

KIANG NANGBAH GOVERNMENT COLLEGE, JOWAI



HAND BOOK

An IQAC Initiative

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TABLE OF CONTENTS

| SL. NO. | PARTICULARS | PAGE NO. |
|--------------------------|--|-----------------|
| 1 | History of the College | 4-6 |
| 2 | Motto of the College | 7 |
| 3 | Vision and Mission | 7 |
| 3 | Code of Conduct for Students: General Rules | 7-8 |
| 4 | Rules regarding Class | 8 |
| 5 | Rules regarding Library | 8 |
| 6 | Rules regarding Co-curricular activities | 8-9 |
| 7 | Rules regarding Internal Assessment | 9 |
| 8 | Rules regarding Examination | 9 |
| 9 | Rules regarding Girl's Hostel | 9 |
| 10 | Expectations from Teachers | 10 |
| 11 | Expectations from Non- Teaching Staff | 10-11 |
| 12 | Expectations from Administration | 11 |
| TERM OF REFERENCE | | |
| 13 | College Academic Council | 12 |
| 14 | IQAC | 12-13 |
| 15 | Admission Committee | 13 |
| 16 | Time Table Committee | 13-14 |
| 17 | Examination Committee | 14 |
| 18 | Screening and Placement Committee for Teachers and Students. | 15 |
| 19 | Grievance and Redressal Cell | 15-16 |
| 20 | Disciplinary and Anti-Ragging Committee | 16 |
| 21 | Green Campus, Cleanliness and Auditorium Committee | 16 |
| 22 | Infrastructure and Purchase Committee | 16 |
| 23 | Outreach Cell | 16-17 |
| 24 | Seminar Committee | 17 |
| 25 | Literary Cum-Editorial Committee | 17 |
| 26 | Hostel Committee | 17 |
| 27 | Library Committee | 17 |
| 28 | Career Guidance and Counselling Committee | 18 |
| 29 | Sports Committee | 18 |
| 30 | Cultural Committee | 19 |
| 31 | Finance Committee | 19 |
| 32 | Election Committee | 19-20 |
| 33 | Food & Canteen Committee | 20 |
| 34 | Transport Committee | 20 |
| 35 | Research & Development Committee | 20-21 |
| 36 | Disaster & Covid-19 management committee | 21 |
| 37 | RUSA | 21 |
| 38 | Ek Bharat Shrestha Bharat (EBSB) Club | 21 |
| 39 | National Services Scheme (NSS) | 22 |
| 40 | IT and Website Committee | 23 |

| | | |
|-----------|--|--------------|
| 41 | Alumni | 23 |
| 42 | Policy for IT | 24-33 |
| 43 | Guideline of Teachers | 34-35 |
| 44 | Mentor Mentee | 35-39 |
| 45 | SSR Questionnaire | 40-44 |
| 46 | Point for Interaction from NAAC | 45-47 |

HISTORY OF THE COLLEGE

- Many years ago, sometime in the mid 1960's, a group of people (including students pursuing higher studies in Shillong) approached Shri. H. E. Pohshna, the only M.L.A. of the Jaiñtia Hills, to persuade the Government of Assam to set up an institute of higher education in Jowai. He then put forward the demand for the establishment of a Government College in Jowai, in the floor of the Assam Assembly during the Budget Session in 1963. As he was also a Member of the Advisory Council for the Welfare of Scheduled tribes in the Autonomous Districts of Assam, he also submitted a Memorandum to the Council in the same year.
- The Memorandum was however rejected by the Tribal Advisory Council on the plea that they had already adopted the policy of establishing a Government College in each of the District Headquarters, and Jowai, not being a District Headquarter, did not qualify.
- Subsequently, under the guidance of Shri. Dringson Challam, who was then a Teacher in the Jowai Government Higher Secondary School, some students approached the concerned authorities with an appeal to set up a Night College for the benefit of aspiring students who could not afford to go to Shillong.
- A Night College was thus begun and the faculty teaching at the Government Boy's High School assisted 'part-time' there. They included (L) Shri. Dringson Challam, Shri. Formber Syndai, (L) Shri. Chatis Kharkongor, (L) Shri. Lang Shullai among others. The first batch of students of the Night College included Shri. Carley Lyngdoh, Shri. Bendrowell Dkhar, Shri. Lamphrang Passah, Shri. Henry Shylla besides others.
- It is interesting to note that the Night College was affiliated to Shillong College, so students still had to go to Shillong to appear for their exams. As some of them were 'family-men', they took along with them their entire family (wife and children), and stayed the nights in rest houses in Shillong so they could appear for their exams the next day.
- The matter of establishment of a Government College at Jowai was again raised very forcefully in the Assam Assembly on the 10th of March 1965 by (L) Shri. H. E. Pohshna. Finally, on the 12th of July 1966, a red letter day in the history of the college, Shri. D. K. Barooah, the then Minister of Education of Assam declared in a public meeting held at longpiah Hall, in the presence of (L) Shri. H. E. Pohshna, that a Government College offering the Arts and Science Streams would be set up for the benefit of the people of the Jaintia Hills.
- More than a year later, the first recruitment for the teaching staff started under the advertisement made on the 11th of August 1967 by the then D.P.I., Assam, Shri. S.C. Rajkhowa for the subjects, English, Economics, History, Education, Political Science and Khasi. The First Batch of teachers were:
 - 1. Shri. Dringson Challam in the Deptt. of English, was also the Principal-In-Charge.
 - 2. Shri. T. K. Dey in the Deptt. of History.
 - 3. Shri. F. Syndai in the Deptt. of Economics.
 - 4. Shri. A. Goswami in the Deptt. of Education.
 - 5. Smt. T. Pyrtuh in the Deptt. of Khasi.
 - 6. Shri. B. Jyrwa in the Deptt. of Political Science.

- The Office Staff included Smt. B. Lyngdoh, the first U. D. A., Smt. P. Passah, the first L. D. A. cum typist, Shri. N.G. Laloo, the first Asstt. Librarian, Shri. Phlinton Pariat, Shri. Tika Ram Joicy and Shri. Lakhon Lakiang were the first Grade IV Staff of the College. There were Six students (3 male and 3 female) in the Pre-University Arts Class and Twelve students (5 male and 7 female) in the First Year T. D. C. Arts (Pass) class. All of these students were transferred from other colleges, mostly from Shillong. The College was temporarily affiliated to the Gauhati University. The College Library was also established in the same year, with a Government Grant of Rs. 10,000/-, a substantial amount at that time.
- Classes were held temporarily in the longpiah Club Hall. However, due to some negotiation problems, the classrooms had to be shifted to two residential quarters in Mission Compound, and came to be known as the Jowai Government College. Subsequently, classrooms were shifted to a five-storey building at longpiah, popularly known as 'San Mala' in 1972. In the initial stages, the College also provided hostel facilities for both Boys and Girls in rented houses. At present, it has it's own Boy's Hostel which was inaugurated on the 24th of April 1993, by Prof. R.C.Laloo (son of (L) Prof. Dringson Challam), the then Speaker of the Meghalaya Legislative Assembly. The new Girl's Hostel, constructed under the U. G. C. Special Grants, is awaiting it's formal inauguration.



- Meanwhile, the site selection Committee for the College building under the Presidentship of Shri. R.T Rymbai, the Deputy Commissioner of United Khasi & Jaintia Hills District, and Members like Shri. Edwingson Bareh, M. L. A. and C. E. M. of the District Council, Shri. H. E. Pohshna, Shri. L. Khyriem, Shri. K. Rymbai, Rev. L. Gatphoh, all Ex-M.L.A.'s and Rev. H. Fantin finally selected the site measuring 33.18 Acres, where the College now stands, on the 30th of January, 1968. Subsequently the building was constructed and made functional on the 28th of February 1981. The Foundation Stone of the present College Building was laid on the 20th of May, 1978 by the then Chief Minister of Meghalaya, Shri. D. D. Pugh and the Building was inaugurated on the 28th of February 1981 by Shri. B. G. Momin, Minister of State for Education, Government of Meghalaya.



