



SAO CHANG COLLEGE

ADMINISTRATIVE MANUAL

INDEX		
SL. NO.	CONTENT	PAGE
	Introduction	1
	Organogram of the College	3
	General guidelines	4-5
	Administration	6-8
1	College Advisory Board	9
2	Internal Quality Assurance Cell (IQAC)	9-13
3	Rashtriya Uchchatar Shiksha Abhiyan (RUSA)	13-14
4	Planning and Development Committee	14-15
5	Internal Audit Committee	15-16
6	Board of Practical Training (Eastern Region)	16
7	NSS	16-17
8	Career Guidance and Placement Committee	18
9	NCC	18-19
10	Red Ribbon Club	19
11	Internal Alumni Committee	19-20
12	NEP Committee	20
13	Students' Grievance Redressal and Internal Complaints Committee	20-21
14	Students' Support Committee	21-22
15	Hostel Management Committee	22-23
16	Library Advisory Board	23-24
17	Transportation Committee	24
18	Disaster Management Committee	24-25
19	Information and Communication Technology Committee	25-26
20	Jal Shakti Committee	26-27
21	Examination Committee	27

22	Admission Committee	28
23	Sports Committee	28-29
24	Research and Development Cell	29
25	Cultural Committee	30
26	Election Committee	30-31
27	Green Initiative Committee	31
28	RTI Committee	31-32
29	Literary and Magazine Committee	32-33
30	Photography and Media Committee	33-34
31	NIRF & AISHE Committee	34-35
32	Parent-Teacher Association	35
33	Scholarship Committee	35-36
34	Uniform Committee	36
35	Students' Union Advisory Committee	36-37
36	Event Management Committee	37
37	Bharat Viksit Nodal Officer	37
38	Swayam Coordinator	37-38
39	Mentoring Committee	38
40	Sound System Incharge	38

OFFICE OF THE PRINCIPAL
SAO CHANG COLLEGE

Tuensang: 798612

Nagaland

<https://saochangcollege.com/>

INTRODUCTION:

Sao Chang College, erstwhile Tuensang College, was established in 1973 as a private institution under the initiatives of Late. H. Sao Chang, an educationist and former Minister of Nagaland, along with some well-wishers and visionaries of the town. The college is located in one of the remotest part of Northeast India bordering Myanmar. Initially, it was started as a night shift college and from 1974 it became day shift with Pre-University and Degree courses. The college was taken over by the state government in 1983. After the demise of Shri. H. Sao Chang, being the founder of the college and in recognition of his service to the society, the college was named after him as Sao Chang College by Government of Nagaland in 1984. In the beginning, it was located in the heart of the town where there was no scope for further expansion. After recognizing the difficulties faced by the college, the state government procured the present site from private land owners. On completion of basic infrastructures in 1996, the college was shifted to the present campus. Presently, it is located at Khuphailak Sector, near 3rd Battalion Nagaland Armed Police (NAP) Camp, Tuensang, which is approximately nine kilometres away from the main town. The College has two streams i.e. Arts and Science. Arts stream has six disciplines with Honours Course in all the subjects and the Science stream has five disciplines offering Pass course. The college has requested the concerned authority for approval of starting Honours subject in science as well, for which the approval is awaited. The college has an administrative and

establishment building with three academic buildings. The college has a Multipurpose Hall as well as one Sochum (hostel) for boys and two Sochums (hostels) for girls.

VISION:

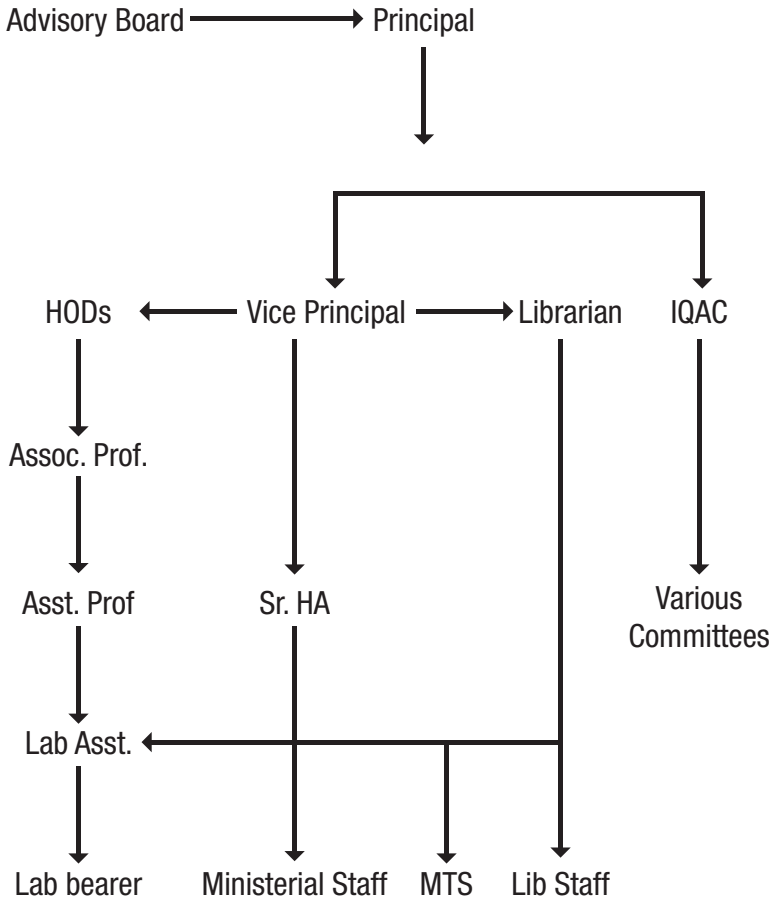
To provide opportunities for higher learning so as to produce useful and responsible citizens of the country, that they may bring social, economic and educational development in the country. All these can be visualized through total personality development of the students by imparting quality higher education under the college motto “Deeds Not Words”.

