities performed and the number of students participated in a particular programme/ event for the in-house students.
- In case of alumni, the *Society for Linkages with Alumni Association* submits the detailed report to the IQAC of the college yearly.
- The Examination Committee tracks the students participation in different Internal /Sessional and End Semester Examinations which is reported to the office of the Principal of the college.
The Nodal Teacher for Environmental Studies submits a report for those students who participate actively in the Survey/ Field Works etc.
- In the Central Library of the college, a daily Users' Register is maintained wherein the readers and the users' time and purpose of visit are recorded daily.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The college pleads for the views and opinion of the stakeholders like the students, parents, Alumni and the eminent persons from the society on the overall performance and the quality of the institution by obtaining yearly feedback from the students, parents and the alumni on the overall performance on teaching, administration and quality culture of the institution.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

As the college is a young one and does not have sufficient resources hence, with small budgetary provision extension activities are carried out through different cells and committees which have been reflected earlier in different parameters of the SSR in different time. These programmes helped the students imbibing in them a sense of community feeling, of social responsibility as well as of awareness about various social burning issues. The details of the programmes as organized by the college in the last five years including the current year are given below--

Year	Programmes	Organized by	Expenditure incurred
2010	Career Counselling	Career Guidance & Counseling Cell and Sponsored by Ajaml Foundation, Hojai	FREE
2011			
2012			
2013	Malnutrition of Girl Child	Women Cell & IQAC	Rs.
2014	Swachh Bharat Abhiyan	IQAC	Rs.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?

The IQAC of the college always encourages and motivates the students and faculty members to participate in extension activities as part of the effort to discharge social responsibility and the above activities are the outcome of such motivation.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The college through its different cells and committees organises various extension programmes like Health Check-Up, Cleanliness Drive (Under Swachh Bharat Abhiyan), awareness programmes etc. as a part of its endeavour to ensure social justice and to create a sense of responsibility among students. Details of the extension programmes undertaken by the college have been shown at Para 3.6.4 above.

The Departments of the college also conducts social surveys from time to time. The College has conducted surveys in the adopted village BURIGAON and has conducted a number of Programmes keeping in view of the socio economic condition of the village.

Although the college does not offer free studentship and concession in admission fees, but the students belonging to underprivileged section are given financial help from the *Poor Fund* and the *Haji Anfar Ali College Welfare Society* of the college.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify

- The College has different Cells and Committees that organizes a variety of Extension Activities and Community Development Programmes. Diverse lecture programmes are also organized in the feeder schools where the faculty members of the College deliver lectures and takes part in various pedagogical exercises.
- Community Development Programmes are organized in the adopted BURIGAON village where both students and faculty members take part.
- Awareness Programmes on Environmental Hazards, Malnutrition of Girl Child, Career Opportunities, and Cleanliness etc. are organized time to time to enlighten the students as well as the masses.
- Every year on the 5th June on the occasion of World Environment Day Plantation Drive Programme is organized both in the Campus and also in the neighboring localities in collaboration with local Forest Range Office.
- Cleanliness drives are arranged both in and outside the campus and in order to encourage the students renowned personalities from the surrounding areas are invited on such festive and celebratory occasion.
- Apart from the above the college involves the teachers, staff members and students in different extension activities which help to inculcate in them qualities of good citizenship, leadership and team spirit.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

In organising outreach programmes, the help of local NGOs and other organisations are taken into consideration with a view to ensuring optimal involvement of the community with wide publicity. Efforts are taken to involve community stakeholders in various extension programmes arranged in the college. Students are advised to come with their parents/ guardians and separate invitation letters are issued to some key persons of the locality to participate in such programmes. Haji Anfar Ali College Students' Union (HAACSU) takes a vital role in motivating the learners. They volunteer those programmes which, at the end, achieve appreciation from the participants.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

The college has not yet formally signed up for any collaboration with any other institutions of the locality for working on various outreach and extension activities. However, involvement of NGOs and other Societies can't be denied. Mention may be made of the Anfar Foundation, Markazul Maarif , Maulana Abdul Jalil Chowdhury Memorial Research Centre and the like.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

The college has not so far received any award for extension activities and/ or contributions to the social/community development during the last four years.

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The College has not signed any MoU specifically for research activities in the institutional level, but the faculty members have done a few collaborations at their personal level--

- Dr. Sahab Uddin, Dept. of English has been awarded Guide-ship for Ph.D. and M.Phil by two UGC recognized Universities as stated earlier.
- Some faculty members have presented joint research papers in different National Seminars and Conferences and also published in research journals.

- The College has organized various programmes and Workshops in collaboration with some outer agencies like *Doboka Science Society*, *Hojai Dima Hasao Zone of ACTA*, and *North East Rural Welfare Society*, etc.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

The college has not made any collaborative arrangements so far with any institution of national importance/other universities/ industries/Corporate Sectors etc. As regard MoU, the college has signed two MoUs to run Study Centres of Distance and Open Learning of two State Universities namely, Gauhati University (GU) and Krishna Kanta Handiquoi State Open University (KKHSOU), Assam.

The detailed enrollment position of the session 2014-2015 given below :

Name of the Study / Contact Centre.	Category	Programme(s)	No. of students
IDOL (G.U)	B.A.	3 rd Semester	03
		5 th Semester	04
	M.A	1 st Semester	09
		3 rd Semester	05
KKHSOU (State Govt.)	BPP	1 st year	18
	B.A.	1 st Semester	50
		3 rd Semester	30
		5 th Semester	31

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

The college remains in touch with the community all the time. In case of any sort of emergency or crisis, the college convenes a meeting of the Governing Body (GB) of the college. The Body consists of some generous members and some educationists as instructed by the Director Higher Education, Govt. of Assam. The Donor Member of the GB donates funds to meet up the situational demand of the time. Besides, some of the local people are approached and they used to contribute fund for some minor developmental activities in the campus. The details are given below:

- One alumnus Md. Ahmad Hussain has donated the college canteen building in the name of his beloved father. [May his father live long]
- Md. Faruk Ahmed Anfar, the Donor Member of the GB, has donated the Front

Gate of the college.

- The Teachers contribute individually to develop their Departmental Libraries donating books, shelves etc.
- Poor but meritorious students are financially helped by the teachers at the time of admission and examination.
- Some generous members of the locality have donated in kind many types of equipment such as Computers, Fans, Tables, Chairs, and bookshelves, Reading Tables etc, which have augmented the infrastructure facilities to some extent.

3.7.4. Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

The college has not organised any national and international conferences till date. However, 3 (three) numbers of proposals of national level Seminar have been submitted to the UGC-NERO which have not yet been approved.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements ? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

a) Curriculum development/enrichment	: NIL
b) Internship/ On-the-job training	: NIL
c) Summer placement	: NIL
d) Faculty exchange and professional development	: NIL
e) Research	: NIL
f) Consultancy	: NIL
g) Extension	: NIL
h) Publication	: NIL
j) Student Placement	: NIL
K) Twinning programmes	: NIL
l) Introduction of new courses	: NIL
m) Student exchange	: NIL
n) Any other	: NIL

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

The college has not yet made systematic and concerted efforts to establish linkages with International/National institutes/ agencies for creating an academic environment for promotion of quality. However, quality sustenance and enhancement are the two major thrust areas of the college with its limited resources.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

Since Doboka, the southeast part of Nagaon District is very backward vicinity, the facilities around here for advanced research is very insufficient and limited. Further, the College has started receiving UGC grants from only a couple of years back. So it has not been able to do much in the field of research and consultancy where funds are involved. But it is hoped that in the upcoming days, the College will be in a position to engage itself more in research and extension oriented activities.

CRITERION IV:
INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

Infrastructure development at the college started basically after the college was brought under 2(f), 12 (B) Act of the UGC in 2009. The college has an effective operational mechanism for orienting the enhancement of infrastructure towards facilitating an effective environment for teaching and learning. Though grants for expansion of infrastructure come chiefly from the UGC, the state government also provides financial aids from time to time. The strategies of using infrastructure for the purpose of effective teaching and learning are taken up by the Academic Committee, comprising all the HoDs headed by the Principal of the college, and the IQAC of the college. Some of these plans and proposals may also be taken by the Library Advisory Committee. They are then referred to the Governing Body of the college. The Governing Body considers them in minute detail and recommends the implementation of the plans and programmes. There is a Construction Committee constituted as per State Government guidelines to utilize the fund from the government and a Building Committee as per UGC guidelines for infrastructural development works that look after and monitor the construction works as a whole in the campus.

4.1.2 Detail the facilities available for

- a) **Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**

The College is a single stream Degree Arts one and hence there are no laboratories, botanical garden, animal house etc. however, it has some specialized equipment facilities for carrying out its curricular and co-curricular activities. They are--

Classrooms:	10 Nos.
Auditorium Hall:	01 No.
Smart Classroom:	2 No.
LCD Projectors Set:	2 Nos.
Computers (DESKTOP):	40 Nos.
Laptops:	13 nos.
Printers:	13 nos.
Public Address System:	1 set
Digital Camera:	2 Nos
Refrigerator:	03 Nos.

Water Purifier:	02
Online UPS:	I set of 10 KVA 2 sets of 5 KVA 5 sets of 1 KVA
Generator:	1 No. of 30 KVA (GREEN Power) 1 No. of 5 KVA
Inverter:	07 Nos
Intercom Receiver:	15 Nos
V-Sat	01
Reprographic Facility Machines:	3 Nos.
LCD TV:	02 Nos.
Vacuum Cleaner:	01

Further, some of the key departments and areas of the college are under CCTV surveillance.

- b) **Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**

The College has been aiming at the holistic development of the students. Apart from imparting quality education, the college is providing opportunities to the students to take part in various co-curricular and extracurricular activities. The college has the following facilities for extracurricular activities:

- Mini Playground (Six lane playground project's sanctioning is awaited)
- Indoor Stadium (Under construction)
- UGC-NRC
- Boys' common room
- Girls' common room
- Canteen
- NSS
- Auditorium with a well furnished Dias for Cultural activities.

- 4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).**

Infrastructure development at the college started basically in the last part of the year 2010 as the college was brought under 2(f), 12 (B) Act of the UGC in 2009. The State Government provides Infrastructural Development Grants in the year 2012. The college authority makes detailed planning in order to make certain that the available

infrastructure is in line with its academic growth and is optimally utilized. Every expansion in these facilities is made as per the Master plan. (The Master Plan of the Institution / campus indicating the existing facilities as well as the future expansion is enclosed as *ANNEXURE -IV*)

The detail expansion in terms of infrastructure for the last four years is given below—

- Indoor Stadium (90% works completed)
- Three numbers of classrooms (Completed)
- Women's Hostel (Ground Floor Completed and 1st floor under Construction)
- New Administrative cum Departmental Block (80% works completed)
- Library Extension to capacitate 100 nos. of readers and Users.
- Canteen Building completed.
- Principal Nivas (Under Construction)
- Renovation of the Verandah of the old administrative Building
- Renovation of Girls Common Room with Sanitation.
- Boundary Wall Construction (70% completed)

The amount spent on developing/augmenting facilities mentioned above is **Rs. 3, 26, 40,624.00** (Three Crores, Twenty Six Lacs, Forty Thousand Six Hundred Twenty Four) only.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The college takes care to see that the students with physical disabilities do not face any difficulty in attending classes and other activities of the college. So far the admission of the physically challenged students is concerned, only one student in 2012-13 was admitted and special care was taken for her. However, the college is planning for constructing ramps for physically handicapped students in order to encourage them to pursue higher education.

The grants received under HEPSN of UGC XI plan period was disbursed as per the guidelines and two awareness programmes were organized in the college inviting experts from that field.

4.1.5 Give details on the residential facility and various provisions available within them:

- **Hostel Facility – Accommodation available:** No Hostel Facility for the Teachers and other stakeholders is available in the campus. However, Principal Nivas and Women's Hostel are under construction.
- **Recreational facilities, gymnasium, yoga center, etc.:** Although there is no gymnasium, yoga center in the college; there are two TVs and other recreational facilities/programmes are arranged during college week
- **Computer facility including access to internet in hostel:** Nil
- **Facilities for medical emergencies:** There is a Medical Cell in the college

which maintains not only a First Aid Box but organizes awareness programmes time to time basing on the needs/demands of the students.

- **Library facility in the hostels:** Nil
- **Internet and Wi-Fi facility:** Yes, there is a broadband connectivity in the college and a V-sat in *pay per use scheme* for making the campus Wi-Fi.
- **Recreational facility-common room with audio-visual equipments:** There are separate common room facilities with play materials for boys and girls in the college.
- **Available residential facility for the staff and occupancy Constant supply of safe drinking water:** No residential facility for the staff and occupancy available in the campus. However, one Jet Pump of 1 HP is used to provide running water facility round the clock and water purifiers are connected to the Water Tank for supply of Safe Drinking Water.
- **Security:** The College has appointed one Night Chowkider who works as a security guard.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

Except First Aid Box that facilitates the medicines of a very general nature, no health care facility in the campus is available. However, off campus health care is immediately provided since 30 Bedded Community Health Centre (CHC) is adjacent to the campus.

4.1.7 Give details of the Common Facilities available on the campus – spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

In order to facilitate special units like IQAC, Grievance Redressal unit, Women's Cell, Career Guidance & Counseling Cell, Canteen, recreational spaces for staff and students, safe drinking water facility, Auditorium, the college has provided separate office rooms for the –

- Office of the IQAC
- Entry In Service Cell
- Day Care Centre
- UGC-NRC
- Remedial Coaching Cell
- Career Guidance & Counselling Cell.
- Canteen
- Auditorium
- Contact/ Study Centres.

Further, the Conveners or Coordinators of different Cells and Committees who have not been provided specific space/ accommodation, carry on their duties in their respective departments.

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, the Central Library of the college has an Advisory Committee which is constituted and reconstituted time to time by the GB of the college. The recent composition of the Advisory Committee is---

Dr. M.A. Barbhuiya, Principal-----	Chairperson
Sri Gobinda Sarma, Librarian-----	Convener
Dr. Sahab Uddin, Coordinator, IQAC----	Member
All HoDs-----	Members

The following significant initiatives have been implemented by the committee to make the library user friendly-

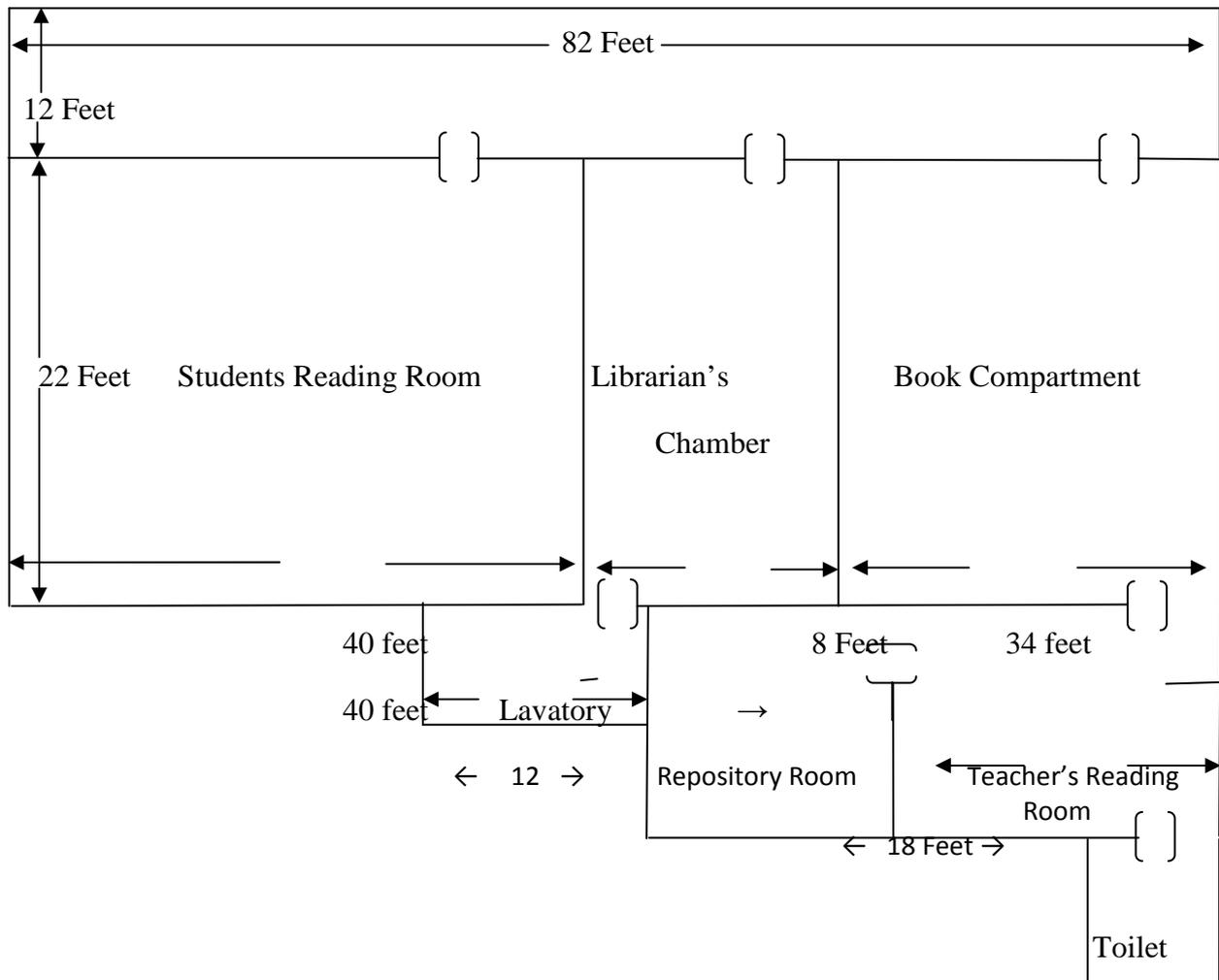
- Entry of books in the computer with the help of software has started
- N-LIST under INFLIBNET has been subscribed to avail the facility of e-resources.
- Initiatives have been taken to extend the library building and accordingly the work was done.
- OPAC is introduced.
- More nos. of journals subscribed and books are purchased.

4.2.2 Provide details of the following:

- **Total area of the library (in Sq. Mts.):** 169 sq.Mts.
- **Total seating capacity:** 100
- **Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**
 - : Working days: 8:30am to 4:00 pm
 - : Holidays: Need based
 - : Before Exam.-09:00 am to 03:00 pm
 - : During Exam- 09:00 am to 03:00 pm
 - : Vacation: 09:00 am to 03:00 pm

Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources):

Detailed Layout of the library is attached as Annexure-



4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Requisitions for books and current journals/ magazines according to the needs are invited from the departmental Heads through a notice circulated by the Principal at the beginning of every session. The book lists are submitted to the Librarian. Books are mostly purchased from publishers' House as decided by the Library Committee. Journals are selected by the departmental faculty members and the Librarian correspondences the respective publishers of the journals and Magazines for subscription. In 2014-15, 181 nos. of Texts, 131 nos. of References have been added with regular maintenance cost amounting Rs.94, 445.00 (Ninety Four Thousand Four Hundred Forty Five) only.

Given below the statement of amount spent for different purchase during the last four years-

Libr ary holdi	2010-11		2011-12		2012-13		2013-14	
	Number	Total Cost	Number	Total Cost	Numbe	Total Cost	Number	Total Cost
Text books	3070	67,253/-	87	18321/-	361	80909/-	225	72420/-
Reference Books	1182	41300/-	60	10227/-	89	69251/-	103	47740/-
Journals/ Periodicals	8	3410/-	2	1500/-	2	1500/-	1	750/-
e-resources	-	-	-	-	-	-	NLIST	FREE
Any other (specify)	Infrastru cture repairing	7180	statione ries	850/-	Misc	14228/-	Counter	6320/-

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- OPAC: Yes
- Electronic Resource Management package for e-journals: NIL
- Federated searching tools to search articles in multiple databases: NIL
- Library Website: NIL
- In-house/remote access to e-publications: NIL
- Library automation: YES
- Total number of computers for public access: 01
- Total numbers of printers for public access: NIL
- Internet band width/ speed 512 mbps
- (GB)- No separate internet facility for the users of the library. However, readers are facilitated with WI-Fi.
- Institutional Repository: YES
- Content management system for e-learning: NIL
- Participation in Resource sharing networks/consortia (like INFLIBNET): YES

4.2.5 Provide details on the following items:

Average number of walk-ins	:90 p/ day
Average number of books issued/returned	: Issued 54 p/day : Returned -49 p/day
Ratio of library books to students enrolled	:1:19
Average number of books added during last three years:	342 Nos.
Average number of login to opac (OPAC)	:40 Nos.
Average number of login to e-resources	:NIL
Average number of e-resources downloaded/printed	:NIL
Number of information literacy trainings organized	:NIL

Details of “weeding out” of books and other materials:The weeding process is not in practice but, the books are repaired by means of binding afresh and Question Papers are made Hard Bound subject wise per semester / year.

4.2.6 Give details of the specialized services provided by the library

Manuscripts	: Nil
Reference	: Yes
Reprography	: Yes
ILL (Inter Library Loan Service)	: No
Information deployment and notification	: Nil
Download	: Nil
Printing	: Nil
Reading list/ Bibliography compilation	: Nil
In-house/remote access to e-resources	
User Orientation and awareness	: Yes
Assistance in searching Databases	: Yes
INFLIBNET/IUC facilities	: Yes

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The library staffs provide following supports to the students and the teachers of the college.

- The library staffs always try to motivate the users to form a habit of reading.

- The Librarian of the college used to take an User Oriented class in the beginning of each session in order to acquaint the readers and users the rules of using library resources.
- Further, he informs them about the available Text Books, Reference Books, Journal, Magazines, Proceedings and other publications of the college.
- The informations gathered by the Librarian upon interactions are placed in the Library Advisory Committee for further improvement of the support services to the students and other users.
- Upon recommendation of the teachers, the library staffs subscribe Journals or purchase References for the benefit of the students.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

The college is yet to develop specific facilities for the visually/physically challenged persons in the library.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

Although there is no specific format for obtaining feedback from the students and teachers by the librarian, the library staff used to maintain a daily Walk-in Register with an option of remarks wherein the users put their suggestions or complaints if any. Further, the librarian is responsible for collecting feedback of the users and submits the same in the Library Advisory Committee Meeting for further improvement of the library services.

The faculty members opinions in terms of the improvement of library services in the staff meeting or in the Academic Committee Meeting are given due consideration in the meeting of the Library Advisory Committee meetings.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

A. Number of computers with Configuration (provide actual number with exact configuration of each available system)

Location (where used)	No. of Computers	CPU	Speed	RAM	Hard Disc	Operating System	Type of Printer
Principal Office	1 Laptop 1 Desktop	Pentium Dual Core CPU	3.2 0GHz	2GB and above	500 GB and above	32 bit	
IQAC	02	-do-	-do-	-do-	500 GB and above	32 bit	1 laser
Examination Branch	01	-do-	-do-	-do-	500 GB	32 bit	1 Dot matrix & 1 inject
Department of Assamese	01 Lap top	-do-	-do-	-do-	500 GB	32 bit	
Department of English	01 Lap top	-do-	-do-	-do-	500 GB	32 bit	
Department of Economics	01 Lap top	-do-	-do-	-do-	500 GB	32 bit	
Department of Education	01 Lap top	-do-	-do-	-do-	500 GB	32 bit	
Department of History	01 Lap top	-do-	-do-	-do-	500 GB	32 bit	
Department of Mathematics	01 Lap top	-do-	-do-	-do-	500 GB	32 bit	
Department	01 Lap top	-do-	-do-	-do-	500 GB	32 bit	

of Political. Science							
Computer Lab	12	Do-	do	do	do	32 bit	1 color Inkjet 1 laser
Language Lab	10 with 1 Server	Do-	do	do	do	32 bit	
Office	02 Laptop 02 Desktop	Do-	do	do	do	32 bit	2 Dot metrix, 1 laser
Vice Principal	01	Do-	do	do	do	32 bit	
Library	04	Do-	do	do	do	32 bit	2 inkjet
Fashion Designing	01	Do-	do	do	do	32 bit	1 Laser ,
Entry in Sevice Cell	01	Do-	do	do	do	32 bit	1 inkjet
Remedial Coaching	01	Do-	do	do	do	32 bit	I inkjet
Career & Counselling	01	Do-	do	do	do	32 bit	1 inkjet
KKHSOU	01	Do-	do	do	do	32 bit	1 laser

- B. Computer-student ratio** :1:12
- C. Stand alone facility:**
 :5 Nos. of Inkjet Printers
 3 Nos. of Dot-matrix Printers
 5 Nos. of Laser Printer
 4 Nos. of Modem
 1 no. of FAX
 2 Nos. of Biometric Machines
- D. LAN facility:** 12 (UGC-NRC)
- E. Wifi facility:** Full Campus
- F. Licensed software:**
 Windows Server 2008
 Windows 7
 Windows 7 Starter Version
 Windows Ultimate
 SOUL 2.0
 Office Automation Software
 Feedback Software
 Salary Software
- G. Number of nodes/ computers with Internet facility:** 02 Nos. of computers with Broadband Facility.
- H. Any other:** NIL
- 4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?**

The college has sufficient numbers of computers for the use of the office, faculty, library and the students in the computer laboratory. Moreover, internet connections have been made available with every department, the office, the library with Wi-Fi. IQAC office has been provided with internet connectivity. Besides, all Heads of the Departments have also been given one Laptop each to make the teaching learning more effective. It may be mentioned that the interested students are freely allowed to use the computer and internet facilities in the college campus for academic purposes and a Browsing register is maintained.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The college always looks ahead to improve its IT infrastructure and associated facilities.

- The College is planning to purchase more computers in order to meet the demand of growing enrolment.
- The college is also planning to submit a proposal to the UGC for the progression of the IT facilities, under XII Plan period.
- Procurement of more Audio Visual tools for teaching learning.

Heads	2010-11	2011-12	2012-13	2013-14
Procurement				
Up gradation / Deployment Maintenance	6,12,332.00	10,57,496.00	11,15,891.00	11,56,330.00

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

There is no annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution. However, the details of expenditure excluding the salary component for the last four years are given below. Further, the Audit Report submitted as Annexure will also reflect the detailed non-budgetary expenditure.

