

FAZL AII COLLEGE
MOKOKCHUNG: NAGALAND

IQAC Meeting Minutes

Date: 10 May 2022

Venue: IQAC Office

Time: 12:30 PM

1. Principal chaired the meeting and welcomed all members present.

The Following Agendas were discussed and approved by the House:

2. Principal informed the house regarding the outcome of the CUET meeting held in Kohima with Nagaland University Officials and State Government Officials wherein it was decided that the State Govt will write to the UGC for exemption of Nagaland state for CUET this year as the state is under-prepared to prepare for the test.
3. Principal informed regarding a letter received from Directorate of School Education for constitution of Institutional Development Plan (IDP) in line with NEP-2020. In this regard, the following members are appointed for the same:
 - Principal (Convenor)
 - Vice Principal, Member
 - Dr. Phyobenthung, Member
 - Mr. Watitoshi, Member
 - Ms. Talisenla, Member
4. Review of the composition of IQAC: (see table)
5. Reshuffling of Members in Various Committees: (see table)
6. Continuation of digitization: Issues and Challenges
 - 6.1. House opined that digitization needs to be continued and, in this regard, the non-teaching staff needs to be trained.
 - 6.2. The Office will request Mr. Lanunungsang to make an app for online admission.
7. Since all candidates nominated for the post of new IQAC Coordinator refused to take the post due to various reasons, Dr. Lanurenla suggested it will be better if the college

streamline a process whereby, one among Associate Professor with more than 5 years of service becomes Coordinator, IQAC.

8. Dr. Lanurenla encouraged the house to take the opportunity and work diligently for the welfare of the college. In this way, the time given to the college will be an enriching experience.
9. Principal requested Dr. Lanurenla to continue till the time a new IQAC Coordinator is appointed.

Members Present:

1. Dr. Temjenwabang, Principal
2. Mr. P. Tiatemsu
3. Dr. Lanurenla
4. Ms. Bendangsenla
5. Ms. I Narola Imchen
6. Ms. Talisenla
7. Dr. Imcharenla
8. Dr. Lendina
9. Ms. K. Hanako Jamir
10. Ms. Yashikala Jamir
11. Mr. L. S. Vinod Kumar
12. Mr. Mesutoba
13. Dr. Tsukjemchila Imchen
14. Dr. E. Benrithung Patton
15. Ms. Tiarenla Aier
16. Dr. Adangla Changkija
17. Dr. Temjennaro
18. Mr. Kevezai Tureng

The following Teaching/Non-Teaching Staff are appointed/re-nominated for various Committees/Cells with immediate effect.

SL.NO	COMMITTEES/CELLS/CLUBS	NAME OF THE STAFF	REMARKS
1	Red Ribbon Club	Ms. I. Yashikala Jamir- Nodal Officer Dr. Aolemla Pongen Dr. B. Imnawapang Longkumer Ms. Sentibenla Aochen	
2	NCC/ANO & CTO	Ms. Leremongla (Girls) ANO Dr. Imliwati Longkumer (Boys) CTO	
3	NIRF & AISHE	Dr. Phyobenthung- Nodal Officer Dr. Bendanginla IQAC Coordinator	
4	Carreer Guidance/Councelling Cell	Dr. Ziu Ziu Iheilung- Convenor Mr. Chubazenba Imsong Ms. Lireni T. Tsanglao Ms. Limasenla Y Jamir Ms. Amongla N Jamir	
5	College Disciplinary Committee	Dr. Imcharenla- Convenor Ms. Maongienla Ms. Talisenla Mr. S Imkongtiba Longkumer Mr. Chiratho M. Nyuwi Mr. Nokmarenba (On Study Leave) Ms. Nungshipokla Mr. Watitoshi Ao Students' Advisory Committee Members	
6	Students' Advisory Committee	Mr. Mesutoba Ao- Convenor Mr. Imkongtiba Ms. Leremongla Mr. Nukshimoa	

7	Creative Arts Committee	Department of English Department of Economics FACSU	
8	Campus Ambassador/Nodal Officer	Ms. Yashikala Ao Jamir- Nodal Officer Ms. Tainu L. Khamniungan, BA 4 th Sem Mr. Salonger Jamir, BA 4 th Sem	
9	Students' Welfare Committee	Mr. L. S. Vinod Kumar- Convenor Principal- Ex-Officio Vice- Principal- Ex-Officio Dr. Temjensangla Pongener Mr. P. Tiatemsu Mollier Dr. Imcharenla	
10	Hostel Committee	Ms. Leremongla- Convenor Dr. Ziu Ziu Iheilung Mr. P. Tiatemsu Mollier Mr. Kushemyimjong Chang	Wardens of the Four Hostels
11	Swachh Bharat Abhiyan	Mr. Chiratho- Convenor Ms. Repabenla Mr. Mesutoba Ms. Merenlemla Jamir Mr. Nokmarenba (on study leave) Mr. Kushemyimjong HA Ms. B. Narola, LDC	
12	Library Advisory Committee	Mr. Mesutoba- Convenor Principal - Ex-Officio Vice Principal- Ex-Officio Librarian, FAC- Ex-Officio Deputy Librarian, NU, Lumami District Culture Officer, Mkg	