- In the meantime, responding to the popular demand from the citizens of Jowai town, the Government of Meghalaya permitted the functioning of the Night College in the College building with effect from the 20th of August 1971 for Under-graduate courses. The Night Shift for working people began on the 20th of August 1971 with the initiation of the J.G.C.T.A. But due to a lot of constraints, it was converted to the Morning Shift on the 1st of March 1985, mainly to cater to the needs of 'employed' students.
- Principal, Shri. K. Chetia joined on the 24th of October 1968, partly relieving the dual burden of the principal's office from (L) Prof. D. Challam, who continued his service as a Lecturer until his sad demise on the 13th of November 1971.
- The Jowai Government College Teachers' Association was formed in 1969.
- The College introduced two subjects viz. Philosophy (Prof. H. L. Deb Roy) and Mathematics (Prof. L. Roy) during the session 1970-71.
- The Science section was started in 1974 with the subjects Chemistry, Botany, Physics and Zoology.
- We also have an Auditorium which was constructed in 2001.
- An Indoor Stadium is on the verge of completion, and this will largely benefit the student community.
- We began the Commerce Stream in 1996, which became a full-fledged Department by 2001. Another subject, viz. Computer Applications/ Science was also introduced fairly recently. We now have 17 Departments in all three Streams, with 72 Faculty and 43 Staff. The number of students in the Day Section as well as the Morning Section amount to more than 2500 in number.
- The Science Block was made functional by 2008 and is now being used for classes XI and XII which have been de-linked from the College since 2015. It now goes as the Kiang Nangbah Higher Secondary School.
- A few years back we had organized a competition for the Design of our College Emblem and Anthem. The Emblem has been designed by Shri. Lumlangki Shylla and the Anthem by Smt. Sandra Ramsdam (Lyrics & Shri. Walford Ramsdam (Music composition)
- The lyrics for the Theme Song has been composed by Smt. S. M. F. Blah, Shri. E. K. Mawkhiew, and a few other Teachers and has been set to music by Shri. Lyngkitbait Lyngdoh.
- Various Programmes and activities like Seminars and Workshops both within the District, the State as well as the National Level have been organized till date. Many Students who have passed through the Gates of this erstwhile Institution have made a name for themselves and the College and it would be difficult to list this large number in detail, but mention can be made that some have excelled in the field of Education, in Administrative Services, as Doctors, Engineers, Lawyers, the Armed Forces, Entrepreneurs, the Health Care Industry, in Entertainment... the list could go on.
- We have miles to go before we can reap the benefits for a future bright and clear, and we hope that in spite of the many ups and downs the College had gone and is going through, it will shine like a beacon for the youth and citizens of this District.

MOTTO OF THE COLLEGE
MOTTO: “AWAKE, ARISE AND REACH THE GOAL”

VISION AND MISSION

VISION:
EDUCATIONAL NEEDS OF THE YOUTH
INCULCATE SOCIAL RESPONSIBILITIES
RESPONSIBILITY TOWARDS THE ENVIRONMENT

MISSION:
AFFORDABLE QUALITY EDUCATION
AWARENESS OF THE IMPORTANCE OF HOLISTIC AND
SUSTAINABLE DEVELOPMENT
IMPLEMENTATION OF NEP 2019

Code of Conduct

Kiang Nangbah Government College is a prestigious higher education institution established in 1967 and has been committed to provide quality education to students and to prepare them comprehensively for their career since then. The basic aim of college activities is to develop core competence among students and inculcate in them a profound orientation for societal welfare.

The Vision of Kiang Nangbah Government College, Jowai is to cater to the educational needs of our youth, to mould our young people and inculcate social responsibilities to be worthy citizens and to imbibe a sense of responsibility towards the environment.

There should be well defined norms to be followed by students, faculty, non-teaching staff and college administration to maintain the rigour of quality benchmarks. They should know their respective sphere of activities and be well versed in the niceties of their desired conduct in the institution. Their concern is to keep the dignity of the institution intact by not indulging in anything which creates any blemish on the name of the institution. The finer aspects of the respective code of conduct of different stakeholders are given below:

Code of Conduct for Students

General Rules:

- They should follow rules and regulations set by the college and follow the set procedures for completion of different tasks with due diligence.
- They should remain disciplined and must not do anything detrimental to the safety of others.
- They should pay adequate respect to teachers and other college functionaries.

- Ragging is completely prohibited in any form and any such act is punishable.
- They must not do any harm to the property of the college.
- They must not involve in any sort of disruptive activity in the college.
- They should work for upholding the interests and reputation of the college.
- The wearing of ribbon identity card is a must.
- Notice Boards should be read daily.
- In vacant periods, they should sit either in the library or the place earmarked for them.
- Boys are not allowed in Girls' Common Room.
- A tutor is your guide, mentor and friend and should be consulted regularly.
- They must attend mentor group meetings and other college activities and functions compulsorily with discipline.
- Cleanliness is indispensable in the college.
- They should work for maintaining the campus greenery and environment.
- Nothing offensive should be written on walls and notice and classroom boards.
- They should switch off the fans and lights which are not in use in rooms or verandas.
- Entry in the college is only for the enrolled students and any outsider other than them is strictly prohibited.

Rules regarding Classes:

- The students should be regular and punctual in their classes.
- They must complete their study with utmost sincerity.
- They have to complete 75% attendance in classes to be allowed to sit for their examination.
- The regular absence for six days consecutively without information to the college may lead to striking off their name from the college rolls.
- They should pay proper heed to the lectures and remain disciplined in the class.
- Any lewd comment or indecent behaviour in the class is punishable.
- The use of mobile phones is not allowed during the classes.
- Any attempt to record the lecture of any teacher without permission is prohibited.

Rules regarding Library:

- The College Library is a great learning resource for the students.
- They should make use of the library regularly to add to their academic endeavours.
- They should get books issued from the library regularly and return them within stipulated time of fifteen days.
- They are prohibited from making noise while sitting and studying in the reading lounge.
- They should make use of the facility of the e-resource centre with caution so as not to disrupt the facilities provided.
- Tearing of any page from the books issued, defacing them and not returning them after the stipulated time may lead to monetary punishment.
- The use of mobile phones in the library is strictly prohibited.

Rules regarding Co-curricular/Extra-curricular Activities:

- The students have many options to choose from these activities provided by different designated cells.
- They must participate in at least any one of these activities.
- They have to submit their name in the beginning of the session to the concerned teachers.
- They should pursue diligently the chosen activities.

- They have to complete the set regimen as prescribed by rules to be entitled for the certificate wherever applicable.
- The discipline and their committed involvement is a must so they could learn from these activities.

Rules regarding Internal Assessment:

- There is a provision for internal assessment of students and the marks secured are appended with the marks obtained in the semester examinations for the final result.
- The internal assessment is of 25% of the total marks for a paper or as decided by the affiliating university from time to time.
- These marks are based on regular attendance in the classes, one assignment and two internal tests.
- The students should remain in touch with their respective teachers for the assignment topics, the evaluative marking and any other query.

Rules regarding Examination:

- Examination is the culmination of the learning endeavours of the students.
- They are supposed to appear in examinations after full preparation and utmost probity.
- They should not indulge in any sort of copying or any other malpractice to improve their result.
- Copying or facilitating others in any such activity is punishable.
- The use of malpractice in examination may lead to strict punishment as provided in the rules.
- They should appear in the examination with proper decorum and any attempt to create indiscipline or making loud noise may lead to punishment.
- They have to strictly follow the rules, regulations and norms of the affiliating university and the college.
- On the examination day, they are not allowed to carry their mobile and/or any other electronic device.

Rules regarding Girls' Hostel:

- There is no entry of any students other than the hostellers in and near vicinity of the hostel.
- The girl hostellers are to strictly follow the timings as decided by the Hostel Warden.
- They have to remain disciplined and maintain cleanliness and hygiene in the hostel campus.
- They should take the responsibility of managing their affairs in the mutual interest of all inmates in consultation with the Warden.
- The use of mobile, the use of wash rooms, the cleanliness of hostel rooms, the maintenance of hostel facilities, the upkeep of hostel mess and other such issues are to be jointly managed by the inmates with the consultation of the Warden.

The students are supposed to abide by these rules or the rules communicated to them through notices in the due course of their studies. If there is a case against a student for the possible breach of these rules, then the Disciplinary and Anti Ragging Committee will look into the matter and inquire about the relevant facts. If it feels the case is appropriate for a suitable disciplinary action, the concerned student may be awarded punishment after consulting with the College Council and Senior Mentors. The punishment may be warning / restriction / expulsion/ monitory penalty/ suspension or ineligibility for readmission.

Code of Conduct for Faculty, Administration and Office Staff

General Rules:

- All the college staff members and administration should take a pledge to do their respective duty for maintaining and enhancing the reputation and dignity of the institution.
- The students' interest should be their prime concern and they work as mentor and guide for the students.
- They should be punctual and do their respective duties diligently.
- They should be neutral and transparent in their conduct and behaviour and work with utmost probity.
- They should work as role models for the students and any misdemeanour on the part of any staff member should be strictly prohibited.
- They should strictly follow the rules, regulations and norms as prescribed by the government and the affiliating university.
- They should be neatly dressed up and help in maintaining general hygiene and healthy conditions in the college premises.
- They should take active interest in maintaining an inclusive study environment and disapprove any discriminatory practice.
- They should follow the parking rules and put their vehicles only at the designated place.
- They should make use of college ICT and other facilities only for institutional purposes and should not use them for personal benefits.
- They should carry their identity cards along with them.
- They should work in amity and togetherness with the whole staff should be their core value.

