

### 5.1.1. Supporting documents

#### FORMATION OF ANTI-RAGGING COMMITTEE.

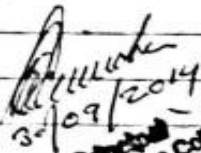
Date - 30<sup>th</sup> September 2014.


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. Nengpilhiong (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.

  
07/03/2022

Principal  
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1st Meeting of the Anti-Ragging Committee.

Members present in the meeting.			Date 17/02/16.
Sr. No.	Name	Designation	Signature
1.	Jh. Gromao Singh	Dean of S/W.	[Signature] 17/2/16.
2.	Nongfelling Simpson	Asst. Prof. Bodany	[Signature]
3.	Kibitua Talo	Class representative B.Sc 4 <sup>th</sup> sem.	[Signature]
4.	Arika. K. Zhimo	class representative B.Sc 2 <sup>nd</sup> sem	[Signature]
5.	Pagham Pfole	Asst. class representative B.Sc 2 <sup>nd</sup> sem	[Signature]
6.	Zagen	Class representative B.A 4 <sup>th</sup> sem	Zagen
7.	Akimicmle	Class representative B.Sc 6 <sup>th</sup> sem	[Signature]

Some of the agendas discuss during the meeting.

- ① Brief the students of summary of UGC regulations on curbing the menace of ragging in higher educational institutions.
- ② To let the students to submit the anti-ragging undertaking (affidavit) by the student and their parents.
- ③ The C.R.'s should take initiative to prevent ragging in any form since they are the first persons in contact with the students. In any case of ragging incidence, the C.R.'s should immediately inform the Committee in charges.

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

Brief the students of B.A. & B.Sc 2<sup>nd</sup> sems 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.

16<sup>th</sup> April '21.

Members of the cell had a meeting on 16<sup>th</sup> April '21 in the last period to discuss if there is any report of ragging in the college last month or month 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 14/4/21
- 2) Ms. Roza Dzirwiche Member 14/4/21
- 3) Mr. Gunamani Singh " 14/4/21

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.

26<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 26/9/21
- 2) Mr. Gunamani Singh Member
- 3) Miss Roza Dzirwiche Member 26/9/21

*K. Sani*  
02/03/2022

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**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.

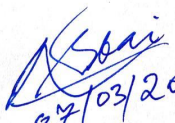
**QUORUM**

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


  
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- 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.

  
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OFFICE OF THE  
MODEL CHRISTIAN COLLEGE STUDENTS' COUNCIL

(Affiliated to ANCSU)

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

Date 02/9/19

Ref. No. ....

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:

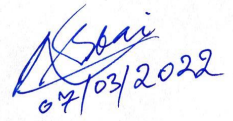
Social work would be conducted once in a month i.e. on working Saturday after the class. It is compulsory for every student to attend social work except for NCC (incase they have any class/practice).

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.

  
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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. Binyda Vemshih*  
*Binyda*  
*2/2/19*

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

*Anuketa G Sam P*  
*Anuketa*  
*02/19/19*

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

*K. Sani*  
*07/03/2022*


**Principal**  
Model Christian College  
Kohima : Nagaland.

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.

  
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Reference: DOP&T O.M. No.11013/2/2014-Estt.A.111 dated February 2, 2015

Annual Return on cases of Sexual Harassment

Period: 1<sup>st</sup> April, 2018 to 31<sup>st</sup> March, 2019

Name of the University — MODEL CHRISTIAN COLLEGE, KOHIMA, NAGALAND.

Sl.No.		Number of cases*
1	Number of complaints of sexual harassment received in the year	NIL
2.	Number of complaints disposed off during the year	NIL
3	Number of cases pending for more the 90 days	NIL
4.	Number of workshops on awareness programmes against sexual harassment conducted during the year	1 (ONE)
5.	Nature of action	NIL

**Note:**






- Information is to be provided in consolidated form in respect of University as a whole (including affiliated/constituent colleges).




*[Signature]*  
Principal  
Model Christian College  
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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 UGC. 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. Kevlenno Zao  30/9/21  
Secretary Ms. Nengpilhing Singon  30/9/21  
Members Ms. Vekho  30/9/21  
Dr. Subangwang  30/9/21  
Dr. Luke Rymri  30/9/21

 30/09/2021

  
07/03/2022

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