



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution		HAJI ANFAR ALI COLLEGE
• Name of the Head of the institution	DR. MAMUN AZAM BARBHUIYA	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03674299989	
• Mobile No:	9435739006	
• Registered e-mail	iqachajianfar1986@gmail.com	
• Alternate e-mail	haacdaboka@gmail.com	
• Address	Ward No-2	
• City/Town	Doboka	
• State/UT	Assam	
• Pin Code	782440	
2.Institutional status		
• Affiliated / Constitution Colleges	Affiliated	
• Type of Institution	Co-education	
• Location	Rural	
• Financial Status	Grants-in aid	

• Name of the Affiliating University	Robindranath Tagore University, Hojai				
• Name of the IQAC Coordinator	Abdul Hamid Talukdar				
• Phone No.	03674299989				
• Alternate phone No.	7002261410				
• Mobile	8011526883				
• IQAC e-mail address	iqachajianfar1986@gmail.com				
• Alternate e-mail address	haacdaboka@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://haac.ac.in/iqac.php				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://haac.ac.in/upload/library/Academic%20Calander%202023-24.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	66.8	2005	21/09/2005	29/09/2012
Cycle 2	B	2.41	2016	19/02/2016	18/02/2021
Cycle 3	B	2.21	2023	30/11/2023	29/11/2028
6.Date of Establishment of IQAC	12/05/2008				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
00	Nil	Nil	Nil	00	
8.Whether composition of IQAC as per latest NAAC guidelines	Yes				
• Upload latest notification of formation of	View File				

IQAC		
9.No. of IQAC meetings held during the year	5	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Successfully completed the 3rd Cycle Accreditation, 2023 and the institution is awarded Grade "B" Complete the 3rd Cycle NAAC Accreditation,		
Submission of NIRF data for 2024 Ranking		
Organized Faculty Development Programme FDP		
Conduct Administrative and Academic Audit, Energy Audit and Green Audit for the Session 2022-23		
Submission of Data for AISHE		
Registered as NSDC Partner and got approval of a Project under PMKVY 4.0 & PMKVY 4.3 having Project ID: 62604		
Successfully completed the both online and offline Students; Satisfaction Survey 2023-24		
Succesfully completed 100 hours Certificate Course on Retail Team Leader organized by ICT Academi in collaboration of IQAC, Haji Anfar Ali College.		
One Day Seminar on Understanding the Approach to Civil Services Exam: Changing Gears for a New Route, Organised by Ashoka Academy in collaboration with Career Councelling & Placement Cell, Haji Anfar Ali College, Doboka.		

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

Plan of Action	Achievements/Outcomes
Submission of SSR and complete the process of 3rd Cycle Accreditation	Achieved
Organised FDP	Achieved
AQAR 2023 to be Uploaded	AQAR is currently being uploaded
Participate in NIRF Ranking-2024	NIRF Data Submitted
Introduced Courses base on NEP 2020 with more flexibility in choosing discipline and Courses by the learners	Introducing FYUGP from Academic Session-2023-24 more flexibility is granted
Submission of Data for AISHE	Achieved
Conduct of Administrative and Academic Audit	Achieved
Conduct of Energy Audit	Achieved
Conduct of Green Audit	Achieved
Introduced Skill Courses	Registed as Partner of NSDC and got approval for two skill courses as a Partner of NSDC.
Conducted Student Satisfaction Survey	Acvhieved
Conduct maximum nos. of Career Counselling Programme	Achieved

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2024	18/03/2024

15. Multidisciplinary / interdisciplinary

As envisaged in NEP 2020, Haji Anfar Ali College has been focusing on imparting multidisciplinary and holistic education to develop social, physical, intellectual, emotional and moral capacities of the human being in an integrated manner. Presently the college has been offering courses as per the UG-CBCS curriculum adopted by its affiliated Gauhati University in the Academic Session 2019, which is multidisciplinary in nature and the students have the flexibility to choose the courses of their own choice. At present the college offers Undergraduate BA Honours courses in Assamese, English, Economics, History, Political Science, and Undergraduate BA Regular courses. Skill Enhancement Courses are also offered by departments as per the UG CBCS Syllabus. The college also offers both PG and UG courses in a distance mode through its Study Centre, Krishna Kanta State Open University (KKHSOU), Haji Anfar Ali College in different disciplines. Short-term Certificate courses are also offered which are add-on courses in nature. Though the college is a single-stream college, considering NEP-2020, steps are also being taken to make it truly multidisciplinary by introducing new subjects in the near future. Other Multidisciplinary and Interdisciplinary Initiatives: The college offers Compulsory Basic Computer Education for All (CBCEA). The college focuses on providing holistic education through extension activities by involving its students through various programs such as NSS, career counseling classes, Scouts and Guides, etc. MoUs are signed with various NGOs and institutions to boost both multidisciplinary and interdisciplinary activities. Study tours/fieldwork are undertaken for submission of mini-project works for students of various disciplines. To encourage holistic education and promote the spirit of social responsibility, the college has adopted Burigaon Village under Akashi Ganga Gaon Panchayat, where faculty members and the students of the college interact with the inhabitants and the locals of the village for the promotion of science and humanities and healthcare. Interdisciplinary activities like inter-departmental talks, quiz & essay competitions, organizing webinars, etc., are encouraged by the college.

16. Academic bank of credits (ABC):

With the implementation of New Education Policy 2020, the concept of Academic Bank of Credits (ABC) has been introduced. At present the

college is yet to register in Academic Bank of Credits as it is affiliated to Gauhati University. Till the submission of AQAR, the college is eagerly awaiting for the guideline for registration of Academic Bank of Credits from University.

17.Skill development:

Skill development: As per Gauhati University UG-CBCS Syllabus guideline, Departments particularly Assamese, English, History and Political Science offered skill development courses like Ability Enhancement Course (AEC) and Skill Enhancement Courses (SEC). It is mandatory for all students to opt at least one AEC course either in English or in Assamese language. From 3rd Semester onward, Skill Enhancement Course is also mandatory for all. However, the students are given full liberty to choose from a pool of SEC papers with some discipline specific limitations. The contents of the both AEC and SEC Courses are available in Gauhati University web Portal for ready reference. Besides the University prescribed Skill development courses, the college also offered skill development courses like Compulsory Basic Computer Education for All (CBCEA), Certificate Course in Yoga, Certificate Course in Digital Marketing and e-commerce Essentials etc. These comprehensive programs are designed and offered by the IQAC Cells and departments, Observance of International Day of Yoga for holistic developments of the students. Offered short term course on Communicating Skill with collaboration of Maarkaj Ul Maarif, Hojai. Offered 100 hrs. Certificate Course in Retail Team Leader with collaboration of ICT Academy under Youth Empowerment Programme, A CSR initiative of Atos Prayas Foundation.

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

The NEP 2020 recommends the inclusion of the Indian Knowledge System in the curricula of all layers of education. For this purpose, Haji Anfar Ali College has been trying its best to integrate the Indian Knowledge System as part of the holistic development of the students through the prescribed UG-CBCS Syllabus of its affiliated University. The syllabus of Assamese, English, Education, Economics, History, Mathematics, and Political Science is colored with the topics dealing with rich Indian culture and traditions. Courses are offered in both Assamese and English as mediums, and students can opt for the medium of their own choice. Teaching is carried out in a bilingual method, using both Assamese and English, and in the evaluation of answer scripts for the examinations, the same procedure is followed by the college. Faculty members of the departments attend the FDP organized by in collaboration with Haji Anfar Ali College. Weeklong Orientation cum Sanitization

programs are attended by the faculties organized by the UGC-Malaviya Mission Teacher Training Programmes. To encourage the Indian Knowledge System, special days are celebrated to remember the rich Indian culture and traditions, like International Day of Yoga, Teacher's Day to honour S. Radakrishnan, observance of Prakram Divas to remember the strong and courageous nationalist spirit of Netaji Subash Chandra Bose and those who fought for Indian freedom, and the celebration of International Mother Language Day to promote awareness of linguistic and cultural diversity and also to promote multilingualism. Every year the college organizes cultural events during the Annual College Week in which Indian culture, tradition, and knowledge are beautifully reflected with the active participation of the students. Annual College Magazine, handwritten magazines, wall magazines, etc., in the form of articles and poetry, are published both in Assamese and English. To unearth tourism potential in North East India, study tours and field visits are organized by the Department of History and Mathematics in the areas of historical monuments, cultural and ecological elements, and places of tourist and heritage importance.

