

FAZL ALI COLLEGE



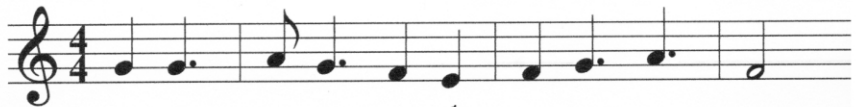
STUDENT HANDBOOK 2024





COLLEGE ANTHEM

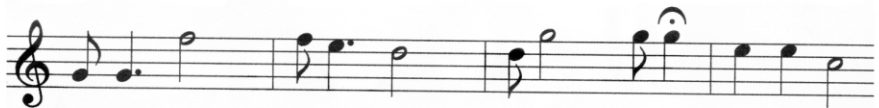
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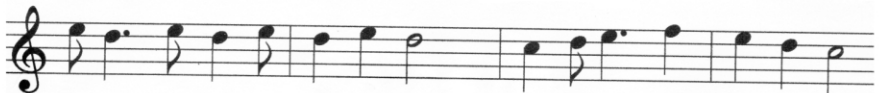
We come to - get - her from all lands to learn,



To mould and shape our-selves a "Nu - lli Sec - un - dus";



At the Al - ma Ma - ter, the Fa - zl A - li Col - lege,



The Pio - neer, Men - tor, in the land Give Di-rec - tion for the Way



Lead us to the Truth to serve God bless the Fa - zl - ians



Introduction

The first edition of the Handbook was released in March 2009 fulfilling a long felt need for the students. The second edition in June 2012 was necessitated by the introduction of the Semester System in the Colleges by the Nagaland University (effective from July 2012) which saw a complete overhauling of the Academic System as well as the Academic Rules and Regulations. Subsequent editions incorporated changes according to Nagaland University Guidelines, notably in the College Rules under Examinations and Attendance apart from other relevant updates.

This edition of the Student Handbook 2024 marks the phasing out of the earlier Semester system introduced in 2012, the Choice Based Credit System (CBCS) introduced in 2022, and the introduction of the Four Year Undergraduate Program (FYUGP) in 2023 incorporating policies recommended by National Educational Policy (NEP) 2023.

This Handbook is brought out with the hope that it would be useful to the students as a guide through life in Fazl Ali College

TIARENLA AIER

Assoc Prof & HoD
Department of Philosophy
I/C Student Handbook 2024
Fazl Ali College, Mokokchung June 2024

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1. COLLEGE FOUNDATION DAY: 8th September (Estd 1959)

COLLEGE MOTTO AND LOGO

ACADEMIA NULLI SECUNDUS
(Second to none in Academics)

The College Logo of the picture of an Ariju (Morung) within a circle was conceptualized in 1971 and adopted in 1972. The Ariju was an institution of learning in olden times. It was the seat of learning to inculcate discipline, knowledge and skills for survival, livelihood and socialization for those undergoing the Ariju training. The Ariju in the logo thus signifies the College as a hub for holistic education

The words ‘Nulli Secundus’ beneath the Ariju signifies the prominence of the College as the first institute of higher education to be established in Nagaland. It highlights the ideals of the pioneers to maintain the status of the College as a trailblazer, to be the institute that sets the bar for other institutes, thus to be second to none in all achievements

The word ‘Academia’ emphasizes the aspiration of the college to produce unparalleled academic achievers and be second to none in academics

ACCREDITATION

The college was awarded an ‘A’ Grade by NAAC in 2022 in its third cycle of accreditation.

VISION

To develop the College into a hub of multidisciplinary studies and a centre for indigenous research of National and International relevance

MISSION STATEMENT

- To mould students to face the challenges of contemporary society and to possess definite target goals so that they can act as catalyst for socio-economic change
- To produce students who are ethically sound, creative and second to none in academics
- To strive towards academic autonomy in order to maintain high academic standards in keeping with the Nation's Education policies
- To expose students to ICT enabled Teaching-Learning processes while maintaining relevant traditional methodologies
- To focus on original and need based research on indigenous resources
- To focus on Nation building by strengthening Community Extension services and collaborations
- To build and strengthen transparency and decentralization in academic and administrative roles

2. ACADEMIC: RULES AND REGULATIONS

Admission to BA & BSc

i. Admission to the college is open to all eligible students based on the merit of the last Final Exam appeared by them

ii. A minimum of 45% marks obtained in the class 12 board examination is required for admission into the college

iii. Students desiring to change from Science or Commerce stream to Arts Stream should have obtained a minimum of 50% in the aggregate in the class 10+2 examination.

iv. Every eligible student will take admission into every Semester. Admission to the next Semester shall be permitted with a maximum of only two backlog papers from the preceding Semester.

Reservation of Seats

From 2021 onwards, a total of 12% seats is reserved for different categories by the College during admission into the BA and BSc courses, which is as under:

- | | |
|--|------|
| a. Category 1 : Students with disabilities (PWD) | = 3% |
| a. Category 11 : Backward Tribes of Nagaland | = 3% |
| b. Category 111: SC/OBC | = 2% |
| c. Category 1V: Boards other than NBSE | = 4% |

Unfair Means

The College places high importance to academic integrity and honesty. It is therefore warned that any student caught practicing unfair means in the examinations is liable to be debarred from appearing in subsequent papers of that particular Examination in addition to forfeiting the particular paper in which s/he is caught practicing unfair means

Lesson Plan

Each teacher draws up Weekly Lesson Plans for every Semester, reflecting the timeline for coverage of the syllabus for the session. Copies of these Lesson Plans are available in the Library for the students' reference