Expectations from Teachers:

- The teachers should be well prepared for the classes and take active interest in providing students with the best of teaching inputs.
- The teachers should also coordinate studies with other co-curricular/extra-curricular activities for the holistic development of students.
- They should make ICT an integral part of their teaching and should be committed to add to their teaching methods and tools.
- The teacher should do quality research so as to progress professionally.
- They should plan their assignments, seminars and class tests in such a way so as to have exhaustive coverage of syllabus and to prepare students for the semester exams.
- They should maintain complete transparency in internal assessment and timely inform students about their deficiencies so they can improve themselves before exams.
- The maintenance of discipline is their prime duty and they should make sincere effort for the same.
- They should work for sensitizing students about national integration, constitutional values, gender equality, social work, dignity of labour, healthy life habits and such other issues.
- They should also keep a tab on the cleanliness of classrooms, departmental rooms, proper electricity arrangements and necessary upkeep of laboratories.
- They should take active interest in managing and improving upon college facilities and activities.
- They should inform students about any activity through timely notices.

Expectations from Non-Teaching Staff:

- The non-teaching staff provides all ancillary support for the functioning of the College.

- They should make necessary coordination with teaching staff and students while performing their duties.
- Their behaviour with students should be cordial and supportive.
- They should maintain their respective records diligently and readily provide required information from time to time.
- They should help in switching over all official work to digital/online mode progressively.
- The cleanliness of the office rooms and their proper upkeep is their responsibility.
- They should not divulge any information about college activities to any outsider.

Expectations from College Administration:

- The college administration is the linking pin joining all stakeholders and it should work with great sincerity and farsightedness.
- It should work with transparency and impartiality in maintaining quality standards in the institution.
- It should not compromise in following rules and regulations and ensure discipline in all activities but with a humane touch.
- The resolution of different irritants in an amicable way should be its approach.
- It should ensure such working conditions so as to help in furtherance of amicability among staff members.
- It should take active interest in maintaining and improving the infrastructural facilities.
- The ensuring of discipline in the college campus should be its prime concern.
- It should work as a supportive link between the institution and the higher authorities so as to implement the policies as decided by the authorities with negligible friction with the staff at the ground level.

The college staff and administration should abide by these rules and they should make a pledge to keep themselves in self-discipline. However, if there is a grave breach of these rules, then the Code of Conduct Committee will look into the matter and inquire about the relevant facts. If it feels the case is appropriate for action, the concerned incumbent may be asked to make necessary amends. If the situation persists, an action can be taken against that member in accordance with the service rules.

Terms of Reference for Various bodies and Committees

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for two years or until new committees are constituted.

The outgoing Member Secretary/ Conveners/ In-charges of the committees are expected to hand over all the relevant documents/files to the new Conveners /In- charges in the presence of the Principal or a representative appointed by him/her. The handed over documents shall be also signed by all the three mentioned above.

The procedure followed for constituting a committee is as follows:

I. A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal and HOD) they approve the same. In case of any tie or any mismatch, the team re-assigns the staff member.

II. However, for sufficient reasons the Principal along with the HOD may appoint faculty to various committees for a tenure of 2 (Two) Years.

All the Committees, their objectives, responsibility, functions and frequency of meeting is mentioned here under:

(1) COLLEGE ACADEMIC COUNCIL: FUNCTIONS

- I. To Review the completion of syllabus in all subjects as per lesson plans submitted by the faculty.
- II. To review the seminars/conferences attended by the faculty and students.
- III. Review of attendance of the students and to finalize the list of detained candidates before the commencement of University End Examinations in each semester/year. Conduct Unit examinations and University End Examinations

Frequency of Meeting: Twice in A Year

(2) INTERNAL QUALITY ASSURANCE CELL (IQAC): FUNCTIONS

Keeping the vision of the institution in view, the cell advises on the following issues:

- I. Excellence in academics, curricular, extra-curricular, co-curricular activities
- II. Improvement of skills and knowledge
- III. Improvement of employment opportunities
- IV. Infrastructural requirements
- V. Introduction of new subjects based on the trends of the market and industry
- VI. Welfare schemes for staff and students
- VII. Research and consultancy
- VIII. Awareness programs for students.
- IX. Promotion of Culture and Heritage of India

STRATEGIES

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

Frequency of Meeting: Twice in A Year

3. ADMISSION COMMITTEE: FUNCTIONS:

- I. To decide on all the matters relating to Admissions of the students at UG level.
- II. To provide all information related to admissions under different categories to the students and parents. It also provides information on the college website.
- III. To issue Notifications for Spot Admissions as per the guidelines issued by the State Government and concerned competent authority.
- IV. To check mobile number and email address in the admission form and make the list accordingly.
- V. To submit the list of Admissions made by the college to the Principal and get approved. Such other activities related to admissions as deemed fit by the institute.

Frequency of Meeting: Once in a Year

4. TIME TABLE COMMITTEE:

Objective: Smooth and efficient management of academic programme through the semesters.

Responsibilities:

- To prepare the class time table at the beginning of each semester with the active involvement of the committee members of the respective departments in the Time Table Committee by collecting data on teaching load distribution of individual faculty members from the department, sharing teaching load from other departments, Lab-wise subject allotment, assigning of classrooms and tutorial rooms, assigning of common resources (classrooms, labs, tutorial rooms which are shared) and taking into account department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).
- To prepare the Academic Calendar by collecting information from the member secretary of various Committees, HODs and the Principal.
- With the information gathered, prepare the class time tables in the prescribed format.
- By referring to the class timetables, prepare the timetables of individual faculty members and labs.
- Communicate and widely publicize the class time tables to staff and students.
- Make the class time tables available in the Documentation Room for students' reference.
- To display and publicize the Academic Calendar for the information of students and staff.
- To Prepare Holiday list for the college

5. EXAMINATION COMMITTEE: FUNCTIONS

The Examination Committee is an apex body of the Institute which is headed by Examination In-charge and is facilitated by three sections: Examination, Record Maintenance and Administration.

Objective: To help and ensure smooth and orderly conduct of examinations in the institute as per guidelines issued by the North Eastern Hill University, Shillong, from time to time.

Responsibilities

- I. To finalize the schedules of internal examinations as per the academic calendar
- II. To notify the schedules of examination to the faculty and students well in advance to prepare themselves for the examinations.
- III. To make necessary arrangements to conduct both internal and external examinations with strict vigilance
- IV. To implement the evaluation procedures as approved by the University.
- V. To submit the data required to the University and ensure the timely declaration of results and issue of marks statements and degree certificates.
- VI. To take decision on malpractice cases and award punishments as per the university regulations
- VII. Keeping record of each and every issue related to the examinations and organizing workshops and seminars for the improvement of the examination system.
- VIII. To carry out examinations, publish results and award certificates (Provided by the University and Institute) to the students who pass the final examinations.

Frequency of Meeting: Once in each Semester

6. SCREENING AND PLACEMENT COMMITTEE FOR TEACHERS AND STUDENTS.

Objective: To help the Training and Placement Office in conducting and coordinating campus placement process as well as training programs in the college.

Responsibilities

- I. To organize training programmes to improve communication and soft skills
- II. To organize training programmes on personality development
- III. To counsel the students on career development
- IV. To organize placement drives with different companies to improve the campus placements

Frequency of Meeting: Once in a Year

7. GRIEVANCES AND REDRESSAL CELL CUM-WOMEN'S CELL

FUNCTIONS

Objectives:

- I. To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
- II. To address issues faced by women at the work place; to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.
- III. The Women Redressal Committee / Women Development Cell / Internal Complaints Committee is functioning in the college as per the norms laid down by the UGC.

Responsibilities:

To organise workshops affecting women in general and especially in the following areas:

- I. Sensitization and gender equality on campus.
- II. Issues of women arising from societal concerns.
- III. Any other theme-based activities and events concerning significant issues of women.
- IV. To enquire about and investigate the Complaints received from the female students or staff of the College.

- V. To deal with the issues of Gender based violence.
- VI. To conduct various gender sensitization programmes.
- VII. To pay Special Attention on ragging/exploitation related issues.
- VIII. To recommend to the Principal of the College the penalty/punishment to be imposed.

Frequency of Meeting: As and when Required

8. DISCIPLINARY AND ANTI RAGGING COMMITTEE

FUNCTIONS

- I. To advise/counsel the senior students in the class rooms and hostels not to involve in ragging.
- II. To prevent ragging at different places like corridors, canteen, laboratories, hostels etc.
- III. To report/recommend actions on the students involved in ragging.
- IV. To display the important factors of the anti-ragging act including the punishments, at different important places.

Frequency of Meeting: Twice in a Year and as and when Required

9. GREEN CAMPUS, CLEANLINESS AND AUDITORIUM COMMITTEE

- I. To conduct cleaning drive in the College Campus in every 3(three) months.
- III. To monitor the cleaning of the Auditorium.
- III. Decoration etc.
- Iv. To arrange the PA system for various programmes in the auditorium.