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

While designing the Programmes and Courses, the Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) are defined by the affiliated university. In the beginning of the academic session, the respective departments share these outcomes with their students during orientation classes and ensure their availability in the college portal www.haac.ac.in through Department Profiles. To achieve the stated outcomes, the college implements various strategies, such as special assessments for measuring CO attainment, remedial classes for slow learners, special Internal Examinations are taken. In addition to this, IQAC organizes workshops on CO attainment, and the mapping of PO, PSO, and CO was conducted to train faculty members. The key measures undertaken for achieving these outcomes are as follows: Remedial Classes: Additional sessions for slow learners, identified through special tests assessing CO attainment, are organized to support their academic progress. Experiential Learning: Students are exposed to field studies, industry visits, visits to higher education and research institutions, and lectures from distinguished academicians to enhance practical learning. Participative Learning: Hands-on training, workshops, student seminars, group discussions, quizzes, debates, and activities like wall magazines, newsletters, and e-magazines are promoted for active student engagement. Guidance for Competitive Examinations: Continuous support and guidance are provided to students preparing for competitive exams. Project Work

and Assignments: Students are assigned projects and assignments to foster independent learning and critical thinking. Access to Digital Resources: Students have easy access to digital resources, computer labs, and ICT-enabled classrooms to facilitate learning. Skill and Training: Facilities are provided to enhance practical skills and real-world experience. Faculty Training: Workshops on CO attainment and mapping of PO, PSO, and CO are conducted to ensure faculty members are well-equipped to guide students in meeting these outcomes. Measurement of Outcome: The attainment of these outcomes is measured through: Special tests designed to directly assess CO attainment. Analysis of student performance, comparing SGPA from the 1st and 6th semesters, as well as overall CGPA. Tracking students' success in competitive exams. Monitoring students' progression to higher education. Collecting data on students' placement records post-graduation

20.Distance education/online education:

Haji Anfar Ali College is the only premier institution in its locality. To promote higher education, the institution offers dual mode, i.e., ODL and conventional mode of education. Distance Education: Haji Anfar Ali College offers both UG and PG Programmes in different disciplines through its Study Centre, Krishna Kanta Handique State Open University (KKHSOU). The college is a recognized Study Centre of Krishna Kanta Hendique State Open University. Krishna Kanta Hendique State Open University is a distance learning institution of higher education recognized by the Government of Assam. The Study Centre (KKHSOU) is run by a Coordinator assisted by a committee headed by the Principal of the college as the centre-in-charge. Both online and offline classes and examination facilities are available in the Study Centre with greater flexibility amongst the learners. Besides the regular Sunday classes, for the convenience of learners, classes are also conducted during late afternoon and evening hours. Online Education: The online mode of education is also a vital component of its educational offerings, particularly from the COVID-19 pandemic. To facilitate this mode of learning, the college has implemented effective measures from time to time: Since the COVID-19 pandemic, the college has introduced its Online Portal www.haaconline.org.in. Through this platform, students of Haji Anfar Ali College can conveniently access course materials, class notes, and resources by logging in with their registered mobile number. Students can apply for online admission through this platform. Students are empowered to engage with their studies through various means on this portal. They can raise their requirements, such as class notes, initiate discussion, or seek clarification from the subject concern teachers. Likewise, teachers

actively contribute by preparing class notes and addressing student queries, ensuring an interactive and collaborative learning environment. Assignment topics set by the teachers are uploaded in the portal, and accordingly the students also submit their assignments through this portal. Course Syllabus and question papers for reference are also uploaded by the Departments for easy access. Online classes are conducted with the help of platforms like Google Meet, Google Classroom, and Zoom through this portal. These are extremely useful tools for both teachers and students in the teaching, learning, and evaluating students' understanding and performance. Faculty Development Training programs are organized with the collaboration to introduce the teaching fraternity to alternative modes of education whenever and wherever traditional modes of education are not possible. Through the various webinars, workshops, and other professional development programs, faculties have equipped themselves to use LMS, i.e. Learning Management System, e-academic materials, and uses of different ICT tools such as LCD projectors, digital classrooms, etc.

Extended Profile

1.Programme

1.1	164
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1395
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	673
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File
2.3	335
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	17
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	17
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	16
Total number of Classrooms and Seminar halls	
4.2	8262177.36
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	93
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Though the college follows the curriculum prescribed by its parent University, the IQAC ensures effective curriculum delivery through a well-planned and documented process designed by its Cell, Teaching, Learning and Evaluation Committee and Committee for Deliberation of Academic Provisions.

- Based on the Gauhati University Academic Calendar, IQAC prepare the Academic Calendar of the College and upload it on the College website.
- Committee for Deliberation of Academic Provisions prepares the central routine, and the same is distributed to the different departments for allotment of classes among the teachers.
- On the basis of the allotment of classes, each department formulates its own action plan/course plan on the basis of the prescribed syllabus for the academic session.
- Besides the traditional methodology, Power Point presentations, digital classrooms, e-resources, holding student seminars, debates, field visits, etc. are adopted by the departments for curriculum delivery.
- Provision of classes for slow learners and counselling for advanced learners are also arranged in the central routine.
- For overall progression and monitoring, IQAC conducted curriculum-based feedback by the end of each academic session.

To ensure effective curriculum delivery, the Academic Committee chaired by Principal meets periodically to discuss all issues related to academics.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://haac.ac.in/upload/library/Academic%20Calander%202023-24.pdf

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

The academic calendar is a tailored adaptation of the calendar set by its affiliated University. While it adheres to the university's schedule, the IQAC has incorporated significant events to create its unique version.

- A soft copy of the Academic Calendar is uploaded on the college website for the convenience of all stakeholders.
- The Academic Calendar comprehensively outlines details such as working days, holidays, semester breaks, internal and external examinations, and schedules for other co-curricular activities such as Annual College Week, the Freshers' Social, observance of important events, etc.
- To assess the progress of the syllabus and the students, IQAC designs unique methods for a continuous internal evaluation comprising class tests, unit tests, and semester-end internal examinations.
- A special sessional examination is also held for the students carrying poor marks in the semester-end internal examination. This is done through proper notification, and special care is taken by personal mentoring and remedial classes.
- Co-curricular activities, as part of the continuous evaluation of students, are held in the college as per the academic calendar.
- The college conducts external examinations as per the program prescribed by the affiliating University.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://haac.ac.in/upload/library/Academic%20Calander%202023-24.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

13

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

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

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

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

1455

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

1455

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

1.3 - Curriculum Enrichment

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

The affiliating University, in its curricula, tries to integrate crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. It encourages students to select various that promote the development of these themes. These courses include:

1. Environmental Studies (ENV-AE-2014): The syllabus of this course covers topics such as natural resources, environmental pollution, biodiversity and conservation, environmental policies and practices, ecosystems, human communities, and the environment.
2. Curricula of the subject of Education: In the three years curricula of the subject of Education include various courses which focused on human value, ethics and professional development such as:
 - Foundation of Education (EDU-RC-1016)
 - Psychology of Adolescents (EDU-RC-2016)
 - Guidance and Counselling (EDU-RC-3016)
 - Continuing Education (EDU-DSE-5016)
 - Human Rights Education (EDU-DSE-5036) and
 - Mental Health & Hygiene (EDU-DSE-6016).
1. The Economics Curricula offers courses related to human welfare and the environment, including:
 - Economics of Health and Education (ECO-HE-5016)
 - Environmental Economics (ECO-HE-6016)
1. The Political Science Curriculum incorporates courses that examine human right and political system such as:

- Introduction to Political Theory (POL-RC-1016)
- Comparative Government and Politics (POL-RC-3016)
- Human Rights (POL-DSE-5026)
- Human Rights in India (POL-HE-6016)

All these courses reflected the institution's commitment to fostering awareness and understanding of critical global and national issues among the students

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

526

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

1.4 - Feedback System

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://haac.ac.in/igac.php

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1500

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

137

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

2.2 - Catering to Student Diversity

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

At the beginning of each academic session, the college adopted various measures to assess the level of advanced and slow learners, which include:

- Proper counselling on the subject combination at the time of admission by Admission Committee members. Based on merits, the admission committee suggests options for subject combinations, and accordingly the student chose their subject combination.
- Based on the teacher-student ratio, a robust mentor-mentee relationship is maintained to ensure individualized attention for each mentee to grasp their learning level and receive appropriate guidance and support.
- Besides its affiliated university guideline for assessment and evaluation, the institution follows its self-mechanized evaluation methods. Following the start of classes, subject-specific periodical pre-assessments, like class tests and unit tests, are conducted by the departments, and semester-end internal examinations are conducted by the institution centrally.
- Based on the pre-assessment results, students are categorised as slow and advanced learners.
- Slow learners receive tailored assistance such as special

notes, clarification sessions and remedial classes. Further support is extended through counselling sessions and regular communication via WhatsApp messages through students' WhatsApp Groups.

- Special internal examinations are arranged for poor scorers.
- Advanced learners benefit from specialized resources such as seminars, webinars, workshops, career-oriented programs, and institutional visits.

File Description	Documents
Link for additional Information	https://haaconline.org.in/upload/notice/1690825008.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1395	17

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Students' learning experiences are enriched by the institution through the integration of subjective, specific, experiential, participative, and problem-solving learning methods.

Experimental Learning: Beyond conventional classroom instruction, a comprehensive learning environment is cultivated through experiential activities such as field visits, study tours for writing assigned project works, workshops, and soft skill learning in computer labs.

Participative Learning: Learning through participation is the most significant feature of the college. Active participative learning is fostered through initiatives like group discussion, faculty exchange

programs, debate, quizzes, and group discussion and contributions of newsletters and magazines. The student union organises institution-level competitions to promote extracurricular activities encompassing literacy, sports, and cultural events.