Attendance

i. A student will be qualified to appear in the End Semester Examination only if he/she secures Pass percentage Marks in the Internal Assessment and maintains 80% Attendance in the class in every subject. 5% relaxation of the attendance may be considered by the College Authority for genuine reasons

ii. A student failing to achieve the minimum attendance percentage of classes conducted so far will be served a general warning in each quarter. If a student has failed to score at least 60% attendance of classes conducted, his/her library card will be deactivated for the duration of the next quarter. The library card will be reactivated only if the student reaches the minimum attendance percentage in the next quarter

iii. If a hosteller defaults in attendance at the end of the second quarter with a score below 60% he/she will be asked to vacate the hostel

iv. If a student who is availing of the Welfare Fund defaults in attendance with a score of below 60% at the end of the second quarter, the stipend will be withdrawn from the student immediately

v. A student who takes late admission into the college will not be given any consideration/relaxation in attendance requirements. Attendance shall be calculated from the day of commencement of classes

vi. A student representing the college in any capacity must apply for permission in advance to the Principal, through the teacher-in-charge.

Duration of Semester and Academic sessions

The duration of every semester will be six months during which Admissions, Course work, conduct of Examinations and Declaration of results and Semester break will be completed.

July to December (6 months)	Semester: I, III, V
January to June (6 months)	Semester: II, IV, VI

Credits and Contact Hours

One contact hour normally of 60 minutes duration corresponds to one credit value. For instance, a paper having 4 credits shall have a minimum of 4 contact hours in a week.

For practical classes, every two hours shall make 1 (one) contact hour. One- credit of Seminar, Internship, Studio or Field practice, projects or Community engagement and service is equivalent to a two-hour engagement per week.

Internal Assessment

I. Continuous internal assessments are conducted by the concerned departments. The assessments will be 3 tests of which average of the best 2 tests performance will be taken as the final score. Suggested parameters for the assessments are class test, seminar, quiz, assignments, project, etc.

ii. In case a student misses tests/assignments etc. for valid reasons such as NCC, NSS, FACSU, or Sports representing the College/State etc. the same will be conducted later or in advance. Students are required to give prior information in such cases

Pass Marks

Pass marks for theory as well as practical is 40%. Students should obtain minimum 40% in internal and external examinations separately to pass the subject

Four Years Undergraduate Programme (FYUGP)

When FYUGP was adopted by Nagaland University in 2023, as per option provided, the College opted to continue with the existing CBCS course until it was phased out. Therefore for the current 1st and 3rd Semesters, FYUGP is in place and the CBCS system continues for the 5th Semester.

Awarding of UG Certificate, UG Diploma, and Degrees

UG Certificate

Students who opt to exit after completion of the first year and have secured 40 credits will be awarded a UG certificate if, in addition, they complete one vocational course of 4 credits during the summer vacation of the first year. These students are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years

UG Diploma

Students who opt to exit after completion of the second year and have secured 80 credits will be awarded the UG diploma if, in addition, they complete one vocational course of 4 credits during the summer vacation of the second year. These students are allowed to re-enter within a period of three years and complete the degree programme within the maximum period of seven years

3-Year UG Degree

Students who wish to undergo a 3-year UG Programme will be awarded UG Degree in the Major discipline after successful completion of three years, securing 120 credits and satisfying the minimum credit requirement.

4-Year UG Degree (Honours)

A four-year UG Honours degree in the major discipline will be awarded to those who complete a four-year degree programme with 160 credits and have satisfied the credit requirements.

4-Year UG Degree (Honours with Research)

Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research project or dissertation in the major discipline under the guidance of a faculty member of the College. The students who secure 160 credits, including 12 credits from a research project/dissertation, are awarded UG Degree (Honours with Research).

Note: Honours Students not undertaking research project will do 3 theory courses for 12 credits in lieu of a research project/dissertation.

Course Structure (FYUGP)

Each course could have one, any two or all three combinations and credits of lectures, tutorials or practical components.

The following categories of courses and the minimum credit requirements for 3-year UG, 4-year UG (Honours) or UG (Honours with Research) programmes are as given below:

Semester wise Course and Credit Distribution

Semester	Course Categories	Credits
I	2 Major Courses (4+4)	8
	1 Minor Course	4
	1 Multidisciplinary Course	3
	1 Ability Enhancement Course	2
	1 Skill Enhancement Course	3
	Total	20
II	2 Major Courses (4+4)	8
	1 Minor Course	4
	1 Multidisciplinary Course	3
	1 Ability Enhancement Course	2
	1 Common Value added Course	2
	Total	20
Students exiting the programme after securing 40 credits will be awarded UG Certificate in the relevant Discipline/Subject provided they secure 4 credits in work based vocational courses offered during summer term or internship/apprenticeship		
III	2 Major Courses (4+4)	8
	1 Minor Course	4
	1 Multidisciplinary Course	3
	1 Ability enhancement Course	2
	1 Skill Enhancement Course	3
	Total	20
IV	2 Major Courses (4+4)	8
	1 Minor Course	4
	1 Ability Enhancement Course	2
	1 Skill Enhancement Course	3
	1 Common Value added Course	3
	Total	20

Students exiting the program after securing 80 credits will be awarded UG Diploma in the relevant Discipline/Subject provided they secure additional 4 credits in skill based vocational courses offered during first year or second year summer term

V	3 Major Courses (4+4+4)	12
	1 Minor Course	4
	1 Internship	2
	1 Common Value added Course	2
	Total	20
VI	4 Major Courses (4+4+4+4)	16
	1 Minor Course	4
	Total	20
Students who want to undertake 3-Year UG Programme will be awarded UG Degree in the relevant Discipline/Subject upon securing 120 credits		
VII	3 Major Courses (5+5+5)	15
	1 Minor Course (5)	5
	Total	20
VIII	1 Res Meth Paper	4
	1 Minor	4
	Research Project	12
	Total	20