		Mr. Imsuyanger Ms. I. yashikala Jamir Mr. N. John Kuotsu	
13	Awards Committee	Dr. Adangla Changkija- Convenor Principal- Ex-Officio Dr. Temjennaro Jamir Ms. Imlinungla Ms. Amongla N. Jamir	
14	Internal Complaint Committee (ICC) and Sexual Harassment of Women Employees and Students	Ms. Narola Imchen- Convenor Ms. Hanako Jamir Dr. Bendanginla Ms. I. Yashikala Jamir Ms. C. Narola (Typist) Ms. Nungsangpokla (Steno)	
15	RUSA	Principal- Chairperson Dr. R. Bendangtemjen- Coordinator Vice Principal HA Dr. Tsukjemchila Imchen Dr. Imlinichet Imchen Ms. Naomi (On Study Leave)	
16	Disaster Management Committee	Department of Geography	
17	NSS	Mr. Nukshimoa- Program Officer Dr. Imlinichet Imchen- Program Officer	
18	Information & Publicity and Videography & Photography Cell	Dr. E. Benrithung Patton- Convenor Ms. Machileule Hau Ms. Yashikala Jamir Mr. Nyanthung N. Ngullie Dr. Imlinichet Imchen Mr. Molunglemba	

		Mr. S. Imkongtiba Mr. Imsuyanger Mr. Lanunungsang	
19	Seminar Committee	Dr. Bendanginla- Convenor Dr. Aotemshi Ms. Temjeninla Tia Ms. Katikala	
20	College Advisory Committee	Deputy Commissioner, Mokokchung- Chairperson Principal, FAC- Secretary Superintendent of Police, Mkg University Nominee President, FACTA President, Ao Senden President, Watsu Mungdang Dr. Imtiwati Jamir, Faculty Representative Ms. Helen Jamir Dr. Abhijit Borah IQAC Coordinator	
21	Mentoring Committee	Department of Geography	
22	Uniform Committee	Mr. P. Tiatemsu Mollier- Convenor Dr. Adangla Chankija Ms. Temjensangla Pongener Mr. Chiratho Mr. Kethosilhu Meyase FACSU Representative	
23	RTI and Legal Cell	Department of Political Science Principal- PIO Vice Principal- APIO Mr. E. Benrithung Patton- Nodal Officer	

24	Laboratory Development Committee	Ms. I. Narola Imchen- Convenor Dr. Tsukjemchila Imchen Ms. Hanako Jamir Mr. Limaakum Mr. N. John Kuotsu Dr. Ziu Ziu Iheilung	
25	Construction cum Development Committee	Principal- Convenor Vice- principal- Secretary IQAC Coordinator RUSA Coordinator Mr. Mesutoba HA Mr. Ajungba, UDA Er. Sanen, Assistant Engineer (NU) Er. Chubatoshi, Assistant Engineer (PWD) Alumni President Chairman, Chuchuyimpang Village Council Chairman, Mokokchung Village Council	
26	Light and Sound System	Mr. Temsunungsang Aier- Convenor Mr. Nyanthung N. Ngullie Mr. Zuluwati, Peon	
27	College Website Management	Mr. N. John Kuotsu- Convenor Dr. Elizabeth Imti Dr. Imlinichet Imchen Mr. Imsuyanger Aier Ms. Imwapangla Imsong Mr. Lanunungsang	
28	Games & Sports Committee	Physical Instructor- Convenor Mr. Limaakum Mr. S. Imkongtiba Longkumer	

		Dr. B. Imnawapang Longkumer Ms. Lireni Tsanglao Mr. Temsunungsang	
29	Research Development Committee	Dr. E. Benrithung- Convenor Principal- Ex-Officio Dr. Imcharenla Dr. Adangla Changkija Dr. J. Limainla Ao Dr. Imnawapang Longkumer Mr. P. Tiatemsu Mollier Mr. Chubazenba imsong	
30	UGC Committee	Dr. R. Bendangtemjen- Nodal Officer HA	
31	Cultural Committee	Mr. Kevezai Tureng- Convenor Ms. Toshisangla- Co-Convenor Dr. Lendina Mr. Kushemyimjong Chang Ms. Repabenla Ms. Lireni Tsanglao Mr. Molunglemba Ms. Moajungla Ms. Merenlemla FACSU, General Secretary FACSU, Social Service Secretary	
32	Child Care Centre	Ms. Imlinungla- Convenor Ms. Toshisangla Ms. Katikala	
33	Internal Alumni Committee	Ms. Tiarenla Aier- Convenor Ms. I Yashikala Jamir	