Problem Solving Learning Methods: The students of the college are encouraged to adopt problem-solving learning methods to acquire knowledge about the society they live in. The problem-solving learning methods involve active participation of students in groups to find solutions to the problems of society. Apart from that, the teachers discuss the issues and problems facing the society in the classrooms. They are encouraged to participate in the programmes organized in the college, such as gender issues, women empowerment, decentralization and Panchayatiraj, welfare of the deprived sections of people, legal and constitutional issues, health awareness programmes, and environment-related issues.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://haac.ac.in/igac_sub.php?id=11

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

The college is well-equipped with ICT facilities in all departments supported by the latest teaching-learning software. Faculty members are actively encouraged and trained to utilise available ICT tools to enrich the teaching-learning process and optimise outcomes. This includes outfitting two classrooms with smart boards and with LCD projectors, Google Classroom, Google Meet, and Google Form for effective teaching. Teachers leverage ICT tools to disseminate academic information creatively, using mediums such as PowerPoint presentations, animated video tutorials, YouTube, computers, printers, and sound systems to facilitate effective learning, with both teachers and students urged to make full use of these resources. Teachers use semester-wise WhatsApp Groups and Google Classroom for sharing class notes and relevant academic information. In addition to these, the college website www.haac.ac.in and www.haaconline.org.in facilitate easy access to upload soft copies of class notes, audio and video lectures, and recorded lectures for student reference and download. To ensure proficiency in ICT tool usage, college administration has also arranged comprehensive training for the teaching and non-teaching staff of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.haaonline.org.in/classnotes.php

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

2.3.3.1 - Number of mentors

7

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

6

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

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

2.4.3.1 - Total experience of full-time teachers

26

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

2.5 - Evaluation Process and Reforms

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

The college strictly adheres to the examination and evaluation guidelines set forth by its parent University. In line with these directives, the college ensures the implementation of internal assessment (IA) for its students in a consistent and transparent manner. Internal assessment constitutes 20% of the total marks, encompassing various components such as sessional/Semester End Internal Examinations (50% of marks), home assignments, seminars/group discussions, fieldwork, co-curricular and extracurricular activities (30%), and the remaining 20% for attendance. At the very outset of each Academic Session, an induction Program is arranged by the IQAC in which the students are briefed about the detailed information regarding the mode and procedure of IA d. To maintain transparency, answer scripts are shared with students so that they can improve their score in the End Semester Examination which is conducted by the Controller of Examination, Gauhati University. In addition to these, continuous assessment is carried out through regular class/unit tests, quizzes,

and presentations as part of IA, which aids students in preparing confidently for their End Semester Examination and other career oriented examinations.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.haaconline.org.in/index.php

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

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

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

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

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.haaonline.org.in/index.php

2.6 - Student Performance and Learning Outcomes

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

The institution prioritizes the effective communication of Program and course outcomes, recognizing its crucial role in student awareness. As an affiliated college of Gauhati University, the college adheres to the academic syllabus with a pre-approved program and course outcome. These outcomes are clearly articulated and disseminated to students through both online and offline channels.

- At the onset of the Academic Session, Comprehensive information about academic syllabi, including program and course outcomes, is uploaded on the college website at both institutional and departmental levels.
- The induction Program conducted by IQAC and the orientation programs organized by the departments familiarize students with the outcomes associated with their respective courses.
- In addition to that, the faculty members utilize platforms such as Google Classroom and WhatsApp Groups to share the program and course outcomes.
- The faculties possess a thorough understanding of both program and course outcomes. At the beginning of each Semester, the Head of the Departments (HoDs) distribute photocopies of the syllabus among the departments' faculties, enabling them to prepare the teaching and the lesson plans accordingly.
- To further enhance the clarity of program and course outcomes, Bloom's taxonomy has been incorporated into the educational learning objectives of each course. This transparent approach to educational objectives ensures that students understand the levels of complexity and specificity associated with their learning, thereby fostering an optional learning environment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.haaconline.org.in/index.php
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://haac.ac.in/upload/dept_syllabus/1690705535.pdf

2.6.3 - Pass percentage of Students during the year

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

203

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://docs.google.com/forms/d/1Fs7jUGt9-07GfCe0usEGceFZyagvRBhmFGm9kvdRX0s/edit#responses>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

Nil

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

3

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.2 - Research Publications and Awards

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

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

Nil

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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

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

10

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

During the Academic Session 2022-23, Haji Anfar Ali College is undertaking various initiatives for enhancing the quality life of the communities surrounding the institution. Encouraging active participation, the institution advocates for the representation of various social issues through a plethora of parallel across its units, fostering holistic development among its students. The very objectives of these activities are to motivate its students towards embracing quality education, fostering environmental conscientiousness, promoting health and hygiene. Following are the activities carried out during the period.

- On 25th of May, 2022 an Awareness Program on Drugs Addiction was organized by Hojai District Police Administration in collaboration with Drugs De- Addiction Centre, Daboka and jointly sponsored by North East Welfare Society (NGO) and Community Development Cell, IQAC Haji Anfar Ali College, Doboka.
- On 22nd October, 2022 a District Level Training Program on Leprosy Eradication was organized by NHM, Hojai District, Assam with collaboration of Medical Cell, IQAC, Haji Anfar Ali College.
- On 15th October, 2022 Hojai District Administration with IQAC organized "Covid-19 Vaccination Drive" for the employees and the localities of the institution. This drive offered booster dose as Covaxin.
- Moreover, Haji Anfar Ali College has adopted Burigaon village under Akashi Ganga Gaon Panchayat as part of its outreach. The village frequently hosts visits from students, teachers, NSS volunteers aiming to raise awareness and uplift the standard of living through educational campaigns, distribution

of reliefs during natural calamities, V and fostering social responsibility.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

4

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	View File

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

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

6

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

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

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

83

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration

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

4

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Haji Anfar Ali College has a campus area of 16.26 acres of land with a comprehensive range of infrastructure and physical amenities designed to facilitate effective teaching and learning experiences. These include spacious classrooms, a fully equipped library, a computer lab, a smart classroom, a physical fitness center, an auditorium, and various other amenities such as:

- **Class Room:** The College has 19 nos. of classrooms of which 4 halls are there with a sitting capacity of 250 and more. With RAMP support, the classrooms are well-furnished, well-ventilated with green boards, and have power backup from the central DG system.
- **Smart Classroom & Computer Lab:** The College has a digital classroom with a projector and smart board facility and a computer lab with 60+ computers facilities.
- **Auditorium:** The college has a well-ventilated auditorium with RAMP support having a sitting capacity of 250 audience members.
- **Automated Library:** The college library is automated using Integrated Library Management System (ILMS) with SOUL 2.0 version of ILMS (Integrated Library Management System). The books are issued and received by SOUL 2.0 software. The library is planning to upgrade the software from SOUL 2.0 to 3.0. The OPAC is also available in the library system.

Distance and Open Learning office: The College has a separate office for conducting distance and open learning education under Krishna Kanta Handiqui State Open University (KKHSOU).

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://haac.ac.in/igac.php

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

Haji Anfar Ali College has a campus area of 16.26 acres of land with adequate physical facilities for sports, cultural and academic activities.

Auditorium: The college has a well-ventilated auditorium with RAMP support having a sitting capacity of 300 audience members. It is used for organising various cultural events, programmes, and celebrations of important days.

NSS office: The college has a separate NSS office for conducting its activities.

Physical Fitness Centre: The college has a physical fitness centre with all modern tools and facilities.

Indoor Stadium & Outdoor Stadium: The college has an indoor and outdoor stadium for both indoor and outdoor games such table tennis, bedminton, Volleyball, Basket Ball, Kabaddi, football, cricket etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://haac.ac.in/igac.php

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://haac.ac.in/iqac.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

82,62,177.96

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library of the College is known as SNB Central Library. Keeping in mind the recommendation of the NAAC Peer Team for 3rd Cycle, the Library of the college is automated using an Integrated Library Management System (ILMS). The Central library of the college is fully automated with the SOUL 2.0 version of the ILMS (Integrated Library Management System). The OPAC is also available in the library system.

The books are issued and received by SOUL 2.0 software. The library is planning to upgrade the software from SOUL 2.0 to 3.0. The Central Library provides all possible facilities to its readers and has a spacious reading room that can accommodate 100 students. The library maintains its daily attendance register for entry and exit of visitors in the library. The library provides smart library cards for both teachers and students. Books can only be issued by using a

smart library card.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://haac.ac.in/library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

274386

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

25

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

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

- The college campus is facilitated with Wi-Fi facilities for both students and teachers.
- The IT infrastructures of the college are regularly monitored by Vice-Principal as Academic in-charge of the College and maintained by an expert Firm S.S Technologies, Guwahati, Assam. The Firm is remained in constant touch in updating and maintaining IT equipments including computers, computer lab, library software, CCTV, smart board/ digital classroom.
- A self-finance course 'Basic Compulsory Computer Education' for all is run by the college. A guest faculty is appointed for the course and a separate computer labs with all required infrastructures are facilitated in the computer lab.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://haac.ac.in/facilities.php

4.3.2 - Number of Computers

93

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

82622177.36

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Haji Anfar Ali College has well-established systems and procedures for maintaining and utilizing its physical, academic and support facilities such as the language lab, computer lab, central library, indoor stadium, games and sports items, physical fitness centre, existing classrooms, departmental blocks, and offices.

Academic Facilities: The college has both regular and contractual staff to maintain the physical facilities such as offices, gardens, uninterrupted power supply, hostels, etc. Classrooms, ICT facilities, and the computer lab are under the direct supervision of the vice Principal of the college. HoDs of the departments are responsible for maintaining records of departmental assets and properties.

Physical Facilities: The college campus is regularly cleaned by employees who are assigned for this duty. The waste is kept in the

dustbins, which are collected by the municipal garbage vans. The college canteen is run by an outside vendor, and it is monitored by the Canteen Monitoring Committee headed by the Vice Principal of the College. The college Women's Hostel is administered by the Hostel Advisory Committee. A faculty member is entrusted with the responsibility to look after the hostel.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://haac.ac.in/facilities.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1325

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

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

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

23

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

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

A. All of the above

File Description	Documents
Link to institutional website	https://haac.ac.in/assests/Career%20Oriented%20Programme.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

15

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

17

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

35

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

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

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

nil

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

15

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

Haji Anfar Ali College wants to achieve its goals by spreading out its activities. The college give opportunities for students to take part in different activities, co-curricular and extracurricular events. These include:

HAACSU: Haji Anfar Ali College Students' Union (HAACSU) is a democratically elected body to represent the students of the college. As per the academic calendar of the college, every year the election to the HAACSU is conducted by the Election Committee in a free and fair manner. The Principal happens to be the Returning officer of the Election Committee and Vice-Principal is appointed as Assistant Returning Officer for conducting the election smoothly.

IQAC: The IQAC of the college is also represented by the nominated members of the students.

NSS Unit: The NSS Unit of the college plays a significant role in providing community service not only on the campus but also outside the college campus. There are more than thirty-seven student volunteer members in the NSS Unit.

