

### CRITERIA 7

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

#### DVV Clarification

Please provide scanned images of 1. Highlighted portion of handbook, manual and brochure on professional ethics/ human values programs, attested by Principal. 2. Details proceedings of the monitoring committee and its composition, attested by Principal. 3. Minutes of the monitoring committee meetings, attested by Principal. 4. Reports of various awareness programs on code of conduct and professional ethics, in support of the claim, attested by Principal. 5. Please provide the web-link for the code of conduct documents of the college published in the website / screenshot of the same.

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**CODE OF CONDUCT FOR TEACHERS, GOVERNING  
BODY, ADMINISTRATION AND STUDENTS**

*EXCERPTS FROM EMPLOYEE HANDBOOK*

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## CODE OF CONDUCT FOR TEACHERS

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### PART III – EMPLOYEES

#### 20. Classification of Employees

There shall be three categories of employees: probationary, confirmed and temporary.

- (a) **Probationary** : A direct recruit for any post, except the Principal and Vice Principal posts,<sup>9</sup> shall serve as a probationer for a period of one year for regular appointment. The probationary period may be extended if his/her work and conduct during the period is deemed unsatisfactory.
- (b) **Confirmed** : An employee shall be confirmed as regular by the Governing Body if his/her work and conduct during the probationary period is deemed satisfactory.
- (c) **Temporary**: A temporary employee is an employee who is employed for a short period to fill a vacancy or to complete a specific project. Temporary employees shall be paid a consolidated salary.

#### 21. Recruitment Procedure

- (a) Vacancies to various posts shall be filled through direct recruitment. Such vacancies shall be notified through advertisement. The Governing Body shall constitute a Selection Committee in accordance with the NU/UGC norms and shall appoint employees<sup>10</sup> as per the recommendation of the Committee.
- (b) The Head of Department shall be appointed from amongst the senior regularised teachers on rotation basis for a term of three years.

#### 22. Eligibility

Employees<sup>11</sup> shall be under College norms.

##### (a) Faculty

A candidate to be eligible to the post of Assistant Professor<sup>12</sup> should have a good academic record from matriculation to graduation, at least 55% marks in Master's Degree and NET. Preference will be given to those who have M.Phil. or Ph.D.

##### (b) Library Staff

- (i) **Librarian**: A Master's Degree holder in Library Science, with work experience of five years or more and qualifying NET, can apply for the post of Librarian.
- (ii) **Assistant Librarian**: A Graduate or Master's Degree holder in Library Science can apply for the post of Assistant Librarian.
- (iii) **Library Assistant**: A diploma certificate holder in library management or a degree holder in any stream can apply for the post of Library Assistant.

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- (c) Technical, Laboratory, Clerical and Fourth Grade staff shall be appointed as per College norms.

**23. Probation**

- (a) All direct recruits shall be appointed on probation for one year.
- (b) The College Authority may, by serving one month's notice in writing, dispense with the service of a probationer if he/she is considered to be unfit for regular appointment.
- (c) The probationer shall not be entitled to any compensation in the event of his/her service being dispensed.

**24. Confirmation**

- (a) The service of an employee shall be confirmed, if the Governing Body is satisfied with his/her work and conduct during the probationary period.
- (b) If the confirmation of an employee is delayed, on account of his/her failure to qualify for such confirmation, he/she shall lose the benefit in the order of seniority *vis-a-vis* his/her juniors who may be confirmed earlier than him/her.

**25. Promotion<sup>13</sup>**

- (a) Stage 1 Assistant Professors who have completed six years of service and having a Ph.D. degree, or seven years of service and having an M.Phil., or eight years of service for those without Ph.D./M.Phil. may apply for promotion to Stage 2.
- (b) Stage 2 Assistant Professors who have completed six years of service in Stage 2 may apply for promotion to Stage 3.
- (c) Stage 3 Assistant Professors who have completed five years of service in Stage 3 and possessing Ph.D. may apply for promotion to Stage 4 and shall be designated as Associate Professor.
- (d) Stage 4 Associate Professors who have completed five years of service in Stage 4 and possessing Ph.D. may apply for promotion to Stage 5 and shall be designated as Professor.
- (e) Movement from one level to the next higher level is subjected to:
- (i) Satisfying the required credit points as per Academic Performance Indicators (API) based on Performance Based Appraisal System (PBAS) methodology;
- (ii) Assessment by a duly constituted selection committee; and
- (iii) Availability of sanctioned posts in the College.