SL	Heads	2010	2011	2012	2013
a.	Building	Rs. 77,44,000.00	Rs. 2,00,000.00	Rs. 54,18,500.00	Rs. 20,00,000.00
b.	Furniture				
c.	Equipment				
d.	Computers				
e.	Vehicles	-	-	-	-
f.	Any other	6,12,332/-	10,57,496/-	11,15,891/-	11,56,330/-

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

The college facilitates extensive use of ICT resources available in the management of both Teaching- learning and its office or other units—

- Teachers have been provided access to the internet to augment their academic pursuits.
- Through Smart Classrooms, computer aided teaching tools are also used.
- Public Address System is also used as a teaching tool in the classrooms.
- LCD projectors have been set up in the classroom for extensive use of the computer aided materials.
- In terms of office management, the admission, fee collection is done with college automation software.
- Salary statement/ Bill are prepared with the help of Salary Software.
- Feedbacks from the students are also obtained with the help of computer aided materials.
- SOUL 2.0 is used in the computerization of the library services.
- Attendance of the employees is ascertained with the help of a Biometric machine and at the same time a Back-up Register is maintained regularly.
- NLIST under INFLIBNET is subscribed to provide the teachers and learners with e-resources.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The teachers have access to the online resources through their data cards or in the departmental computers through Wi-Fi and use these resources for classroom transactions. But, the students of Communicative English use the Language Lab to develop their skill in spoken English and the students are given freedom to prepare their project works in the computer Lab.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The college has not yet availed of the National Knowledge Network connectivity. Only Data Capture Format (DCF) is submitted online to www.aishe.gov.in as directed

by the affiliating Gauhati University and the Directorate of Higher Education, Govt. of Assam.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

The college always ensures optimal allocation and utilization of the available financial resources for creation and upkeep of building that come from the UGC, the State Govt. and the revenues generated by the college. The cost of maintenance and upkeep of furniture and equipment is made from the college fund. The details of the UGC grants utilized in the last four years are as follows:

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The college maintains a stock register for the available equipment, benches, and desks and insists upon the verification of stock at the end of every year. The Principal takes steps for immediate maintenance and servicing if missing of any item is reported or noticed.

As said earlier, the cost of maintenance and upkeep of the infrastructural facilities is met from the college development fund. In case of infrastructure as per the master plan which involves huge operating cost, the State Govt, the UGC are approached for release of necessary fund.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

Being an institute of only Arts faculty, there is no use of sophisticated instruments for measurements. However, the college takes up calibration and other precision measures for the equipment/ instruments of the institute as and when required by engaging GB representatives and expertise in the concerned field. The Construction Committee which comprises of technical persons like Engineer and other experts monitor the progress of the work as per the Plan & Working Estimate prepared by the experts.

In case of purchase, proper formalities are observed inviting Tenders displaying Quotations in the Notice Board as well as in the Website of the college with proper requirements and after making a Comparative Statement, the lowest bidder is granted to supply the materials within specific time limit.

The Asset Register is also maintained for the existing and newly procured equipment/instruments.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

The college, in the recent times, has taken several significant steps for the upkeep and maintenance of sensitive equipments.

- With the initiative of the college, a separate Transformer of 63 KVA in the college campus in order to do away with the problem of voltage fluctuation in the campus.
- Online UPS are kept in a separate location in order to uninterrupted power supply.
- In order to ensure constant supply of water a large reservoir of 1000 liter capacity has been installed from which running water facility is supplied.
- Fire Extinguishers are placed in the key spots of the college as a preventive measure.
- The college has planned for setting up a Power House as projected in the Master Plan as one of its safety measures to upkeep and maintenance of sensitive equipments.
- Plumber and Electricians are engaged as and when required.
- Library bearers keep library and Bookshelves neat and clean and in a fine order.

CRITERION V:**STUDENT SUPPORT AND PROGRESSION****5.1 Student Mentoring and Support****5.1.1 Does the institution publish its updated prospectus/handbook annually? If ‘yes’, what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

Yes, the college publishes its prospectus annually wherein the Admission Form for the students is attached. The prospectus contains detailed information of the academic programmes as well as the facilities available in the college given as under—

- Motto and Goal of the college
- University Affiliation
- A Brief Profile of the college containing an outlines description about its sequential growth
- Principal’s Desk
- Courses of Study
- Career Oriented Programmes (COP)
- Information about Contact Centre/ Study Centers of Distance Learning.
- Haji Anfar Ali College Students’ Union(HAACSU)
- Rules for admission
- Subject Combinations
- Annual /Admission Fees payable
- Regulations of Attendance
- List of Faculty Members Department wise and Non Teaching Staff Members.
- Information about facilities available like Reprography etc
- Central Library and Departmental Libraries
- Library Hours and Office Hours
- Annual Magazine and Wall Magazine
- Sports Facilities
- Scholarships
- Travelling Concessions
- College Uniform
- Transfer Rules
- Internal Mark system

- Semester System and Evaluation
- IQAC and Various Committees.
- General Rules of Discipline
- Results of the last three years
- Academic calendar of the current year.
- The College website www.haacdaboka.org.
- The College email id haacdaboka@gmail.com.
- Contact Details of the Key Persons.

The college promises quality education and output. It ensures its accountability to the learners as well as to the stakeholders of the society abiding the rules laid down by the affiliating university time to time on the one hand and striving to create new values in the society without disrupting its historical and cultural heritage of the place. It commits excellency both in academic and in social life.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The scholarships offered to the students from government / Private NGOs/Agencies or from the college. As soon as scholarships are received from the government/ NGOs. A notice displaying the names of the beneficiaries are served and it is immediately disbursed to the concerned students through bank cheque. The college has a Poor Fund which helps poor and meritorious students financially to facilitate their need during the course of study in the college.

The scholarship details are listed below--

Year	Types of Scholarship	No. of Beneficiaries	Amount	Remarks
2011-12	Post Metric Scholarship	07	42,000/-	
2012-13	Merit Scholarship	02	3600/-	
	Post Metric Scholarship	22	1,28,955/-	
2013-14	Post Metric Scholarship	54	3,18,400/-	
	Merit Scholarship (from Zindal Foundation)	06	21,600/-	
2014-15	----	----	----	
		Total Rs.	5,14,555/-	

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

Source	Percentage
State Government	4.47%
Central Government	Nil
Other Agencies	1.12%

5.1.4 What are the specific support services/facilities available for

The college provides utmost care and support facilities to the learners in parity with their needs. There are no overseas students in college. The details of support services as sought for are given below—

A. Students from SC/ST, OBC and economically weaker sections

- SC, ST, OBC and students of other weaker sections of society enjoy the privileges granted by government in terms of reservation of seats.
- There is provision for Post Metric Scholarships in the college with funding from the Government of Assam for the ST, SC and OBC students
- The College has a Remedial Coaching Cell which takes initiative to provide support to the academically weaker section of the students holding extra classes during college hours.
- Entry in Service Cell of the college imparts free training to the competitors/examinees and other intending students to appear in different competitive examinations.
- Book Bank facility to the weaker and meritorious students.

B. Students with physical disabilities

- Option of reservation of seats at the time of admission for various courses as per Reservation Policy of the Government.
- Financial support in the form of scholarships.
- Option for Remedial classes
- Book Bank facility.
- The College received grants from UGC under HEPSN in XI plan Period and conducted two numbers of awareness programmes inviting experts from among physically challenged intelligentsia.

C. Overseas students

- We don't have overseas students.

D. Students to participate in various competitions/National and International

The college always encourages its students to participate in various inter college and competitions. Students participating in inter-college competitions or state and national level competitions are properly groomed and trained by the faculty having adequate skill in the respective areas. Depending on the number of student's faculty members or in-charge of the co-curricular activities accompany the students as guides and supervisors.

E. Medical assistance to students: health centre, health insurance etc.

Although the college does not have health insurance facility for the students, the college has a Medical Cell which maintains linkages with the local Community Health Centre (CHC). In case of any casualty, the college offers First Aid to the students from the First Aid Box (FIB) maintained in the Medical Cell and then takes help from the adjacent CHC.

Special arrangements like Sick Bed is made available for the sick candidates in every examinations held in the college and Teacher-in-charge, Medical Cell keeps constant observation for such students.

Special camps are organized from time to time for Blood Group Checkup etc. for the students and other stakeholders of the institution.

F. Organizing coaching classes for competitive exams

- The Cell meant for Entry in Services organized coaching classes for Teachers Eligibility Test (TET) in 2012

G. Skill development (spoken English, computer literacy, etc.,)

The college has taken up diverse initiatives in order to facilitate its students with different skill development options.

- The college conducted Spoken English course at the time of imparting Remedial Coaching Classes.
- In order to carry forward its mission for Computer Literacy, the college has made Certificate Course on Compulsory Basic Computer Application Education for All (CBCAEEA) compulsory.
- The College has initiated a Fashion Designing Course under UGC-COP and a good number of students are admitted in that course.
- Another Career Oriented Course namely 'Communicative English' has been running successfully in the college since February, 2014.

- The college is now planning to make an Exposers visit to Tezpur University within a short time.

H. Support for “slow learners”

- The faculty members spare extra time and identify the slow learners in order to address their problems.
- Tutorial and Remedial coaching classes accommodated in the daily class schedule for the slow learners.
- The concerned parents and guardians are intimated in the Annual Guardians’ Meet to take extra care to their wards.

I. Exposures of students to other institution of higher learning/ corporate/business house etc.

- Some efforts have been made by the college in providing exposure to its students to the university departments, libraries.
- Scholars of eminence from other institution of higher learning like Gauhati University, neighbouring colleges of Assam, etc are invited time to time and the students are exposed to the level of higher learning
- Every year the students who are entitled to study environmental studies as one of the subjects are taken to Field Trips.
- In 2012, the college has organized educational excursions outside the state and students visited North Eastern Hill University (NEHU), Shillong.
- The college is now planning to make an Exposers list to Tezpur University within a short time.

J. Publication of student magazines

- The Students’ Union (HAACSU) publishes the annual college magazine “Anfar Jyoti” wherein teachers, students contribute articles, stories, poems, essays of their own. Besides, the college publishes its Wall Magazine half yearly on festive occasions.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The college has made no significant effort for facilitating entrepreneurial skills of the students except organizing some career development programmes with some eminent experts from various job avenues. However, the teachers at their individual capacity provide counselling to the students about acquiring

entrepreneurial skills. As an outcome, many of the passed out students are engaged with different private sector industries in and around the area.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- **additional academic support, flexibility in examinations**

The college has a unique policy for supporting participation of students in extracurricular and co-curricular activities. They are—

- The college has an option to elect Students' Union Body with Several portfolios like Vice President, General Secretary and different Sectional Secretaries.
- The Students' Union with its different Office Bearers plays a great role in providing scope for their participation in extracurricular and co-curricular activities.
- The college observes College Week annually where the students showcase their Extracurricular and Co-curricular talents under the strict supervision of the respective Teacher-in-Charges. The students are encouraged to participate in cultural programs and competitions like Essay Writing, Quiz, Story Writing, Poetry, Singing, Dancing, Acting, Painting, extempore Speech, etc.
- The Seminar forum and Debate and Symposium Cell of the college also promote the participation of the students in different extracurricular and co-curricular activities.

- **Special dietary requirements, sports uniform and materials**

- Special dietary measures are taken up by the college on certain occasions.
- Expenditure incurred for participation in any sports event representing the college is borne by the college.
- Uniforms for specific games are provided to the desirous players for free to represent the college.
- Play materials are kept in the safe custody of the Teacher-in Charge of the Sports Cell of the college and students are given scope to play with them in competitions.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

Being an institute for undergraduate courses, the passed out students are not entitled to appear in the UGC-CSIR- NET, UGC-NET, SLET etc.

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social etc?)

The college makes considerable effort to provide academic, personal, career and psycho-social counselling to its students in the following ways—

Academic counseling -- The first phase of counseling that the students receive in the college is on the day of admission which is provided at the beginning of each academic session regarding selection of subject combinations by explaining the prospects of different subjects with regard to higher studies and placement opportunities.

Students found eligible to offer major courses are counseled to opt for major courses.

Academic counseling is also given to those students who need to prepare project reports on their field study in ENS subject after admission.

Personal counseling-- The faculty members at their individual level offers counseling as a part of mentoring to the students of the Major Course.

The Coordinator, Career Guidance and Counselling Cell of the college organises programmes with external resource persons in order to provide necessary guidance with regard to choice of programmes for future prospect.

Psycho-social counseling-- The teachers in an informal manner at their individual level offer psycho-social counseling to the deserving students. However, the college is planning to invite renowned psychiatrists to make visit of the college off and on to facilitate the students with that sort accurate counseling.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

The college does not have any Placement Officer but the Career Guidance and Counselling Cell proves to be helpful in organizing different counseling programmes from time to time to help the students to choose appropriate career

options and search for job opportunities. The Entry in Services Cell of the college also organizes workshops from time to time to help the students to prepare themselves for interview in private and government sectors.

However, no campus recruitment drive has yet been taken place in the college.

5.1.10 Does the institution have a Student Grievance Redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes, the college has a (1) 'Grievance & Redressal Cell' consisted of Senior Teachers, Coordinator IQAC, GB representatives, Non Teaching Staff representatives and Students' Union representatives headed by the Principal of the college. The cell deals in all the issues of grievances of the stakeholders of the college and redresses them at their level of capacity. Issues beyond its capacity are referred to the GB of the college for proper redress.

In case of the students' grievances, a (2) 'Disciplinary Action Committee' is constituted with the faculty members who deal in them. There are a number of grievances reported and redressed during the last four years as shown below—

Details of the Grievance Redressal Cell

Year	No. of grievance Reported	Nature of Grievance	Redressed/ Not Redressed	Cause for Non Redressal
2011	0	---	---	---
2012	0	---	---	----
2013	1	Electrification of Students' Union Office	Redressed	
2014	2	<ol style="list-style-type: none"> 1. Necessary repairing and whitewashing of Toilet Block meant for boys. 2. Common Room Facility 	<ol style="list-style-type: none"> 1. Redressed 2. Temporary arrangement has been made for Boys Common Room. 	<ol style="list-style-type: none"> 2. One proposal under MSDP amounting Rs. 10,00,000.00 has been submitted through Binnakandi Development Block, Jamunamukh

Details of the ‘Disciplinary Action Committee’

Year	No. of grievance Reported	Nature of Grievance	Redressed/ Not Redressed	Cause for Non Redressal
2011	0	0	0	0
2012	0	0	0	0
2013	0	0	0	0
2014	0	0	0	0

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The college has a Committee/Cell against Sexual Harassment (CASH) constituted for dealing in issues pertaining to Sexual Harassment. Fortunately however, no case has yet been reported to the college.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

There is an Anti-Ragging Committee in the college which takes all anti-raging measures as per UGC guidelines. Students are, therefore, asked to lodge complaints, if any to any persons of the committee either by calling them or by writing application to them.

The Committee comprises with the following members.

- | | | |
|-------------------------|---------------|------------------------|
| 1. Principal | Chairman | Contact No: 9435739006 |
| 2. Mozahrul Isam (V/P) | Nodal Teacher | 9957458606 |
| 3. Mrs. Kabita Devi | Member | 9435317847 |
| 4. Masaddar Ali Laskar | Member | 9435241115 |
| 5. Ataur Rahman | Member | 9401163917 |
| 6. Abdus Subur Talukdar | Member | 9435701398 |

However, no case of ragging by the students has come up or reported as yet.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The welfare schemes provided to the students of the college are—

- Financial assistance from the Poor Fund of the college.
- Financial assistance from the *Haji Anfar Ali College Welfare Society* generated by the employees of the college.
- Book Bank facility
- Free First Aid facility.
- Canteen facility
- Pure Drinking water facility
- Internet facility.
- Travel concession facility.
- Reading room facility.
- Excursion facility.
- Well furnished sanitation facility to the girls.
- Common room facility with play materials.
- Scholarship Facility.

5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?

Yes. The college has an Alumni Association. But the Alumni Association has not yet been registered it formally. The Association is motivated to make contributions for institutional, academic and infrastructure development of the college every year organizing a “Get Together Meet” by the “*Society for Linkages with Alumni Association*” of the college. The members of the said association are invited in all the extension activities of the college time to time. One of the alumni has donated the canteen building of the college and the Students’ Union 2008-09 has constructed a Flower Garden to add beauty to the campus of the college.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student progression	%
UG to PG	27% (approx.)
PG to M.Phil.	1% (approx.)
PG to Ph.D.	1% (approx.)
Employed	
• Campus selection	0%
• Other than campus recruitment	40% (approx.)

the

Colleges of the affiliating university within the city/district.

Programme wise pass percentage of Haji Anfar Ali College and its comparison with other two major institutions of the district.

Haji Anfar Ali College			Gauhati University	Hojai College
Year	Programme	Passed %	Passed %	Passed %
2010-11	BA (1+1+1)	73.91%	74%	75%
2011-12	BA (1+1+1)	76.47%	72.79%	64%
	B.A.1 st Semester	43.43%		31.59%
2012-13	BA (1+1+1)	75.76%	76.77%	68%
	B.A.1 st Semester	50.50%	64.32%	47.10%
	B.A. 2 nd Semester	57.65%	71.69%	56.65%
	B.A. 3 rd Semester	57.25%	69.48%	47.79%
2013-14	BA (1+1+1)	90.63%	76.77%	---
	B.A.1 st Semester	55.16%	58.62%	60.72%
	B.A. 2 nd Semester	70.41%	69.74%	60.30%
	B.A. 3 rd Semester	59.62%	76.09%	65.16%
	B.A. 5 th Semester	90.57%	85.06%	90.83%
	B.A. 6 th Semester	91.76%	85.88%	65.63%

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The college provides all possible supports to facilitate student progression to higher level of education through—

- Counselling
- Providing information
- Organizing lectures and talks

Further, the course on Communicative English and Fashion Designing is another effort that helps the students in getting a position in the job bazaar.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The college has a typical policy for providing support to the students who are at risk of failure and drop out. The policy is—

- To identify first the students at risk of failure and drop out.

- To find out the reasons for the failure.
- Remedies—**
- Proper counseling is provided to motivate them to go for another chance.
- Help them financially if required at the individual or institutional level.
- Extra classes are arranged for building up confidence in them.
- If it is because of personal problem, parents/guardians are intimated either personally by the faculty members or in the Annual Parents Meet.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The college organizes the Annual College Week in order to provide the students a platform where all the students (girls and boys) are free to participate in a variety of sports, games and cultural activities both indoor and outdoor in order to prove their talents. The list of the **indoor** and **outdoor** games is as under—

- Cricket
- Volleyball
- Carom
- Badminton
- Shot put
- Discus Throw
- Kabaddi
- Chess
- Race competitions
- High Jump
- Long jump
- Javelin Throw

In the field of Culture--

- Poem Recitation
- Quiz
- Geet Competitions
- Go As you Like
- Group Discussion

In the Academic Calendar published in the Prospectus of the college, the detailed date of various events including Games & Sports is notified every year.

5.3.2 Furnish the details of major student achievements in co- curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

The students of the college have not yet achieved and brought laurels by participating in various Co-curricular, Extra-curricular and Cultural activities at national and international level.

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The college invites graduates and employers issuing notices in Print Media and Website of the college on different occasions like Parents Meet, Alumni Meet etc. and feed back is received from them so as to have their views on the present facilities, quality and ways of further improvement along with their present status and occupation. The college thus seeks data and uses them in institutional purpose.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

Anfar Jyoti is the Annual College magazine published by the Students' Union, Haji Anfar Ali College (HAACSU) which encourages the students to contribute articles, poems, anecdotes, humour, essays etc and facilitates development of their intellectual and creative urge. Further, the college updates its wall magazine half yearly and students contribute their writing to it. The students offering Major are motivated to present papers in Departmental Seminars/workshops also.

The list of the publications brought out by the students in the last four years are given below—

Year of publication	Name & No. of the Magazine/Publication	Teacher(s) in-Charge	Name of the Student Editor
2004 - 05	1. Anfar Jyoti, Vol-II 2. Wall Magazine, Issue No- III Issue No-IV	Dr. Sahab Uddin (English Section) Dr. A.Malik (Assamese Section)	Fakhrul Islam Rejaul Hoque
2006 - 07	1. Anfar Jyoti, Vol-III & IV 2. Wall Magazine, Issue No- V Issue No-VI	Dr. Sahab Uddin (English Section) Dr. A.Malik (Assamese Section)	Ms Nabanita Debnath.
2012-2013	1. Anfar Jyoti, Vol-V 2. Wall Magazine,	Dr. Sahab Uddin (English Section)	Nil

	Issue No-VII Issue No- VIII	Mrs. K.Devi (Assamese Section)	
2013-2014	1. Anfar Jyoti, Vol- VI 2.Wall Magazine, Issue No- IX Issue No- X	Dr. A.Malik (Assamese Section) Dr. N.H.Narbhuiya (English Section)	Ms. Arseara Chowdhury

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Yes. The college has a students' Union named as 'Haji Anfar Ali College Students' Union' (HAACSU). The Students' Union is formed through general election in parity with the Academic Calendar of the year . The election to HAACSU is conducted by an Election Committee (EC) in accordance with the recommendations of the Lyngdoh Commission. The Election Committee notifies the different contesting Port-Folios along with the schedule of the poll and the detailed Rules & Guidelines for free and fair conduct of election.

A. Election to the HAJI ANFAR ALI COLLEGE STUDENTS' UNION is held for the following Portfolios: (Specimen Copy)

1. President—Principal of the college.
2. Vice-President
3. General Secretary.
4. Asstt. General Secretary
5. Secretary, Cultural Affairs
6. Asstt. Secretary, Cultural Affairs
7. Secretary, Games & Sports
8. Asstt. Secretary, Games & Sports
9. Secretary, Debate & Symposium
10. Secretary, Social Service & Student Welfare
11. Secretary, Girls' Common Room
12. Secretary, Boys' Common Room
13. Editor, College Magazine

B. RULES FOR CONDUCT OF ELECTION TO HAJI ANFAR ALI COLLEGE STUDENTS' UNION (HAACSU) (Specimen Copy)

1. The Students' Union of Haji Anfar Ali College is and shall be known as HAJI ANFAR ALI COLLEGE STUDENTS' UNION in English and HAJI ANFAR ALI COLLEGE SATRA EKATA SABHA in Assamese.
2. As per DHE order No PC/HE/CC./3-2006/16:
 - i. Only the Student regularly admitted in the College are eligible for exercising votes in the election.
 - ii. Only regular students having 75% attendance in the classes held (till the Notification of Election) are eligible for contesting election.
 - iii. The contesting candidates shall not have any Arrear/Back subject in the previous semester examinations.
 - iv. The age of the contesting candidates should be between 17 and 22 years.
3. No student of 5th Semester will be allowed to contest any office except for the post of Vice President.
4. Students found guilty of misconduct or involved in any criminal cases will be debarred from contesting election.
5. Students without uniforms and College Identity Card will not be allowed to enter in the college campus and cast their vote in the election.
6. Only cloth banners will be allowed in the election campaign and that to, exclusively in the name of Haji Anfar Ali College Students' Union.
7. Affiliation of any political party, organization or any agency to the candidates is strictly prohibited.
8. Writing of graffiti, either on walls of the college or on the boundary walls of the college is strictly prohibited.
9. The principal of the college will be the President of the Students' Union and members of the Students' Union shall be individually and collectively responsible to the president as also to the Union.
10. Any violence or indiscipline during or following the election will be dealt with seriously.

Violation of election rules by the candidates and their supporters will lead automatically to the cancellation of their candidature.

 - i. The union shall remain in office until the notification for the formation of the next body or the schedule announced in Academic Calendar 2014-15 whichever is earlier.
 - ii. Admission in the next academic session within the stipulated time is compulsory. Any elected office bearer failing to get his/her required admission in the due time shall cease to hold office.
 - iii. The President of the HAACSU shall have the power to dissolve the Union before the expiry of the tenure with due consultation with Governing Body.
11. The decision of the Election Committee and the Returning Officer shall be final and binding in all matter relating to the election.
12. All the members of the Students' Union shall uphold the dignity and integrity of the college and the students' community.

13. Any office bearer individually or collectively found involved in detrimental to the interest of the college and the student community will be discharged/dissolved, as the case may be.

C. The Specimen Schedule of Election to HAJI ANFAR ALI COLLEGE STUDENTS' UNION (HAACSU) as notified (Specimen Copy)

SL.NO.	PARTICULARS	DATE	Timing
1.	Issue of Nomination Papers		
2.	Submission of Nomination Papers		
3.	Scrutiny of Nomination Papers		
4.	Declaration of Contesting Candidates		
5.	Withdrawal of Candidature		
6.	Final Declaration of Contesting Candidates		
7.	Platform Lecture		
8.	Date of Poll		
9.	Counting of Vote		
10.	Declaration of Result		

D. Activities of HAACSU

The elected Students Union body takes oath after election to work for the interest of the student community as a whole. It not only works for the welfare of the students of the college but co-ordinates with the college authority in the admission process and in the organization of various extra-curricular, co-curricular and extension activities. The body also celebrates different festivals like Saraswati Puja, Milad-e Mehfil, Freshers' Social, Annual College Week in the college as per the Academic Calendar.

E. Funding

The necessary fund is raised from the students at the time of admission charging a very nominal fee in the name of Students' Union Fee. Further, the fees paid by the students on other heads like Annual College Magazine, Culture, etc. generate a fund and which is utilized by the students in organizing programmes head wise.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The following Cells & Committees of the college have student representatives in them.