		Ms. Temjensangla Pongener Dr. Lanurenla Ms. Temjeninla Tia Ms. Katikala- Secretary	
34	Internal Committee for the Students with Disabilities	Dr. Phyobenthung- Convenor Ms. Leremongla Ms. Sentibenla Mr. Vinod Kumar Mr. Tongpangnoba, LDA	
35	Eco Club	Ms. Temjensangla Pongener- Convenor Ms. Moajungla Dr. Imlinichet Ms. Imwapangla Mr. Temsunungsang Aier Student Representatives- 2 Nos	
36	FAC Journal	Dr. Phyobenthung- Chief Editor Dr. R. Bendangtemjen Dr. Elizabeth Imti Dr. Alimenla Mr. P. Tiatemsu Ms. Bendangsenla	
37	Feedback Monitoring Cell	IQAC Coordinator- Convenor Dr. Lanurenla Ms. Bendangsenla Mr. Jnanendra Sharma	
38	Internal Audit Committee	Mr. L. S. Vinod Kumar- Convenor Ms. Talisenla HA	
39	System & Information Committee	Mr. N. John Kuotsu- Convenor Mr. Lanunungsang	

		Mr. Kethosilhu Mr. Molunglemba	
40	Finance Committee	Principal- Convenor IQAC Coordinator Accountant, FAC RUSA Convenor UGC Convenor Dr. Imlinichet Imchen	
41	Drama Club	Department of English	
42	FACSU Election Committee	Mr. Mesutoba- Convenor Ms. Talisenla Dr. E. Benrithung Patton Dr. Imlinichet Imchen Mr. Nikshimoa Ms. Leremongla Dr. Imliwati Longkumer Mr. N. John Kuotsu Mr. Lanunungsang	
43	Students Assessment Committee	Mr. Watitoshi Ao- Convenor Mr. Thejatsizo Mr. Maongtemjen, LDA	
44	Event Management	Ms. Bendangsenla- Convenor Dr. Tsukjemchila Mr. P. Tiatemsu Ms. Imwapangla Ms. Sashikokla Dr. Imliwati Longkumer	
45	Property Committee	Principal HA Mr. Zuluwati	

46	Museum & Kitsungriju	Department of History Department of Ao	
47	IQAC	Principal- Chairperson Vice- Principal Coordinator All HoDs Dr. Temjennaro- Member Dr. Imliwati Longkumer- Secretary Dr. E. Benrithung Patton- Treasurer Dr. Lendina Mr. P. Tiatemsu Mollier Ms. Bendangsenla Mr. Kevezai Tureng Mr. Watitoshi Mr. Thejatsizo Mr. Kethosilhou Mr. Kushemyimjong Ms. Sentibenla <ul style="list-style-type: none"> • Mr. John N. Kuotsu- Documentation Officer • Ms. Yashikala Jamir Ao- Documentation Officer • Deputy Commissioner Mkg- Representative from Administration • Additional Director, Higher Education- representative from Management • President, Ao Senden- Representative from Stakeholder 	Dr.Lanurenla will continue as the Coordinator,till the time a new Coordinator is appointed

		<ul style="list-style-type: none"> • Mr. M. B. Longkumer- Representative from Employers • General Secretary, FACSU- Representative from Students • President Alumni Association- Alumni Representative • FAC Campus Union President: Local Society Representative 	
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MEETING MINUTES

Dated the 8th of August 2022.

Time: 03:00 PM

Place: Conference hall, FAC.

