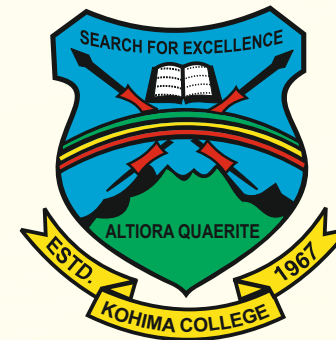


KOHIMA COLLEGE, KOHIMA
GOVERNMENT OF NAGALAND
KOHIMA: NAGALAND



ARTS AND COMMERCE
NAAC Accredited: B+ Grade

Handbook for Students
Internal Quality Assurance Cell

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ARTS AND COMMERCE
NAAC Accredited (1st cycle, 2012) :B Grade
NAAC Accredited (2nd cycle, 2017): B+ Grade

Handbook for Students
Internal Quality Assurance Cell

Preface

Dear students

The Kohima College family welcome you into its fraternity. As you have chosen this college to start a new chapter in your life, we look forward to helping you reach your fullest potential and achieve your educational goals to the maximum.

This handbook has been documented by the IQAC, KCK to be used as a resource by students and parents to assist them in familiarizing and following the rules, procedures and general information explained in it and help the college run smoothly and efficiently.

Although the information furnished in this handbook is detailed and specific in all relevant college matters, it is not intended to be all-encompassing or cover every unforeseen situation that may arise in the day to day functioning of the college. Should such circumstances emerge, the administration reserves the right to revise or make changes in the hand book and determine its course of befitting action based on collective counsel of committees set up for such eventualities.

The standards, policies, procedures and platforms highlighted in this handbook are presented to students as a foundation on which they can structure their course of action during their stay here in the college. We anticipate your active support and participation in the vibrant and diverse co curricular activities offered, which will move Kohima College towards excellence. We encourage all students to aspire to lead bold, engaged and transformed lives that will add value to our shared community. Together let us create an environment conducive to our personal and collective growth and success.

Kohima College Kohima
Kruoliezou, Billy Graham Road
Kohima- 797001, Nagaland

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2021

Internal Quality Assurance Cell
Kohima College Kohima

Library

- More than 19,000 texts and reference books
- Digitized with internet and wifi facilities
- Book Bank funded by UGC
- Registered member of INFLIBNET
- Provides e-library facilities like INFLIBNET and NLIST
- Regular subscription to National/ International journals/periodicals, current affairs magazines etc., keeps the library services(The library remains open from 9 a.m - 4 p.m on all working days)

Hostel – well furnished hostels for both boys and girls, within the vicinity of the college campus

Bus facility – the college has three buses that commutes staff and students from and to the town. It is also available for other activities as and when required.

Games and Sports - Spacious playground available for football, volleyball, basketball and other athletic events. Indoor stadium for badminton, table tennis, carom, chess etc

Music- Kohima College Choir. Talented music faculty

Language cum Computer lab – This is a multipurpose facility equipped with internet. The language lab is used for interactive language learning by functional English students.

Canteen – The college canteen caters to the needs of the staff and students with clean and hygienic food

Vision Statement

The College pledges to strive towards excellence in all spheres- to nurture young minds by preparing and moulding their intellectual, emotional, moral and physical faculties, thus guiding them toward reaching their fullest potential.

Mission Statement

- To produce conscientious young men and women who can contribute and become an asset to society
- To cultivate a healthy, vibrant and questioning spirit within the students
- To inculcate an awareness of fair play, honesty and integrity
- To train students into becoming effective agents of social change, prepare for concerted social action
- To inculcate strong moral values and disciplined habits
- To mentor them into developing healthy and positive attitudes towards life and humanity
- To encourage self learning and self evaluation, thus equipping them to face challenges in life

Programmes and facilities

Graduate Programmes for Arts and Commerce:

The College is affiliated to Nagaland University for graduate degree course in Humanities/Social Science and Commerce stream. The maximum duration of this course, with or without an honours subject is 3 years(6 semesters) and a maximum of 5 years (10 semesters)

ARTS

Honours papers are offered in the following subjects:

Arts

- a. Economics
- b. Education
- c. English
- d. History
- e. Political Science
- f. Tenyidie
- g. Sociology

Compulsory papers:

1st and 2nd Semesters: General English

3rd and 4th Semesters: alternative English/MIL(Tenyidie)

5th and 6th Semesters: Environmental Studies

Elective Papers:

1. Economics
2. History
3. Political Science
4. Sociology/Education
5. Elective English/Elective Tenyidie/Functional English

COMMERCE

B.Com. with Honours (Accounting and Finance Group only)

Compulsory papers:

1st and 2nd Semesters: General English

3rd and 4th Semesters: Alternative English/MIL (Tenyidie)

5th and 6th Semesters: Environmental Studies

General Graduate Program(1st Semester)

1. Principles of Management
2. Indian Banking System
3. Financial Accounting

Floriculture

- Certificate course in Floriculture
- Emphasis on Skill Development
- Generation of Fund from Flower Harvest
- Self sustainability

ITE, SOFT SKILLS AND BASIC ENGLISH

(In collaboration with National Institute of Electronics and Information Technology-NIELIT)

- Certificate courses in ITE, Soft Skills and Basic English
- Enabling students to upgrade computer knowledge
- Proficiency in primary computer concepts
- Inclusion of Basic English Course

Rules and Regulations

General Rules:

1. Use of Mobile phones/Music players etc. are strictly banned inside the classroom and during Examinations
2. Dress Code for students
 - a. In full uniform on Monday, Tuesday, Thursday, Friday and all College functions and examination days (Uniform consists of Blazer, Tie, T-Shirt and Black pants).
 - b. In traditional attire(at least one item) every Wednesday
 - c. Decent dress on non-uniform days. Wearing torn jeans and sandals are discouraged.
3. Short hair is mandatory for male students during the course of study in the college
4. Use of tobacco products, alcohol, gambling, and substance abuse, engaging in any forms of harassment, sexual misconduct, damaging or misusing college property is strictly prohibited. Such acts will be liable for action-including immediate expulsion of the student(s) from the college or hostel as deemed fit by the college authority.
5. Any form of discrimination towards fellow college mates on the basis of tribe, caste, religion etc. shall be dealt with seriously
6. Students must participate in all official activities of the college such as social gatherings, social work, games and sports events etc. Fines will be imposed on the absentees.
7. Students should visit the college library regularly for collection of materials and keep themselves updated
8. Tribal organizations within the college are not recognised. Kohima College Students Council(KCSC) is the only recognized student body in the college.

Quality Monitoring

Internal Quality Assurance Cell

The IQAC coordinates with all other cells set up to ensure quality benchmark in all aspects of the college. It is instrumental in planning and monitoring quality assurance and quality enhancement of the college in its strive towards academic excellence.

Admission Committee

The admission committee headed by the principal and HoDs monitors the overall admission process, whose decision on these issues is final and binding.

Internal Evaluation

Assessment of the students is done through tests, assignments, project works, seminars, peer teaching, the outcome of which is used as a basis for identifying and providing extra care to slow learners through remedial classes.

Attendance

Attendance percentage of every student is monitored monthly. Parents/ guardians of students performing poorly and failing to get the University prescribed 75% in class attendance are called by the principal to ascertain the reason for irregularity.

Mentoring, Students Counseling and Career Guidance Cell

To make the students academically and socially integrated, this cell plans out a systematic mentoring program every

year to encourage and assure that every student has a faculty (mentor) to fall back on or consult in time of need. It also organizes seminars on mental health from time to time, career oriented programs/ interactions with professionals for the final year students to keep them abreast with up-to-date employment trends and options and to help strengthen their decision making skills.

Admission Policy

1. Priority preference will be given merit-wise to students having passed out from Kohima district Government Higher Secondary Schools by reserving 40% of seats subject to candidates securing not less than 40% aggregate marks in the last qualifying examination.
2. Priority preference will be given merit-wise to students having passed out from Kohima district schools by reserving 40% of seats subject to candidates securing not less than 45% aggregate marks in the last qualifying examination, irrespective of tribes and communities.
3. 20% seats will be reserved for:
 - a. One –time repeaters of Kohima College Kohima
 - b. One seat each will be reserved for Founding Members of the college, provided, their wards passed out from Kohima district schools
 - c. Eight seats will be reserved for candidates of Kohima Village
 - d. Ten seats merit-wise for students of Kohima district passing out from boards other than NBSE
 - e. Seat is secured for students securing position in Top Twenty of HSSLC in the given year from any district of Nagaland.