- A. Gardening & Plantation Society:
1. Mr. Sayed Ahmed, (Convener)
Associate professor, Dept. of Economics
 2. Mr. Monir Uddin Laskar
LDA, Haji Anfar Ali College
 3. One Representative from HAACSU,
Haji Anfar Ali College
- B. Medical Cell & Committee
For linkage with the Health Centre:
1. Ataur Rahman, (Convener)
Associate professor, Dept. of Pol. Sc.
 2. Mr. A. Motalib
Assistant professor, Dept. of Education
 3. Dr. Abdul Malik
Assistant Professor, Dept. of Assamese
 4. Mr. Manir Uddin Laskar
LDA, Haji Anfar Ali College
 5. Mrs. Kabita Devi,
Assistant professor, Dept. of Assamese
 6. General Secretary, HAACSU
 7. Z. Uddin, Library Bearer,
HAA College
- C. Debate Society:
1. Mr. A. Subur Talukdar, (Convener)
Associate professor, in Mathematics
 2. Secy. Debate and Symposium
HAACSU, HAA College,
 3. Dr. Abdul Malik,
Assistant Professor, Dept. of Assamese
 4. Mr. N. Hussain,
Associate professor, Dept. of Pol.Science
- D. Editorial Board of ANFAR JYOTI-2013-14
1. President—Principal of the College
 2. Vice President—Vice Principal of the college
 3. Teacher-in-Charges—Dr. A.Malik
Dr. N.H.Barbhuiya

4. Editor— Arseara Chowdhury (Union Representative)
5. Members—Saddam Hussain G/S, HAACSU
S.H.Talukdar, V/P, HAACSU

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The college is very much young one and till date no faculty member has gone for superannuation. However, the college maintains a close co-ordination with the Alumni of the institution. The members of the Alumni Association are invited on different special occasions and particularly in their annual meet by publishing news in –

- Print Media
- Website of the college
- Notice Board
- Banner at key spots.

In the alumni meeting, option is there to obtain feedback from the alumni with a brief suggestion of their experiences and observations.

Any other relevant information regarding Student Support and Progression which the college would like to include.

As regards students' support and progression, the college tries its best to provide support services at the individual as well as the institutional level. The college maintains a good relation with the NGOs/ Farms/Agencies and recommends the deserving students' applications for scholarship to them. Mention may be made as Markaz-ul Maarif, Hojai; Ajmal Foundation, Hojai; Sitaram Jindal Foundation, New Delhi; Maulana Azad Foundation, New Delhi. Moreover, the college forwards applications for scholarship to the State and Central Government Agencies and a large number of students have been benefitted as an outcome of this initiative which has already been said above in the SSR.

CRITERION VI
GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

A. Vision and Mission of the College

Haji Anfar Ali College was established with a mission to impart higher education among the students of the locality and to create an environment for the intellectual, ethical, moral and physical uplift of the people of the area, mostly belonging to minority communities, by preserving their cultural and traditional heritage. The College aims to expose the students to modern technology in order to make them aware of their rights and duties in order to make them responsible citizens of the country.

B. Goals and Objectives: The College has a well built mechanism to display its vision and mission through its website. It further displays its goal, aims and objectives to the students, guardians, alumni and other stakeholders in writing on a hard furnished board at the approach road of the college. Further, yearly publication of the Prospectus of the college marks the stamp of its goals and objectives.

The College aims—

- To impart education for the attainment of a Degree in the streams of Arts.
- To encourage the students for participation in the extra-curricular activities like game and sports, cultural programmes etc.
- To encourage the students for spiritual development and to train them in civil responsibility, healthy living condition etc.
- To serve the rural people through extension education by the application of up-to-date knowledge and technique in solving rural problems.
- To create an environment of the development for human virtues among the students like spirit of co-operation, discipline, love and feeling of brotherhood.
- To undertake programmes for preservation and development of the language and culture that constitutes a major component of the population of the locality.
- To spread the feeling of national integration among the new generation.

C. Institution's Addressing of the Needs-- Further, the College takes various initiatives that reflect its distinctive characteristics to meet the need of the society and the students by organizing Community development and extension activities.

Apart from the students in general, special care is taken for the students belonging to the economically lower stratum offering them Scholarships both Institutional and Government.

D. Institution's Traditions and Value Orientations—

- The College maintains its own distinctive tradition and value orientation upholding a good understanding with the society.
- Gradual increase in terms of enrollment, result, infrastructure, extension activities etc. is a mark of its tradition.
- Making the campus as a 'Tobacco Free Zone' & prohibition of the use of mobile phones added a niche in its value orientation.
- Adopting a village "BURIGAON" to make it Model Village is another added value orientation activity of the institution.
- Organizing different value added programmes in collaboration with local cultural organizations is also another mark of maintaining its traditions and value orientation.

E. Vision for the Future—

The college has a future vision to—

- Make it an ideal college in the state.
- Introduction of Commerce Stream and a proposal under RUSA has already been submitted to the UGC.
- Foster and sustain more interest in its traditions and value orientations with a view to increasing the employability of the students in a meaningful way.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

In designing and implementing its policy and plans the College has a coherent mechanism to engage the top management, Principal and the Faculty. The role of the top management insists on a work culture so as to give the students the best in terms of quality education.

Management of the college vests with the Governing Body (G.B) headed by a President who is required to be an educationist. The Governing Body is constituted as per the instruction and guidelines of the Director of Higher Education (DHE), Government of Assam. The Principal of the college is the ex-officio Secretary to the Governing Body. It comprises of 3(three) representatives from the Guardians, 2 (two) from the teachers and 1(one) from the non-teaching staff members. Besides, the body has a donor member and two nominees on behalf of the Vice Chancellor (V.C.) of the affiliating Gauhati University. The Governing Body (G.B.) is the sole apex authority of the college management. The body sits regularly for the discussion of Policies and Plans pertaining to the enhancement of quality in the college. After

thorough discussion amongst the members, the G.B. adopts resolutions and empowers the Principal for execution of Plans and Policies.

Role of the Principal:

The Principal of the college plays a pivotal role in all the activities of the college. He takes up all the necessary initiatives for the implementation of the policies, by constituting new committees or through the existing committees and cells. He is responsible for formulating the quality policies and plans of the college and their implementation. However, opinions and suggestions from all stakeholders including teachers, guardians, are sought by him before finalizing any developmental plans of the college. The IQAC, headed by the Principal of the college plays a very important role in designing and implementing the quality policies and plans of the college. The Principal monitors the activities of all the cells and committees and seeks written report for the same for the institutional development. He acts as liaison administrator between the management and the other stakeholders of the institution.

Role of IQAC-- Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through collection of Departmental Evaluative Report, AQAR and Feedback for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.

- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, for submission to NAAC.

6.1.3 What is the involvement of the leadership in ensuring?

- **The policy statements and action plans for fulfillment of the stated mission**
- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**

The involvement of the leadership in ensuring the policy statements, action plans for fulfillment of the mission and vision of the college is ascertained in the following way—

- The Principal of the college shoulders the responsibility in achieving and championing the organizational changes and development of the college.
- The IQAC provides him the necessary suggestions for planning different proposals and strategies for the overall development of the college.
- The Principal convenes meeting of the different Cells and Committees of the college periodically and assign various curricular and extracurricular activities with a follow-up action.
- The Principal holds regular meetings with the Teaching and Non-teaching Staff of the college and considers their demands and suggestions for the development of the College.
- The IQAC of the college is advised to make SWOC analysis of the college every year.
- Meetings with the Parents. Alumni are arranged separately in parity with the Academic Calendar to hold interaction with them on the status of the college.
- Feedback on the various parameters of the college is obtained from the Parents, Alumni and other stakeholders of the institution.

- The Principal presents the all the Plans and Proposals suggested both from the IQAC and from the other stakeholders in the Governing Body meetings and the body having government and university representatives, discusses the various issues thoroughly and thereby adopts resolution as per the strength of the institution for proper implementation.
- As far as working environment is concerned, a good coordination is maintained with the Principal. He provides the faculties and other stakeholders the necessary autonomy and hence various Community Development Programmes and extension activities are planned and executed for keeping the teaching faculty abreast with the modern ways of teaching-learning and other domains of knowledge.
- The leadership strives for a holistic growth of the students and they are given the top priority as far as policy making is concerned.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The college has a well defined modus operandi to monitor and evaluate Policies and Plans for effective execution and development time to time--

- The Vice Principal of the college is assigned to monitor the academic activities of the college.
- The Principal of the college looks after the overall infrastructure, administrative and other developmental activities of the college and reviews the progress.
- The GB of the college frequently holds meeting in the campus to review the ongoing progress of the institution and address the issues related to the all-round advancement of the college.
- The Coordinator, IQAC collects Faculties' Annual Appraisal Report and after thorough analysis of them in its meeting suggests the faculty members to take further initiatives for their career development.
- The Principal holds meeting with Teaching Faculty both at the beginning and at the end of the Academic Session. He suggests for preparing and maintaining the Teaching Plan and Log Book and takes a first-hand report regarding their teaching, any problems that they face and also concerning their course completion.
- The College has different Cells and Committees for the successful implementation of the extension activities and extracurricular programmes. The Principal discusses the issues with the respective committees and allocates funds according to their budget.

- The College has a Planning Board to initiate plans for the overall development which is later submitted to the GB for necessary approval.
- The college has a Purchase Committee comprising with the teaching, non-teaching and members of the GB who purchase all the tools and equipments of the teaching learning and other infrastructural apparatuses following all formalities.
- The college also has a Construction Committee framed by the GB as per the state Govt. guidelines who runs all the construction works funded by the State Government in the college.
- The Building Committee as framed by the GB looks after the infrastructure development works funded by the UGC-NERO under general development assistance and merged schemes time to time.
- The Principal of the college timely submits all the utilization certificates of all the schemes to their respective departments after an audit by the registered Chartered Accountant (CA) as a follow up action and to keep a track of the various infrastructural projects.
- For day to day purchase of office stationeries and minor developmental works pertaining to repairing of infrastructure, the Principal is authorized by the GB to take the decision abiding the norms of purchase and renovation; and after that it is placed in the G.B's meeting for information and necessary approval.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The management of the college provides full freedom to the faculty in planning and implementation of various plans and policies in terms of academic matters—

- The Principal always encourages the faculty members for academic enhancement and for grooming academic leadership in them.
- All the Cells and Committees for example-- the Admission Committee, the Examination Committee, The Gardening & Plantation Society, the Seminar Forum, the Community Development Cell etc. which are constituted with the faculty members are given free hand to act independently without any interference from the college management.
- The Faculty members are given power to design the various internal assessment tasks and projects as per their choice.
- Special leaves are offered to the faculty members to participate in Faculty Development Programmes (FDP) time to time.
- Relaxation in attendance is offered to non-sanctioned faculties to carry on their career development programmes.

- Headship is rotated from among the Associate Professors to offer them scope to gather administrative experiences.
- Faculty members are free to design their own class schedules in their own department keeping in view the UGC guidelines.

6.1.6 How does the college groom leadership at various levels?

The top management of the college encourages growing leadership in its stakeholders in their respective field of interest assigning different duties and responsibilities in various levels—

- The Heads of the Departments are entrusted with the responsibility to maintain the Log Book and monitor the teaching leaning activities of their respective departments.
- The senior most faculty member of the college is designated as the Vice-Principal approved by the Director of Higher Education, govt. of Assam and is assigned the duty of monitoring the overall academic atmosphere of the college.
- The Upper Divisional Clerk (UDA) is designated as the Head Assistant who plays the role of a leader in supervising the official works of all the lower grade employees of the college.
- The faculties are given different status as Conveners/Coordinators of the different Committees, Sub-committees and Forums to design and implement activities.
- Students and members of the Union (HAACSU) are given status of membership in those Cells and Committees to build up leadership qualities in them.
- Alumni Association and Guardian Forum have been given option to take part in the activities of the college as and when needed.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The college authority always fosters the culture of decentralized governance system and with this aim in view necessary operational autonomy is provided to the various departments / units of the institution--

- The College provides operational autonomy to each department in allotment of classes to each faculty in accordance with their interest and preference.
- The departments have the autonomy in organizing Seminars, Workshops, Group Discussions, Extension Education Programmes, Internal Assessments and other Innovative Practices.

- All the Cells and Committees have their autonomy so far as decision making is concerned in organizing various Programmes and implementing them.
- The Library Committee of the college has equivalent autonomy in regard to the purchase of books with due consultation with the Principal and the faculty members.
- There is autonomy to send two teachers either by selection or by election from among them in the GB of the college as Teacher Representatives and one member from the non-teaching staff representing them to the GB in order to build up leadership qualities in them.

6.1.8 Does the college promote a culture of participative management? If ‘yes’, indicate the levels of participative management.

Yes, the College promotes a culture of participative management. The levels of participative management are—

- The faculty members, students and other stakeholders of the institution are considered as pillars in their respective field in terms of participative management.
- The members of the GB are also included at the time of formation of different committees related to the management.
- Three Guardians are given membership to the GB of the college to ensure the participation of the guardians in the management of the college.
- Parents/ Guardians meet is organized time to time to obtain feedback which is considered at the interest of the college at the management level.
- A Centre Committee is formed headed by one local Gazetted Officer with 4 (four) members from the GB and other dignitaries as per Gauhati University rules which ensures participative management for smooth conduct of the Examinations.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, the college formulates some policies in parity with its vision and mission to impart quality education to its learners. The College not only tries to maintain the Students’ academic growth, but their all-round development is the motto in providing physical, spiritual, ethical and moral uplift. The quality policy of the college is stated in the Prospectus of the College which is developed, driven, deployed and reviewed in the following way—

- The IQAC, in consultation with the teachers and staff of the college works out various plans for quality improvement in different aspects and recommends the same to the college management for taking necessary measures for their implementation.
- The IQAC of the college makes SWOC analysis yearly before submitting the AQAR in order to review the stated policy of the college.
- The college deploys the stakeholders in its various functioning as per their expertise in order to reflect its stated policy in their respective activities.
- The Planning Board of the college has prepared a master plan with an objective to reflect its stated policy.
- Scholarships are obtained from different agencies and initiatives have been adopted to run UGC-COP to open up new job avenues for the slow and advanced learners in parity with policy of the institution.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes, the College has a Perspective Plan for Development which has been reflected in its Master Plan (attached herewith as Annexure) designed for the next ten years considering the future plans and strategies for the overall development the aspects considered for inclusion in the plan are--

- In regard to its academic plan, the college fosters to provide advanced technology for excellence in the Pedagogical Practices and to open up new vocational and job oriented courses as per the need of the students.
- Further, in regard to its extension activities, the college plans to organize more community development Programme, Awareness Programmes etc. developing linkages with other govt. and private agencies.
- As regards infrastructure, need for future growth and avenues for resource generation with an option for separate Library Building is taken into consideration.
- The Master Plan of the college stands here as a replica of the Perspective Plan and Development of the institution in the overall development of the college.

6.2.3 Describe the internal organizational structure and decision making processes.

The College has an organized internal mechanism structure for the decision making process where the different stakeholders plays key role for effective implementation.

As far as the organizational structure is concerned, the college has a five-tiered mechanism—

Inputs from Departments/Committees/Cells

↓

Decisions of IQAC

↓

Principal

↓

Governing Body

↓

Director, Higher Education

The GB of the college is the apex authority in the overall decision making process of the college. The Principal places the inputs from the Departments, Cells and Committees, and yearly inputs of the IQAC to the meeting of the GB which is held periodically. The GB analyses the inputs keeping in view of the strength and weakness and budgetary provisions of the college; and adopts resolutions empowering the Secretary to the GB for proper implementation. The Principal being the Secretary to the GB holds meetings with respective departments, Cells, Committees and other units of the college and allocates necessary support for the effective implementation of the resolutions.

Further, in regard to the utilization of Govt. grants, UGC grants etc. the GB of the college entrusts the responsibility to the concerned Committee and the Principal as Secretary to the GB, implements them and subsequently submits Utilization Certificates to the funding authorities.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

The college is very much concerned about quality improvement strategies in the different parameters which is given below--

A. Teaching & Learning:

- The Principal of the college convenes meeting with all the faculty members at the beginning of the session and discusses the strategies and the problems faced by them in the previous session in imparting lessons to the learners. After thorough discussion preventive measures are suggested and implemented for the smooth running of the session pertaining to teaching in the classrooms.
- Teaching plan is prepared by the each department basing on their respective syllabuses at the beginning of the session.
- Log Book is maintained by each department for the daily lessons

taught to the learners. Each faculty is required to note down the number of classes that they take each day, the portions taught, the classes that they didn't take, the reasons thereof which is signed by the Head of the Department and finally by the Principal.

- The HoD of each department monitors the progress of the students in their academic field.
- The IQAC of the college takes part in the improvement and sustenance of the quality of the College motivating the teachers to participate in Faculty Development Programmes time to time.
- The Faculty too motivates the students to prepare and submit Projects, make Presentation, take part in Group Discussions and all these empower them to develop skills that enhance their independent as well as group learning.
- Public Address system has been introduced as a teaching tool for effective teaching in the classrooms.
- Two classrooms have been digitized to equip the teachers with modern teaching tools.
- NLIST under INFLIBNET has been subscribed in the central library of the college to provide access to the teachers and the taught to e-learning resources.
- Reading room capacity has been enlarged to facilitate the library with more readers and users.
- Separate cabin for the teachers is made in the reading room of the central library for their personal study.
- Plan has been adopted to replace the '*chalk and talk*' method with Projector and one Laptop in each department has been given for power point presentation in the classrooms.

B. Research & Development

The college always promotes research culture in the college. The broad description of the Research & Development strategies are given below—

- The college has a Research and Publication Committee headed by the Principal of the college to motivate and boost up the teachers and students for research works/ projects. The detailed description—formation, recommendations, outcome--of the said committee is appended earlier in 3.1.2 of Criterion III.
- About 25% of our faculty is actively engaged in research activities and a large number of research articles have been published by the faculty members and the Principal of the college in the last four years.
- 9% of the Strength is having guide ship to guide the research scholars.
- About 25% of the faculty members have completed their M.Phil/Ph.D degrees.
- The IQAC of the college organized a Workshop on *Writing Research*

Projects in the college to acquaint the researchers with the Research Methodologies.

- The Coordinator, IQAC notifies the schedule of submitting Research Projects and applying for M.Phil/Ph.D admission to various universities in the Notice Board of the college.
- Eminent Resource Persons are invited intermittently on various festive and organizational occasions in the college.
- Special leaves are granted to the faculty members to present their Research Papers in various National and International forums.
- The top management of the college encourages the faculty members to submit Research Projects to the various funding Agencies and get involved in serious research activities. The details of MRP availed of and applied to, for the last few years are enclosed earlier in 3.2.7 of Criterion III.
- The activities /awards of the faculty members are showcased in the News Bulletin (HAAC News Bulletin) published by the college.

C. Community Engagement:

The College maintains a good rapport with the People of local communities as a part of its social responsibility and commitment to the community. As quality improvement strategies of the institution, the college involves the community in the following capacities—

- In order to serve the purpose of commitment to the community the college has formed a Community Development Cell (CDC) with the teachers and students headed by the Principal. The Cell used to organize various awareness programmes/ community development Programmes in and around the locality.
- *Awareness Programme* on “Prospects of Higher Education”.in nearby Hilly District of Karbi Anglong on the 14th December 2012, was also organized at Parokhowa High School and at Dengaon High School
- The CDC of the college celebrated the *National Education Day* in memory of India's first education Minister Maulana Abul Kalam Azad on 11th November, 2014.
- To make the Environment free from pollution and to make it Green and Clean, World Environment Day with *Plantation Programme* was observed on 5th June 2014 by the Community Development Cell of the College
- The Community Development Cell of the College has come forward to organize an awareness programme on *Swachh Bharat Abhiyan* on 16-10-2014. Distinguished guests and local intellectuals, Doctors, officers attended the programme. Dr P.K. Gogoi and other dignitaries spoke on the occasion.

- *Cleanliness Drive programme* was held at the College on 15-11-2014 organised by the CDC in which Mr Kishor Kumar, Education officer of UGC, NERO attended to pay an honour to Prime Minister's Swachh Bharat Abhiyan.
- Women Cell of the College has also organized an Awareness Programme on *Malnutrition of Girl Child* in order to disseminate awareness among the rural illiterate women folk of the community.
- Besides, representatives of the community are involved in the management of the college through the representation of the 3 Guardian Members to the GB of the college.
- BURIGAON, the adopted village too, reflects the Commitment and social responsibility that the college takes up for the development of the community.
- A Guardian Forum is formed from among the guardians of the students to develop linkage with the community.

D. Human Resource Management:

The management is always conscious about the resource management of the college—

- At the time of appointment, the college always values the best quality.
- In order to derive optimal output, the faculty members are advised to go for various Faculty Development Programmes (FDP) like Refresher Courses in different universities to update their subject knowledge.
- The IQAC of the college obtains annual Faculty Appraisal Report to help them to sustain their professional competency.
- Areas of the expertise or interest of the faculty members are valued and they are engaged accordingly in the plans and policies of the college.
- As said earlier, the college organizes Workshops, Lectures, Talks etc. inviting eminent experts from different fields to offer the faculty members a scope for interaction with learned scholars and educationists.

E. Industry interaction:

As far as the industry interaction is concerned, the college situated in a rural environment does not have sufficient scope for the same because limited numbers of industries surrounding the institution. However—

- The College has agreed for partnership with Haji Abdul Majid Memorial Hospital & Research Centre (HAMMHRC) and Bharat Dalmia Cement as industry partner to run the Community College and to start its proposed UGC- B.Voc. Programmes.

- The college has been maintaining a good relation with Ajmal Foundation, Anfar Foundation, Gram Vikash Parishad and other NGOs and Farms and collaborating with them, the college has organized many programmes.
- Students have been able to obtain scholarships from those institutions in the last few years.
- Field Trips are arranged in the local Cement industry, Brick factory available to make the students aware of the merits and demerits of setting up such industries in the area.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The Principal carefully undertakes measures to disseminate information collected through feedback and personal contacts to top management and among all the stakeholders including the Governing Body (GB) of the college. Some of the measures are—

- Publication of Updated Prospectus
- Preparation of Academic calendar
- Publishing “Haji Anfar Ali Collge News Bulletin”
- Serving Notices
- Updating College Website www.haacdaboka.org.in
- Issuing letters through messenger with Peon Book
- Issuing official letters
- Convening regular meetings the Teaching and Non-teaching staff members of the college.
- Convening Parents Meet
- Convening Alumni Meet.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

As said earlier, the top management of the college always supports the active involvement of the staff in various activities of the college and believing in participative management, the college constitutes a variety of Cells and Committees with the faculty members and students to co-operate with the Principal and the Management. Autonomy is given to such committees so that they can work with some freedom and share a part of the responsibility of the Management. The management is very considerate and understands any personal need for which special leaves are granted. This has been done in order to improve the effectiveness and efficiency of the institutional processes.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

As per the existing provision of the State Govt. there should be minimum two meetings to be held generally in a year. However, the number may be increased depending on the gravity of the time. There were 4 (four) sittings of the Governing Body in 2013-2014. Altogether 41 (Forty one) nos. of resolutions were adopted and implemented so far. The resolutions are written in the regional language keeping the local representations in mind and hence the detail of the last GB meeting in 2013-14 is furnished as one the **Annexures**.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

No, there is no option of autonomy to an affiliated institution by the affiliating university.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

There is a Grievance Redressal Cell which takes up grievances related to students and guardians. The college follows some definite principles that Grievances of the students are initially addressed by the principal. If it goes beyond the capacity of the principal, the matter is brought to the notice of the GB.

The college has a Suggestion and Complaint Box which is set up open round the clock in the premise of the college to receive suggestions and complaints. Grievances against the institution in general and against faculty members, if any, are addressed by the Principal and the G.B in their joint sitting.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No court case, by or against the college, during the last four years is reported.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

No, the college does not have any specific mechanism for analyzing student's feedback on institutional performance. The college used to obtain feedback from students on teachers' performances. The said feedback is analysed in the meeting with the Teaching staff members by the Principal and the teachers are encouraged for excellency in their respective field of teaching.

However, IQAC of the college obtains feedback from the Alumni and Parents on institutional performance and the same feedbacks are analyzed in the IQAC level and then forwarded to the GB of the college for proper redress.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The College Authority always endeavours to enhance the Professional Development of the teaching and non-teaching staff. Being a undergraduate institution, it does not have sufficient scope for organizing Faculty Development Programmes. However—

- Faculties are encouraged to update their knowledge content by keeping abreast of latest information.
- The authority also encourages its official staff to participate in different workshops/ training programmes to enhance their working skills.
- The college has conducted two workshops so far for the purpose as said earlier.
- The college has submitted 3 (three) nos. of Seminar proposals to the UGC-NERO.
- N-LIST under INFLIBNET has been subscribed in the central library to provide e-resources to teachers to enhance their knowledge domain.
- Principal of the college participated MDP of Faculty Development Programme at Xavier Institute.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

Although , the college has not initiated any faculty empowerment training so far, it encourages the teachers and other employees to participate in such training to help them to update their subject knowledge and also to know about the latest trends in their respective field. Experts are often invited to train non-teaching employees to improve their competency in order to ensure proper discharge of their responsibilities.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The College follows a system to capture the multiple activities of the faculty members and to evaluate their performances through Performance Appraisal System—

- There is a *Cell for Compilation of Faculty Appraisal* in the college. The cell not only motivates the faculties to go for career development but collects annual appraisal report in order to sustain their growing knowledge.
- Based on these appraisals the IQAC convenes a meeting and discusses thoroughly to overcome challenges faced by the teachers.
- The principal convenes a meeting with non teaching and other employees of the college to evaluate and ensure their activities in a functional way.
- Students' feedback is obtained for proper appraisal.
- Visitor's feedback is obtained through Visitors' Book.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

As an outcome of the review of performance appraisal reports—

- The teachers are communicated by the Principal through personal interaction.
- Basing on them, The Principal prepares an Annual Confidential Report (ACR) and sends them to the Govt. authority for further career advancement benefit.
- At the institutional level, faculty duties are rotated in different committees of the institute so that almost all faculty members get a chance at leadership.
- Duty Leave (DL) is provided for attending workshop, Seminar and training programs, Supervising Officer, examiner's duty held by other institutions. It is also granted for performing the allotted duty of Supervisor or Examiner in any examination by any of the faculties.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

- The College has a Welfare Society named *Thrift & Credit Society*. Both Teaching and Non-teaching staff are its members who can avail the loan benefit from the society.
- The employees of the college have generated a fund named *Haji Anfar Ali College Welfare Society*, with a motto to work for the development of the college.
- The society offers financial assistance to the needy students as and when called for.
- Almost 100% staff members are benefitted from such societies.
- Further, medical facility, pension facility, gratuity. Leave encashment facility are also availed by the employees of the college as per govt. norms.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

The college is provincialised by the Assam College Employees' Provincialization Act, 2005 and Rules framed there under. As per the provisions of the said Act and Rules, there is no inter-cadre transfer of faculty members. However, once the faculty is recruited, efforts are always made to retain them in the institution by providing all necessary facilities and a congenial academic ambience.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The College follows a specific mechanism to monitor effective and efficient use of financial resources as per the norms laid down by the state government and the funding agencies. They are---

- Different Funds as and when received are deposited in their specific accounts in the Nationalized Banks of the locality.
- Accounts are maintained through Cash Book and Ledger Book following proper accounting procedure.
- Necessary Fund as per requirement is released by maintaining Daily Payment Account Register.
- Receipt and Expenditure is finally approved by the GB of the college.

