



ALDER COLLEGE

Sepfüzou

Kohima : Nagaland

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Ref. No.

Date

CONSTITUTION OF ALDER COLLEGE KOHIMA : NAGALAND

The need for establishing educational institutions to provide sound and effective higher education cannot be exaggerated in view of the ever increasing number of students and rapid expansion of knowledge. To meet these important challenges, a private Arts College has been established.

Name of College : Alder College.
Location : Sepfuzou Colony, Kohima, Nagaland.
Year of Establishment : 1992.
Motto : We Learn to Serve.

AIM : To provide a comprehensive and relevant education keeping in view the needs and aspirations of a responsible citizenry.

GOVERNING BODY : The Governing Body (GB), also known as the Board of Management, shall consist of 7 (seven) Members. The tenure shall be five years, and eligible to be extended. It is responsible for all policy matters. These include proper implementation of the Service Rules of the institution as well as approval and audit of annual budget. Simple majority decision shall be the norm.

CHAIRMAN : The chairman shall be the signatory authority in all policy decisions. They include money bills and letters of appointment/termination. He shall summon and chair Governing Body meetings.

SECRETARY : The Principal who is in charge of the actual functioning of the college shall also be the Member Secretary of the Governing Body. He shall handle all correspondences and keep the chairman informed of all important matters of the institution.

TREASURER : One of the Members shall also be the Member Treasurer. He shall countersign all money bills and issue cheques accordingly. He shall work closely with the Accountant who receives and keeps records of all the finances of the college, and keep the financial position updated.

FUNCTIONS OF ALL STAFF (ACADEMIC & NON-ACADEMIC) OF ALDER COLLEGE.

PRINCIPAL :

7. Administrative head of the College.
8. Interview with parents and public.
9. Correspondence, meetings, etc, with NU, NBSE, others.
10. Monitoring, coordinating and guiding academic and all other programmes.
11. Functions of Vice Principal during his absence.
12. Any other as deemed necessary.

VICE PRINCIPAL :

5. Preparation of class routine in consultation with Principal and department heads.
6. Management of proxy classes.
7. Normal duties as a subject teacher.
8. Functions of Principal during his absence.

DEPARTMENT HEAD :

1. Distribution of course portions to teachers, including self, in an equal and fair manner.
2. Checking of course coverage at least bi-monthly.
3. Monitoring the teaching and learning situation and progress.
4. Conduct of regular departmental meetings to discuss all relevant issues.
5. Representative of department in Academic Committee.

TEACHERS :

1. Imparting of education diligently and effectively.
2. Resorting to various methods of teaching to make learning enjoyable and meaningful.
3. Punctual starting and ending of each class to ensure smooth routine each day.
4. To ensure completion of course and revision.
5. To function as mentors to students.

Chaplain and Extension Services

1. Providing career guidance and counselling.
2. Organising students' fellowship programmes.
3. Providing personal counselling to students.
4. Other assignments provided from time to time.

LIBRARIAN :

1. Over-all charge of operating and maintaining the library.
2. Ensuring that all required books and journals are available.
3. Ensuring that the policies, rules and regulations are strictly adhered to.
4. Keeping the library up to-date in terms of technology and connectivity.

LIBRARY ASSISTANT :

1. Checking of all books being issued and those being returned.
2. Reporting of all cases of default to the librarian for necessary action.
3. Assisting the librarian in all possible ways.

ACCOUNTANT :

1. Receiving, checking and recording of all fees.
2. Preparing and submission of bills (salary, stationery, etc).

TREASURER :

1. Custodian of all funds deposited in the bank.
2. Prepares cheques and procures counter signature of the Chairman for drawal.
3. Consolidating of account matters with the Accountant.

SENIOR OFFICE ASSISTANT & OFFICE ASSISTANT :

Management of all files pertaining to all activities of the college. The main works are : Admissions, Appointments, Examinations, Registration and Correspondence with Nagaland University & NBSE, Scholarships, Leaves, Transfer Certificates, etc.

DRIVER & FOURTH GRADE :

One Driver, one Peon-cum-Chowkidar, one Sweeper.



**CHAIRMAN
ALDER COLLEGE**