Papers distribution across Semesters

Semester	Discipline Specific Courses/ Major	Minor Courses	Interdisciplinary/ Multidisciplinary	Ability Enhancement Courses	Skill Enhancement Courses/ Internship/ Dissertation	Common Value added Courses
I	C1 C2	Min1	Environmental Science	ENG1	Common Pool SEC	
II	C3 C4	Min2	Common Pool MDC	MIL1		VAC
III	C5 C6	Min3	Common Pool MDC	ENG2	Common Pool SEC	
IV	C7 C8	Min4		MIL2	Common Pool SEC	NCC/NSS/CP/ VAC
V	C9 C10 C11	Min5			Internship	VAC
V1	C12 C13 C14 C15:DSE 1	Min6				
V11	C16:DSE 2 C17:DSE 3 C18:DSE 4	Min7			Start Research Dissertation	
V111	C19:Res Meth C20 C21 C22	Min8			Research Dissertation/ Project	

Total and Pass Marks:

Paper	Credits	Internal Marks Total/Pass	External Marks Total/Pass	Total/Pass Marks
Major	4	25/10	75/30	100/40
Minor	4	25/10	75/30	100/40
AECC (English, EVS)	2	12.5/5	37.5/15	50/20
MDC/IDC	2	12.5/5	37.5/15	50/20
SEC	2	12.5/5	37.5/15	50/20

Question Pattern and Examination Duration

Paper	Question pattern & Marks	Exam Duration
Major	Descriptive: 5x15 = 75 marks (At least one from each unit)	3 Hours
Minor	Multiple Choice: 15x1=15 marks (At least two from each unit) Short Answer : 5x1 = 5 marks (Minimum one from each unit) Descriptive: 5x10 =50 marks (At least one from each unit)	3 Hours
AEC (English, EVS)	Multiple Choice: 15x0.5 = 7.5 marks (At least two from each unit) Short Answer: 5x1 = 5 marks (Minimum one from each unit) Descriptive: 5x5 = 25 marks (At least one from each unit)	2 Hours
MDC/IDC, SEC, VAC	Multiple Choice: 15x0.5 = 7.5 marks (At least two from each unit) Short Answer: 5x1 = 5 marks (Minimum one from each unit) Descriptive: 5x5 = 25 marks (At least one from each unit)	2 Hours

Practicals for both FYUGP and CBCS

Evaluation of Lab records	: 10 marks
End Semester Exam	30 marks
Regularity	: 10 marks
Total Marks	: 50

Practical courses are to be continuous evaluation. All practical examinations shall be conducted internally before the start of external (theory) examinations and be completed 15 days before the beginning of end-semester examination.

Project Paper (Science and Arts): 100 marks

Project	Project Report		Presentation & Viva	
Project Paper	Marks: 50	Pass Marks:22.5	Marks: 50	Pass Marks: 22.5

Marks to Grade Conversion

Marks (%)	Letter Grade		Grade Point
90 to 100	O	Outstanding	*For papers having 100 marks the GP shall be marks obtained divided by 10
80 to 89.99	A+	Excellent	
70 to 79.99	A	Very Good	
60 to 69.99	B+	Good	* For papers having 50 marks the GP shall be marks obtained divided by 5
50 to 59.99	B	Average	
40 to 49.99	C	Passed	
Less than 40	F	Failed	

Improvement of Semester End Exam

Improvement examinations for theory courses are allowed by the University to desiring students by surrendering their previous Mark sheet. Improvement examinations shall be permitted for a maximum of 2 papers per semester for one time only, during subsequent examinations for that semester. In case the student fails to improve his/her score, marks secured in the previous examination will be used. Improvement examinations will be allowed only if SGPA is lower than A+

Transfer of College

Students shall not be eligible for transfer of college without obtaining “No Objection Certificate” from the University

Add-on Courses

These are additional courses offered outside of the prescribed semesters courses. Extra fees may be charged by the College for those who take the add-on courses

Skill Based courses

The College arranges 1-2 week Skill based courses such as time to time across the departments for students interested in undergoing such courses

3. LIBRARY: RULES AND REGULATIONS

Working Hours

The library shall remain open on all working days from 9:00 AM to 4:00 PM.

Issue of books will be from 9:30 AM to 3:30 PM

Eligibility for Library membership

The following shall be eligible to become members of the Library

i. Teachers ii. Students iii. Non-teaching staff of the college

Procedure for Enrolment

All categories shall fill in the prescribed forms and make the necessary deposit to become members of the library. Members will be given Library Cards/Tickets for borrowing books.

Conditions of Loan

Books shall be issued only upon presentation of valid Library cards/tickets

Books shall not be issued when a student brings another person's card/ticket. To ensure this, a student will be required to present his/her Identity Card at the issue counter

Fines for Late return

Any member who delays the return of books after due date will be fined ₹5/- per book for each day of delay.

Further, the Librarian shall have the power to refuse issue of books to a frequent defaulter

Reference and Periodical Section

Reference books, Rare books, Periodicals, Journals, Magazines, Newspapers, etc, are not meant for issue but for consultation in the library only. However, Librarian may at his/her discretion, permit

Library ICT Resources

The Library is a designated Resource Centre with internet connection to facilitate students in their studies through e-Resources

Conditions regarding Issuing of books

Category of members	No. of Cards	No. of Volumes	Loan Period	Amount of Caution Deposit
Teachers	1	10	30 days	-
Students				
(a) Honours	1	3	7 days	₹ 1000/-
(b) General	1	2	7 days	₹ 1000/-
Non-teaching staff	1	2	7 days	-

Loss of Library cards/tickets

In case of loss of library card/ticket, the borrower must report the loss immediately to the Librarian. A duplicate card/ticket could be issued, provided that the Librarian is satisfied with the explanation of the borrower and on payment of ₹ 50/- for each card lost

Loss of Library books

In case of loss of books, mutilating or defacing a book, or of destroying and damaging library properties, such members shall be required to replace the same by procurement

Renewal of Cards

Library cards/tickets should be renewed at the start of every academic session. For this a student shall bring (i) Admission receipt and (ii) Identity Card

Re-issue of books

a. **Students:** Books can be re-issued to the borrower for another week provided those books have not been Requisitioned (reserved) by any other member. However, re-issuing will be done only after the books have been first returned and entry made in the book card

a. **Teachers:** Books will be reissued after 7(seven) days after submission to the library. This is to enable the students also to use the book(s).