- The overall income and expenditure is audited by the Registered Chartered Accountant wef. 01/04/2012 to 31/03/2014.
- In case of Govt. Grants/ UGC Grants, the Purchase Committee purchases the required equipments tools following govt. norms and The Construction Committee deals in all matters relating to construction works. The GB of the college approves all the expenditures and utilization certificates are submitted to the concerned authority after proper audit by the Registered Chartered Accountant.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The College follows some mechanisms for internal and external audit—

INTERNAL AUDIT:

- The Internal Audit was done annually earlier by an Auditor appointed by the GB of the college. From the financial year 2013-14, the internal accounts are audited by certified Chartered Accountant as per the decision of the GB
- The internal audit was done till 31st March, 2012 and from that period to 31st March, 2014, The CA is now pursuing the audit for the following accounts.
 1. General Fund
 2. Library Fund
 3. Union Fund
 4. Exam Fund
 5. Building Fund (Internal)
 6. NAAC Fund

EXTERNAL AUDIT:

- The External Audit is done by the Government. The last Government audit was done for the period from 25.3.1998 to 31.3.2006. The State Government has not yet initiated any audit for the period after that.

Some of the major audit objections from the last Internal/external audit are furnished separately as **ANNEXURE V & VI:**

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The major sources of institutional receipts are—

- Fees from the students.
- State Government.
- UGC
- Donation either Cash or in Kind
- College Fishery
- Rent out of Canteen
- Lease of agricultural land beyond built-up area of the college.

As the college has been provincialized by the state govt. in 2005, since then the college has not faced deficit in maintaining its academic and administrative activities. However, before that the deficit fund was managed by the college from its own sources as mentioned above. The college has reserve fund or corpus available now Rs. 400,000.00 (four Lakhs).

As regards, audited income and expenditure statement, the internal auditor has combined the expenses incurred for the academic and administrative activities of the college during the last four years, the statement furnished as ANNEXURE V & VI will reflect a combination of expenses for both the activities.

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The college leaves no stone unturned in securing additional funding from different sources to facilitate all round development of the college—

- Maintain cordial relation with donor family members and necessary additional fund is generated from then at the time of crisis.
- Local MLAs and MPs are approached seeking grants from their Local Area Development Fund and a proposal of Rs. 10 lakhs to the Binnakandi Development Block under MSDP for the construction of permanent Boys' Common Room is submitted accordingly.
- The college has taken initiatives to secure additional fund from RUSA.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell

(IQAC)? If ‘yes’, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

- Yes. Internal Quality Assurance Cell (IQAC) has been established in 12/05/2008. The college has a very clear institutional policy with regard to quality assurance. The IQAC holds its meetings regularly and decides on various strategies for quality assurance.
- The IQAC acts as the central monitoring agency of quality assurance mechanism. The IQAC prepares the Action Plan and submit it to the GB of the college for proper implantation and release of necessary fund.
- The IQAC holds periodic meetings with the various Cells and Committees to work out strategies for quality improvement in teaching learning process. The views, suggestions and co-operations received from the cells and committees are given due importance in institutionalizing the quality assurance processes in the college.
- The IQAC collects annual faculty appraisal report from all the faculties along with Evaluative Report of the Departments.
- The IQAC prepares AQAR fro necessary submission to NAAC, Bengaluru.

b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

The Management Authority has approved all the major decisions of the IQAC and the same have been implemented time to time.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes, the IQAC is constituted as per the guidelines of the UGC. There are external and internal members. The committee structure is –

1. Dr. Mamun Azam Barbhuiya, Principal-	Chairperson
2. Dr. Sahab Uddin, Associate Professor, Dept of English	Member Secretary
3. Circle Officer, (Senior Administrative Officer) Doboka Revenue Circle	Member
4. Mozaharul Islam, Vice Principal	Member
5. Dr. Hasinus Sultan, Associate Professor	Member
6. Masaddar Ali Laskar, Associate Professor	Member
7. Aatur Rahman, Associate Professor	Member

- | | |
|---|--------|
| 8. Mrs. Kabita Devi, Asstt. Professor | Member |
| 9. Md. Abdul Khair, Head Assistant | Member |
| 10. Sri Narayan Chandra Bowmick,
Retd. Vice Principal, DHS School, Doboka.
(Nominee from local society) | Member |
| 11. Md. Tayabur Rahman
(Computer Instructor, NECT, Doboka)
(Nominee from local society) | Member |

d. How do students and alumni contribute to the effective functioning of the IQAC?

- The IQAC takes the views and suggestions of the students and alumni of the college in the form of Feedback. After analyzing the feedbacks if found to be useful, the same are considered while implementing various quality related measures.
- The students of the college take active part in all the programmes arranged/organized by the IQAC.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC conveys the idea that quality enhancement is a responsible team effort and the co-operation of everyone in the institution hierarchy is significant. In order to communicate with the staff, the coordinator, IQAC convenes meeting with due permission from the Principal of the college and sometimes through personal interaction and also through feedbacks communication is made. The IQAC motivates conveners and members of the cells and committees to carry on their respective duties related with their cells. All the stakeholders come forward enthusiastically to be involved and to bring about changes.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

The college has an integrated framework for Quality assurance of the academic and administrative activities. The IQAC being the nodal agency of quality assurance mechanism acts in association with various committees and cells and works out strategic plans for improvement of quality which are later shared with the top management of the college. The detailed framework for Quality Assurance can be evinced from the structure--

Departmental Input
↓
Academic Committee
↓
Inputs of Different Cells and Committees
↓
IQAC
↓
Principal of the college
↓
Governing Body
↓
Director, Higher Education

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If ‘yes’, give details enumerating its impact.

NO

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If ‘yes’, how are the outcomes used to improve the institutional activities?

No academic Audit till this time has been done. However, the principal of the college being a Court Member of the affiliating University is requested to raise the issue to initiate the process of Academic audit by the university.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

As the college is a provincialised one under Provincialised Act, 2005, it adheres to the mechanisms and rules of the State Government. Besides, the college is affiliated to the Gauhati University and is brought under the 2 (f) and 12 (B) recognition of UGC Act. As such, the internal quality assurance mechanisms are aligned by the guidelines of the University and the UGC. The IQAC of the college follows the time to time instructions of the National Accreditation and Assessment Council (NAAC).

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The institutional mechanism of continuous review of the teaching learning process has been described earlier in answering the broad description of the improvement strategies of the institution. However—

- The teaching learning process of the college is carried out in accordance with the Academic Calendar of the Affiliating University.
- Teaching plan is prepared by each of the department at the beginning of the session.
- Classes are taken or distributed among the faculties abiding by the UGC guidelines.
- Daily Log Book is maintained to record the portion of the syllabus taught.
- The Vice Principal of the college monitors the daily class schedule in the college.
- Teachers have been advised to report for their absence in advance as far as practicable so that the principal can arrange the classes as per convenience to make the learning process effective.
- As an outcome of such mechanism, the topics of the syllabuses of each department are completed within the specific time.
- The Principal also meets the student representatives as and when required to strengthen the effectiveness of teaching learning process.
- Tutorial classes are included for the slow learners.
- Classes meant for Communicative English & Fashion Designing (under UGC sponsored Career Oriented Programme) are also adjusted after the daily schedule.
- The IQAC of the college obtains feedback from the students on teaching learning methodologies.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The college makes efforts to communicate its quality assurance policies, mechanisms and outcomes to the internal and external stakeholders through various means—

- Publishing its Prospectus annually
- Publishing its Annual Magazine “Anfar Jyoti”

- Updating its website which disseminate Necessary information about the quality assurance policies
- Displaying Posters, Banners etc
- Issuing Notices on Notice Board.
- Publishing Haji Anfar Ali College News Bulletin.
- Submitting AQAR to NAAC
- Uploading some of the information pertaining to various activities of the college in Data Capture Format (DCF) as a part of the AISHE conducted by HRD Ministry, Govt. of India from 2011-12, 2012-13.

CRITERIA VII

INNOVATIONS AND BEST PRACTICES

7.1 ENVIRONMENT CONSCIOUSNESS

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The College has adopted a few measures to make the campus Green by Plantation in each and every year especially on the World Environment Day on 5th June. Due to flood in recent years many herbs and shrubs planted failed to grow roots. Many new plant of medicinal and herbal value have been planted on the occasion of World Environment Day this year. Our College has a Gardening & Plantation Society which has taken up initiatives to make the campus eco-friendly. We hope, the entire campus will turn into Green land within two or three years. Following are the steps taken for the purpose--

- The World Environment Day is celebrated every year with a Plantation Drive Programme
- Nature Club of the college collects saplings of different plants from the local range office and Plantation is one of the main activities of the club.
- Dustbins are arranged in the key places of the built-up area to accelerate the proper garbage management mechanism in the campus.
- A Large Garbage Bin has been set up centrally to dispose of the garbage to make the surroundings clean.
- The Classrooms are made airy and lighted with proper power supply.
- A Noise free Generator (KIRLOSKER Brand) has been installed in the campus for 24 x 7 power supply.
- The campus has been made Wi-Fi to facilitate the learners and teachers with web connectivity.
- Online UPS, Inverters, Intercom have been set up in the different Departments to make the day to day work compatible.

7.1.2 What are the initiatives taken by the college to make the Campus eco-friendly?

The college authority fosters the culture of planting more trees for maintenance of an eco –friendly campus. As the college is a rural one, it has limited resources to initiate Energy Conservation or Water Harvesting etc. However--

- Apart from some special occasions, trees are also planted throughout the year for maintaining congenial ambiance for the college required for a healthy environment.
- The college also has a Nature Club, Gardening & Plantation Society which always takes care of the beauty of the campus.
- Further, there are separate dustbins for collection of biodegradable and non – biodegradable wastages which are centrally disposed of in a remote spot in the campus.
- The college may in future, think about Hazardous Waste Management by recycling the wastages.
- Awareness has been given to the students and other stakeholders to conserve the misuse of electricity by switching off the lights and fans when not required.
- In case of renewable energy, firewood out of plants and trees of the campus are used as an alternative source of energy for cooking.
- The College authority has prepared a large size Water tank for the preservation of rain water in the Campus. The collected water is used in the flower garden as well as for the different types of construction works continuing in the College. This gives a great relief at a time when the Tube well or water pump is out of service during summer season.

Summary: The Gardening and Plantation cell of the College has taken up the initiative this year to make a Grand Plantation Programme in the Campus. Principal and other Teaching and Non Teaching Staff of the College are involved the programme in order to make the College Campus Green. Hundreds of new plants have been planted with the help of the students. The existing Neem plantations in the Campus are the symbol of the endeavour. The college has a large cultivated plot of land beyond the built-up area which itself adds greenery in the campus.

7.2 INNOVATIONS :

7.2.1 Give details of innovations introduced during last four years which have created a positive impact on the functioning of the college.

The College has introduced a number of steps during last four years which has created strong and positive impacts on the various types of functioning of the College. A few such measures can be mentioned below:

- The college has introduced Smart Classroom facility for its students from last few years which have added a new dimension in teaching learning process of the College for its students.

- The authority has introduced Bio-metric machine to record the attendance of its employees. This step has improved accountability of the employees to their duties in time.
- The college has launched its website and uploaded all the data of the College in it with latest News and Events.
- The College authority has provided Internet facility accessible to the students and the faculties.
- The Career and Guidance Cell of the college has organized a UGC sponsored Workshop and published a book named **Career & Job in Focus** for the first time in the college.
- Entry in Services Cell of the college has too published a book named **Career Path & Job Quest** in 2012.
- The College has initiated a common programme for the students in the name “Compulsory Basic Computer Application Education for All’ (CBCAEA) from 2012 and the students are taking active part in this computer literacy programme of the College.
- **Women’s Hostel** by UGC Grants is under construction. The ground floor of the said hostel is almost completed which will surely pave the way for Girl students to higher education.
- To make the College Academic atmosphere a congenial one, it was needed to arrange Boundary Wall and the College authority has taken up this venture and completed about 600 meter length of the perimeter. This has not only made the College campus a safe one but also added its beauty.
- Central Library of the college has been digitalized by using 2.0 SOUL software and the students are getting easy access to Library Books as an outcome of the introduction of OPAC system. This innovation has actually changed the educative scenario of the College. Besides NLIST under INFLIBNET facility has been introduced for the faculties and students to provide E-Resources.
- With the aid of Govt. of Assam, the College authority has started to construct a new and modernized Administrative Building in the Ground Floor of a proposed multi storey Building. All the Departments of the College need separate blocks of their Department which was a dream of the Faculties and we are optimistic enough that the College authority has taken the initiatives to construct separate rooms for the Faculties of each department utilizing a part of the grant of 1 Crore from the state govt.
- Two numbers of Career oriented Courses for the College namely **Fashion Designing and Communicative English Courses** under UGC-COP have been introduced. Students of our College readily took admission into these Courses .Output of these Courses is very

attractive. These Courses have been funded by UGC with a motto to continue it for coming years with sources received from the intakes.

- To develop the linguistic advancement of the students particularly in English, a Language Lab with quite modern equipments have been set up by the College authority in 2012. Students of the Communicative English and other Students are getting very advanced facilities from this Lab.
- To facilitate the students fond of games and sports of the College, the College authority has constructed a well equipped Indoor Stadium in the College Campus with the aid from UGC which will become a centre of Excellence in the field of indoor games in the entire Nagaon District. We are proud to have such spacious Indoor Stadium with us.
- The College has a well furnished Auditorium Hall constructed under Chief Minister's *Buniyaad Scheme* which is generally used for holding Seminar, Workshop, Public meetings etc. It is so spacious that the District Authority arranges many types of congregations with due permission from the Principal.
- With the assistance from UGC XI Plan, the College authority has set up a centre namely UGC –NRC through which the students as well as the Faculties have got free entry to the cyber world to improve their skills in their respective field.

7.3 BEST PRACTICES :

7.3.1 Elaborate on any two best practices in the given format at page no 98, which have contributed to the achievement of the institutional Objectives and/or contributed to the Quality improvement of the core activities of the College.

The college has a number of best practices which have contributed to the achievement of the institutional objectives and which contributed a lot to the quality improvement of the core activities of the college. Among them the following two numbers of best practices can be cited as per format given--

Best Practice--1.

1. **Title of the Practice:** Extension Activities Under “Community Development Cell” of the College.
2. **Goal:** Haji Anfar Ali College is one of the rural colleges of Nagaon District in Assam. The College has its direct contact with society in every sphere of its activities .People of the society keep close touch with the College and the College has also decided to take up a few developmental activities in which the society can be directly benefited. Activities such as the Awareness among people towards

higher education including Professional courses, Celebration of National Education Day in order to expose the ideology of great people of the nation, participation of any national events in which the beneficiaries are common masses.

3. **The Practice:** Apart from rendering scheduled academic activities among the students, the Community Development Cell of the College has been constituted with an aim to render various socio-economic and educational activities for the benefit the Common public. The College authority feels to reach to the society according to their needs and requirements. As such, the Cell has initiated a number of such programmes in recent days and planning to do a lot in coming days.
4. (a) **Awareness Programme on Higher Education:** To foster the need of Higher Education including the Professional courses, the Cell organized two numbers of Awareness programmes in nearby Hilly District of Karbi Anglong. On 14th December 2012, the Cell organized a programme at **Parukuwa High School** and another at **Dengaon High School** in which a host of our College teachers including the Principal of the College attended the Programmes. Teachers of the concerned High schools and the students of these Schools participated in the programme with great enthusiasm. The teachers and the Guardians present in the Programmes extended their whole hearted support to encourage the students in acquiring higher education in the coming days. Coordinator of the Cell Dr. Nazrul Haque Barbhuiya, Dept. of English and the Principal of the College Dr Mamun Azam Barbhuiya informed the gathering about the facilities rendered by our Haji Anfar Ali College in imparting Higher education. The College has also facilities meant for the Tribal students in terms of Scholarships and this message was shared with the students as they all belong to tribal communities.

(b) **Swachh Bharat Programme on Swachh Bharat Abhiyan:** Govt. of India had launched a Programme to make India clean. The Community Development Cell (CDC) of the College has come forward to organize an awareness programme on 16-10-2014. Distinguished guests and local intellectuals, Doctors, officers attended the programme. Dr P.K. Gogoi and other dignitaries spoke on the occasion and elaborated the cause of cleanliness among the people. Common people attended the programme was very much impressed for the impact.

As a part of Swachh Bharat program, Cleanliness Drive was held at the College on 15-11-2014 organised by the Community Development Cell in which Mr Kishor Kumar, Education officer of UGC-NERO, Guwahati attended the programme. Students of the college have been taught the lesson of cleaning their surroundings and of course the college campus. They have been motivated by a thought provoking speech by the guest that cleanliness of mind boosts us up to the cleanliness of the sites.

5. **Evidence of Success:** Our College is always backed by rural students with poor familial base. Tribal students are not so aware of the facilities available with our College. A good number of tribal students availed scholarship facilities from the college in recent years. Soon after organising these Awareness Programmes in tribal dominated High Schools of Karbi Anglong District, it has come to our

notice that the rush of tribal students increased enrollment in the College remarkably in these two years. Apart from this, we have noticed the rush of girl students in comparison to boys which is quite satisfactory. The College authority has recently set up Girls' hostel which will surely provide an added advantage to the students for admission to this institute of higher education. All these indicate an upward turn of common people towards the higher education.

6. **Problems encountered and Resources required:** The Community Development Cell of the College is not a funded body but the minimum requirement of the Cell is addressed by the authority. It needs more fund and Resources from outside so that it can easily reach to the people in their hour of crisis. UGC is humbly requested to allot adequate fund meant for the Cell so that this Cell can address the need of the hour. Need of the local people includes educational and financial aspects also. If we concentrate even only on the academic domain, we need fund to arrange coaching classes for various Entrance and Competitive Examinations. Scholarships to meritorious and deserving students will help a lot to usher the need of the academic challenges faced by the underprivileged section of the society.
7. **Notes (optional):** The College Authority including the Members of the Community Development Cell is quite optimistic that UGC will come forward to sanction Community College Scheme (already applied as stated earlier) for the College so that we can implement a few job oriented courses for our students which will certainly solve the problem of unemployment to a great extent as well as increase the tendency of admitting into the College for pursuing higher education.

8 .Contact Details

Name of the Principal: Dr MamunAzam Barbhuiya

Name of the Institution: Haji Anfar Ali College,Doboka

City: Doboka

Pin Code: 782440

Accredited Status: C++

Work Phone- 03674-261451

WEBSITE: www.haacdaboka.org.in

Mobile: 09435739006/09435502032

FAX: 03674261977

Email: haacdoboka@gmail.com

BEST PRACTICE -2

Title of the Practice: Adoption of a Village

Name of the Village: Burigaon

P.O: Doboka, 782440

P.S: Doboka

Name of the Development Block: Binnakandi Development Block

Gaon Panchayat: Akashi Ganga

Name of the Revenue Circle: Doboka Revenue Circle

Assembly Constituency: 90-Jamunamukh

Parliamentary Constituency: 10- Nagaon

Ward No: 09 & 10

Dist: Nagaon, Assam

Literacy Status of the Village:

Up to 10 th Standard	Male =19 Female=10
Up to HS	Male =13 Female=14
Up to UG	Male =8 Female=4
Up to PG	Male =1 Female=0

Geographical Location:

The Village is Located in the South eastern Part of Nagaon District of Assam.
The village is 1.5 Km away toward east of Doboka city/town.

Statistical Information:

Total Population: 1872: Male: 871 Female: 1001 till April 2013.

Population based on Religion: Islam 1623(86.25%), Hindu: 249(13.75%)

Children Born after April 2013: Male: 30, Female: 36

Child Mortality: Male: 02, Female: 03, Adult male: 04, **Adult Female:** 04

BPL Category families: 275 families out of 333 families.

Main Source of Livelihood; Cultivation (60.05%)

No.of Anganwadi Centres: 04 (under Binnakandi & Jugijan Child Development Project)

No of Schools: Lower Primary: 02 Upper primaries: Nil **Secondary: Nil**

No of Medical Centers: 01(Burigaon Health Sub centre)

No of Post office: Nil

Sanitation Facility: Maximum families are having **temporary sanitation while a few are having modern Sanitation system.**

Drinking Water facility available: One PHE project in the name of “Burigaon Water supply Project”.

Rate of Literacy : Above HSLC or Matriculation passed

Communication facility: 36 National highways crossed the Village which is the only source of communication. Besides, small Panchayat Roads are available to have internal connectivity.

Goal of the Practice:

- To spread Social Harmony among the villagers.
- To create awareness among people towards Higher and professional education.
- To motivate the people for pure drinking water.
- To make awareness about the effects of Florid and Arsenic.
- To aware the people for their socio-economic uplift.
- To make them self employed (Required equipments will be provided).
- To aware those about the Environmental balance.
- To take steps for increasing Literacy rate among them.
- To aware them about the effects of Population Growth/Child mortality etc.
- To take adequate measures to face the natural calamities like Flood, erosion etc.

The Context: Haji Anfar Ali College is situated in the western part of Doboka town. The Village adopted by the College authority to make it a Model one is Burigaon **Village** which 1.5 KM away from the College. Burigaon Village is located in a very beautiful location surrounded by hilly bound areas. The natural scenario surrounded the village may attract any visitor. 36 No National Highway

crossed the village and reached to Diphu, the Headquarter of Hilly Karbi Anglong District of Assam. The villagers are very simple living and depend on rainy water for their cultivation. Most of them are farmers and a few have their Business and other sources of livelihood. The villagers are in acute need of higher and technical Education, pure drinking water facility, medical facility and of course the self employment measures. The College took various innovative steps to create awareness among the people of that village and taken a number of programmes for their socio-economic development.

The Practice: The College has adopted the **Burigaon** Village as the Model Village in order to accomplish a number of activities in the first part of January 2014. The Community Development Cell of the College has taken up the venture to organize awareness among the villagers for the ill effects of mal nutrition, impure drinking water and the abuse of population growth. People were educated enough in these days about the importance of higher and technical education in this world of Globalisation. A three days camp started from 1st September 2014 was initiated in the village where the Teachers and other distinguished guests of the locality attended the various Lecture Programmes organized. It was a successful event as the people got a light in their lives from that Workshop. To take up the remedial measures for the villagers, the College Authority came forward to distribute 20 nos. of Water Filter among the poor villagers for their common need of pure drinking water. We have examined the quality of their cultivated soil and with due consultation with the officials of Agriculture Department. We provided Seeds for various vegetables and fruits suitable to their lands for more productivity. In order to attract the students towards higher education in that village, the College authority came forward to provide a few free scholarships among the poor-cum-meritorious students of the village. A few faculties of the college extended their helping hand to provide cloths to small children and encouraged them towards education. The College has taken steps for creating Self Help Group (SHG) especially among the Female population of the Village. The Villagers have been provided the information about the Bank Loan facilities available to them.

Evidence of Success: Soon after organizing the Workshops in the Village, we have noticed positive steps of the villagers specially towards using pure drinking water in their day to day lives. The cultivators are found very enthusiastic to cultivate different types of crops and getting very good result. Villagers are very much conscious about the effects of malnutrition and started to take remedial measures with due consultation with the medical officers. The people of the village have taken initiatives for plantation which will enhance environmental

atmosphere to a great extent. This innovative venture of the college may help the villagers set their financial foundation firm.

