

Ref.No.

Date:

**5.1.5. The Institution ha a transparent mechanism for timely redressal of student grievances including sexual harassmnet and ragging cases.**

**Scanned images of**

- 1. Proof of Internal committees/ Grievances committee formation/other committees as per UGC norms, attested by Principal (Page no. 2-5).**
- 2. Separate minutes of all the meetings of student grievance committee and all other statutory committees for grievances redressal of students such as anti ragging committee, committee for prevention of sexual abuse, etc., attested by Principal (Page no. 6-17).**
- 3. Names of staff and students in each committee with their respective roles, attested by Principal (Page no 18).**
- 4. Details of meetings conducted and agenda and minutes and resolutions of each meeting, attested by Principal (Page no. 6-17).**
- 5. Details of grievances received no., date, subject, from which stake holder, resolution taken on the grievance, action taken report for the grievances for the last two years (Page no. 19).**
- 6. Geotagged photographs of complaint box (Page no. 20).**

## Proof of committee formation

### GRIEVANCE REDRESSAL COMMITTEE FOR STUDENTS

MODEL CHRISTIAN COLLEGE  
LOWER A.G. COLONY  
KOHIMA

In compliance with the Notification of the University Grants Commission, F.No.14-4/2012(CPP-II), dated New Delhi, the \_\_\_ December, 2012, the Governing Body of Model Christian College is honoured to constitute the Grievance Redressal Committee of Model Christian College.

#### AIMS AND OBJECTIVES

The Aims and Objectives of the Grievance Redressal Committee are:

- 1) To address the grievances of students;
- 2) To assess publication of prospectus, its contents and pricing;
- 3) To bring admission and disciplinary action under grievance redressal mechanism.

#### COMPOSITION

The Grievance Redressal Committee shall consist of:

1. Managing Director of the College - Chairperson,
2. Administrator – Member,
3. Principal – Member,
4. Vice Principal – Member,
5. Academic Dean – Member,
6. Dean of Students' Welfare – Member Secretary,

#### MEMBERSHIP

Membership shall be on ex-officio basis.

#### TENURE

The Grievance Redressal Committee shall be a permanent body.

#### QUORUM

One-half of the total membership shall constitute the quorum.

#### POWERS AND FUNCTIONS

The Grievance Redressal Committee:

1. Shall inform students about the procedure in redressal of grievances;
2. Shall hear and decide any grievance of any student in relation to admission, false information in the prospectus, withhold or refusal to return any document, fees, provision

- of amenities, discrimination, denial of quality education, non transparent or unfair evaluation practices, harassment and victimisation;
3. Shall not entertain any application for revaluation or remarking of answer sheets.
  4. Shall ensure the prospectus contains-
    - a) Each component of the fee, deposits and other charges payable by the students admitted to the institution, and other terms and conditions of such payment;
    - b) Percentage of fee and charges refundable to students who withdraw from the institution before or after completion of study;
    - c) The number of seats approved by the Nagaland University;
    - d) Conditions for eligibility for admission in a particular course;
    - e) Process of admission and selection of eligible candidates;
    - f) Details of teaching faculty - qualification, year of experience, regular or visiting;
    - g) Information in regard to physical and academic infrastructure and other facilities;
    - h) All relevant instructions in regard to maintaining discipline by students within or outside the campus, especially prohibition of ragging of any student;
    - i) All the above information are posted on the College website and advertisements in newspapers or other media.

#### PROCEDURE OF REDRESSAL OF GRIEVANCES

1. Application for redressal of grievances shall be submitted in writing either personally to the Dean of Students' Welfare or drop in the Suggestion Box.
2. On receipt of any application, the Dean of Students' Welfare shall inform the Grievance Redressal Committee.
3. The Grievance Redressal Committee shall fix a date for hearing the complaint and communicate the same to the aggrieved person.
4. An aggrieved person may appear in person to present his/her case.
5. The Grievance Redressal Committee shall be guided by the principles of natural justice while hearing the grievance.
6. The Grievance Redressal Committee shall ensure disposal of every application as speedily as possible and not later than a month of receipt of the grievance.
7. On the conclusion of proceedings, the Grievance Redressal Committee shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue.
8. Every order shall be provided to the aggrieved person and shall be placed on the website of the institution.
9. In case of any false or frivolous complaint, the Grievance Redressal Committee shall order appropriate action against the complainant.

