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Dr. Mamun Azam Barbhuiya

Principal & Secretary

M.A., LL.B., Ph.D., PGDHRM



OFFICE OF THE PRINCIPAL
HAJI ANFAR ALI COLLEGE

P.O. Doboka : Pin : 782440 :: Hojai :: Assam

NAAC Reaccredited : Grade 'B'

UGC 2 (f) & 12 B Recognised

(Permanently affiliated to Gauhati University, Guwahati)

www.haac.ac.in

haacdaboka@gmail.com

Ref. No.

Date :

09/08/2023

DVV Clarification
Metrics Level Deviations
POINT-6.5.2.

Proceedings of the IQAC Meetings and Feedback Action taken Reports

In compliance with the DVV clarification in the Metrics Level Deviations, in point 6.5.2., I would like to clarify in the following points with regard to the proceedings of the IQAC Meetings held and Feedback action taken reports during the period:

(a) As part of DVV clarification, provided the attached and uploaded the photocopies of proceedings of the IQAC Meetings held during the period duly attested by the Principal.

(b) Provided the attached Action Taken Reports on feedback analysis as sought in the metrics level clarification.

(c) Provided supporting documentary links of the Proceedings of IQAC meetings and Feedback Action taken reports in the following points:

I, the undersigned, hereby certify that the above-mentioned documents relating to proceedings of the IQAC Meetings and Action Taken Reports of feedback analysis have been thoroughly verified and found to be true.

Principal

Haji Anfar Ali College

Doboka: Nagaon: Assam

H. A. Barbhuiya
09/08/23
Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

(1)

Meeting of the IQAC
Haji Anfar Ali College, Doboka
Date: 17 February, 2017 Time: 1:00 p.m.

Venue: Office of the Principal,
Haji Anfar Ali College, Doboka.

- Agenda:
1. Discussion on the suggestions given by the Last Peer Team Members, NAAC.
 2. Action Plan of IQAC
 3. Innovative Practice.
 4. Any other related matter.

Signature of the members present: Designation

1. Dr. M. A. Barbhuiya ~ chairperson
2. Sri Natesyan Ch. Boruah
3. Gobinda Barua
4. Pijush Chakraborty
5. Fakar Uddin
6. Mojaharul Islam
7. Tulika Goswami
8. Sahabuddin (IQAC, coordinator)
9. Alauddin Rahman
- 10.

Attended
19/02/23

A meeting of the IQAC is convened today with the signatories above under the presidency of Dr. M. A. Barbhuiya, the Principal of the college to discuss the agenda specified above. At the outset, Dr. Sahabuddin, coordinator, IQAC offered thanks on behalf of the College to all the members present for the prestigious grade 'B' awarded by NAAC in its last assessment and accreditation. He also emphasizes upon the strength and weakness of the College and urge the members present to extend their

opinions and suggestions in regard to the report given by NAAC during accreditation. Thus, after a thorough discussions on all the points in agenda, following resolutions have been adopted unanimously.

Resolution NO. 1. Be it resolved to increase ICT usage in the college which has been found limited by the Peer Team Members in their observation. The Principal of the college is authorised to take measures in this regard before the next assessment and accreditation process.

Resolution NO. 2. Basing on the suggestions of NAAC, the meeting today resolves to develop further the teaching learning process of the college. Hence, Each department is to be requested to arrange Tutorial and Remedial classes in their daily class routine and the students offer major are to be taken special care ~~in order~~ mentoring them dividing them into groups under the care of individual teachers.

Resolution NO. 3 : Keeping in view of the suggestions by NAAC, it has been decided to promote quality research culture in the college. Funding agencies like UGC, ICSSR and NGO's are to be approached to provide fund to carry on different research activities by the teachers of the college.

Resolution NO. 4: In view of the suggestions of the Peer Team Members, the meeting decides to increase the number of publications both by the college in a collective way and by the teachers in their individual ways. The Coordinator, NAAC, may be requested to take up the matter in the staff meeting of the College in order to involve the teachers in the publication works.

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

Resolution no. 5. Keeping in view of the suggestions of NAAC the Principal apprised the house that a proposal has already been submitted to Govt. under RUSA for the construction of Boys' Hostel in the college campus. But the proposal is yet to be granted. Hence, the house today decides to approach UAC for necessary grants and local MP & MLA be approached seeking assistance from their Area Development Fund. Sri Narayan Ch. Bhownick Sir has been entrusted with the responsibility to communicate with local MLA and MP so that a representation from the college

[Signature]
17/02/17

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

Attested

[Signature]
09/05/23

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

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Balendu

29/10/23

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

Meeting of the IQAC with the
Employees of the College.

Date: 30-05-2018

Time: 1:00 pm

Venue: Communicative English Classroom.

- Agenda: (1) Submission of AQAR-2018.
(2) Discussion on Internal Examination
(3) Discussion on CBCS course.
(4) Others.

Signatures of The members present:

1. Dr. M. A. Barbhuiya (President)
2. Sahalendran (Coordinator, IQAC)
3. Fakhruddin
4. Samser Ali Seikh
5. Nazrul Hussain
6. Abdul Rouf Laskar
7. Pijush Chakraborty
8. Abdus Subuk Taha
9. Sibbi Ahmed Osman
10. Tulika Goswami
11. Hasinur Sultan
12. Ataur Rahman
13. Mojiburul Islam
14. Gobinda Saha

Attested
29/05/23

Principal
Haji Anfar Ali College
Doboka: Nagaon: Assam

A meeting of the IQAC is convened today in the presence of the above signatories under the Presidentship of the Principal of the college - Dr. M. A. Barbhuiya to discuss the above mentioned agenda. At the outset of the meeting the IQAC coordinator placed before the house the resolutions taken in the last IQAC meeting. The members participating in the discussion about the resolutions approved the resolutions with certain specific addition in it.

The IQAC Coordinator initiated the discussion on the agenda set for the meeting with the consent of the President of the meeting. In the meeting, the following agenda have been adopted unanimously.

Resolution NO-1, the IQAC coordinator apprised the house about the new format of AQAR to be submitted to NAAC. The house agreed to submit the AQAR of 2018-19 in the existing format unanimously.

Resolution NO.2:- the house agreed to review the process of development regarding construction work under various schemes. The President of the meeting discussed the latest development regarding RUSA fund and approaching of M.P. & M.A for granting fund from their area development scheme. The house ratified with the development towards RUSA grant taken by the principal so far.

Resolution NO-3. The house unanimously resolved to expedite the work for submission of AQAR to NAAC. The house further requested all the faculty members to cooperate the coordinator of the IQAC, despite their engagement in NRC up gradation work in Assam.

Resolution NO:- 4. The members present agreed that the students of all semesters are affected with the engagement of maximum teachers in NRC up gradation work. The house expressed concern that internal examination, timely evaluation of answer scripts and declaration of results be in time according to the

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

guidelines of the affiliated university. The members resolved to support the students by taking remedial or tutorial classes for the students those who secured poor marks in the internal examination.

Resolution NO: 5: The house resolved to appoint a faculty member as coordinator to study about the rules and procedures of the CBCS course to be introduced from the academic session, 2019-20. The members unanimously agreed to appoint Mr. A.H. Talukder of the Dept. of History in this regard.

Resolution- NO- 6:- The members resolved that the community service through various Cells and committees should be extended not only in the college campus, but also in the neighbouring areas of the college.

The meeting concluded with thanks from the President, seeking more cooperation in spite of their involvement with NRC updation work.

Attended

29/05/23

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

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Haji Anfar Ali College
Doboka : Nagaon : Assam

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29/8/23

Principal
Haji Antar Ali College
Doboka : Nagaon : Assam

Meeting of the IQAC.
 XAAG: Doboka: 210ja.
 (Assam).

Date: 02-06-2019

Time: 2:15 PM.

Venue: (Principal's chamber)
 IQAC Office

Agenda :- (i) Proceedings of the previous meeting.
 (ii) Reading physical infrastructure of the college.
 (iii) Academic activities of the college.
 (iv) Future Action-Plan.
 (v) Others.

Members Present :-

	Full Signature	Designation
1.	Dr. M. M. Beubhings	
2.	Fakhar Uddin	
3.	Moinuddin Ahmed	
4.	Abul Hamid Talukder	
5.	A Hannan	
6.	Sayed Ahmed	
7.	Abdus Subur Talukder	
8.	Nozrul Hossain Barokhuya	
9.	Dr. Kabila Khan	
10.	Gobinda Sarma	
11.	Sahabuddin	
12.	Ali ...	

