



SAO CHANG COLLEGE

TUENSANG: NAGALAND

STUDENT HANDBOOK

COLLEGE ANTHEM

In the Land of the first sun of Nagaland
In the Land of rich hue and colour
Emanating the light of Knowledge
This is Sao Chang College
The first child of Tuensang
We will honour it and stand just for your cause.
Pressing on towards the goal
Higher, higher we will climb
We will dwell under your banner of
“Deeds not Words”
May God Bless our Sao Chang College.

Note from the Principal

This is the 2nd Edition of the Sao Chang College Students' Handbook which envisages a ready almanac for students who have freshly joined the Higher Educational Institution (HEI) to gather a holistic awareness of the Vision, Mission and facilities of the College. This is to ensure that students are equipped with basic knowledge of all the facilities in terms of infrastructure as well as academics and extra-curricular activities that the college has to offer.

The Handbook will introduce the students to the various welfare funds and academic excellence Awards constituted so far as well as pave the way for a simpler understanding of NEP 2020 and the course structure under the Four-Year Undergraduate Programme introduced by Nagaland University.

It is pertinent for a student progressing to Higher Studies from School level to adhere to the Standard Operating Procedures of the HEI. Therefore, this edition of the Handbook is developed to gather to such needs. Nevertheless, the contents of the Handbook may be revised from time to time according to the University guidelines and College policies.

Dated: 5th April 2025

Dr. Lanurenla
Principal
Sao Chang College

INTRODUCTION *to the 1st Edition*

The first edition of Sao Chang College Student handbook 2018 is designed to incorporate information concerning events on campus, student life, college facilities, student services as well as an outline of policies, standard and regulations contributing to the orderly life of the college community. Like any community, a college needs to set certain regulations providing order and an atmosphere conducive to intellectual and personal development.

The student handbook is a general reference guide only and is not a complete statement of all policies, procedures, or rule that may be applicable in a given circumstance. Should a student or parent have questions about the context of this handbook, he/she should direct their question to the College Administration. Provision in the student handbook shall be revised and updated periodically while changes in policies and other rules or modifications shall be communicated and made available to students and parents as well. It is important to understand that the needs of the students do come first, however, those needs are balanced with instructions in such a way that every student can experience growth and success while developing positive self-esteem.

In our sincere effort in bringing out this handbook, inadvertent errors, if any, may gently be overlooked meanwhile suggestions for improvements shall be solicited gracefully.

Dr. A. N. Shoga
Principal
Sao Chang College

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1. ABOUT THE COLLEGE

Sao Chang College Tuensang, erstwhile Tuensang College was established as a night college in 1973. It was started as a private college under the initiation of late H. Sao Chang an educationist and Minister, Govt. of Nagaland and other visionaries of the town. The college was taken over by Govt. of Nagaland in 1983. After the demise of H. Sao Chang, to recognise his contribution the college is named as Sao Chang College Tuensang.

Accreditation

The National Assessment and Accreditation Council (NAAC) is an autonomous body of the government of India which evaluates the quality of higher education institutions in India. On the path of imparting quality education, Sao Chang College has also been assessed and accredited by NAAC in May 2020. Since assessment and accreditation is a continuous process, the college is marching forward for the assessment of the 2nd cycle in the year 2025-26.

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 student by imparting quality education under the college motto '**Deeds Not words**'

Mission

To educate young student 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.

2. COLLEGE ADMINISTRATION AND FUNCTIONS

Principal

The Principal is the overall administrative head of the institution. He/She acts as the Chairman of all crucial committees and is thereby the final decision-making authority of the college. Meetings relating to welfare of the college are held with stakeholders as and when deemed necessary under the Chairmanship of the Principal. His/Her discretion shall be final and binding in case of disputes concerning any college matters. Disciplinary actions on any bona fide student of the college shall be carried under the directives of the Principal as per rules and regulations of the college.

Vice-Principal

The Vice Principal is assigned to carry out all matters related to academic activities of the college. He/She deals with students' attendance, class schedule and also conducting internal assessment and end semester examination. He/She monitors daily attendance and engagement of classes by faculty. Vice Principal also assists and carries out all the tasks entrusted by the Principal.