Reservation/Requisition of books

Members can reserve books making use of the reservation cards supplied for such purpose from the counter

With-holding of Results

Students are required to surrender their cards/tickets to the library before the commencement of every semester examination failing which their results are liable to be withheld

Termination of Membership

Any member intending to terminate the membership shall have to return all the books borrowed and on surrendering the Library cards/tickets, the Librarian shall issue a “No Dues/Clearance” certificate

Refund of Caution deposit

A member who has terminated his/her membership may claim a refund of the caution deposit from the Library Committee of the college after producing the “No dues/Clearance” certificate from the librarian. In case of Teachers and Non-teaching staff who do not have to make any caution deposits, the Principal will settle the account only on production of the “No Dues/Clearance” certificate by the Teachers/Non-teaching staff from the Librarian

Special powers

The Librarian shall have the power to refuse the issue of a book or to recall any book from the borrower if it is considered necessary in the interest of the Institution

General

- i. Personal belongings such as handbags, umbrellas, files, personal books, etc. should be left on the shelf provided at the Library. However the students can take in their purse/wallet & other valuables. The College will not be responsible for loss of any items
- ii. Smoking, talking, making noises are not allowed inside the Library
- iii. Books, periodicals, etc. taken by members from the shelves may be left on the tables

4. HOSTELS: RULES AND REGULATIONS

	Boys Hostel	Capacity	Warden
1	Cool Creek	54	Dr Tiatemsu
2	Nathan Memorial	40	Mr Kushem Yimjong Chang

	Girls Hostel	Capacity	Warden
1	Valley View	64	Dr Leremmongla
2	Athena	32	Ms Imsunaro

Fees and Dues

The Boarders should pay off their Hostel fees in the College Office

All hostellers should pay their Mess Fee by the 10th of every month, after which a fine of ₹ 5/- (Rupees Five) per day shall be charged till the 15th of the month. Thereafter if the defaulting student fails to pay, the prefect should report to the Principal's Office for necessary action. Depending upon the needs of each hostel, the mess fee may be hiked/refixed by the Hostel Committee

Hostel Visitation and Timing

Visiting hours: 3:00 – 5:00 PM

Outings will be permitted only on Saturdays and all mess marketing should be done on those same days. College bus will be provided for marketing on these days

Entry of boys into the girls' hostel and girls into the boys' hostel is strictly prohibited. Violation of this rule will be liable to expulsion. Prior permission from concerned Warden must be obtained for visiting either boys' or girls' hostels

No outsiders will be allowed to stay overnight in the hostel. If any such case is detected, the student(s) entertaining the outsider(s) shall be liable for punishment

Hostel Activities and Timings

- I. Hostel gates close at 6:00 PM in summer and 5:00 PM in winter
- ii. Boarders arriving after the stated hours should obtain the Warden's written permission for entry
- iii. Regular roll call and prayer meetings will be held at 6:30 PM in summer and 5:30 PM in winter
- iv. Study hours from 5:00 AM to 7:00 AM and from 6:30 PM to 9:30 PM are to be strictly maintained
- v. Social work may be held on the 2nd and 4th Saturday of every month

Mess timings

Lunch: 8:00-8:30 A.M Dinner: 4:00-4:30 P.M

Dos and Don'ts

- I. Strict silence is to be maintained during study hours
- ii. Use of alcohol and drugs in the hostel is strictly prohibited. Violation of this rule shall be punishable by expulsion from the hostel as well as the college
- iii. Use of electric heaters in the hostel is strictly prohibited
- iv. Gambling in any manner is strictly prohibited
- v. Chewing and spitting of pan, gutkha and other tobacco products inside the room and hostel premises is strictly prohibited
- vi. Cleanliness should be strictly maintained
- vii. Disobedience and unruly behavior is punishable under hostel rules
- viii. Hostellers shall not be allowed to take up outside part-time jobs during their stay in the college hostels

Hostel Properties

- i. Damage or loss of any hostel properties by a boarder should be either replaced or its value paid off by the concerned student(s)
- ii. Boarders must see to it that the hostel properties/furniture are properly maintained and kept in their respective allotted room without transferring them

Selection of Prefect and Assistant Prefect

Selection of Prefect and Assistant Prefect will be done by the Hostel Committee every academic session

Leave/Exit/Reporting

- I. Proper leave of absence from the hostel is to be obtained from the Warden, failure of which will lead to his/her expulsion
- ii. A boarder can vacate his/her hostel seat only after prior information to the Warden, failure of which will lead to the forfeiture of his/her caution deposit
- iii. Boarders leaving the hostel after exam/session should report to the warden
- iv. Boarders should report to the hostel within one week of college reopening
- v. Hostellers defaulting in class attendance will not be allowed hostel re-admission in the following Semester

Mess Committee

The Mess Committee will comprise of the following members:

- Prefect
- Assistant Prefect
- One representative from each class

Note: The Mess Manager will be selected by the Mess Committee for a period of 1 (one) month

