

Kohima College College
List of Committees 2021-2024

Functions of some committees are listed below

SI No	Committee/ Cell	Functions/ Responsibilities
1	Admission committee	<ul style="list-style-type: none"> • The Committee is responsible for ensuring that policies and procedures regarding student recruitment and admissions are operated fairly and consistently • Put up information and notices regarding admission on the college website/ newspapers • Sort out the application forms according to the different categories • Finalise the list of students for admission to 1st semester.
2	Examination Committee	<ul style="list-style-type: none"> • To make decisions regarding internal examination routines • To prepare exam invigilation duty chart • To scrutinize the internal examination marks submitted by the departments • To finalise the result of the internal exams • Address matters related to internal and external exam
3	Development Committee	<ul style="list-style-type: none"> • To see to the needs and infrastructural development of the college • To mobilize funds for optimum utilization
4	RUSA	<ul style="list-style-type: none"> • Coordinating all the activities of RUSA • Coordinating construction works under RUSA schemes • Improve the ranking of the college with the RUSA Scheme • Initiate a research and innovative atmosphere in the college.
5	Right to Information	<ul style="list-style-type: none"> • Create awareness program in the college • Deal with RTI matters • Maintain record of RTI activities.

6	Internal Quality Assurance Cell	<ul style="list-style-type: none"> • The IQAC of the college is instrumental in planning, guiding and monitoring the various activities of the college towards Quality Assurance and Quality Enhancement • Prepare and submit AQAR of the college annually • Maintain record of all quality related activities of the college
7	Alumni Cell	<ul style="list-style-type: none"> • To be the link between the college and the Alumni Association • To assist the college authority and Alumni Association for the larger interest of the college. • To facilitate the reunion of past pupils and establish a sense of belongingness among the alumni. • Maintain record of graduates annually.
8	Parents- Teachers Association	<ul style="list-style-type: none"> • To facilitate and encouragement parental participation in KCK. • Prepare feedback forms for parents
9	Uniform	<ul style="list-style-type: none"> • The committee, in consultation with the College Administration, is responsible for taking measurement of each student for college blazers, T-shirts, ordering and procurement of the uniform, fixing rates, storage, distribution and sale of the uniform.
10	Student Welfare Committee	<ul style="list-style-type: none"> • To look after the overall affairs of the students of KCK • To monitor all the activities of the KCSC which is responsible for representing the all round activities and welfare of the students • To endorse all the purported activities and events to be undertaken by the KCSC • To conduct the election of the Class Representative and the KCSC Executives annually.
11	Grievance Cell	<ul style="list-style-type: none"> • To deal with all genuine grievances of the students • To develop a harmonious atmosphere in the educational institute • To ensure effective solution the students grievances with an impartial and fair approach

12	Anti Ragging/ Anti Discrimination Cell	<ul style="list-style-type: none"> • To prevent and prohibit ragging and discriminatory practices in all forms in the college • To sensitize the students on the negative impact of ragging and discrimination.
13	Anti Sexual Harassment Cell	<ul style="list-style-type: none"> • To provide protection and redress complaints of sexual harassment cases • To address any oral/verbal complaint pertaining to unwanted sexual advances which includes unsolicited acts of physical/ verbal intimacy, unwelcome conduct of asexual nature • To actively deal with cases of discrimination and sexual harassment in a time bound manner and ensuring support services to victims. This is done in collaboration with the women cell. Legal cell and anti ragging cell of the college • To organize gender sensitization programs
14	Legal Aid Clinic	<ul style="list-style-type: none"> • To conduct legal Aid programs • To train students to disseminate 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
15	Student Counseling, Mentoring and Career Guidance Cell	<ul style="list-style-type: none"> • To prepare mentor- mentee list annually • To provide guidance in effectively meeting their educational and life goals by organizing career counseling programs • to encourage and assure that every student has a faculty to fall back on or consult in times of need.
16	Skill Development	<ul style="list-style-type: none"> • To inculcate the value of dignity of labour • To create importance on the importance of learning different skills, distinct from formal and theory based education • To impart basic life skills and training so as to enable self employment • To development entrepreneurial skills for initiating micro-enterprises especially for students hailing from rural background


17	Music and Debate	<ul style="list-style-type: none"> • To organize literary activities in the college • To give students platform to discover and enhance their creative potentialities
18	Women Cell	<ul style="list-style-type: none"> • To look into the welfare of the girl students • To inculcate moral values through discussions and individual counseling • To create awareness on the roles/ duties and rights of women • To impart knowledge on health and hygiene
19	Research Cell	<ul style="list-style-type: none"> • To create awareness, opportunities and motivate the faculty members to take up research projects and improve their knowledge, skills for professional growth • To share current information about relevant research funding opportunities and foster research collaboration within and across faculty members • To encourage the faculty to coordinate and participate in capacity building programs and also pursue
20	Library committee	<ul style="list-style-type: none"> • The committee plays an advisory role in the overall functioning of the library • It assists the librarian in all important issues particularly • infrastructural development and up gradation of technology • The committee together with the librarian makes transparent decision in utilization of allotted funds.
21	Canteen	<ul style="list-style-type: none"> • To see to it that the college canteen provide clean and quality food • To monitor the prices of the items served.
22	Magazine Editorial Cell	<ul style="list-style-type: none"> • Facilitates and supervises the production of the Annual College Magazine • Plays an advisory role when the Annual Literary Day is organised.
23	Mass Media Cell	<ul style="list-style-type: none"> • To keep public updated about the functions and events organized in the college by sending press-releases and photos to the local dailies and provide regular feeds to the students, teachers and others through Facebook and Instagram.