1. The principal welcomed all the IQAC members present and congratulated them for achieving 'A' grade in the recently concluded NAAC accreditation. He also mentioned that the meeting was convened in order to plan and finalize the thanksgiving program for the said achievement.
2. The coordinator IQAC welcomed the new principal and mentioned that all the members are eager to work with him under his leadership. She also mentioned that FAC had one of the best online teaching experiences during the Covid lockdown because of the help of some techno savvy faculty members.
3. The tentative program for the thanksgiving event was also shared by the convener wherein the members were requested to suggest names for the different items in the program.
4. During the discussion, Mr. Kevezai Tureng, Asst. Prof. Dept. of philosophy was unanimously selected to be the leader of the program.
5. It was also agreed that all the students will be included during the thanksgiving program.
6. The budget for the program was fixed at Rs. 2,50,000/- (Rupees Two Lakh fifty thousand only).
7. The date for the program was tentatively fixed on 26th August 2022 at 1:00 PM in the college auditorium.
8. The tentative program layout with work distribution and budget that has been agreed upon during the meeting is tabulated as follows: -
 - i. Chairperson: Mr. Kevezai Tureng
 - ii. Invocation: Rev. Lima Lemdur, Pastor Union Church, FAC Campus
 - iii. Welcome Address: Dr. I Wati Imchen., Principal FAC
 - iv. Special song: Ao Department
 - v. The road to 3rd Accreditation: Coordinator
 - vi. Thanksgiving Enunciation: Dr. Temjenwapang Longkumer (Former Principal)
 - vii. Speeches:
 - viii. Thanksgiving Prayer: Rev. Dr Mar Pongen, Executive Secretary, ABAM.
 - ix. Invitation List: As per the acknowledgement list given to the press (Include former Principals & Vice Principals), Non-teaching staff, all students
 - x. Budget: 2,50,000/-
 - xi. Refreshment In-charge: HA & B. Narola UDA (Volunteers for Refreshment In-charge Student Advisory Body)
 - xii. Venue: (Auditorium)
 - xiii. Sound system in-charge: Sound Committee
 - xiv. Ushers/Reception in-charge: All HoDs
 - xv. Programme brochures and Invitation Card in-charge: Mr Thejatseizo Angami
 - xvi. Stage Volunteers: Sound Committee to select
 - xvii. Parking: Mr P Tiatemsu to communicate with the concerned authority.
 - xviii. Stage Arrangement: Ms. Sentibenla, Dr Aolemla, Dr Ziuziu Iheilung & Mr. Kushemyimjong Chang.

xix. *Seating arrangements In-charge: Mr Ajungba, Accountant*

xx. *Date: 26th August (Tentative)*

xxi. *Time: 1:00 PM*

9. The principal thanked all the members for their contribution and concluded the meeting with a mass prayer.

Recorder: Dr. Imliwati Longkumer, Secy. IQAC.

Members Present:

1	Dr. I Wati Imchen,	Principal & Chairman.	18	Ms. Sentibenla Aochen	Member
2	Ms. R. Arenla Aier	Vice Principal	19	Ms. Toshisangla	Member
3	Dr. Lanurenla	Coordinator	20	Dr. Temjennaro	Member
4	Dr. Imliwati Longkumer	Secretary	21	Dr. Adangla Changkija	Member
5	Mr. Kevezai Tureng	Member	22	Dr. Ziu Ziu Iheilung	Member
6	Mr. Mesutoba	Member	23	Mr. Kethosithu Meyase	Member
7	Ms. Amongla N Jamir	Member	24	Mr. Thejatseizo Angami	Member
8	Ms. I Narola Imchen	Member	25	Mr. L. S. Vinod Kumar	Member
9	Dr. Imcharenla	Member	26	Mr. Watitoshi Ao	Member
10	Ms. Talisenla	Member	27	Mr. P. Tiatemsu Mollier	Member
11	Mr. Kushimyimjong Chang	Member	20	Dr. Temjennaro	Member
12	Ms. Yashikala Jamir Ao	Documentation Officer	21	Dr. Adangla Changkija	Member
13	Mr. N. John Kuotsu	Documentation Officer	22	Dr. Ziu Ziu Iheilung	Member
14	Ms. Tiarenla Aier	Member	23	Mr. Kethosithu Meyase	Member
15	Mr. Limaakum	Member	24	Mr. Thejatseizo Angami	Member
16	Dr. Lendina	Member	25	Mr. L. S. Vinod Kumar	Member
17	Ms. Bendangsenla	Member	26	Mr. Watitoshi Ao	Member



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MEETING MINUTES

Dated the 25th of October 2022.

Time: 02:15 PM

Place: IQAC Office, FAC.

1. The Principal welcomed all the members and exhorted the members to continue working for the betterment of the college. He also mentioned that IQAC is the most active committee in the college which is involved in maintaining the quality of the institution.
2. The coordinator IQAC, informed the house that the AAA team will visit the college tentatively on 28th /29th October. She also informed that the AAA visit will not be very elaborate/intensive as was done before but will be just an informal visit.
3. The college will arrange for the accommodation and lunch for the AAA team.
In charge of lunch:
 - i. Dr. Adangla Chankija
 - ii. Ms. P. Narola
4. Decided that the coordinator, IQAC will chair the interaction session of the AAA team with the faculty.