Attended
 09/06/23

Principal
 Haji Anfar Ali College
 Doboka: Nagaon: Assam

A meeting of the IGAC is convened on 02-06-2019 at 2:15 PM at the office of the IGAC under the Presidentship of Dr. M.A. Barbugia - the Principal of the college to discuss about the agenda set for the meeting. While initiating discussion on the agenda of the meeting, the IGAC coordinator Dr. S. Uddin placed the resolutions of the previous meeting before the house. While participating in the discussion, the house unanimously approved the resolutions with certain modification in Resolution No-1.

In the meeting the following important resolutions have been taken:-

Resolution NO-1: While initiating discussion on the introduction of CBCS course, the house held a comprehensive discussion on the academic and extra-curricular activities of the college. The house unanimously resolved to arrange a full-time training programme for the teaching and non-teaching staff of the college before introduction of CBCS course. The members resolved to send one nodal officer to the affiliated university to study more and collect information about the CBCS courses.

Resolution NO-2, the members present resolved to urge the college authority to commence online admission and registration for the students through college portal. The house also resolved to make available all the admission related to the college website including prospectus of the college.

Resolution NO:- 3, the house discussed in details on the physical facilities.

Kelly B. B. 10/08/23
Principal
Haji Anwar Ali College
Doboka : Nagaon : Assam

of the college. Keeping in mind the necessity of physical facilities in the college the house resolved to urge the Principal of the college to pursue the RUSA related official procedure for early sanction of RUSA grant.

The meeting concluded thanking all the members of the house by the President, seeking more co-operation towards the development of the college in all aspects.

Attested

09/08/23

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

02/06/19

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

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29/8/23

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

MEETING OF THE IQAC,

HAJI ANFAR ALI COLLEGE

Date : 11 Sept, 2020,

Time: 11:00 AM

Venue : Office of the Principal.

Agenda :-

1. Discussion on submitted AQAR (2018-19 & 2019-20);
3. Action plan for AQAR (2020-21 SSP)
4. Alumni Association;
5. Departmental Activity;
6. Any other related matters.

Signature of the members present :- Designation:

1. Dr. M. A. Barbhuiya : Chairman
2. Fakhar Uddin
3. Abdus Subhan Tawhedy
4. Dr. Adinar Rahman, coordinator
5. Atawar Rahman
6. Kabita Devi
7. Sahabuddin
8. A. Haman

Attested

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

Following the complete protocol of COVID-19, a meeting is convened with the above signatories of the IQAC, Haji Anfar Ali College. The meeting was presided over by Dr. M. A. Barbhuiya, Principal of the college. The meeting was graced by the presence of Dr. Sahabuddin, ex-IQAC coordinator of the college.

At the outset of the meeting, the coordinator of the IQAC, initiated discussion on sending AQAR to be submitted with details to the NAAC. The present members forwarded valuable suggestions with their expert knowledge to be

in the AGAR to be filled. After a detail discussion on the above mentioned agendas, the following important resolutions have been adopted unanimously:-

Resolution NO: 1:- the members including Principal of the college resolved to introduce certificate course in organic farming and the responsibility will be given to Mr. A. Rauf Laskar, Asso. Prof, dept. of history, for initiating the process. Similarly, Mr. Adnan Rehman, Asst. Prof. of Pol. Sc. also initiated and emphasized for introducing certificate course in Human Rights or Consumer Rights. Other faculty members also encouraged to open certificate course in relevant areas.

Resolution NO: 2:- On the basis of comprehensive discussion, the members resolved to complete the work of teaching plan of each department including Logbook, and syllabus distribution. Apart from that, members also laid emphasis on remedial coaching for students as the mean to complete the untaught syllabus through college portal online.

Resolution NO: 3:- On view of discussion, the members resolved to upload the update C.V. of individual teacher at the college portal. The members also resolved to hand over the responsibility to Mr. Abdul Samad Talukdar, Asst. Prof. of History, for the preparation of detail format of S.S.S. (Student Satisfaction Survey) and upload the same in google format at the college web.

Resolution NO: 4:- Keeping in mind the COVID-19 situation, the members

Attended
19/9/23

Principal
Haji Anfar Ali College
Doboka : Nagah : Assam

resolved to hold webinar / workshop / seminar, at least one by each department, involving all teachers and students of the college.

Resolution NO: 5. The members finally resolved to form a Parent-Teacher Association for the overall development of the college, despite having an active guardian forum in the college.

The meeting ended with thanks from the chair of the president.

attested

Signature

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

Signature

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

(16)

'Meeting of the IQAC
Haji Anfar Ali College

Date:- 3-10-2021

Time:- 11:15 AM

Venue:- Office of the Principal,

Agenda:-

1. Preparation & submission of AQAR, 2020-21.
2. Workshop on 'NAAC Accreditation'.
3. Appointment of Academic Auditor (Internal)
4. Student Satisfaction Survey (SSS)
5. Others:-

Signatures:-

1. Dr. M. A. Barshija
2. Ujjwal Goswami
3. Kabita Khan
4. Samser Ali Sheikh
5. Atanu Barua
6. Pijush Chakraborty
7. Gobinda Barua
8. Fakhar Uddin
9. Dr. Arifur Rahman
10. Abdul Hamid Talukder
11. Abdul Subor Talukder

Attested
Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

A meeting is convened of the IQAC, NAAC, on 3-10-2021 at 11:15 AM at the Office of the Principal of the college. The meeting is presided over by the Principal of the college - Dr. M. A. Barshija. The IQAC coordinator Dr. A. Rahman

initiated the discussion on the agenda set for the meeting. Before that the IGAC coordinator placed before the house of the resolutions taken in the last meeting. The house unanimously approved the resolutions of the previous meeting and expressed satisfaction over the action taken so far.

Following the resolutions adopted in the meeting of the IGAC:-

Resolution NO-1, the house unanimously resolved to prepare/update of existing one to the college website through our college portal. (haac.ac.in). The Principal of the college assured the house to provide user id to respective faculty members. The members urged to prepare AGAR 2020-21.

Resolution NO-2, the house unanimously proposed the name of Mr. A. H. Talukdar, asst. of History, to take necessary steps for the preparation of student's satisfaction survey (SSS).

Resolution NO:- 3, the members present resolved to hold one webinar by the 'Library' department of the college. The Principal of the college proposed the library incharge to hold webinar and any kind of help from his side in organising such webinar.

Resolution NO:- 4, the house resolved to form one 'Parent-Teacher Association'. This is proposed by the

Attested
by
Principal
Haji Anfar Ali College
Doboka : Nagam : Assam

department of Political Science faculty member Mr. Ataur Rahman. While participating in the discussion, it is unanimously resolved that such association will be headed by the vice-principal of the college.

Resolution NO-5, the house proposed the name of Mr. A. H. Talukdar as the new convenor of the Alumni Association, replacing Mr. F. Uddin of the department of Economics. The members of the Alumni Association are - Mr. Ataur Rahman, M. Islam, A. S. Talukdar and Jalur Uddin. Besides, the members proposed to frame guidelines / constitution for the Alumni Association.

Resolution NO: 6, the principal of the college proposed to conduct internal audit of all the department. The house while taking participation in the discussion resolved and constituted one committee for the purpose - M. Islam (convenor), S. A. Sikkh (member), Mr. Ataur Rahman (member)

Resolution NO: 7, the house unanimously proposed to conduct workshop on 'NAAC Accreditation' at a convenient time involving 1st cycle colleges of neighbouring areas.

The meeting concluded thanking all the members of the house for their kind cooperation by the President

Attested

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

Meeting of the IQAC

(19)

Teaching & Non-Teaching Staff

Date : 23-02-2022.

Time : 11:00 AM

Venue : Room No-2

Agenda :

1. Discussion on OM No: AHE-544/2021/9, dated 11 Feb, 2022, issued by the Govt. of Assam.
2. Formation of SSR committee.
3. Teacher's Profile update quarterly.
4. Smart class room for innovative teaching practice.
5. Others:- Students Satisfaction Survey (SSR).