- f. Five seats will be reserved for persons with disabilities (PWDs)
- g. In the event of vacancy, student passing out from other districts may be considered admission merit-wise.
 - Admission to Honours will be determined as per the discretion of concerned departments
 - Intake capacity of students will not be under any circumstances exceed 120 per section for the four sections of 1st semester
 - Decision of the Admission Committee is final and binding

EXTRA-CURRICULAR AND EXTENSION ACTIVITIES

Kohima college seeks to produce well rounded and versatile students. Recognising that each student has different talents, the college views extra-curricular activities as a means of providing opportunities for students to develop their abilities in various endeavours. The college has a number of extension activities to promote participation of the students and teachers in social and community concerns.

1. **National Cadet Corps** - The NCC is the largest uniformed and disciplined youth organisations in the country with its motto 'Unity and discipline'. The college has a strong and active NCC unit comprising of the Army wing for both boys and girls. Our cadets have brought laurels and recognition not only in the state but also at the national level.
2. **National Service Scheme**-The National Service Scheme with its motto 'Not me but you', aims to impart education through community service and to inculcate a sense of community service through education. The foremost objective of NSS is to enrich the student's personality by kindling their social consciousness and enabling them to gain skills in the exercise of democratic leadership.
3. **Evangelical Union**-EUKCK, is affiliated to the Union of Evangelical Students of India (UESI). It is not a church, but a students' ministry that seeks to impart moral and ethical values to the students that they may serve the church as well as the society. It is inter denominational in nature and membership is strictly voluntary. It has a strength of approximately 250 registered members now. The EU conducts bible study, prayer meetings, combine fellowships every Monday and Wednesday respectively.

Departmental/group excursion, tour and fund raiser activities etc. are banned/ not allowed

9. To qualify as a member in the Kohima College Students Council, one must clear all semester examinations and attain the required attendance percentage.
10. Students must make concerted effort/s to keep their classrooms and surroundings clean.
11. Students should check College notice Board regularly

Academic Rules

1. Students desirous of taking Honours may opt for any two subjects. Seats will be allotted if the candidate has secured the cut off mark set by either of the departments, failing which the candidate will be allowed to pursue Pass course only.
2. Students are not allowed to change their subject combinations after the 1st Semester Examination
3. Change of Honours/transfer/backlogs shall follow University guidelines
4. Students will not be allowed to opt for Elective English, Functional English and Elective Tenyidie simultaneously
5. Students should compulsorily perform 3(three) activities such as assignment, paper presentation, project, test etc for Internal Assessment.
6. Students must pass in all subjects to qualify for End Semester Examinations
7. Attendance of 75% is the criteria to write the end Semester Examination.

Student Support Cells

- 1. Students welfare committee-** The committee is responsible for the overall supervision of the Kohima College Student's Council, which is the only recognized student's body of Kohima College. It oversees the day to day activities of the student community by assisting them through suggestions and advice whenever required. It also engages the students in community services. Above all, it monitors every decision that is taken by the student's council.
- 2. Skill Development Cell-** Recognizing that formal education alone does not always provide suitable skills to make a candidate employable, the college, has constituted a skill development cell with the purpose of enhancing the employability of the students. To this end the cell liaises with third party stakeholders to conduct skill oriented training programs with particular focus on communication, personality, technical and entrepreneurship development. The central objective is to instill confidence, enhance employability, encourage proficiency, thereby fostering future citizens who will contribute in creating a self sustainable economy.
- 3. Grievance Cell –** This cell was set up to address problems and complaints of the students regarding academic matters and other issues with regard to student's welfare through the college authorities. Suggestion boxes are placed in the college through which the students express their suggestions and grievances

- 4. Anti Raging/Anti discriminatory Cell-** This cell is empowered to take disciplinary action against any student(s), indulging in ragging, rowdy or indiscipline activities, discriminating on the basis of race, sex, religion, disability etc. which causes or likely to cause annoyance, hardship or psychological harm or fear thereof in any fresher or any other student.
- 5. Anti sexual Harassment Cell-** As per UGC, NAAC and Supreme Court guidelines, Kohima College has constituted this cell within the college premises with the core objective to create a safe, healthy and congenial academic environment for both staff and students alike, free from gender based discrimination and sexual harassment. It organizes gender sensitization programs/redresses any complaints of sexual harassment.