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

File Description	Documents
Paste link for additional information	https://haac.ac.in/student_union.php
Upload any additional information	No File Uploaded

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

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

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

The college has an Alumni Association. There is an Executive Body of the Alumni Association that is democratically selected/elected by the members of the Alumni Association as per the bylaws of the Alumni Association. The Executive Body is actively involved in different events and extracurricular and community development programs organised within and outside the college. They also extend support in developmental activities of the college and student support and progression

File Description	Documents
Paste link for additional information	https://haac.ac.in/alumni.php
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college is driven by a specific mission and vision, which is reflected in its governance. The principal of the college is serving as the administrative head and plays a pivotal role in the college governance. Facilitating effective administration, the principal ensures coordination among the stakeholders, including students, guardians, teachers, alumni, the Parent University and society as a whole. As the academic head, he maintained constant coordination of all its stakeholders, heads of the departments, and the parent university.

The governance of the college is characterised by a participatory and democratic approach. The Governing Body comprises the President (appointed by the government), Secretary (Principal of the College), Vice-Principal, two faculty representatives from the affiliating university, two teachers' representatives, one representative from the non-teaching staff, and three guardian members, and serves as the supreme authority responsible for implementing the goals of the college.

The IQAC of the college, constituted as per the latest NAAC guidelines, plays a significant role in ensuring quality education. To enhance quality and holistic education, the IQAC formulates the plan of the institution. Various Cells and Committees of IQAC ensure the engagement of staff in policy making and its implementation.

File Description	Documents
Paste link for additional information	https://haac.ac.in/principal.php
Upload any additional information	No File Uploaded

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

The institution remains committed to its ethos of decentralization and participatory management, engaging its diverse stakeholders at various levels:

At the helm is the Principal, who serves as the administrative head of the institution, making decisions on critical academic and non-academic matters. The academic matters are deliberated upon by the principal in collaboration with Vice-Principal and department heads.

- The Governing Body acts as the highest policy-making body, representing the interests of the teaching and non-teaching

staff, guardians, and university nominees.

- The Internal Quality Assurance Cell (IQAC) ensures the engagement of multiple stakeholders to achieve quality standards through its different in-house cells and committees. The in-house cells and committees are comprised of teachers, students, and guardians contributing to policy making and implementation.
- Active participation of faculty members in various cells and committees enhances the institutional ethos of decentralization and participative management.

File Description	Documents
Paste link for additional information	https://haac.ac.in/index.php
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Haji Anfar Ali College adheres to a meticulously crafted master plan, strategically executed across various phases that include:

- All works are done according to the Master Plan of the college.
- Developmental Projects are undertaken following an approved plan and cost estimate.
- The Building Construction Committee is there to supervise the construction activities in the college.
- The construction-related works are done according to the tenders and made available on the college website.
- The college has a separate Purchase Committee that ensures the procurement of necessary goods, items, and equipment following the proper tender procedures.
- The college is tied up with S.S. Technologies, Guwahati, for maintaining the college website and ICT tools and other equipment.
- All the expenditure excluding the salary of employees is audited annually by an internal and an external auditor.
- The expenditure to be incurred is to be approved by the Governing Body of the college.
- Except for employee salaries, annual audits, both internal and external, scrutinized all expenditures.
- Audit reports are regularly uploaded on the college website.
- Regular Academic, Administrative, Green and Energy audits are

conducted, and the report of these audits is uploaded on the college website.

- For a green and hygienic campus, plantation drives are organised.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://haac.ac.in/iqac.php
Upload any additional information	No File Uploaded

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

For effective functioning of the college, different policies, such as academic policy, examination policy, and anti-ragging policies, are formulated by the institution.

- The Governing Body acts as the highest policy-making body, which comprises the President (appointed by the government), Secretary (Principal of the College), Vice-Principal, two faculty representatives from the affiliating university, two teachers' representatives, one representative from the non-teaching staff, and three guardian members.
- As affiliated to Gauhati University, the college has to follow all the rules and guidelines served by the university. The principal of the college is the highest authority looking after the academic and administrative matters. He has been followed by Vice-Principal who has managed the academic activities of the college.
- The institution is a Provincialised College under the Government of Assam. Therefore, the college follows the service rules of the Government of Assam for the promotion of its employees.
- The Governing Body is the authority for the approval of appointment and promotion of its employees. For the appointment of the teaching and the non-teaching staff, both UGC and the Government rules are followed.
- Annual Performance Appraisal reports are maintained by the Principal on the basis of reports provided by the IQAC Coordinator.
- The Internal Quality Assurance Cell (IQAC) functions with the assistance of its various cells and committees.

- The college has a Central Library. The library staff consists of the Librarian and other staff members.

File Description	Documents
Paste link for additional information	https://haac.ac.in/igac.php
Link to Organogram of the Institution webpage	https://haac.ac.in/igac.php
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college has effective welfare measures for teaching and the non-teaching staff.

- Group Insurance (GIS) and General Provident Fund (GPF) facilities are available for all permanent employees of the institution.
- Both teaching and non-teaching staff members can avail themselves of the financial benefits through the Thrift & Credit Society of the college.
- The teaching and non-teaching staff could avail themselves of the leave facility, including maternity leave by women faculty members, as per the service rule of the Government of Assam.
- The teaching and non-teaching staff of the college are

provided sports facilities, including badminton, volleyball, basketball, and football.

- Medical Cell of the college assists the employees and students in health-related issues.
- Well-furnished Departmental Blocks with attached washrooms are facilitated to the employees.
- Central library of the college has separate reading rooms for both teachers and the students.
- Adequate parking areas are facilitated for the employees of the institution.

File Description	Documents
Paste link for additional information	https://haac.ac.in/facilities.php
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

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

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

9

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The IQAC of Haji Anfar Ali College has collected the Annual Self Appraisal Reports from the teaching staff of the college and submitted them to the office of the Principal for placement and promotions under the Career Advancement Scheme (CAS).

- IQAC followed the guidelines of the Director of Higher

Education (DHE), Assam, for preparing the report of performance evaluation.

- The reports for evaluation of performance are prepared annually, and performances are recorded constantly by self-monitoring of the departments by the Principal of the college.
- For non-teaching staff, Annual Confidential Reports are prepared and certified by the principal of the college and are required to be communicated to the office of the Director of Higher Education, Govt. of Assam, for their placement and promotion.
- Service books of the employees are maintained by the office of the Principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The institution has established provisions for both internal and external audits. The internal audit is conducted annually by an auditor appointed by the Governing Body of the College, while external audits are conducted separately by a chartered accountant on all account including RUSA. It is carried out periodically by the Department of Local Audit, Government of Assam. Once the audit report is received, it is place before the meeting of the Governing Body where it is analysed and subsequently forwarded to the Office of the Director of Higher Education for information.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Haji Anfar Ali College has implemented specific strategies and plans to effectively mobilize its available resources, which include:

- The funds and grants received by the college are sourced from the Government, Non-Government organizations, and the college's own resources.
- Government and non-Government grants are utilized in accordance with the instructions and guidelines set by the respective authorities. The college has received the second instalment of the RUSA 2.0 grant for infrastructure development and these funds have been used during the current academic session as directed by the Mission Director of RUSA.
- The college generates additional revenue by leasing its land for paddy cultivation.
- It also utilizes its water reservoir tank (pond) by leasing it out for fish farming, further contributing to income generation.
- The college canteen is leased out as well, providing another stream of revenue for the institution.

The sanctioned funds and their expenditures are audited both internally and externally by auditors appointed by the Governing Body of the college and the Government respectively. Various committees, including the Building Committee, Purchase Committee, and Library Committee, assist the Principal's office in ensuring the proper use of resources. The Governing Body reviews and approves the auditors' reports during its meetings.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) of the college has been consistently working towards enhancing and maintaining quality of education across all aspects of the institution. The IQAC has developed strategies aimed at improving the capabilities of students, faculty, and non-teaching staff which includes:

- Academic calendars and course plans for each department are prepared, and its implementation is regularly monitored.
- Orientation cum Induction programs for newly admitted students are conducted both centrally and at the departmental level.
- The Academic Committee, consisting of all department heads, meets regularly to review the academic progress and student performance.
- Mentorship programs have been institutionalized to provide academic and personal guidance to students.
- Self-appraisal forms from teachers are collected and analyzed for performance review and development.
- To ensure efficient functioning, both academic and administrative audits are conducted.
- Feedback from students is gathered regarding the curriculum and teaching effectiveness for continuous improvement.
- Faculty members are encouraged to participate in the Faculty Development Programs (FDPs)
- Proactive steps are also taken to communicate the objectives of NEP 2020 to faculty members.

Through these initiatives, the IQAC strives to foster a culture of quality and continuous improvement at the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The institution regularly reviews its teaching-learning processes, operational structures, methodologies, and learning outcomes at periodic intervals through the IQAC, as per established norms. This review process has led to documented incremental improvements across various activities such as feedback from stakeholders and academic audits which serve as essential tools for monitoring growth and development in these areas.

The Academic Committee, chaired by the Principal, convene at least twice in an academic session to evaluate the progress of courses and student performance. These meetings also include an analysis of academic results. To assess the achievement of learning outcomes, a framework based on Bloom's Taxonomy has been developed. The performance of students in competitive examinations, both at the state and central government levels, is used as a benchmark for assessing academic quality. Additionally, infrastructure development, particularly in terms of ICT facilities, is prioritized due to its strong connection to enhancing academic outcomes.

