

ADMINISTRATIVE MANUAL FOR COMMITTEES



Office of the Principal
Fazl Ali College
Mokokchung: 798601

Introduction

Fazl Ali College (FAC) was started as the pioneering Higher Education Institute of Nagaland in the year 1959 under the initiative of a few visionary leaders. Today, Fazl Ali College stands tall as an institute of higher learning, realising the dreams and the aspiration of the people and serving the mandate of the Government of India by imparting quality education. In its continual pursuit of making the FAC a centre of excellence by transcending limitations, the College has assigned faculty members, Government representatives and stake holders to various committees to help it grow to ever realize its motto '*Academia Nulli Secundus*'.

This administrative manual envisages to guide those assigned in various committees in its administration and conduct. The cohesive effort of these committees has been the backbone for the success of the college. I hope the spirit of oneness and the heart for the progress of the College and the nation continually grows.

HELEN JAMIR
Principal, FAC

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GENERAL GUIDELINES

1. All appointment will be done through the Principal's Office on the recommendation of the IQAC.
2. A committee member will be appointed for a maximum term of three (3) years.
3. To ensure continuity of working system, the convener or at least one member from each committee will serve for another term without the responsibility of a convener. Suitable individuals may be reappointed to the same committee.
4. Those committees whose terms are prescribed by higher/parent authority from outside the College will follow suit.
5. IQAC, Construction and Development, Finance, Library Advisory and College Advisory Committees will be statutory committees.
6. Replacement of members for vacancy owing to retirement, death or transfer of any member should be done within a period of three (3) months.
7. The convener of a committee will be responsible for giving the annual report to the authority.
8. Each committee should maintain records of activities which should be made accessible on requirement by the College.
9. Financial transaction of all committees shall be auditable by the audit committee.
10. Any new committees as found deemed required by the College may be constituted by the Principal in consultation with the IQAC.

1. COLLEGE ADVISORY COMMITTEE

The College Advisory Committee is a statutory committee comprising of the District Administration as the chairperson and members consisting of Alumni, Stakeholders, Civil Society and eminent members from the University and College faculty representatives. This committee acts as the backbone of the College, extending its expertise and resources to enhance the infrastructure as well as the academic aspect of the institution.

Composition of the College Advisory Committee:

Deputy Commissioner, Mokokchung - Chairperson

Principal, Fazl Ali College - Secretary

Superintendent of Police- Member

SE, Work and Housing, MKG- Member

President, Ao Senden – Member

President, Watsu Mungdang- Member

Founding member- Member

2 University Nominee

Coordinator, IQAC

President, FAC Alumni Association- Member

President, FACTA - Faculty Representative

2 Prominent citizens- Member

2. INTERNAL QUALITY ASSURANCE CELL (IQAC)

The IQAC of Fazl Ali College was established on 3th November 2006 as a requirement of NAAC (National Assessment and Accreditation Council). It monitors all the activities of the college and ensures that the Institution develops in the seven criterions as given by NAAC:

- I. Curricular Aspects
- II. Teaching-Learning and Evaluation
- III. Research, Innovations and Extension
- IV. Infrastructure and Learning Resources
- V. Student Support and Progression
- VI. Governance, Leadership and management
- VII. Institutional Values and Best Practices

Composition of the IQAC:

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders. The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

3. FINANCE COMMITTEE

This is a Statutory committee. The Finance Committee will oversee the financial management in the college. The committee will be responsible for the following:

- Annual Budget
- Quarterly closing of financial transactions
- Maintenance of sanction and release orders.
- Ensuing timely digital auditing.
- Assist audit committee.

Composition of the Finance Committee:

2 Faculty (One as Convenor)

Principal

Coordinator, IQAC

Cashier/Accountant

4. CONSTRUCTION CUM DEVELOPMENT COMMITTEE

This committee is one of the Statutory committees of the college.

Objective: To assist the principal in executing developmental works of the college.

Composition of the CCDC:

Principal, Convener

Vice-Principal, Secretary

Coordinator, IQAC

Chairman, Chuchuyimpang Village Council.

Chairman, Mokokchung Village Council

Convener, Finance Committee, FAC

Executive Engineer PWD

HA, FAC

Faculty representation

5. LIBRARY ADVISORY COMMITTEE

This committee is one of the Statutory committees of the college.

Aims and objectives:

The aims and objectives are:

- To help the Librarian formulate library policies, rules and regulations.
- To prepare library budget and proposals for development of the library.
- To prepare library budget for procurement of books in the library.
- To oversee the facilities in the library, collections of the library and services given by the library.
- To recommend for upgradation of furniture and other related items.
- To recommend for upgradation of ICT facilities.
- Meetings are held regularly.

Composition of the committee:

Faculty representatives (One of them as the convener)

Deputy Librarian, NU, Lumami

District Culture Officer

Principal- Ex-officio

Librarian- Ex-officio

HA- Ex-officio

6. NATIONAL SERVICE SCHEME

NSS MOTTO: “*Not me but you*”

The NSS is a centrally sponsored public service program under the Ministry of Youth Affairs and Sports, Government of India. The program provides an opportunity to the young students to participate in various government led community service activities and programmes. The NSS was first started in the year 1969 coinciding with the birth centenary year of Mahatma Gandhi, the Father of the Nation to whom social service was almost a religion. Today, the scheme extends to all the states in the country reaching out to students, teachers, parents and guardians. It has aroused an awareness of the realities of life, a better understanding and appreciation of the problems of the people among the youths. NSS is thus, a concrete attempt in making education relevant to the needs of the society. The NSS unit in Fazl Ali College was first established in the year 1982. Since then, it has grown in strength and presently has three active NSS units under two Programme Officers. The NSS volunteers are actively involved in extending various community services; environment enrichment and conservation activities; Health, family welfare and nutrition programmes; and in providing assistance to the local authorities in relief and rescue works during natural calamities.