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- (f) A teacher who wishes to be considered for promotion under Career Advancement Scheme (CAS) may submit in writing to the college, with three months in advance of the due date, that he/she fulfils all the required qualifications under CAS and submit to the college the Performance Based Appraisal System Proforma.
  - (g) Any employee who completes eight years in the same scale of pay and does not qualify for promotion to the next higher scale of pay will be given two extra yearly increments, and after which one extra increment for six years of continued service and followed by one extra increment for every five years of continued service in the same scale.
  - (h) The provisions of Section 25(g) shall be applicable to the administrative staff and laboratory assistants from the date of appointment to the respective post.

**26. Retirement**

- (a) An employee, who attains the age of sixty years, shall retire from service.
- (b) Retention of any employee beyond the age of service limit is the prerogative of the Governing Body, provided he/she is physically and mentally fit and capable.

**27. Scale of Pay and Allowances**

- (a) The basic scale of pay and allowances for the employees<sup>14</sup> shall be as per College norms.
- (b) Extra allowance may be given to any employee who is officially entrusted with extra/additional responsibilities.

**28. Incentives**

Three<sup>15</sup> and one advance increment shall be admissible to those who hold Ph.D. and M.Phil. degrees respectively at the time of recruitment, or as and when a teacher acquires these degrees in his/her service time in the College.

**29. Selection Committee**

The Selection Committee shall comprise of:

- (a) President of the Governing Body or his/her Representative as Chairman;
- (b) N.U. Nominee as Subject Expert;
- (c) Principal/Vice Principal as Secretary;
- (d) One or more nominees of the Governing Body;
- (e) Head of Department of the concerned subject in the College.

**30. Appointing Authority**

The Governing Body is the sole appointing authority of the College employees.

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<sup>14</sup> Ibid.  
<sup>15</sup> Ibid.

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### 31. General Duties and Responsibilities

- (a) No employee shall join or continue to be a member of any association, the objectives or activities of which are prejudicial to the objectives of the College and public order or morality.
- (b) No employee shall engage himself/herself in any other gainful employment without a written permission from the Governing Body.
- (c) The Faculty and the Heads of Department shall report to the Academic Dean.
- (d) Every employee should be punctual in the morning on all working days, failing which he/she would be penalized by deducting one day Casual Leave for every four<sup>16</sup> times of being late.
- (e) Every Faculty should be in the College ten minutes before the commencement of classes and be in College till the last period of the day on all working days. A conditional provision of leaving the College after the fifth period is granted to the Faculty who do not have classes in the sixth and seventh periods.
- (f) Every non-teaching staff should be in the College twenty minutes before the commencement of classes and be in College till the last period of the day on all working days.

### 32. Leave

#### 1) General:

- (a) Leave is authorized absence from duty.
- (b) The College Authority reserves the right to grant or decline or revoke leave on exigency ground.
- (c) Leave should be applied and sanctioned in advance.
- (d) Any leave not sanctioned by the College Authority will be treated as leave without pay.
- (e) Every employee must be present on the closing day and re-opening day of the College before and after summer break, winter break and major holidays, failing which the concerned employee's salary will be deducted three days each for the closing and the opening day or six days for both the days.<sup>17</sup>

#### 2) Casual Leave:

- (a) There shall be twelve days Casual Leave for regularised Faculty and fifteen days Casual Leave for regularised non-teaching staff in one calendar year.
- (b) A Faculty may avail a maximum of six days Casual Leave and a non-teaching staff eight days Casual Leave in the Even Semester. However, in the event of exigency, discretion of the granting Authority prevails.

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<sup>16</sup>Ibid.



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- (c) A regularised employee can avail a maximum of three days Casual Leave at a stretch, without prefixing or suffixing to holidays.
  - (d) Casual Leave taken in excess of three days shall be treated as leave without pay.
  - (e) Casual Leave shall be non-cumulative.
  - (f) Encashment of un-availed Casual Leave shall be credited along with the December salary.
  - (g) No Casual Leave shall be granted on the closing or re-opening day of the College before and after summer break, winter break and major holidays.

**3) Leave for Unconfirmed Employees:**

Employees appointed on probation or temporary basis shall be entitled to Casual Leave of one day for one month served. Casual Leave which is not taken in a particular month may be carried over to the next month and so on. However, he/she shall not take more than three days Casual Leave at a stretch.<sup>18</sup> Excess leave taken against one's leave credit shall be leave without pay.

**4) Medical Leave:**

- (a) There shall be ten days Medical Leave in one calendar year.
- (b) The minimum number of days for availing Medical Leave at a stretch is four days.
- (c) Medical Leave shall be granted only on the ground of major illness, which must be confirmed/verified by the College Authority.
- (d) Extension of Medical Leave may be granted without pay, subject to approval of the College Authority.
- (e) Medical Leave may be prefixed or suffixed to holidays, if situation demands.