In response to emerging needs, the institution also introduces Add-on Courses that focus on skill development, employability, and the cultivation of entrepreneurial skills, ensuring that students are equipped for the demands of the job market.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for

A. All of the above

improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://haac.ac.in/upload/annual/1738600534.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Haji Anfar Ali College has been committed to promoting gender equality since its establishment. The college's Internal Quality Assurance Cell (IQAC) includes a dedicated Women's Cell, which plays a crucial role in addressing gender-related concerns. The Women's Cell formulates an annual plan that includes various initiatives such as workshops, awareness programs, and seminars, particularly in celebration of International Women's Day. The college also organizes activities like essay writing competitions, poster competitions, and film screenings to raise awareness on gender issues. Both male and female faculty members are equally represented on important external and internal committees, such as the Assam College Teachers' Association (ACTA), the College Governing Body, the Admission Committee, the Examination Committee, and various IQAC Cells.

In addition, the college is proactive in supporting students' well-being. The College Counseling Cell regularly conducts programs focused on stress management, personality development, and emotional maturity to assist students with personal or psychological challenges.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://haac.ac.in/cells_committees.php

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Depending on the nature of waste, the college authority employ both conventional and modern technologies in managing degradable and nondegradable waste. Conventional methods include incineration applicable for degradable waste like paper, dry leaves etc.

The college prioritizes effective solid waste management by providing separate dustbins for dry and wet waste at various locations across the campu.

The wastegenerated in the college campus is collected and arrangements are made for waste recycling. This has a longterm positive impact on the environment.

Haji Anfar Ali College employs both conventional and modern technologies to effectively manage waste, ensuring proper disposal and sustainability. For degradable waste, such as paper and dry leaves, the college utilizes traditional methods like incineration. The college also collaborates with third-party organizations, such

as the Doboka Town Committee, to manage waste materials.

The college prioritizes solid waste management, providing separate dustbins for waste across various locations on campus, including the canteen, classrooms, hostel premises, and common rooms for both students and teachers.

The waste generated on campus, both dry and wet, is collected by the Doboka Town Committee, which facilitates recycling. This initiative contributes positively to the environment in the long run by reducing waste and promoting sustainability.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **C. Any 2 of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways

4. Ban on use of Plastic**5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Haji Anfar Ali College is committed to creating and maintaining an inclusive environment that promotes tolerance and harmony across various cultural, regional, linguistic, and other diversities. The institution adopts several measures which include:

1. **Linguistic Inclusiveness:** To improving students' understanding and academic performance faculty members use a bilingual or multilingual approach in their teaching, which facilitates effective communication with students from different linguistic backgrounds. .
2. **Cultural Inclusiveness:** The college encourages students to showcase the rich and diverse cultural traditions of northeast India, through various events like the annual cultural rally, annualcollege week and Freshmen's Socialetc. These events foster an appreciation for cultural diversity and unity.
3. **Socioeconomic Inclusiveness:** The college actively promotes government scholarships available to students from different socioeconomic backgrounds. The Scholarship Cell provides support to students from SC, ST, OBC, MOBC, and religious minority communities.
4. **Promoting Harmony across Communal and Other Diversities:** Topromote inclusivity, events like Saraswati Puja, Milan-Ul-Nabi, and other cultural functions are organisedencourage mutual respect and understanding among students of diverse communal backgrounds.
5. **Equal Opportunities:** The college adheres strictly to the reservation policy in admissions and appointments as per government regulations.

Through these effortsfosters an environment where diversity is

celebrated.

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

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

Throughout this academic year, various cells of the Internal Quality Assurance Cell (IQAC) has organized a range of activities which aimed to sensitizing both students and employees to their constitutional obligations.

- **Awareness on Fundamental Rights and Duties:** The Fundamental Rights and Duties enshrined in the Constitution have been prominently displayed in classrooms and the auditorium. This serves as a constant reminder for students to understand and exercise their rights and responsibility.
- **National Spirit and Patriotism:** Regular activities such as National Service Scheme (NSS) parades, as well as the celebration of Independence Day and Republic Day, has foster national pride and emphasize the importance of showing respect for the national flag and the national anthem.
- **Educational Programs and Discussions:** To promote constitutional responsibility a variety of educational initiatives like webinars, talks, seminars, workshops, and essay competitions, are held to discuss the fundamental rights and duties of responsible citizens.
- **Induction Programs:** Induction programs are organized for new students. These programs provide them with vital information about their rights and duties as citizens as well as the students of this institution..

Through these activities, the institution strives to cultivate a sense of civic responsibility and awareness, ensuring that students and staff are well-informed and committed to upholding the principles of the Indian Constitution.

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

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

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

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

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

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice:

Best Practice - I: Preservation of Cultural Heritage of Assamese culture

Best Practice - II: Exploring and nurturing the potential of students through student-centric activities.

Best Practice - III: Adopt five villages of Sutergaon Gaon Panchayat Area under Unnat Bharat Mission.

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

7.3 - Institutional Distinctiveness

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

In response to the rapidly changing societal landscape, especially in the post-Covid era, the college has prioritized updating and enhancing the learning experiences for both students and teachers. Aiming to adapt to the evolving educational environment, the college has implemented several innovative and distinctive teaching-learning methods:

- The college developed its own website (haaconline.org.in) to facilitate online classes.
- Teachers are encouraged to create and deliver lessons using audio and video formats.

- A portal www.haaconline.org.in has been established where students can request study materials, ensuring easy access to learning resources.
- To foster better communication, semester-specific WhatsApp groups have been created for students.
- Smart classrooms have been introduced, enhancing the learning experience.
- A mandatory computer course is offered to students, supported by a computer lab with 65 operational computers.
- An online system for tracking student attendance and maintaining logbooks has been implemented.

These initiatives are aligned with the college's efforts to address the challenges posed by the changing educational landscape and to fulfill the recommendations outlined by the NAAC Peer Team during the second accreditation cycle. The college remains committed to providing modern, student-centric education that equips learners to become competent and skilled citizens in society

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Though the college follows the curriculum prescribed by its parent University, the IQAC ensures effective curriculum delivery through a well-planned and documented process designed by its Cell, Teaching, Learning and Evaluation Committee and Committee for Deliberation of Academic Provisions.

- Based on the Gauhati University Academic Calendar, IQAC prepare the Academic Calendar of the College and upload it on the College website.
- Committee for Deliberation of Academic Provisions prepares the central routine, and the same is distributed to the different departments for allotment of classes among the teachers.
- On the basis of the allotment of classes, each department formulates its own action plan/course plan on the basis of the prescribed syllabus for the academic session.
- Besides the traditional methodology, Power Point presentations, digital classrooms, e-resources, holding student seminars, debates, field visits, etc. are adopted by the departments for curriculum delivery.
- Provision of classes for slow learners and counselling for advanced learners are also arranged in the central routine.
- For overall progression and monitoring, IQAC conducted curriculum-based feedback by the end of each academic session.

To ensure effective curriculum delivery, the Academic Committee chaired by Principal meets periodically to discuss all issues related to academics.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://haac.ac.in/upload/library/Academic%20Calander%202023-24.pdf

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

The academic calendar is a tailored adaptation of the calendar set by its affiliated University. While it adheres to the university's schedule, the IQAC has incorporated significant events to create its unique version.

- A soft copy of the Academic Calendar is uploaded on the college website for the convenience of all stakeholders.
- The Academic Calendar comprehensively outlines details such as working days, holidays, semester breaks, internal and external examinations, and schedules for other co-curricular activities such as Annual College Week, the Freshers' Social, observance of important events, etc.
- To assess the progress of the syllabus and the students, IQAC designs unique methods for a continuous internal evaluation comprising class tests, unit tests, and semester-end internal examinations.
- A special sessional examination is also held for the students carrying poor marks in the semester-end internal examination. This is done through proper notification, and special care is taken by personal mentoring and remedial classes.
- Co-curricular activities, as part of the continuous evaluation of students, are held in the college as per the academic calendar.
- The college conducts external examinations as per the program prescribed by the affiliating University.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://haac.ac.in/upload/library/Academic%20Calander%202023-24.pdf

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

B. Any 3 of the above

**of Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University**

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

1.2 - Academic Flexibility

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

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

13

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

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

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

7

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

1455	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	
1455	
File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>The affiliating University, in its curricula, tries to integrate crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. It encourages students to select various that promote the development of these themes. These courses include:</p> <ol style="list-style-type: none"> 1. Environmental Studies (ENV-AE-2014): The syllabus of this course covers topics such as natural resources, environmental pollution, biodiversity and conservation, environmental policies and practices, ecosystems, human communities, and the environment. 2. Curricula of the subject of Education: In the three years curricula of the subject of Education include various courses which focused on human value, ethics and professional development such as: <ul style="list-style-type: none"> • Foundation of Education (EDU-RC-1016) • Psychology of Adolescents (EDU-RC-2016) • Guidance and Counselling (EDU-RC-3016) • Continuing Education (EDU-DSE-5016) • Human Rights Education (EDU-DSE-5036) and • Mental Health & Hygiene (EDU-DSE-6016). <ol style="list-style-type: none"> 1. The Economics Curricula offers courses related to human welfare and the environment, including: <ul style="list-style-type: none"> • Economics of Health and Education (ECO-HE-5016) • Environmental Economics (ECO-HE-6016) 	

1. The Political Science Curriculum incorporates courses that examine human right and political system such as:

- Introduction to Political Theory (POL-RC-1016)
- Comparative Government and Politics (POL-RC-3016)
- Human Rights (POL-DSE-5026)
- Human Rights in India (POL-HE-6016)

All these courses reflected the institution's commitment to fostering awareness and understanding of critical global and national issues among the students

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

526	
File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File
1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://haac.ac.in/igac.php
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
1500	

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

137

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

2.2 - Catering to Student Diversity

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

At the beginning of each academic session, the college adopted various measures to assess the level of advanced and slow learners, which include:

- Proper counselling on the subject combination at the time of admission by Admission Committee members. Based on merits, the admission committee suggests options for subject combinations, and accordingly the student chose their subject combination.
- Based on the teacher-student ratio, a robust mentor-mentee relationship is maintained to ensure individualized attention for each mentee to grasp their learning level and receive appropriate guidance and support.
- Besides its affiliated university guideline for assessment and evaluation, the institution follows its self-mechanized evaluation methods. Following the start of classes, subject-specific periodical pre-assessments, like class tests and unit tests, are conducted by the departments, and semester-end internal examinations are conducted by the institution centrally.
- Based on the pre-assessment results, students are categorised as slow and advanced learners.