Signature :-

1. Dr. M. A. Barbhuiya
2. Mijaharul Islam
3. Sujish Chakraborty.
4. Kabita Devi
5. Nazim Hassan
6. Dr. Habibur Sultan
7. Bibi Alceal Devi
8. Sayed Ahmed
9. Sayed Ahmed Asadul Haqim Eddelkar
10. Samser Ali Sheikh
11. Abdul Rauf Larkar
12. Faris Uddin
13. Saeed Moina Begum
14. Dr. Nazim Hameed Barbhuiya
15. Samser Ali Barbhuiya
16. Mr. Adilur Rahman
17. Farhat Uddin
18. Akbar Rahman
19. Gobinda Barua
20. Sahibuddin

Attested

29/2/23

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

A meeting of the IQAC is convened today of both teaching and non-teaching staff of the College under the presidency of the Principal

(20)

of the college. Dr. M.A. Barbhuiya to discuss the agendas specified above. At the outset, the coordinator of the IQAC read out the proceedings of the last IQAC meeting and the action taken so far on the resolution adopted. The principal of the initiated the discussion on the OM issued by the Govt. of Assam NO. AHE. 544/2021/9, dated, 11 February, 2022. The principal thoroughly focused on the 2 point criteria as mentioned in the OM, before the members present. After discussion on all the points, the following significant resolutions have been adopted by the members unanimously:-

Resolution No-1, After thorough discussion on the OM, the following Special Committees were constituted to expedite the process of NAAC related works of the college. The committees with members are -

- (I) Curricular Aspects:- (Members)
(a) N. Islam (b) Dr. M. Sultan.
- (II) Teaching, Learning & Evaluation :-
(Members) - (a) A. H. Talukdar (b) A. R. Lasker
(c) Dr. M. Sultan.
- (III) Research, Innovation & Extension :-
(Members) (a) Dr. S. Uddin (b) S. A. Osmani.
- (IV) Infrastructure & Learning Resources :-
(Members) (a) S. Ahmed, (b) N.H. Barbhuiya.
(c) Dr. K. Devi.
- (V) Student Support & progression :-
(Members): (a) N. Hussain (b) P. Chakrabarty.
(c) U. Sarma.
- (VI) Governance, Leadership & Management:-
(Members) - (a) A. Rahman (b) S. A. Zeikh.
(c) A. S. Talukdar.
- (VII) Institutional Values & Best Practices:-
(Members) (a) Dr. A. Malik (b) T. Goswami.

Principal
Haji Anfar Ali College
Mehoka : Nagaon : Assam

(C) A. R. Laskar.

The members unanimously authorised IQAC coordinator to alter the above mentioned portfolios of members, if he deems it necessary.

Resolution No: 2 :- The members present proposed to renovate the existing office of the IQAC and provide ICT class room for taking classes.

Resolution NO: 3 :- The members proposed to upload the updated cv of respective teachers and non-teaching staff. The principal of the college assured the members present to provide user ID/ password to members.

Resolution NO: 4 :- The members present unanimously proposed to reconstitute the NSS unit of the college. Accordingly, the newly constituted NSS unit consists of (a) Abdul Rouf Laskar (Programme Officer), (b) S. A. Osmani (Advisor), (c) Pijush Chakrabarty (member).

Resolution NO-5 :- Member discussed about SSR.

The meeting concluded with thanks from the President of the meeting (Principal) with commitment to work more for the academic development of the college.

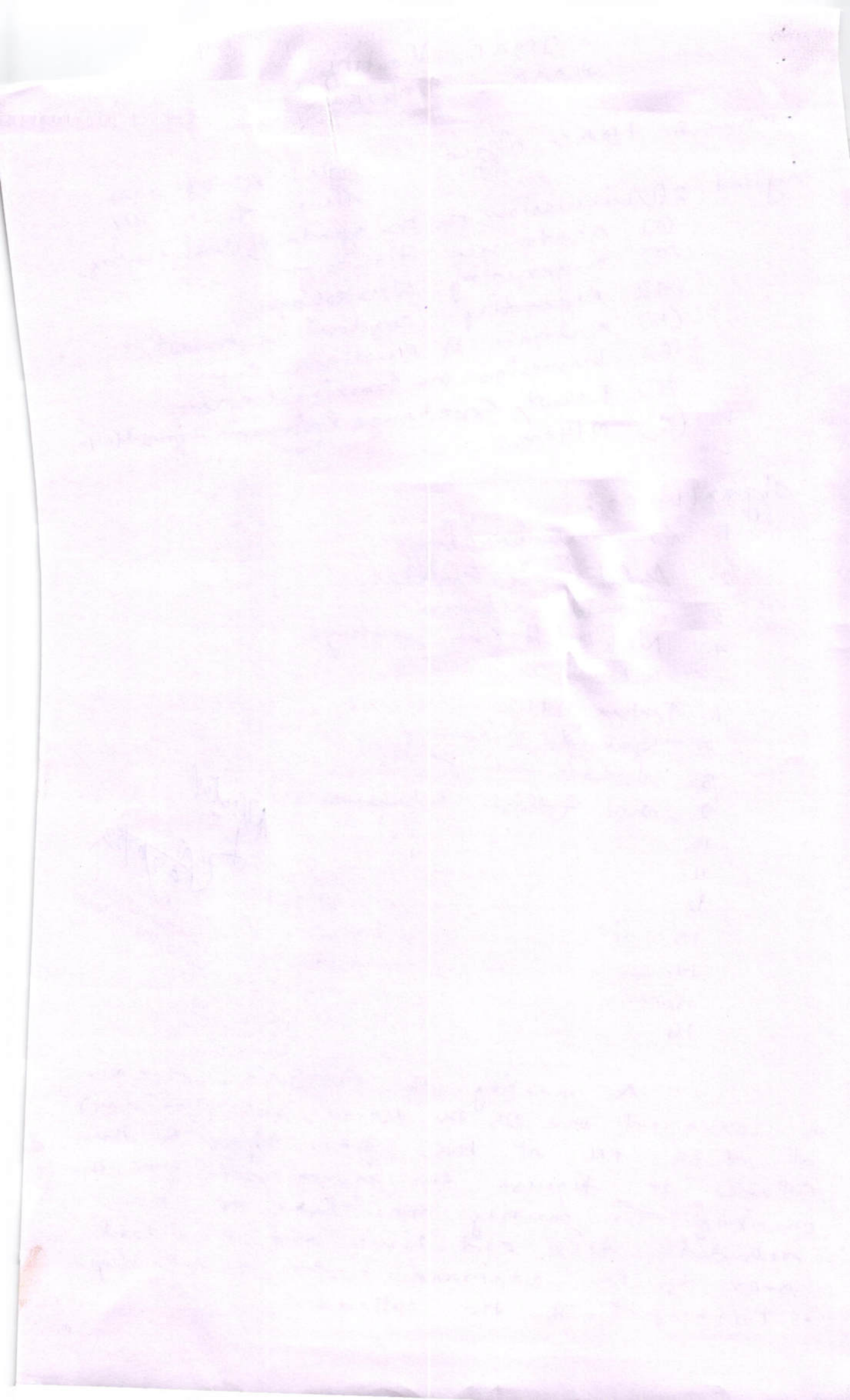
Attended

29/08/23

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

23/02/22

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam



(22)

ISAC Meeting
HAAC : Doboka.

Venue: ISAC Office

Date: 25.03.2022.

Time: 4:30 PM.

- Agenda :
- (1) Discussion on the agenda of last meeting.
 - (2) Academic discussion.
 - (3) Organising Workshop.
 - (4) Regarding conduct of Audit.
 - (5) Analysis of Feedback Report.
 - (6) Discussion on training programme.
 - (7) Faculty Exchange Programme Group Molls.
 - (8) Others.

Signatures: -

1. Dr. M. A. Barbhuiya
2. Asst. Prof. H. M. Talukder
3. M. M. Uddin
4. Nazrul Hossain Barbhuiya
5. Dr. Kabita Devi
6. Fakhru Uddin
7. Gobinda Sarma
8. Sahabuddin
9. Dr. Ashim Barbhuiya
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.

Attested

18/03/22

Principal
Haji Anwar Ali College
Doboka : Nagaon : Assam

A meeting of the ISAC-HAAC is convened on 25th March, 2022 (Friday) at 4:30 PM at the ISAC Office of the College to discuss the agenda for the meeting. The meeting was held at the schedule date and time and presided over by the chairman - Dr. M. A. Barbhuiya, Principal of the College.

With the permission of the chair, the IGAC coordinator Dr. Adidur Rahman initiated discussion on the resolutions adopted in the last meeting of the IGAC. The meeting adopted the following important academic and non-academic agenda based resolutions:-

Resolution NO. 1 :- The IGAC coordinator read out the resolutions of the last IGAC meeting and focused on the extent of execution of the adopted resolutions so far. The IGAC coordinator stated about the formation and functioning of 7 criterion based special committees as per the agenda and OM of the Government of Assam - NO. AHE.544/2021/-9, dated - 11th Feb, 2022, the members present and convenor of few committees shared the activities so far undertaken by them. The members resolved to work more under the committees formed for the sake of NAAC activities.