MISSION:

To educate young students and prepare them to transcend in the service of the country and to attain personal fulfilment by leading a value-based life through innovative and student friendly curriculum.

DR. LANURENLA
Principal, SCC

ORGANOGRAM



GENERAL GUIDELINES

- i. All appointments to committees shall be done through the Principal's Office with recommendation of the IQAC.
- ii. A committee is comprised of Chairperson/Coordinator, a member secretary and few members, some of whom can be representatives.
- iii. Appointment for each committee member will be for a maximum term of three (3) years. That is, in accordance to one NAAC Assessment.
- iv. There shall be an induction programme after the expiry of one tenure. Handing over and taking over charge along with file, cash register (if applicable) and account matters shall take place on the same day.
- v. Any committee handling finances within the admission fee structure of students shall have the College authority as signatory along with the coordinator for all bank accounts.
- vi. Except for those committees with Principal as the Chairperson, all other committees shall have Principal as Ex-officio member.
- vii. To ensure continuity of working system, the coordinator or a minimum of one member from each committee will serve for another tenure without the responsibility of a coordinator. Suitable individuals can be renominated to the same committee for another tenure.
- viii. Those committees whose tenure are prescribed by higher/parent authority from outside the College will adhere to the guidelines outlined by the higher/parent body.
- ix. Replacement of vacant posts owing to retirement, death or transfer of any member should be done within a period of one (1) month. However, the concerned committee must report to the Principal about the vacancy created.
- x. Each committee should maintain records of activities which should be made accessible whenever required by the College authority.

- xi. Financial transaction of all committees shall be auditable by the Internal Audit Committee. Internal audit shall also be carried out for those bodies handling fund/finances from students' fee collection.
- xii. Any new committees deemed required by the College can be constituted by the Principal in consultation with the IQAC.
- xiii. All extension services shall be conducted on non-working Saturdays.
- xiv. All extra-curricular activities shall be conducted after the normal class hours. The college authority shall be informed in writing about transportation services, date and time of the programme in advance by the organisers of the programmes or projects.
- xv. The academic calendar of each academic session shall be prepared jointly by the Planning & Development Committee and the IQAC.
- xvi. Reports of all activities conducted by departments and committees shall be timely submitted to IQAC.
- xvii. IQAC shall select important commemorative days/events who shall further delegate as well as monitor the working process. All such programs shall be conducted after class hours to ensure that teaching-learning hours are not disturbed except under unavoidable circumstances
- xviii. Each committee and department shall submit annual Action Taken Report during the end-semester faculty meeting of Even semester and Annual Action Plan for the next academic Year (June- May) mentioning tentative dates and titles of programmes shall be submitted
- xix. The Sao Chang College Administrative Manual shall be revised from time to time on need based by the Principal on the decisions resolved in a faculty meeting. Committees have the right to bring feedback or suggestions for the proper implementation of the objectives of the committees.

ADMINISTRATION

PRINCIPAL

1. The Principal is the chief academic and executive officer of the college. He/she is responsible for administration, organization, instructions and management affairs of the college.
2. He/she is the Member Secretary of the College Advisory Board.
3. He/she is either the Chairperson of Committees or ex-officio member in all the committees of the college.
4. To supervise the functioning of Departments and committees.
5. To lead the strategic development of the college.
6. To manage the college budget.
7. To connect with stakeholders through various committees.
8. Support the growth of the faculty in research
9. To facilitate the academic growth of the college.
10. To take initiatives for the welfare of the students.

VICE PRINCIPAL

1. The Vice Principal is nominated from among the senior most faculty in the college
2. Serves as officiating Principal when the need arises.
3. He/she is an important member of many committees.
4. He/she assists the Principal to manage the college and support student learning.
5. He/she supervises teachers' attendance and activities.
6. Assists with developing and implementing college policies and curriculum.
7. Takes charge of academic and examination related matters.
8. Supports college events and extra-curricular activities.