		<ul style="list-style-type: none"> The committee also works closely with the IT firm Ramietech Solutions for regular updation and maintenance of the college website
24	Disaster Management	<ul style="list-style-type: none"> To create awareness about disaster and its consequences To organize safety awareness programs To identify and manage hazards in the college To prepare the students community regarding disaster management for the safety of the society in time of needs
25	Friends of Nature	<ul style="list-style-type: none"> 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. To promote awareness and simultaneously provide students with opportunities to engage in nature conservation activities
26	Swachh Bharat Abhiyan	<ul style="list-style-type: none"> To generate awareness among the students towards healthy sanitation practices To keep the campus clean by conducting cleanliness drive regularly, thus sensitizing the students about clean and green environment for a better tomorrow. <p>discourage open defecation</p> <ul style="list-style-type: none"> To encourage proper disposal of dry and wet waste
27	National Service Scheme	<ul style="list-style-type: none"> To rekindle the students' social consciousness To give them opportunities: <ul style="list-style-type: none"> -To work with and among the people -To develop awareness and knowledge of social realities -To have a concern for the well being of the community, particularly of the weaker sections - To engage themselves in creative and constructive social work -To gain skills in the exercise of democratic leadership -To gain skills in the programme of development for self-involvement during leisure and vacation period of National Development -To enrich personality

28	National Cadet Corps	<ul style="list-style-type: none"> • To oversee all NCC activities of the college • To keep record of NCC cadets' participation in camps
29	Red Cross Society	<ul style="list-style-type: none"> • To spread awareness among youth toward health and community service, promotion of national and international friendship and carrying out humanitarian services, including disaster relief, by organizing programs.
30	Red Ribbon Club	<ul style="list-style-type: none"> • Organize awareness programs to equip students with right information on Mental Health, substance abuse, HIV preventive measures • 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.
31	Evangelical Union	<ul style="list-style-type: none"> • Advices and guides the EU in all its activities • Acts as a link between the EGF and UESI ministry • EU provides a platform to develop their personality, instill a sense of moral values, integrity among the student community • The EU conducts bible study, prayer meetings, combine fellowships every Monday and Wednesday respectively.
32	Hostel Committee	<ul style="list-style-type: none"> • Sorts out application form and selects deserving students for admission to the hostel, according to the criteria laid down. • Act as a bridge between the administration and the students • Keeps a check on the daily issues regarding the hostel infrastructure, housekeeping issues and mess facilities.
33	Tribal Museum	<ul style="list-style-type: none"> • To showcase Tribal Culture through display of various artifacts collected from all tribes of Nagaland • To enable students, teachers and researchers to have an in-situ experience and to generate further research interest

		<ul style="list-style-type: none"> To encourage other colleges/ institutions in Nagaland to initiate the same process of conservation of culture
34	Internal Audit Committee	<ul style="list-style-type: none"> For transparency and accountability , the committee audits the financial transactions of the college on a regular basis.
35	Village adoption Committee	<ul style="list-style-type: none"> To identify a village to be adopted by the college To carry out awareness programs on various issues like sanitations, environment, education
36	Student with Disabilities Committee	<ul style="list-style-type: none"> To identify students with disabilities during the admission and monitor their progression throughout To ensure disable friendly environment in the college for persons with disabilities especially students To mobilize community sensitization and awareness on the rights of PWDs in order to combat stigma and discrimination. to provide counselling and care support to students with disabilities and their caretakers for better learning outcomes To address any case of discrimination or stigma towards students with disabilities and take appropriate action in mitigating such challenges.
37	Cultural Club	<ul style="list-style-type: none"> to work towards promoting, in the lives and minds of the students- a need for experiencing and preserving aspects of our culture through culture based/ inspired activities, events and programs
38	Fit India Movement	<ul style="list-style-type: none"> organize programs on health issues, physical fitness. International Yoga day
39	Poor Students Fund Committee	<ul style="list-style-type: none"> The committee will be solely responsible for selecting worthy candidates to benefit from the fund. The committee may also work in coordination with other committees like the Students' Welfare Committee, Mentoring Committee, etc., or the members of the faculty to better identify genuinely deserving students. To maintain transparency, effect proper utilization

		of the fund and ensure that the recipients have a sense of accountability.
40	ICT Committee.	<ul style="list-style-type: none"> • Shall be responsible for all ICT related works in the college • The committee shall assess the status of the resources periodically and shall be empowered to declare a computing resource as obsolete and to recommend its disposal


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