Resolution NO. 2 :- The members held a prolonged discussion on the academic aspect of the college. The Academic in-charge of the college, Mr. M. Islam, Vice-Principal is entrusted the duty of holding internal examinations and fix a possible date of holding the same. The members proposed that the departmental HODs are to set question papers in association with other faculty members of the department and submit the same to the Vice-Principal before the last date to be fixed by him.

Principal
Haji Anfar Ali College
Doboka, Nagaon, Assam

Resolution NO: 3 :- The members unanimously resolved to organise a 1 day on training Programme cum workshop for the teaching and non-teaching staff of the college. The members opined that this type of programme is inevitable keeping in mind the growing use of ICT tools and online classes. The members agreed to organise the programme on 'E-Resources and their use' in the college. The Principal is authorised by the members to a topic and date of the programme.

Resolution NO: 4 :- The members unanimously resolved to enhance the academic and infrastructure of the college. As such, the members held discussions for holding and conducting Library Audit, Hostel Audit, Green & Environment Audit, Energy Audit of the college. The members assured all kind of assistance to the principal for conducting such audit of the college. The members agreed that the audit report and subsequent actions on the report, will definitely help in improving the infrastructure of the college.

Selected
23/09/23

Principal
Haji Anwar Ali College
Doboka, Nagaon, Assam

Resolution NO: 5 :- The members present laid emphasis on the discussion on the internal discipline related aspect of the college. The members proposed to put ban on the unrestricted use of android mobile phone in the college campus. The members unanimously agreed to allow feature phone in the campus.

so that anti-social and unethical activities can be restrained. The members also proposed to hold programme on the 'Ethics and code of conduct' of the college. The Disciplinary Action Committee (DAC) is empowered to take necessary action against the violators of the code of conduct of the college. This is required to maintain the academic atmosphere of the college.

Resolution No:- 6. The members resolved unanimously to conduct survey through feedback from the students on administration, library, and infrastructure of the college. The members also agreed to collect feedback from students on teachers as earlier sessions. The collection of feedback will be taken from all semester's student randomly irrespective of honours or regular students. The LGAC coordinator is authorized to collect the same and submit them to the Principal for analysis and further action.

Resolution No:- 7. While participating in the discussion, the members emphasized on the faculty exchange programme through MOU with neighbouring colleges or with schools from the locality. The principal of the college apprised the house about the numbers of MOU signed with other colleges for different programmes including faculty and student exchange programme. At the end of discussion the members proposed to adopt at least one school from the locality.

Attended
by
Principal
Haji Anfar Ali College
Doboka: Nagaon: Assam

Through M.O. The members named
 Doboka Girls H.S. to be adopted
 as part of faculty exchange programme.
 The Principal and IGAC coordinator
 is authorised to do the needful
 regarding this.

The meeting ended with thanks
 from the chairman, the Principal.
 Mr. M. A. Brabham for their
 cooperation and valuable suggestions
 for the academic excellence of
 the college.

Attested

19/12/23

Principal
 Haji Anfar Ali College
 Doboka : Nagaon : Assam

25/12/22
 Principal
 Haji Anfar Ali College
 Doboka : Nagaon : Assam

(22)

Meeting of the IQAC,
Haji Anwar Ali College,
Doboka : Hojai : Assam.

Date :- 14th May, 2022.

Venue :- IQAC Office;

Time :- 2:30 PM.

Agenda set for the meeting:-

- (a) Discussion on the action taken report of the last IQAC meeting.
- (b) Academic discussion.
- (c) Students Feedback.
- (d) Faculty exchange programme.
- (e) Community services of the college.
- (f) Teacher-student's joint sitting.
- (g) Others.

An emergency meeting of the IQAC is convened on 14th May, 2022 at 2:30 PM, to discuss the academic and non-academic aspects of the college. The meeting held under the Chairmanship of Mr. M. A. Borah, the Principal of the college. At the outset, the Principal of the college read out the agenda set for the IQAC meeting.

On the request of the President - the Principal of the college, the IQAC coordinator

X

[Signature]
09/05/23

Principal
Haji Anwar Ali College
Doboka : Nagaon : Assam

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10/09/23

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

Meeting of the IGAC,

Haji Anfar Ali College,

Doboka : Nagaon : Assam.

Date:- 14th May, 2022

Time:- 2:30 PM

Venue:- IGAC Office.

Agenda :-

1. Discussion on the action taken report of the IGAC resolution of the last meeting.
2. Academic discussion.
3. Students Feedback.
4. Faculty-Exchange programme.
5. Community-service through collaboration.
6. Joint sitting of teachers-students.
7. Others.

Signatures of members:-

1. Dr. M. A. Barbhuiya
2. Asadul Hameed Talukder
3. Sayed Ahmed
4. Abdul Sabur Talukder
5. Dr. L. L. R. R. R.
6. Nazrul Hossain Borahuiya
7. Dr. K. K. K.
8. Gobinda Barua
9. Sahaladevi
10. Alauddin Rahman

Attested

Principal

Haji Anfar Ali College
Doboka : Nagaon : Assam

An emergency meeting of the IGAC is convened on 14th May, 2022 at 2:30 PM at the IGAC office under the Presidentship of Dr. M. A. Barbhuiya, the Principal of the

college to discuss the above stated agenda set for the meeting. At the outset, the principal of the college read out the agenda set for the meeting of the IGAC of the college: with the consent of the President - the Principal of the college, the IGAC coordinator initiated a discussion thoroughly regarding resolutions taken in the last meeting of the IGAC. The IGAC coordinator informed the house about the progress made on the resolution taken in the last meeting.

The members present took stock of the action taken report of the IGAC. The members satisfied with the progress made by 7 criteria committees and their activities in different areas. Thus, after a threadbare discussion on the agenda, following important resolutions have been adopted unanimously.

Resolution No. 1, Keeping in mind the unwanted situation created by Covid-19 pandemic and subsequent lockdown, the members present agreed to continue the academic activities and other student related activities of the college. The members agreed to conduct 'Induction Programme' from the academic session.

Resolution No. 2:-, while participating in the academic discussion of the college, the members discussed

Principal
Haji Anfar Ali College
Naboka : Nagaon : Assam

about different quality aspects of academic and non-academic areas of the college. The members discussed about different measures to be taken for quality improvement of teaching-learning process of the college. For the purpose, the IGAC coordinator and Asst. IGAC coordinator is authorised to collect student feedback from the students on administration, Library and overall infrastructure of the college. Mr. A. S. Tankdar, Associate Professor - Dept. of History, is requested to conduct online survey on curriculum with the assistance of Mr. T. Rahman, guest faculty, computer course, of the college.

Resolution NO: 3, the members present unanimously resolved to enhance family exchange activities with other institutions. Mr. S. Uddin, Asso. Prof. Dept. of English proposed more family exchange programme through signing MoUs with neighbouring colleges. Other members agreed to add student exchange activities under MoUs signed with educational institutions.

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Principal
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Doboka : Nagaon : Assam

Resolution NO: 4, the members resolved unanimously to involve the student of the college with community activity in collaboration with NGOs, organisations, government offices and other business organisations. The members resolved to extend the community outreach programme through NSS unit of the college.

(32)

Resolution No. 5, the members present held a threadbare discussion on the academic atmosphere of the college. The members agreed to take steps to bring back and normalise the academic atmosphere of the college. For the purpose the college teachers proposed and resolved to organise a joint meeting of the teachers with students. In this regard, the Principal of the college, Mr. M. A. Barbluyan is authorised to organise the ailing at the earliest possible time.

Resolution No. 6, the members present unanimously resolved to conduct Student Satisfaction Survey (SSS) among the students of the college. Accordingly, Mr. A. H. Tarkar Asso. Prof. Dept. of History is proposed to prepare the list of students to prepare for NAAC assessment.

Resolution No. 7, the members resolved to assist the IGAC coordinator for preparation and submission of pending AGAR to NAAC, with necessary modification.

The meeting ended with thanks to all the members present in the meeting by the principal anticipating assistance from all faculty members for academic development of the college.

Attested

10/9/23

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

President

Haji Anfar Ali College
Doboka : Nagaon : Assam

IQAC Meeting.

(33)

Haji Anfar Ali College,
Doboka (Assam).

Venue :- IQAC Office, HAAC.

Date :- 10-08-2023.

Time :- 3:30 PM.