COLLEGE ESTABLISHMENT

SR. HEAD ASSISTANT

1. The Sr. Head Assistant is the overall in-charge of the ministerial and multitasking staff.
2. Responsible for handling a wide range of administrative tasks, ensuring the efficient and effective running of the Head's office and daily business.
3. Works closely with the Principal and Vice Principal on aspects of operational management, aiding and facilitating communication between Academic and Non-Academic departments.
4. He/she delegates assignments to the examination, accounts, scholarship & other clerical sections for timely updates and completion of tasks.
5. Ensures that all documents, tasks related to examinations, admissions, registrations, affiliations, and other day-to-day files are processed without delay and documented properly.
6. Record keeping of all administrative and academic files.
7. Correspondence with other agencies and higher authorities.

ACCOUNTANT

1. Maintains all financial records.
2. Handling routine financial tasks
3. Preparing salary statements, budget proposals and correspondence on finance related matters.
4. To ensure that all stakeholders financial files are processed on time.

STUDENT ACADEMICS SECTION

1. To maintain records/profiles of students
2. To assist the admission process
3. To act as helpdesk for students' welfare
4. To handle all communications with parent University.

SCHOLARSHIP SECTION

1. To verify online submission forms of students applying for scholarship for onward submission to higher authority.

EXAMINATION SECTION

1. To assist college administration in smooth conduct of examinations.
2. To keep all examination related records

COMMITTEES/BOARDS/CELLS

1. COLLEGE ADVISORY BOARD

The College Advisory Committee comprises 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.

OBJECTIVES:

- i. 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.
- ii. Major decisions regarding land issue of the College are discussed and resolved by this committee.
- iii. Fund mobilization and requirements of the College are initiated by this committee.

COMPOSITION OF THE COLLEGE ADVISORY COMMITTEE:

1	Deputy Commissioner	Chairman
2	Principal Sao Chang College	Member Secretary
3	Local MLA	
4	NGO's	
5	Industrialist	
6	Educationist	
7	Directorate Staff	
8	Nagaland University	
9	IQAC Coordinator	
10	RUSA Coordinator	

2. INTERNAL QUALITY ASSURANCE CELL (IQAC)

The IQAC of Sao Chang College was established on 11/08/2010 as a requirement of NAAC (National Assessment and Accreditation

Council). The Principal is the chairperson of the IQAC. All IQAC meetings are chaired by the Principal. The Coordinator of IQAC will be paid a yearly honorarium (amount of which is subject to revision) with effect from the month of appointment.

OBJECTIVES:

- i. IQAC monitors all the activities of the college and ensures that the Institution performs well in the ten (10) criteria as given by NAAC in the new Assessment System:

Sl. No	Attributes	U	Au	Aff	Input/ Process/ Output
1	Curriculum Design	8	8	3	Input
2	Faculty Resources	6	6	5	
3	Infrastructure	6	5	5	
4	Financial Resource & Management	6	6	6	
5	Learning & Teaching	7	7	6	Process
6	Extended Curricular Engagements	6	6	6	
7	Governance & Administration	8	6	6	
8	Student outcomes	8	8	8	Outcome
9	Research & Innovation outcomes	8	6	4	
10	Sustainability outcomes	5	5	5	
*	Uniqueness/ Situatedness	15 Discipline Specific Metrics			Process/Outcome
Total		68	63	54	

- ii. The IQAC funds the initiatives which will enhance the metrics of the above 10 criteria
- iii. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the college;
- iv. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- v. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the college;
- vi. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- vii. Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- viii. Dissemination of information on the various quality parameters of higher education;
- ix. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- x. Documentation of the various programmes/activities of the college, leading to quality improvement;
- xi. Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices;
- xii. Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- xiii. Preparation of the Annual Quality Assurance Report (AQAR)

of the college based on the quality parameters/assessment criteria developed by the relevant quality assurance body.

- xiv. Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of HEIs based on the AQAR;
- xv. Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.

COMPOSITION OF THE IQAC:

The IQAC shall have the following composition:

- a. Head of the HEI - Chairperson
- b. Seven (in case of a college) teachers and one senior administrative official – Members. Among the seven senior teachers, one will be the treasurer, one will be the Secretary.
- c. Two (in case of a college) external experts on Quality Management / Industry / Local Community – Members
- d. Director / Coordinator of IQAC– Member Secretary

The members at b) and c) of the above shall be nominated by the Head of the HEI in consultation with the academic body of the HEI (Academic Council of a University or Academic Committee of a College). The membership of such nominated members shall be for a period of three years. The IQAC should meet at least once in a 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.

Adhering to the central guidelines, the composition of IQAC of Sao Chang College shall be as follows:

- a. Chairperson: Principal
- b. Coordinator
- c. Vice Principal: Member
- d. One faculty as member secretary
- e. One faculty as documentation Officer

- f. One faculty as Treasurer
- g. Six faculty as members
- h. Two external members
- i. Student representative: GS

3. RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA)

Rashtriya Uchchatar Shiksha Abhiyan (RUSA) is a Centrally Sponsored Scheme (CSS), launched in 2013 aims at providing strategic funding to eligible state higher educational institutions. The central funding (in the ratio of 60:40 for general category States, 90:10 for special category states and 100% for union territories) would be norm based and outcome dependent. The funding would flow from the central ministry through the state governments/union territories to the State Higher Education Councils before reaching the identified institutions. The funding to states would be made on the basis of critical appraisal of State Higher Education Plans, which would describe each state's strategy to address issues of equity, access and excellence in higher education.