*23/01/2021*  
(Mr. S.P. Francis)

**President**  
**Governing Body**  
**Model Christian College**  
**Kohima : Nagaland**

## FORMATION OF ANTI-RAGGING COMMITTEE.

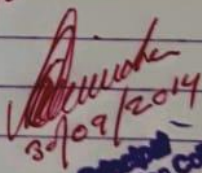
Date - 30<sup>th</sup> September 2014.

The Anti-ragging committee of Model Christian College, Kohima, Nagaland was formed on 30<sup>th</sup> September 2014, during the 3<sup>rd</sup> meeting of IBAC held on the same day.

The members nominated for this committee are

- ① Th. Romeo Singh.  
Dean of Student welfare. (Chairman of the Committee)
- ② Ms. Nengpilking (Secretary of the Committee)  
HOD, Dept. of Botany.
- ③ The C.R.s (Class Representatives) of all the classes.

Approved for enforcement  
from this day forth, the  
thirtieth September 2014

  
30/09/2014  
Principal  
Model Christian College  
Kohima - Nagaland.

16<sup>th</sup> August 2019

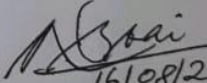
Date.....

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### **Internal Complaint Committee/Anti-Sexual Harassment Cell**

In compliance with the University Grants Commission Notification No.F.91-1/2013(TFGS), dated New Delhi, the 2<sup>nd</sup> May 2016, and Circulars DO.No.F.91-3/2014(GS)Pt.1, dated 14<sup>th</sup> May 2019, and D.O.No.F91-3/2014(GS), dated 25<sup>th</sup> October 2019, the Internal Complaint Committee/Anti-Sexual Harassment Cell of Model Christian College, Kohima, was reconstituted on 16<sup>th</sup> August 2019, with the following members:

- Chairperson - Ms. Kevilenuo Zao
- Member Secretary - Ms. Nengpilhing Singson (Academic Dean)
- Members -
  1. Dean of Students Welfare
  2. Ms. Amelia
  3. Dr. Subongwabang

  
16/08/2019  
(DR. LUKE RYMBAI)

Principal  
Model Christian Colleg  
Kohima : Nagaland

## Meeting minutes of all the committees



### OFFICE OF THE MODEL CHRISTIAN COLLEGE STUDENTS' COUNCIL

(Affiliated to ANCSU)  
A.G. Road, Kohima : Nagaland  
Pin - 797001 Email: mccsukohima@gmail.com

Ref. No. ....

Date .....

#### MEETING WITH THE AUTHORITY

The agendas and the grievances of the 1st General meeting was brought to notice to the college authority on 23rd August 2018 at 12:05 noon at the conference hall. The meeting was chaired by Mr. Pushong, General Secretary of MCCSC. The meeting began with a word of prayer by Miss Imtitula, Information & Publicity MCCSC. The meeting was attended by the Managing Director, Administrator, Principal, Board of Advisors and all the executives.

#### AGENDAS AND GRIEVANCES

##### 1. Fund raise;

- Approved by the college authority.
- To behave well and not to use intoxicants during the Fundraise.

##### 2. E-Library

- The authority will look into the matter after consulting with the other colleges.

##### 3. Social work.

- Approved by the authority to conduct on Thursday during the last period.
- In the next semester, social work to be included in class routine.

##### 4. Intoxicants;

- The authority will handle the issue.

##### 5.(a) Installment & Admission;

- Installment will not reduce because of less no of students.
- Cannot be done in monthly basis as it is difficult to inform and collect every month.

##### (b). Admission;

- Establishment fee, maintenance fee, miscellaneous fee to be discussed

among the authority and will notify at the earliest.

6. Bus service.

➤ Authority will manage one bus at the earliest.

➤ New bus to be added after some months.

7. MCCSC Office.

➤ Agreed to give one room for office.

8. Problems in cafeteria;

➤ Cannot replace the cook since it is difficult to get experienced cook.

➤ Will appoint some helpers in the cafeteria at the earliest.

➤ Problems such as not returning the change should be brought to the authority.

9. Attendance;

➤ If any problem arises, to clarify from the office.

ADDITIONAL INFORMATION

1. Uniform checking to be done by the Students' Council along with the disciplinary team & authority. Students should be in full uniform during uniform days.

2. Medical room will be free for the students except for some particular test.

4. Students are asked to contact the nurse in case the nurse is not there. The contact no of the nurse will be pasted in the medical room wall.

The meeting was concluded with a word of prayer by Nukulu Ruho, Vice president MCCSC.

The report is thereafter forwarded to the 2<sup>nd</sup> General Assembly for information and necessary action.