Caution Deposit

For withdrawing caution deposit, the student should write an application addressed to the Principal, which should be forwarded by the Prefect to the Warden of the concerned hostel. The application should be enclosed with the hostel Admission receipt. The concerned hosteller should claim the caution money within 6 months of his/her departure from his/her respective hostel beyond which time it will be forfeited

Hostel Committee

The Hostel committee is comprised of the Wardens of the Hostels. They function to ensure the smooth working of the hostels

5. STUDENTS' UNION & ACTIVITIES

Each student of the College is a member of the Fazl Ali College Students' Union (FACSU). The FACSU Executives headed by the General Secretary is the official student representative body for all matters and activities relating to students

The Principal is the ex- officio President and Treasurer of the FACSU

A Student Advisory committee is nominated by the Principal from amongst the teachers to guide and advise the students and to deal with issues that may arise from the students. They will generally attend the Council meetings as and when these are conducted

General Council: The General Council members are the elected class representatives (CRs) of the respective classes

The Executive Council is comprised of the following elected members:

President	: Principal Ex-Officio
Vice-President	: Nominated
General Secretary	
Asst. General Secretary	
Games and Sports Secretary	
Asst. Games and Sports Secretary	
Social Service Secretary	
Asst. Social Service Secretary	
Fine Arts and Debating Secretary	
Asst. Fine Arts and Debating Secretary	
Magazine Secretary	
Asst. Magazine Secretary	
Girls Common Room Secretary	
Boys Common Room Secretary	

Tenure: The tenure of the Office Bearers shall be 1 (one) year, provided they remain students of the college

Role, Powers and Functions: The Student body takes the major role in organizing important college functions such as Freshers' Social, Parting Social, College week, Literary Day and so on. The body acts as the liaison between the students of the College and other student bodies such as Ao Students Conference (AKM), All Nagaland College Students Union (ANCSU) and other such like organizations

For details regarding the powers and functions of the various posts, the Constitution of the Fazl Ali College Students' Union may be referred to.

6. EXTRA /CO-CURRICULAR ACTIVITIES, COMMITTEES, CLUBS & CELLS

College Advisory Committee, Construction & Development Committee

These are Committees constituted for infrastructural and academic development of the College

Internal Quality Assurance Cell (IQAC)

The IQAC of Fazl Ali College was formed in 2006 as a requirement of the National Assessment and Accreditation Council (NAAC). IQAC oversees aspects of the activities that would enhance and maintain the quality and standards of the College. It works to ensure that the College progresses in the criteria as given by NAAC. The IQAC plays a role to initiate quality culture and best practices in the College.

Its various functions include creation of learner-centric environment, making arrangements for feedback from students, teachers, parents, and other stakeholders; documentation of programmes and activities, maintenance of institutional database and organizing inter and intra institutional workshops and seminars

UGC Cell

Project implementation, financial transactions, conduct of programmes, data collection, correspondences, related to UGC are done through the UGC cell

Finance Committee, Internal Audit Committee, Property Committee

Finance committee and Internal Audit committees have been set up for budgetary management, planning, and audit of income and expenditures of the College respectively

Property committee takes inventory of all College properties and keeps it up-to-date

Internal Complaints Committee Relating to Sexual Harassment of Women Employees (ICCRSHWE)

This committee was set up on 3rd October 2013 in compliance with the directive from the Directorate Higher Education, Nagaland. They evolve mechanisms toward ensuring a safe and secure environment and raise awareness against sexual harassment in various forms in the workplace

National Institutional Ranking Framework (NIRF) & All India Survey of Higher Education (AISHE) Committee

NIRF collects and submits data of the College for ranking of institutions of Higher Education in India AISHE collects and submits data on various aspects of Higher Education

Internal Committee for Students with disabilities

This committee was set up under the directive of the UGC and the Supreme Court. The role of this committee is to take care of the needs of students who are differently abled, monitor implementation of schemes for differently abled students, and organize sensitization programmes

Child Care Centre Monitoring Committee

This committee has been set up to oversee provision of child care facilities in the College campus in order to give succor to young working mothers of both teaching and non- teaching faculties and also students if the need arises

Mentorship

Mentoring is a program introduced in the college since 2007. Every student is assigned a teacher as his/her mentor who will guide him/her. Students must meet their mentors as often as needed to enable their mentors to help them

Alumni Association, Internal Alumni Committee

The Fazl Ali College Alumni Association was formed in 2008 to enable past students to continue their association with the college in a meaningful way and to contribute towards its growth. Any student who had enrolled or passed out of the College may become a member of this Association after registering him/herself as a member

The Internal Alumni Committee consists of alumni who are serving in the College

Right to Information (RTI) Cell, Legal Cell, Campus Ambassador

The Committee on RTI at Fazl Ali College was constituted on 1st June 2011. The major activities of this Committee are to disseminate relevant information through the display of Articles, Notifications, Amendments, etc, as well as organizing events and seminars. FAC RTI cell is committed to enable the general public to have greater access to any domain of information particularly in relation to the College

The Legal Cell comprises of a Faculty as coordinator and students as Para-Legal Volunteers. It aims to give legal awareness to the students. It also renders legal aid to students and residents of the campus when necessary. The Legal Aid Clinic is open on Mondays, Wednesdays and Fridays

The Campus Ambassador is the designated officer who works toward students and campus residents Voter Education

Anti-Ragging Cell

Ragging is absent in the ethos of the college. However the Anti-Ragging Cell has been set up to resolve or prevent any such practice that may arise in the institution

Seminar Committee,

To streamline the academic development programs conducted in the college, a Seminar Committee was formed in 2010. This Committee organizes Bi-monthly Inter- Departmental and other seminars with the objective of enriching the teachers in various disciplines