CODE OF CONDUCT

ICT and Media

The importance of ICT in Higher Education is increasing each day for which KCK supports the use of ICT and media service to connect the teachers and students for opportunities and make use of the available e-resources in the best possible manner. While using IT and media services, one is expected to ensure the following guideline rules

1. Kohima College owned computers or networks shall not be used for any private or commercial purposes
2. Students are prohibited from installing, storing or using unlicensed or pirated software in any college owned computers
3. Student are expected to cooperate in ensuring a virus free environment in the college computer system
4. Viewing and circulating of objectionable materials are strictly prohibited
5. Students are not allowed to play games from the college computers.
6. Do not forget to acknowledge the source/author whenever internet materials are used for your assignments or for any other purpose

Library

- a. Kindly maintain SILENCE and DISCIPLINE in the Library
- b. Visitor(s) should register while entering and leaving the library by signing on the IN-OUT movement Register kept on the counter
- c. Use of mobile phones, iPod etc. is strictly prohibited inside the library

It also organises Bible camps, outreach and hostel penetration programmes.

4. **Youth Red Cross-** The objective of YRS is to spread awareness among youth toward health and community service, promotion of national and international friendship and carrying out humanitarian services, including disaster relief. Kohima College has about 100 student-members .
5. **Red Ribbon club-** RRC of the college conducts awareness programs to equip students with right information on Mental Health, substance abuse, HIV preventive measures and also encourages the students to be peer educators in spreading messages on positive health behaviour and reducing stigma and discrimination against people living with HIV/AIDS (PLWHAs). It also encourages and promotes voluntary blood donations among the youth.
6. **Legal Aid Clinic-**The Legal Aid clinic was opened at KCK on the 12th of Sept 2016 by the District Legal Services Authority. With an aim to inculcate a sense of community service among the students, the clinic trains the para-legal student volunteers to disseminate legal knowledge and information to the community about the rights and entitlements of the marginalized citizens, drafting applications for national rural employment schemes, drafting of representations and notices and filling up of forms of various benefits available under different government schemes, public distribution systems and other social security schemes. Such programmes are carried out periodically around the vicinity of the college.
7. **Friends of Nature/ Campus Green Project-** The cell aims to instill a sense of stewardship and responsibility in

students to take care of nature by beginning with their immediate natural surroundings. The core objectives include encouraging students to imbibe habits to keep the college clean and beautiful, adopt measures to minimize waste generation, judicious use of available resources, conserve natural resources and aspire towards making the college green campus. The cell carries out various activities to engage students in nature conservation.

8. **Alumni Association**- Formed on 29th of August 2011, the Association facilitates reunion of all its past pupils to establish a sense of belongingness among the ex-students. The Alumni Association is a platform for the Alumni to voice their expert and experience views and provide an avenue for their active participation in the development of the institution. The association's purpose is to be a strong and dependable pillar for the college to mentor and generate sincere, committed participation of all, in all its developmental activities.
9. **Parent –Teacher Association**-To facilitate and encouragement parental participation in KCK, the PTA is formed.
10. **Research activities** -This cell strives to nurture research culture in the Institute by promoting research activities on emerging trends, keeping in view a multidisciplinary facet. It also aims to create awareness and opportunity in research and development among faculty and students. It publishes *Impressions*, the annual research journal.
11. **Women Cell**- The women cell organises various women oriented programmes such as cooking/ baking classes, basketry and etiquette classes, talks on health and women related issues