  
GENERAL SECRETARY  
Mabel Christian School  
Kohima

1<sup>st</sup> GENERAL MEETING (2019)

MEETING MINUTES

The first General Meeting of Model Christian College Student's Council for the tenure 2019-2020 was held on 31<sup>st</sup> July 2019 at 2:00 P.M at the college auditorium. The meeting began with a word of prayer by Mr. Yemtichongba (EU President)

The meeting was presided by Mr. Anikato G Sumi ,General Secretary & Mr. N Bangda Vomshak President MCCSC .

The following agendas and grievances were discussed:-

1. INTERNAL ASSESSMENT EXAM:

- ❖ IAE for 30 marks instead of 70.

2. BUS SERVICE :

- ❖ Separate bus for high school & razhu point.

3. SOCIAL WORK:

- ❖ To conduct social work once in a month.

4. MUSICAL INSTRUMENT:

- ❖ Microphone and keyboard .

5. CANCELLATION OF OFF PERIOD :

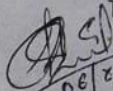
- ❖ To have carrier counselling and guidance for various exams.

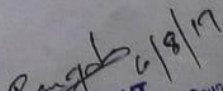
6. INTOXICANTS :

- ❖ Student's who are caught using tobacco for the first time will be asked to clean the toilet and college campus.
- ❖ For the second time , same action will be taken plus rs.500/ fine.
- ❖ For the third time the authorities can take any actions .

7. OTHER ACTIVITIES :

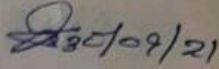
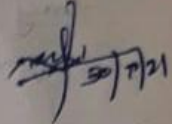
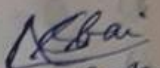
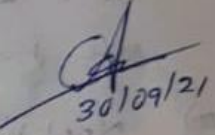
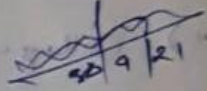
- ❖ To have literary competition twice in a semester such as poetry , sketching ,essay etc.
- ❖ To have indoor sports once in a month (non-working sat ).
- ❖ To have movie night at the end of the year.

The meeting was concluded by Miss. Naomi ,EU prayer secretary  
  
08/2/19  
**GENERAL SECRETARY**  
Model Christian College Students' Council  
Kohima Nagaland

  
6/8/19  
**PRESIDENT**  
Model Christian College Students' Council  
Kohima : Nagaland



members present in the meeting on 30/9/21

Sl. No.	Name	Designation	Signature
1	S. P. Frances	M. D.	 30/09/21
2	Nongpilhung Simpson	Member	 30/9/21
3	Dr. Luke Rymbai	Member	 30/09/2021
4	Albert Aricho	Administrator	 30/09/21
5	Vikhocho Sottho	Member Sec.	 30/9/21

Meeting

- ① Bus fares will not change as it is less than others when compared.
- ② Sports week will be held next semester if situation permits. However, in Oct, 2<sup>nd</sup> & 4<sup>th</sup> & 5<sup>th</sup> Saturday, there will be competition in T.T, Badminton, Basket ball & volley ball. Sport Incharges will do the group div.
- ③ Soaps will be replaced with hand wash.
- ④ Doors will be repaired when technicians are available

- 5) Sport goods will be purchased but the system will be upgraded only next year.
- 6) Students can play <sup>basket ball</sup> during long break and after 2:15 P.M. T.T. is allowed anytime as long as they don't miss their classes & bring their own equipments.
- 7) Convex mirror will be fixed by the college.
- 8) -x-x-
- 9) Checking of Tobacco & collection of fine will be done by the college authority. Fine money will be use for students welfare.
- 10) Nectic colour will be changed for 1<sup>st</sup> semester '21.
- 11) College notice will be fixed & change as per the requirement by college authority.
- 12) Monday & Wednesday - Full uniform  
 Tuesday - College T-shirt.  
 Thursday to Saturday - Out dress / Civil dress / Decent dress  
 This will be enforced strictly.
- 13) G.R.C. for students members will meet MCCSC members on 4<sup>th</sup> Oct '21 in conference hall from 1<sup>st</sup> period.



**OFFICE OF THE  
MODEL CHRISTIAN COLLEGE STUDENTS' COUNCIL**  
(Affiliated to ANCSU)

Lower A.G, Kohima : Nagaland  
PIN - 797001 Email: mccsukohima@gmail.com

Ref. No. ....

