



# ALDER COLLEGE

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COMPOSITION AND FUNCTIONS OF STATUTORY AND NON-STATUTORY BODIES

## Composition and Functions of Statutory Bodies

### 1. Statutory Bodies

- 1.1 Academic Committee
- 1.2 Anti –Ragging Cell
- 1.3 Grievance Redressal Cell

### 2. Non- Statutory Bodies

- 2.1 IQAC
- 2.2 Examination Committee
- 2.3 Admission Committee
- 2.4 Mentoring Cell
- 2.5 Alder College Students Union
- 2.6 Alder College Staff Welfare Union
- 2.7 National Service Scheme (NSS)
- 2.8 Red Ribbon Club/ Youth Red Cross
- 2.9 Peace Channel
- 2.10 Career Guidance and Counselling Cell
- 2.11 Women Development Cell
- 2.12 Eco Club
- 2.13 Editorial Board
- 2.14 Research and Development Cell
- 2.15 Hospitality Cell

## **1.1 ACADEMIC COMMITTEE**

### Composition

1. Principal will head the committee as the convener.
2. Heads of all department.

### Functions

- i) Prepare and design policy for quality education and forward to appropriate authority for approval.
- ii) Prepare Academic calendar in conformity with Nagaland University Academic Calendar.
- iii) Prepare daily time-table, remedial class time-table, and bridge class time-table in accordance with course requirements.
- iv) Follow up on departmental adherence to norms set by the institution with respect to curriculum objectives, assessments, records and feedbacks.

## **1.2 ANTI-RAGGING CELL**

### Composition

1. Senior teachers appointed by the Principle
2. General Secretary of ACSU

### Functions

1. Create awareness and sensitize student.
2. Examine complains of ragging and make recommendations based on the nature of the incident for proper investigation.
3. Take appropriate decision, including imposition of punishment, depending on the gravity, facts and circumstances of each incident.

## **1.3 GRIEVANCE REDRESSAL CELL**

### Composition

1. Vice Principal
2. Senior most faculty
3. Counselor
4. Students members of the Alder College Students Union
5. Two class representatives (one boy and one girl) from each class.

### Functions

1. Convenes annual meeting with the student representatives and emergency meeting whenever the need arise.
2. Receives complaints, grievances, suggestion from stakeholders and decide steps to be taken in redressing the issues.
3. Certain decisions to be referred to the IQAC if the members deem it necessary.
4. Each GRC meeting is to be followed by a meeting with the IQAC to highlight its members on the issues discussed.

## **2. NON-STATUTORY BODIES**

### **2.1 Internal Quality Assurance Committee (IQAC)**

#### Composition

1. Principal (Chairperson)
2. Three to eight teachers
3. One Senior Administrative Officer
4. One nominee each from local society/trust, student and alumni.
5. One nominee each from the employer/industrialist/stakeholder
6. One senior teacher as the Coordinator of the IQAC

#### Functions

- a) Development and application of quality benchmarks
- b) Setting parameters for various academic and administrative activities of the institution
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes
- e) Dissemination of information on various quality parameters to all stakeholders.
- f) Organization of intra- and inter- institutional workshops and seminars on quality – related themes and promotion of quality circles;
- g) Documentation of various programs/activities leading to quality improvement;
- h) Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- j) Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

### **2.2. ADMISSION COMMITTEE**

#### Composition

1. Principal (Convenor)
2. Administrator
3. One Senior Office Assistant
4. One Teaching Faculty
5. The Information and Publicity Secretary of ACSU

#### Functions

1. Review and revise admission policy as per directives of Nagaland University.
2. Ensure adherence to the Government Reservation policy.
3. Prepare brochure of programmes offered.
4. Maintain records of demand ratio.
5. Plan and strategize for wider reach and student diversity.
6. Organize course orientation with different departments.
7. Assist students and staff in admission procedure.