REVIEW OF ACTION PLAN FOR JULY, 2021 TO JUNE, 2022

Criterion 1: Curricular Aspects

1. The coordinator informed the house that one of our drawbacks was not having enough add-on courses.
2. The house resolved to take a survey among the student of the college to gather information regarding enhancement of add-on courses in the curriculum.
In charge of the survey:
 - i. Mr. P. Tiatemsu Mollier
 - ii. Mr. Kevezai Tureng
 - iii. Dr. Imliwati Longkumer
3. To continue to pursue for the establishment of IGNOU Centre so as to incorporate more add-on/ Diploma/Certificate courses.
4. Continue to pursue for permanent affiliation of Ao (General) from Nagaland University.
5. To obtain feedback for 2022-2023 on the syllabus and its transection at the institution from the following stockholders 1) Students 2) Teachers 3) Employers 4) Alumni and submit analysis and action taken report.

Criterion 2: Teacher – Learning and Evaluation

1. Resolved to write to the Nagaland University regarding enhancement of intake capacity/sanctioned seats of General and Honours students.
2. To take steps to procure a reservation policy from the Higher Education.

3. To conduct SSS for 2022-2023 based on NAAC guidelines and submit report of analysis and action taken.

Criterion 3: Research, Innovation & Extensions

1. To continue with mobilization of funds and resources from Governmental and Non – governmental agencies for research projects/endowments in the institution.
2. To be specific on the type of Seminars/Workshops/Conferences to be organized.
3. To continue with extension/community services.
4. To continue with the extension activities of NSS/NCC/Red Ribbon Club/Eco Club/Legal Cell, etc.
5. To continue with the collaborations/linkages for faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc.
6. To continue with procurement of MoUs with institutions of national and international importance, other universities, industries, corporate houses etc.
7. Dr. E. Benrithung Patton and Mr. Watitoshi Ao were entrusted to prepare the modalities for providing teachers with financial support to attend conferences/workshops and towards membership fee of professional bodies.

Recorder: Dr. Imliwati Longkumer, Secy. IQAC.

Members Present:

1	Dr. I Wati Imchen,	Principal & Chairman.
2	Mr. L. S. Vinod Kumar	Vice Principal
3	Dr. Lanurenla	Coordinator
4	Dr. Imliwati Longkumer	Member Secretary
5	Dr. E. Benrithung Patton	Treasurer
6	Mr. Mesutoba	Member
7	Mr. N. John Kuotsu	Member
8	Dr. Lendina	Member
9	Ms. Bendangsenla	Member
10	Dr. Temjennaro Jamir	Member
11	Mr. Watitoshi Ao	Member
12	Mr. P. Tiatemsu Mollier	Member



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MEETING MINUTES

Dated the 9th Novemver 2022.

Time: 01:26 PM

Place: IQAC Office, FAC.

1. The Principal welcomed all the members.
2. Dr. E. Benrithung Patton gave a brief presentation on the draft policy manual for providing financial support to teachers for attending/participation in conferences/workshops. After through discussion it was accepted with certain modifications.
3. The principal exhorted the members to help the library by recommending the right books and also monitor the number of copies of each copies of the books currently in the library.

Recorder: Dr. Imliwati Longkumer, Secy. IQAC.

Members Present:

1	Dr. I Wati Imchen,	Principal & Chairman.
2	Mr. L. S. Vinod Kumar	Vice Principal
3	Dr. Lanurenla	Coordinator
4	Dr. Imliwati Longkumer	Member Secretary
5	Dr. E. Benrithung Patton	Treasurer
6	Dr. Lendina	Member
7	Dr. Temjennaro Jamir	Member
8	Mr. Watitoshi Ao	Member



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Consultative meeting of IQAC members of JMC and FAC

Dated the 23rd Novemver 2022. Time: 10:00 AM Place: Conference Hall, FAC.

1. The meeting began with a round of introduction of the members present.
2. The principal, FAC welcomed all the members and exhorted the members that a teacher should not only be involved in teaching but also continuously look for ways and means to improve the quality of the institution. He also mentioned that we should sacrifice our time and effort in trying to implement the good practices that are observed in other institutions.
3. This was followed by an open interaction among the members regarding the preparation for NAAC assessment for JMC and how to begin with the preparation.
4. Dr. Lanurenla, Coordinator IQAC, FAC suggested the members from JMC that the first step in the preparation for NAAC assessment should be to come out with a five-year strategic plan for the college and within which there should be one-year action plans according to the seven criteria mandated by NAAC. She also demonstrated the process of processing and uploading of the SSR in the NAAC website.

Recorder: Dr. Imliwati Longkumer, Secy. IQAC.



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MEETING MINUTES

Dated the 21th March 2023.

Time: 01:30 PM

Place: IQAC Office, FAC.