Agenda set for the meeting:-

- (a) Academic discussion.
- (b) Student related programmes.
- (c) Online classes
- (d) Discussion on environment of the college.
- (e) Discussion on e-learning facilities
- (f) Programmes under MoU signed.
- (g) Others.

Signatures of the members

1. Dr. M. H. Barbhuiya
2. Nazrul Hossain Barbhuiya
3. Abdul Jannat Talukder
4. Abdus Subur Talukder
5. Sayed Ahmed
6. Dr. Arifur Rahman
7. Dr. Kabir Khan
8. Gobinda Sharma
9. Anwaruddin
10. Alauddin Rahman

Attested
10/08/23
Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

A meeting of the IGAC is convened as part of regular meeting on 10th Aug, 2022 at 3:30 PM. at the IGAC office. The meeting held under the chairmanship of Mr. M. A. Borahuyan, the Principal of the college to discuss on the agenda set for the meeting. The meeting has adopted the following important decisions after threadbare discussion on the agenda of the meeting.

Resolution NO-1: The members taking part in the discussion resolved to execute the unwavering resolutions of the last IGAC meeting. The IGAC coordinator sought assistance from different cells and committees for implementation of remaining resolution of the last IGAC meeting. All the conveners of cells and committees are requested for assistance in this regard.

Resolution NO-2, the members resolved to implement the resolution of the last meeting regarding 'Induction Programme' for the students. Mr. S. Sultam, Associate Professor, Dept. of English proposed to organize the Induction Programme only with the 1st semester students. Mr. A. H. Talukdar, Associate Professor, Dept. of History, also proposed to conduct the 'Week the Principal' programme earlier year for the students.

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

Resolution NO-3, the members

taking part in the academic discussion resolved to revise the existing class routine in order to remove the anomalies in it. The members proposed the name of Mr. Majharul Islam, Vice-principal of the College, entrusted the duty of revision of routine. Mr. A. N. Talukdar, Associate Professor, Department of History, requested to assist the vice-principal in this regard.

Resolution NO: 4, the members resolved to enhance the process of e-learning process in the college. Accordingly, Mr. H. A. Barbluyan, the Principal of the college, proposed to introduce online class attendance record of students, replacing the traditional method of recording of students attendance. The members present agreed with the proposal of the Principal for the sake of saving paper and time of the college.

Resolution NO: 5, the members present resolved to maintain the green environment of the college. Accordingly, the members unanimously agreed to conduct energy audit of the college. For the purpose, the Environment Cell and Mr. A. S. Talukdar, Associate Professor, Dept. of Mathematics, entrusted the responsibility for arrangement of energy audit of the college for the current academic session.

Resolution NO: 6, the

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

Attended
10/9/23

(36)

unanimously agreed and resolved to have the digital version of the college. Further other members also proposed to upload the digital version of the college magazine 'Anjorjoni' in the college website.

Resolution NO. 7, - the members resolved to enhance the activities under MoUs signed with other institutions. The members resolved to extend the community outreach activities of the college by signing MoUs with local industries, NGOs, and other institutions. Mr. N. Hussain, Associate Professor, dept. of Political Science, and coordinator, NSS unit of the college agreed to involve the NSS volunteers with community service involving local people.

The 194C meeting concluded with thanks for their participation by the President. The Principal of the college anticipating their active involvement with the activities of the college.

Attested

[Signature]

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

Chairman.

[Signature]
Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

Meeting of the IQAC
Haji Anfar Ali College.
Doboka.

Date :- 02-01-2023.

Time :- 3:30 PM.

Venue :- IQAC, Office, NAAC.

In the chair :- Chairman, the Principal of
the college.

Agenda :- (i) Feedback (even semester)

(ii) Pending AQAR.

(iii) NAAC Preparation.

(iv) Infrastructure of the college.

(v) NEP-2020.

(vi) Others.

Signature of the members present :-

1. Dr. M. M. Barbhuiya

2. Abdus Sabur Talukder

3. Sayed Ahmed

4. Nazim Hossain Barbhuiya

5. Abdul Hamid Talukder

6. Dr. Kabita Devi

7. Dr. Arshad Rahman

8. Gobinda Sarma

9. Asim Rahman

10. Sahabuddin

Attested
by
09/01/23

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

An emergent meeting of the IGAC is summoned to discuss the agenda fixed for the meeting as stated above on 2nd January, 2023 at 2:30 PM, at the IGAC Office of the college. The meeting held under the presidency of Dr. M. A. Barbhuiya, the Principal of the college. The meeting is initiated by the Principal and read out the agenda of the meeting. With the consent of the Principal, the IGAC coordinator briefs the house about the resolutions of the last meeting and the actions taken so far on these resolutions. The members expressed satisfaction over implementation of resolutions of the last meeting.

In the meeting after thorough discussions, the following important decisions have been adopted :-

Resolution NO-1, the member initiated discussion on the academic aspects of the college, especially of even semester. As usual, the IGAC coordinator, Dr. Adidur Rahman, Asso. Prof. Dept. of Political Science is authorised to collect feedback from the students on college administration, library, and overall infrastructure of the college. The coordinator is requested to collect feedback from the faculty members on curriculum of the affiliating University.

Resolution NO-2, the member resolved to submit the pending AGR to the NAAC at the earliest possible.

Attested
Principal
Haji Anfar Ali College
Doboka : Nagaon, Assam

time. The members expressed concern over the repeated Notices of the Govt. of Assam for non-submission of SSR to the NAAC. The members agreed to cooperate the IQAC coordinator for submission of AQAR 2021-22 to the NAAC. For timely preparation and submission of AQAR 2021-22, Mr. A. H. - Talukdar, Asst. Prof. & Asst. of History, and Assistant - coordinator, IQAC is requested to extend his helping hand towards preparation of the AQAR. The members unanimously resolved to expedite the SSR preparation work for the greater interest of the college.

Resolution NO-3, the members proposed and resolved unanimously to organise a workshop on NAAC assessment preparation. In this regard the Principal of the college is authorised to fix a suitable date and the resource person having knowledge on NAAC assessment and related preparation of documents of the college.

Resolution NO-4, the members resolved unanimously for adopting energy saving measures of the college. Keeping in mind the increasing consumption and electricity bill of the college, the members proposed to use LED lights, installation of energy saving Fans, installation of solar lights in the college campus.

Attested

09/08/23

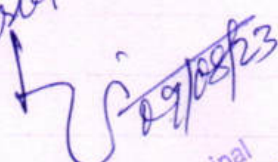
Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

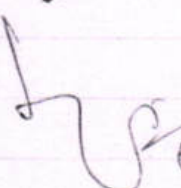
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Resolution NO-5, as part of academic discussion, the members resolved to organise training programmes, workshops and discussion on the course structure to be introduced from the academic session 2023-24 under NEP-2020.

The meeting of the IGAC ended with thanks from the principal. Mr. M. A. Barbua and thanked all the meeting their help and cooperation for the preparation of SSR.

Attended


Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam


02/01/23
Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

New Register is used
for the purpose - it is found
Thus used now one.

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

Attested
Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

(1)

Meeting of the IBAC, with Teaching & Non-Teaching staff

Venue: IBAC Office, HAAC.

At: 23/5/2023

Time: 11:00 AM.

- Agenda:
- (1) Academic and Administrative Audit.
 - (2) Green cum Environment Audit.
 - (3) Alumni Association on College Foundation Day Celebration.
 - (4) Certificate course and Progress.
 - (5) Teachers Feedback on curriculum.
 - (6) session - 2023
 - (6) Others.

Signature: -

1. Dr. M. H. Barbhuiya
2. Mojaharul Islam.
3. Samser Ali Sheikh
4. Dr. Kabilâ Beni
5. Dr. Nazimul Haque Barbhuiya
6. Abdul Rauf Laskar
7. Manir Uddin Khasnaw
8. Ashraf Hamid Talukdar
9. Abdul Malik
10. Nazimul Hussain
11. Dr. A. Sidu Rahman
12. Ataur Rahman
13. Pijush Chakraborty
14. Abdus Subhan Talukdar
15. Tulika Goswami
16. Dr. Masimul Ullah
17. Sibik Ahmed Khan
18. Sayed Ahmed
19. Baharuddin
20. Samrat H. Barbhuiya
21. Debangshu Pr Sharmah
22. Nizam Uddin Niz
23. Tapaswini Raha

Attested
Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

24. Scholarship

25.

26.