AIMS AND OBJECTIVES:

Aim: "Education through community service and community service through education".

Overall Objective of NSS:

“Development of the personality of students through community service”.

Specific Objectives:

- 1) To kindle the student's social consciousness.
- 2) To give them opportunities:
 - (a) To work with and among people.
 - (b) To develop awareness and knowledge of social realities.
 - (c) To have a concern for the wellbeing of the community, particularly of the weaker sections.
 - (d) To engage themselves in creative and constructive social work.
 - (e) To put their scholarship to practical use in mitigating at least some social problems and in promoting welfare.
 - (f) To gain skills in the exercise of democratic leadership.
 - (g) To gain skills in the programme of development for self-involvement during leisure and vacation period of national development.
 - (h) To enrich personality.

NSS ACTIVITIES:**⇒ Regular Activities:**

- Cleanliness Drive
- Tree plantation
- Social awareness programmes
- Blood donation camps
- Social service programmes.

⇒ Special Camp

7. NATIONAL CADET CORP (NCC)

NCC in India was conceptualized and raised before Independence, mainly with an aim to groom the youth both boys and girls, nurture them and channelize their energy towards nation building by making them responsible citizen. The Motto of NCC is “*Unity and Discipline*”.

It is a pride and honour that 25 Nagaland (I) Coy NCC Mokokchung was started on 25th October 1965 vide DG NCC letter No. 1889/9/ Nagaland NCC PG dated 21st July 1964 at Fazl Ali College, Mokokchung. This was the beginning of NCC in Fazl Ali College and Nagaland. Prof. Talitsuba Retd Director of school Education, Nagaland was the 1st pre commissioned officer to look after NCC at Fazl Ali College. Later on, in 1976-77, NCC Girls Senior Wing (SW) unit has been started in the college. At present the NCC units of both SD and SW are subsist with an enrollment of SD- 50 and SW – 25. The unit headquarter of SD is at Mokokchung (25 Nagaland (I) coy NCC) and SW at Kohima (1 Naga Girls Bn. NCC). In the college the SD is being taken care by Care Taker Officer (CTO) while the SW by the Associate NCC Officer (ANO). Today, the NCC units in the college are enrolled in numbers with great enthusiasm.

Aims of NCC

To develop character, comradeship, Discipline, secular outlook, spirit of Adventure, sportsmanship, ideals of selfless service among the student.

Objective of NCC

1. Reach out to the maximum youth through various institutions.
2. Make NCC as an important part of the society.
3. Teach positive thinking and attitude of the student.

Regular activities of NCC in the college

1. Participate in the parade like Republic Day and Independence Day.
2. Drill practice in the college.
3. Attend camps like Combine Annual Training Camp (CATC), Annual Training Camp (ATC), Special National Integration Camp (SNIC), National Integration Camp (NIC), Thal Sainik camp, Basic Leadership camp, Advanced Leadership camp, tent pitching, Army Attachment camp and so on.
4. Piloting and doing Guard of honour in the college on important occasions.
5. Tree plantation, World Environment Day, Swachh Sansakalipse Swachh Siddhi, Maha Swachhta Abhiyan, EBSB etc

8. RED RIBBON CLUB

Red Ribbon Club has been formed in Nagaland to address knowledge, attitude and behaviour of Youth on the issue of HIV/AIDS. RRC has been formed in three settings: College, Village/ward, Police Battalion. In Fazl Ali College, RRC was launched in 2009. Over the years, under the guidance of teachers as nodal officers, many students have enrolled themselves as members of the club and actively participate in different programmes and activities relating to issues of HIV/AIDS. The club functions under the leadership of a Nodal Officer supported by members appointed from the faculty.

Aims and Objectives

HIV/AIDS today has become an epidemic. It has shattered individuals lives and devastated communities. We know there is no cure or vaccine; almost 50% of the people living with HIV/AIDS fall in the age group of 15-29 years. This is a huge concern. The Red Ribbon Club is one of the main concepts adopted to look into and address the vulnerability of young people to HIV/AIDS. The launching of this club is a movement created to raise awareness about HIV/AIDS through timely information and education, through service and different events to young people.

Regular activities of RRC in the college:

1. Members of the Club actively involve themselves as peer educators amongst the students and friends by spreading awareness of HIV/AIDS and also by distributing pamphlets.
2. Red Ribbon Club sponsors cash prizes in various activities undertaken in the college.
3. RRC observes world AIDS day on 1st December every year and on other related occasions.
4. Organises Blood Donation camps.
5. The RRC members actively renders voluntary services in different capacities whenever NSACS organises a programme.
6. Organises relevant programmes basing on themes on important events earmarked by NSACS.

9. INTERNAL AUDIT COMMITTEE

Objective:

The Internal Audit Committee is set up to conduct annual audit of all College income and expenditure including the expenditure statement of all committees handling funds as well as standing committees set up from time to time to complete action plans laid down by the College authority.

Composition of the committee:

The Internal Audit Committee will consist of three faculty and one member from the finance Committee as ex-officio.

10. SYSTEM AND INFORMATION COMMITTEE

Unavoidable technological adoptions in Teaching & Learning creates a challenge to many educational institutions – the educators, administrators, office and students. For Fazl Ali College, the technologically advantaged has to do hand-holding to the others. In this spirit, this committee owes its existence.