Research Development Committee

Research Development Committee works towards documenting and creating motivation among faculty and students to undertake research work in the shape of projects and publications

Disaster Management Committee

This committee was set up in the college in 2011. The role of this committee is to oversee procurement of equipment and manpower training in order to keep the institution in a state of preparedness in the event of any disaster

Career Guidance and Counseling Cell, Entrepreneurship Development Cell

The College has a Career Guidance and Counseling Cell which endeavors to guide the students in choosing their right career path besides giving timely counseling. The cell also conducts Career Guidance Seminars and serves as a platform for new discussions on career and life options

The entrepreneurship development cell is envisioned to be an incubation centre for aspiring student entrepreneurs, startups and to provide linkages with sponsors and industries wherever possible

Grievances Redressal Cell

A grievances box has been placed in the College for any students who may have legitimate complaints/ suggestions, to improve the College. They may write down their complaints/suggestions and put it into the box for redressal by the College authority

College Website Committee, System and Information Committee

The Website committee looks after the development and maintenance of the College Website. The Systems and Information Committee lends its expertise in training, managing, planning, procuring, implementation and maintenance of IT related matter

Library Advisory Committee,

The Library Advisory Committee has been formed with the objective to assist the librarian in formulating library policies, rules and regulations. It assists the librarian in financial, infrastructural and ICT planning, procurement and development

Laboratory Development Committee

The Laboratory Development Committee was formed in 2017 to enhance the scientific skills of students through development of strategies to upgrade the laboratories

College Publications

i. **Fazlian:** The *Fazlian* is the annual College magazine published by the students and the teaching faculty. This magazine contains official reports and is also a platform for free expression of the teachers and students

The College Magazine Committee is responsible to bring out the magazine and to ensure that it reflects the quality and values of the College

ii. **FAC Journal:** The first publication of the FAC Journal was in 2011. This publication, brought out annually, is a multidisciplinary journal which seeks to bring out articles at the research level

Students Assessment Committee

The Students Assessment Committee monitors the students attendance. This Committee co-ordinates the results of the Internal Assessment of the students

Students' Welfare Committee

The Students Welfare Committee oversees the funds management and allocation for students welfare such as mess fees, book grants, stipends, and so on

Disciplinary Committee

The College Disciplinary Committee ensures that students abide by the rules and regulations of the College as laid down in this Handbook

Uniform Committee

Uniform Committee is in charge of fixing rates, procuring and distribution of the College uniform

Photography/Videography Committee, Information and Publicity, Media Cell

The Photography/Videography committee projects the College through its media. It assists in the documentation and archiving of the various events of the College

The Information and Publicity cell and the Media cell prepares photos and write-ups of events and news for publicity

Light and Sound Team

Light and sound team looks after the light and sound systems during all events conducted in the College. They are also responsible for storing and maintenance of equipment after use

Awards Committee

The Awards Committee, set up in the college in 2008, manages and oversees the smooth execution of the different academic awards instituted by various groups and individuals. This committee also takes care of the prizes and certificates for the literary and other competitions of the college

Students Advisory Committee, FACSU Election Committee

The students advisory Committee's role in general is to advise and supervise the student body in various activities such as Freshers' Social, Parting Social, Sports week, FACSU Elections, and other student related matters as required

The College Election Committee is responsible to oversee the elections of the student body to its various Executive posts. This Committee ensures the timely and smooth conduct of the student elections

National Cadet Corps (NCC)

The College has NCC units of both Boys (SD) under 25 NL Boys NCC, Mokokchung, and Girls (SW) under 1 Nagaland Girls Bn, Kohima. This activity is looked after by teachers designated as either Associate NCC Officer (ANO) or Caretaker Officer (CTO). Enrolment is open to all. Enrolled students can sit for the NCC B and C Certificate exams which will benefit them for future employment. Cadets of the College participate in events like Republic Day, Independence day, Annual Training and other Camps, Environment and Cleanliness drives and so on. Motto: '*Unity and Discipline*'

National Service Scheme (NSS)

The College has a strong NSS established in the College in 1982. Teachers-in-charge are designated as NSS Program Officers. NSS is a popular program for students specially oriented towards social service. Motto: *“Not me but you”*

Swachh Bharat Abhiyan (SBA)

SBA is the Clean India Mission is a country-wide campaign initiated by the Government of India in 2014 to stop open defecation and improve Solid Waste Management. SBA was initiated in the College in 2015. Ever since then it has been conducting awareness programmes and going on cleanliness drives in and around the College with the participation of both faculty and students. Slogan *“One Step Towards Cleanliness”*

Games and Sports

The College Sports Week is held once annually. Games and Sports is an integral component of the College activities and it is mandatory for all students to be present for this event. Any student may participate in the athletics, sports and other competitions organized during this time

The College has a spacious Auditorium, Football Ground, Basketball Court, Recreation Centre and other support systems to facilitate the various activities

The Games and Sports Committee organizes, coordinates and maintains sport activities and the related facilities

Interest Clubs

Students have the option to join any club of their interest from among the following:

Red Ribbon Club: The FAC Red Ribbon Club was started in 2007. It is an on-Campus intervention program for students in educational institutions. The program addresses the knowledge, attitude and behavior of the youths in the interrelated areas of Voluntary Blood Donation, HIV/AIDS and sexuality as demanded by their age, environment and lifestyle

Eco Club: Eco Club was formed in the College in March 2019 under the directive of the Ministry of Environment, Forest and Climate Change, GOI, and the Nagaland Pollution Control Board. This club works towards reduction of pollution, environmental awareness and conservation, and to maintain green and clean environment. Motto: *“Live Green”*

Drama Club: This club is under the auspices of the Department of English. Membership is open to all students who have a flair for acting and creativity

Culture Club: Culture club aims to preserve cultural heritage among the student community as well as promote fusion and multicultural expressions. It is involved in celebrating Annual Cultural Day, wearing of cultural attires by students and staff on Wednesdays, Celebration of major Naga festivals, Traditional games during the annual sports week, and in Inter-collegiate cultural competitions

Cogitatio Club: A student initiative for students interested in Philosophy under the aegis of the Philosophy department.

