



ALDER COLLEGE

Sepfüzou

Post Box : 164, Kohima – 797001 : Nagaland

E-mail: aldercollege92@gmail.com

Website: www.aldercollege.com

Ref. No.

Date

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 Alderambling (the bi-annual College Bulletin) and the annual Magazine 'The Alidade'. The essential purpose of the College bulletin and 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. Alderambling 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; and
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 (words 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; and
7. The decision of the Editorial Board on matters concerning the publication is final.

Principal
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Anti-Ragging cell


The Anti -Ragging cell, Alder College formed in the year 2012 is an existent cell, almost surreptitiously overseeing any cases of ragging in the college and ensuring no cases occur. It has the following provisions:

1. To dissuade all from any form of ragging.
2. To promote the sense of equality among the students and staff.
3. To take action against practitioners of ragging acts.
4. To create an atmosphere of security in the campus.

Ragging in all its forms is totally banned from the institution. Anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately according to clause 8.1 under the UGC Regulations on curbing the menace of ragging in Higher education institutions, 2009

Refer the link below to read the guidelines

<https://www.ugc.gov.in/oldpdf/ragging/minuteag230409.pdf>


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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

1. Development and application of quality benchmarks
2. Setting parameters for various academic and administrative activities of the institution;
3. 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;
4. Collection and analysis of feedback from all stakeholders on quality-related institutional process;
5. Dissemination of information on various quality parameters to all stakeholders;
6. Organisation of intra and inter-institutional workshops and seminars on quality related themes and promotion of quality circles;
7. Documentation of various programs/activities leading to quality improvement;
8. Acting as a nodal agency of the institution for coordinating quality related activities, including adoption and dissemination of the best practices;
9. Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
10. Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and
11. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.


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ALDER COLLEGE STUDENT'S UNION


The Alder college Students Union aim to foster the feeling of unity and oneness, to work for the welfare of the students, to uphold the prestige of the college and to secure for all its members an all round development of self and society at large. Every student enrolled in the college shall be a member of the Union. Membership to the Union shall be terminated/cancelled automatically on the completion of study in the college.

Composition of the ACSU:

The union shall be constituted by the following executive members:

- i. President
- ii. Vice President
- iii. General Secretary
- iv. Assistant General Secretary
- v. Finance Secretary
- vi. Games & Sports Secretary
- vii. Assistant Games and Sports Secretary
- viii. Social and Cultural Secretary
- ix. Literary Secretary
- x. Women Co-ordinator
- xi. ACSUK Representative to ANCSU

Tenure: The tenure of the executive members shall be for the period of two semesters/ one year only.


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ALDER COLLEGE STAFF WELFARE UNION

The Alder College Staff Welfare Union (ACSWU) shall comprise of 3 members of the teaching faculty and 1 member of the non-teaching staff who shall hold the positions of

- President
- Secretary
- Joint Secretary
- Treasurer

Tenure: Members shall hold office for 3 years (eligible for re-selection) to oversee the wholesome welfare of its members.

Functions:

1. Addressing issues concerning welfare of the union to the college authority;
2. Calling meetings of the Union as and when necessary;
3. Mobilising collections for members necessitated by illness, accidents, weddings, deaths, etc.;
4. Taking decisions on any financial matter as well as the seed fund initiated during the 1st Alder Fest 2022;
5. Organising events for the members such as picnics, exposure trips, etc.;
6. Appointment of auditors;
7. Organise annual audits for transparency; and
8. Revive the previous welfare union bank account/open a new welfare union account.

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NATIONAL SERVICE SCHEME (NSS)

Composition

1. Two Programme Officers appointed by the Principal
2. Students volunteers

Objectives

1. To understand the community in which they work;
2. To understand themselves in relation to their community;
3. Identify the needs and problems of the community and involve them in problem solving process;
4. Develop among themselves a sense of social and civic responsibility;
5. Utilise their knowledge in generating practical solution to individual and community problems;
6. Develop competence required for a group living and sharing of responsibilities;
7. Gain skills in mobilizing community participation;
8. Acquire leadership qualities and democratic attitude;
9. Develop capacity to meet emergencies and natural disasters; and
10. To extend the national integration and social harmony.

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RED RIBBON CLUB

Composition

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

Aims and Objectives

1. To harness the potential of the youth by equipping them with correct information on HIV/AIDS prevention, care and support and treatment;
2. To build their capacities as peer educators in spreading messages on positive health behaviours in an enabling environment;
3. To reduce new HIV infection among youth by raising their risk perception through awareness on HIV/AIDS;
4. To induce among youth, the spirit to help and support PLHIV, thereby reducing stigma and discrimination; and
5. 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.

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CAREER GUIDANCE AND COUNSELLING CELL

The Career Guidance and Counseling 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 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. Contributions are responsible for the authenticity and accuracy of their work; and
5. It is at the discretion of the editors to choose topics, themes, fix the deadlines, postpone the same or hold contributions for later publication.

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PEACE CHANNEL

Motto: Be a channel of Peace

Vision: "Create a world 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 sustainable peace and development activities; and
4. To facilitate collaboration and network with all peace building agents to gather and disseminate resources towards universal peace education and peace promotion activities.

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YOUTH RED CROSS CLUB

The Red Cross is a non-political international humanitarian organisation 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.