College Office Establishment

College office administration is the support system which keeps the college function smoothly and efficiently. Senior Head Assistant is the over all in charge of the college office establishment. The following branches provide the necessary services to the students.

Admission Branch: All matters related with students' admission, student profile and keeping records of matters related to the students shall be the duty of this branch. This branch also deals with queries of the students.

Examination and Certificate Branch: This branch deals with collection, scrutinisation of examination application forms and also its submission to the university. It keeps records of internal and external examination marks of the students. All certificates including mark sheets shall be issued by this branch.

Scholarship Branch: Matters related to students' scholarship shall be dealt by this branch.

3. GENERAL CODE OF CONDUCT FOR THE STUDENTS

1. Ragging in any form is prohibited. Defaulters will be penalised as per laid down rules and regulations.
2. Students Identity Card is mandatory and shall stand proof of his membership to the institution.
3. Use of intoxicants is strictly prohibited within the college campus.
4. Roll call/attendance shall be taken in every period and monthly record shall be maintained.
5. Students are not allowed to bring any outsiders during college functions except on invitation after due permission.
6. Use of filthy or abusive languages is prohibited within the college campus.
7. Students should handle all College property with care.
8. Indecent behaviour or sexual harassment of any kind shall not be tolerated.
9. Students are strictly cautioned to follow the examination code of conduct.
10. All grievances of the students are to be reported to the grievance committee.
11. Students are not allowed in any manner to create any kind of disturbances in the College Campus.
12. Students must wear traditional attire on every Wednesday.
13. The defaulters of the above rules shall be dealt in accordance with the rules and regulations laid down by the College Administration.

4. FOUR YEAR UNDERGRADUATE PROGRAMME (FYUGP) UNDER NEP

Sao Chang College, being a higher education institution is affiliated to Nagaland University (NU) and is governed by the rules and regulations of University Grants Commission (UGC). The FYUGP under NEP 2020 was adopted and implemented by NU in all colleges under Nagaland from the academic year 2023-24. Accordingly, curriculum and credit framework are being introduced under undergraduate programme. The duration of UG Degree will be of either 3 years or 4 years which facilitate academic flexibility to the students to study the courses of their choice and the mobility to different institutions. The courses offered under FYUGP are inter-disciplinary, multi-disciplinary, skilled based and value added.

The UG degree programme offered by Sao Chang College is of 3 years or 4 years of duration in both arts science and stream. An academic year has 2 Semesters and a semester has 90 working days. Each semester has variety of courses and each course is measured in terms of credit hours. A credit is a unit by which the course work is measured on weekly basis. The following chart shows the details of course structure and credit distribution.

Semester wise course structure and credit distribution

Semester	Course categories	Credit
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 Value-added course	3
Total		20
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 Value-added course	3
Total		20
V	3 Major courses (4+4+4)	12
	1 Minor course (4)	4
	1 Internship	2
	1 Value-added course	2
Total		20
VI	4 Major courses (4+4+4+4)	16
	1 Minor course (4)	4
Total		20
VII	3 Major courses (4+4+4)	12
	1 Research Methodology (4)	4
	1 Minor course (4)	4
Total		20

VIII	1 Major (4)	4
	1 Minor (4)	4
	Research project	12
Total		20

Students who exit the programme after securing 40 credits will be awarded UG certificate in the relevant Discipline/Subject provided they secure additional 4 credits in work based vocational courses offered during summer term or internship/apprenticeship.

Students who exit the programme 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.

Students who want to undertake 3-year UG programme will be awarded UG Degree in the relevant Discipline/Subject upon securing 120 credits.

Honours students who do not undertake research project should opt 3 theory courses for 12 credits in lieu of research/Dissertation.