1. The Principal welcomed all the members. He formally introduced the new IQAC coordinator, Ms. Bendangsenla to the members. He also thanked the outgoing coordinator Dr. Lanurenla for the service she had rendered to the college as IQAC coordinator and requested her to continue to give her best to the college. The Principal further encouraged the members to actively participate in the upcoming International Conference to be hosted by the college on 23th March, 2023.
2. The newly inducted coordinator Ms. Bendangsenla requested all the members to support her as she takes up her new responsibility as IQAC coordinator.
3. The outgoing IQAC coordinator Dr. Lanurenla thanked the Principal and the members of the IQAC, FAC for cooperating with her during her tenure. She also encouraged the members to actively participate in the functioning of the IQAC and said that the coordinator is not the only person tasked to do all the works but all the other members are equally responsible as well.
4. It was resolved to request the Nagaland University to bring out a detailed list of registration numbers of all the affiliated colleges under NU, especially of those colleges which were earlier registered under Guwahati University and/or NEHU.

REVIEW OF ACTION PLAN FOR JULY 2022 TO JUNE 2023

Criterion 1: Curricular Aspects

- Student survey regarding Add on / Skill courses on UNNATI and PMKVY is kept in abeyance. It was also decided to include the Vice Principal along with the members in charge of the survey as per IQAC meeting resolution on 25th October, 2022
- Questionary to obtain feedback from the employer will be designed by the Feedback Monitoring committee.

Criterion 2: Teacher – Learning and Evaluation

- With regards to the Reservation policy for students during admission, it was resolved that the college will request the Higher Education to come out with a policy basing on the notification by Nagaland University *vide* NO.NU-CDC/Gen-5/2008/(Pt.-V)-3146 dated 05/02/2021.

Criterion 3: Research, Innovation & Extensions

- Dr. E. Benrithung Patton, Convenor RDC, FAC briefed the members regarding the initiation of a collaborative venture with Sherubtse College, Royal University of Bhutan.
- The members had a virtual meeting with Dr. Dendup Tsering, Dean, Research and Industrial Linkage, Sherubtse College, RUB to discuss on the policy of collaboration between the two institutions.

- The members unanimously agreed on the preliminary idea of the policy and entrusted the RDC, FAC to pursue the matter further.
- Dr. Lanurenla was entrusted to prepare a rough draft of Memorandum of Understanding (MoU) for the collaborative venture between FAC and Sherubtse College, RUB.
- It was resolved that an Orientation program will be held in the first week of April, 2023 for the newly appointed faculty members on the basic functioning of the college.
- Resolved to invite proposals from different departments or combination of departments for organizing FDPs in collaboration with IQAC latest by the 2nd week of May, 2023.

Criterion 5: Student Support and Progression

- Dr. Lanurenla briefed the members about a training program on Air-Rifle shooting at Ladybird School, Alempang Ward, Mokochung (Khelo India center for Shooting) and suggested that the college could sponsor few of our students for the said program.
- The members agreed to sponsor and decided to let interested NCC cadets of the college participate in the said event.
- Expenditure for the training program will be borne by the college. Maximum of 15 participants will be selected.
- Responsibilities to look into the modalities for selection and registration for the said training program is assigned to Dr. Lanurenla and NCC, FAC.

Criterion 6: Governance, Leadership & Management

- Resolved that the workshop on “Work Ethics” for non-teaching staff will be held in the 2nd week of May, 2023. Mr. Mesutoba, Dr. Aotemshi, Coordinator IQAC and Secretary IQAC were assigned the responsibility to organize the program.

Recorder: Dr. Imliwati Longkumer, Secy. IQAC.

Members Present:

1	Dr. I Wati Imchen,	Principal & Chairman.
2	Mr. L. S. Vinod Kumar	Vice Principal
3	Ms. Bendangsenla	Coordinator
4	Dr. Imliwati Longkumer	Member Secretary
5	Dr. E. Benrithung Patton	Treasurer
6	Mr. Mesutoba	Member
7	Mr. N. John Kuotsu	Member
8	Dr. Lendina	Member
9	Dr. Lanurenla	Member
10	Dr. Temjennaro Jamir	Member
11	Mr. Watitoshi Ao	Member
12	Mr. P. Tiatemsu Mollier	Member



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MEETING MINUTES

Dated the 26th April 2023.

Time: 01:30 PM

Place: IQAC Office, FAC.