- Slow learners receive tailored assistance such as special notes, clarification sessions and remedial classes. Further support is extended through counselling sessions and regular communication via WhatsApp messages through students' WhatsApp Groups.
- Special internal examinations are arranged for poor scorers.
- Advanced learners benefit from specialized resources such as seminars, webinars, workshops, career-oriented programs, and institutional visits.

File Description	Documents
Link for additional Information	https://haaconline.org.in/upload/notice/1690825008.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1395	17

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Students' learning experiences are enriched by the institution through the integration of subjective, specific, experiential, participative, and problem-solving learning methods.

Experimental Learning: Beyond conventional classroom instruction, a comprehensive learning environment is cultivated through experiential activities such as field visits, study tours for writing assigned project works, workshops, and soft skill learning in computer labs.

Participative Learning: Learning through participation is the

most significant feature of the college. Active participative learning is fostered through initiatives like group discussion, faculty exchange programs, debate, quizzes, and group discussion and contributions of newsletters and magazines. The student union organises institution-level competitions to promote extracurricular activities encompassing literacy, sports, and cultural events.

Problem Solving Learning Methods: The students of the college are encouraged to adopt problem-solving learning methods to acquire knowledge about the society they live in. The problem-solving learning methods involve active participation of students in groups to find solutions to the problems of society. Apart from that, the teachers discuss the issues and problems facing the society in the classrooms. They are encouraged to participate in the programmes organized in the college, such as gender issues, women empowerment, decentralization and Panchayatiraj, welfare of the deprived sections of people, legal and constitutional issues, health awareness programmes, and environment-related issues.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://haac.ac.in/igac_sub.php?id=11

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

The college is well-equipped with ICT facilities in all departments supported by the latest teaching-learning software. Faculty members are actively encouraged and trained to utilise available ICT tools to enrich the teaching-learning process and optimise outcomes. This includes outfitting two classrooms with smart boards and with LCD projectors, Google Classroom, Google Meet, and Google Form for effective teaching. Teachers leverage ICT tools to disseminate academic information creatively, using mediums such as PowerPoint presentations, animated video tutorials, YouTube, computers, printers, and sound systems to facilitate effective learning, with both teachers and students urged to make full use of these resources. Teachers use semester-wise WhatsApp Groups and Google Classroom for sharing class notes and relevant academic information. In addition to these, the college website www.haac.ac.in and www.haaconline.org.in facilitate easy access to upload soft copies of class notes,

audio and video lectures, and recorded lectures for student reference and download. To ensure proficiency in ICT tool usage, college administration has also arranged comprehensive training for the teaching and non-teaching staff of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.haaconline.org.in/classnotes.php

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

2.3.3.1 - Number of mentors

7

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

16

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality /

D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

6

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

26

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

2.5 - Evaluation Process and Reforms

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

The college strictly adheres to the examination and evaluation guidelines set forth by its parent University. In line with these directives, the college ensures the implementation of internal assessment (IA) for its students in a consistent and transparent manner. Internal assessment constitutes 20% of the total marks, encompassing various components such as sessional/Semester End Internal Examinations (50% of marks), home assignments, seminars/group discussions, fieldwork, co-curricular and extracurricular activities (30%), and the remaining 20% for attendance. At the very outset of each Academic Session, an induction Program is arranged by the IQAC in which the students are briefed about the detailed information regarding the mode and

procedure of IA d. To maintain transparency, answer scripts are shared with students so that they can improve their score in the End Semester Examination which is conducted by the Controller of Examination, Gauhati University. In addition to these, continuous assessment is carried out through regular class/unit tests, quizzes, and presentations as part of IA, which aids students in preparing confidently for their End Semester Examination and other career oriented examinations.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.haaconline.org.in/index.php

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

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

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

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

- The college has a Grievance and Redressed Committee to look into any matters of students, including internal examination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.haaconline.org.in/index.php

2.6 - Student Performance and Learning Outcomes

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

The institution prioritizes the effective communication of Program and course outcomes, recognizing its crucial role in student awareness. As an affiliated college of Gauhati University, the college adheres to the academic syllabus with a pre-approved program and course outcome. These outcomes are clearly articulated and disseminated to students through both online and offline channels.

- At the onset of the Academic Session, Comprehensive information about academic syllabi, including program and course outcomes, is uploaded on the college website at both institutional and departmental levels.
- The induction Program conducted by IQAC and the orientation programs organized by the departments familiarize students with the outcomes associated with their respective courses.
- In addition to that, the faculty members utilize platforms such as Google Classroom and WhatsApp Groups to share the program and course outcomes.
- The faculties possess a thorough understanding of both program and course outcomes. At the beginning of each Semester, the Head of the Departments (HoDs) distribute photocopies of the syllabus among the departments' faculties, enabling them to prepare the teaching and the lesson plans accordingly.
- To further enhance the clarity of program and course outcomes, Bloom's taxonomy has been incorporated into the educational learning objectives of each course. This transparent approach to educational objectives ensures that students understand the levels of complexity and

specificity associated with their learning, thereby fostering an optional learning environment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.haaconline.org.in/index.php
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://haac.ac.in/upload/dept_syllabus/1690705535.pdf

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year****203**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

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

<https://docs.google.com/forms/d/1Fs7jUGt9-07GfCe0usEGceFZyaqvRBhmFGm9kvdRX0s/edit#responses>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****Nil**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

Nil

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

3

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

Nil

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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

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

10

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

During the Academic Session 2022-23, Haji Anfar Ali College is undertaking various initiatives for enhancing the quality life of the communities surrounding the institution. Encouraging active participation, the institution advocates for the representation of various social issues through a plethora of parallel across its units, fostering holistic development among its students. The very objectives of these activities are to motivate its students towards embracing quality education, fostering environmental conscientiousness, promoting health and hygiene. Following are the activities carried out during the period.

- On 25th of May, 2022 an Awareness Program on Drugs Addiction was organized by Hojai District Police Administration in collaboration with Drugs De- Addiction Centre, Daboka and jointly sponsored by North East Welfare Society (NGO) and Community Development Cell, IQAC Haji Anfar Ali College, Doboka.
- On 22nd October, 2022 a District Level Training Program on Leprosy Eradication was organized by NHM, Hojai District,

Assam with collaboration of Medical Cell, IQAC, Haji Anfar Ali College.

- On 15th October, 2022 Hojai District Administration with IQAC organized "Covid-19 Vaccination Drive" for the employees and the localities of the institution. This drive offered booster dose as Covaxin.
- Moreover, Haji Anfar Ali College has adopted Burigaon village under Akashi Ganga Gaon Panchayat as part of its outreach. The village frequently hosts visits from students, teachers, NSS volunteers aiming to raise awareness and uplift the standard of living through educational campaigns, distribution of reliefs during natural calamities, and fostering social responsibility.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

4

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	View File

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

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

6

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

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

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

83

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration

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

4

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

Haji Anfar Ali College has a campus area of 16.26 acres of land with a comprehensive range of infrastructure and physical amenities designed to facilitate effective teaching and learning experiences. These include spacious classrooms, a fully equipped library, a computer lab, a smart classroom, a physical fitness center, an auditorium, and various other amenities such as:

- **Class Room:** The College has 19 nos. of classrooms of which 4 halls are there with a sitting capacity of 250 and more. With RAMP support, the classrooms are well-furnished, well-ventilated with green boards, and have power backup from the central DG system.
- **Smart Classroom & Computer Lab:** The College has a digital classroom with a projector and smart board facility and a computer lab with 60+ computers facilities.
- **Auditorium:** The college has a well-ventilated auditorium with RAMP support having a sitting capacity of 250 audience members.
- **Automated Library:** The college library is automated using Integrated Library Management System (ILMS) with SOUL 2.0 version of ILMS (Integrated Library Management System). The books are issued and received by SOUL 2.0 software. The library is planning to upgrade the software from SOUL 2.0 to 3.0. The OPAC is also available in the library system.

Distance and Open Learning office: The College has a separate office for conducting distance and open learning education under Krishna Kanta Handiqui State Open University (KKHSOU).

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://haac.ac.in/igac.php

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

Haji Anfar Ali College has a campus area of 16.26 acres of land with adequate physical facilities for sports, cultural and academic activities.

Auditorium: The college has a well-ventilated auditorium with RAMP support having a sitting capacity of 300 audience members. It is used for organising various cultural events, programmes, and celebrations of important days.

NSS office: The college has a separate NSS office for conducting its activities.

Physical Fitness Centre: The college has a physical fitness centre with all modern tools and facilities.

Indoor Stadium & Outdoor Stadium: The college has an indoor and outdoor stadium for both indoor and outdoor games such table tennis, badminton, Volleyball, Basket Ball, Kabaddi, football, cricket etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://haac.ac.in/igac.php

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://haac.ac.in/iqac.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

82,62,177.96

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library of the College is known as SNB Central Library. Keeping in mind the recommendation of the NAAC Peer Team for 3rd Cycle, the Library of the college is automated using an Integrated Library Management System (ILMS). The Central library of the college is fully automated with the SOUL 2.0 version of the ILMS (Integrated Library Management System). The OPAC is also available in the library system.