A joint meeting of the faculty members along with the non-teaching staff of the college is convened by the IGAC to discuss the agenda set for the meeting on 25th May, 2023 at 2:30 PM, at the office of the IGAC, under the chairmanship of Dr. M. A. Barbhuiya, the Principal of the college. The meeting was initiated by the Principal focusing on the agenda of the last IGAC meeting. With the permission of the chair, the IGAC coordinator apprised the house about the execution of the resolutions of the last IGAC meeting. After extensive discussion on different agenda, the following resolutions have been adopted unanimously.

Resolution NO-1, the house resolve to submit the SSR to NAAC at the earliest possible time. Regarding AQAR, the IGAC coordinator briefed the house about the progress made to the AQAR and assured the house to submit the AQAR-2021-22 within a few days.

Resolution NO-2, the house resolved to constitute a Task Force for NEP-2020. In this regard, Mr. Atanu Rajman apprised the house about the course structure under NEP-2020 and other instructions relating to FYUCP, to be introduced through the academic

Attested

Principal
Haji Anfar Ali College
Choka: Nagaon: Assam

session 2023-24.

Resolution NO:- 3, the house resolved to conduct Academic and Administrative Audit for the session. For the purpose, the house proposed the name Mr. B. C. Neog, Principal, Japroad College and Mr. Mohananda Bora, Principal, Mayong Archalik College as auditors.

Resolution NO:- 4, the house resolved to conduct energy audit of the college like previous year.

Resolution NO:- 5, the house unanimously resolved to take steps for inclusion of more students in different certificate course especially in value added courses.

Resolution NO:- 6, while discussing the infrastructure of the college, the members resolved disabled friendly reading corner in the library. Also proposed to renovate the existing ramps for differently abled students.

Resolution NO:- 7, the members unanimously resolved to convene a meeting of the Alumni of the college and share the recent development of the college with them.

The meeting concluded with thanks to all the members by the Principal of the college.

Attested

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

22/05/23
Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

Staff Meeting.

Haji Anwar Ali College - Doboka

Organized by: IQAC, NAAC.

Convened by: Principal, NAAC.

Dt: 01/08/23

Time: 2:00 PM.

Venue: IQAC Office.

Agenda:-

1. Preparation for NAAC Assessment & Accreditation.
2. FRUAP related activities.
3. Documentation in SANATH e-govt suite.
4. DHE Letters.

Signatures of staff:

1. Dr. M.A. Baubhings (Principal)
2. Dr. Nazim Hossain Baubhings
3. Mr. Asim Rahman
4. Dr. Hasinur Sultan
5. Ataur Rahman
6. Sahabuddin
7. Abdul Rafi Laskar
8. Tulika Goswami
9. Dr. Kabita
10. Mojaharul Islam.
11. Pijush Chakraborty
12. Abdus Subur Talukdar
13. Sayed Ahmed
14. Nizam ul Bin Mir
15. Samrat Hossain Baubhings
16. Debaprasad K. Bhattacharya
17. Abdul Motahid
18. Sibbi Akhmed Amin

Attested

01/08/23

Principal
Haji Anwar Ali College
Doboka: Nagaon: Assam

A meeting of the IGAC is convened with the staff of the college on 14 August, 2023, at 12:30 PM of the IGAC of the college, under the Presidentship of the Principal of the college. The meeting held to discuss the agenda fixed for the meeting. The meeting is convened mainly to discuss the academic and non-academic aspects of the college. After a threadbare discussion, the following significant resolutions have been adopted unanimously—

Resolution NO-1; the members resolved to prepare PPT at the departmental level for NAAC peer team. The members also proposed that the Principal and IGAC coordinators also will prepare PPT for the NAAC peer team.

Resolution NO-2, the members resolved and proposed to provide ~~stabling~~ for sitting in each department. Participating in the discussion of infrastructure of the college, the members urge the Principal to renovate the cool water machine use by the students.

Resolution NO-3, the members resolved to upload the programme and course outcomes in the college website. The Principal urged and appealed the faculty members to upload the FYUAP related documents to the college website and SAMARTH e-hor suite.

Resolution NO-4, the members

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

unanimously agreed and resolved to admit students to different certificate courses for the session 2023-24 under FYUAP.

Resolution NO. 5, the members participated in the academic discussion and resolved to continue the class duration as per daily class routine. The members also agreed to include time for physical fitness practice, computer practice, and other games and sports in the daily class routine.

Resolution NO. 6, the house unanimously resolved to use e-learning facilities in the teaching-learning process including use of biometric machine for recording of attendance of faculty members.

The meeting ends with thanking to all the participants by the principal.

Attested

09/08/23

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

✓ 09/08/23

Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

HAJI ANFAR ALI COLLEGE

DOBOKA, NAGAON, ASSAM

Action Taken Report: Teachers Feedback on Curriculum Session 2022-23

Objective: The objective of conducting the Teachers Feedback on Curriculum for the academic session 2022-23 is to assess the effectiveness of the curriculum delivery provided by the affiliating University. The feedback collected from faculty members serves as valuable input to improve the quality of education and enhance the learning experience for our students.

Process:

1. **Survey Design:** The IQAC designed a comprehensive survey questionnaire aimed at capturing faculty members' opinions and insights regarding the curriculum delivery during the academic session 2022-23.
2. **Survey Distribution:** The survey was distributed electronically to all faculty members, ensuring their anonymity in order to encourage honest and unbiased feedback.
3. **Data Collection:** Responses were collected over a designated period, and the data was subsequently compiled and analyzed by the IQAC team.

Key Findings: Based on the feedback received from faculty members, the following key findings were identified:

1. **Course Relevance:** Faculty members expressed a generally positive opinion about the relevance of the courses offered in the curriculum. However, some courses were highlighted as needing updates to align with emerging industry trends.
2. **Teaching Resources:** A significant number of faculty members indicated that there were challenges related to the availability of up-to-date teaching resources, such as textbooks, reference materials, and multimedia aids.
3. **Assessment Methods:** The feedback highlighted a need for a more diversified assessment approach, including a mix of practical assignments, projects, and real-world applications to evaluate students' understanding effectively.
4. **Faculty Development:** Faculty members expressed interest in regular workshops, seminars, and training sessions to enhance their teaching methodologies and stay updated with the latest advancements in their respective fields.
5. **Student Engagement:** There were suggestions to incorporate more interactive and engaging teaching methods, such as case studies, group discussions, and hands-on activities, to enhance student participation and understanding.

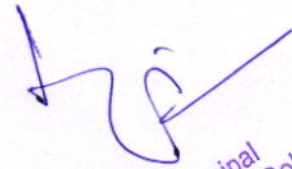
Actions Taken: In response to the feedback received, the following actions have been initiated:

1. **Curriculum Review:** The IQAC has collaborated with the academic departments to review the curriculum and identify areas for improvement. Efforts are being made to revise outdated content and introduce new courses aligned with industry demands.


Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

2. **Resource Enhancement:** The college administration is working to ensure the availability of updated teaching resources, both in print and digital formats. This includes procuring relevant textbooks, e-books, and online learning materials.
3. **Assessment Reforms:** The assessment methods are being diversified to include a mix of assignments, projects, presentations, and practical exams. This will provide students with a holistic evaluation and promote a deeper understanding of the subject matter.
4. **Faculty Development Programs:** The IQAC is organizing faculty development programs, inviting experts to conduct workshops on innovative teaching methods, assessment techniques, and subject-specific advancements.
5. **Student-Centric Approaches:** Faculty members are encouraged to adopt student-centric teaching approaches, integrating interactive activities, discussions, and real-world examples to enhance engagement and learning outcomes.

Conclusion: The Teachers Feedback on Curriculum for the academic session 2022-23 has been instrumental in identifying areas of improvement and implementing actions to enhance the quality of curriculum delivery. Haji Anfar Ali College remains committed to providing a dynamic and updated learning environment that prepares students for future challenges and opportunities.