Their main duties are –

1. Give expert advice to the College during policy decisions involving technologies.
2. Guide in the procurement and installation of technical devices and aids. Such devices include LCD projectors, Computers, Servers, Internet, LAN & Wi-Fi connections.
3. Plan out the digitization of the college and help its implementation and maintenance. This will include overseeing G-Suite usage, Student Management and similar software.

The committee will instruct and guide office staff in using of computers, etc., for execution of their duties. In this committee, Members are appointed from the faculty. New young faculty are introduced so that they can carry on the task as old ones phase out.

11. CAREER GUIDANCE CELL

Aims and objectives

1. To help students to make well-informed choices about their future working lives and to translate these effectively into appropriate decisions and actions.
2. To educate and advise students about various opportunities, in order to foster their intellectual, social and personal transformation.
3. To conduct career guidance workshops and seminars annually by inviting resource persons from varied fields such as administrators, doctors, entrepreneurs, etc

Regular activities

- Career guidance seminars are conducted annually for the students and especially for the graduating students.
- The committee members play the role of a facilitator to the students on the question of their career interest as per the need and appeal of individual students.

Members are appointed from the faculty.

12. STUDENTS' ADVISORY COMMITTEE

The main function of the committee is to advise and supervise the FACSU in undertaking various student activities in the college such as:

- Fresher's social
- Farewell program for the outgoing students
- College sports week
- Students' election to the FACSU
- Printing of FACSU calendar
- Any other Student related activities as and when required.

Members are appointed from the faculty.

13.CREATIVE ARTS COMMITTEE

Aims and Objectives

Creativity is an intangible transcendent nature that moves an individual to bring forth an idea, a story, a painting- symbolic of a deeper and authentic self and unveils itself into an ‘Art’, thereby evoking Beauty and Hope.

Fazl Ali College Creative Arts Committee envision -

1. To access this kaleidoscope of thoughts and images within our students and motivate them to create form and meaning through its outward expression.
2. To guide students in the path of discovery and expressive art, liberating thoughts and shaping desires into possibilities for the future, which otherwise would remain un-lived and unaccessed in the daily structured educational curriculum.
3. To focus in the neglected dimension of their inner faculty of creativity, encouraging them to reclaim their voices, search for truth and generate meaningful expression through new vision for the community and adding depth to one’s culture.
4. To engage students in a range of Art and design activities to generate personal creative responses and ideas.
5. **‘September Melange’**- a unique creative endeavour and a yearly event of the Committee aims to serve as a powerful thread to link various forms of Art, to weave colourful patterns of thoughts and images and in that to witness the most important objectives to be realised through the transformative Power of Art:- Explore, Extend and Enlarge.

Members are appointed from the faculty.

14. COLLEGE DISCIPLINARY COMMITTEE

The students disciplinary committee aims to maintain good discipline among the students since its inception in the year 2016. The committee works to ensure that the students abide to the rules and regulations prescribed in the **Students' Handbook** and also learn to respect their teachers and one another and to develop in general the basic sense to be good stewards of the college property.

- The committee regularly checks the uniform of the students, ensures that they are nearly and cleanly dressed.
- Classrooms and the college campus are checked on a regular basis to curb spitting, littering and use of substances banned by the college authority.
- The committee also checks the use of mobile phones and other electronic gadgets by the students during class hours.

Members are appointed from the faculty.

15. STUDENTS' WELFARE COMMITTEE

The Student Welfare Fund provides limited financial assistance to needy students covering expenditures such as mess fees, bus fares, book grants, stipends, house rents, etc. The fund is raised from contributions by teachers and other sources. Members are appointed from the faculty. The Principal and Vice-Principal will be ex-officio members of the committee.

16. STUDENTS' ASSESSMENT COMMITTEE

This Committee assists the Vice-Principal's office in the internal assessment of the students. The committee members comprising of faculty will work in tandem as well as supervise the staff in the confidential branch. Their main tasks include:

- Working out the attendance percentage of the students.
- Collecting, recording and organizing the internal assessment and end term examination marks.
- Submission of internal assessment and end term examination marks to the University.

17. SWACHH BHARAT ABHIYAN

Profile of the Committee

The Swacch Bharat Mission (SBM), Swacch Bharat Abhiyan, or Clean India Mission is a country-wide campaign initiated by the Government of India in 2014 to eliminate open defecation and improve solid waste management (SWM). This mission was launched with the slogan “One step towards cleanliness.” Swacch Bharat Mission (SBM) committee was initiated at Fazl Ali College, Mokokchung in the year 2015 along with the rest of the country.

Role: The role of SBM at Fazl Ali College

- This committee plays a pivotal role in sensitizing the college community about the importance of cleanliness.
- It prepares the students to maintain a clean and green environment for a better nation and to secure our future.

Aims and Objectives

- It aims to teach people to live hygienic lives.
- To maintain a clean and green campus by disposing wastes properly.
- To separate bio-wastes and non-bio wastes by keeping proper waste bins in the campus.
- To construct hygienic washrooms.
- To send out our students as ambassadors of change in maintaining clean and green environment wherever they go.

Regular Activities

- Seminars on SBA
- Conducting cleanliness drive works in the campus along with the students and faculties.
- Painting and poster making activities on cleanliness and save the environment related themes.
- Regular cleaning of washrooms and waste disposal bins.

Composition of Committee:

The Committee will be a 10-member team with 7 faculty members (1 as Convener and 1 Hostel Warden as member), HA and 1 Office staff and Social Service Secretary, FACSU as Student Representative.