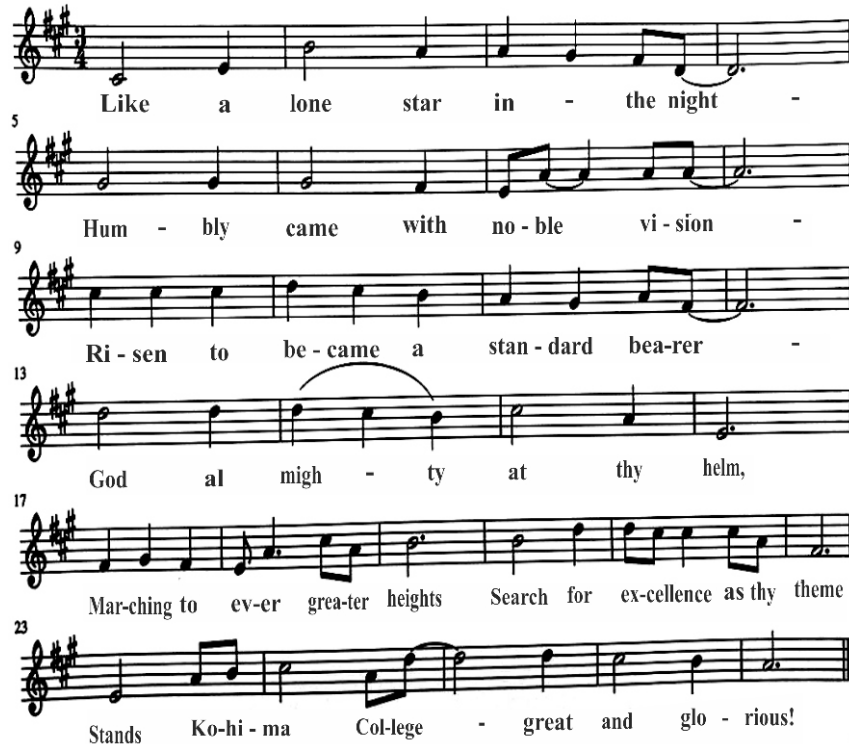
Other Committees

1. Examination Committee
2. Magazine Editorial Board
3. College Development Committee
4. RTI Committee
5. Disaster Management Cell
6. RUSA Committee
7. UGC Committee (PAMS)
8. Mass Media Cell
9. Canteen Committee
10. Uniform Committee
11. Tender Purchase Board
12. Library Committee
13. Village Adoption Committee
14. Hostel Committee
15. Sale/ Auction Committee
16. Internal Audit Committee
17. Tribal Museum
18. Student With Disabilities Committee
19. Cultural Club
20. Fit India Campaign Committee

KOHIMA COLLEGE ANTHEM

Words: Thinuokhrienuo Tseikhanuo & Moanungla Kevichusa

Music : Thinuokhrienuo Tseikhanuo



5 Like a lone star in - the night -

9 Hum - bly came with no - ble vi - sion -

13 Ri - sen to be - came a stan - dard bea - rer -

17 God al migh - ty at thy helm,

23 Mar - ching to ev - er grea - ter heights Search for ex - cellence as thy theme

Stands Ko - hi - ma Col - lege - great and glo - rious!

- d. All are expected to understand and abide by the rules and regulations and behaviour in the Library

Punctuality and discipline

Students are expected to conduct themselves in a disciplined and responsible manner within and outside the college campus. Students must come to class, examination hall or functions on time. Habitual tardiness and insubordination may lead to reprimand from the college authority.

Academic misconduct

Academic misconduct is considered as a serious offence by the college and will invite strong disciplinary action against the student(s). Some examples of which are:

- a. Copying/ cheating from fellow students during exams/tests, taking unauthorised material, notes.
- b. Submitting assignments copied from fellow students.
- c. Using Mobile phones or other devices with an intent to cheat inside the examination hall
- d. Removing/tearing library materials
- e. Disturbing/ distracting teachers and fellow students in the classrooms.

Students Awards

Scholars Badge

This award is instituted by the college to acknowledge excellence in academics. The Scholar's Badge consists of a badge, certificate and cash prize of Rs.5000/-.

Alumni Meritorious Award

The Alumni Association KCK gives this award which consists of a certificate and a cash prize of Rs. 10000/- to felicitate and encourage meritorious students in university exams.

Political Science Department Award

Sponsored by Political Science Department, KCK the award consists of Citation and cash prize of Rs. 5000/- to be given to the highest scorer in Political Science (honours) in the University exam with the following criteria-

- A minimum of 6 CGPA.
- Must have cleared all semesters without any backlogs.

History Department Meritorious Topper Award

This award consisting of a commendation certificate and Rs. 5000/- is given to the highest scorer in History (honours). The student must have cleared all semesters without any backlogs, with a CGPA score of 6 and above. The award is sponsored by the History Department, KCK.

Founding Members:

1. Dr. Neilhouzhü Kire
2. Dr. Satuo Sekhose
3. Mr. Vibeillie Solo
4. Mr. Vilalhoulie Belho

College Advisory Board:

1. Mr. Kevisiezolie Suohu - Chairman
2. Dr. Shürhozolie Liezietsu - Member
3. Mr. Khyomo Lotha - Member
4. Dr. Kelhoulezo - Member
5. Mrs. Moanungla Kevichüsa - Member
6. Vice Principal - Member
7. Principal - Member Secretary

The **College Emblem** bears a Rainbow, a book and Crossing Spears over the Hills.

It signifies:

The Motto: *Stands for Search for Excellence*

The Hills : *Signifies natural surrounding*

The Rainbow: *Denotes natural harmony*

The Crossing Spears: *A symbol of distinct identity of the Nagas*

The Book: *Signifies the source of knowledge*

The Trophy: *Indicates joy for achievements.*