10. INFRASTRUCTURE & PURCHASE COMMITTEE

FUNCTIONS:

After receiving the requests from the Departments, the Central Purchase Committee will call for quotations/release tender notifications calling for quotations. After receiving quotations, the same will be forwarded to the concerned Departments for preparing comparative statements and for final recommendations. On receiving the same the Orders will be placed on the recommended bidder for supply of goods.

Frequency of Meeting: Twice in a Year and as and when Required

11. OUTREACH CELL

In addition to the academic course work, students participate in a community outreach project like cleaning the environment of pollution creating plastic waste, contributing to orphanages, helping people with food supplies during crisis etc. This outreach project aims at initiating student contributions towards social justice. The cell aims to nurture students into sensitive, ethical and critically conscious citizens who will contribute responsibly to communities and society.

12. SEMINAR COMMITTEE

- I. To organize seminars/workshops in the college.
- II. To assist the staff in submitting seminar proposals.
- III. To arrange for collaboration with other institutes.
- IV. To help the students with ideas for stage presentation

13. LITERARY CUM-EDITORIAL COMMITTEE

Objective: To develop and encourage literary skills and further academic activities of the College

Responsibilities

- I. To conduct competitions for literary events like debates, elocutions and so on within the college.
- II. To display notices regarding inter and intra literary events.
- III. To publish the College magazine.
- IV. To encourage students to attend literary events outside the college.

14. HOSTEL COMMITTEE

- I. Hostel committee advertises for availability of hostel seats.
- II. Committee should make the final list of the students.
- III. Committee should frame the Rules and Regulations for the hostellers.
- IV. Committee should decide the hostel and mess fees.

15. LIBRARY ADVISORY COMMITTEE

FUNCTIONS:

- I. To receive requirements for new titles/books from Faculty & Students.
- II. To procure new titles/books.
- III. To procure new Learning Resources like Journals, Magazines, E-Resources.
- IV. To strengthen the Digital Library.
- V. To maintain proper records of library.

Frequency of Meeting: Twice in a Semester

16. CAREER GUIDANCE AND COUNSELLING COMMITTEE

- I. Providing the career-oriented knowledge to the students.
- II. To provide application-based career making knowledge to students.
- III. Provide information about current job awareness.
- IV. Provide extra career boosting academic facilities to students.
- V. Conduct Mental, Physical, Emotional and Spiritual counselling to students.

17. SPORTS & GAMES COMMITTEE

FUNCTIONS

Objective: To provide healthy leisure time for every KNGCian

Responsibilities

A. Coordinate with the Student Sports Secretary by :

- I. Keeping stock of previous and current years' sports goods.
- II. Ordering sports goods in consultation with the Principal.
- III. Arranging the venues for sports events in consultation with the Principal.

B. Coordination with the Principal for:

- I. Permission to hold sports events in the college campus.
- II. To recommend students for permission to participate in the intra or inter college events.
- III. To recommend sanction for Entry/Registration Fees to participate in various sports events.
- IV. To recommend attendance to students who have taken part in sports events as per rules and sort out any issues that take place during matches (team selections, objections, quarrels etc).
- V. Maintaining discipline in all events happening in and outside the college.
- VI. Holding sports events for staff members.
- VII. Maintaining records of sports events attended by students within and outside the College.
- VIII. Finalize the schedule of events for the whole academic year in advance, in consultation with the Students' Sports Committee.
- IX. Providing necessary training to the students in different sports activities.
- X. Selection of teams to represent the college in inter-collegiate tournaments and intramural tournaments.

Frequency of Meeting: Once in a Year and as and when Required

18. CULTURAL COMMITTEE: FUNCTIONS

Objective: To promote and arrange extra-curricular activities to bring out the talents of students in the performing arts.

Responsibilities:

- I. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- II. To plan and schedule cultural events for the academic year (Tentative dates to be included in the academic calendar of the institute) by delegating various tasks.
- III. To organize cultural events
- IV. To communicate about various festivals and events to be celebrated in the college and give wide publicity.
- V. Arranging events/programs for staff and students in coordination with the Students' Cultural Committee.

19. FINANCE COMMITTEE: FUNCTIONS

- I. To prepare budget estimates.
- II. To prepare audited accounts.
- III. To prepare Internal Audit Report.
- IV. To maintain Reports in soft and hard copy.
- V. To maintain Stock Register of the college

Frequency of Meeting: Twice in a Year

20. ELECTION COMMITTEE

The election committee checks voter eligibility, manages the electoral roll and is responsible for voter communication. The election committee must ensure the election process is legally watertight and is the highest supervisory authority of the process. They are also responsible for announcing the electoral results.

Tasks undertaken by the Member Secretary

The Member Secretary is responsible for the authentication of eligible voters. In addition, he or she documents the voting process to ensure nobody votes twice. He also documents the counting of votes and draws up the final record of votes.

Election assessors serve as election volunteers and hand out ballot papers. They supervise proceedings at the polling stations and at the voting booths. Additionally, they conduct the counting of votes.

21. FOOD AND CANTEEN COMMITTEE

- I. To arrange food for various programmes.
- II. To arrange tea & snacks etc.
- III. Inspection of food supplied in the Canteen.
- IV. Ensuring cleanliness and hygiene of the Canteen.

22. TRANSPORT COMMITTEE & EDUCATIONAL TOUR COMMITTEE

FUNCTIONS

- I. To recommend management of additional transport facilities.
- II. To review the operation of College Bus in all routes.
- III. To review the maintenance of transport vehicles.
- IV. To allot seats for students and faculty in concerned routes and display of list of faculty and students.
- V. To take necessary steps for prevention of un-authorized boarders.
- VI. To arrange transport for Guests and Dignitaries who visit the College.

Frequency of Meeting: Twice in A Year and as and when Required

23. RESEARCH AND DEVELOPMENT COMMITTEE

Objective: - To oversee and supervise Research and Development activities in the Institute and to ensure performance, by proper monitoring of research projects and engagement in all the research thrust areas, with the management.

Responsibilities:

- I. Exploring possibilities of research collaborations, nationally and internationally for long term development.
- II. Final assignment of work and fixing linkages and establishing monitoring frame work.
- III. Reviewing and monitoring research and development activities in all the four thrust areas so that quality research can be encouraged and slippages can be reduced through pre-established schedules given at the time of allotment of projects.
- IV. Arranging lectures and seminars periodically, to providing academic support and guidance to researchers on the basis of recommendation from Empowered Counselling Committee members.

24. DISASTER & COVID-19 MANAGEMENT COMMITTEE

Disaster Management Committee is the committee and management of resources and responsibilities for dealing with all humanitarian aspects of emergencies, in particular, preparedness, response and recovery in order to lessen the impact of disasters.

25. RUSA CELL

Overview:

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

Objectives:

The salient objectives of RUSA are to:

- Improve the overall quality of state institutions by ensuring conformity to prescribed norms and standards and adopt accreditation as a mandatory quality assurance framework.
- Usher transformative reforms in the state higher education system by creating a facilitating institutional structure for planning and monitoring at the state level and improving governance in institutions.
- Ensure reforms in the affiliation, academic and examination systems.
- Ensure adequate availability of quality faculty in all higher educational institutions and ensure capacity building at all levels of employment.
- Create an enabling atmosphere in the higher educational institutions to devote themselves to research and innovations.
- Expand the institutional base by creating additional capacity in existing institutions and establishing new institutions, in order to achieve enrolment targets.
- Improve equity in higher education by providing adequate opportunities of higher education to SC/STs and socially and educationally backward classes; promote inclusion of women, minorities, and differently abled persons.

26. EK BHARAT SHRESTHA BHARAT (EBSB) CLUB

The initiative 'Ek Bharat Shreshtha Bharat' was announced by Hon'ble Prime Minister on 31st October, 2015 on the occasion of the 140th birth anniversary of Sardar Vallabhbhai Patel.

Ek Bharat Shreshtha Bharat programme aims to enhance interaction & promote mutual understanding between people of different States/UTs through the concept of State/UT pairing.

Under 'Ek Bharat, Shrestha Bharat programme, Uttar Pradesh, Arunachal Pradesh and Meghalaya have signed a Memorandum of Understanding (MoU) to boost cultural ties. Under this, the states will connect with each other to know more about the culture, heritage and traditions of each other.