18. HOSTEL COMMITTEE

The Hostel Committee members are the Wardens of the hostels with Principal as the ex-officio member. Some of the roles of this committee are as follows:

- They are responsible for ensuring smooth functioning of the hostels in collaboration with the Prefect and other hostel committee members.
- They will correspond the needs of the hostels with the College authority
- They will frame administrative and financial hostel policies as found deemed necessary, which will be approved for implementation by the College authority.
- They will monitor the functioning of College hostel employees.

19. AWARDS COMMITTEE

The Awards Committee was established in the year 2008. The Committee formulates general policies regarding awards administered by the college. The college recognizes the efforts and success of the students excelling in academics and other co-curricular activities.

Role

The committee ensures fairness, competence, transparency and inclusiveness in granting award promoting an atmosphere of student appreciation and recognition in the college.

Aims

- Acknowledging and recognizing achievement of the students' hard work.
- Motivating and inspiring students in reinforcing excellence in all fields.
- Offering opportunities and helping students discover their talents.

Objectives

- To build a positive learning environment.
- Help in building confidence, cooperation and develop leadership qualities.

This committee will comprise of a Convener, Treasurer, both from the faculty; Principal as Ex-officio and other faculty members, appointed from time to time on need basis.

20. INTERNAL COMPLAINT COMMITTEE AND SEXUAL HARASSMENT OF WOMEN EMPLOYEES AND STUDENTS

This committee was set up on 3rd October 2013 in compliance with the directive from the Directorate of Higher Education, Nagaland. Sexual Harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstance. This committee will comprise of representatives from both the teaching and non-teaching staff.

AIMS AND OBJECTIVES OF THE COMMITTEE

1. To fulfil the directive of the Supreme Court, as per UGC directives and the Nagaland University in respect of implementing a policy against sexual harassment in the institution.
2. To evolve a mechanism for the prevention and redressal of sexual harassment cases.
3. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
4. To create a secure physical and social environment which will deter acts of sexual harassment.
5. To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

21. INTERNAL COMMITTEE FOR STUDENTS WITH DISABILITIES

This Committee was formed under the directive of the UGC and the Supreme Court. The role of the committee is:

- To take care of the day to day needs of the students who are differently abled.
- To monitor the implementation of schemes for differently abled students.
- To organise sensitization and awareness programmes.

Committee composition: Representatives from faculty, staff, students and parents.

22. ANTI-RAGGING CELL

In 2009 the University Grants Commission of India imposed regulations upon Indian universities to help curb ragging. These regulations were passed by the University Grants Commission to curb the menace of ragging in the Universities in India. It applies to all the institutions including:

- i. Under the Central/provincial/state act.
- ii. Deemed university under the UGC Act, 1956.
- iii. All other educational institutions.

The guidelines extend to all the premises, whether located in the campus or outside and also in means of transportation whether public or private. The objective of these guidelines is to ensure completely prohibiting the activities of ragging.

Aims and Objectives:

The anti-ragging cell in Fazl Ali College, also was created in keeping with these regulations wherein the college will ensure that no incidents of ragging happen. If practiced in any form would also be checked and necessary actions initiated by the college authority.

Regular Activities of the committee:

The committee has found that ragging incidents and practices in the college is totally nil since its inception. As such it has not found much requirement to initiate any activity in this regard as far as the college is concerned.

23. DISASTER MANAGEMENT COMMITTEE

Disasters, whether natural or man-made are increasing day by day and the results are very costly, not only does it incur damage to structures and properties but also claims precious human lives. Today it is evident that due to human activities the nature and its resources are destructed which in turn create various unwanted natural phenomenon and catastrophes and as a result human population has become more vulnerable. This committee will comprise of representatives from both the teaching and non-teaching staff.

Aims/Objectives:

1. To conduct disaster mock drills and related activities by coordinating with the department of fire and emergency services, Mokokchung in the college campus from time to time.
2. To organize workshop cum training program in the college by coordinating with the NSDMA/DDMA in order to impart awareness among the students as well as faculty and staff.

Regular activities:

1. Timely inspection and verification of the disaster equipment (Fire extinguishers) installed at various locations in the college buildings.
2. Refilling/Reinstalling of the fire extinguishers since the contents expires in a period of one year.

24. LIGHT AND SOUND TEAM

The Light and Sound Team will be in charge of the lights and sounds required during any event conducted in the college. They are responsible for maintenance and storing of the equipment after use.

The committee comprise of appointed members of the faculty and non-teaching staff.

25. RTI CELL

Aims and Objectives

Right to Information Act, 2005 mandates timely response to citizens' requests for government information. The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of government.

Keeping in line with the RTI objectives, Fazl Ali College (FAC), Mokokchung has also constituted the RTI Cell to enable the students, citizens and the stakeholders to have necessary access to RTI related information. FAC RTI Cell aims to assist in getting timely response to the queries and grievances lodged by individuals or stakeholders. We are committed to enable the general public to have greater access to any domain of information by raising their awareness level.

Activities

- The Cell maintains RTI WALL in the college where RTI related articles, circulars, latest events, pamphlets, etc are displayed in order to disseminate RTI related literature.
- Actively participate during RTI Training Programmes, Workshops, Seminars, Lectures organized by State Government as well as District Administration.
- Students participate in RTI related Debates, Quiz and Slogan Writing Competition, etc, especially during the RTI Week in the month of October.

Composition of Members

1. Principal – PIO
2. Vice-Principal – APIO
3. Nodal Officer – (Faculty member)

26. LEGAL CELL

Aims and objectives:

1. To give legal awareness to the students.
2. To render legal aid in case of emergency needs of the students and the denizens staying in college campus.
3. To encourage students to come up and become a Para Legal Volunteer in the district level.
4. To introduce students to practical aspects of legal profession by conducting interactive sessions with lawyers vis a vis develop interest to opt for law as their future career.