Creative Arts Committee

The Creative Arts Committee embodies the vision to spark, express, and channelize the spirit of creativity among the students. September Melange is an endeavor of the Committee held annually

September Melange: September Melange is the College annual fiesta celebrated on the College Foundation Day incorporating the Literary Day. Here students may compete in Debates, Quiz, Painting, Writing and other competitive events and experience the transformative power of Art with the objective to Explore, Extend and Enlarge

7. AWARDS OF THE COLLEGE

Akok Walling (Debator of the Year) Award

This Award, instituted and sponsored by Mr. Akok Walling, former Assoc. Prof. and HOD Dept of Functional English, and his family in 2007, is awarded annually to the individual winner of the Debate Competition. It carries a Certificate and a Cash prize

Chubainla Award for Academic Topper (CAAT)

The Chubainla Award for Academic Topper, instituted and sponsored by the former Principal of the College Mrs. Chubainla Jamir in 2008, is given every year to the student topping the BA/BSc 6 Semester University Examinations. It carries a Certificate and a Cash prize

Linnaeus Award

The Department of Botany instituted the Linnaeus Award in 2010. This annual award has been named after Carl Von Linné, the “Princeps Botanicorum” (Prince of Botanists) and is given to the student who graduates with the highest first division marks in Botany from the College. It carries a Certificate and a Cash prize

Evangelical Union Student of The Year Award

This award has been instituted in 2015 by Ms. Kuholi Chishi, former Principal, FAC and Director, Higher Education Nagaland. This award may be given to any male/female of any class who is a member of the EU of the college and has maintained academic, ethical, moral & spiritual wellbeing. It carries a cash award and a certificate

Dr Longrizung Award for Academic Excellence

This award is instituted in 2017 by the family of Late Dr Longrizung, one of the members of the Steering Committee that set up the College. It is awarded to the students graduating with the highest score in BA and BSc University Examinations and carries a Cash award with Certificate

Dr A.K. Choudhary Award

The Dr A.K. Choudhary award was instituted in 2019 by Dr Anil Kumar Choudhury and his family. He is a Retired Associate Professor from the Department of Mathematics, and served the College till January 2019. This award is given to the student securing highest aggregate marks in Mathematics irrespective of whether he/she is an Undergraduate University topper or not. It carries a cash award and a certificate

Subject topper Awards

Dr Watimongla Pongener Award for Topper in **English**

Dr Imcharenla Award for Subject topper in **Economics**

Dr Lanurenla Award for Subject topper in **Arts**

Dr Bendangtemjen Award for Subject topper in **Geography**

Department of Education Excellence Award for topper in **Education**

Department of Sociology Award for subject topper in **Sociology**

8. FACILITIES

Transport

College Bus: At the time of admission, fares for the college buses are deducted from all students.

Students can avail of the college bus service plying between the College and the town at the following timings: **Morning:** Departure from the Town - 8:15 AM, 9:30 AM **Evening:** Departure from the College - 2:25 PM, 3:45 PM, 4:00 PM

Postal Services

A Branch Post Office is located in the main College building which provides services such as collection of Phone bills, booking and delivery of Registered letters, Speed Post, Money Orders (up to a limit of `5000/-) apart from collection and delivery of ordinary mail. It is authorized to sell Postal and Revenue stamps. It is also authorized to open various kinds of Savings and Insurance accounts

Timing: Open on Mondays, Wednesdays and Fridays from 9:00AM to 12:00 Noon

Student Welfare Fund

The College has set up the Student Welfare Fund for deserving students needing financial assistance and for those students who are differently abled. Applications for this facility may be addressed to the College Principal and submitted to the Convener, Welfare Fund Committee

Disabilities and students with Special needs

Based on the need of the individual cases, the college provides for students with special needs by arranging separate/ special rooms for writing exams

Rest Rooms

Toilets are available both in the Science and Arts Blocks. Co-operation of all the students is required to keep them clean and in working order

Medical

A Medical Sub-centre is located in the College Campus. Students and staff may avail of this facility for first aid or emergency medical care

Timing: Open daily 9:00AM -1:00 PM

Computer & Network Resource Centre

- A computer lab with adequate computers is available for Computer Science students. Another computer room is set up for use for both faculty and other students. The college reserves the right to limit, restrict, remove or extend computing access to its resources
- All users of the computer facilities must act responsibly and maintain the integrity of the resources. Tampering with cables or hardware is prohibited
- The primary purpose of the computer facilities is for academic activities. Use for entertainment etc. must yield to academic and administrative use

Photocopy machine

The College has a photocopy machine attached to the Library. Students who wish to avail of this facility may do so on payment of prescribed rate

College Cafeteria cum Recreation Centre

Students can enjoy refreshments at reasonable rates in the cafeteria located in the college campus. Consumption of alcohol or other intoxicating substances in any form in the cafeteria is strictly prohibited. Facilities for indoor games are provided in the Recreation Centre

College and Departmental Initiatives

- Departments maintain their own **Departmental Library** to provide students study materials and reference books not readily available elsewhere
- The Department of English manages an Ao-English/English-Ao **Translation Centre** that does translation work in collaboration with Ao Department, Publishes Coll Buzz (Student’s Campus news) and Quill (A Literary newsletter for students interested in Creative & Literary writing, managed by English Honours students), and started **Lit-Colloquim**, a series on literary discussions
- Department of Botany maintains a **Botanical Garden** for the purpose of enhancing students’ practicals
- Department of Philosophy has started a series of talks for students, ‘**The Thinking Hat**,’ through invited speakers since 2019.
- An **Ethnological Museum** is established and managed by the department of History since 2022
- All departments take part in **Community Extension Services** carried out in a variety of ways in order to uplift and enrich the people in general
- ‘**Ketsangriju**’, is a handicraft demonstration centre managed by the department of Ao, established in 2022
- A **Day (Child) Care Centre** is run by the College from 2022 onward.
- An **Alumni Cell** functioning which can be availed by any alumni.