27. NATIONAL SERVICE SCHEME (NSS)

The main objectives of National Service Scheme (NSS) are :

- I. understand the community in which they work
- II. understand themselves in relation to their community
- III. identify the needs and problems of the community and involve them in problem-solving
- IV. develop among themselves a sense of social and civic responsibility
- V. utilise their knowledge in finding practical solutions to individual and community problems
- VI. develop competence required for group-living and sharing of responsibilities
- VII. gain skills in mobilising community participation
- VIII. acquire leadership qualities and democratic attitudes
- IX. develop capacity to meet emergencies and natural disasters and
- X. practise national integration and social harmony

FUNCTIONS:

Objective:

To inculcate and develop social sensitivity, moral values and professional ethics in KNGC students along with their academic formation so as to show responsible behaviour to the professional community and society at large and to grow as responsible citizens with high moral values, making valuable contributions to profession/community/society, thus realizing a major thrust in the Vision and Mission of the Institute.

Responsibilities:

- I. To motivate, recruit and select students for NSS work.
- II. To create awareness regarding social service among the students and other members of the college community.
- III. To organize orientation programs for NSS volunteers, explain to them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme.
- IV. To select service projects on the basis of utility and feasibility.
- V. To ensure cooperation and coordination of community agencies, government departments and non-governmental agencies.
- VI. To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.
- VII. To organize social service groups and clubs as well as outdoor field activities, to encourage and involve students in social service activities.

28. I.T & WEBSITE COMMITTEE

Objective: To ensure that the college website is regularly updated, improved and well maintained.

Responsibilities

- I. Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and remove incorrect and irrelevant data.
- II. Collect information about the latest events in the institute, achievements etc. and get them posted on the website by way of write ups, pictures etc.
- III. Update all communications, notices, announcements etc. on a regular basis.
- IV. Strive to make improvement in the website with respect to design, preventability etc. on a continuous basis.
- V. To place admission notifications, important circulars, college information, etc.

Frequency of Meeting: Once in each Semester

28. ALUMNI COMMITTEE

Objectives: -

- I. To significantly increase alumni interaction with the institution.
- II. Fostering and keeping alive loyalty to the institution and creating concern for its welfare.
- III. Inculcate exchange of ideas among alumni and between alumni and students.
- IV. To assist current students to achieve their goals by means of mentorship and scholarship setup through Alumni.

Responsibilities: -

- I. To maintain an up-to-date and detailed database of the alumni.
- II. To highlight the success of the alumni to improve the credibility and reputation of the College.
- III. Plan and promote a platform for interaction between all stakeholders of KNGC.
- IV. Promote the interests and welfare of the alumni association.
- V. Maintain a healthy relationship with the alumni body.
- VI. Assist the management in creating an environment in the college which would enable students to have far-lasting memories.

POLICY FOR I.T. RELATED INFRASTRUCTURE AND EQUIPMENTS

INTRODUCTION

The Kiang Nangbah Government College, Jowai was set up in 1967. It is a premier institution of Higher Education in the West Jaintia Hills District of Meghalaya and one of the first Government Colleges, which was established in the state. Located in a vast and well-maintained campus conducive for academic activities, the college offers Arts, Science and Commerce courses at the Bachelor's Degree level.

PURPOSE

The purpose of this document is to highlight and streamline the process of acquisition, utilisation and maintenance of I.T. related infrastructure and equipment of the Kiang Nangbah Government College, Jowai.

SCOPE

This policy applies to all stakeholders of the college- staff and students

ROLES & RESPONSIBILITIES

The Member Secretary and all members of the I.T. Committee along with the administration of the college will be responsible in upholding the intricate details of this document.

DEFINITIONS

COMPUTER LABORATORY

The Computer laboratory of the college shall be used for various purposes and activities, but the main purpose of the laboratory will be for academic use that can be part of the curriculum or apart from it. It will be the sole responsibility of the IT committee to maintain and update /upgrade the various apparatus within the laboratory.

A computer laboratory technician shall be appointed to look after the usage and the status of the computer laboratory. He/she must have basic technical knowledge of computers and other IT related equipment such as projectors and internet connection etc.

The IT committee will also be responsible for bringing about and amending the rules and regulations for using the computer lab from time to time.

INTERNET CONNECTION

The internet connection of the whole campus must be brought within the purview of the committee. The committee will be responsible in maintaining, repairing and fixing of bugs and issues related to connections (wired/wireless). The Member Secretary of the committee along with the computer technician will be the nodal person in-charge of maintenance and acquisition of new apparatus and connections within the campus.

LEASE LINE CONNECTION

As per the criteria put forth by the NAAC, the college lease line must be installed and further connections and delegation of speed and data to wired and wireless systems will be the responsibility of the committee.

ISSUING OF COLLEGE EMAIL AND PASSWORD

In an effort to decrease the usage of paper and increase the efficient distribution of critical information to all faculty, staff and students, and the College's administrators, it is recommended to utilize the College's e-mail services, for formal College communication and for academic & other official purposes. E-mail for formal communications will facilitate the delivery of messages and documents to the campus and extended communities or to distinct user groups and individuals. Formal College communications are official notices from the College to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general College messages, official announcements, etc. To receive these notices, it is essential that the e-mail address be kept active by using it regularly.

The committee must issue these email ids and passwords to all students, academic and non-academic office staff.

STATIONERY

The IT related stationery like printer ink, paper, wires, electrical equipment and tools etc. must be acquired by the IT committee. The IT related stationery will be stored in the office storeroom of the college. Anyone requiring IT related stationery must contact and inform the Member Secretary of the committee. A proper registry must also be put in place to record the allocation of stationery to various departments within the college.

IT STAFF

The IT staff of the college must include a computer lab technician, who will look after the basic IT infrastructure such as PCs, laptops, projectors etc., and a system manager who will be in-charge of the internet and intranet connection within the campus. The system manager should be a degree holder in B.E. Computer science/BSc Computer Science/Master in Computer Applications. He/she will be responsible for maintenance and repairing of the internet connection, PCs (software & hardware)

SOFTWARE INSTALLATION AND LICENSING POLICY

Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

Respecting the anti-piracy laws of the country, College IT policy does not allow any pirated/unauthorized software installation on the College owned computers and the computers connected to the College campus network. In case of any such instances, College will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

Operating System and its Updates

- i. Individual users should make sure that respective computer systems have their OS updated in respect of their service packs/patches, through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers). Updating OS by the users helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by the Microsoft for which it provides patches/service packs to fix them. Checking for updates and updating of the OS should be performed at least once in a week or so.
- ii. The college encourages its user community to go for open source software such as Linux, Open office to be used on their systems wherever possible.
- iii. Any MS Windows OS based computer that is connected to the network should access <http://windowsupdate.microsoft.com> web site for free updates. Such updating should be done at least once in a week. Even if the systems are configured for automatic updates, it is the user's responsibility to make sure that the updates are being done properly.

I. Antivirus Software and its updating

- i. Computer systems used in the College should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.
- ii. Individual users should make sure that respective computer systems have the current virus protection software installed and maintained. He/she should make sure that the software is running correctly. It may be noted that any antivirus software that is running on a computer, which is not updated or not renewed after its warranty period, is of practically no use. If these responsibilities appear beyond the end user's technical skills, the end-user is responsible for seeking assistance from the technical staff in the college.

II. Backup of Data

Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible. Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into two or more volumes typically C, D and E etc. OS and other software should be on C drive and user's data files on the D drive. In case of any virus problem, generally only C volume gets corrupted. In such an event, formatting only one volume, will protect the data loss. However, it is not a fool-proof solution. Apart from this, users should keep their valuable data either on an external hard disk or any other storage devices such as pen drives etc.

NETWORK (INTRANET & INTERNET) USE POLICY

Network connectivity provided through the College, referred to hereafter as "the Network", either through an authenticated network access connection or a Virtual Private Network (VPN) connection is governed under the College IT Policy. The Communication & Information Services (INTERNET UNIT)

is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the College's network should be reported to INTERNET UNIT.