Contact Details

Name of the Principal: Dr MamunAzam Barbhuiya

Name of the Institution: Haji Anfar Ali College,Doboka

City: Doboka

Pin Code: 782440

Accredited Status: C++

Work Phone- 03674-261451

WEBSITE: www.haacdaboka.org.in

Mobile: 09435739006/09435502032

FAX: 03674261977

Email: haacdoboka@gmail.com

EVALUATIVE REPORT OF THE DEPARTMENTS

1. Evaluative Report of the Department.

1. Name of the department: **Assamese**
2. Year of Establishment: **1986**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., and Integrated Masters; Integrated Ph.D., etc.) :
 - UG (Major & General Course)
4. Names of Interdisciplinary courses and the departments/units involved:
 - Nil
5. Annual/ semester/choice based credit system (programme wise) :
 - As Per Gauhati University
6. Participation of the department in the courses offered by other departments:
 - Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc.:
 - Nil
8. Details of courses/ programmes discontinued (if any) with reasons:
 - Nil
9. Number of Teaching posts :

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	3	Three

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.), :

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided

Kabita Devi	M.A	Associate Professor	A Group	21 years	Nil
Tulika Goswami	M.A	Associate Professor	B Group	18 years	Nil
Dr Abdul Malik	M.A,Ph.D	Associate Professor	A Group	16 years	Nil

11. List of senior visiting faculty : Nil
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty : Nil
13. Student -Teacher Ratio (programme wise) :

Session	Programme	Total Students	Student- Teacher Ratio
2010-11	B.A General	127	1:43
	B.A Major	03	
2011-12	B.A General	320	1:113
	B.A Major	19	
2012-13	B.A General	570	1: 203
	B.A Major	39	
2013-14	B.A General	412	1: 235
	B.A Major	57	

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil
15. Qualifications of teaching faculty with D.Sc / D.Litt/ Ph.D/ MPhil / PG.:
 - a.) PG three
 - b.) Ph.D One Dr. Abdul Malik
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
18. Research Centre /facility recognized by the University: N/A
19. Publications:

Serial No and Name of the Faculty	Session	No of Publication per Faculty	No of Papers in Peer reviewed journal in national	No of Papers in Peer reviewed journal in international	Chapter in books	Books edited	Books with ISSN/ISBN No Details with Publisher
Kabita Devi	2009-10	-	-	-	-		
	2010-11	1					2229-693X
	2011-12	3					2229-693X
	2012-13	1					978-81-923589-7-0
	2013-14	2					978-81-202-3479-3
Tulika Goswami	200910						
	2010-11						
	2011-12						
	2012-13	1					978-81-223589-7-0
	2013-14	1					978-93-81485-65-1
Dr. Abdul Malik	200910						
	2010-11	3					978-81-202-8852-2
	2011-12	4					978-81-920585-4-2

	2012-13						
	2013-14	1					978-81- 2-7213- 214-9

20. Areas of consultancy and income generated: None

21. Faculty as members in:

a) National committees b) International Committees c) Editorial Boards : Nil

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

➤ 100% of the students of the semester end.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies

➤ Nil

23. Awards / Recognitions received by faculty and students : Nil

24. List of eminent academicians and scientists / visitors to the department :

➤ Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: Nil

b) International: Nil

26. Student profile programme/course wise: N/A

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

*M = Male *F = Female

27. Diversity of Students

Name of the Course	Session	% of students from the same state	% of students from other States	% of students from abroad
UG	2009-10	100%	Nil	Nil
UG	2010-11	100%	Nil	Nil
UG	2011-12	100%	Nil	Nil
UG	2012-13	100%	Nil	Nil
UG	2013-14	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?
➤ NIL

29. Student progression :

Student progression	Against % enrolled
UG to PG	70 %
PG to M.Phil.	NIL
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed • Campus selection • Other than campus recruitment	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

- a) Library: The Department has a well equipped library.
- b) Internet facilities for Staff & Students: Campus Wi-Fi Facility & UGC-NRC
- c) Class rooms with ICT facility: Two
- d) Laboratories: Nil

31. Number of students receiving financial assistance from college, university, Government or other agencies: 100%

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts: Nil
33. Teaching methods adopted to improve student learning:
- LECTURE METHOD
 - HOME ASSIGNMENT
 - PRACTICE IN THE WHITE BOARD BY THE STUDENTS
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
➤ Nil
35. SWOC analysis of the department and Future plans :

Strength:

- Good academic career of Teacher
- Teacher's are actively engaged in research work
- Seminar and group discussion among the student
- Having Student-Teacher one to one interaction

Weakness:

- Lack of Seminar room
- Lack of Language Lab

Opportunity:

- To introduce PG Course in Assamese
- Creation of a good ambiance in the field of literary works in the College & the society.

Challenges:

- Lack of Language Lab

Future Plan:

- To establish a language Lab
- To introduce PG Course in Assamese
- Encourage Students to appear for Competitive Exam
- To Collect and Preserve the Cultural Heritage of Assam in a Mini Museum.

2. Evaluative Report of the Department.

1. Name of the department: **Economics**
2. Year of Establishment: **1986**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :
 - UG (Major & General Course)
4. Names of Interdisciplinary courses and the departments/units involved :
 - Environmental studies
 - Fashion Design
5. Annual/ semester/choice based credit system (programme wise) :
 - As Per Gauhati University
6. Participation of the department in the courses offered by other departments :
 - a) Environmental Studies
 - b.) Fashion Design
7. Courses in collaboration with other universities, industries, foreign institutions, etc.:
 - Nil
8. Details of courses/ programmes discontinued (if any) with reasons : \
 - Nil
9. Number of Teaching posts :

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	03	03
Asst. Professors	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.):

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided
Mojaharul Islam	M.A	Associate Professor	Economic Thought	23 years	Nil
Sayed Ahmed	M.A	Associate Professor	Laour Economics	19 years	Nil
Fakhar Uddin	M.A	Associate Professor	Laour Economics	16 years	Nil

11. List of senior visiting faculty : Nil
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty : Nil
13. Student -Teacher Ratio (programme wise) :

Session	Programme	Total Students	Student- Teacher Ratio
2009-10	B.A General	40	13:1
	B.A Major	7	2:1
2010-11	B.A General	60	20:1
	B.A Major	6	2:1
2011-12	B.A General	68	20:1
	B.A Major	7	2:1
2012-13	B.A General	40	13:1
	B.A Major	7	2:1
2013-14	B.A General	61	20:1
	B.A Major	7	2:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil
15. Qualifications of teaching faculty with D.Sc / D.Litt/ Ph.D/ MPhil / PG.: Nil

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
18. Research Centre /facility recognized by the University : N/A
19. Publications:
- * a) Publication per faculty
 - * Number of papers published in peer reviewed journals (national / international) by faculty and students

*Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

- * Monographs
 - * Chapter in Books
 - * Books Edited
 - * Books with ISBN/ISSN numbers with details of publishers
 - * Citation Index
 - * SNIP
 - * SJR
 - * Impact factor
 - * h-index

Serial No and Name of the Faculty	Session	No of Publication per Faculty	No of Papers in Peer reviewed journal in national	No of Papers in Peer reviewed journal in international	Chapter in books	Books edited	Books with ISSN/ISBN No Details with Publisher
Sayed Ahmed	2012	1	-	-	-	-	97893-82569-01-5
M .Islam	-	-	-	-	-	-	-

F. Uddin	-	-	-	-	-	-	-
----------	---	---	---	---	---	---	---

20. Areas of consultancy and income generated : None
21. Faculty as members in:
- National committees
 - International Committees
 - Editorial Boards : Nil
22. Student projects
- Percentage of students who have done in-house projects including inter departmental/programme
 - 100% of the students of the semester end.
 - Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
 - Nil
23. Awards / Recognitions received by faculty and students : Nil
24. List of eminent academicians and scientists / visitors to the department :
- Nil
25. Seminars/ Conferences/Workshops organized & the source of funding
- National : Nil
 - International : Nil
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
Fashion Designing Course (Certificate)	15	12		12	100%
Fashion Designing Course (Diploma)	12	9		9	Awaiting

*M = Male *F = Female

27. Diversity of Students

Name of the Course	Session	% of students from the same state	% of students from other States	% of students from abroad
UG	2009-10	100%	Nil	Nil
UG	2010-11	100%	Nil	Nil
UG	2011-12	100%	Nil	Nil
UG	2012-13	100%	Nil	Nil
UG	2013-14	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

➤ NIL

29. Student progression :

Student progression	Against % enrolled
UG to PG	80%
PG to M.Phil.	NIL
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed • Campus selection • Other than campus recruitment	50%
Entrepreneurship/Self-employment	100%

30. Details of Infrastructural facilities

- Library : The Department has a well equipped library .
- Internet facilities for Staff & Students : Campus Wi-Fi Facility & UGC-NRC
- Class rooms with ICT facility : Two

d) Laboratories : Nil

31. Number of students receiving financial assistance from college, university, government or other agencies : 100%
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts : Nil
33. Teaching methods adopted to improve student learning :
- LECTURE METHOD
 - HOME ASSIGNMENT
 - PRACTICE IN THE WHITE BOARD BY THE STUDENTS
 - GROUP DISCUSSION
34. Participation in Institutional Social Responsibility (ISR) and Extension activities : NIL
35. SWOC analysis of the department and Future plans:

Strength :

- Good academic career of students
- Good performance of the students in final examination
- Sincere and disciplined Teachers
- The department is engaged in a career oriented course (Fashion Design)
- The department is engaged in adoption of the Model Village “BURIGAON” of the College.

Weakness:

- Lack of feeder Schools
- Less Enrollment in the Department
- No Ph.D awarded faculty
- No inter disciplinary Courses in the College

Opportunity:

- Teacher can take Economics classes in feeder schools to encourage Students towards Economics Subject.
- To introduce Statistics Subject in the College.

Challenges :

- It is very necessary to campaign awareness programme among the high School level Students to create interest in Economics.

Future Plan :

- The department planning to organize extension lectures in Economics classes in the feeder school to attract the students .
- The department is pursuing Governing Body to open Commerce Stream in the college.
- The department is preparing introduce advance diploma course in fashion design.
- The department is preparing to introduce career oriented course Diploma in Sales & Marketing Management Course.

3. Evaluative Report of the Department.

1. Name of the department: **Education**
2. Year of Establishment: **1997**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :
 - UG (General Course)
4. Names of Interdisciplinary courses and the departments/units involved :
 - Nil
5. Annual/ semester/choice based credit system (programme wise) :
 - As Per Gauhati University
6. Participation of the department in the courses offered by other departments :
 -
7. Courses in collaboration with other universities, industries, foreign institutions, etc.:
 - Nil
8. Details of courses/ programmes discontinued (if any) with reasons : \
 - Nil
9. Number of Teaching posts :

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	Nil	Two (Non-Sanctioned)

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,) :

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided
Sibbir Ahmed Osmani	M.A	Assistant Professor		17 years	Nil
Abdul Motalib	M.A	Assistant Professor		16 years	Nil

11. List of senior visiting faculty : Nil
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty : Nil
13. Student -Teacher Ratio (programme wise) :

Session	Programme	Total Students	Student- Teacher Ratio
2009-10	B.A General	180	90:1
2010-11	B.A General	232	116:1
2011-12	B.A General	289	145:1
2012-13	B.A General	448	224:1
2013-14	B.A General	566	283:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled :
15. Qualifications of teaching faculty with D.Sc / D.Litt/ Ph.D/ MPhil / PG.: Nil
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil
18. Research Centre /facility recognized by the University : N/A
19. Publications:
 - * a) Publication per faculty

- * Number of papers published in peer reviewed journals (national / international) by faculty and students

*Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

- * Monographs
 - * Chapter in Books
 - * Books Edited
 - * Books with ISBN/ISSN numbers with details of publishers
 - * Citation Index
 - * SNIP
 - * SJR
 - * Impact factor
 - * h-index

Serial No and Name of the Faculty	Session	No of Publication per Faculty	No of Papers in Peer reviewed journal in national	No of Papers in Peer reviewed journal in international	Chapter in books	Books edited	Books with ISSN/ISBN No Details with Publisher
S A Osmani	-	01	-	-	-	-	ISBN-978-93-81694-46-6
A. Motalib		-	-	-	-	-	-

20. Areas of consultancy and income generated : None

21. Faculty as members in:

a)National committees b) International Committees c) Editorial Boards : Nil

22. Student projects

- c) Percentage of students who have done in-house projects including inter departmental/programme
➤ 100% of the students of the semester end.
- d) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies
➤ Nil

23. Awards / Recognitions received by faculty and students : Nil

24. List of eminent academicians and scientists / visitors to the department :

➤ Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National : Nil

b) nternational : Nil

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
General	538	538	262	278	85%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	Session	% of students from the same state	% of students from other States	% of students from abroad
UG	2009-10	100%	Nil	Nil
UG	2010-11	100%	Nil	Nil
UG	20111-12	100%	Nil	Nil

UG	2012-13	100%	Nil	Nil
UG	2013-14	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

➤ NIL

29. Student progression :

Student progression	Against % enrolled
UG to PG	20%
PG to M.Phil.	NIL
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	30%
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

a) Library : The Department has a well equipped library .

b) Internet facilities for Staff & Students : Campus Wi-Fi Facility & UGC-NRC

c) Class rooms with ICT facility : Two

d) Laboratories : Nil

31. Number of students receiving financial assistance from college, university, government or other agencies : 30

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts : Nil

33. Teaching methods adopted to improve student learning :

➤ LECTURE METHOD

➤ HOME ASSIGNMENT

➤ PRACTICE IN THE WHITE BOARD BY THE STUDENTS

34. Participation in Institutional Social Responsibility (ISR) and Extension activities :

Session	Title of the Extension Programme	Place
2011-12	Quiz Competition in Mathematics: with High School Students at	Doboka H.S School.
2012-13	Extempore Speech with Arya Bhatta Science Center	H.A.A.College

35. SWOC analysis of the department and Future plans :

Strength :

- Good academic career of students
- Good performance of the students in final examination
- Sincere and disciplined Teachers

Weakness:

- There is No Sanction in the department
- Teacher Student ratio is beyond limitation.
- No Ph.D awarded faculty
- No Major Course in the Department

Opportunity:

- There is a opportunity to run Major Classes
- Separate TET coaching center can be organized.

Challenges :

- Creating Employment and engage students in various Private Company.

Future Plan :

- The Department is Planning to introduce Major Course Very soon
- The department is Planning to organize coaching classes for various competitive exam among the educated youth.
- The department is Planning to establish an Education Laboratory

4. EVALUATIVE REPORT OF THE DEPARTMENT

1. Name of the department : English
2. Year of Establishment : 1986
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved:

Name of the Interdisciplinary Course : UGC Career Oriented Course in Communicative English

Department involved : Department of English, Haji Anfar Ali College
5. Annual/ semester/choice based credit system (programme wise) : UG-Semester
6. Participation of the department in the courses offered by other departments : NA
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : NA
8. Details of courses/programmes discontinued (if any) with reasons : NA
9. Number of Teaching posts:

Posts	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	03	03
Asst. Professors	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.):

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided

Dr. Hasinus Sultan	M.A., Ph.D.	Associate Professor & HoD	Literature & Cultural Studies, Sociolinguistics	16 Years	Nil
Dr. Nazrul Haque Barbhuiya	M.A., Ph.D.	Associate Professor	Literature	16 Years	Nil
Dr. Sahab Uddin	M.A., Ph.D.	Associate Professor	American and Indian English Literature	16 Years	Nil

11. List of senior visiting faculty: Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: NA
13. Student -Teacher Ratio (programme wise):

Programme (Course)	Session	Student-Teacher Ratio
B.A. (General)	2010-11	42.3:1
B.A. (Major)	2010-11	1.6:1
B.A. (General)	2011-12	74:1
B.A. (Major)	2011-12	2.6:1
B.A. (General)	2012-13	145:1
B.A. (Major)	2012-13	3.3:1
B.A. (General)	2013-14	162:1
B.A. (Major)	2013-14	3.3:1
B.A. (General)	2014-15	179.6:1
B.A. (Major)	2014-15	11.3:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

Academic Support Staff (Technical)	Nil
Administrative Staff	Common with the staff of the College

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:

P.G.	Number	Ph.D.	Number
Dr. Hasinus Sultan	01	Dr. Hasinus Sultan	01
Dr. Nazrul Haque Barbhuiya	01	Dr. Nazrul Haque Barbhuiya	01
Dr. Sahab Uddin	01	Dr. Sahab Uddin	01
Total	03	Total	03

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

Name of the Project	Year of Grants	Project Investigator	Funding Agency
Minor Research Project	2012	Dr. Hasinus Sultan	UGC
Minor Research Project	2012	Dr. Sahab Uddin	UGC

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil
18. Research Centre /facility recognized by the University : Nil
19. Publications:
(per faculty member)

PUBLICATIONS OF DR. HASINUS SULTAN

BOOKS AUTHORED

BY DR. HASINUS SULTAN

Associate Professor & HoD, English

S l. No.	Title of the Book	Author(s) & Co-author (s)	Edition	Place of Publication & Publisher	Year of Publication	Medium of Publication	ISBN / ISSN
1	<i>Discursive Ruminations: Society, Culture, Literature</i>	Co-author	Vol. 1	Nagaon: Krantikaal Prakashan on behalf of Mirror-Cultura	September 2012	Print	ISBN 978-93-81694-36-7

BOOKS / JOURNALS/ MAGAZINES EDITED

BY DR. HASINUS SULTAN

Associate Professor & HoD, English

S I. N O.	Title of Journal / Book	Editor / Associate Editor / Managing Editor/ Editorial Board Member	Volume / Issue / Edition	Place of Publicati on & Publisher	Year of Publica tion	Mediu m of Publica tion	ISBN / ISSN
1	<i>Career Paths & Job Quests</i> (Book)	Editor	Vol. 1	Daboka: Cell for Coaching Classes for Entry in Services, Haji Anfar Ali College, Daboka	Septem ber 2012	Print	ISBN 978-93- 81694- 46-6
2	<i>Eid</i> (Annual Journal)	Editorial Board Member	Vol. 1, Issue 4	Guwahati: Centre for Minority Studies, Research and Developm ent, Assam	October 2012	Print	■
3	<i>Anfarjyoti</i>	Editorial Board Member	Vol. 5	Haji Anfar Ali College, Daboka	2012-13	Print	■
4	<i>Luit</i> (AFMI: USA & CANADA, Conference Volume on the occasion of XXII International Education Convention & Gala Award Ceremony)	Associate Editor	■	Guwahati: Ajmal Foundatio n and Markazul Ma'arif	Decemb er 2013	Print	■
5	<i>Cross-Currents: An International Peer Reviewed Journal on Humanities & Social Sciences</i>	Editor	Vol. 1 Issue 1	Daboka, Nagaon, Assam: Society for Education and Research for Communa l Harmony	Under publicat ion (ISSN accorde d on Decemb er 10, 2014)	Print	ISSN 2394- 451X

PAPERS PUBLISHED IN PEER REVIEWED JOURNALS

BY DR. HASINUS SULTAN

Associate Professor & HoD, English

Sl. No.	Title of the Paper / Article / Chapter	Title of the Journal	Editor(s)	Volume / Issue / Edition	Place of Publication & Publisher	Year of Publication	Medium of Publication	ISBN / ISSN
1	'The Garden of Forking Paths' and 'The Secret Miracle': Temporality in the Borgesian Fiction	<i>Budhidrum</i>	Ed. Hussain, Munirul	Vol. 2	Furkating College, Golaghat	2012	Print	ISSN 2319-4685
2	'Postmodernism and Beyond Postmodernism'	<i>Eclectic Representations: A Biannual Scholarly Journal of Critical Explorations in Literatures from Across the World</i>	Dr. S. Stephen Jebanesan	Vol.2, Issue 2	PG & Research Department of English, Madras Christian College (Autonomous), Tambaram, Chennai, India	December 2012	Print	ISSN 2231-430X

PAPERS & ARTICLES PUBLISHED

BY DR. HASINUS SULTAN

Associate Professor & HoD, English

Sl. No.	Title of The Paper / Article / Chapter	Title of The Book / Journal	Author(s) / Editor(s)	Volume / Issue / Edition	Place of Publication & Publisher	Year of Publication	Reprint (s)	ISBN / ISSN
1	'Asamar Char Anchalar Musalmansakalar Bhāṣā'	<i>Asamiya Aru Asamar Bhasa</i>	Eds. Dr. Biswajit Das and Dr. Phukan Chandra Basumatar	1 st & 2 nd Editions	Guwahati: Ank-Bak	December 2010	Rpt. September 2014	ISBN 978-93-80454-30-6
2	'Making Sense of Bishnu Prasad Rabha: Life and Ideology'	<i>Hel</i>	Ed. Farijul Hoque	1 st Edition	Swami Yogananda Giri College, Sakti Asram, Kokrajhar: Adarani Samiti, Kendriya Bishnu Prasad Rabha Divas	20 June 2012	■	ISBN 978-93-81850-11-4

3	'Pre-Raphaelite Kabita Aru Kabitat Xilpamandita Jivanar Pratiphalan'	<i>Dimoru</i>	Eds. Indra Mohan Hazarika and Dr. Indrajit Bezbarua	Vol. 2	Hojai-Dima Hasao Zone: Assam College Teachers' Association (ACTA)	June 2012	■	ISBN 978-93-81694-22-0
4	'Farmers of South-East Nagaon: Problems and Prospects'	<i>Dimoru</i>	Eds. Indra Mohan Hazarika and Dr. Indrajit Bezbarua	Vol. 2	Hojai-Dima Hasao Zone: Assam College Teachers' Association (ACTA)	June 2012	■	ISBN 978-93-81694-22-0
5	'A Study in Language and Culture in the Char Areas of Lower Assam'	<i>Summary of Doctoral Thesis</i>	Eds. Sahab Uddin and Devojit Phukan	Vol. 4	Assam College Teachers' Association (ACTA)	August 2012	■	ISBN 978-81-920635-3-9
6	'Discursive Markers and Fillers in English'	<i>Career Paths & Job Quests</i>	Ed. Dr. Hasinus Sultan	Vol. 1	Cell for Coaching Classes for Entry in Services, Haji Anfar Ali College, Daboka, Nagaon	September, 2012	■	ISBN 978-93-81694-46-6
7	'Freedom to Choose a Career'	<i>Career & Job in Focus</i>	Ed. Sahab Uddin	Vol. I	Career Guidance & Counselling Cell, Haji Anfar Ali College	September 2012	■	ISBN 978-93-82569-01-5
8	'Language, Culture and the Question of Identity'	<i>Abstract Volume Cum Souvenir: International Seminar on Ethnicity, Identity & Literature</i>	Eds. Dr. Sabyasachi Mahanta and Chandan Borgohain	■	Sibsagar College, Joysagar, Assam: Department of English, Sibsaagar College	October 2012	■	ISBN 978-81-924140-6-5
9	'Language, Culture and the Question of Identity: Contextualizing the People of the Char Areas in the Melting Pot and the Cultural Mosaic of Assam'	<i>Problematics on Ethnicity, Identity & Literature</i>	Eds. Dr. Anooradha Chakrabarty Bruah and Dr. Hemanta Nath	■	Sibsagar College, Joysagar, Assam: Department of English, Sibsaagar College	October 2012	■	ISBN 978-81-924140-5-8
10	'Dr. Bhupen Hazarika: A True Singer of the Masses'	<i>Somonnoy</i>	Ed. Dr. Indrajit Bezbarua	■	Hojai: Srimanta Sankardev Krishti	November 2012	■	ISBN 978-93-82569-06-0

					Bikash Kendra, Sankardev Nagar, Hojai, Nagaon			
11	'Seikspieriya Natya Sahitya : Atmanistha Aru Samaj-Bastavar Shailpik Rupayan'	<i>Natun Padatik</i>	Eds. Gohain, Hiren et al	Vol. 15, Issue 4	Guwahati, Padatik Prakashan	November 2012	■	ISSN 2250-3471
12	'Linguistic Identity of the Charuwa Speech Community of Assam'	Conference Abstract Volume of Papers Presented (International)	33rd Annual Conference of Linguistic Society of Nepal, Tribhuvan University, Kirtipur, Kathmandu		Linguistic Society of Nepal, Tribhuvan University, Kirtipur, Kathmandu		■	■
13	'The Spirit of Eid and Muharram'	<i>The Life and Ideals of Prophet Muhammad (PBUH)</i>	Eds. Haque, A. and N.I. Barbhuyan	■	Hojai College, Hojai, Assam	2013	■	ISBN: 0-9760059-0-5
14	'Indian English in an Age of Englishes'	<i>Anfarjyoti</i> (Special Issue)	Editorial Board, Annual College Magazine, Haji Anfar Ali College	No. 5	Haji Anfar Ali College, Daboka, Nagaon, Assam	2012-3	■	■
15	'The River of Love Defiled'	<i>Birangana</i>	Ed. Dr Tridib Goswami	■	Uriyagaon, Nagaon, Assam: Bhogeshwari Phukanani Girls' Higher Secondary School, Nagaon	2013	■	ISBN: 978-93-81696-54-1
16	'Situating Indian English in An Age of Englishes'	Conference Abstract Volume of Papers Presented (International) : <i>Contemporary English Studies: Society, Culture and Language</i>	■	■	Department of English, Assam University, Silchar, Assam & the Forum for English Studies, Assam University, Silchar, Assam	2013	■	■

17	'Uttar Adhunikatabad Aru Ingraji Sahityat Iyar Prabhav'	<i>Eid</i> (Annual Journal)	Zamser Ali et al	Vol. 2	Guwahati: Centre for Minority Studies, Research and Development, Assam	2010	■	■
18	'Seikspiyeriy Natya Sahitya'	<i>Eid</i> (Annual Journal)	Zamser Ali et al	Vol. 1	Guwahati: Gana Adhikar and Centre for Minority Studies, Research and Development, Assam	2009	■	■
19	'Muslims in the Char Areas of Assam in the Melting Pot and Cultural Mosaic of Assam'	<i>Luit</i> (AFMI: USA & CANADA, Conference Volume on the occasion of XXII International Education Convention & Gala Award Ceremony)	Abdul Mannan et al	■	Guwahati: Ajmal Foundation and Markazul Ma'arif	December 2013	■	■
20	'Whither our Cultrue?'	<i>Anfarjyoti</i>	Arseara Choudhury	■	Haji Anfar Ali College, Daboka, Nagaon, Assam	2014	■	■

PUBLICATIONS OF DR. NAZRUL HAQUE BARBHUIYA

Associate Professor, Dept. of English

Sl. No.	Name of the Book/Journal/Article	Publisher's Name & Address with Year of Publication	Title of the Paper	Editor(s)	ISSN / ISBN
1	<i>Aan Nadwa</i>	NEINT & ES, Badarpur	■	Edited by Dr Nazrul Haque Barbhuiya	■

2	<i>Sublime Tradition –A Bi-Annual Literary Journal</i>	Dr P.K.Jain, Amroha, UP	A Post Colonial Approach to Three Indian English Novels - <i>The Nowhere Man, Midnight Children and The God of Small Things</i>	Dr P.K.Jain	ISSN 0976-3051
3	<i>Post Colonial writings in English Assamese and Bengali - A Comparative Reading.</i>	Rupahi College, Rupahi, Nagaon	A post Colonial Writing in English	Riazul Islam	ISBN 9789381694916
3	<i>Life and Ideals of Prophet Muhammed(PBUH)</i>	Milad Mehfil Committee & Hojai College Students Union, 2013	Status of Women in Islam	Prof Azizul Haque & Prof Nazrul Islam Barbhuyan	ISBN-9760059-0-5
5	<i>Anfarjyoti : Annual College Magazine</i>	Haji Anfar Ali College, Doboka	■	In-Charge: Dr Nazrul Haque Barbhuiya & Dr Abdul Malik	■
6	<i>Summary of Doctoral Thesis (Vol. VI)</i>	ACTA, Guwahati, 2014	Summary of the Doctoral thesis "Post colonial elements in Salman Rushdie's Novels"	■	ISBN-978-81-920635-5-3