Evaluation and Assessment

Evaluation of a student has two components viz. (a) Continuous Internal Evaluation (CIE) and (b) End Semester Examination (ESE) carrying the weightage of 25 percentage of marks and 75 percentage of marks respectively. Courses carry 4 credits will be evaluated for 100 marks in which 25 marks for CIE and 75 marks for ESE. Courses carry 2 or 3 credits will be evaluated for 50 marks in which 12.5 marks for CIE and 37.5 marks for ESE. **A student has to score 40% marks from each component (CIE and ESE) separately to pass a course.**

Practical courses carry a total of 50 marks i.e., CIE 20 marks and ESE 30 marks. A student has to score 40% from each component separately to pass a practical course. The scheme of mark distribution is given below:

Component	Total Marks
Evaluation of Lab Record	10
End semester test	30
Regularity in practical class	10
TOTAL	50

(a) Continuous Internal Evaluation (CIE)

A student must secure a minimum of 40% marks in a course to pass the CIE of that course. The components of CIE for 25/12.5 marks are as follows:

- (i) **Internal Test:** Three internal tests for 15/7.5 marks shall be conducted at regular intervals and the average of the better of 2 test marks will be taken as internal test marks.
- (ii) **Anyone Activity:** As per the choice of the concerned course teacher, one of the activities from home assignment, seminar, quiz, project, etc. shall be conducted for 5/2.5 marks.
- (iii) **Class Attendance:** Maximum of 5/2.5 marks shall be awarded for class attendance of students on the basis of the table given below:

Distribution of marks for attendance

Marks	Attendance in percentage
5 marks/ 2.5 marks	90 and above percentage
4 marks/ 2 marks	80 to 89 percentage
3 marks/ 1.5 marks	70 to 79 percentage
2 marks/ 1 mark	60 to 69 percentage
1 mark/ 0.5 mark	50 to 59 percentage

(b) End Semester Examination (ESE)

The end semester examination will be conducted by the Nagaland University for 75/37.5 marks and a student must secure 40% marks in a course to be declared pass in the course. The examination schedule, question paper settings and evaluation will be carried out by the University.

Eligibility to Appear End Semester Examination

A student shall be eligible to appear the ESE only if he/she attains 80% attendance as per the University ordinance.

Any student who fails in CIE of a course/paper will not be allowed to appear the ESE in the failed course/paper only and if he/she has failed in more than two course/ papers, will not be allowed to appear the end semester examination.

Internship Evaluation

Internship here refers to a student participation in a professional activity or work experience under the supervision of an expert of the given external entity. The main objective of internship is to provide onsite experimental learning of the work. It can be carried on with local industry, government or private organisations, business establishments, artists, craft persons and similar entities. Evaluation of the internship shall be done internally based on the following criteria:

Activity	Marks allotted	Marks to be given by
Continuous evaluation/students' regularity	20	Mentor
Timely completion of work	10 marks	Mentor
Presentation of the report	20 marks	Committee
Content of the report	30 marks	Committee
Viva-Voce	20 marks	Committee

Criteria for Semester Progression

A student must secure a minimum of 40% marks in ESE to pass the course. Marks obtained in both CIE and ESE will be added together to declare the grading of the course. Advancement to the next semester will be permitted with a maximum of two backlog papers from the preceding semester till 3rd Semester. A student failing in any paper will have to appear only the failed paper in the subsequent semester as Repeater. Further, admission to the succeeding semester will be regulated as follows:

- i. Admission to 4th semester will be allowed only after clearing all the backlog papers of 1st semester during 3rd semester.
- ii. Admission to 5th semester will be allowed only after clearing all the backlog papers of 2nd semester during 4th semester.
- iii. Admission to 6th semester will be allowed only after clearing all the backlog papers of 3rd semester during 5th semester.
- iv. Admission to the 7th and 8th Semesters: Students who have cleared all courses up to 6 semesters (i.e., have no backlog papers) are eligible to proceed to the 7th and 8th semesters. Students who have successfully cleared all their courses/papers till 6th semester are eligible to pursue the *Honours* course (without research) in the fourth year. Furthermore, only those students who have secured a minimum of 75% marks or a CGPA of 7.5 up till 6th semester will be eligible to pursue the *Honours with Research* programme. *Research programme shall not be offered by Sao Chang College at present.