WEB SITE HOSTING POLICY

1. Official Pages Sections, departments, and Associations of Teachers/Employees/Students may have pages on the College Website www.kiangnangbahcollege.ac.in
2. The Committee and technical staff will be responsible in maintenance and upload of data on the college website.
3. Profiles of all academic and non-academic staff must also be uploaded on the college website. These profiles must contain the following demographics and details:
 - i. Photograph
 - ii. Full name
 - iii. Designation
 - iv. Department
 - v. Contact details (phone number and email address)
 - vi. Educational Qualifications
 - vii. Publications/Conferences attended
4. All details of profiles of individuals and concerned departments must be provided to the Member Secretary of the Committee in .doc/.docx format

GUIDELINES FOR DESKTOP USERS

The following recommendations include:

1. All desktop computers should have the latest version of antivirus such as Symantec Anti-Virus (PC) or Quick Heal and should retain the setting that schedules regular updates of virus definitions from the central server.
2. When a desktop computer is installed, all operating system updates and patches should be applied. In addition, operating system updates and patches should be applied regularly, on an ongoing basis. The frequency will be a balance between loss of productivity (while patches are applied) and the need for security. We recommend once in a week cycle for each machine. Whenever possible, security policies should be set at the server level and applied to the desktop machines.
3. All Windows desktops (and OS X or later Macintosh desktops) should have an administrator account that is not used as the regular login account. The login for the administrator account should be changed from the default.
4. The password should be difficult to break. Password, defined as:
 - i. must be minimum of 6-8 characters in length
 - ii. must include punctuation such as ! \$ % & * , . ? + - =
 - iii. must start and end with letters
 - iv. must not include the characters # @ ' " `
 - v. must be new, not used before

- vi. Avoid using your own name, or names of your wife or children, or name of your department, or room No. or house No. etc.
 - vii. passwords should be changed periodically and also when suspected that it is known to others.
 - viii. Never use 'NOPASS' as your password.
 - ix. Do not leave password blank.
 - x. Make it a point to change default passwords given by the software at the time of installation.
5. The password for the user login should follow the same parameters outlined above.
 6. The guest account should be disabled.
 7. New machines with Windows latest version should activate the built-in firewall.
 8. All users should consider use of a personal firewall that generally comes along with the anti-virus software, if the OS does not have an in-built firewall.
 9. All the software on the compromised computer systems should be re-installed from scratch (i.e. erase the hard drive and start fresh from installation disks). When the hard disk of the PC is formatted, the OS and all the application software should be installed from the original CDs of the software. Only the data or document files should be copied from the old hard disk and care should be taken to see that no virus residing in the old hard disk gets into the newly formatted and installed hard disk.
 10. In general, start from a position of security that is most secure (i.e. no shares, no guest access, etc.) and open up services as necessary.

VIDEO SURVEILLANCE POLICY

1. The system comprises: Fixed position cameras; Pan Tilt and Zoom cameras; Monitors: digital recorders; SAN/NAS Storage; Public information signs.
2. Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation.
3. Signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV/IP Camera installation is in use.
4. Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Purpose of the system

The system has been installed by college with the primary purpose of reducing the threat of crime generally, protecting college premises and helping to ensure the safety of all staff, students and visitors consistent with respect for the individuals' privacy. These purposes will be achieved by monitoring the system to:

- a) Deter those having criminal intent.

- b) Assist in the prevention and detection of crime.
- c) Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order.
- d) Facilitate the identification of any activities/events which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be taken. In the case of security staff, to provide management information relating to employee compliance with contracts of employment.
- e) The system will not be used:
 - i. To provide recorded images for the world-wide-web.
 - ii. To record sound other than in accordance with the policy on covert recording.
 - iii. For any automated decision taking.

Covert recording

Covert cameras may be used under the following circumstances on the written authorization or request of the Principal and where it has been assessed by the Member Secretary.

1. That informing the individual(s) concerned that recording was taking place would seriously prejudice the objective of making the recording; and
2. That there is reasonable cause to suspect that unauthorized or illegal activity is taking place or is about to take place.

Any such covert processing will only be carried out for a limited and reasonable period of time consistent with the objectives of making the recording and will only relate to the specific suspected unauthorized activity. The decision to adopt covert recording will be fully documented and will set out how the decision to use covert recording was reached and by whom.

Security Control Room

1. Images captured by the system will be monitored and recorded in the Security Control Room, "the Control Room", twenty-four hours a day throughout the whole year. Monitors are not to be visible from outside the control room.
2. No unauthorized access to the Control Room will be permitted at any time. Access will be strictly limited to the duty controllers, authorized members of senior management, police officers and any other person with statutory powers of entry.
3. Staff, students and visitors may be granted access to the Control Room on a case-by-case basis and only on written authorization from the Principal of the College. In an emergency and where it is not reasonably practicable to secure prior authorization, access may be granted to persons with a legitimate reason to enter the Control Room.
4. Before allowing access to the Control Room, staff will satisfy themselves of the identity of any visitor and that the visitor has appropriate authorization. All visitors will be required to complete and sign the visitors' log, which shall include details of their name, their department or organization they represent, the person who granted authorization and

the times of entry to and exit from the 'Room'. A similar log will be kept of the staff on duty in the Security Control Room and any visitors who have been granted emergency access.

Security Control Room Administration and Procedures

1. Images of identifiable living individuals are subject to the provisions of the Prevailing Data Protection Act; the Control Room Supervisor is responsible for ensuring day to day compliance with the Act.
2. All recordings will be handled in strict accordance with this policy and the procedures set out in the Procedures Manual (to be drafted).
3. Staff: All staff working in the Security Control Room will be made aware of the sensitivity of handling CCTV/IP Camera images and recordings. The Control Room Supervisor will ensure that all staff are fully briefed and trained in respect of the functions, operational and administrative, arising from the use of CCTV/IP Camera.
4. Recording: Digital recordings are made using digital video recorders operating in time lapse mode. Incidents may be recorded in real time. Images will normally be retained for fifteen days from the date of recording, and then automatically over written and the Log updated accordingly. Once a hard drive has reached the end of its use it will be erased prior to disposal and the Log will be updated accordingly. All hard drives and recorders shall remain the property of college until disposal and destruction.
5. Access to images: All access to images will be recorded in the Access Log as specified in the Procedures Manual. Access to images will be restricted to those staff who need to have access in accordance with the purposes of the system.
6. Access to images by a third party's Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:
 - i. Law enforcement agencies where images recorded would assist in a criminal enquiry and/or the prevention of terrorism and disorder.
 - ii. Prosecution agencies.
 - iii. Relevant legal representatives.
 - iv. The media where the assistance of the general public is required in the identification of a victim of crime or the identification of a perpetrator of a crime.
 - v. People whose images have been recorded and retained unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings.
 - vi. Emergency services in connection with the investigation of an accident.
7. Access to images by a subject
 - i. CCTV/IP Camera digital images, if they show a recognizable person, are personal data and are covered by the Data Protection Act. Anyone who believes that they have been filmed by C.C.T.V. /IP Camera is entitled to ask for a copy of the data, subject to exemptions contained in the Act. They do not have the right of instant access.

- ii. A person whose image has been recorded and retained and who wishes access to the data must apply in writing to the Member Secretary. Subject Access Request Forms are obtainable from the Security Office, between the hours of 1020 and 1400 and 1430 to 1800 Monday to Saturday (except Second and fourth Saturday), except when the college is officially closed or from the Member Secretary, the Records Office during the same hours.
- iii. The Member Secretary will then arrange for a copy of the data to be made and given to the applicant. The applicant must not ask another member of staff to show them the data, or ask anyone else for a copy of the data. All communications must go through the college Member Secretary. A response will be provided promptly and in any event within forty days of receiving the required fee and information.
- iv. The Data Protection Act gives the Member Secretary the right to refuse a request for a copy of the data particularly where such access could prejudice the prevention or detection of crime or the apprehension or prosecution of offenders.
- v. All such requests will be referred to the Security Control room Supervisor or by the Member Secretary.
- vi. If it is decided that a data subject access request is to be refused, the reasons will be fully documented and the data subject informed in writing, stating the reasons.

Complaints

All complaints regarding the operation of the system must be made to the Member Secretary. If having exhausted the steps set out, the complaint remains unresolved; the complainant may report the complaint to the Principal of the College who will accordingly deal with the situation. Data Protection Act may be addressed to the Member Secretary; these rights do not alter the existing rights of members of College or others under any relevant grievance or disciplinary procedures.

APPENDIX-I

Application for Wi-fi Network Access Account Allocation for Students.

Date:

Mr./Ms..... is a bonafide student of this department and the information given above by him/her is correct as per our records. He/she may be given Wi-fi Net Access.

Applicant's copy Details to be filled

1. Name of the Applicant Mr./Ms.....
2. Department: _____
3. Roll No. / Seat No. _____
4. Course Name _____
5. Duration of the course __ Semesters
6. Date of joining the Course __/__/_____
7. Net Access device: Laptop / Mobile / Tablet 8. MAC address (Please get help of IT Committee, if you cannot find)

Signature of the Applicant

Signature and seal of Head of the Department

INTERNET UNIT Office Use only

MAC id verified:

Network Access ID allocated by IT Committee:

Net Access ID allocated YES / NO

Account Valid Up to: _____

Signature

Member Secretary

IT Committee

APPENDIX-II

REQUISITION FORM FOR E-MAIL ACCOUNT

1. Full Name: _____
2. Designation: _____
3. Dept: _____
4. Office Telephone: _____

5. Please specify the E-mail Account Name you wish to have

Option One _____@mail.kiangnangbahcollege.ac.in

Option two _____@mail.kiangnangbahcollege.ac.in

Date:

Signature of the Applicant

User Counterfoil

The following email ID is created for Prof./Dr./Mr./Ms _____

_____ on _____.

@mail.