PUBLICATIONS OF DR. SAHAB UDDIN

BOOKS / JOURNALS/ MAGAZINES EDITED

BY DR. SAHAB UDDIN

Associate Professor, Dept. of English

Sl. No.	Name of the Book/Journal/Magazine	Publisher's Name with Publication Year	Edited/ Co-Edited	ISSN/ISBN
1	<i>Summary of Doctoral Theses (Vol-IV)</i>	Assam College Teachers' Association (ACTA) 2012	Co-editor	978-81-920635-3-9
2	<i>Career & Job in Focus</i>	Career Guidance & Counseling Cell, Haji Anfar Ali College, Daboka, Nagaon 2012	Editor	978-93-82569-01-5
3	<i>Dimoru (An Annual Publication of Hojai Dima Hasao Zone) Vol – I</i>	IT Press, Nilbagan On behalf of HDHZ under ACTA, 2011	Co-editor	-
4	<i>Dimoru (An Annual Publication of Hojai Dima Hasao Zone) Vol – III</i>	Gigabytes Press and Publication, Nagaon	Co-editor	978-81-923589-9-4

		On behalf of HDHZ under ACTA, 2013		
5	ACTA Annual Journal 2012-13	Assam College Teachers' Association (ACTA) Solapar, Guwahati 2014	Co-editor	ISSN- 2229-693X

PAPERS & ARTICLES PUBLISHED

BY DR. SAHAB UDDIN

Associate Professor, Dept. of English

Sl. No.	Name o The Book/Journal	Publishers' Name & Address with Year of Publication	Title of the Paper	Editor(s)	ISSN / ISBN
1	<i>Indian Writing in English: Speculations and Observations</i>	AUTHORS PRESS, NEW DELHI, 2011	Journey From Anonymity to Recognition: A Study of Kamala Markandaya's Women. (Pp-91-98)	Dr. A.M.Nawale	978-81-7273-585-2
2	<i>Booker Prize Winner Indian English Novels: A Kaleidoscopic Study</i>	AAVISHKAR PUBLISHERS, DISTRIBUTORS, JAIPUR (RAJ), 2011	Arvind Adiga's India in <i>The White Tiger</i> (pp- 179-187)	Dr. Vishwanath Bite & Dr. Arvind M. Nawale	978-81-7910-341-8
3	<i>On the Fringes: Marginalized Voices in English Literature</i>	AUTHORS PRESS, NEW DELHI, 2011	Centering the Margins: A Study of Kamala Markandaya's <i>Nectar in a Sieve</i> and <i>A Handful of Rice</i> (pp-160-167)	Dr. Sheeba Rakesh & Capt. Dr. Arvind M.Nawale	978-81-7273-657-6
4	<i>Feminine Fragrance: Reflections on Women Writings in English</i>	GNOSIS, DELHI, 2012	Arundhati Roy's <i>The God of Small Things</i> : An Activist's Perspective (pp-52-61)	Capt. Dr. Arvind M.Nawale	978-93-81030-28-8
5	<i>The Fictional Craftsmanship of Amitav Ghosh</i>	AUTHORS PRESS, NEW DELHI, 2013	Nationalism Creates Nations: A Study of Amitav Ghosh's <i>The Shadow Lines</i> in Today's Context (pp- 35-41)	Nibedita Mukherjee & Arvind Nawale	978-81-7273-725-2
6	<i>NEW ACADEMIA(An International Journal of English Language, Literature and Literary Theory)</i>	INTERACTIONS FORUM(IF), PUNE , 2013	The Treatment of Relationship in Attia Hossain's <i>Sunlight On A Broken Column</i> (pp- 41-44)	Sachin Londhe (Vol-II Issue I, Jan -2013)	2277-3967
7	<i>Career Paths & Job Quests</i>	Cell for Coaching Classes For Entry in Services	Positive Mind-set & Walk in Interview (pp-89-94)	Dr. H. Sultan	978-93-81694-46-6
8	<i>Summary of Doctoral Theses (Vol-V)</i>	ACTA, Guwahati 2013	Kamala Markandaya's Search For Roots: A Critical Study	Dr. Subhash	978-81-920635

				Barman	-5-3
9	<i>Seminar Volume (National Level)</i>	HOJAI COLLEGE, NAGAON	Theme: Demographic Changes and Its Impact on the Socio Economic and Cultural Life of the People of North East India.	N.I.Barbhuyan	--
10	<i>Seminar Volume (National Level)</i>	LANKA MAHAVIDYALAYA, NAGAON	Theme: The Contribution of Dr. Bhabendra Nath Saikia Towards Assamese Language, Literature and Culture.	I.M.Hazarika	--
11	<i>Proceedings of National Seminar-cum-Conference on The Life and Ideals of Prophet Muhammad (pbuh)</i>	Milad Mehfil Committee & Hojai College Students' Union, 2013	Islamic Culture and Brotherhood	A.Haque N,I,Barbhuyan	0-9760059-0-5
12	<i>ABHIBYAKTI Vol-II, 2014</i>	Women Cell, Assam College Teachers Association (ACTA),2014	Today's Women and the Early Child Car: A Brief Overview.	Dr. Malabika Roy Amiya Patar	ISSN-2450-0546
13	<i>ACTA Annual Journal Vol-XXXVI , 2012-13</i>	Assam College Teachers Association (ACTA), Solapar , Guwahati, 2014	"The Miracle Of Roots": Transcendent Markandaya amd Cataclysmic Wilson	Himangshu Maral Dr. Sahab Uddin	ISSN-2229-693X
14	<i>Kolong-Kiling An Anthology of Research Articles.</i>	Nagaon Morigaon Zone, ACTA 2014	Jahnabi Barua's <i>Rebirth</i> : A Mother Child Monologue or A Woman's Journey to Personhood	Babita Baruah M.H.Akanda	ISBN: 978-81-202-3470-3

20. Areas of consultancy and income generated : N/A

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards

Name of the Faculty Member(s)	Position on the Committee / Board	National / International
Dr. Hasinus Sultan	Life Member: Linguistic Society of Nepal (from 26 November 2012)	International
	Registered Member: The Linguist List- International Linguistics Community Online	International
	Member & Contributor of Xobdo : A Multilingual Online Dictionary (http://www.xobdo.org/)	International

	Editor of <i>Cross-Currents: An International Peer-Reviewed Journal on Humanities and Social Sciences</i> (ISSN: 2394-451X)	International
Dr. Sahab Uddin	Associate Editor. Reflection W & R Mag	International
	Member, Academic Council, Gauhati University	State Level

22. Student projects

- a) Percentage of students who have done
- including inter house projects Departmental / programme : Nil
- b) Percentage of students placed for projects in
organizations outside the institution i.e. in
Research laboratories/Industry/ other agencies : Nil

23. Awards / Recognitions received by faculty and students

Name of the Faculty Member(s)	Award / Recognition and Name of the Agency	Year
Dr. Hasinus Sultan	Society for Education and Research for Communal Harmony (SEARCH): in appreciation for his Ph.D. thesis which is a seminal contribution to the study of the language and culture of the marginalized people of the char areas of Assam	2014
	Doboka Samajik Unnayan Parishad, Daboka, Nagaon, Assam: in recognition of Ph.D. Achievement	2013
Dr. Sahab Uddin	Doboka Samajik Unnayan Parishad, Daboka, Nagaon, Assam: in recognition of Ph.D. Achievement	2013

24. List of eminent academicians and scientists / visitors to the department: Nil

25. Seminars/ Conferences/Workshops organized & the source of funding a) National b) International
:Nil
26. Student profile programme / course wise:

UG REGULAR COURSE OF THE COLLEGE

Name of the Course / Programme (From the Academic Session 2011-12 to 2013-014)		Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
B.A. 1 st Semester	General	228	228	113	115	65.4% (1 st Sem.)
B.A. 2 nd Semester	General					66.8% (2 nd Semester)
B.A. 1 st Semester	Major	04	04	04	00	75%
B.A. 2 nd Semester	Major	03	03	03	00	66.6%
B.A. 3 rd Semester	Major	03	03	03	00	66.6%
B.A. 4 th Semester	Major	03	03	03	00	66.6%
B.A. 5 th Semester	Major	03	03	03	00	66.6%
B.A. 6 th Semester	Major	02	02	02	00	100%

UGC CAREER ORIENTED COURSE IN COMMUNICATIVE ENGLISH (INTERDISCIPLINARY)

Name of the Course / programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
Certificate in Communicative English (Batch 1)	42	30	24	06	Results awaited
Certificate in Communicative English (Batch 1)	39	30	13	17	Exams not yet held

*M = Male *F = Female

27. Diversity of Students;

Name of the Course	% of students from the same State	% of students from other States	% of students from abroad
B.A.	99%	1%	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

- There is no mechanism to keep information of such students. But, a good number of the students have passed out with laudable marks, and have gone for various competitive examinations.

29. Student progression

Student progression	Against % enrolled
UG to PG (Students with Major)	80%
PG to M.Phil.	Nil
PG to Ph.D.	Nil
Ph.D. to Post-Doctoral	Nil
Employed	
• Campus selection	Nil
• Other than campus recruitment	
Entrepreneurship/Self-employment	20%

30. Details of Infrastructural facilities

a) Library:

- The college boasts the pride of a well-stocked and well-furnished Central Library.
- Students with Major in English can make the best use of books and journals available in the Central Library.
- They can photocopy the whole or parts of text books and reference books of the Central Library.
- Apart from the Central Library of the college, there is a Departmental Library with a rich stock of reference and text books.

b) Internet facilities for Staff & Students:

- Internet facilities are provided by centrally by the college.

c) Class rooms with ICT

facility:

- Students of English Department, along with those of other Departments, have an access to Information and Communication Technologies in the Smart Class Rooms and Language Lab of the college.

- They can make use of the computers and interactive software applications in the Language Lab.
 - Interactive Smart Boards and LCD projectors are used for a better illustration of lessons.
- d) Laboratories:
- Students of the Department have a free access to the Language Lab of the college.
31. Number of students receiving financial assistance from college, university, government or other agencies:
- Meritorious students from economically disadvantaged backgrounds avail themselves of Special Fund raised by the employees of the college.
 - Students belonging to SC/ST/ OBC/MOBC and Minority communities are eligible for a number of state and national scholarships granted by the government and non-governmental agencies.
32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:
- Students are encouraged by special lecture programmes organized by the Department.
 - Departmental seminars and workshops are organized from time to time.
33. Teaching methods adopted to improve student learning
- Audio-visual classes
 - High-tech digital aids for teaching-learning progression
 - Remedial coaching classes for backward students
 - Tutorial classes
 - Internal assessments
 - Peer group discussions.
 - Regular assignments
 - Fostering leadership quality in them by inspiring them to organize academic programmes.
34. Participation in Institutional Social Responsibility (ISR) and Extension activities:
- Students and teachers of the Department take active parts in institutional programmes organized to create mass awareness.
 - Debates, symposia and lecture sessions are dedicated to the cause of building a sense of accountability, responsibility, self-discipline and integrity in the young minds of the college.
 - Faculty members of the Department play a vital role in a wide range of extension activities through various cells and committees.

35. SWOC analysis of the department and Future plans:

STRENGTHS

- All the three faculty members of the Department of English are young and energetic, and they have a very cordial and friendly relation with the students.
- All the teachers of Department of English are Ph.D. Degree holders and actively engaged in research and extension activities.
- Most of the students with Major in English have passed out with encouraging academic results.

WEAKNESSES

- Most of the students come from very poor, agrarian family backgrounds, and during the cropping and harvest seasons, many of them work in the fields and absent themselves from classes.
- Mediocre and average / below average calibre of the greater bulk of the students
- Insufficient infrastructural facilities
- Shortage of teaching staff

OPPORTUNITIES

- Students can make the most of the UGC sponsored programmes like Remedial Coaching Classes, Career Guidance and Counselling, and Coaching Classes for Entry in Services.
- The Department of English may enhance outreach activities to attract brilliant students.

CHALLENGES

- Facilitating career-oriented inclusive education,
- Ensuring worthwhile jobs after completion of a college degree,
- Promoting value-based education,
- Taking the students beyond the confines of the syllabus and academic curriculum to embrace humanitarian dimensions of knowledge like secularism, charity, tolerance and compassion.

FUTURE PLANS

- To introduce skill-based programmes
- To introduce career-oriented programs
- To bring out a departmental journal on a regular basis
- To promote the departmental library to a self-sufficing library
- To upgrade the Department from UG to PG level

5. EVALUATIVE REPORT OF THE DEPARTMENT.

1. Name of the department: : HISTORY
2. Year of Establishment : 1986
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D, Integrated Masters; Integrated Ph.D., etc.) : UG (General Course)
4. Names of Interdisciplinary courses and the departments/ Units involved : Classes Taken in the Study centre, KKHSO in the subject of History
5. Annual/ semester/choice based credit system (programme wise) : As per Gauhati University
B.A. Sellebus
6. Participation of the department in the courses offered by other departments : Nil
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : Nil
8. Details of courses/ programmes discontinued (if any) with reasons : Nil
9. Number of Teaching posts :

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Threes	Three
Asst. Professors	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.):

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided last 4 years
Masaddar Ali Laskar	M.A. P hd	Associate Professor	Modern	20 years	Nil
Abdul Hamid Talukdar	M.A	Associate Professor & (HoD)	Modern	17 years	Nil
Abdul Rouf Laskar	M.A	Associate Professor	Ancient	17 years	Nil

11. List of senior visiting faculty : Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : Nil
13. Student -Teacher Ratio (programme wise) :

Class	Course	Total No of Students in the Session					Student -Teacher Ratio				
		2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
B.A 1 st Year	General	10	25	36	38	16	10:1	16:1	22:1	26:1	20:1
	Major	4	-	2	-	2					
B.A 2 nd Year	General	8	10	17	30	23					
	Major	-	3								
B.A 3 rd Year	General	8	10	10	10	20					
	Major	-	-								

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

14. Qualifications of teaching faculty with D.Sc / D.Litt/ Ph.D/ MPhil / PG.:

Sl. No.	Name of the Teaching Facuties	Academic Qualification				
		PG	MPhil	PhD	D. Litt	D.Sc
1.	Masaddar Ali Laskar	M.A.	Nil	PhD	Nil	Nil
2.	Abdul Hamid Talukdar (HoD)	M.A.	Nil	Nil	Nil	Nil
3.	Abdul Rouf Laskar	M.A.	Nil	Nil	Nil	Nil

16. Number of faculty with ongoing projects from a) National
b) International funding agencies and grants received : Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : 1 (one) Funded by UGC amounting Rs1,50,000/-
18. Research Centre /facility recognized by the University : N/A
19. Publications:
- * a) Publication per faculty
 - * Number of papers published in peer reviewed journals (national / international) by faculty and students

*Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

- * Monographs
 - * Chapter in Books
 - * Books Edited
 - * Books with ISBN/ISSN numbers with details of publishers
 - * Citation Index
 - * SNIP
 - * SJR
 - * Impact factor
 - * h-index

Serial No and Name of the Faculty	Session	No of Publication per Faculty	No of Papers in Peer reviewed journal Sate	No of Papers in Peer reviewed journal in national	No of Papers in Peer reviewed journal in international	Chapter in books	Books /Jurnal edited	Books with ISSN/ISBN No Details with Publisher
Masaddar Ali Laskar	2003	1	-	-	-	-	-	-
	2003-04	1	-	-	-	-	-	-
	2004-05	1	-	1	-	-	-	-
	2004	1	-	1	-	-	-	-
	2007	1	-	1	-	-	-	-
	2009	1	-	-	-	-	-	-
	2010	1	-	-	-	-	-	-
	2011	1	-	-	-	-	-	-
	2012	1	-	-	-	-	-	97893-82569-01-5
	2012	1	-	-	-	-	-	978-93-81694-46-6
	2013	1	1	1	-	-	-	978-81-9235899-4
	2014	1	-	-	-	-	-	0-9760059-0-5
Abdul Hamid Talukdar	2004	1	1	-	-	-	-	-
	2005	1	1	-	-	-	-	-
	2008	1	1	-	-	-	-	-
	2010	1	1	-	-	-	-	-

	2012	1	1	-	-	-	-	-
	2014	-	-	-	-	-	1	-
Abdul Rouf Laskar	-	-	-	-	-	-	-	-

20. Areas of consultancy and income generated : None

21. Faculty as members in:
 a) National committees b) International Committees
 c) Editorial Boards : Nil

22. Student projects
 e) Percentage of students who have done
 In-house projects including inter departmental/
 Programme :
 f) Percentage of students placed for projects in
 organizations outside the institution i.e. in Research
 laboratories/Industry/ other agencies : Nil

23. Awards / Recognitions received by faculty and students : Nil

24. List of eminent academicians and scientists / visitors
 to the department : Nil

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National : Nil

b) International
 : Nil

26. Student profile programme/course wise : N/A

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	

27. Diversity of Students

Name of the Course	Session	% of students from the same state	% of students from other States	% of students from abroad
UG	2009-10	100%	Nil	Nil
UG	2010-11	100%	Nil	Nil
UG	2011-12	100%	Nil	Nil
UG	2012-13	100%	Nil	Nil
UG	2013-14	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? :NIL

29. Student progression :

Student progression	Against % enrolled
UG to PG	07
PG to M.Phil.	NIL
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed • Campus selection • Other than campus recruitment:	05%
Entrepreneurship/Self-employment	90%

30. Details of Infrastructural facilities

- a) Library : The Department has a well equipped library with limited resource
- b) Internet facilities for Staff & Students : Campus has Wi-Fi Facility
- c) Class rooms with ICT facility : Two
- d) Laboratories : Nil

31. Number of students receiving financial assistance from college, university, government or other agencies: Decided by the College administration
32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts : Nil

33. Teaching methods adopted to improve student learning :

➤LECTURE METHOD

➤HOME ASSIGNMENT

➤PRACTICE IN THE WHITE BOARD BY THE STUDENTS

34. Participation in Institutional Social Responsibility (ISR) and Extension activities :

Session	Title of the Extension Programme	Place
2010- 11	Classes taken for the students of History in the nearby Daboka H.S. School	Doboka Higher Secondary School.
2013-14	Classes taken for the students of KKHSOU and adjustment of KKHSOU Office with the Department of History	H.A.A.College

35. SWOC analysis of the department and Future plans :

Strength :

- Good academic career of students
- Good performance of the students in final examination
- Sincere and disciplined students
- Depart is engaged with extension of education with KKHSOU, HAAC, Daboka

Weakness:

- Lack of feeder H. S. School
- Less enrollment in the Department
- Lack of awareness among the society regarding the importance of History so that the department should take some initiative to create awareness among the various classes of the locality of greater Daboka.
- Lack of PhD and other research works.

Opportunity:

- Department can take initiative to create awareness among the the society regarding the importance of History as subject of study.
- Department can take initiative for coaching classes for competitive exams.

Challenges :

The nation and the state of Assam in particular is now facing burning problems like terrorism , communalism and extremism. But among the factors, the lack of knowledge in history makes the youth to involve the activities like anti social and anti national activities. As such, the department of History has a key role to create awareness among the mass regarding the importance of basic knowledge of social – cultural and political history of the region and therefore put pressure on the government policy makers to introduced History as Subject of study from the 9th standard onwards.

Future Plan:

Department may take steps to search and preserved the historical ruin of the ancient Dobak kingdom so that the historical monuments of the locality of the greater Dobak kingdom can be preserve in a departmental museum.

6. Evaluative Report of the Department.

1. Name of the department: **Mathematics**
2. Year of Establishment: **1986**
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :
 - UG (General Course)
4. Names of Interdisciplinary courses and the departments/units involved :
 - Computer Certificate Course
 - Environmental studies
 - Economics Major
5. Annual/ semester/choice based credit system (programme wise) :
 - As Per Gauhati University
6. Participation of the department in the courses offered by other departments :
 - a) Environmental Studies
 - b) Economics Major courses
7. Courses in collaboration with other universities, industries, foreign institutions, etc.:
 - Nil
8. Details of courses/ programmes discontinued (if any) with reasons : \
 - Nil
9. Number of Teaching posts :

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Three	Three
Asst. Professors	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,) :

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided
Abdus Subur Talukdar	M.Sc	Associate Professor	Topology & NSDE	16 years	Nil
Pijush Chakraborty	M.Sc	Associate Professor	Fluid Dynamics & Relativity	16 years	Nil
Samser Ali Seikh	M.Sc	Associate Professor	Fluid Mechanics	16 years	Nil

11. List of senior visiting faculty : Nil
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty : Nil
13. Student -Teacher Ratio (programme wise) :

Session	Programme	Total Students	Student- Teacher Ratio
2009-10	B.A General	5	1:1
2010-11	B.A General	5	1:1
2011-12	B.A General	4	1:1
2012-13	B.A General	2	1:1
2013-14	B.A General	2	1:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil
15. Qualifications of teaching faculty with D.Sc / D.Litt/ Ph.D/ MPhil / PG.: Nil
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil

18. Research Centre /facility recognized by the University : N/A

19. Publications:

* a) Publication per faculty

* Number of papers published in peer reviewed journals (national / international) by faculty and students

*Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

- * Monographs
 - * Chapter in Books
 - * Books Edited
 - * Books with ISBN/ISSN numbers with details of publishers
 - * Citation Index
 - * SNIP
 - * SJR
 - * Impact factor
 - * h-index

Serial No and Name of the Faculty	Session	No of Publication per Faculty	No of Papers in Peer reviewed journal in national	No of Papers in Peer reviewed journal in international	Chapter in books	Books edited	Books with ISSN/ISBN No Details with Publisher
Samsar Ali Seikh	2009-10	1	-	-	-	1	01
Abdus Subur Talukdar	2011-12	Nil	Nil	Nil	Nil	1	01
Pijush Chakraborty	2013-14	Nil	Nil	Nil	Nil	1	Nil

20. Areas of consultancy and income generated : None

21. Faculty as members in:
- a) National committees b) International Committees c) Editorial Boards : Nil
22. Student projects
- g) Percentage of students who have done in-house projects including inter departmental/programme
- 100% of the students of the semester end.
- h) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies
- Nil
23. Awards / Recognitions received by faculty and students : Nil
24. List of eminent academicians and scientists / visitors to the department :
- Nil
25. Seminars/ Conferences/Workshops organized & the source of funding
- a) National : Nil
- b) International : Nil
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
Computer Application	538	538	262	278	85%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	Session	% of students from the same state	% of students from other States	% of students from abroad
UG	2009-10	100%	Nil	Nil
UG	2010-11	100%	Nil	Nil
UG	2011-12	100%	Nil	Nil

UG	2012-13	100%	Nil	Nil
UG	2013-14	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

➤ NIL

29. Student progression :

Student progression	Against % enrolled
UG to PG	50%
PG to M.Phil.	NIL
PG to Ph.D.	NIL
Ph.D. to Post-Doctoral	NIL
Employed	
<ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	50%
Entrepreneurship/Self-employment	100%

30. Details of Infrastructural facilities

a) Library : The Department has a well equipped library .

b) Internet facilities for Staff & Students : Campus Wi-Fi Facility & UGC-NRC

c) Class rooms with ICT facility : Two

d) Laboratories : Nil

31. Number of students receiving financial assistance from college, university, government or other agencies : 100%

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts : Nil

33. Teaching methods adopted to improve student learning :

- LECTURE METHOD
- HOME ASSIGNMENT
- PRACTICE IN THE WHITE BOARD BY THE STUDENTS

34. Participation in Institutional Social Responsibility (ISR) and Extension activities :

Session	Title of the Extension Programme	Place
2011-12	Quiz Competition in Mathematics: with High School Students at	Doboka H.S School.
2012-13	Extempore Speech with Arya Bhatta Science Center	H.A.A.College

35. SWOC analysis of the department and Future plans :

Strength :

- Good academic career of Teachers
- Good performance of the students in final examination
- Sincere and disciplined students
- Department is engaged with Computer Center

Weakness:

- Lack of feeder School
- Less enrollment in the Department
- No Ph.D awarded faculty

Opportunity:

- Teacher can take Mathematics classes in feeder schools
- Separate TET coaching center can be organized.

Challenges :

- It is very necessary to campaign awareness programme among the high School level students to create interest in Mathematics.

Future Plan :

- The department is Planning to organize coaching classes for various competitive exam among the educated youth.
- The department planning to organize extension lectures in mathematics classes in the feeder school to attract the students.
- The department is pursuing Governing Body to open Science Stream in the college.

7. Evaluative Report of the Department.

1. Name of the Department : POLITICAL SCIENCE
2. Year of Establishment: 1986
3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved: Nil
5. Annual/ semester/choice based credit system (programme wise): SEMESTER
6. Participation of the department in the courses offered by other departments: RC&OP
7. Courses in collaboration with other universities, industries, foreign institutions, etc.: Nil
8. Details of courses/programmes discontinued (if any) with reasons: Doesn't arise
9. Number of Teaching posts

	Sanctioned	Filled
Professors	nil	nil
Associate Professors	03	03
Asst. Professors	nil	nil

10.