**5) Maternity Leave:**

- (a) Maternity Leave shall be granted for sixty days with full pay.
- (b) Extension of Maternity Leave beyond sixty days shall be leave without pay.
- (c) Total Maternity Leave should not exceed three months. However, if situation demands, extension of Maternity Leave beyond three months may be applied for, but granting such extension shall be the discretion of the College Authority.
- (d) Maternity Leave is applicable up to the second child.

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<sup>18</sup> Ibid.

<sup>19</sup> Resolution of Governing Body, dated 22nd July 2017, inserted by the Second Amendment 2020.

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**6) Paternity Leave:**

- (a) Seven<sup>19</sup> days Paternity Leave shall be granted to a male employee on his spouse's delivery.
- (b) Paternity Leave is applicable up to the second child.

**7) Duty Leave:**

Duty Leave may be granted to an employee delegated by the College for representing the College in any events and bodies outside the College premises.

**8) Special Leave:**

- (a) Special Leave may be granted to an employee for attending courses, conferences, meetings, seminars, symposia, and committees.
- (b) It shall be based on seniority and first come first serve basis.
- (c) Not more than one Faculty from a Department shall be granted Special Leave at a time.
- (d) A member of the Faculty or staff may be permitted to attend refresher courses once in every three years.
- (e) Duration of Special Leave shall correspond to the duration of the course, but to the maximum of thirty days.
- (f) Special Leave shall be leave with pay.
- (g) A candidate, who wants to avail Special Leave, shall apply two months in advance or surrender two months' pay in lieu of failure to do so.

**9) Study Leave:**

The College encourages its employees to enhance knowledge, skills, and values while in service.

- (a) Study Leave can be availed by an employee who has served a minimum of three years in the College.<sup>20</sup>
- (b) Study Leave shall be granted only for pursuing M.Phil. or Ph.D. and for the specified period of the course, two years for M.Phil. and three years for Ph.D., basing on the nature of application and sanctioning of leave by the College Authority.
- (c) It shall be based on seniority and first come first serve basis.

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<sup>19</sup> Amended by Second Amendment 2020. | <sup>20</sup> Ibid.

<sup>21</sup> Inserted by Second Amendment 2020. | <sup>24</sup> Amended by Second Amendment 2020.

<sup>25</sup> Inserted by Second Amendment 2020.



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- (d) Not more than one Faculty from a Department shall be granted Study Leave at a time.
  - (e) An employee<sup>21</sup> who has served a minimum of five years in the College may avail financial assistance of twenty-five percent of the current pay, or full pay if the UGC or any other agency sponsors a substitute during the study period.
  - (f) He/She, who wishes to avail such financial assistance, should sign an undertaking with a responsible guarantor.
  - (g) He/She should serve a minimum of five years in the College after completion of the study or course, failing which he/she shall have to pay the College the capital incurred on him/ her, with three percent simple interest per month.
  - (h) An employee<sup>22</sup>, who wants to avail Study Leave, should apply two months in advance or surrender two months' pay in lieu of failure to do so.
  - (i) Seniority in service shall be maintained for employees who availed study leave under this provision.<sup>23</sup>

**33. Absence from Duty without Permission<sup>24</sup>**

Absence from duty without permission from the competent Authority shall be treated as leave without pay, which shall be outside the purview of Casual Leave, and disciplinary action shall be taken against the employee.

**34. Employee Provident Fund<sup>25</sup>**

- (a) All confirmed employees shall be entitled to the benefits of Employee Provident Fund (EPF).
- (b) The contribution of the employee and the College shall be 12% (twelve percent) and 13% (thirteen percent) each as per the provisions of EPF.
- (c) An employee can claim E.P.F. as per the provisions of EPF.

**35. Workload**

- (a) Every Faculty should be ready to take up three to four periods daily.
- (b) Every non-teaching staff shall carry out his/her responsibilities conscientiously, diligently and responsibly.
- (c) All employees should be ready to take up additional responsibilities assigned by the College Authority when necessity arises.

**36. Resignation**

If any employee wishes to resign from the College, he/she should serve two months' prior notice or surrender two months' pay in lieu of such notice.

## CODE OF CONDUCT FOR GOVERNING BODY

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### **MODEL CHRISTIAN COLLEGE KOHIMA: NAGALAND**

#### **EMPLOYEE HANDBOOK**

The Governing Body of Model Christian College is honoured to lay the following rules for the College.

#### **PART I – GENERAL**

**1. Name**

These rules shall be called “Model Christian College Employee Handbook.”

**2. Commencement**

These rules shall come into force from the date of notification by the Governing Body of the College.