Link for guidelines on implementation of projects:

<http://rusa.nic.in/wp-content/uploads/2018/12/Final-Guidelines-Copy.pdf>

COMPOSITION OF RUSA AT INSTITUTIONAL LEVEL:

The project at institutional level is managed by two bodies: the board of Governors (BoG) and Project Monitoring Unit.

a. **BOARD OF GOVERNORS COMPOSITION:** The BoG is a 10-15-member body chaired by an eminent individual/Vice Chancellor. The Chairman need not be an academic but must have prior experience in a similar capacity. The board members must comprise eminent individuals from the institutions itself, State government, society, industry as well as the academia.

FUNCTIONS: Form, supervise and -guide various Committees required for project implementation and internal project monitoring.

b. PROJECT MONITORING UNIT COMPOSITION:

Representative from academic officials of the Institution, faculty, senior administrative officers, technical and non-technical support staff and students.

FUNCTIONS: Responsible for monitoring of the project at the institutional level in order to implement the governance reforms proposed under RUSA.

Besides the above guideline of the Central body, the composition of RUSA committee of Sao Chang College shall be as follows:

- a. Chairperson : Principal
- b. RUSA Coordinator
- c. Five faculty as members
- d. Head Assistant
- e. One UDA

4. PLANNING AND INFRASTRUCTURE DEVELOPMENT COMMITTEE

The Planning and Development Committee is an important body in the administrative functioning of the College. It shall consist of senior members of the faculty and non-teaching staff who are well acquainted with the history of the college and also the issues that will assist in advancement and development of the college, especially when Heads of Institution keep changing on a regular basis.

OBJECTIVES:

- i. To assist the Principal in planning developmental works of the college.
- ii. To carry out infrastructural works in the college.
- iii. To plan out policies, SOPs, guidelines for the smooth functioning of the Institution.
- iv. To brief newly appointed administrators on the history of the

college and all issues pertaining to the Institution.

COMPOSITION OF THE PLANNING AND DEVELOPMENT COMMITTEE:

- a. Principal : Chairperson
- b. Vice Principal : Member Secretary
- c. 2 senior faculty from science stream : Members
- d. 3 senior faculty from Arts stream : Members
- e. Librarian : Member
- f. Cashier/HA/Senior administrative staff : Member
- g. IQAC Coordinator : Member

5. INTERNAL AUDIT COMMITTEE

OBJECTIVES:

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 members.

- a. 1 faculty : Coordinator
- b. 1 faculty : Member secretary
- c. 1 faculty : Member

MODE OF OPERATION:

- a. After the end of each semester, the committee shall bring out a notification for all auditable bodies to submit their cash books and vouchers for the specific semester. The dateline should be followed by all the bodies to ensure smooth and timely completion of the audit.
- b. The auditors shall enter their remarks in the audit statement

for future review and corrections.

- c. In cases where only sanctions or receipts have been furnished, the audit committee is empowered to demand vouchers from those to whom the sanction has been made or received.
- d. An amount shall be budgeted every semester from Development head (for stationery, misc. refreshment, etc) for the committee as determined by the Planning and Development Committee from time to time.

6. BOARD OF PRACTICAL TRAINING (EASTERN REGION)

Board of Practical Training (Eastern Region) set up by the Government of India under the Ministry of Human Resource Development.

OBJECTIVES:

It's mission to facilitate the freshly passed out graduates and diploma holders in engineering technology for acquiring practical training in Industries/ Organizations and thus to make them more employable.

COMPOSITION:

- a. 1 faculty : Nodal officer
- b. 1 faculty : Secretary
- c. Principal : Ex-officio member

7. NATIONAL SERVICE SCHEME

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.

NSS MOTTO : *“Not me but you”*

AIM : “Education through community service and community service through education”.

OBJECTIVES:

- i. To kindle the student’s social consciousness.
- ii. To give them opportunities to work with and among people.
- iii. To develop awareness and knowledge of social realities.
- iv. To have a concern for the wellbeing of the community, particularly of the weaker sections.
- v. To engage themselves in creative and constructive social work.
- vi. To put their scholarship to practical use in mitigating at least some social problems and in promoting welfare.
- vii. To gain skills in the exercise of democratic leadership.
- viii. To gain skills in the programme of development for self-involvement during leisure and vacation period of national development.
- ix. To enrich personality.

COMPOSITION:

- | | | |
|----|----------------------------------|---------------------|
| a. | Principal | : Chairperson |
| b. | 1 faculty | : Programme Officer |
| c. | 1 faculty | : Programme Officer |
| d. | NSS Student leader | : Member |
| e. | Adopted Village Council Chairman | : External member |

8. CAREER GUIDANCE AND PLACEMENT COMMITTEE

Objectives:

- i. To help students to make well-informed choices about their future working lives and to translate these effectively into appropriate decisions and actions.
- ii. To educate and advise students about various opportunities, in order to foster their intellectual, social and personal transformation.
- iii. To conduct career guidance workshops and seminars annually by inviting resource persons from varied fields such as administrators, doctors, entrepreneurs, etc
- iv. To assist/collaborate with other committees on projects/seminars related to student progression and placement

Composition of the Committee:

- a. 1 faculty : Coordinator
- b. 1 faculty : Member Secretary
- c. 3 faculty : Members
- d. AGS, SCCSU : Member
- e. Principal : Ex-officio member

9. 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.