Regular activities:

1. The Legal Aid Clinic is opened thrice a week, i.e, on Monday, Wednesday and Friday.
2. The Para Legal Volunteers of FAC manned the Legal Aid Clinic on a rotational period all round the year.

Composition of Committee

The Committee will compose of a Faculty as Co-ordinator and students as Para-Legal Volunteers.

27. PROPERTY COMMITTEE

This committee maintains an inventory of all the college property. Listing of all moveable assets, marking and updating the inventory is the primary task of this committee.

The committee comprise of appointed members of the faculty and non-teaching staff.

28. ECO CLUB

The Fazl Ali College Eco Club was formed in the month of March 2019 under the directive of the Ministry of Environment, Forest and Climate Change, Government of India and the Nagaland Pollution Control Board. The main objective was to create awareness about environmental issues and to contribute towards improving the environment.

Motto:

An official logo to represent the club with the motto “**Live Green**” was designed and accepted by college authority on 18th March 2019.

Aims and Objectives:

- 1) To maintain a green and clean environment.
- 2) To work towards reduction of pollution in and around the college campus.
- 3) To promote, maintain and operate environmental activities in the college.
- 4) To encourage environmental awareness and good practice among the students and teaching community, so as to enable everyone to play a part in environmental conservation.

Activities/ Projects:

1) Recycle used Tea Leaves/Bag Project: The club launched this project in May 2019 with the objective to manage biodegradable waste in the campus through recycling. Labeled containers were distributed to all the departments, cafeteria and office pantry. The members weekly collect them and decompose the used tea leaves/bags in the plot allotted to the club.

2) Organic Garden Project: Using the fund from college as seed money, an Organic Garden Project was initiated in June 2019. The objective is to inculcate certain life skills and to generate awareness about the importance of organic gardening among the young students. Student club members and teachers donate seasonal seeds and saplings, and take turns to weed and water the garden. The produce is further sold off at market rate to interested buyers/well-wishers.

Membership: Voluntary/ open to all students

Composition of Committee:

5 faculty members (1 as Convener), 2 Student representatives

29. LABORATORY DEVELOPMENT COMMITTEE

With an aim to keep up with the current rapid advancement in science, the lab development committee was created in 2017 with the intention to enhance and develop students' scientific skills to a new and higher level. The committee works out strategies and imparts it to the different departments on how to plan and perform practical, investigations, field works and research in the right way and to sincerely analyze results. With the current greater than before attention given to the education system and student outcomes by the government, the lab development committee assists to analyze and improve the standard of different labs in the college. Since experiments play a crucial role in the progress of science and laboratory work, being a mandatory and important part of many subjects, the lab development committee tries to update and upgrade the different departments with labs as far as possible. It has been suggested by many educationalists that there are rich benefits in learning from laboratory activities. Students who regularly perform good lab experiments widen their thinking skills and approach to solving problems. Practical skill and knowledge in the lab inspire students to advance their education and train them for their future profession.

Aims & Objectives of the committee:

- To transform students into professionals who can apply their acquired scientific principles and practices for the betterment of mankind.
- To increase high-quality student output who are always updated about new developments and pursue higher learning and do constructive work for the advancement of science.
- To encourage and enable students to develop inquiring minds and curiosity about science and nature.
- To provide students with an environment in which the crucial mindset of a scientist is developed.
- To value the benefits and limitations of science and its applications.
- To meet student's laboratory requirement as defined by accreditation standards.
- To provide students with ample opportunities to grow efficiently in developing ethical and moral attitudes regarding duties and responsibilities to their profession.

- To encourage interaction with students of other disciplines in an effort to share and encourage constructive ideas.
- To arm the students with a thorough practical knowledge of the subject matter and their purpose by the time they pass out from the college.
- To plant scientific temperament among them.
- Pass on to students the importance of science and its benefits to society and the environment.
- They should develop the required scientific thoughts and doctrines like teamwork, honesty, dedication, hard work etc later in their professions.
- To introduce the students to new ideas.
- To help them realize their inner hidden qualities and make them pursue further goals and achieve them.
- To make the students understand the importance of responsibility and be open to constructive criticism in a positive manner.

Regular activities of the committee:

The committee meets occasionally to discuss different agendas pertaining to distribution laboratory funds, its functioning, prospects of upgrading the different laboratories in accordance with the syllabus in effect etc. The creation of the committee has brought about a drastic improvement in the functioning of the different labs in the college. All the departmental labs are expected to be state of the art in a few years through the hard work and careful planning of the committee.

Composition of Committee members

The committee includes all heads of departments (HoD's) with practical in their respective subjects with the college principal as the chairman of the committee. There will be a Convener and a treasurer among the members.

30. COLLEGE WEBSITE MANAGEMENT CELL

The Website Committee monitors and maintains the website. The website committee is functioning based on "Web Content Management System". It typically supports management of content of web pages in a collaborative environment. The Website Committee serves in an oversight role for the website in monitoring the pages. As such, the committee maintains content, ensures the quality of the content, and administers the system and features of the website. The Committee troubleshoots issues and assists in uploading of necessary information periodically for the students and college at large.

Roles and Responsibilities

The Website Committee will:

- Review the website for broken links, incorrect information, and further edits.
- Ensure the site meets accessibility and other usability standards.
- Manage permissions and access to administrative functions of the website
- Monitor and maintain the Website.
- Collect information about the latest events in the institute, achievements etc. and get them posted on the website by way of write ups and pictures etc.
- Updates of information, notices, announcements etc. posted on a regular basis.