Eligibility for admission under FYUGP

Any student passed in 10+2 (12th Grade) Examination or any other equivalent examination from any recognised Board/ University securing a minimum of 45% in the concerned subject shall be eligible to seek admission.

Reservation policy

Reservation policy in matters of college admissions differs from State to State and as such, for the ensuing academic year 2025-26, the admission committee hereby allocates reservations for various categories as listed below:

Category	Percentage (%)
Scheduled Tribe	80%
Un-Reserved (General)	10%
Scheduled Caste	5%
OBC (Other Backward Caste)	3%
PWDs (Person with Disabilities)	2%
Total	100%

Further, it may also be mentioned that in case the reserved percentage is not filled, the vacant seats may be filled in by ST students

5. LIBRARY

The Sao Chang College Library functions as a ‘Learning Resource Centre’ supporting both teaching and learning through a wide range of resources, including books, journals, e-resources, and more. It is well-equipped with reference books, textbooks, magazines, journals, newspapers, and other learning materials.

The library is fully automated, allowing students and staff to easily browse and locate books. A dedicated reading room is available to provide a quiet environment for reading and study, which forms an essential part of the library’s atmosphere.

To ensure smooth functioning and to safeguard the interests of all users, the library is guided by a Library Advisory Board, which plays a key role in advising on its operations and development.

6. EXTRA CURRICULAR ACTIVITIES

National Cadet Corps (NCC)

The college has an active NCC unit with a designated teaching faculty in the rank of ANO (Associate NCC Officer) who oversees its activities. Enrolment is open to all. Cadets may appear for the ‘B’ and ‘C’ certificate examination after completion of prescribed trainings which will provide them advantages during selection to Military Service.

National Service Scheme (NSS)

The NSS is an Indian Government sponsored public service programme aimed at developing students’ personality through community service. The college has NSS unit with a

designated Programme Officer who supervises and conducts regular activities with the volunteers both within and outside the college. Volunteers are drawn from amongst the regularly enrolled students of the college. The programme inculcates a sense of duty amongst the students towards community service.

Games and Sports

Keeping in mind the indispensable contribution of games and sports towards the wholesome development of an individual, the college encourages active participation in the sporting events that it organizes annually.

Literary activities

For all round development and training of students, the college organizes literary activities such as debate, extempore speech, quiz, essay writing, seminars, publication of annual students' magazine and exposure to lectures from visiting resource persons. Besides the regular college literary activities, students also get opportunities to participate in the District level literary competitions which are organized periodically by the District Administration, NGO's etc.

Evangelical Union

The Evangelical Union Sao Chang College organizes programmes such as Retreats, Bible studies, Youth Camps, Prayer Meetings, Fellowships etc. It is a student ministry working under the banner of Union of Evangelical Students of India (U.E.S.I). The U.E.S.I is a student movement that links colleges, universities and Evangelical Unions throughout the Indian subcontinent. The College E.U conducts morning assembly twice a month on second and fourth Wednesdays.

Students' Union

The college has a Students' Union under the nomenclature of Sao Chang College Students' Union (SCCSU). The members of the SCCSU are elected annually through secret ballot voting system. The primary objective of the Students' Union is to address the concerns of the students and also to act as a bridge

between the student community and the college administration. The Union takes the initiative to organize Freshers' Day and Parting Social. It actively involves in managing and organizing Literary programmes, Sports week, Cultural day, cleanliness drives, etc. It conducts general meetings from time to time with the student community and takes up issues to the College authority for redressal. The Students' Union is affiliated to Eastern Nagaland College Students' Union (ENCSU).

7. AWARDS AND FINANCIAL AIDS

Academic Excellence Award

With a view to encourage students, the Academic Excellence Award (A.E.A) is awarded to students for achieving excellence in their academics. Every year, two toppers (one each from Arts and science stream) are given an award of Rs 5000/- each along with certificates. The A.E.A is sponsored by the families of Lt. Shri. P. Chuba Chang, Ex-minister and Lt. Shri. Aoyongdang Chang, Noksen village respectively.