### **2.3 EXAMINATION COMMITTEE**

#### Composition

1. Examination Supervisor
2. Administrator
3. One Senior Office Assistant
4. One Office Assistant

#### Functions

1. Review and revise examination and assessment policy.
2. Disseminate examination related information to concern stakeholders.
3. Declare internal examination schedules and results as per the directives of concerned authority.
4. Conduct transparent, free and fair examinations in consonance with the examination guidelines issued by Nagaland University.
5. Manage the external examination processes including collecting question papers, submitting answer script from/to Nagaland University.
6. Prepare the invigilation duty charts for teachers.
7. Prepare sitting arrangements for students.
8. Looks into complaints/ grievances pertaining to internal assessment and takes necessary action for redressal.
9. Receive complaints/grievances pertaining to external examination and refer to competent authority.
10. Take action against examinees breaching the university and institutions examination code of conduct.

### **2.4 MENTORING CELL**

#### Composition

1. IQAC Coordinator (Convenor)
2. Teachers in-charge of mentor-mentee programme nominated by the staff and appointed by the principal.

#### Functions

1. Preparation of mentor to mentee sheets.
2. Develop, review and revise mentee assessment/evaluation/ progression template.
3. Preparation of mentoring scheme time- table.
4. Developing mechanism of tracking student progression.

## **2.5 ALDER COLLEGE STUDENTS UNION**

Composition

1. President
2. General Secretary
3. Assistant General Secretary

Functions

## **2.6 ALDER COLLEGE STAFF WELFARE UNION**

Composition

1. President
2. Secretary
3. Treasurer

Functions

## **2.7 NATIONAL SERVICE SCHEME**

Composition

1. Two (2) programme officers appointed by the principal.
2. Student Volunteers

### **Objectives**

- a. To understand the community in which they work.
- b. To understand themselves in relation to their community.
- c. Identify the needs and problems of the community and involve them in problem solving process.
- d. Develop among themselves a sense of social and civic responsibility.
- e. Utilize their knowledge in generating practical solution to individual and community problems.
- f. Develop competence required for a group living and sharing of responsibilities.
- g. Gain skills in mobilizing community participation.
- h. Acquire leadership qualities and democratic attitude.
- i. Develop capacity to meet emergencies and natural disasters.
- j. To extend the national integration and social harmony.

### **NSS Volunteer:**

Any student enrolled as NSS Volunteer should put in at least 120 hours of social work in a year for continuous period of two years i.e. 240 hours in two years, on different Programmes other than special camps. He should participate fully in the NSS Programmes and should be fully conversant with the objectives of NSS. Out of the 120 hours of service which each student

volunteer is expected to put in a year, at least 20 should be utilized in the first year for pre-placement orientation programme in the following manner:

- i. General Orientation-2 hours
- ii. Special Orientation-8 hours
- iii. Program Skill Learning-10 hours.

#### **Duties of NSS Volunteers:**

- i. To establish rapport with the people in the project area.
- ii. Identify needs, Problems and resources of the community.
- iii. Plan Programmes and carry out the plans.
- iv. Relate his learning and experience towards finding solutions to the problems identifies.
- v. Record the activities in his work diary symmetrically and assess the progress periodically and effect changes as and when needed.

#### **Code of Conduct of NSS Volunteers:**

1. All volunteers shall work under the guidance of the group leader nominated by the programme officer.
2. They shall make themselves worthy of the confidence and cooperation of the group /community leadership.
3. They shall scrupulously avoid entering into any controversial issues.
4. They shall keep day-to-day record of their activities / experience in the enclosing pages of the diary and submit to the Group Leader/ Program Officer for periodic guidance.
5. It is obligatory on the part of every volunteer to wear the NSS Badge while on work.

### **2.8 RED RIBBON CLUB/ YOUTH RED CROSS**

#### **Composition**

1. Two (2) teachers in-charge nominated by the staff and appointed by the principal.
2. Student volunteers.

#### **RED RIBBON CLUB**

On the 3<sup>rd</sup> of August, 2006, under the initiative of the former Hon'ble Governor of Nagaland, Shri Shyamal Dutta, the Red Ribbon Club programme was launched in the state. This day marked a milestone in the continuing fight for HIV and AIDS. Currently, there are 77 existing Red Ribbon Clubs in various Colleges/Institutes throughout the state.

The purpose of Red Ribbon Club formation in college is to encourage peer-to-peer messaging on HIV prevention and to provide a safe space for young people to seek clarifications of their doubts and on myths surrounding HIV/AIDS. The RRC also promote voluntary blood donation among youth.