Name	Faculty profile with name,	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Ataur Rahman	MA	Associate Professor	Sociology	20 ½ years	nil

Nazrul Hussain	MA BEd	Associate Professor	Sociology	17 years	nil
Adidur Rahman	MA MPhil	Asstt. Prof.	Public Administratio	17 years	nil

11. List of senior visiting faculty: Nil
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: Doesn't arise
13. Student -Teacher Ratio (programme wise): only UG 160:1 (around)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.
: PG-2 and MA M.Phil-1
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
18. Research Centre /facility recognized by the University: Nil
19. Publications:
 - a) Publication per faculty:

Name of the Teacher	Title of the Publication	Name of the Book/Journal	Year of Publication	ISBN/ISSN if any
Aaur Rahman	'Manovio Mulyovodh'	Anfar Joyti	2004	Nil
	Democratic Decentralization in India	Anfar Joyti	2005	Nil
	'Ganatantra: Bharatio Rajniti, Iaar Pratyahban'	Dimoru, Published by ACTA, Hojai-Dima Hasao Zone.	2011	Nil
Nazrul Hussain	Environment Pollution and its effect on Human life	Anfar Joyti	2004	Nil

* N u m b e r o f p a p e r s p u b l i s h e d	Recent Changes in International Relations	Anfar Joyti	2005	Nil
	The Plight of Indian Muslims	Anfar Joyti	2008	Nil
	Teachers' Accountability in Higher Education	Anfar Joyti	2010	Nil
	An Analytical Study of the Violence in Bodoland Territorial Autonomous District (BTAD)	Anfar Joyti	2013	Nil
	Globalisation: Its Impact on National Sovereignty	Anfar Joyti	2014	Nil
	Job Career in Political Science	Career Path and Job Quest	2012	ISBN-978-931-81694-46-6
Adidur Rahman	Impact of Liberalization on Pol, Science	JIGYASA (a research Journal)	Sept. 2012	ISSN-0974-7648

Peer Reviewed journals (national /international) by faculty and students:-

International Journal- 1;

National Reseach Journal- 1

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

*Monographs

* Chapter in Books ----- 01

* Books Edited----- 01

* Books with ISBN/ISSN numbers with details of publishers--- nil

* Citation Index

- * SNIP
- * SJR
- * Impact factor
- * h-index

20. Areas of consultancy and income generated ----- nil

21. Faculty as members in

- a) National committees b) International Committees c) Editorial Boards

....

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme-----nil.
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies-----
-nil

23. Awards / Recognitions received by faculty and students----- nil

24. List of eminent academicians and scientists / visitors to the department----- ni25.

Seminars/ Conferences/Workshops organized & the source of funding----

- a) National ----- nil

- b) International : Nil

26. Student profile programme/course wise:

Name of the Course/ program me (refer question no.4)	Class	Applicati on Received	Selected	Enrolled		Appeared	Passed	%
				*M	*F			
UG (Gen.),20 11- 12	1 st Sem	176	176 *	9	87	159 *	85	53.46
	2 nd Sem					128 *	89	69.53
UG (Maj or)201 1-12	1 st Sem	09	09	04	05	07 *	06	71.43
	2 nd Sem					06 *	05	83.33
UG (Gen.),2012 -13	1 st Sem	161	161	78	83	140 **	99	71.54
	3 rd Sem					118 *	90	76.12
	2 nd Sem					120 **	84	70.00
	4 th Sem					97 *	85	87.62

UG (Major)201 2-13	1 st Sem	08	08	05	03	05 **	03	60
	3 rd Sem					05 *	05	100
	2 nd Sem					05 **	05	100
	4 th Sem					05 *	04	80
UG (Gen.),2013- 14	1 st Sem	180	180	104	76	168 ****	135	80
	3 rd Sem					123 **	80	
	5 th Sem					74 *	66	
	2 nd Sem					147 ****	116	
	4 th Sem					108 **	72	
	6 th Sem					68*	58	
UG (Major),2013-14	1 st Sem	12	05	04	01	05 ****	04	80.00
	3 rd Sem					05**	05	
	5 th Sem					04*	04	
	2 nd Sem					02****	02	
	4 th Sem					05**	05	
	6 th Sem					04****	04	

* Indicates Batch 2011-12 ; ** Indicates Batch 2012-13 ; *** Indicates Batch 2013-14

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG (General)	100%	0%	0%
UG (Major)	100 %	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?----- nil

29. Student progression

Student progression	Against % enrolled
UG to PG	No data available
PG to M.Phil.	Does not arise
PG to Ph.D.	Does not arise
Ph.D. to Post-Doctoral	Does not arise
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	No MoU No data available
Entrepreneurship/Self-employment	No data available

30. Details of Infrastructural facilities

a) Library: 200 books (self collected)

b) Internet facilities for Staff & Students: Campus is under Wi-Fi Zone with the help of V- Sat.

c) Class rooms with ICT facility: Students of Political Science Department are provided Interactive Smart Boards and LCD Projectors are used for better illustration of some important topics.

Laboratories: ---- not applicable

31. Number of students receiving financial assistance from college, university, government or other agencies: ---

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:----- nil

33. Teaching methods adopted to improve student: Remedial classes and study material provided.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

35. SWOC analysis of the department and Future plans: ---

Strength: -- Being a Social Science, the enrolment of Political Science is very high. We offer Major course also. The pass percentage of the department is good as shown above. The members of the department are young and committed to their noble duties.

Weakness: --- The attendance of the students is not satisfactory. Most of the students are of poor backgrounds and come from remote village areas. Research activities of the faculty are not very significant.

Opportunities: -- The enrolment of the department is increasing year by year. There is a tendency of admission of students having higher marks in Secondary level compare to other departments. The faculty members are very positive in research work and other academic activities. A teacher is going to complete his thesis for Ph.D.

Challenges: --- It is very difficult task to complete the courses of all semesters in general and of 6th Semester (major) in particular by only 03 faculty members. As the Semester System has been introduced very recently in UG levels by Gauhati University, the text, s books as per new syllabus are not sufficiently available in the market.

Future Plan: -- The Department has no autonomy to make any plan and programme for changing the curriculum of the department. But the department always feels the need for inclusion of at least one more teacher against major course. The authority has been trying to achieve Government concurrence of major course of the department and for creation of another post. The faculty members have a plan for holding seminars and engage them more in research works in near future.

ABBREVIATIONS

ACTA	: Assam College Teachers Association.
BPL	: Below Poverty Line.
CASH	: Cell against Sexual Harassment.
CBCAEA	: Compulsory Basic Computer Application Education for All.
CDC	: Community Development Cell.
CGPA	: Cumulative Grade Point Average
CHC	: Community Health Centre.
COP	: Career Oriented Programme.
ELTAI	: English Language Teachers Association of India.
FDP	: Faculty Development Programme .
GB	: Governing Body.
GIA	: Grants in Aid.
HAACSU	: Haji Anfar Ali College Students Union.
HEPSN	: Higher Education Person with Special Needs.
ICT	: Information & Communication Technology.
IDOL	: Institute of Distance and Open Learning.
INFLIBNET	: Information Library Network.
IQAC	: Internal Quality Assurance Cell.
IT	: Information Technology.
KKHSOU	: Krishna Kanta Handiqui State Open University.
LOI	: Letter of Intent.
M. Phil.	: Master Philosophy.
MOBC	: Most Other Backward Caste.
MPLAD	: Member of Parliament Local Area Development.
MRP	: Minor Research Project.
NAAC	: National Assessment and Accreditation Council.
NEHA	: North-Eastern History Association.
NGO	: Non-Government Organization.
NSS	: National Service Scheme.
OBC	: Other Backward Caste.
OPAC	: Online Public Access Catalogue.
PG	: Post Graduate.
PHE	: Public Health Engineering.
RPC	: Research and Publication Committee.
RUSA	: Rastrio Uccharat Siksha Abhijan .
SC	: Schedule Caste.
SSR	: Self Study Report.
ST	: Schedule Tribes.
SWOT	: Strength Weakness Opportunity Threats.
UG	: Under Graduate.
UGC – NERO	: UGC – North Eastern Regional Office.
UGC – NRC	: University Grants Commission – Network & Resource Centre.
UGC	: University Grants Commission.
UPS	: Uninterrupted Power Supply.

DECLARATION BY THE PRINCIPAL OF THE COLLEGE



OFFICE OF THE PRINCIPAL
HAJI ANFAR ALI COLLEGE

P.O. Doboka: Pin: 782440:: Nagaon:: Assam

DR. MAMUN AZAM BARBHUIYA
M.A.,LL.B.,Ph.D.

Principal & Secretary

03674-261451, 9435739006
www.haacdaboka.org.in
Email: haacdaboka@gmail.com

Ref. No

Date:

To
The Director
National Assessment and Accreditation Council (NAAC),
Post Box No. 1075,
Opp. NLSUI, Nagarbhavi,
Bengaluru -560072

Sub: - Uploading of Self-Study Report for Re-accreditation (Cycle-2) of HAJI ANFAR
ALICOLLEGE, DOBOKA, ASSAM (Track ID NO. ASCOGN12512)

Declaration

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge and belief.

This SSR is prepared by the college after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in this SSR during the Peer Team Visit.

Place: Doboka
Date: 25/12/2014

Principal
Haji Anfar Ali College.
Doboka, Nagaon, Assam
&
Member, Gauhati University Court

ANNEXURE-I

83

विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

Ph. 23236351, 23232701, 23237721
23234116, 23235733, 23232317
23236735, 23239437, 23239627
UGC Website: www.ugc.ac.in



SPEED POST

F No.8-52/2009 (CPP-I) August, 2009

The Registrar,
Gauhati University
Guwahati- 781 014

21 AUG 2009

Sub:- Recognition of College under Section 2 (f) & 12 (B) of the UGC Act, 1956.

Sir,

I am directed to refer to the letter no. HAC/UGC/93/920/09 dated 20-05-2009 received from the Haji Anfar Ali College, Doboka, Distt. Nagaon, Assam on the subject cited above and to say that the following College has been recognized by UGC in term of the rules framed under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head Non Government Colleges teaching upto Under Graduate Degree:-

Name of the College	Year of Establishment	Remarks
Haji Anfar Ali College, Doboka, Distt. Nagaon, Assam – 781 014 (On permanent affiliation)	1986	The College is eligible to receive Central assistance under Section 12 (B) of the UGC Act, 1956.

The documents submitted in respect of the above College have been accepted by the Commission.

Yours faithfully
(S.C.Chadha)
Deputy Secretary

Copy forwarded to:-

- 1 The Principal, Haji Anfar Ali College, Doboka, Distt. Nagaon, Assam – 781 014.
- 2 The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education & Higher Education, Shastri Bhavan, New Delhi-110 001
- 3 The Secretary to the Government of Assam, Higher Education Department, Gauhati, Assam.
- 4 ✓ The Deputy Secretary, UGC, North-Eastern Regional Office, 3rd Floor, House FED Rental Block-5, Beltola- Basistha Road, Dispur, Guwahati-781 006 (Assam).
- 5 Publication Officer, (UGC-Website), New Delhi
- 6 Section Officer (F.D.-III Section) U.G.C., New Delhi.
- 7 All Sections, U.G.C, New Delhi.
- 8 Guard file.

Attested
Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam
23/8/10

(Sunita Gulati)
Section Officer

ANNEXURE-II

Tel: 0361-257041/5411064
 Fax: 01-3541-2740311
 Gauhati Barohola Nager
 GUWAHATI - 781044
 Assam, India


GAUHATI UNIVERSITY

No. GU/AFF/14/15-33 Date: 21.05.14

From: **Dr. S.K. Nath, M.A., Ph.D.,**
 Registrar,
 Gauhati University

TO WHOM IT MAY CONCERN

This is to certify that Haji Anfar Ali College, Dohola, Dist.-Nagarn, Assam is affiliated to the Gauhati University since 1981 and recognized by the University Grants Commission and the following Courses are taught in the said College as per approval.

Sl. No.	Name of the Course(s) and Duration	Affiliation		Period of Validity for (the years)
		Permanent	Temporary	
1.	Three years B.A. General Course in English, Assamese, Economics, Political Science, History and Mathematics	Permanent		
2.	Three years B.A. General Course in Education	Temporary		
3.	Three years B.A. Major Course in Assamese, English, Economics, Political Science and History	Permitted		


 Registrar
 Gauhati University
 21.5.14

ANNEXURE-III (A)

Quality Profile

Name of the Institution : Haji Anfor Ali College
Place : Doboka, Dist. Nagaon, Assam

Criterion	Criterion Score (Ci)	Weightage (Wi)	Criterion X Weightage (Ci x Wi)
I. Curricular Aspects	55	10	550
II. Teaching-learning and Evaluation	72	40	2880
III. Research, Consultancy and Extension	25	05	125
IV. Infrastructure and Learning Resources	75	15	1125
V. Student Support and Progression	55	10	550
VI. Organisation and Management	80	10	800
VII. Healthy Practices	65	10	650
		100	$\Sigma C_i W_i = 6680$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{6680}{100} = 66.80$$

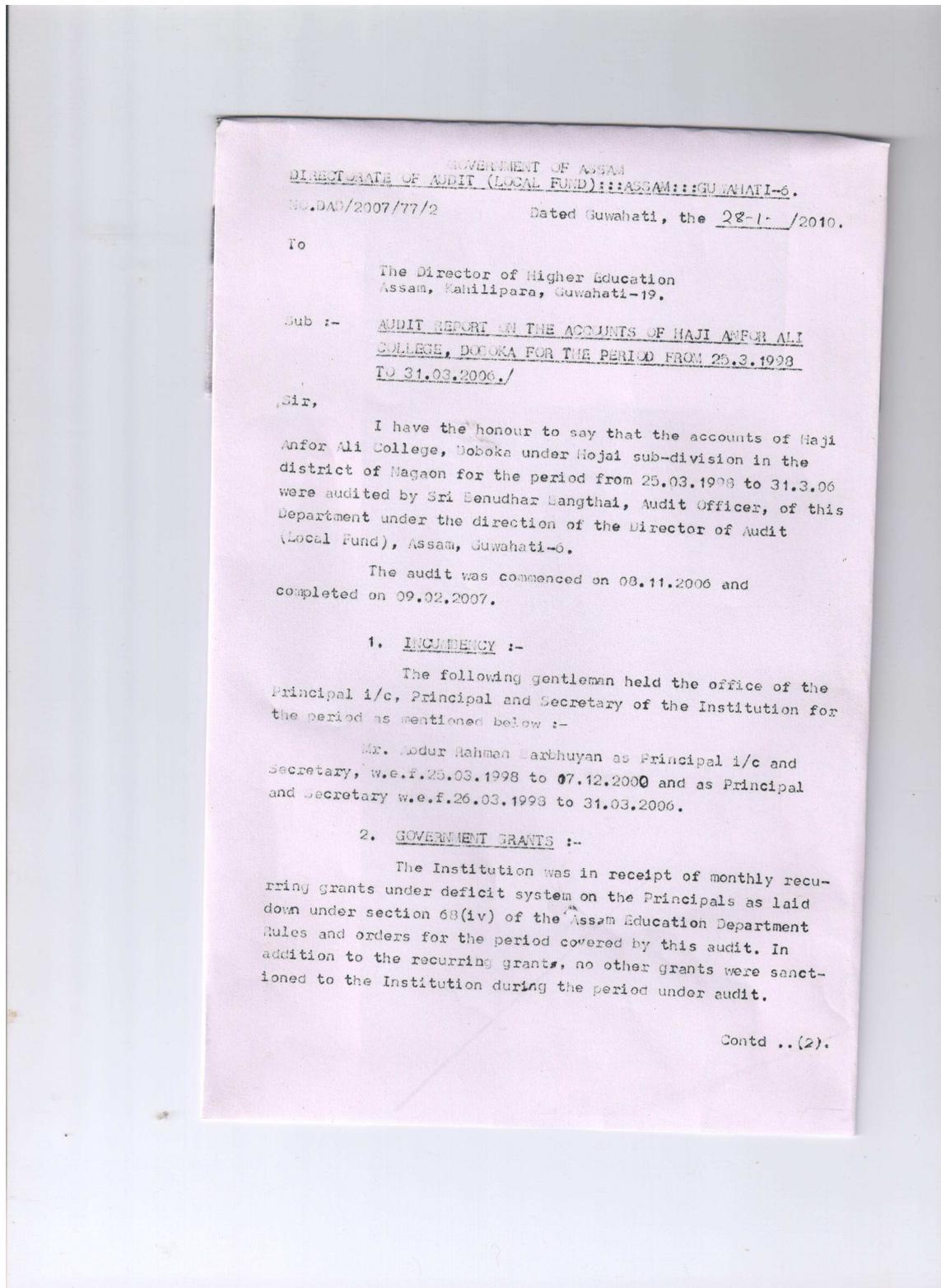
Unacad
Director

ANNEXURE-III (B)



EXTERNAL AUDIT REPORT (Page-1)

ANNEXURE-V



= 2 =

Except, as noted in the additional note attached, the terms and conditions imposed on were all fulfilled.

The details of the grants received have been noted in the statements 'B' and 'C' annexed.

3. CLOSING BALANCE :-

(i) The Closing Balance of the General Fund as on 31.03.2006 as per Cash Book was as follows :-

Cash in hand	Rs.	57,00
<u>Balance at,</u>		
U.B.I, Doboka Branch, A/c No.2977,	Rs.	905.00
L.G.B, Doboka Branch, A/c No.2370/8	Rs.	7,83,554.00
<hr/>		
Total	Rs.	7,89,516.00

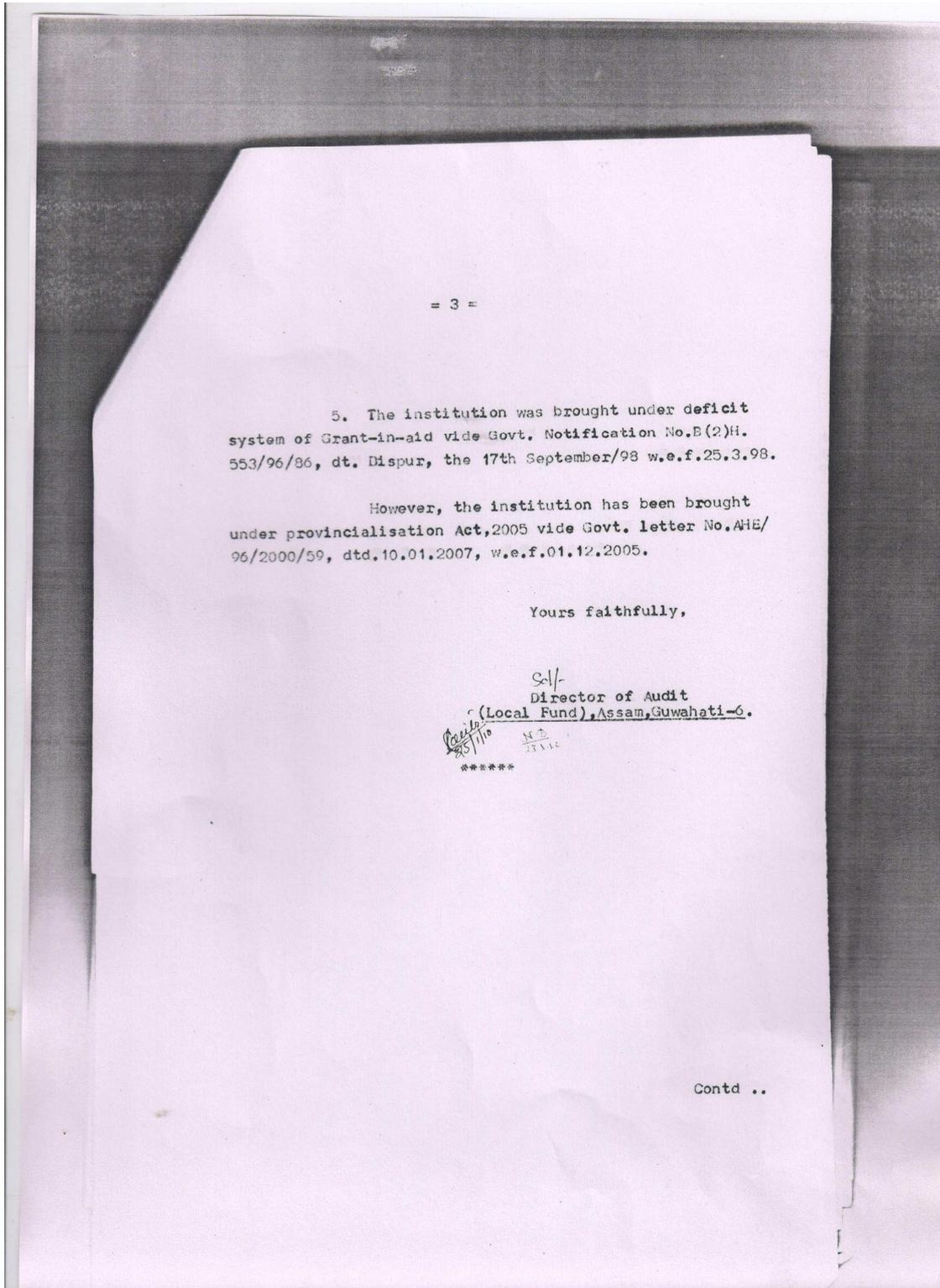
(ii) Although the bank balance as per cash book as on 31.03.2006 was Rs.7,83,554.00 against A/c No.2370/8, the balance as per bank pass book was found to be Rs.7,83,604.00 against the said A/c number. The reason of the difference of Rs.50.00 between the cash book and the Bank Pass Book have been noted and reconciled in the para-3 of the Additional Note annexed.

In addition to the above closing balance, the Institution had a reserve fund of Rs.1,00,000.00 as detailed in para-'8' of Additional Notes annexed.

4. OTHER IRREGULARITIES :-

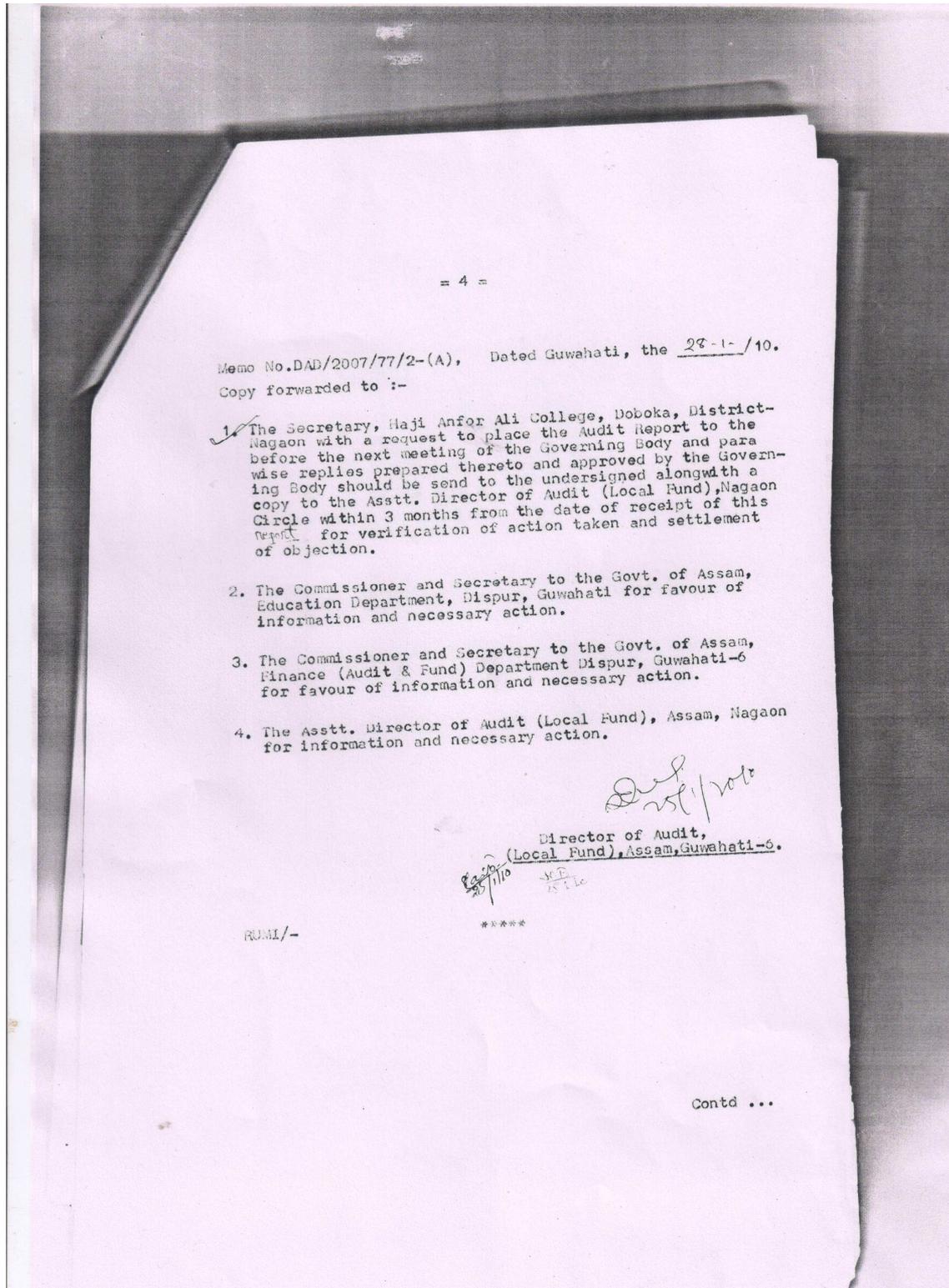
The other irregularities noticed in course of checking the accounts records have been detailed in the 'Additional Notes' annexed.

Contd



EXTERNAL AUDIT REPORT (Page-4)

ANNEXURE-V



EXTERNAL AUDIT OBJECTIONS (Page-1)

ANNEXURE-V

= 14 =

STATEMENT-1A

STATEMENT SHOWING THE INVESTMENT IN PAYMENT VOUCHER OF GENERAL AND OTHER SUBSIDIARY FUND. (Ref. para-4 of the Additional Note):.....

Voucher				Particulars of charge	Nature of objections and Instructions.
SL. No.	No	Date	Amount		
1	2	3	4	5	6
GENERAL FUND :-					
1.	153	02.05.2001	Rs.1,211.00	Paid to Sarifuddin for purchase of Stationery.	1. Detailed Bill wanted.
2.	204	29.09.2001	Rs.1,129.00	Paid to Sri A.K. Ach being the cost of 5 nos. of Black Board.	1. Bill wanted.
3.	129	20.01.2003	Rs.1,700.00	Paid to Sri Bakhal Bas, being the cost of refreshment in the event of foundation stone laying Ceremony.	1. Detailed bill wanted.
4.	25	17.07.2003	Rs.1,500.00	Paid to Sri D. Shill for Banzer Writing.	1. Bill wanted.
5.	111	19.10.2004	Rs.1,500.00	Paid to Nizamuddin for earth filling.	Measurement book not maintained. Reason may be stated.