Award for University Topper

The University topper award is being sponsored by the family of Lt. Shri. Tspongse Sangtam. This award carries a cash prize of Rs. 5000/- as well as a certificate of merit.

Student of the Year Award

After every academic year comes to a close, an outstanding student who excels himself/herself in all fields is honoured with the 'student of the year' award. The award is instituted and sponsored by the teaching faculty of the college.

Best Debater Award

The "Best debater of the year Award" is awarded to the best debater of the college annually. The winner of the debate, conducted by the college, receives a cash award of Rs 1000/- and a certificate. The award is being sponsored by the family of Lt. Shri. Chiten Sangtam.

Financial Aids

Support to students for their progression in education is a core objective in any educational institution. The college supports students with disabilities (PwDs) by granting them 50 percent fee concession during their admission (one time grant). Financial assistance is also given to students from poor economic background.

8. FACILITIES

Study Tour

Study tours create the desire for investigation, exploration, discovery and conservation of resources. To supplement theoretical learning, Sociology department organizes and conducts study tour every year. Students are exposed to distant or nearby spots (villages) for gathering first-hand information and experiences. Additionally, depending on the availability of funds, various departments of the college organise excursion for their respective students.

Computer Lab

Basic skill set for using computer is an essential part of educational system. The college has a computer lab with an intake capacity of 15 seats to provide training to teachers, students and ministerial staff.

Library

The college has a well-equipped library that is constantly updated with books, journals, magazines and newspapers. Students, teaching faculty, and visitors are allowed access to the college library. Xerox facility is also available to assist students.

Bus Service

The college provides bus service for students as well as for the ministerial staff. Appropriate fee is charged for maintenance of the College Buses. Seats are reserved for PwD students.

Hostel

Sao Chang College has Hostel for both boys and girls ideally located in a congenial atmosphere. It began in 2017 with a humble beginning provided through donations contributed by the faculty and well-wishers. The intake capacity for boys is 40 seats and for the girls it is 69 seats. Admissions to the hostels are done on merit basis. There is no reservation quota as such except that special considerations may be looked into for students with disabilities. All the hostels have a warden to supervise the daily activities of the hostellers. The overall management of the hostel is monitored by the Hostel Committee.

Gymnasium Cum TT Hall

Besides the College Multipurpose Hall, a Gymnasium cum TT Hall is been instituted from the year 2018. Students can make use of these facilities as per schedules fixed for recreational activities.

RUSA

Under the initiative of the Rashtriya Uchchattar Shiksha Abhiyan (RUSA) which is a Government of India sponsored scheme under MHRD, the college has instituted a Certified Vocational Course in Floriculture since 2016. Students are encouraged to take admission for the course depending on the availability of seats. This venture seeks to equip students in honing their entrepreneurial skills alongside their regular academic programmes.

9. COMMITTEES/CELLS

1. Internal Quality Assurance Cell

The IQAC of Sao Chang College was established on 11/08/2010 as a requirement of NAAC (National Assessment and Accreditation Council). It monitors all the activities of the college and ensures that the Institution develops in the ten (10) criteria as given by NAAC in the new Assessment System.

Coordinator: Ms. A. Chubasangla Chang

2. 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.

Coordinator: **Dr. Limamanen Phom**

3. 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.

Chairperson: **Principal**

4. AISHE & NIRF

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.

Institution Nodal Officer: **Mr. Tekameren Walling**

5. Admission Committee

The functions of the admission committee are as follows:

- 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.

Chairperson: **Principal**

6. Alumni Committee

The Alumni Committee is established to act as facilitator between the College Alumni Association and the college.

Coordinator: **Mr. Akyuba Sangtam**

7. 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. Its mission is 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.

Institution Nodal Officer: **Ms. K. Vidila Jing**

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.

Coordinator: **Mr. C. Thangnyo Konyak**

9. 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.

Nodal Officer: **Mr. Lemkhaba Sangtam**

10. Cultural Committee

Aims and objectives of the committee:

- 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.

Coordinator: **Ms. Hotoni Yeptho**

11. Disaster Management Committee

Aims/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).