#### **Aims and objectives**

- To harness the potential of the youth by equipping them with correct information on HIV/AIDS Prevention, Care and Support and Treatment
- To build their capacities as peer educators in spreading messages on positive health behavior in an enabling environment

- To reduce new HIV infection among youth by raising their risk perception through awareness on HIV/AIDS
- To induce among youth, the spirit to help and support PLHIV, thereby reducing stigma and discrimination
- To motivate youth and build their capacity as peer educators and be the agents of change by developing their skills on leadership, negotiation and team building.

## **YOUTH RED CROSS CLUB**

The Red Cross is non-political International humanitarian organization devoted to the service of mankind. In India, the Red Cross society was established by an act of the Indian legislature in 1920 with the three objectives of the improvement of health, prevention of disease and mitigation of suffering.

The Youth Red Cross is one of the most active section of this society. It gives opportunity to students all over India to be associated with the activities like building up the international fraternity of the youth, thus promoting the international friendliness, understanding and the cooperation.

## **FUNDAMENTAL PRINCIPLES OF ALDER COLLEGE YRC:**

- Voluntary service
- Humanity
- Impartiality
- Protection of health and life
- Service to sick and suffering.

## **OBJECTIVES OF ALDER COLLEGE YRC:**

- To conduct rallies, camps, orientation programmes to newly admitted students about YRC, social and health awareness programmes.
- To encourage the students to extend their humanitarian services to the society.
- To develop leadership quality among the students.
- To understand and acceptance of civic and human responsibilities.
- To offer first aid training to all the YRC volunteers.
- To promote voluntary blood donation among the youth.
- To foster better friendly relationship without any discrimination.

## **2.9 PEACE CHANNEL**

### **Motto:**

Be a Channel of Peace

**Vision:**

“Create a world where peace and justice will reign in the hearts and minds of the people, experience boundless love and freedom”

**Mission:**

To promote and nurture the culture of non-violence, justice and compassion by reaching out to the youth in every village, town, district and states of India and eventually other countries; thus, eradicating the culture of violence through multi-dimensional and inclusive approach.

**Objective:**

1. To bring people together especially the youth under the banner of “Peace Channel” to work individually and collectively to promote peace and harmony in their environment and strive towards universal peace, justice, equality and brotherhood
2. To bring out and develop the potentials within individuals to form them as responsible, transparent, honest and diligent citizens and leaders.
3. To empower people to live in perfect harmony with Self, God, Community and Nature. To build and promote relationship, dialogue, mediation and facilitation with conflicting parties to promote sustainable peace and developmental activities
4. To facilitate collaboration and network with all peace building agents to gather and disseminate resources towards universal peace education and peace promotion activities.

**7 Activities of Peace Channel:**

1. Institutional Based Peace Building
2. Community Based Peace Building
3. Environment Peace Building
4. Peace Building through Music and Arts
5. Promotion of Inter-Religious and Ecumenical Harmony and Peace Building
6. Research and Publications
7. Peace Building through social media

**Peace Club:**

It is a small group of 15-20 members who meet to solve problems and improve the quality and the services rendered by the movement. To enable children to develop themselves to live in peace and harmony through Peace Celebration and Capacity Building programmes.

**Peer Mediation Forum:**

It is a communication process in which the individual with a problem works together, assisted by a neutral third party. Peer Mediation Forum is formed among the students in the colleges and universities to resolve individual and group issues by youth with the youth individually and collectively using non-violent way of resolving conflict non-violently.

### **People Forum for Peace:**

It is a forum for analysing conflict situation at people's level and exploring new strategies for building peace at individual, group and community levels. The forum also provides the opportunity for individuals to develop themselves as capable leaders who are responsible, transparent, honest and diligent by creating sustainable peace.

### **Updated Number till date:**

Peace club members -1,40,400 members

Peer Mediation- 1024 members

Peoples Forum for Peace-1500 members

## **MISEREOR PROJECT**

### **Project Title:**

“Building Bridges through Peace building And Conflict Transformation in Northeast India”

### **Project Location:**

7 States of North East India with focus on Manipur, Nagaland(Wokha, Kohima, Dimapur and Peren districts), Assam and Tripura.

### **Project Goal:**

Communities living in North-East India with focus on 19 conflict districts of Assam, Manipur, Nagaland and Tripura have mutual respect, reduced violence, built confidence and trust in each other and live in unity.