The books are issued and received by SOUL 2.0 software. The library is planning to upgrade the software from SOUL 2.0 to 3.0. The Central Library provides all possible facilities to its readers and has a spacious reading room that can accommodate 100

students. The library maintains its daily attendance register for entry and exit of visitors in the library. The library provides smart library cards for both teachers and students. Books can only be issued by using a smart library card.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://haac.ac.in/library.php

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

274386

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

25

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

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

- The college campus is facilitated with Wi-Fi facilities for both students and teachers.
- The IT infrastructures of the college are regularly monitored by Vice-Principal as Academic in-charge of the College and maintained by an expert Firm S.S Technologies, Guwahati, Assam. The Firm is remained in constant touch in updating and maintaining IT equipments including computers, computer lab, library software, CCTV, smart board/ digital classroom.
- A self-finance course 'Basic Compulsory Computer Education' for all is run by the college. A guest faculty is appointed for the course and a separate computer labs with all required infrastructures are facilitated in the computer lab.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://haac.ac.in/facilities.php

4.3.2 - Number of Computers

93

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

82622177.36

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Haji Anfar Ali College has well-established systems and procedures for maintaining and utilizing its physical, academic and support facilities such as the language lab, computer lab, central library, indoor stadium, games and sports items, physical fitness centre, existing classrooms, departmental blocks, and offices.

Academic Facilities: The college has both regular and contractual staff to maintain the physical facilities such as offices, gardens, uninterrupted power supply, hostels, etc. Classrooms, ICT facilities, and the computer lab are under the direct supervision of the vice Principal of the college. HoDs of the departments are responsible for maintaining records of departmental assets and properties.

Physical Facilities: The college campus is regularly cleaned by employees who are assigned for this duty. The waste is kept in the dustbins, which are collected by the municipal garbage vans. The college canteen is run by an outside vendor, and it is monitored by the Canteen Monitoring Committee headed by the Vice Principal of the College. The college Women's Hostel is administered by the Hostel Advisory Committee. A faculty member is entrusted with the responsibility to look after the hostel.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://haac.ac.in/facilities.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1325

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

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

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

23

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

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

A. All of the above

File Description	Documents
Link to institutional website	https://haac.ac.in/assests/Career%20Oriented%20Programme.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

15

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

17

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

35

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

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

nil

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

15

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

Haji Anfar Ali College wants to achieve its goals by spreading out its activities. The college give opportunities for students to take part in different activities, co-curricular and extracurricular events. These include:

HAACSU: Haji Anfar Ali College Students' Union (HAACSU) is a democratically elected body to represent the students of the college. As per the academic calendar of the college, every year the election to the HAACSU is conducted by the Election Committee in a free and fair manner. The Principal happens to be the Returning officer of the Election Committee and Vice-Principal is appointed as Assistant Returning Officer for conducting the election smoothly.

IQAC: The IQAC of the college is also represented by the nominated members of the students.

NSS Unit: The NSS Unit of the college plays a significant role in providing community service not only on the campus but also outside the college campus. There are more than thirty-seven student volunteer members in the NSS Unit.

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

File Description	Documents
Paste link for additional information	https://haac.ac.in/student_union.php
Upload any additional information	No File Uploaded

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

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

2

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

The college has an Alumni Association. There is an Executive Body of the Alumni Association that is democratically selected/elected by the members of the Alumni Association as per the bylaws of the Alumni Association. The Executive Body is actively involved in different events and extracurricular and community development programs organised within and outside the college. They also extend support in developmental activities of the college and student support and progression

File Description	Documents
Paste link for additional information	https://haac.ac.in/alumni.php
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college is driven by a specific mission and vision, which is reflected in its governance. The principal of the college is serving as the administrative head and plays a pivotal role in the college governance. Facilitating effective administration, the principal ensures coordination among the stakeholders, including students, guardians, teachers, alumni, the Parent University and society as a whole. As the academic head, he maintained constant coordination of all its stakeholders, heads of the departments, and the parent university.

The governance of the college is characterised by a participatory and democratic approach. The Governing Body comprises the President (appointed by the government), Secretary (Principal of the College), Vice-Principal, two faculty representatives from the affiliating university, two teachers' representatives, one representative from the non-teaching staff, and three guardian members, and serves as the supreme authority responsible for implementing the goals of the college.

The IQAC of the college, constituted as per the latest NAAC guidelines, plays a significant role in ensuring quality education. To enhance quality and holistic education, the IQAC formulates the plan of the institution. Various Cells and Committees of IQAC ensure the engagement of staff in policy making and its implementation.

File Description	Documents
Paste link for additional information	https://haac.ac.in/principal.php
Upload any additional information	No File Uploaded

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

The institution remains committed to its ethos of decentralization and participatory management, engaging its diverse stakeholders at various levels:

At the helm is the Principal, who serves as the administrative head of the institution, making decisions on critical academic and non-academic matters. The academic matters are deliberated upon by the principal in collaboration with Vice-Principal and department heads.

- The Governing Body acts as the highest policy-making body, representing the interests of the teaching and non-teaching staff, guardians, and university nominees.
- The Internal Quality Assurance Cell (IQAC) ensures the engagement of multiple stakeholders to achieve quality standards through its different in-house cells and committees. The in-house cells and committees are comprised of teachers, students, and guardians contributing to policy making and implementation.
- Active participation of faculty members in various cells and committees enhances the institutional ethos of decentralization and participative management.

File Description	Documents
Paste link for additional information	https://haac.ac.in/index.php
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Haji Anfar Ali College adheres to a meticulously crafted master plan, strategically executed across various phases that include:

- All works are done according to the Master Plan of the college.
- Developmental Projects are undertaken following an approved plan and cost estimate.
- The Building Construction Committee is there to supervise the construction activities in the college.
- The construction-related works are done according to the tenders and made available on the college website.
- The college has a separate Purchase Committee that ensures the procurement of necessary goods, items, and equipment following the proper tender procedures.
- The college is tied up with S.S. Technologies, Guwahati, for maintaining the college website and ICT tools and other equipment.
- All the expenditure excluding the salary of employees is audited annually by an internal and an external auditor.
- The expenditure to be incurred is to be approved by the Governing Body of the college.
- Except for employee salaries, annual audits, both internal and external, scrutinized all expenditures.
- Audit reports are regularly uploaded on the college website.
- Regular Academic, Administrative, Green and Energy audits are conducted, and the report of these audits is uploaded on the college website.
- For a green and hygienic campus, plantation drives are organised.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://haac.ac.in/igac.php
Upload any additional information	No File Uploaded

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

For effective functioning of the college, different policies, such as academic policy, examination policy, and anti-ragging policies, are formulated by the institution.

- The Governing Body acts as the highest policy-making body, which comprises the President (appointed by the

government), Secretary (Principal of the College), Vice-Principal, two faculty representatives from the affiliating university, two teachers' representatives, one representative from the non-teaching staff, and three guardian members.

- As affiliated to Gauhati University, the college has to follow all the rules and guidelines served by the university. The principal of the college is the highest authority looking after the academic and administrative matters. He has been followed by Vice-Principal who has managed the academic activities of the college.
- The institution is a Provincialised College under the Government of Assam. Therefore, the college follows the service rules of the Government of Assam for the promotion of its employees.
- The Governing Body is the authority for the approval of appointment and promotion of its employees. For the appointment of the teaching and the non-teaching staff, both UGC and the Government rules are followed.
- Annual Performance Appraisal reports are maintained by the Principal on the basis of reports provided by the IQAC Coordinator.
- The Internal Quality Assurance Cell (IQAC) functions with the assistance of its various cells and committees.
- The college has a Central Library. The library staff consists of the Librarian and other staff members.

File Description	Documents
Paste link for additional information	https://haac.ac.in/iqac.php
Link to Organogram of the Institution webpage	https://haac.ac.in/iqac.php
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college has effective welfare measures for teaching and the non-teaching staff.

- Group Insurance (GIS) and General Provident Fund (GPF) facilities are available for all permanent employees of the institution.
- Both teaching and non-teaching staff members can avail themselves of the financial benefits through the Thrift & Credit Society of the college.
- The teaching and non-teaching staff could avail themselves of the leave facility, including maternity leave by women faculty members, as per the service rule of the Government of Assam.
- The teaching and non-teaching staff of the college are provided sports facilities, including badminton, volleyball, basketball, and football.
- Medical Cell of the college assists the employees and students in health-related issues.
- Well-furnished Departmental Blocks with attached washrooms are facilitated to the employees.
- Central library of the college has separate reading rooms for both teachers and the students.
- Adequate parking areas are facilitated for the employees of the institution.

File Description	Documents
Paste link for additional information	https://haac.ac.in/facilities.php
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

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

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

9

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The IQAC of Haji Anfar Ali College has collected the Annual Self Appraisal Reports from the teaching staff of the college and submitted them to the office of the Principal for placement and promotions under the Career Advancement Scheme (CAS).

- IQAC followed the guidelines of the Director of Higher Education (DHE), Assam, for preparing the report of performance evaluation.
- The reports for evaluation of performance are prepared annually, and performances are recorded constantly by self-monitoring of the departments by the Principal of the college.
- For non-teaching staff, Annual Confidential Reports are prepared and certified by the principal of the college and are required to be communicated to the office of the Director of Higher Education, Govt. of Assam, for their placement and promotion.
- Service books of the employees are maintained by the office of the Principal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

The institution has established provisions for both internal and external audits. The internal audit is conducted annually by an auditor appointed by the Governing Body of the College, while external audits are conducted separately by a chartered accountant on all account including RUSA. It is carried out periodically by the Department of Local Audit, Government of Assam. Once the audit report is received, it is place before the meeting of the Governing Body where it is analysed and subsequently forwarded to the Office of the Director of Higher Education for information.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Haji Anfar Ali College has implemented specific strategies and

plans to effectively mobilize its available resources, which include:

- The funds and grants received by the college are sourced from the Government, Non-Government organizations, and the college's own resources.
- Government and non-Government grants are utilized in accordance with the instructions and guidelines set by the respective authorities. The college has received the second instalment of the RUSA 2.0 grant for infrastructure development and these funds have been used during the current academic session as directed by the Mission Director of RUSA.
- The college generates additional revenue by leasing its land for paddy cultivation.
- It also utilizes its water reservoir tank (pond) by leasing it out for fish farming, further contributing to income generation.
- The college canteen is leased out as well, providing another stream of revenue for the institution.