Motto of NCC : *“Unity and Discipline”.*

Aim:

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

Objectives:

- i. Reach out to the maximum youth through various institutions.
- ii. Make NCC as an important part of the society.
- iii. Teach positive thinking and attitude of the student.

Composition:

- a. One faculty as ANO

10. RED RIBBON CLUB**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.

Composition:

- a. 1 faculty : Nodal Officer
- b. 1 faculty : Recorder
- c. 1 faculty : Member
- d. GS, SCCSU : Member
- e. Principal : Ex-officio member

11. INTERNAL ALUMNI COMMITTEE

The Internal Alumni Committee is established to act as facilitator between the College Alumni Association and the college. The Alumni Association shall be briefed from time to time about the college activities by this committee. Any activities that the Alumni

Association organises for the welfare of the college will be done hand in hand with this committee so that there are no lapses or communication gaps between the college and the Association.

Composition:

- | | | |
|----|--------------------------|---------------------|
| a. | 1 faculty | : Coordinator |
| b. | 1 faculty | : Secretary |
| c. | 3 faculty | : Members |
| d. | 2 non-teaching staff | : Members |
| e. | 1 student representative | : Member |
| f. | Principal | : Ex-officio member |

12. NEP COMMITTEE

The NEP Committee is a body established under the directive of the Department of Higher Education, Nagaland so as to ensure the proper implementation of the education policy. This committee will be responsible for drawing the college roadmap for NEP 2020 and bringing out the Institutional Development Plan.

Composition:

- | | | |
|----|----------------------|--------------------|
| a. | Principal | : Chairperson |
| b. | Vice- Principal | : Vice Chairperson |
| c. | 1 faculty | : Nodal Officer |
| d. | 1 faculty | : Member Secretary |
| e. | IQAC Coordinator | : Member |
| f. | All HoDs | : Members |
| g. | Vice President SCCSU | : Member |

13. STUDENTS' GRIEVANCE REDRESSAL AND INTERNAL COMPLAINTS COMMITTEE

As per the guidelines of UGC a Grievance redressal and

Internal Complaints Committee has been established to create a healthy and congenial atmosphere for the students of the college. Any form of Sexual Harassment in the classroom or ragging in any form as well as grievances faced by students should be addresses by this committee.

Objectives:

- i. 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.
- ii. To evolve a mechanism for the redressal of students' grievances.
- iii. To ensure proper implementation of anti-ragging guidelines in the institution.
- iv. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- v. To create a secure physical and social environment.
- vi. To organise programmes on sensitization and awareness of youth on physical, mental and social well-being.

Composition:

- | | |
|-------------------------|---------------------|
| a. 1 faculty | : Coordinator |
| b. 1 faculty | : Secretary |
| c. 3 faculty members | : Members |
| d. 1 non-teaching staff | : Member |
| e. GS, SCCSU | : Member |
| f. Principal | : Ex-officio member |

14. STUDENTS' SUPPORT COMMITTEE

This committee works to give financial support to needy students by exploring ways to collect funds from faculty or elsewhere and also to give leverage to the academically oriented

students who need financial assistance to pursue their dreams. The Student Support Committee also plays a crucial role by focusing on the well-being and academic success of students.

Objectives:

- i. Financial aid/scholarship/freeships, etc.
- ii. Academic support in term of Students professional programmes, Evaluation of the students, Awards, community and social engagement, etc.
- iii. Accessibility and accommodation with special reservations for PwDs.
- iv. To take care of the day-to-day needs of the students who are differently abled.
- v. To monitor the implementation of schemes for differently abled students.
- vi. Advisory role by providing feedback to the institution's administration on policies and practices and suggesting improvements based on student needs and concerns.

Composition:

- a. Principal : Chairperson
- b. 1 faculty : Coordinator
- c. Vice Principal : Member
- d. 1 faculty : Member Secretary
- e. 5 faculty : Members

15. HOSTEL MANAGEMENT COMMITTEE

- a) Hostel Management Committee is a key entity in managing the Hostels (Sochum) provided by educational institutions for the students. This committee is typically responsible for ensuring that the hostel environment is safe, comfortable, and conducive to learning. With the implementation of this Administrative Manual, hostel wardens shall be paid honorarium annually.

Objectives:

- i. They are responsible for ensuring smooth functioning of the hostels in collaboration with the Prefect and other hostel committee members.
- ii. This Committee shall carry on the Sochum Initiative as one of the best practices of the College under the theme, “Earn while you Learn”.
- iii. They will correspond the needs of the hostels with the College authority.
- iv. They will frame administrative and financial hostel policies as found deemed necessary, which will be approved for implementation by the College authority.
- v. They will monitor the functioning of college hostel employees like the cooks and chowkidars.