Coordinator: **Mr. Longchinti**

12. Green Initiative Committee

Aims and Objectives:

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

Coordinator: **Ms. Tongpangkokla Chang**

13. Election Committee

Aims and Objectives:

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

Chief Election Officer: **Ms. K Chongliu Khiamnuingan**

14. Examination Committee

The Examination Committee functions are as follows:

- i. To ensure smooth conduct and timely completion of all internal assessment activities of the students.
- ii. Smooth conduct of University End Semester Examination.
- iii. Timely submission of exam related documents to University.
- iv. Enforcement of exam code of conduct for examinees and examiners.
- v. Dissemination of exam related informations to the students.

Coordinator: **Dr. T. Lal Veda Chandra Kumar**, Vice Principal

15. Hostel Management Committee

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.

Warden (Boys): **Mr. Lemkhaba**

Warden (Girls): **Ms. Tongpangkokla Chang**

16. Information and Communication Technology (ICT) 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.

Coordinator: **Mr. Seyieneizo Benupfuno**

17. Internal Audit Committee

Objective:

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

Coordinator: **Mr. Ciekrovoto Theluo**

18. Library Advisory Board

The aims and objectives are:

- 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.
- vi. Meetings are held regularly.

19. Literary & Magazine Committee

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

Coordinator: **Dr. Soyimla Akum**

20. Mentoring Committee

Mentoring is a compulsory activity for all the students in the college. The main objective of this programme is to ensure a 'sound mind in a healthy body' by providing personal mentoring sessions to the students. The Mentoring Committee looks after the mentorship programmes to mentor the students towards mental well-being and academic excellence.

Coordinator: **Ms. Rangbenkumla Chang**

21. National Cadet Corps (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.

Associate NCC Officer: **Mr. Aghato Sumi**

22. National Service Scheme (NSS)

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.

Programme Officer: **Ms. Y Toninaro Chongpho**

Programme Officer: **Ms. Alitoli V. Sumi**

23. Parent-Teacher Association

Objectives of this committee are as follows:

- 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

Coordinator: **Ms. A. Chubasangla Chang**

24. Photography & 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.

Coordinator: **Mr. Langnyei Imlichuba Phom**

25. Red Ribbon Club (RRC)

Aims and Objectives:

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.

Nodal Officer: **Ms. Rite-ü T Mero**

26. Research Committee

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

Role & Responsibilities of the Research Development Committee:

- 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.

Coordinator: **Dr. S. Arenla**

27. RTI Committee

Aims and 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.
- 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.

28. 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.

Institution Nodal Officer: **Mr. Tekameren Walling**

29. Sports Committee

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

Aims and 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.

Coordinator: **Mr. Takumpuba Lomou**

30. Student Grievances 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 addressed by this committee.

Coordinator: **Ms. Y. Toninaro Chongpho**

31. Student Event Management Committee

Objectives:

- i. To manage and assist in organising any event in the college
- ii. To keep sound system in safe custody
- iii. To coordinate with various committees and departments while organizing programmes.

Coordinator: **Mr. C. Thangnyo Konyak**

32. Student 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.

Coordinator: **Mr. Mudang Khamniungan**

33. Transportation Committee

Aims and Objectives:

- i. To ensure proper implementation of the transportation services of students
- ii. To make policies regarding the transportation services
- iii. To determine the bus fee from time to time
- iv. To oversee repair and maintenance of buses

34. SWAYAM

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.

Coordinator: **Mr. Seyieneizo Benupfuno**

35. 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 laboratories, washrooms, kitchen, etc.

Coordinator: **Mr. Taliba Sangtam**, Sr. HA

36. Students' Union Advisory Board

This committee shall be constituted and function as per the constitution of SCCSU. 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. The committee will advise the students on matters pertaining to the student union and external bodies as well.