### **Project Objectives:**

- Capacity of individuals, communities and institutions are built and inter-ethnic and cultural dialogue enhanced through trust building and greater participation and engagement of all people (citizens, civil societies and community leaders) by end of 2022.

- Educational Institutions are engaged in building mutual respect, confidence and trust among students and community through peace building initiatives by the end of 2022.
- Strengthened village/district level peace committees and existing community structures/networks and are actively engaged in peace vigilance and stimulating mutual exchange and learning for maintaining peace and harmony.

### **ACTIVITIES CARRIED OUT BY PEACE CHANNEL UNDER MISEREOR PROJECT**

- Training of religious and community leaders on conflict resolution, mediation and dialogue
- Annual Peace Awards
- TOT (Training of Trainer) of the head of the Institutes and trainers for Peace Channel on Peace Education, Child rights, child psychology
- Capacity building programme for Teacher Animators/ in charge on Peace Education and Human Rights
- Peace celebration and capacity building programme in the hostels on Peace Education
- Peace Retreat (Inter School Activity) on seven pillars of peace building: spirituality, Mindfulness, dialogue, peer mediation, leadership, integrity and commitment
- Peace Knit Fest on Peace and Peace building, Peer mediation and dialogue
- Peace Club meetings and Peace celebrations in educational Institutions on Peace Education and value of Peace
- Capacity building programme in educational Institutions on Peace Education and seven pillars of peace
- Training for Women leaders on Peace-building, Conflict resolution, mediation, dialogue and good governance
- Peace retreat for the college students' leaders on conflict resolution, peace building, life skills & mediation: conflict resolution, peace building, life skills, dialogue & mediation
- Peace Seminar for college/Universities students (Peer Mediation forum) on Peer Mediation
- Consultative workshop with the local peace builders and peace building organization: Peace building skills, Dialogue, peer mediation, Human Rights and Conflict transformation

### **PROJECT EXPECTED OUTPUT-OUTCOME:**

1. Capacity of individuals, communities and institutions are built and inter-ethnic and cultural dialogue enhanced through trust building and greater participation and engagement for all people (citizens, civil societies and community leaders) by end of 2022.

- 1.1 60% targeted individuals; capacities are built and are engaged in peace promotion activities.
- 1.2 50% increase in inter-ethnic and inter-cultural dialogue and mutual respect, confidence and trust among different communities.
2. Educational Institutions are engaged in building mutual respect, confidence and trust among students and community through peace building initiatives by the end of 2022
  - 2.1 70% educational institutions in the target districts have peace education syllabus as part of school curriculum.
  - 2.2 70% of students are trained in peace education process and are actively involved in building mutual respect, confidence and trust among themselves.
  - 2.3 60% communities are educated through peace education (IEC) materials and respecting each other's rights.
3. Strengthened village/district level peace committees and existing community structures/networks and are actively engaged in peace vigilance and stimulating mutual exchange and learning for maintaining peace and harmony.
  - 3.1 19 districts have community structures who are constantly engaged in peace promotion.
  - 3.2 Existing networks of opinion shapers at regional /state/district levels are proactively taking action against violent conflicts (both pre and post conflict situations).

## **2.10 CAREER GUIDANCE AND COUNSELING CELL**

The Career Guidance Cell was constituted with the objective of promoting relevant academic and career information to enable students to make informed decisions in choosing their future careers. The cell as such, serves as a vital link between the students of the college and the competitive world beyond.

The members of the cell are nominated by the staff and appointed by the Principal.

### **Objectives:**

1. To disseminate information about career opportunities, scholarships, courses of higher studies and entrance examinations on a regular basis.
2. To organize seminars and talks on career planning, personality development and job opportunities.
3. To publish an annual career guidance bulletin every academic year.

### **Guidelines for Publication:**

1. The Career Guidance Bulletin welcomes contributions from the students, staff and faculty of Alder College.
2. The editors of the bulletin have the liberty to invite contributions from well-wishers.
3. All contributions must be original, in case of extracts; details of sources must be cited.
4. Contributors are responsible for the authenticity and accuracy of their work.
5. It is at the discretion of the editors to choose topics, themes, fix the deadlines, postpone the same or hold contributions for a later publication.