Composition:

- | | |
|-------------------------|-------------------------------|
| a. Principal | : Chairperson |
| b. Boys Hostel Warden | : Treasurer for Boys Sochum |
| c. Girls Hostel Wardens | : Treasurers for Girls Sochum |
| d. 1 faculty/Librarian | : Member Secretary |

16. LIBRARY ADVISORY BOARD**Ojectives**

- i. To help the Librarian formulate library policies, rules and regulations.
- ii. To prepare library budget and proposals for development of the library.
- iii. To oversee the facilities in the library, collections of the library and services given by the library.

- iv. To recommend for upgradation of furniture and other related items.
- v. To recommend for upgradation of ICT facilities.

Composition:

- a. Principal : Chairperson
- b. Librarian : Member Secretary
- c. All HoDs : Members
- d. Storekeeper : Member
- e. 1 MTS : Member

17. TRANSPORTATION COMMITTEE

Objectives:

- 1. To ensure proper implementation of the transportation services of students
- 2. To make policies regarding the transportation services
- 3. To determine the bus fee from time to time
- 4. To oversee repair and maintenance of buses

Composition:

- a. Principal : Chairperson
- b. HA : Coordinator
- c. All drivers & handymen : Members
- d. 1 faculty : Secretary
- e. 2 faculty : Members
- f. GS, SCCSU : Member

18. 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.

Objectives:

- i. To conduct disaster mock drills and related activities by coordinating with the department of fire and emergency services, Tuensang in the college campus from time to time.
- ii. 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.
- iii. Timely inspection and verification of the disaster equipment (Fire extinguishers installed at various locations in the college buildings.

Composition:

- | | |
|-------------------------|---------------------|
| a. One faculty | : Coordinator |
| b. 1 faculty | : Member secretary |
| c. 3 members | : Members |
| d. SCCSU representative | : GS |
| e. Principal | : Ex-officio member |

19. INFORMATION AND COMMUNICATION TECHNOLOGY COMMITTEE

The Information and Communication Technology (ICT) Committee in an educational institution plays a pivotal role in overseeing the development, implementation, maintenance of ICT infrastructure and policies, focusing on supporting teaching, learning, research, and administrative processes through effective use of technology.

Objectives:

- i. Strategic Planning: The committee develops a strategic plan, long and short term, that aligns ICT initiatives with the college's educational goals.
- ii. Policy Development and Implementation: Establishing clear ICT policies and guidelines for the smooth operation of technology in the college. Regularly reviewed and updated.
- iii. Budgeting, Resource Allocation and Capacity building: ICT Committee is involved in budgeting for ICT expenditures, income generated by the authority or from the library development fund, including hardware purchases, software licenses, maintenance costs, infrastructure maintenance and upgradation and organizing training programs to stakeholders.
- iv. Supporting Teaching and Learning: * The ICT Committee supports pedagogical learning through various digital tools, e- tools whenever needed. It also oversees the maintenance of college website
- v. Collaboration and Networking: The committee facilitate collaborations that leverage the expertise to ensure that the required digital knowledge is up to date

Composition:

- | | |
|---------------------------------------|---------------------|
| a. One faculty | : Coordinator |
| b. 1 faculty | : Secretary |
| c. 4 faculty | : Members |
| d. Girls common room secretary, SCCSU | : Member |
| e. Principal | : Ex-officio member |

20. JAL SHAKTI COMMITTEE

This committee has been set up to ensure that the drinking water facilities are provided to the students and the college as well as to look into aspects of plumbing and availability of water supply

in the hostels, offices, laboratories, washrooms, kitchen, etc.

Composition:

- | | | |
|----|--------------------|---------------------|
| a. | HA | : Coordinator |
| b. | 1 faculty | : Member secretary |
| c. | College Plumber | : Member |
| d. | Boys Hostel Warden | : Member |
| e. | Principal | : Ex-officio member |
| f. | 2 MTS | : Member |

21. EXAMINATION COMMITTEE

The Examination Committee functions are as follows:

- i. To ensure smooth conduct of both CIE and University end semester examinations.
- ii. To bring out examination duty lists of invigilators
- iii. To bring out guidelines for examinees and invigilators
- iv. To maintain logbook of examinations
- v. To carry out question settings for internal and external examinations.
- vi. To set datelines for submission of evaluated answer papers and marks.
- vii. To ensure that all examination related matters are fulfilled as per the datelines notified by NU

Composition:

- | | | |
|----|----------------|-----------------------|
| a. | Vice Principal | : Coordinator |
| b. | faculty | : Members |
| c. | Exam branch | : Clerical Assistants |
| d. | Principal | : Ex-officio member |

22. ADMISSION COMMITTEE

Objectives:

- i. To ensure that updated admission policies & processes are in place and visible on the college website
- ii. To bring out admission fee structure in accordance to Higher Education and University mandates.
- iii. To ensure smooth completion of the admission process.
- iv. To ensure unbiased and fair selection of students on merit basis.
- v. To follow the college reservation policy.