Committee composition: Members are appointed from the faculty.

31. NIRF&AISHE COMMITTEE

The main objective of All India Survey of Higher Education (AISHE) is to collect data from all HEIs on various aspects of Higher Education. Similarly, National Institutional Ranking Framework (NIRF) also requires data on different parameters to rank institutions of Higher Education in India. As a participant of both, the NIRF & AISHE committee is formed.

Role:

Any kind of data required is prepared and submitted by the committee.

Maintain proper record of data submitted.

Committee composition: 2 Faculty members and the IQAC Coordinator.

32. RESEARCH DEVELOPMENT COMMITTEE

The Research Development Committee is constituted to monitor and address issues related to research.

Role & Responsibilities of the Research Development Committee:

- To motivate faculty and students to conduct research.
- To encourage faculty members to apply for Major & Minor Research Projects.
- To consider and make recommendations of the research proposals made by the faculty members.
- To generate awareness among faculty and students about the quality of research publications.
- To promote collaborative research.
- To provide consultancy services to the faculty in areas of research and publication.
- To monitor the progress of ongoing projects.

The committee will comprise of Faculty members with research and publication experience. The Principal will be Ex-officio member. 1 Representative from NU, Lumami RDC

33. SEMINAR COMMITTEE

All types of Seminars, workshops and other similar academic activities in the College will be routed through this committee. The committee will help in designing, organizing and documenting the program. Any MOU or agreement for the above-mentioned activities required from the College will be arranged by this committee. Financial records for auditing and submissions will be preserved and submitted through the committee.

Members are appointed from the faculty.

Aims and objectives:

- To organize inter-departmental seminar, other seminars and workshops.
- To facilitate exchange of knowledge, experiences and awareness in academics.
- To provide a platform for experts and academicians to engage in intellectual discussion and debates.
- The overall aim is to help develop an understanding of various issues from multi-disciplinary fields.

Regular activities of the committee

Bi-monthly seminar for different departments.

34. UGC CELL

The Principal appoints a Nodal Officer from among the faculty.

Functions:

- The UGC Cell monitors the implementation of UGC-sanctioned projects as well as all correspondences with UGC office.
- Faculty related programs such as major/minor research projects and faculty-improvement programs are handled.
- All programs suggested by UGC are conducted whenever feasible and such reports are sent to UGC office.
- It also updates all financial transactions of UGC-sponsored schemes in the PFMS
- Any kind of data required by UGC is also prepared and submitted by the Cell.

35. RUSA MONITORING COMMITTEE

Rashtriya Uchchatar Shiksha Abhiyan (RUSA) or National Higher Education Mission is a centrally sponsored Scheme launched by the Ministry of Human Resource Development, Govt. of India in the year 2013. The key objectives of RUSA are to improve access, equity and quality through planned development of Higher Education at the state level.

Role:

To oversee the proper implementation of schemes.

To prepare and submit reports on all RUSA sponsored schemes and programmes.

Composition of the committee: It consists of seven members. The Principal is the Chairperson assisted by Vice- Principal, a Co-ordinator and Assistant Co-ordinator along with three other members from the college.

36. PHOTOGRAPHY/VIDEOGRAPHY COMMITTEE

The college photography and videography committee are to ensure that it promotes the college through different media platforms like photography, videography, newspapers, newsletter, college website and social media. It is used as a tool for mass communication and information to the community. It is actively engaged in broadcasting and publications works. The committee also share and educate the people about the college throughout the community through different kinds of medium. Overall, the committee helps in maintaining an archive and documentation of all the activities that is carried out by the college. Members are appointed from the faculty.

ROLE:

- To take photos and record videos at different Programs, Seminars, activities, works and special events carried out by the college.
- Emailing and distributing the visual media to all concerned.
- Give extensive media coverage of all the activities and events in the college.
- Distributing the visual media to different print media outlets for publicity and provide coverage of such events in the college especially to the general public.
- To record and document different activities and events in the college.
- To make archives for future reference.

AIMS and OBJECTIVES:

- Promote Photography and Videography as an effective tool of publicity and information.
- Promote Photography and Videography as an art form for mass communication.
- Establish and maintain Photography and Videography as a recognized medium of archive and information.
- To document and archive different events so that it becomes easily accessible to all in the future.
- To provide the college and the general public with information in the form of visual media coverage.
- To promote the good image of the College so that it becomes a brand ambassador in the field of higher education and learning.
- Creating a connecting bridge between the college and the general public as a whole.

REGULAR ACTIVITIES:

- Providing media coverage to all the activities and events in the college.
- Recording all activities and events carried out by the college as a general.
- Providing photographs especially for the publication of the Annual College magazine, newsletter and other articles.
- Providing visual media for the college website.

37. DRAMA CLUB

The Drama Club of Fazl Ali College, Mokokchung is under the auspices of the Department of English, Fazl Ali College. The membership to the Club is open for all the interested students.

Role: The Drama Club aspires to cater to the interest of the students in enhancing their acting skills, creativity and theatre skills.

Aims and objectives:

- To nurture the skills of the students
- To identify and encourage the development of soft skills.
- To encourage the young people to learn more about the rich folktales of the land.
- To motivate students to step into the vast ocean that drama as a literary genre has to offer.

38. CULTURE CLUB

Aims and objectives of the committee:

1. To preserve cultural heritage among the student community.
2. To create a multi-cultural platform for cultural practices in the college.
3. To establish fusion of different national cultures from the college.
4. To produce cultural personalities from the college by acting as a cultural industry.