## **2.10 WOMEN DEVELOPMENT CELL**

### Composition

1. Three (3) female teachers nominated by the staff and appointed by the principal.

Alder College has introduced a Women Development Cell (WDC) in 2012. The Women Development Cell is constituted as a body to look into grievances/complaints of female students, teaching and non teaching staff, especially in cases of gender discrimination and prevention/action against harassment of women.

### **Objectives:**

1. To ensure protection of girls/women studying /working in the institution from sexual harassment.
2. To redress the cases of sexual harassment if any.
3. To organize workshops/seminars for Women Empowerment and Gender Sensitization.

## **2.11 ECO CLUB**

### Composition

1. Environmental Science Teacher
2. One (1) teacher nominated by the staff and appointed by the principal.

### Functions

1. Create environmental consciousness among students.
2. Maintain and beautify college campus.
3. Organize tree plantation.
4. Organise cooperative cleanliness drive in the neighborhood and in campus.
5. Explore and adopt eco-friendly practices/methods in the campus.
6. Organise programmes/ events to commemorate national/international environment related days.

## **2.12 EDITORIAL BOARD**

The Editorial Board of Alder College comprises of a Chief Editor, faculty and staff members and student representatives from different classes.

The main publications are Alderambing (the bi-annual college bulletin) and the annual magazine The Alidade (the annual magazine).

The essential purpose of the college bulletin and the magazine is to inform and engage the stakeholders regarding its history, challenges, programs, resources and its mission to promote value-based education for responsible citizenship.

The publications aspire ultimately to reflect the values and quality of the college and cater to the interests of its readership.

**Objectives:**

1. Alderamblings to be published bi-annually.
2. The Alidade to be published annually.
3. To develop creative writing skills, to inspire and entertain students, faculty, staff, alumni and well-wishers by presenting honest reflections of the college and its activities.
4. To feature important information pertaining to academic and other activities undertaken by the college.
5. To provide a platform for student participation in written expression, photography and other artistic endeavours.

**Guidelines:**

1. Alderamblings and The Alidade will publish article and contributions from students, faculty and staff of the college.
2. All contributions must be original and in case of extracts, sources must be cited.
3. Contributions are requested to adhere to certain specifications (word limit, size, picture quality etc) laid down by the Editorial Board members.
4. All contributions are responsible for the quality and accuracy of their work.
5. In general, contributions must be received by the Editorial Board on or before the stipulated date. The Board reserves the right to assign an earlier deadline or to hold a submission for a later issue.
6. Acceptance of contributions for publication is at the discretion of the Editorial Board.
7. The decision of the Editorial Board on matters concerning the publication is final.

## **2.13 RESEARCH AND DEVELOPMENT CELL**

**Composition:**

Four members of the teaching faculty who are nominated by the faculty members are appointed as member of the Research Cell by the Principal.

**Functions:**

- Organize functions/Workshops
- Encourage publications in journals, books and other platforms.
- Promote attendance of faculty members in seminars, workshop, orientation and refresher course programmes.
- Promote presentation /publication in UGC Care List.
- To publish the journal Pursuance.
- Disseminate updates by various institutional/University HRDCs Faculty Induction Programmes.
- Undertake intra-institutional case-studies on institutional Decentralization and Participative Management.

## Guidelines to authors (Pursuance)

The authors are requested to follow the journal formatting guidelines submitted for publication:

- Article should have an abstract separate from the main text, of up to 150 words, which does not have references and does not contain numbers, abbreviations, acronyms or measurements, unless necessary. Manuscripts must be typed in MS Word format, Times New Roman font and 12 point. The text should be fully justified. Articles should be substantiated by established references, mentioning author(s), Journal/Book name/Seminars (name and date), Volume number of publication and page number. Articles should have the author(s) full name, name of the Institution/University, Correspondence address of author(s), contact details of author(s) including mobile, landline number and email id.
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- Articles should be submitted in soft copy form to [aldercollege92@gmail.com](mailto:aldercollege92@gmail.com) or as hard copy submitted to the Annual academic journal, Editorial Board. Research and Development Cell, Alder College, Post Box – 164, Sepfüzou Colony, Kohima – 797001, Nagaland.