Composition:

- | | |
|---------------------|---------------|
| a. Principal | : Chairperson |
| b. Vice- Principal | : Member |
| c. 5 faculty | : Members |
| d. Admission branch | : Members |

23. SPORTS COMMITTEE

Objectives:

- i. To provide a healthy sporting habit among students.
- ii. To help teach the students about teamwork, co-ordination and communication among students of various cultural and ethnic groups.
- iii. To instill the values of discipline, time, precision and competitiveness.
- iv. To promote sports and fitness through regular events and exercises.
- v. To help an individual grow and achieve his/her potential in sports.
- vi. To give the students the opportunity to practice sports and pass leisure time actively.

- vii. To enable low-participation groups of students to partake in sports and physical activity.
- viii. To promote traditional games.

Composition of the Committee:

- | | |
|----------------------------|---------------------|
| a. 1 faculty | : Coordinator |
| b. 1 faculty | : Member Secretary |
| c. 10 Faculty members | : Members |
| d. Sports Secretary, SCCSU | : Member. |
| e. Principal | : Ex-officio member |

24. RESEARCH AND DEVELOPMENT CELL

Objectives:

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

Composition:

- | | |
|--------------|---------------------|
| a. 1 faculty | : Coordinator |
| b. 1 faculty | : Member Secretary |
| c. 6 faculty | : Members |
| d. Principal | : Ex-officio member |

25. CULTURAL COMMITTEE

Objectives:

- i. To preserve cultural heritage among the student community.
- ii. To create a multi-cultural platform for cultural practices in the college.
- iii. To establish fusion of different cultures from the college.
- iv. Celebration of Annual Cultural Day in the college.
- v. To ensure cultural attires worn by students and staff on Wednesdays.
- vi. Celebration of major Naga festivals throughout the year by cultural club members.
- vii. Traditional games during the Annual sports.
- viii. To conduct competitions on cultural aspects.

Composition of the Committee:

- | | |
|------------------------------|---------------------|
| a. 1 faculty | : Coordinator |
| b. 1 faculty | : Member Secretary |
| c. 4 faculty | : Members |
| d. Cultural secretary, SCCSU | : Member |
| e. Principal | : Ex-officio member |

26. ELECTION COMMITTEE

Objectives:

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

Composition:

- | | |
|--------------|--------------------------|
| a. Principal | : Returning Officer |
| b. 1 faculty | : Chief Election Officer |

- c. 1 faculty : Member Secretary
- d. 4 faculty : Election officers

27. GREEN INITIATIVE COMMITTEE

Objectives:

- i. To maintain a green and clean environment.
- ii. To take up beautification of campus.
- iii. To work towards reduction of pollution in and around the college campus.
- iv. To promote, maintain and operate environmental activities in the college.
- v. 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.

Composition:

- a. 1 faculty : Coordinator
- b. 1 faculty : Member Secretary
- c. 4 faculty : Member
- d. Lab Assistants : Members
- e. Lab Bearers : Members
- f. Store Keeper, SCC : Member
- g. Social Service Secretary, SCCSU : Member
- h. Principal : Ex-officio member

28. RTI COMMITTEE

Objectives

- i. 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.

- ii. To enable the students, citizens and the stakeholders to have necessary access to RTI related information.
- iii. To assist in getting timely response to the queries and grievances lodged by individuals or stakeholders.
- iv. To enable the general public to have greater access to any domain of information by raising their awareness level. To
- v. Maintain RTI WALL in the college where RTI related articles, circulars, latest events, pamphlets, etc are displayed in order to disseminate RTI related literature.
- vi. Actively participate during RTI Training Programmes, Workshops, Seminars, Lectures organized by State Government as well as District Administration.
- vii. To participate in RTI related Debates, Quiz and Slogan Writing Competition, etc, especially during the RTI Week in the month of October.

Composition of Members

- a. Principal - PIO
- b. Vice Principal - APIO
- c. HA - Nodal Officer

29. LITERARY AND MAGAZINE COMMITTEE

The College Literary and Magazine Committee has the responsibility of organizing various literary competitions and also bringing out the annual college magazine. The magazine 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.

Objectives:

- i. To ensure that the competitions reflect the values and quality of the institution.
- ii. To develop and inculcate in the students the literary taste and study habit.
- iii. 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.
- iv. 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.
- v. To inform, engage, inspire and entertain a diverse readership presenting an intimate, timely and honest portrait of the college and its various activities.
- vi. College magazine fee collected each semester shall also be utilized for literary activities.

Composition:

- | | |
|------------------------------|---------------------|
| a. 1 faculty | : Coordinator |
| b. 1 faculty | : Member Secretary |
| c. 3 faculty | : Members |
| d. Literary Secretary, SCCSU | : Member |
| e. Principal | : Ex-officio member |

30. PHOTOGRAPHY AND MEDIA COMMITTEE

The college photography and Media committee is set up 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. Overall, the committee helps in maintaining an archive and documentation of

all the activities that is carried out by the college.