1. The Principal welcomed all the members.

REVIEW OF ACTION PLAN FOR JULY 2022 TO JUNE 2023

Criterion 3: Research, Innovation, Extension

- **To organize FDP** – Decided to wait for applications from different departments for the same.
- **To Organize workshop for NAAC Assessment for Mentee Colleges** – The Principal, opined that since the prospect of the mentee colleges going for NAAC assessment in the near future is low, it would be more viable to organize a workshop for the Principals and Head Assistants of the various colleges.
- **To initiate collaboration/linkages for faculty exchange, Student exchange, internship, Field trip, On-Job training, research etc.** - Ongoing
- **To procure more MoUs with Institutions of National and International importance, other universities, Industries, Corporate houses etc.** - Ongoing

Criterion 4: Infrastructure & Learning Resources

- **Purchase of new desks and benches** – Done
- **Purchase seating benches for Auditorium** – The Principal informed that the college has purchased 200 Nos of Chairs for the same.
- **Pursue construction of new classrooms and labs** – Ongoing
- **Procure Computers and Printers for departments** – Computers and printers were provided to three departments and the Establishment Section.
- **Purchase Tables and Chairs for departments** – Done
- **Augment Sound system** – Ongoing
- **To procure more books** – The Librarian will circulate the notice again to all the departments to submit list of books to be procured by the Library.
- **To purchase more bookracks and book cases** - Done

Criterion 5: Student support and Progression

- **Eco Club to conduct Environmental awareness programs** – Done
- **Conduct Inter-collegiate sports event** – Done
- **Conduct Inter-collegiate cultural event** – Done
- **To host an Alumni Meet** – decided to coordinate with the internal alumni committee to organize an *Alumni Night* probably during the odd semester session.

- **To come out with a new dedicated database for students based on CBCS** – The Assessment committee along with the Administration and Mr. N. John Kuotsu will look for ways and means for the same. The Principal will also consult with Dr. Imtiwati Jamir.

Criterion 6: Governance, Leadership & Management

- **To organize a workshop on “Work Ethics” for non-teaching staff** – the committee informed the house that the program will be held on 12th May, 2023. A budget of Rs. 30,000/- was agreed upon by the house.

Recorder: Dr. Imliwati Longkumer, Secy. IQAC.

Members Present:

1	Dr. I Wati Imchen,	Principal & Chairman.
2	Ms. Bendangsenla	Coordinator
3	Dr. Imliwati Longkumer	Member Secretary
4	Mr. Kevezai Tureng	Member
5	Mr. Mesutoba	Member
6	Dr. Lendina	Member
7	Dr. Temjennaro Jamir	Member
8	Mr. Watitoshi Ao	Member



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MEETING MINUTES

Dated the 01st June 2023.

Time: 11:00 AM

Place: IQAC Office, FAC.

1. The Principal welcomed all the members. He also informed the members about the offer of a software package from HDFC bank Dimapur for maintaining student's database. A brief highlight of the package was also presented through a ppt presentation. Cost of the software is as follows:

Installation charges: Rs. 15,000/-

Fee per annum : Rs. 11,000/-

2. A committee for database management system was set up to find out the loopholes in the present database system which is in use. The committee will also study and examine the new package offered by the HDFC bank and suggest for addition of any information in the software if required. The committee members are as follows: -

- | | |
|---------------------------|----------|
| 1. Mr. Watitoshi Ao | Convener |
| 2. Principal | Member |
| 3. Vice Principal | „ |
| 4. Mr. N. John Kuotsu | „ |
| 5. Mr. Kevezai Tureng | „ |
| 6. Mr. Sungjemyanger, UDA | „ |

3. The IQAC coordinator shared that complaints have been received from Eco Club and Swachh Bharat Abhiyan regarding non-green practices in the campus.
4. Eco club with Principal as the advisor was entrusted to formulate the framework for green audit as per the 5 – year strategic plan/perspective plan.
5. In addition to the two existing best practices viz., September Mélange and Loan a book initiative, two others – (i). Research incentive for faculty and (ii). Reward system for teachers, staff and students were also adopted as best practices of the college.
6. Applications received from faculty for placement to various stages and promotions were cleared for authentication by IQAC for onward submission.
7. Any other
 - a. *Orientation for the 1st semester students* – It was decided that after the first session in the auditorium, a separate meeting of the parents/guardian with their wards and the teachers of the

respective departments will be held so as to let the students, parents/guardians and the teachers get familiarized with each other.

- b. The proposal for an International Seminar to be organized jointly by English and Geography departments was accepted with full funding from IQAC. Henceforth, any proposal for funding of seminars/conferences by the IQAC will be decided on a case – by – case bases.
- c. Mr. P. Tiatemsu Mollier gave a presentation on the different Skill Enhancement Courses (SEC) offered by various organizations which is a requirement for the Four-Year Undergraduate Program (FYUGP) being implemented by the University from the next academic year. In addition, he also shared to the members the pathetic condition of the hostels in the college and the huge disparity in the number of applications for hostel accommodation to the number of vacancies actually available in the hostels.
- d. Dr. Lanurenla shared the need for an Institutional Development Plan as per the requirement of NEP 2020. An Institutional Development Plan Committee was therefore formed with the following members: -
 1. Principal
 2. Vice Principal
 3. Ms. Talisenla
 4. Mr. Watitoshi Ao
 5. Dr. Lanurenla
 6. Mr. P. Tiatemsu Mollier

Recorder: Dr. Imliwati Longkumer, Secy. IQAC.