9. DISCIPLINE

Code of Conduct

Students must be regular and punctual in attending classes

Students must extend due respect to the College administration, staff and teachers inside and outside the classrooms and to fellow students. They are expected to maintain decorum and decency in their behavior at all times. Appropriate action will be taken by the College authority against abusive behavior or acts of indiscipline on the part of any student

Identity Card (IC)

The student's IC must be carried at all times and shown when required. Lost or damaged cards must be reported immediately. This can be replaced on payment of a replacement fee

Dress code

The College Uniform must be worn every day. Dressing must be clean, decent, and appropriate for classes and for the occasion

Wednesdays are designated as cultural days. Hence each student is required to wear at least one cultural item with the uniform on these days.

Mobile phones and gadgets

Use of mobile phones and electronic gadgets inside the classrooms is prohibited. Students must switch off their phones when a class lecture is going on

Students are not allowed to carry their phones into the exam halls during exam time

Prohibited Substances

Drinking alcohol and use of other intoxicating substances in and around the college campus is strictly prohibited.

College has been declared a 'Tobacco Free Zone'. Smoking within and around the college area is prohibited. Violation of this rule will lead to disciplinary action amounting to expulsion of the student without prior warning

College Property

College properties must be handled with care. Vandalism, littering, spitting on the walls, classrooms or defacing the college buildings and compound is a punishable offence. In case of damage caused by any student, he/she will be liable to pay for the damages

Printed materials

All printed materials (fliers, publications, t-shirts, etc) using the College name must be approved by the College authority prior to printing

Firearms/weapons

Explosives, firearms, knives with long blades or any such instruments used to threaten or harm another person is prohibited inside the college campus and will be considered a criminal offence if violated

Fire precautions

Do not play with lighted matches. Setting fire in any area or manner that may cause fire on any property of the college will amount to committing a punishable offence

CCTV

CCTV surveillance system has been installed in the College since 2015

10. CAMPUS MINISTRY

Evangelical Union (EU)

The EU is an interdenominational movement. In order to promote spiritual awakening and growth among the students it conducts prayer meetings, Bible studies, retreats and camps. The EU office is located in the ground floor of the Cafeteria- cum- Recreation Centre Building

Union Church

Union Church is the college church located within the college campus, ministered by a full time Church pastor. The Church conducts Sunday Devotional and other weekly Church Services. It caters to the spiritual needs of the resident college teaching and non-teaching faculty, hostellers and other campus residents

References:


- Curriculum and Credit Framework For Undergraduate Programmes under Nagaland University 2023
- Guidelines For Examination and Assessment Choice Based Credit System (CBCS) For Undergraduate Courses (Honours and General) Under Nagaland University 2022
- Relevant Fazl Ali College office notices and circulars

COLLEGE SONG

(Originally theme song for FAC Golden Jubilee 2009)

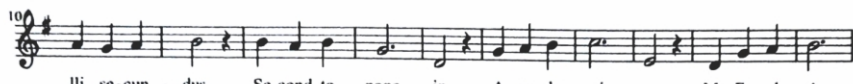
Rev. Dr. Takatemjen © 2009

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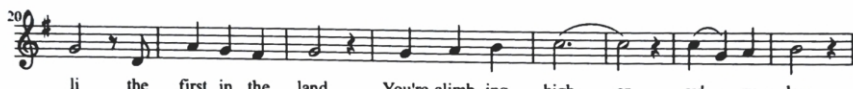
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10



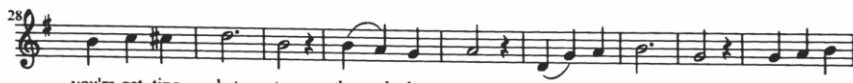
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20



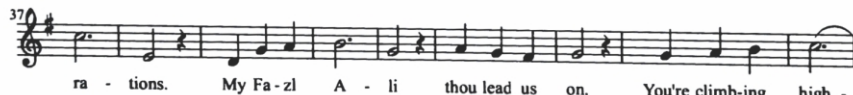
li the first in the land. You're climb - ing high - er ev' - ry - day.

28



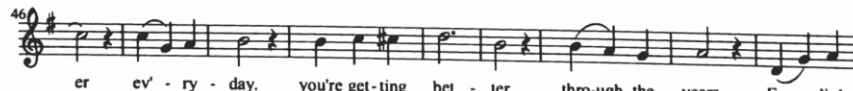
you're get - ting bet - ter thro - ugh the years. En - ligh - ten - ing the ge - ne -

37




ra - tions. My Fa - zl A - li thou lead us on. You're climb - ing high -

46



er ev' - ry - day. you're get - ting bet - ter thro - ugh the years. En - ligh -

55



ten - ing the ge - ne - ra - tions. My Fa - zl A - li thou lead us on.

65

mp *P*



Thou lead us on. Thou lead us on.



The Principal
Fazl Ali College
Mokokchung Nagaland
<https://www.fac.ac.in> | +91 6009640359