II. Regular activities of the committee:

1. Celebration of Annual Cultural Day in the college.
2. Cultural attires worn by students and staff on Wednesdays.
3. Celebration of major Naga festivals throughout the year by cultural club members.
4. Traditional games during the Annual sports.
5. Inter- collegiate cultural competition.

Composition of the Committee:

Faculty members (including a Convener, Co-convener, Secretary); GS & Fine Arts Secretary, FACSU as members

39. UNIFORM COMMITTEE

In its pursuance to imbibe equality, discipline and etiquette by having a common college uniform, the College Uniform Committee was formed in 2015 and entrusted upon to the responsibility to develop and avail College uniform for the students at affordable rates. The

Uniform Committee has been gradually pursuing to make appropriate college uniforms available for students. This committee will design, order and procure College Uniform in consultation with the College Administration. It will be responsible for fixing rates and other financial transactions related to College Uniform, which will be audited as and when required. Arrangements for storage, distribution to students and sales will be done this committee.

Composition of the Uniform Committee: 4 Faculty members (1 of them assigned as Convenor) and 1 Student representative.

40. SPORTS AND GAMES COMMITTEE

Aims and Objectives:

1. To provide a healthy sporting habit among students.
2. To help teach the students about teamwork, co-ordination and communication among students of various cultural and ethnic groups.
3. To instil the values of discipline, time, precision and competitiveness.
4. To promote sports and fitness through regular events and exercises.
5. To help an individual grow and achieve his/her potential in sports.
6. To give the students the opportunity to practice sports and pass leisure time actively.
7. To enable low-participation groups of students to partake in sports and physical activity.
8. To promote traditional games.

This Committee will organize, co-ordinate and manage any sports activities. It will maintain sports facilities and also relay the need for the same to the College authority.

Composition of the Committee:

4 Faculty members (One as Convener)

Games and Sports Secretary, FACSU as member.

41. CHILD CARE CENTER MONITORING COMMITTEE

Child care issue is important to any institution mainly because of its positive impact on the welfare of women and their participation in the functioning of the institution. The absence of day care centres in work place leads to many difficulties for working parents of young children in need of care. Most importantly, the emotional pressure of separation from young kids, leads to further reduction of women's participation in the functioning of the workplace. With this understanding and also keeping in line with the UGC and NAAC requirements for the establishment of such centres in institutions, the Child Care committee has been appointed by the college authority.

Aims and Objectives:

The aim of the Committee is to start and maintain a day care centre in the College, through which we hope to provide the working parents and their children a safe, secure and happy environment. It is a well-known fact that availability and access to childcare services positively contributes to the ease of the mind of parents, regarding the safety, wellbeing of their children resulting in a more efficient participation of the parents in their work. The committee aims to meet the parents needs and wishes in this regard. The main objective is therefore to provide day care facility to the young children of both the teaching as well as the non-teaching staff and also to the regular students who are in need of such facility. It is hoped that access to this kind of facility within the college premise would serve as a morale booster to the young working parents especially mothers and that it will lead to improved work satisfaction as well as participation of the individuals concerned in the functioning of the institution.

Composition of the Committee

Five (5) Female faculty members (One as convener)

42. INFORMATION AND PUBLICITY CELL

The Information and Publicity Committee acts as the media cell of the college and conveys information about events in the college to the newspapers and media organizations. Write-ups about the program/event are prepared by the members and photographs are selected for sending to the media. The information is then sent by email to the media as a press release or press note. As most of the media offices in the town are one-person offices, they often cannot come up to the College to report on the event, especially if other events are taking place elsewhere. So, this arrangement works out well to the convenience of both parties. However, when major event/programs are organised in the College, media persons do cover the event in person and the committee then coordinates with them. Members are appointed from the faculty.

43. INTERNAL ALUMNI COMMITTEE

This committee was formed to foster relations between the alumni and the institution. Members are appointed from the faculty.

Role:

- To maintain contacts with the alumni and to help in networking among themselves.
- To organise programmes for the alumni to come together to bond with the institution.
- To facilitate and provide assistance to the Alumni Association.

44. FEEDBACK MONITORING COMMITTEE

The objective of this committee is to:

- Conduct student assessment of teachers every year and to maintain the confidential record.
- To conduct Student Satisfaction Survey every year and document the feedback for AQAR report.
- To revise and conduct feedback from stakeholders, alumni, parents, etc. as mandated by NAAC from time to time.

Composition of the Committee:

IQAC Coordinator

Two faculty, one from science stream and one from arts stream.

45. COLLEGE MAGAZINE COMMITTEE

The College Magazine Committee has the responsibility of bringing out FAZLIAN, the annual college magazine of Fazl Ali College Mokokchung, Nagaland. The FAZLIAN contains a number of articles, poems, stories etc. from students, teaching faculty and alumni etc. Annual reports of different students' activities, academic reports of the college are also featured here. These reports showcase the talents of students in every aspect-creativity, sportsmanship, academics etc. FAZLIAN serves as a reflection of events of the college.

Role, aims and objectives:

- To ensure that The FAZLIAN reflect the values and quality of the institution.
- To develop and inculcate in the students the literary taste and study habit.
- To teach and encourage the value of cooperation and healthy competition, to develop in them a sense of loyalty towards the institution and feel pride for its achievements.
- To facilitate a platform for students to practice and perfect their mastery of literary and artistic genres, to develop their power of thinking and strengthen their imagination.
- To inform, engage, inspire and entertain a diverse readership presenting an intimate, timely and honest portrait of the college and its various activities.

The College Magazine Committee comprises of a Convener and members from the teaching faculty, the Magazine Secretary and Assistant Magazine Secretary, FACSU.