Date 02/9/19

**MEETING WITH AUTHORITIES**

The agendas and grievances of the 1<sup>st</sup> general meeting were brought to the notice of the college authorities on 8<sup>th</sup> August 2019 at 10:00 A.M in the conference hall. The meeting was chaired by Dr. Luke Rymbai, Principal MCC. The meeting began with a prayer by Mrs. Jankhanmoi (DEAN of Academics) the meeting was attended by the Managing Director, Administrator, Principal, Vice Principal, Board of advisors and all the executives.

**AGENDAS AND GRIEVANCES:**

1. INTERNAL ASSESSEMENT EXAM:

IAE for 30 marks would not be effective and for the betterment of the students in their academics, exam would remain for 70 marks.  
It was agreed to give one day gap for each paper.

2. BUS SERVICE:

As per the demand of the students i.e. separate buses for HIGH SCHOOL & RAZHU POINT, the authorities agreed to take this matter into account and resolve it at the earliest.

3. SOCIAL WORK:

Social work would be conducted once in a month i.e. on working Saturday after the class. It is compulsory for every student to attend social work except for NCC (incase they have any class/practice).

4. MUSICAL INSTRUMENTS :

- ❖ The authorities promised to provide the required musical instruments at the earliest.

5. CANCELLATON OF OFF PERIODS :

This proposal was approved by the authorities. However, further information would be given after consultation with the lecturers.

6. INTOXICANTS :

(a) If a student is caught using intoxicant by the MCCSC, the following penalties will be imposed:

- Student's caught using tobacco for the first time will be asked to clean the toilet and college campus
- For the second time, same action will be taken and a sum of RS. 500/will be charged
- For the third time, the issue will be handled by the authorities.

(b) If he/she is caught by the college authorities, penalties /fine will be imposed according to college rules.

7. OTHER ACTIVITIES :

- To have literary competition such as quiz, poetry, sketching, essay etc. once in a semester.
- To have indoor sports once in a month on a non-working Saturday.
- To have movie night at the end of the year.

N. Bangda Vanshik  
~~Bangda~~  
2/9/19

**PRESIDENT**  
Model Christian College Students' Council  
Kohima : Nagaland

Anukato G Samp  
~~[Signature]~~  
02/09/19

**GENERAL SECRETARY**  
Model Christian College Students' Council  
Kohima Nagaland

Anti - Ragging cell members  
2019 - 2022.

Following members were nominated for  
Anti-ragging cell for <sup>the</sup> year 2019 - 2022.

- 1) Mr. Vikhoko - Coordinator
- 2) Ms. Gunamani Singh - Member
- 3) Ms. Vindya Khatri - Member

Ms. Vindya left the college in Aug '20, so she  
was replaced by Miss Roza Dzunichu on 1<sup>st</sup> March  
2021.

Present members of the cell for 2019-2022 are as  
on 1<sup>st</sup> March '21 are:

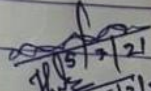
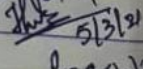
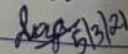
- ① Mr. Vikhoko Sothe - Co-ordinator
- ② Mr. Gunamani Singh - Member
- ③ Ms. Roza Dzunichu - Member

5<sup>th</sup> March '21

Members of the Anti-ragging cell had a  
meeting in the Deans Office during long break &  
decided to bring the new students in 2<sup>nd</sup> Sem's Arts &  
Science on ragging & whom to report. ~~in~~

1) Mr. Vikhoko  
2) Ms. Gunamani Singh  
3) Ms. Roza Dzunichu

Coordinator  
Member  
"

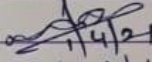
  
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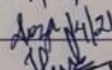
9<sup>th</sup> March '21.

Brief the students of B.A. & B.Sc 2<sup>nd</sup> years about the existence of Anti-ragging cell, members & co-ordinators of the cell and its functions. Students were also briefed on what constitutes ragging & whom to report in case they are ragged by the seniors.

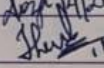
1<sup>st</sup> April '21.

Members of the cell had a meeting on 1<sup>st</sup> April '21 in the last period to discuss if there is any report of ragging in the college last month i.e. March. So far there is no report from the students or teachers to the cell. So it is believed that the college is free from ragging.

1) Mr. Vikhoko Coordinator 

2) Ms. Roza Dzinichu Member 

3) Mr. Gunamani Singh "

 11/4/21


16<sup>th</sup> Aug '21

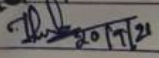
During Orientation for Freshers held on 16<sup>th</sup> Aug '21 in the college Auditorium, they were briefed on banned of ragging in college as per UGC norm. They were asked to report immediately to the anti-ragging cell members if they see any ragging in the college or if they were a victim.