Signature

Member Secretary

IT Committee

KIANG NANGBAH GOVERNMENT COLLEGE, JOWAI

GUIDELINES FOR THE DEPARTMENTS

1. CONDUCT ORIENTATION PROGRAM FOR 1ST SEMESTER STUDENTS
2. KEEP A COPY OF SYLLABUS
3. KEEP A COPY OF THE ROUTINE, SEMESTER WISE
4. KEEP A COPY OF COURSE DISTRIBUTION, SEMESTER WISE
5. KEEP A COPY OF CLASS DISTRIBUTION, SEMESTER WISE
6. KEEP RECORD OF MONTHLY ATTENDENCE WITH PERCENTAGE IN THE REGISTER
7. KEEP A COPY OF DEPARTMENTAL NOTICES
8. KEEP TEACHERS' ATTENDENCE DURING DEPARTMENTAL MEETING
9. KEEP DEPARTMENTAL MEETING MINUTES WITH PROPER FILE NO. AND LETTER NO.
10. MAINTAIN DEPARTMENTAL DIARY
11. KEEP A COPY OF PROGRAM & COURSE OUTCOME
12. KEEP RECORD OF INTERNAL MARKS, SEMESTER WISE
13. KEEP RECORD OF FINAL RESULT AND PERCENTAGE
14. KEEP RECORD OF ALUMNI STUDENTS, YEAR WISE AND THEIR PROGRESSION
15. KEEP RECORD OF DEPARTMENTAL LIBRARY
16. MAINTAIN AN ISSUE REGISTER FOR DEPARTMENTAL LIBRARY
17. MAINTAIN STUDENT PROFILE, SEMESTER WISE
18. MAINTAIN TEACHERS' PROFILE AND UPDATE TIME TO TIME.
19. MAINTAIN DEPARTMENTAL PROFILE IN PPT AND UPDATE TIME TO TIME.
20. TRY TO TAKE FEEDBACK ON COURSE FROM THE STUDENTS TIME TO TIME
21. MAINTAIN CASUAL LEAVE RECORD IN THE DEPARTMENT
22. MAINTAIN ACCOUNT WITH PROPER VOUCHER & RECEIPTS IF ANY.
23. KEEP RECORD OF TA /DA RECEIPTS FROM OC/RC/SUMMER SCHOOL/BOS ETC.
24. KEEP A COPY OF APPOINTMENT LETTERS/CERTIFICATES ETC.
25. CONDUCT SOME SEMINAR, GROUP DISCUSSION, POWER POINT PRESENTATION ETC. TIME TO TIME AND MAINTAIN DOCUMENTATION
26. CONDUCT SOME INTER DEPARTMENTAL LECTURES AND MAINTAIN PROPER DOCUMENTATION
27. CONDUCT ENRICHMENT PROGRAMMEES IN THE SUBJECT

28. CONDUCT FIELD TRIPS (FOR SCIENCE DEPTT. ONLY)

29. PURSUE SOME RESEARCH ACTIVITIES

30. PUBLISH ARTICLES IN JOURNALS RECOGNISED BY UGC

31. TRY TO GIVE COUNSELLING TO THE STUDENTS AND TEACH THEM TO BECOME GOOD HUMAN BEINGS

32. HOD'S SHOULD HAVE DEPARTMENTAL MEETINGS TO DISCUSS THE CHALLENGES & PROBLEMS FACED BY THE STUDENTS AND COME UP WITH SOLUTIONS FOR AN EFFECTIVE TEACHING LEARNING METHOD

33. KEEP READY A SOFT COPY & HARD COPY OF ALL THE DOCUMENTS

34. KEEP RECORDS OF MENTOR-MENTEE MEETINGS

MENTOR - MENTEE

Mentor: A **Mentor** is a person or friend or a teacher who guides a less experienced person by building trust and modelling positive behaviour. An effective **mentor** understands that his or her role is to be dependable, engaged, authentic, and tuned into the needs of the mentee.

Mentee: The **Mentee** is the student who needs to absorb the mentor's knowledge and have the ambition and desire to know what to do with this knowledge. ... This means that the **mentee** determines the capacity of the mentoring connection. The **mentee** decides upon the amount of help and guidance he/she needs.

Mentor/Mentee Relationship: The **mentor's** role is to guide, to give advice, and to support the **mentee**. A **mentor** can help a person (**mentee**) improve his or her abilities and skills through observation, assessment, modelling, and by providing guidance. The following are four keys to establishing successful **mentor-mentee relationships**.

The four stages of mentoring:

Successful mentoring relationships go through four phases:

1. Preparation: Preparing is the discovery stage of the mentoring relationship:

- Discover your own personal motivation and readiness to be a mentor.
- Get to know your mentee and build rapport.
- Create a context for the learning partnership you and your mentee will build together.

2. Negotiating: Negotiating is the business stage of the mentoring relationship:

- Support your mentee by helping them create learning goals.
- Create a learning agreement with your mentee, to cover shared responsibilities and ground rules.
- Establish boundaries with your mentee.

3. Enabling growth: Enabling is the work stage of the mentoring relationship – this is where mentors will have the most contact with their mentees:

- Support your mentee's learning and challenge their assumptions through one-on-one mentoring or mentor-led group work.
- Provide useful **feedback** to them to help them achieve their desired learning goals.

4. Closure: Coming to closure is the reflection stage of the mentoring relationship:

- Assess the value of your mentoring partnership.
- Identify areas of growth and learning.
- Celebrate learning outcomes achieved.

The Qualities of a Successful Mentor

A successful **mentor** should have good communication skills. Mentees must be willing to hear both the "good" and the "bad" from a **mentor**. A **mentor** who is unwilling to provide honest feedback to a mentee is probably best avoided. However, mentees cannot be defensive when receiving feedback from a **mentor**.

The Qualities of a good Mentee

- Motivation to Succeed. A good mentee is motivated to succeed.
- Time Management Skills. A good mentee must be sufficiently talented at time management to commit enough time to make mentoring worthwhile.
- Positive Attitude
- Respect
- Willingness to Learn
- Honesty
- Clear Communication
- Confidence

MENTORING AGREEMENT

This Mentoring Agreement was created to ensure mentees and mentors develop a mutual understanding of expectations from the beginning of their relationship. Additionally, it creates a series of identifiable benchmarks and goals to work towards and evaluate progress.

This contract will help each mentee/mentor pair:

- Establish communication expectations
- Identify goals for this mentoring relationship
- Outline skill areas to be enhanced or developed through this partnership

As a mentee, I agree to do the following:

1. Meet regularly with my mentor and maintain frequent communication.
2. Look for multiple opportunities and experiences to enhance my learning.
3. Review my progress and adjust my contract as I work towards my identified goals.
4. Maintain confidentiality of our relationship.

As a mentor, I agree to do the following:

1. Serve as a mentor and provide guidance, oversight and encouragement.
2. Provide feedback regarding their mentorship contract, progress and experience
3. Meet in person or communicate regularly with my mentee to review their progress and help them work toward identified goals.
4. Maintain confidentiality of our relationship.

This agreement outlines the goals and expectations agreed upon by the mentor and mentee listed below. Although the thoughtful completion of this form is a requirement, it is understood that items will change and adjust naturally to fit the needs of both parties as the mentoring relationship grows. Current plans are to revisit this document every semester to adjust goals and dates given current accomplishments. If at any time during the duration of the mentoring contract one member of the mentoring pair does not feel like the other is able or willing to fulfil the items agreed to above, please contact _____.

Name of Mentor: _____ Signature _____

Name of Mentee: _____ Signature _____

Class: _____ year _____

Date: _____

MENTEE SELF-ASSESSMENT

| | All of the Time | A great deal of the time | A moderate amount of the time | Not very often | Never |
|--|-----------------|--------------------------|-------------------------------|----------------|-------|
| I treated my mentor respectfully | | | | | |
| I undertook scheduling meetings as my responsibility | | | | | |
| I met my mentor when scheduled | | | | | |
| If I had to cancel a meeting, I gave advance notice | | | | | |
| If I had to cancel a meeting, I rescheduled promptly | | | | | |
| I was open in sharing personal experiences and information | | | | | |
| I made clear my expectations concerning confidentiality | | | | | |
| I respected differences in our values and perspectives | | | | | |
| I sought critical feedback | | | | | |
| I collaborated in establishing developmental priorities for partnership | | | | | |
| I was satisfied with the level of trust we achieved | | | | | |
| I did not resist considering alternatives that were out of my comfort zone | | | | | |
| I reflected on lessons learned even from efforts that were not successful | | | | | |
| I devoted an optimum amount of time to our partnership | | | | | |
| I maintained continuity of discussions of our priorities | | | | | |
| I reflected on suggested solutions rather than suggesting solutions | | | | | |
| I enabled learning more than I taught | | | | | |
| I was committed to our partnership's success | | | | | |