Objectives:

- i. To take photos and record videos at different Programs, Seminars, activities, works and special events carried out by the college.
- iii. 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.
- iv. To make archives for future reference.
- v. To promote the good image of the College so that it becomes a brand ambassador in the field of higher education and learning.
- vi. Creating a connecting bridge between the college and the general public as a whole.

Composition:

- | | |
|------------------------------|---------------------|
| a. 1 faculty | : Coordinator |
| b. 1 faculty | : Member secretary |
| c. 3 faculty | : Members |
| d. 1 executive member, SCCSU | : Member |
| e. Principal | : Ex-officio member |

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.

Objectives:

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

- ii. Maintain proper record of data submitted.

Committee composition:

- | | |
|---------------------|---------------------|
| a. 1 Faculty | : Coordinator |
| b. 1 faculty | : Member Secretary |
| c. IQAC Coordinator | : Ex-officio member |

32. PARENT-TEACHER ASSOCIATION

Objectives:

- i. To keep track of the parents of Sao Chang College Students
- ii. To organize regular interfaces with the parents
- iii. To facilitate Parent-Teacher Association set-up in the college

Composition:

- | | |
|--------------|---------------------|
| a. 1 faculty | : Coordinator |
| b. 1 faculty | : Member Secretary |
| c. 3 faculty | : Members |
| d. Principal | : Ex-officio member |

33. SCHOLARSHIP COMMITTEE

The Scholarship Committee is set up to facilitate various schemes introduced by the central as well as State government and other organizational bodies under scholarship for deserving students. This committee will notify students from time to time about the datelines and the criteria for applying. The committee will also ensure that application process is done seamlessly and in record time for the welfare of the students.

Composition:

- | | | |
|--------------|--------------------|-------|
| a. 1 faculty | : Institution | Nodal |
| | Officer | |
| b. 1 faculty | : Member Secretary | |

- | | | |
|----|--------------------------|---------------------|
| c. | 1 faculty | : Member |
| d. | Scholarship branch MTS | : Members |
| e. | Finance Secretary, SCCSU | : Member |
| f. | Principal | : Ex-officio member |

34. UNIFORM COMMITTEE

Objectives:

- i. To determine Students' Uniform from time to time with due consent of students.
- ii. To find vendors that offer the best prices with good quality material
- iii. To collect Uniform fees
- iv. To ensure supply of uniforms at the earliest
- v. To maintain proper records of purchase and supply

Composition:

- | | | |
|----|-----------|--------------------|
| a. | Principal | : Chairperson |
| b. | 1 faculty | : Member secretary |
| c. | 2 faculty | : Member |
| d. | 1 staff | : Member |

35. STUDENTS' UNION ADVISORY COMMITTEE

This committee shall be constituted and function as per the constitution of SCCSU.

Objectives:

- ii. The committee shall intervene in times of crisis within the SCCSU, or in the event of any problems arising out of the activities of the students in individual capacity or as a body.
- iii. The committee will advise the students on matters pertaining to the student union and external bodies as well.

Composition:

- a. Principal : Chairperson
- b. 1 senior faculty : Member secretary
- c. 2 senior faculty (both Arts and Science): Members

36. EVENT MANAGEMENT COMMITTEE**Objectives:**

- d. To manage and assist in organising any event in the college
- e. To keep sound system in safe custody
- f. To coordinate with various committees and departments while organising programmes.

Composition:

- a. 1 faculty : Coordinator
- b. 1 faculty : Member Secretary
- c. 3 faculty : Members
- d. Librarian : Member

37. VIKSIT BHARAT NODAL OFFICER

The Prime Minister, Shri Narendra Modi launched 'Viksit Bharat @2047 for a developed India. In this quest, HEI are notified to appoint nodal officers to manage the programmes under this initiative.

Composition

- a. 1 member of the NSS to be appointed as nodal officer

38. SWAYAM COORDINATOR

A faculty is appointed as Swayam coordinator in order to streamline online courses for students in line with the Nagaland University guidelines and the needs of the College.

Composition:

- a. 1 faculty member is appointed as coordinator.

39. MENTORING COMMITTEE

The objective of Mentoring is to provide social and emotional growth in addition to academic monitoring. The underlying principle of this practice is to create an environment of trust through mentor-mentee sessions. This enables the mentors to identify the strengths and weaknesses of the mentee thereby motivating them to work on their weakness and help achieve their goals. This practice is aimed at holistic wellbeing as well as to create a safe space for learning.

Composition:

- | | |
|--------------|---------------------|
| a. 1 faculty | : Coordinator |
| b. 1 faculty | : Member secretary |
| c. 3 faculty | : Members |
| d. Principal | : Ex-Officio member |

40. SOUND SYSTEM INCHARGE

The sound system incharges ensure that all the sound equipments are in their safekeeping. During each programme whereby sound equipments are utilised, they take care of the sound system and maintain any wears or tears. They are the custodians of the sound system and their permission should be sought for any use of the equipments.

Composition:

- a. 2 faculty and 2 MTS are the incharges.