20<sup>th</sup> Sept '21.

Anti-Ragging cell members had a meeting with Principal & briefed him on the activities undertaken by the cell. So far there is no ragging in the college.






1) Mr. Vikhoko Coordinator

2) Mr. Gunamani Singh Member 


3) Miss Roza Dzinichu Member 

 20/9/21

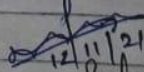
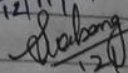
The members of Internal Complaint Committee and Anti-Sexual Harassment Cell held a meeting on 30<sup>th</sup> Sept 2021. The members discussed on the Guidelines given by VCIC. In the meeting, it was shared that there were no cases of Sexual Harassment in the college. However, the members were reminded to work actively in reaching out to the girl students in matters related to sexual Harassment.

Chairperson Ms. Kevilemo Zuo  30/9/21  
Secretary Ms. Nengpilung Singson  30/9/21  
Members Mr. Vichoko  30/9/21  
Dr. Subang wahang  30/9/21  
Dr. Luke Rymbai  30/09/2021

The members of the Internal Complaint Committee / Anti Sexual Harassment Cell had a meeting on 12<sup>th</sup> Nov 2021, on how to deal with issues of gender based violence in the college. and to keep a close watch to ensure that such incidents do not occur at all.

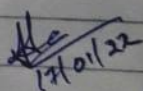
Chairperson - Ms Kevilemus Zao  12/11/2021

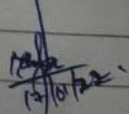
Member Secretary - Ms Nengpilhing Singron

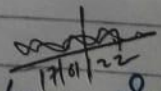
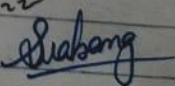
Members - Mr vikkoho  12/11/21  
- Rn. Subong wabang  12/11/21



A meeting was held on 17<sup>th</sup> Jan 2022. In the meeting the members decided that each teacher will be instructed to disseminate to their mentees about the Internal Complaint Committee / Anti Sexual Harassment Cell and to report to the cell if they experience any case in future. The members also pondered upon the future plans for the cell and suggested for conducting / organising Seminars and workshops.

Chairperson - Ms Kevilenuo Zao   
17/01/22

Member Secretary - Ms Nengpilhing Singon   
12/10/22

Members - Mr Vikkho   
17/01/22  
- Dr Subong warang 

Ref. No. ....

Date.....

**Names of Staff in each Committee with their respective roles.**

Sl. no.	Cell/Committee	Coordinator	Member secretary	Members
1.	Anti- ragging cell	Mr. Vikhoho Sothu Dean of Students Welfare		Mr. Th. Gunamani Ms. Roza Dzuvichu
2.	Internal Complaint Committee/Anti Sexual harassment Cell	Ms. Kevilenuo Zao	Ms. Nengpilhing Singson	Dean of students welfare Ms. Amelia Dr. Supongwapang
3.	Grievance Redressal Committee for students	Managing Director	Dean of students welfare	Principal Administrator Vice Principal Academic Dean

Ref. No. ....

Date.....

In the year 2021, the following grievances were received from the students and redressed.

Sl no.	Grievances received	Remarks
1.	Reduction of bus fares	Bus fare will remain as it is.
2.	Conduct of sports meet	Sports meet will be conducted if situation permits. Games within the college will be held.
3.	Replacement of soaps with hand wash	Soaps will be replaced with liquid hand wash
4.	Replacement of classroom doors as it makes a lot of noise while opening and closing	Doors will be repaired/replaced at the earliest.
5.	Proper sports equipments and sound system	Necessary Games and Sports requirements will be provided by the college. Music system will be upgraded next year.
6.	Extension of play hours from long break to 7 <sup>th</sup> period	Play hours is permitted during long break and from 2:15- 3:00 pm
7.	To put Convex mirror near the school gate	Convex mirror will be installed near the gate.
8.	To change the Colour of necktie	New necktie will be introduced in the 1 <sup>st</sup> sem.
9.	To change the routine starting from October	College routine will be fixed and change as per the requirement by the college authority.
10.	Fines imposed for consumption of tobacco products in the college to be done by the Student council	Fines will be handled by the college authority. Fines collected will be use for students' welfare.

  
 08/02/2022  
 Principal  
 Model Christian College  
 Kohima : Nagaland.

**Complaints are also collected in this Feedback box.**