Principal

Haji Anfar Ali College

Doboka, Hojai, Nagaon

Principal
Haji Anfar Ali College
Doboka, Nagaon : Assam

ACTION TAKEN REPORT ON FEEDBACK FROM STUDENTS

Academic Session: 2022-23

Conducted by: IQAC, Haji Anfar Ali College

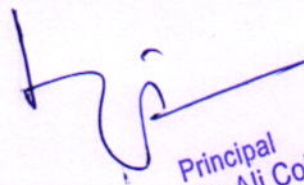
During the Academic Session 2022-23, the Internal Quality Assurance Cell (IQAC) at Haji Anfar Ali College conducted an online feedback survey using Google Forms to gather feedback from students on various aspects of the curriculum, courses, teaching-learning, and evaluation. A total of 589 students participated in the survey, out of which 314 were female students. The feedback received has been analyzed, and the following action has been taken based on the report:

1. Syllabus Coverage:
 - The feedback highlighted that there were certain areas in the syllabus that were not adequately covered during the classes.
 - The faculty members have been notified about this concern, and they have been advised to ensure comprehensive coverage of the syllabus in their respective courses.
 - Regular monitoring of syllabus coverage will be conducted to address any future discrepancies.
2. Use of Teaching Aids and ICT:
 - The feedback indicated that there was a lack of consistent use of teaching aids and information and communication technology (ICT) by some faculty members.
 - Faculty members have been encouraged to incorporate more teaching aids and ICT tools to enhance the learning experience.
 - Workshops and training sessions on effective use of teaching aids and ICT have been organized for faculty members to improve their skills in this area.
3. Fairness in Assessment Process:
 - The feedback revealed concerns about the fairness of the assessment process in some courses.
 - The examination committee has reviewed the assessment methods and made necessary revisions to ensure fairness and transparency.
 - Guidelines for assessment and evaluation have been provided to the faculty members to maintain consistency and fairness in grading.
4. Opportunities for Participation in Extracurricular Activities:
 - The feedback highlighted the need for more opportunities for students to engage in extracurricular activities.
 - The college administration has taken steps to increase the number and variety of extracurricular activities available to students.
 - A dedicated committee has been formed to organize and promote extracurricular activities throughout the academic session.
5. Prospect for Next Level of Higher Education:
 - The feedback indicated that students were seeking more guidance and information regarding higher education opportunities.


Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

- The college counseling cell has been strengthened to provide comprehensive guidance and support to students regarding higher education options.
 - Regular career counseling sessions and workshops on higher education prospects have been organized to address this concern.
6. Curriculum on Human Values, Professional Ethics, and Environment Sensitivity:
- The feedback emphasized the importance of incorporating curriculum elements related to human values, professional ethics, and environment sensitivity.
 - The curriculum committee has reviewed the existing curriculum and made necessary modifications to include relevant topics and courses in these areas.
 - Faculty members have been encouraged to integrate these values into their teaching methods and classroom discussions.
7. Overall Learning Experience:
- The feedback provided valuable insights into the overall learning experience of the students.
 - Based on the feedback, the college administration has initiated measures to improve the learning environment, including infrastructure upgrades, library enhancements, and additional student support services.
 - Regular feedback sessions will be conducted with students to address their concerns and continuously enhance the overall learning experience.

The IQAC, Haji Anfar Ali College, acknowledges the feedback provided by the students and thanks them for their valuable contribution. The action taken based on the feedback aims to improve the quality of education and create a conducive learning environment for all the students. Continuous monitoring and evaluation will be conducted to ensure the effectiveness of the implemented measures.


Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam

HAJI ANFAR ALI COLLEGE

DOBOKA, HOJAI, ASSAM

Action Taken Report: Teachers Feedback on Curriculum

Session 2021-22

Introduction: The Internal Quality Assurance Cell (IQAC) of Haji Anfar Ali College conducted a comprehensive feedback collection from faculty members during the academic session 2021-22. The primary objective of this initiative was to evaluate the curriculum delivery offered by the affiliating university. The collected raw data were analyzed meticulously, leading to the formulation of action plans based on the analysis.

Feedback Collection and Analysis: The feedback collection process involved soliciting inputs from faculty members who are directly engaged in curriculum delivery. This data was subsequently subjected to thorough analysis to extract valuable insights into the strengths and areas needing improvement in the curriculum delivery process.

Key Findings: The analysis of the collected feedback highlighted several key findings that played a pivotal role in shaping the subsequent actions taken by Haji Anfar Ali College:

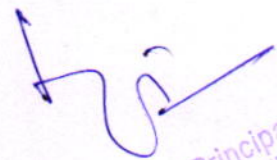
1. **Satisfactory Curriculum Design:** The feedback indicated overall satisfaction with the curriculum design offered by the affiliating university for undergraduate (UG) level students. The faculty members appreciated the structure and content of the curriculum.
2. **Enhanced Accessibility:** To promote transparency and accessibility, the college uploaded the programs and courses on its website, making them easily accessible to both students and faculty members. This step was taken to ensure that the curriculum details were readily available to all stakeholders.
3. **Specific Learning Objectives:** The feedback emphasized the need for clear and specific program and learning objectives. To address this, the college made these objectives readily available to students via the college website. Moreover, various activities were organized to reinforce these objectives among students.
4. **Value Education Inclusion:** Acknowledging the significance of value education, the college introduced value-added courses aimed at instilling values among students. This step was a response to the feedback's emphasis on holistic education.
5. **Effective Delivery Strategies:** To enhance curriculum delivery, the college incorporated diverse and effective methods, such as unit tests, assignments, field visits, and educational tours. These methods aimed to provide students with practical exposure and real-world context for better understanding.
6. **Collaborative Discussions:** A notable action was the organization of joint sessions involving teachers and students. These discussions centered around various aspects of the affiliating university's provided syllabus. This facilitated open dialogues and constructive feedback loops.

Actions Taken: Based on the feedback analysis, Haji Anfar Ali College took several important actions to optimize the curriculum delivery process:


Principal
Haji Anfar Ali College
Doboka : Hojai : Assam

1. **Affirmation of Curriculum Design:** The curriculum design offered by the affiliating university was recognized as satisfactory and conducive to UG level students' academic growth.
2. **Enhanced Accessibility:** Programs and courses were uploaded on the college website, ensuring easy access and transparency for both students and faculty members.
3. **Clear Learning Objectives:** Specific program and learning objectives were made available on the college website, reinforced through various student-centric activities.
4. **Value Education Integration:** Value-added courses were introduced to promote holistic education and inculcate values among students.
5. **Innovative Delivery Methods:** Diverse delivery methods, such as unit tests, assignments, field visits, and educational tours, were adopted to enrich the learning experience.
6. **Collaborative Approach:** Joint sittings of teachers and students were organized to foster discussions and insights on different aspects of the syllabus.

Conclusion: The IQAC feedback collection, analysis, and subsequent actions demonstrate Haji Anfar Ali College's commitment to continuous improvement and excellence in curriculum delivery. By leveraging faculty insights and addressing their recommendations, the college aims to provide a well-rounded and effective learning experience to its students.



Principal

Haji Anfar Ali College

Doboka, Hojai, Assam

Principal
Haji Anfar Ali College
Doboka : Hojai : Assam

ACTION TAKEN REPORT ON STUDENTS' FEEDBACK ON TEACHERS

Based on the Report on Students Feedback on Teachers regarding teacher's performance especially on punctuality, knowledge assistance within and outside the classroom and their corrective remedial measures submitted by Mr. Ikram Hussain Mir, Retd. Subject Teacher, Doboka H. S. School, dtd, 31/05/2022 the following action has been taken by the Office of the Principal, Haji Anfar Ali College, Doboka:

Punctuality:

- Notices are served to all faculties for ensuring and emphasizing the need for punctuality and its impact on students' learning.
- In case of any punctuality issues arises, meetings with the teachers' concerns are arranged to discuss the matter and find suitable solutions.
- Since the beginning of the Academic Session, regular meetings were conducted with all faculty members to discuss the strategies about the Teaching Learning and Evaluation of the College.
- For continuous professional development, teachers have been encouraged to participate in the relevant workshop, faculty development Programmes, training programme so that they can enhance their knowledge and teaching methodology.
- To encourage the research activities among the teachers, a committee for Research, Innovation and Extension are constituted.

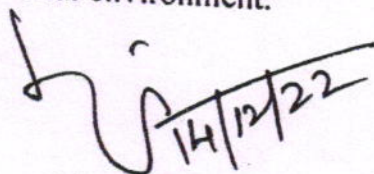
Monitoring and Evaluation:

- A monitoring system both offline and online college Portal www.haaonline.org.in has been developed to assess the effectiveness of the implemented actions.
- Based on Gauhati University Examination Guidelines, the college developed a self-mechanism for Continuous Evaluation designed by the Internal Examination and Evaluation Cell, Haji Anfar Ali College, Doboka.
- A committee for Teaching, Learning and Evaluation has been constituted to regularly monitor and progress the implemented measures and also designed soft skill/ job oriented courses

Remedial Measures:

- College has organized workshops and training sessions for both teaching and non-teaching Staff to enhance their skill in implementing effective remedial measures.
- Regular remedial classes for slow learners are conducted by the departments.
- Teachers are encouraged to take online classes and use technology platforms to provide additional support and facilitate communication.
- Mentors among the experienced teachers are appointed to monitor and evaluate the progress of the implemented measures.
- IQAC has regularly monitored and evaluated the progress of the implemented measures through feedback.
- A committee for Students' Support and Progression is also constituted

By implementing these steps, an overall improvement is made in terms of teachers' punctuality, knowledge assistance within and outside the classroom and also the implementation of corrective remedial measures. Overall our goal is to enhance the teaching learning experience for the student community and create a positive and supportive educational environment.