Members Present:

1	Dr. I Wati Imchen,	Principal & Chairman.
2	Ms. Bendangsenla	Coordinator
3	Dr. Imliwati Longkumer	Member Secretary
4	Dr. E. Benrithung Patton	Treasurer
5	Mr. L. S. Vinod Kumar	Member
6	Mr. Kevezai Tureng	Member
7	Mr. Mesutoba	Member
8	Dr. Lendina	Member
9	Mr. Watitoshi Ao	Member
10	Mr. P. Tiatemsu Mollier	Member
11	Mr. N. John Kuotsu	Member
12	Dr. Lanurenla	Member



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MEETING MINUTES

Date: 24th July 2023.

Time: 01:30 PM

Place: Conference Hall, FAC.

1. The Principal welcomed all the members. He encouraged all the departments to conduct their extension services for the present session and for those departments that have not conducted any extension services so far were requested to do extra this session.
2. The Principal also shared the necessity for early allotment for dates for student related activities such as FACSU election and Fresher's social programs as it will help the teachers to plan for the conduct of classes accordingly.
3. Principal proposed the 11th of August for the Fresher's day and the house accepted the date unanimously.
4. With regards to Skill Enhancement Courses (SEC) to be implemented from the current semester, the Vice Principal informed that only one SEC paper will be allowed per department because of shortage of classrooms and manpower.
5. It was decided that the maximum number of students for every SEC paper will be 70.
6. The final list of SEC papers to be offered in the current semesters is as follows:

Four Year Undergraduate Program (FYUGP) 1st Semester: 3 Credits

Department	Name of Course
Ao	Aor Saisapong Tapu Balala (Ao Indigenous Games)
Education	Life skill education
Geography	Thematic Maps
Political Science	Legislative Support
Sociology	Reading, Writing and Reasoning for Sociology
Botany	Floriculture
Zoology	Aquarium Fish Keeping
Physics	Renewable Energy and Energy Harvesting

CBCS 3rd Semesters: 2 Credits

Department	Name of Course
Economics	Methods of Data Analysis
Education	Life Skill Education
English	Basic English communication skill
History	Introduction to Archeology
Sociology	Reading, Writing and Reasoning for Sociology
Chemistry	Intellectual Property Right
Physics	Renewable Energy and Energy Harvesting
Zoology	Apiculture
Mathematics	Logic & Sets
Philosophy	Critical Thinking
Geography	Research Methods

7. For the purpose of selection of students to different Skill Enhancement Courses, the students will be asked to submit to the VP, a list of all the available SECs arranged according to their preferences along with their Class 12 percentage of Marks.
8. With regards to the SEC courses to be offered in the even semesters, the IQAC coordinator asked the members to plan ahead of time with all the requirements especially the financial aspect and manpower/expertise.
9. The IQAC coordinator informed the house that as per the feedbacks received from the students, most of the teachers are performing their duties properly. She also shared that some of the teachers are rushing on with their course coverage towards the end of the semester after being slow/lackluster in the beginning and as such they are not following their lesson plans. The HoDs were asked to share the information with their respective department colleagues.
10. The Principal pointed out that some students tend to get confused with the different examination routines during the end-semester NU examination; in this regard the VP was requested to display the different routines in different colours on the college notice boards.

Recorder: Dr. Imliwati Longkumer, Secy. IQAC.

Members Present:

1	Dr. I Wati Imchen,	Principal & Chairman.	14	Mr. Nohochem	EVS
2	Ms. Bendangsenla	Coordinator	15	Ms. Arenla T Ao	F.English
3	Dr. Imliwati Longkumer	Member Secretary	16	Ms. K. Hanako Jamir	Botany
4	Mr. Kevezai Tureng	Member	17	Mr. P. Tiatemsu	Member
5	Mr. Mesutoba	Member/History	18	Dr. E. Benrithung Patton	Treasurer/Pol.Sc
6	Dr. Lanurenla	Member/English	19	Dr. Adangla Changkija	Sociology
7	Dr. Temjennaro Jamir	Member	20	Dr. Imcharenla	Economics
8	Mr. Watitoshi Ao	Member	21	Ms. Talisenla	Education
9	Ms. Toshisangla	Ao	22	Dr. Temjensangla	Geography
10	Dr. Aotemshi. I	Mathematics	23	Ms. I. Narola Imchen	Chemistry
11	Mr. N. John Kuotsu	Member/Comp.Sc	24	Mr. L.S. Vinod Kumar	Member/Vice Principal
12	Mr. Limaakum	Zoology	25	Ms. Tiarenla Aier	Philosophy
13	Mr. Nukshimoa	Physics			