46. CAMPUS AMBASSADOR

Roles and Responsibilities:

- Identification of students, teachers and non-teaching staff and their family members who are not registered in the electoral roll and those without EPIC or with wrong EPIC.
- Facilitating their registration in the electoral roll by providing forms and guiding how to fill the forms and co-ordinating with the electoral machinery for approval of the new applications, corrections and distribution of EPICs to the campus electorate.
- Organizing with the help of CEO/DEO's office special drive for registration and also online registration.
- Educating campus electorates about the electoral process i.e. registration, correction of errors, transposition of names, voting process and ethical voting.
- Facilitating inclusion of Voter Education in various co-curricular activities/festivals of the Campus through different activities such as Slogan writing, poster making, quiz, debate, essay writing, song, street plays etc.
- Creating core team of students to work as Volunteers of the SVEEP activities in the campus.
- Co-ordinating with campus related organizations like Scout and Guide, NCC, NSS for enrolment.
- Organizing talks/workshops etc. for capacity building in voter Education among student community.
- Organizing National Voters Day programme in their campus.
- Acting as an educator and motivator in family and neighbourhood and helping them in filling registration forms.

Members:

Nodal Officer appointed by the Principal.

College Ambassadors: Mr. & Miss Fresher.

47. ENTREPRENEURSHIP DEVELOPMENT CELL

Entrepreneurship is increasingly recognized as an important driver of economic growth of a country. With the increasing population and thus the rate of educated youths in a country of youths like India, the Government of India has recognized the importance of entrepreneurship and has encouraged various skill development and entrepreneurship programs for the youths. The **Entrepreneurship Development Cell (EDC)** in Fazl Ali College is developed with a vision to *‘to create entrepreneurial culture in the institution and to strengthen entrepreneurial qualities of students and provide them platforms for learning and enhancing creativity, freedom and ability to generate wealth through entrepreneurship’*.

The aim of the EDC is to hone, develop and strengthen entrepreneurial qualities in the young minds. The College provides infrastructure, skills and technical support to the students having innovative ideas to transform into new products and ventures for the betterment of the society. The EDC also assists all the aspirants with mentoring, planning and execution of their start up idea into a real business.

The EDC also assists all the aspirants with mentoring, planning and execution of their start up idea into a real business. The EDC maintains a pool of sponsors and angel-investors like banks, national entrepreneurship training agencies, alumni, companies, NGO and suppliers who are willing to nurture budding entrepreneurs.

Objectives& Functions:

- To act as an institutional mechanism for providing various services including information to budding student entrepreneurs.
- To facilitate as an Intermediate between the College and potential partners for entrepreneurial programs
- To conduct Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes, training programs and Faculty Development.
- To develop and introduce curriculum on Entrepreneurship Development at various levels of degree/diploma courses of the College.

Organizational structures

The EDC will function under the guidance and control of the College Principal. Its activities will be monitored by an Advisory Board and a Management Committee.

1. Advisory Board

For effective implementation of the programmes and setting up of the EDC an Advisory Board would be constituted by the College immediately. The Advisory Board will lay down policy guidelines, fixing up of physical and financial targets, suggesting measures for raising funds, effective utilization of facilities and expertise available in the parent Institute and sourcing of expertise and facilities from other institutions in the region. The Advisory Board should meet at least twice a year. The Advisory Board shall have the following composition:

1. Head of the Parent Institution, as Chairman
2. Two senior faculty members from the College as EDC Convenor and the other as Secretary
3. Representative of Directorate of Industries/General Manager of DIC.
4. Representatives of Lead Bank/ financial Institutions
5. Two Members from Entrepreneurs/Mokokchung Chamber of Commerce and Industries
6. Principal, Industrial Training Institute, Mokokchung.

2. Management Committee

The College will also constitute a Management Committee to manage the functioning of the Cell. The Committee should meet quarterly to take stock of the progress of various programmes and activities of the Cell and advice accordingly. It should also help in drawing up programmes and Action Plan and facilitate preparation of the budget. It should also assist the Cell in raising resources from various sources and in improving interaction with other departments of the College as well as industry and other agencies. The Committee should have the following members:

1. Convenor EDC, Chairman.
2. Three faculty members from related Departments.

48. FACSU ELECTION COMMITTEE

Brief Profile and Role:

As laid down in the Constitution of the Fazl Ali College Students' Union, the Election committee is a provisional Committee constituted by the College authority from the teaching faculty for the smooth conduct of the Students' Union Election, following which it stands dissolved. The Returning Officer shall be the Principal, who in consultation with the Election Committee shall appoint other officials for specific election duties from amongst the faculty.

Aims & Objectives:

- To supervise the smooth conduct of the Students' Union Election.
- To inculcate among students the democratic process of election.

Activities:

In accordance with the provisions laid down in the Constitution of the Fazl Ali College Students' Union, the Students' Union Election is conducted in two phases:

PHASE I: Election to the General Council: Students from every class directly elect their Class Representatives to the General Council. The number of Class Representatives allotted to a particular class is determined by the class enrollment (i.e. one post of Class Representative for every fifty students enrolled), subject to a minimum of two Class Representatives in a class. The Class Representatives shall form the General Council

PHASE II: Election to the Executive Council: The Executive Council will be selected from amongst the Class Representatives by a Screening Board, duly appointed by the Returning Officer in consultation with the Election Committee from amongst the faculty. Class Representatives who have filed nomination papers will be selected by the Screening Board to the Executive Council.

49. MENTORING COMMITTEE

Committee members are appointed from the faculty.

*Mentors Manual appended

50. FAC JOURNAL DIVISION

Committee members are appointed from the faculty with research and publication experience.

*Working Guideline for College Journal appended