Contd

EXTERNAL AUDIT OBJECTIONS (Page-2)

ANNEXURE-V

= 15 =

STATEMENT - 'A'

1	2	3	4	5	6
				<u>EXAMINATION FUND :-</u>	
2.	5	09.09.1999	Rs. 223.00	Paid as refreshment charge in Internal Examination 1999.	Amount spent for refreshment in Internal Exam. was not admissible and hence it is held under objection.
3.	45	25.04.2002	Rs. 300.00	Paid to M.A. Laskar, Lecturer, i/c Internal Exam, as remuneration for Internal Exam/02.	Amount sanctioned as remuneration for Internal Exam. was not admissible and hence it is held under objection.
4.	68	24.02.2003	Rs. 300.00	Paid to ----- do -----	As in above.
5.	69	24.02.2003	Rs. 700.00	Paid to ----- do -----	As in above.
6.	29	02.01.2004	Rs. 1,500.00	Paid to N. Hussain, Lecturer, i/c Internal Exam/03 as remuneration.	As in above.

Contd

EXTERNAL AUDIT OBJECTIONS (Page-3)

ANNEXURE-V

= 16 =

STATEMENT-1A

1	2	3	4	5	6
<u>EXAMINATION FUND :-</u>					
7.	18	07.12.2004	Rs.1,500.00	Paid to M.A. Laskar, Lecturer, I/c Internal Exam. as remuneration.	
8.	19	03.01.2006	Rs.1,000.00	Paid to do	Amount sanctioned as remuneration for Internal Exam. was not admissible and hence it is held under objection.
9.	20	16.03.2006	Rs. 500.00	Paid to do	As in above.

As in above.					
As in above.					

Contd ...

ANNEXURE-VI(A)

ANNEXURE – "B"
INTERNAL AUDIT REPORT OF
HAJI ANFAR ALI COLLEGE, DOBOKA
FOR THE PERIOD FROM 01-04-2010 TO 31-03-2011

RECEIPT		EXPENDITURE	
Description	Amount	Description	Amount
Opening Balance		1. Salary (Non- Sanction)	56,957.00
Cash in hand	168.00	2. Inter Transfer	36,52,802.00
Cash in Bank	8,64,846.00	3. Bank Commission	1,358.00
Reserve Fund	1,00,000.00	4. Refreshment	950.00
Govt. Grant		5. Development	74,700.00
a. UGC Grant	42,44,000.00	6. Book purchase	26,714.00
b. Govt. Grant	50,000.00	7. Establishment	61,660.00
c. Scholarship	27,000.00	8. News Paper	5,241.00
Fees & Fines		9. Travelling Allowance	34,120.00
a. Library Fund	25,600.00	10. University Fees	78,220.00
b. Union Fund	1,11,045.00	11. Game & Sports	28,500.00
c. Exam Fund	12,650.00	12. Cultural Programme	44,457.00
d. Building Fund	45,975.00	13. Telephone bill	15,224.00
e. General Fund	4,03,115.00	14. Electricity bill	19,117.00
f. Prospectus Fees	11,560.00	15. Printing & Xerox	58,310.00
Others		16. Stationary	22,367.00
a. Land Paikas	36,940.00	17. Miscillinius	23,425.00
b. Bank Interest	60,413.00	18. Aid to poor students	7,400.00
c. Pond Paikas	500.00	19. Scholarship	27,000.00
d. Tanent Revenue	7,800.00	20. Engineer Fee for Plan & Estimate of the college	26,000.00
e. Misc (Xerox)	1,500.00	21. Postal charge	612.00
		TOTAL	42,65,134.00
		Cash in hand	347.00
		Cash in Bank	16,37,631.00
		Reserve Fund	1,00,000.00
GRAND TOTAL	60,03,112.00	GRAND TOTAL	60,03,112.00

Page | 4

Approved
[Signature]
President
Governing Body
Haji Anfar Ali College

[Signature]
Internal Auditor

ANNEXURE-VI(A)

ANNEXURE – "B"
INTERNAL AUDIT REPORT OF
Haji ANFAR ALI COLLEGE, DOBOKA
FOR THE PERIOD FROM 01-04-2011 TO 31-03-2012

RECEIPT		EXPENDITURE	
Description	Amount	Description	Amount
Opening Balance		1. Salary (Non- Sanction)	1,14,109.00
Cash in hand	347.00	2. Inter Transfer	76,80,273.00
Cash in Bank	16,37,631.00	3. Bank Commission	1,435.00
Reserve Fund	1,00,000.00	4. Refreshment	1,780.00
Govt. Grant		5. Development	1,89,171.00
a. UGC Grant	70,00,000.00	6. Book purchase	30,726.00
		7. Establishment	3,05,611.00
Fees & Fines		8. News Paper	8,988.00
a. Library Fund	34,100.00	9. Travelling Allowance	37,197.00
b. Union Fund	1,44,900.00	10. University Fees	1,62,000.00
c. Exam Fund	16,950.00	11. Game & Sports	19,420.00
d. Building Fund	50,890.00	12. Cultural Programme	63,000.00
e. General Fund	5,69,295.00	13. Telephone bill	15,732.00
f. Prospectus Fees	14,500.00	14. Electricity bill	27,242.00
		15. Printing & Xerox	16,450.00
Others		16. Stationary	19,742.00
a. Land Paikas	81,600.00	17. Miscillinius	32,312.00
b. Bank Interes	2,15,112.27	18. Remuneration	12,500.00
c. Misc	16,000.00		
d. Shop rent	3,220.00	TOTAL	87,37,769.00
e. Inter Transfer (UGC)	23,000.00	Cash in hand	452.00
		Cash in Bank	10,69,324.27
		Reserve Fund	1,00,000.00
GRAND TOTAL	98,07,545.27	GRAND TOTAL	98,07,545.27

Page | 4

Approved
PA
President
Governing B. dy
Haji Anfar Ali College

Internal Auditor
Internal Auditor
Haji Anfar Ali College

Internal Auditor's Note from 2007-08 to 2011-12

ANNEXURE-VI(B)

Auditor Notes and Observation :

I Abdul Kuddus Chowdhury, Retd. Sr. Auditor of co-operative Dept. of Assam has been extended my duties in checking, auditing etc. of the Accounts of Haji Anfar Ali College, Doboka and started the process from 24-01-2012, the day on which I verified the Cash balance and Bank balance in the various accounts of the college and seemed to have been correct.

During my process of audit I received full cooperation from the staff and the Secretary.

The Books of Accounts are found to have been maintained properly and regular tallying of Bank Pass Books were done officially.

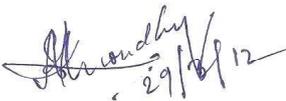
During the years under audit a fair amount has been utilised in Developments and establishments Heads of A/C and these have been seen cautiously, examined and found to have been spent in accordance with the norms.

Finally, it has been observed that the procedure of maintaining accounts are faultless and satisfactory.

The management is requested to take necessary steps for overall developments of sports facilities, cultural and educational tour facilities etc. of the college.

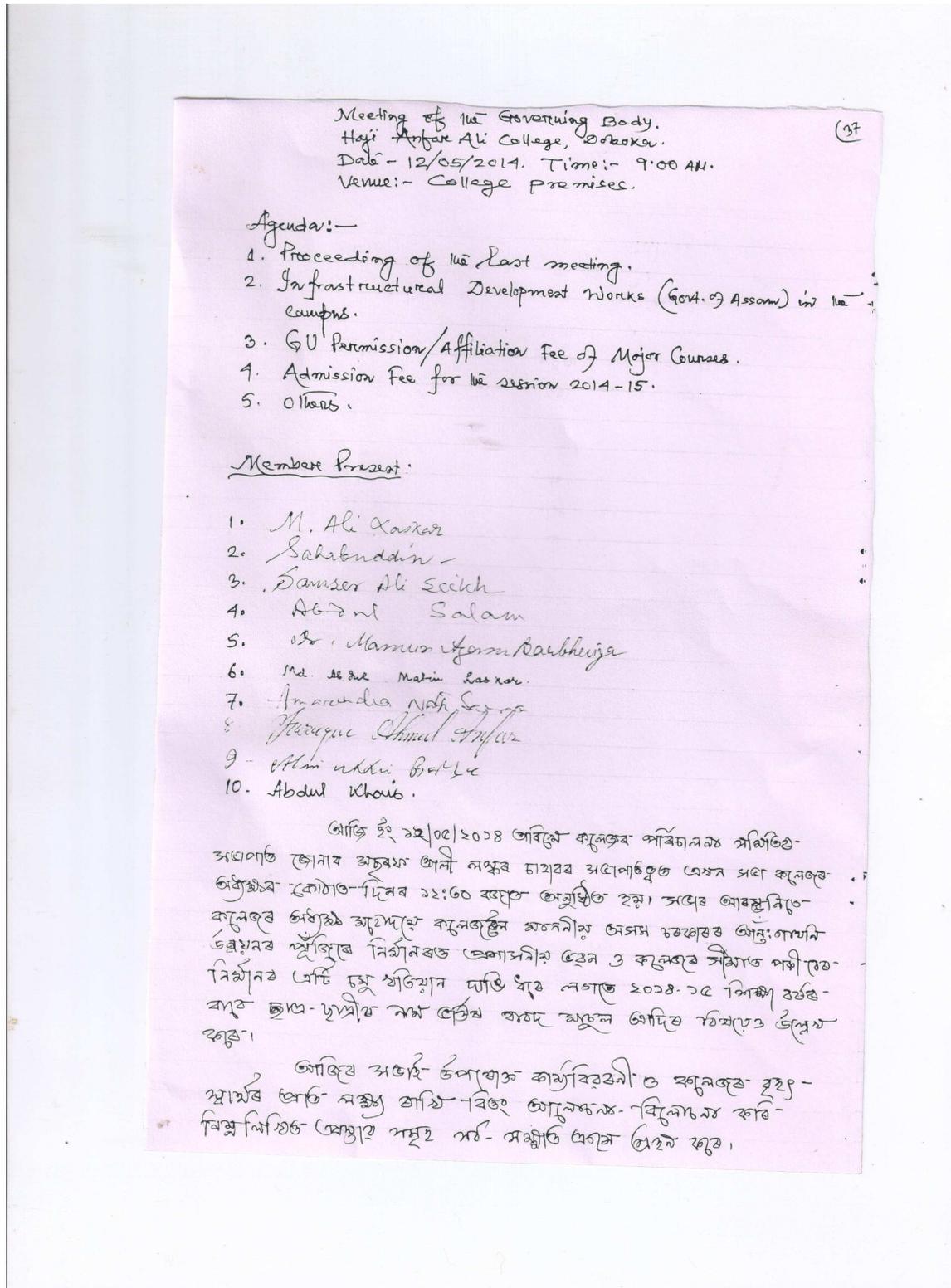
With full satisfaction and wishing future achievements in different fields of cultural and educational enhancements of the college in particular and the community in general I do lay the end of the audit for the periods from 2007-2008, 2008-2009, 2009-2010, 2010-2011 and 2011-2012 on the 29th March/2012.

Audit Report accepted
 Discussed & approved
 M. Ali Chowdhury
 30/3/12
 President
 Governing Body
 Haji Anfar Ali College


 (A.K. Chowdhury)
 Internal Auditor
 Haji Anfar Ali College
 Doboka: Nagaon: Assam
 Date: 29/03/2012
 Internal Auditor
 Haji Anfar Ali College
 Dabaka : Nagaon : Assam

GB Resolutions (Page 1)

ANNEXURE-VII



Meeting of the Governing Body.
Haji Anfar Ali College, Dabokar.
Date - 12/05/2014. Time - 9:00 AM.
Venue - College premises.

(9)

Agenda:-

1. Proceeding of the last meeting.
2. Infrastructural Development Works (Govt. of Assam) in the campus.
3. GU Permission/Affiliation fee of Major Courses.
4. Admission Fee for the session 2014-15.
5. Others.

Members Present:

1. M. Ali Karker
2. Sahibuddin
3. Samser Ali Seikh
4. Agent Salam
5. Mr. Mamun Hossain Barbhuiya
6. Md. Saad Moin Karker
7. Anarundia Nath Saikia
8. Faruque Ahmad Anwar
9. Alim ul Haq
10. Abdul Khair.

গোষ্ঠী ইং ১২/০৫/২০১৪ তাৰিখে কলেজৰ গৱৰ্ণিং বডিৰ সভাখনত
অন্যান্য জোনায় অচৰকাৰ আৰু লক্ষ্যৰ মাত্ৰৰ অন্যান্যকৈ অধিক পৰা কলেজৰ
প্ৰশাসনিক কাম-কাজৰ ১২:০০ বজাত অনুষ্ঠিত হয়। অধিবেশনত
কলেজৰ ভৱিষ্যত কলেজৰ গৱৰ্ণিং বডিৰ অধীনত অসম চৰকাৰত অনু:গাৰ্হনি
উন্নয়নৰ প্ৰকল্পৰ নিৰ্বাহৰত অসম চৰকাৰৰ তেওঁলক ৩ কলেজত সীমিত পৰিমাণত
নিৰ্বাহৰ প্ৰতি ইয়াৰ্থিতমান দাঙি ধৰা লগতে ২০১৪-১৫ শিক্ষা বৰ্ষত
কলেজৰ উন্নয়নৰ লক্ষ্যৰ অধীনত কলেজৰ গৱৰ্ণিং বডিৰ অধীনত
কৰাৰ।

গোষ্ঠীৰ অধিবেশনত উপস্থিত কৰ্মকাৰীসকলৰ প্ৰতি
প্ৰাৰ্থনা কৰা হয় যে অসম চৰকাৰৰ অধীনত
কলেজৰ উন্নয়নৰ লক্ষ্যৰ অধীনত কলেজৰ গৱৰ্ণিং বডিৰ
অধীনত কৰাৰ।

২ নং প্রস্তাব:-

কলেজৰ অফিছ-৬ গাৰ্ম্মন অক্সন বৰড্ৰেকাৰ হোৱাৰ্থে ০২/০৬/২০১৪
তাৰিখে অনুষ্ঠিত হোৱা আনন্দৰ আনী কলেজৰ পাৰিচালনা সমিতিৰ
অধিবেশনত সূচীত কাৰ্য্যবিধিৰী ও প্ৰস্তাব সমূহ পাঠ কৰি শ্ৰেণীত ১ আৰু
২-তকৈ উচ্চ কাৰ্য্যবিধিৰী ও প্ৰস্তাব সমূহ সৰ্ব-সন্মতিক্ৰমে গ্ৰহণ কৰি
অনুমোদন জনাই প্ৰস্তাব গ্ৰহণ কৰে।

২ নং প্ৰস্তাব:-

আজিৰ অধিবেশনত ০২/০৬/২০১৪ তাৰিখত অধিবেশনত সূচীত
১৩ নং প্ৰস্তাবৰ অংশিক ভাৱে অংশীদাৰ কৰি এজন আৰু Chartered
Accountant ৰ দ্বাৰা কলেজৰ অগ্ৰনুষ্ঠীয় বিচাৰ সমিতিৰ
সিদ্ধান্ত গ্ৰহণ কৰি অফিছ-৬ কলেজৰ অফিছ-৬ কলেজৰ
ব্যৱস্থা গ্ৰহণ কৰি দাখিল দি সৰ্ব-সন্মতিক্ৰমে প্ৰস্তাব গ্ৰহণ কৰে।

৩ নং প্ৰস্তাব:-

আজিৰ অধিবেশনত ০২/০৬/২০১৪ তাৰিখে অনুষ্ঠিত
কলেজৰ পাৰিচালনা সমিতিৰ অধিবেশনত সূচীত ১০ নং প্ৰস্তাবত
জাৰি কৰা বিদ্যা College ৰ Finance Committee ৰ কলেজৰ
আইন দাখিল কৰি সৰ্ব-সন্মতিক্ৰমে প্ৰস্তাব গ্ৰহণ কৰে।

৪ নং প্ৰস্তাব:-

আজিৰ অধিবেশনত কলেজৰ গা-নামনি আদি নিৰ্ণয়
ওপৰত গ্ৰহণ কৰি আনন্দৰ আনী কলেজৰ পশ্চিম-দক্ষিণ সীমা
বন্দৰ কৰি অফিছ-৬ কলেজৰ পশ্চিম-দক্ষিণ সীমা
নিৰ্ণয় কৰি অফিছ-৬ কলেজৰ পশ্চিম-দক্ষিণ সীমা
কৰি সৰ্ব-সন্মতিক্ৰমে প্ৰস্তাব গ্ৰহণ কৰে।

৫ নং প্ৰস্তাব:-

কলেজৰ অফিছ-৬ গাৰ্ম্মন অক্সন বৰড্ৰেকাৰ বিদ্যুৎ
অনুমোদন আবেদনৰ বাবে আনন্দৰ আনী কলেজৰ
হকে ৬৬ হাজাৰ হোৱা ৫৪,২৪,০০০/- (চাৰ্ব্বিশ লাখ চাৰ্ব্বিশ
হাজাৰ) আৰু - চাৰ্ব্বিশ হাজাৰ ২১,৬৬,০০০/- (চাৰ্ব্বিশ লাখ
চাৰ্ব্বিশ হাজাৰ) টকা ক্ৰয় কৰি অফিছ-৬ কলেজৰ

GB Resolutions (Page 3)

ANNEXURE-VII

অনুগ্রহ কৰে। অৱশ্যে ইয়াৰ বাবে বিশ্ববিদ্যালয়ৰ অনুদান আৱণ্টাগৰ-
 কৰ্তৃপক্ষক ইয়াৰ বাবে ইচ্ছাশক্তিৰে আগবঢ়ায়।
 অৱশ্যে আৱণ্টাগৰ আৰু- বৰ্তমান কামৰূপৰ অতি অৱশ্যে কামৰূপ-
 অৱশ্যে নিৰ্বাস নিৰ্বান তথা নিৰ্বাস নিৰ্বাস পিছলৈ বিশ্ববিদ্যালয়-
 অনুদান আৱণ্টাগৰ- Guidelines অনুসৰী- যত্ন কৰিবলৈ সিদ্ধান্ত
 গ্ৰহণ কৰে আৰু- কামৰূপৰ Building Committee ক অৱশ্যে নিৰ্বাস
 নিৰ্বানৰ বাবে অৱশ্যে কামৰূপ- Plan and Estimates প্ৰস্তুত কৰিবলৈ
 বাবে অনুৰোধ জনাব আৰু- ইয়াৰ বাবে অৱশ্যে কামৰূপ- পৰামৰ্শদাতা-
 কামৰূপৰ অৱশ্যে কামৰূপ- দায়িত্ব অৰ্পণ কৰি- অৰ্থ- সম্বন্ধিতকৈ
 অৱশ্যে গ্ৰহণ কৰে।

Sl.No.	Item.	Allocation.
<u>Non-Recuring.</u>		
1.	Building (New, Renovation, Extension)	27,07,000/-
2.	Books & Journals	1,00,000/-
3.	Equipment	1,00,000/-
4.	Sports Infrastructure	2,00,000/-
5.	Campus Development	12,00,000/-
<u>Recuring</u>		
1.	Repairs & Maintenance.	1,00,000/-
2.	Extension activities	2,50,000/-
3.	Contingency	1,67,000/-
Total-		54,17,000/-

৬ নং প্ৰস্তাৱ :-
 আৱশ্যে কামৰূপৰ অৱশ্যে কামৰূপ- কামৰূপ-
 অৱশ্যে অৱশ্যে কামৰূপ, অনুৰোধ দাঙি অৱশ্যে অৱশ্যে
 পৰামৰ্শদাতাৰ উপস্থিতিত পৰামৰ্শ নিৰ্বান কৰি দিয়াৰ কাম অৱশ্যে
 কৰে। অৱশ্যে ইয়াৰ বাবে দাঙি পৰামৰ্শদাতাৰ বৰ্ণনৈ আৱশ্যে
 অৱশ্যে অনুদান ও ইচ্ছাশক্তি আগবঢ়ায় অৰ্থ- সম্বন্ধিতকৈ
 অৱশ্যে গ্ৰহণ কৰে।

(10)

৭ নং প্রস্তাব:-

ভোজিৰ অধ্যক্ষ কলেজৰ অন্তৰ্গত ছাত্ৰসংসদৰ পক্ষত ২০০৬-২০০৮ বৰ্ষৰ পৰা মেজাৰছ হৈ অথবা Major Subject বোৰৰ Affiliation Fee. ৰ কৰ্ম আৰম্ভ কৰিব। অধ্যক্ষ কলেজৰ অধ্যক্ষৰ পক্ষত বিদ্যমান পৰ্যায়ৰ কলেজৰ অন্তৰ্গত ছাত্ৰসংসদৰ আংশিক-ভাৱে মেজাৰছ দিয়া ২,৬০,৪০০/= (এক লাখ চাৰ্জনত্ৰিশ দুটা মাত্ৰ) কৈয়াৰ- অনুমোদন কৰিব- অৰ্থ- সম্বন্ধিত কৰ্ম আৰম্ভ কৰিব।

৮ নং প্রস্তাব:-

ভোজিৰ অধ্যক্ষ কলেজৰ Major Subject ত ছাত্ৰ-ছাত্ৰী অধ্যক্ষৰ অনুমোদিত কৰিব- নাম-ভেটি কৰিবৰ বাবে প্ৰতিটো বিভাগৰ শিক্ষক/শিক্ষিকীক অধ্যক্ষ কলেজৰ কৰ্ম-অধ্যক্ষ কলেজ আৰম্ভ কৰিব।

৯ নং প্রস্তাব:-

ভোজিৰ অধ্যক্ষ ২০০৮-১০ বৰ্ষৰ বাবে কলেজৰ ছাত্ৰ-ছাত্ৰীক নাম ভেটিৰ বাবে তহবিল দিয়া পৰামৰ্শ অনুমোদন কৰিব- অৰ্থ- সম্বন্ধিত কৰ্ম আৰম্ভ কৰিব।

Union Fund :-

Sl.No	Name of fee	Amount
1.	Cultural fee	Rs- 120.00
2.	Games & Sports fee	Rs- 75.00
3.	Poor Fund fee	Rs- 30.00
4.	Union fee.	Rs- 20.00
5.	Magazine fee.	Rs- 150.00
	Total	Rs- 395.00

Subsidiary Fund :-

Sl.No	Name of Fund	Amount
1	Library Fund	Rs- 150.00
2	Examination Fee.	Rs- 50.00
3	Building Fee.	Rs- 130.00
	Total-	Rs- 330.00

GB Resolutions (Page 6)

ANNEXURE-VII

(১৭)

১০ নং প্রস্তাব:-

জাতির অধিত কলেজৰ অংশীক- অহোদায়ক নিম্নলিখিত-
শিক্ষক সমন্বয় পদোন্নয়নৰ ক্ষেত্ৰত হোৱা বিভাজিত পদোন্নয়ন সমিতি
(DPC) প্রতিবেদন সমূহ উল্লেখ কৰা। অৱশ্যে অৱশ্যে অৱশ্যে
নিম্ন লিখিত শিক্ষক সমন্বয় কলেজ দিয়া ধৰণে অৱশ্যে অৱশ্যে
জানিও অৱশ্যে উচ্চ-শিক্ষাধিকাৰ অহোদায়ক ইয়াৰ বাবে বিহিত গৃহীত
নহলে অৱশ্যে অৱশ্যে সৰ্ব-সম্মতি কৰি প্রস্তাব গ্ৰহণ কৰা।

ক্র.সং	নাম	বিভাগ	সংস্থাপন Grade অৱশ্যে অৱশ্যে	Due Date for Associate scale pay
১	অচ্যুত অমলী নন্দ	বুৰঞ্জী	২৫/০৬/২০০২	২৫/০৬/২০০২
২	অচ্যুত হৰিচন্দ্র চন্দ্ৰ	-	২৫/০৬/২০০২	২৫/০৬/২০০২
৬	অচ্যুত বৰেন্দ্ৰ নাথ	-	২৫/০৬/২০০২	২৫/০৬/২০০২
৪	ড° বাবু চন্দ্ৰ	ইংৰাজী	০৭/০৬/২০০২	০৭/০৬/২০০২
৫	ড° হৰিচন্দ্র চন্দ্ৰ	-	০৭/০৬/২০০২	০৭/০৬/২০০২
৬	ড° নৱকান্ত হৰি চন্দ্ৰ	-	২৫/০৬/২০০২	২৫/০৬/২০০২
৭	অচ্যুত অমলী চন্দ্ৰ	-	২৫/০৬/২০০২	২৫/০৬/২০০২
৮	অচ্যুত চন্দ্ৰ অৱশ্যে	-	২৫/০৬/২০০২	২৫/০৬/২০০২
৯	অচ্যুত চন্দ্ৰ	-	২৫/০৬/২০০২	২৫/০৬/২০০২
১০	অচ্যুত চন্দ্ৰ	অৱশ্যে	২৫/০৬/২০০২	২৫/০৬/২০০২
১১	চাইল অৱশ্যে	-	২৫/০৬/২০০২	২৫/০৬/২০০২
১২	অচ্যুত চন্দ্ৰ	-	২৫/০৬/২০০২	২৫/০৬/২০০২
১৬	অচ্যুত বৰেন্দ্ৰ	বাৰ্জনী	২৫/০৬/২০০২	২৫/০৬/২০০২
১৮	অচ্যুত চন্দ্ৰ	-	২৫/০৬/২০০২	২৫/০৬/২০০২

১১ নং প্রস্তাব:-

জাতির অধিত কলেজৰ NAAC ৰ দ্বাৰা পুনৰ-
Assessment কৰিবৰ বাবে নিৰ্দ্ধাৰিত কৰা। ইয়াৰ বাবে
Letter of Intent যত হৈছে কৰি উক্ত কলেজৰ
অৱশ্যে NAAC ৰ কাৰ্যালয়লৈ প্ৰেৰণ কৰিবলৈ অৱশ্যে
অহোদায়ক দায়িত্ব অৱশ্যে সৰ্ব-সম্মতি কৰি প্রস্তাব গ্ৰহণ
কৰা।