Principal
Haji Anfar Ali College, Doboka

HAJI ANFAR ALI COLLEGE

DOBOKA, HOTAI

Action Taken Report on Students Feedback on Administration, Library etc.

Session 2021-22

I. Students Feedback on College Administration: The recommendations put forth by the analyst regarding students' feedback on college administration, Library, Academic and Co-curricular Activities, and Infrastructure facilities have been duly acknowledged and addressed. The following actions have been taken:

1. Strengthened Communication Channels: We have implemented an open-door policy to encourage students to voice their concerns and suggestions. Regular meetings with student representatives and faculty have been established to foster a collaborative environment.
2. Transparent Decision-Making: We have initiated a transparent decision-making process, ensuring that students are informed about decisions that directly impact their academic and co-curricular activities.

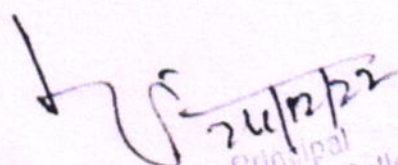
II. Academic and Co-curricular Activities: To enhance the overall student experience, the following steps have been taken in line with the analyst's recommendations:

1. Curriculum Enhancement: We have reviewed the learning outcomes and signed MoU with Educational Institutions, NOGs for practical learning experiences.
2. Co-curricular Enrichment: Various Cells and Committees have been formed to promote co-curricular activities, including sports, cultural events, and technical competitions. This fosters holistic development and provides students with opportunities beyond the classroom.

III. Introduction of Soft Skill and Job-oriented Courses: Recognizing the importance of equipping students with essential skills for their professional journey, the college has implemented the following measures:

1. Soft Skill Development: Soft skill courses have been introduced to enhance students' communication, interpersonal, and leadership skills. These courses are integrated into the curriculum and conducted by experienced trainers.
2. Job-oriented Courses: Steps have been taken by the college to offer job-oriented courses that focus on developing specific skills demanded by the job market. These courses will provide practical knowledge and hands-on training.

IV. Training Programmes for Teaching and Non-Teaching Staff: To ensure the continuous professional development of our staff members, the college has organized training programmes and workshops for teaching and non-teaching staff. These sessions cover the latest teaching methodologies, technology integration, and assessment techniques.


Principal
Haji Anfar Ali College
Doboka, Hota, Assam

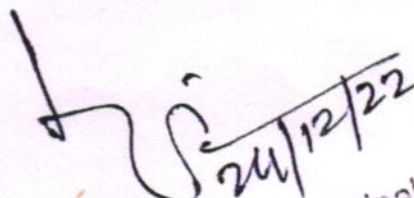
V. Organized Competitions and Events: To promote healthy competition and foster a vibrant campus environment, the following competitions and events have been organized:

1. Quiz Competitions: Regular inter-departmental and inter-college quiz competitions have been organized to stimulate intellectual curiosity and knowledge sharing among students.
2. Essay Competitions: Essay competitions on various topics have been conducted to encourage students to express their thoughts and improve their writing skills.
3. Badminton Competition: An annual badminton tournament has been organized, providing students with opportunities to showcase their sporting talents and engage in healthy physical activities.

VI. Recommendations of Environment Cell: The recommendations proposed by the Environment Cell have been taken seriously, and the following steps have been implemented:

1. Solar Light Installation: Solar lights have been installed in the college campus to promote energy efficiency and reduce the carbon footprint.
2. Waste Management Initiatives: The College has an agreement with Doboka Municipal Board to ensure proper waste management outside the college premises.

VII. Commitment to Overall Development: The college administration is committed to the overall development of the institution and its stakeholders. Continuous efforts are being made to improve infrastructure, upgrade facilities, and provide a conducive learning environment.


Principal
Haji Anfar Ali College
Doboka, Hojai : Assm
Principal
Haji Anfar Ali College
Doboka : Hojai : Assm
Haji Anfar Ali College
Doboka, Hojai

FEEDBACK ACTION TAKEN REPORT

During the year, for covid-19 situation the college collected online feedback from the students through college website. There was 85 numbers of students responded their feedback online. The online feedback reports are placed for discussion and consideration for actions to be taken in the meeting of the Governing Body held on 15.06.2021. As the Governing Body is the highest statutory authority empowered to take action towards the management of the college.

Resolution No 4: The meeting held at the office of the Principal on 15.06.2021 discussed comprehensively about the overall administration of the college including the feedback report collected from the students. The Principal of the college proposed the resolution and informed in details about the feedback analysis report. In the wake of prolonged discussion on the report, the house resolved and authorized the Principal to execute the following:

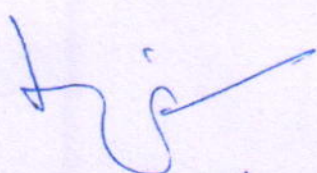
- **Introduction of Spoken English course in the college.** The Makazul-Ma-Arif (Ngo), Hojai have introduced four month certificate Spoken English Course in the college with no fees.
- **Green and Friendly Environment in the college:** The college have taken a number of steps to create an environment friendly atmosphere including ban on the use of plastic in the campus, cleanliness drive in the college campus and locality, more plantation drive was undertaken in association with local forest officials, celebration of World Environment Day to create awareness among the students about environment.
- **Teachers training Programme:** The teachers are encouraged to undergo training programmes including short term courses. During the period two teachers have attended Faculty development Programme.
- **Extra-Curricular Activities:** The students of the college are encouraged to involve with extra-curricular activities through Cells and Committees of the college. The students are inspired to provide community service through NSS unit of the college as part of social responsibility. The NSS have group of 30 volunteers of students.
- **Soft Skills and Job oriented Course:** The college has Career Guidance and Counseling Cell to encourage and impart training to students for various jobs. The college have a computer lab with facility of practical classes. The compulsory computer course helps the students in acquiring knowledge of soft skills.
- **Fresh Drinking water facility:** The college has installed Aqua RO water facility for its students.
- **Friendly relationship between teachers and students:** The College emphasize on the cordial relations between teachers and students. The students are permitted to visit departmental blocks for their academic problems, friendly discussion in the classes, celebration of events together brings integrity and unity among them.

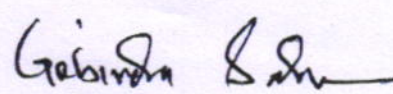
ACTION TAKEN ON INTERNAL LIBRARY REPORT, 2020-21

The following actions are taken on Audit Committee recommendations –

1. Vision and mission for Library is displayed
2. General rules for users have been displayed in reading room and library. It will be more fruitful for the user rather than user manual.
3. Name of library staff displayed in display stand.
4. Reference books increased about 250 during this year.
5. Generally we arrange the books in stack in alphabetical order which have been followed by majority colleges. Though our library have open access, the students grossly misplace the books in stacks. Hence more orientation programmes are required for solving this problem.
6. We display the Newspaper in the Newspaper Stand.
7. 5 numbers of reading table with a seating capacity 6 students in each table have been increased this year.
8. Property Counter Boxes are numbered and we have initiated issue of Tokens to students when keep their belongings in the Boxes.
9. We displayed number of Books and Journals in a fixed board.
10. Works on proper documentation are going on.
11. Soul 3.0 software installed as per recommendation.
12. Status of a college Librarian is non-vocational academic staff. So, it is my responsibility to attain a place in the academic meeting. The Librarian is included in all academic committees.
13. Hyper link connectivity shall be available after due consultation with the Principal.
14. The Librarian visited three different colleges in Assam viz Tihu College Library, Gauhati Commerce College Library and Bokakhat College Library and also visited the University Library, Gauhati University and Rabindranath Tagore University to have knowledge of the prevailing library systems.
15. Works are going on, practicing.
16. We have already placed the demand before the college authority. Plan and Estimate has been designed and approved.

Besides, we have displayed the publications of faculty of Haji Anfar Ali College in a separate stake.


Principal
Haji Anfar Ali College
Doboka : Nagaon : Assam


Librarian
(Gobinda Sarma)
Librarian
Haji Anfar Ali College
Doboka : Nagaon : Assam