The sanctioned funds and their expenditures are audited both internally and externally by auditors appointed by the Governing Body of the college and the Government respectively. Various committees, including the Building Committee, Purchase Committee, and Library Committee, assist the Principal's office in ensuring the proper use of resources. The Governing Body reviews and approves the auditors' reports during its meetings.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) of the college has been consistently working towards enhancing and maintaining quality of education across all aspects of the institution. The IQAC has developed strategies aimed at improving the capabilities of students, faculty, and non-teaching staff which includes:

- Academic calendars and course plans for each department are prepared, and its implementation is regularly monitored.
- Orientation cum Induction programs for newly admitted students are conducted both centrally and at the departmental level.
- The Academic Committee, consisting of all department heads, meets regularly to review the academic progress and student performance.
- Mentorship programs have been institutionalized to provide academic and personal guidance to students.
- Self-appraisal forms from teachers are collected and analyzed for performance review and development.
- To ensure efficient functioning, both academic and administrative audits are conducted.
- Feedback from students is gathered regarding the curriculum and teaching effectiveness for continuous improvement.
- Faculty members are encouraged to participate in the Faculty Development Programs (FDPs)
- Proactive steps are also taken to communicate the objectives of NEP 2020 to faculty members.

Through these initiatives, the IQAC strives to foster a culture of quality and continuous improvement at the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The institution regularly reviews its teaching-learning processes, operational structures, methodologies, and learning outcomes at periodic intervals through the IQAC, as per established norms. This review process has led to documented incremental improvements across various activities such as feedback from stakeholders and academic audits which serve as essential tools for monitoring growth and development in these areas.

The Academic Committee, chaired by the Principal, convene at least twice in an academic session to evaluate the progress of

courses and student performance. These meetings also include an analysis of academic results. To assess the achievement of learning outcomes, a framework based on Bloom's Taxonomy has been developed. The performance of students in competitive examinations, both at the state and central government levels, is used as a benchmark for assessing academic quality. Additionally, infrastructure development, particularly in terms of ICT facilities, is prioritized due to its strong connection to enhancing academic outcomes.

In response to emerging needs, the institution also introduces Add-on Courses that focus on skill development, employability, and the cultivation of entrepreneurial skills, ensuring that students are equipped for the demands of the job market.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://haac.ac.in/upload/annual/1738600534.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

Haji Anfar Ali College has been committed to promoting gender equality since its establishment. The college's Internal Quality Assurance Cell (IQAC) includes a dedicated Women's Cell, which plays a crucial role in addressing gender-related concerns. The Women's Cell formulates an annual plan that includes various initiatives such as workshops, awareness programs, and seminars, particularly in celebration of International Women's Day. The college also organizes activities like essay writing competitions, poster competitions, and film screenings to raise awareness on gender issues. Both male and female faculty members are equally represented on important external and internal committees, such as the Assam College Teachers' Association (ACTA), the College Governing Body, the Admission Committee, the Examination Committee, and various IQAC Cells.

In addition, the college is proactive in supporting students' well-being. The College Counseling Cell regularly conducts programs focused on stress management, personality development, and emotional maturity to assist students with personal or psychological challenges.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://haac.ac.in/cells_committes.php

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Depending on the nature of waste, the college authority employ both conventional and modern technologies in managing degradable and nondegradable waste. Conventional methods include incineration applicable for degradable waste like paper, dry leaves etc.

The college prioritizes effective solid waste management by providing separate dustbins for dry and wet waste at various locations across the campus.

The wastegenerated in the college campus is collected and arrangements are made for waste recycling. This has a longterm positive impact on the environment.

Haji Anfar Ali College employs both conventional and modern technologies to effectively manage waste, ensuring proper disposal and sustainability. For degradable waste, such as paper and dry leaves, the college utilizes traditional methods like incineration. The college also collaborates with third-party organizations, such as the Doboka Town Committee, to manage waste materials.

The college prioritizes solid waste management, providing separate dustbins for waste across various locations on campus, including the canteen, classrooms, hostel premises, and common rooms for both students and teachers.

The waste generated on campus, both dry and wet, is collected by the Doboka Town Committee, which facilitates recycling. This initiative contributes positively to the environment in the long run by reducing waste and promoting sustainability.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

B. Any 3 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Haji Anfar Ali College is committed to creating and maintaining

an inclusive environment that promotes tolerance and harmony across various cultural, regional, linguistic, and other diversities. The institution adopts several measures which include:

1. **Linguistic Inclusiveness:** To improving students' understanding and academic performance faculty members use a bilingual or multilingual approach in their teaching, which facilitates effective communication with students from different linguistic backgrounds. .
2. **Cultural Inclusiveness:** The college encourages students to showcase the rich and diverse cultural traditions of northeast India, through various events like the annual cultural rally, annual college week and Freshmen's Socialetc. These events foster an appreciation for cultural diversity and unity.
3. **Socioeconomic Inclusiveness:** The college actively promotes government scholarships available to students from different socioeconomic backgrounds. The Scholarship Cell provides support to students from SC, ST, OBC, MOBC, and religious minority communities.
4. **Promoting Harmony across Communal and Other Diversities:** Topromote inclusivity, events like Saraswati Puja, Milan-Ul-Nabi, and other cultural functions are organisedencourage mutual respect and understanding among students of diverse communal backgrounds.
5. **Equal Opportunities:** The college adheres strictly to the reservation policy in admissions and appointments as per government regulations.

Through these effortsfosters an environment where diversity is celebrated.

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

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

Throughout this academic year, various cells of the Internal Quality Assurance Cell (IQAC) has organized a range of activities

which aimed to sensitizing both students and employees to their constitutional obligations.

- **Awareness on Fundamental Rights and Duties:** The Fundamental Rights and Duties enshrined in the Constitution have been prominently displayed in classrooms and the auditorium. This serves as a constant reminder for students to understand and exercise their rights and responsibility.
- **National Spirit and Patriotism:** Regular activities such as National Service Scheme (NSS) parades, as well as the celebration of Independence Day and Republic Day, has foster national pride and emphasize the importance of showing respect for the national flag and the national anthem.
- **Educational Programs and Discussions:** To promote constitutional responsibility a variety of educational initiatives like webinars, talks, seminars, workshops, and essay competitions, are held to discuss the fundamental rights and duties of responsible citizens.
- **Induction Programs:** Induction programs are organized for new students. These programs provide them with vital information about their rights and duties as citizens as well as the students of this institution..

Through these activities, the institution strives to cultivate a sense of civic responsibility and awareness, ensuring that students and staff are well-informed and committed to upholding the principles of the Indian Constitution.

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

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

4. Annual awareness

B. Any 3 of the above

programmes on Code of Conduct are organized

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

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

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

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice:

Best Practice - I: Preservation of Cultural Heritage of Assamese culture

Best Practice - II: Exploring and nurturing the potential of students through student-centric activities.

Best Practice - III: Adopt five villages of Sutergaon Gaon Panchayat Area under Unnat Bharat Mission.

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

7.3 - Institutional Distinctiveness

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

In response to the rapidly changing societal landscape, especially in the post-Covid era, the college has prioritized updating and enhancing the learning experiences for both students and teachers. Aiming to adapt to the evolving educational environment, the college has implemented several innovative and distinctive teaching-learning methods:

- The college developed its own website (haaconline.org.in) to facilitate online classes.
- Teachers are encouraged to create and deliver lessons using audio and video formats.
- A portal www.haaonline.org.in has been established where students can request study materials, ensuring easy access to learning resources.
- To foster better communication, semester-specific WhatsApp groups have been created for students.
- Smart classrooms have been introduced, enhancing the learning experience.
- A mandatory computer course is offered to students, supported by a computer lab with 65 operational computers.
- An online system for tracking student attendance and maintaining logbooks has been implemented.

These initiatives are aligned with the college's efforts to address the challenges posed by the changing educational landscape and to fulfill the recommendations outlined by the NAAC Peer Team during the second accreditation cycle. The college remains committed to providing modern, student-centric education that equips learners to become competent and skilled citizens in society

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The following action plan outlines key initiatives for the upcoming academic session 2024-25:

Introduction of Skill-Oriented Courses: Expand the range of skill-based courses in collaboration with the National Skill Development Corporation (NSDC) to enhance employability.

Academic and Administrative Audit: Conduct thorough audits to evaluate and improve both academic and administrative functions.

Participation in NIRF: Engage in the National Institutional Ranking Framework (NIRF) to benchmark the institution's performance and identify areas for improvement.

Infrastructure Development: Focus on enhancing infrastructure, particularly in terms of creating additional classrooms and acquiring necessary resources to support academic growth.

Green and Energy Audit: Implement a comprehensive Green and Energy Audit to promote sustainable practices and energy efficiency within the campus.

Faculty Development Programs: Organize regular training and development programs aimed at enhancing the quality of teaching and research among faculty members.

Stakeholder Feedback: Continue gathering and analyzing feedback from students, staff, and other stakeholders to inform future planning and improvements.

Seminars, Workshops, and Career Counseling: Host a series of seminars, workshops, and career counseling sessions to provide students with opportunities for personal and professional growth.