37. Uniform Committee

Objectives of the Uniform Committee:

- 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

Coordinator: **Ms. Naongchemden**

10. FACULTY PROFILE

Principal: Dr. Lanurenla, MA, PhD, NET

Vice-Principal: Dr. T. Lal Veda Chandra Kumar, MA, B.Ed., MPhil, PhD

Department of English

SL. No.	Name	Designation	Qualification
1	Mr. Akyuba Sangtam	Assistant Professor & HoD	MA
2	Dr. Santosh Kumar Singh	Associate Professor	MA, PhD
3	Dr. Soyimla Akum	Assistant Professor	MA, PhD, BEd, NET
4	Mr. Takumpuba Lomou	Assistant Professor	MA, NET
5	Ms. Rite-ü T Mero	Assistant Professor	MA, NET

Department of Education

SL. No.	Name	Designation	Qualification
1	Ms. A. Chubasangla Chang	Assistant Professor & HoD	MA, BEd
2	Ms. Yanglikumla Sangtam	Assistant Professor	MA, BEd
3	Mr. Mudang Khamniungan	Assistant Professor	MA, MPhil
4	Ms Visevono Terhuja	Assistant Professor	MA, NET (on study leave)
5	Mr. Lemkhaba Sangtam	Assistant Professor	MA, NET

Department of Political Science

SL. No.	Name	Designation	Qualification
1	Ms. Bendangla Sangtam	Assistant Professor & HoD	MA, NET
2	Mr. Longchinti	Assistant Professor	MA
3	Mr. Aghato Sumi	Assistant Professor	MA, NET
4	Mr. Thangnyo Konyak	Assistant Professor	MA, NET

Department of History

SL. No.	Name	Designation	Qualification
1	Ms. K. Chongliu Khamniungan	Assistant Professor & HoD	MA, BEd, NET
2	Ms. Bachu Yhoshu	Assistant Professor	MA, NET
3.	Ms. Alitoli V. Sumi	Assistant Professor	MA, NET
4	Mr. Langnyei Imlichuba Phom	Assistant Professor	MA, NET

Department of Economics

SL. No.	Name	Designation	Qualification
1	Ms. Tiamenla	Assistant Professor & HoD	MA
2	Ms. Serila L. Sangtam	Assistant Professor	MA
3	Ms. Shilumongla T. Sangtam	Assistant Professor	MA, NET(on study leave)
4	Ms. Naongchemden	Assistant Professor	MA, NET

Department of Sociology

SL. No.	Name	Designation	Qualification
1	Ms. Y. Toninano Chongpho	Assistant Professor & HoD	MA, NET
2	Ms. Dekhingpila Sangtam	Assistant Professor	MA, NET
3	Ms. Imnatula Kechular	Assistant Professor	MA
4	Ms. Hotoni Yeptho	Assistant Professor	MA, NET

Department of Physics

SL. No.	Name	Designation	Qualification
1	Mr. Seyiencizo Benupfuno	Assistant Professor & HoD	MSc, NET
2	Ms. Watisenla Sangtam	Assistant Professor	MSc, NET

Department of Mathematics

SL. No.	Name	Designation	Qualification
1	Mr. Ciekrovoto Theluo	Assistant Professor & HoD	MSc, NET
2	Ms. Vethono Medeo	Assistant Professor	MSc, NET

Department of Botany

SL. No.	Name	Designation	Qualification
1	Ms. Tongpangkoka Chang	Assistant Professor & HoD	MSc
2	Mr. Tekameren Walling	Assistant Professor	MSc, NET
3	Dr. S. Arenla	Assistant Professor	MSc, PhD

Department of Zoology

SL. No.	Name	Designation	Qualification
1	Ms. K. Vidila Jing	Assistant Professor & HoD	MSc, NET
2	Dr. Limamanan Phom	Assistant Professor	MSc, PhD

Department of Chemistry

SL. No.	Name	Designation	Qualification
1	Dr. Mhasirikho Ziekhru	Assistant Professor & HoD	MSc, PhD, NET
2	Mr. R. Lizonthung Shitiri	Assistant Professor	MSc

Department of Environmental Science

SL. No.	Name	Designation	Qualification
1	Ms. Rangbenkumla Chang	Assistant Professor & HoD	MSc, NET

Library

SL. No.	Name	Designation	Qualification
1	Mr. Mantok Konyak	Librarian	MLibSc, NET