II. Evaluation of Mentor

Each mentee will fill out an anonymous evaluation of their mentors on semester basis; data from multiple mentees will be reviewed and the general principles will be shared with all mentors at regular intervals in order to provide constructive feedback while protecting trainee anonymity.

| | All of the Time | A great deal of the time | A moderate amount of the time | Not very often | Never |
|---|-----------------|--------------------------|-------------------------------|----------------|-------|
| Did your mentor make him/herself available to you? | | | | | |
| Did your mentor respond to you in a timely fashion? | | | | | |
| Did your mentor address your concerns? | | | | | |
| Was your mentor flexible? | | | | | |
| Did your mentor treat you in collegial fashion? | | | | | |
| Did your mentor treat you respectfully? | | | | | |
| Was your mentor well organized? | | | | | |
| Was your mentor well prepared? | | | | | |
| Did your mentor realistically conceptualize the mentoring experience? | | | | | |
| Did your mentor direct you to appropriate reading material? | | | | | |
| Did your mentor direct you to appropriate professionals? | | | | | |
| Did your mentor direct you to appropriate workshops? | | | | | |
| Do you believe your mentor provided a positive learning experience? | | | | | |



KIANG NANGBAH GOVERNMENT COLLEGE, JOWAI
STUDENT SATISFACTION SURVEY (SSS)
ON
TEACHING LEARNING PROCESS

Full Name of the student: _____

Class (Semester): _____ **Honours Subject:** _____

Following are questions for student satisfaction survey regarding Teaching Learning Process.

1. How much of the syllabus was covered in the class?

- 4 – 85 to 100%
- 3 – 70 to 84%
- 2 – 55 to 69%
- 1– 30 to 54%
- 0 –Below 30%

2. How well did the teachers prepare for the classes?

- 4 –Thoroughly
- 3 – Satisfactorily
- 2 – Poorly
- 1 – Indifferently
- 0 – Won't teach at all

3. How well were the teachers able to communicate?

- 4 – Always effective
- 3 – Sometimes effective
- 2 – Just satisfactorily
- 1– Generally ineffective
- 0– Very poor communication

4. The teacher's approach to teaching can best be described as

- 4– Excellent
- 3 – Very good

2 – Good

1 – Fair

0– Poor

5. Fairness of the internal evaluation process by the teachers.

4 – Always fair

3 – Usually fair

2 – Sometimes unfair

1 – Usually unfair

0– Unfair

6. Was your performance in assignments discussed with you?

4 – Every time

3 – Usually

2 – Occasionally/Sometimes

1 – Rarely

0– Never

7. The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.

4 – Regularly

3 – Often

2 – Sometimes

1 – Rarely

0– Never

8. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.

4 – Significantly

3 – Very well

2 – Moderately

1 – Marginally

0– Not at all

9. The institution provides multiple opportunities to learn and grow.

4 – Strongly agree

3 – Agree

2 – Neutral

1 – Disagree

0– Strongly disagree

10. Teachers inform you about your expected competencies, course outcomes and programme outcomes.

4 – Every time

3 – Usually

2– Occasionally/Sometimes

1 – Rarely

0– Never

11. Your mentor does a necessary follow-up with an assigned task to you.

4 – Every time

3 – Usually

2 – Occasionally/Sometimes

1 – Rarely

0 – I don't have a mentor

12. The teachers illustrate the concepts through examples and applications.

4 – Every time

3 – Usually

2 – Occasionally/Sometimes

1– Rarely

0 – Never

13. The teachers identify your strengths and encourage you with providing right level of Challenges.

4 – Fully

3 – Reasonably

2 – Partially

1 – Slightly

0– Unable to

14. Teachers are able to identify your weaknesses and help you to overcome them.

4 – Every time

3 – Usually

2 – Occasionally/Sometimes

1 – Rarely

0 – Never

15. The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.

- 4 – Strongly agree
- 3 – Agree
- 2 – Neutral
- 1 – Disagree
- 0 – Strongly disagree

16. The institute/ teachers use student centric methods, such as experiential learning, participative learning and problem-solving methodologies for enhancing learning experiences.

- 4 – To a great extent
- 3 – Moderate
- 2 – Some what
- 1 – Very little
- 0 – Not at all

17. Teachers encourage you to participate in extracurricular activities.

- 4 – Strongly agree
- 3 – Agree
- 2 – Neutral
- 1 – Disagree
- 0 – Strongly disagree

18. Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.

- 4 – To a great extent
- 3 – Moderate
- 2 – Some what
- 1 – Very little
- 0 – Not at all

19. What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching.

- 4 – Above 90%
- 3 – 70 – 89%
- 2 – 50 – 69%
- 1 – 30 – 49%

0 – Below 29%

20. The overall quality of teaching-learning process in your institute is very good.

4 – Strongly agree

3 – Agree

2 – Neutral

1 – Disagree

0 – Strongly disagree

21. Give three observation / suggestions to improve the overall teaching – learning experience in your institution.

a) _____

b) _____

c) _____

Signature of the Student

| | |
|-------------|--|
| 4 (Grade A) | |
| 3 (Grade B) | |
| 2 (Grade C) | |
| 1 (Grade D) | |
| 0 (Grade E) | |

Points for Interaction: Data Sheets

Note: These areas are only pointers to elicit response from the group. One need not ask all these questions if the information is flowing through without asking. Important thing is to LISTEN, ask clarifications but NOT to spend time in giving own opinion.

Interaction with Management Committee

- Translation of Vision and Mission into programmes
- Filling of vacancy, Grievance redressal mechanism
- Welfare programmes, Future plans of the college, plans to generate resources
- Impact of autonomy (If applicable)
- Problems faced in managing this institute and solutions worked out
- Interactions with various stakeholders. Change of course as a result of the same.

Interaction with the Head of the Institution

(Principal/ Director/Vice Chancellor)

- Initiation of programmes, Modifications in Curriculum
- Translation of vision and mission into Programme
- Mechanism of the institution on initiation of new programmes and modifying existing programmes
- Policy on the assessment of student performance
- Appointment of faculty, training technical staff & faculty evaluation
- Faculty development programme, Facilitating faculty research and consultancy
- Facilitating extension activities
- Encouraging student and staff participation in extension
- Confidential report and work efficiency charts
- Grievance redressal mechanism & welfare programmes
- Impact of autonomy (If applicable)
- Details of SWOT Analysis if any
- Problems faced in managing this institute and solutions found
- Interactions with various stakeholders. Change of course as a result of the same.
- Innovation carried out by the institution during your tenure

Interaction with Faculty

- Initiation of programmes, modifications in curriculum
- Teaching- learning methods, Students' feedback
- Faculty evaluation through self-evaluation
- Faculty development programme, awards / recognition
- Access to computer center. Level of computer literacy & use
- Grievance redressal mechanism & Welfare programme
- Participation in the preparation of the Self-study Report
- Impact of autonomy (If applicable), Details of any innovative activity.

Interaction with Students

- Reason for choosing course / institution
- Match between curriculum and expectations (flexibility, choice, content)
- Appropriateness of the curricular content to the development of the knowledge and skills
- Relevance to prospective career / further study, Student timetable and workload
- Opportunities for practical and vocational experience, where appropriate
- Range of teaching and learning methods experienced
- Students' views on quality of teaching
- Guidance and support for independent study
- Students' understanding of assessment methods and criteria
- Feedback on assessed work, Access to computer center
- Health services & canteen facilities, grievance redressal mechanism
- Financial aid, academic and personal counselling
- Three things most appreciated in the institution
- Three things that need attention to serve the student community even better

Interaction with Parents

- General impression about the institution
- Any specific reason for selecting the institution for their wards
- The nature of interaction with the Head / Faculty of the institution and frequency
- Facilities for overall development of wards
- Employment / higher education need / plan for their wards
- Suggestions as to how this institution can help its students even more

Interaction with Alumni

- Competencies developed at the institution, Alumni prominent positions
- Alumni meeting – nature and outcome, plans to generate resources
- Suggestions for active functioning of Alumni Association
- Suggestions for the improvement of the institution and areas in which they can contribute

Internal Quality Assurance Cell (IQAC)

- Acting on the first peer team report
- Feedback from parents, teachers and students
- Interaction with the potential employers in the concerned region
- Identifying New Research Area suitable to local and regional needs
- Surveys for need based and customized programmes
- Yearly External Academic and Administrative Audit of the Department by the Academic peers
- Suggestion for augmentation of Infrastructure from parents, teachers, students and alumni, Impact of autonomy (If applicable)
- Documentation of activities of the college, plans to generate resources
- Optimum utilization of the institution infrastructure
- Optimum utilization of UGC plan and outside plan allocations and other funding agencies

Interaction with Staff (Non-Teaching)

- Staff development programmes
- Staff view on the value of their contribution to the institution
- Relationship with faculty, user friendly approach towards students
- Staff welfare programmes, grievance redressal mechanism
- Level of computer literacy & use