Fundamental Principles of Alder College YRC

1. Voluntary service;
2. Humanity
3. Protection of health and life
4. Service to sick and suffering

Objectives of Alder College YRC

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

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WOMEN DEVELOPMENT CELL

A Women Development Cell (WDC) was established by Alder College in 2012. The Women Development Cell was established as a body to investigate complaints/grievances from female students, teachers and non-teaching staff, particularly in cases of gender discrimination and prevention/action against harassment of women.

Aims and objectives:

1. To ensure that women and girls studying or working at the institution are protected from sexual harassment.
2. To resolve any instances of sexual harassment.
3. To plan workshops or symposiums for gender awareness and women's empowerment.

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RESEARCH AND DEVELOPMENT CELL

Composition

Five members of the teaching faculty who were nominated by the faculty members are appointed as members of research cell by the Principal.

Functions and Objective

1. To create a research environment;
2. Encourage publications in journals, books and other platforms;
3. Promote attendance of faculty members in seminars, workshops, orientation and refresher course programmes;
4. Promote presentations/publications in UGC Care list;
5. Disseminate updates by various institutional/university HRDs faculty induction programmes;
6. Undertake intra-institutional case-studies on institutional decentralization and participative management;
7. To facilitate funding of all research and FDP (Faculty Development Programme) related undertakings;
8. To promote extensional activities; and
9. Facilitate collaboration with renowned/reputed institutions/organisations.

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ECO CLUB

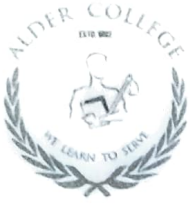
Composition

1. Environmental Science Teacher
2. One 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. Organize cooperative cleanliness drive in the neighbourhood and in campus;
5. Explore and adopt eco-friendly practices/methods in the campus; and
6. Organise programmes/events to commemorate national/international environment related days.

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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; and
4. Developing mechanism of tracking student progression


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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 the 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 scripts from/to Nagaland University;
6. Prepare the invigilation duty charts for teachers;
7. Prepare sitting arrangement 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; and
10. Take action against examinees breaching the university and institutions examination code of conduct.


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ACADEMIC COMMITTEE

Composition

1. Principal will head the Committee as the Convenor
2. Heads of all Departments

Functions:

1. Prepare and design policy for quality education and forward to appropriate authority for approval
2. Prepare academic calendar in conformity with Nagaland University Academic Calendar;
3. Prepare daily time table, remedial class time-table, and bridge-class time-table in accordance with course requirements; and
4. Follow up on department adherence to norms set by the institution with respect to curriculum objectives, assessments, records and feedbacks.

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Grievance Redressal Cell (GRC) Guidelines

The GRC comprises of the Principal, the Vice Principal, the senior most faculty and the counselor. In addition to them, the students members of the Alder College Students Union and two class representatives (one boy and one girl) from each class represent the student body in the GRC meetings.

This cell exists to provide a forum for students to freely voice grievances and suggest constructive measures towards the development of the institution. It also exists to create a congenial atmosphere to facilitate positive and healthy learning environment.

Guidelines:

1. Students representatives to the GRC are free to voice grievances and present constructive suggestions to improve the institution.
2. The members of the GRC are to listen to the grievances and according to the nature of each grievance, decide on the steps to be taken in redressing them.
3. The student representatives have the responsibility to provide an honest report on the deliberations made and measure taken in the GRC meetings.
4. Certain decision are to be referred to the IQAC if the members deem it necessary.
5. Each GRC meeting is to be followed by a meeting with the IQAC to highlight its members on the issues discussed.

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2-2-2016

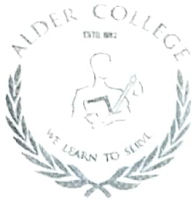
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- * To create a research environment.
- * Encourage publications in journals, books and other platforms.
- * Promote attendance of faculty members in seminars, workshops, orientation and refresher course programmes.
- * Promote presentations/publications in UGC Care List.
- * Disseminate updates by various institutional/university HRDSs faculty induction programmes.
- * Undertake intra-institutional case-studies on institutional Decentralization and Participative Management.
- * To facilitate funding of all research and FDP (Faculty Development Programme) related undertakings.
- * To promote extensional activities.
- * Facilitate collaboration with renowned/reputed institutions/organizations.

Action Plan :

- * Intra-Institutional case study; A micro-study on college uniforms.
- * Promote attendance of faculty members in seminars, workshops, orientation and refresher course programmes during the academic session 2022-2023.
- * To request the authority to give more specific verification regarding financial assistance on Participation of teachers in academic conferences/trainings/seminars/workshops/summit - resolution point No. 2

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ADMISSION POLICY

1. Admission will be done on a first come first serve basis according to the number of sanctioned seats allotted for all the courses offered by the college.
2. When number of applicants exceed available seats, the following regulations apply:
 - i) Ensure an equitable distribution among the various subjects offered.
 - ii) Students with better marks are given preference.
3. Seats are reserved for all categories in accordance with the guidelines provided by the UGC.
4. Applicants will be denied admission if his/her documents are incomplete.
5. The policy and procedures provide equal opportunities to students and fulfill the educational needs of the differently abled.
6. Students seeking admission can download the form from the website and apply online.
7. Admission is given to all the eligible students irrespective of sex, caste or religion.
8. In case of cancellation of admission, the college will not refund any fee paid by the student.

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