#### **PART II - ROLES AND RESPONSIBILITIES**

**3. Sponsoring Body**

The Arücho Society for Human Transformation and Research shall be the Sponsoring Body of Model Christian College.<sup>1</sup>

**4. Governing Body**

(a) Composition:

- (i) The Governing Body shall consist of the Members of the Arücho Society for Human Transformation and Research, the Nagaland University Representative, the Principal and other eminent members from different walks of society to be nominated by the Arücho Society for Human Transformation and Research.
- (ii) The President of the Arücho Society for Human Transformation and Research or his/her Representative shall be the President of the Governing Body.
- (iii) The Principal shall be the Secretary.

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<sup>1</sup> Amended by Second Amendment 2020.

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(b) Quorum:

One-third of the Members shall constitute the quorum.

(c) Powers of the Governing Body:

- (i) The Governing Body shall lay down rules and regulations for the employees and administration of the College.
- (ii) It shall appoint or dismiss employees of the College.
- (iii) It shall take decision on any issue not covered by the Employee Handbook.
- (iv) Its decision shall be final on all matters concerning the College.



## CODE OF CONDUCT FOR ADMINISTRATION

### 6. **Managing Director**

- (a) The President of the Arúcho Society for Human Transformation and Research or his/her Representative shall be the Managing Director of the College, and he/she shall be the overall in charge of college properties and assets.
- (b) The Managing Director shall be in charge of all accounts and financial matters.
- (c) He/She, in consultation with the Administrator and the Principal, shall prepare the annual budget and present the same to the Governing Body.
- (d) He/She shall instruct and advise the Administrator, Principal and Vice Principal on all matters of college administration.

### 7. **Administrator**

- (a) The Administrator shall oversee the overall administration of the College.
- (b) He/She shall work under the direct advice of the Governing Body and the Managing Director.
- (c) He/She shall be a member of the Governing Body.
- (d) He/She shall assume the responsibilities and role of the Managing Director in the absence of the latter.

### 8. **Principal**

- (a) The Principal is the Head of the Institution.
- (b) He/She shall maintain the Annual Confidential Report of all the employees of the College.
- (c) He/She shall be the Secretary of the Governing Body, the College Management Council and the Selection Committee.
- (d) He/She shall be the sole signing authority for all documents and correspondences of the College.
- (e) He/She shall allocate delegate works and assignments to the Vice Principal, Deans and other employees.
- (f) Any work not allocated/delegated to other employees shall be his/her responsibility.
- (g) He/She shall grant all types of leave to the employees of the College in consultation with the President of the Governing Body.
- (h) He/She shall consult/inform the Managing Director or President of the Governing Body and Administrator on all matters of college administration.

### 9. **Vice Principal**

- (a) The Vice Principal shall work directly under the Principal.
- (b) He/She shall also perform responsibilities assigned by the Managing Director and the Administrator.
- (c) He/She shall oversee the maintenance of students' discipline in the College.
- (d) He/She shall assist in teaching when required.
- (e) In the absence of the Principal, he/she shall assume the responsibilities of the Principal.

## CODE OF CONDUCT FOR STUDENTS

### *EXCERPTS FROM COLLEGE PROSPECTUS*

#### CODE OF ETHICS POLICY DOCUMENT

##### **UNIFORM RULES**

- Students must wear full uniform on Monday, Wednesday and College Function days.
- Students must wear the College polo shirt on Tuesday.
- Students are allowed to wear regular but appropriate clothing or the College sweatshirt on Thursday, Friday and Saturday.
- Uniforms will be supplied by the College upon payment.

##### **RULES AND REGULATIONS**

Students are to abide by the following rules and regulations of the College.

- Students must attend classes regularly.
- Students will not be allowed to sit for the End Semester Examination if their attendance in class is below 80%.
- Non-cooperation in internal assessment activities such as assignments, tests and seminars will result in serious disciplinary action.
- Students will be asked to leave the College on grounds of breach of discipline, irregular attendance, poor academic performance and non-payment of fees.
- Discourtesy and insubordination to Authority, Staff and Faculty will incur disciplinary action.
- Damage to College property or any apparatus/article in the science laboratories will be replaced by the concerned student.
- Any loss or damage of College library books have to be replaced by the concerned student.
- No union, society, organization, or group meetings will be allowed in the College without prior permission of the College Authority.
- Any student using indecent, vulgar and abusive language or violence towards other students will be liable to disciplinary action.
- Conspirators and instigators in any form will face serious disciplinary action.
- Use of mobile phones, unless required for class purposes with the teacher's permission, is not allowed in the classrooms. In case of violation, the device will be confiscated. The College will not be responsible for loss of such devices.
- Students are encouraged to attend all functions, seminars, and conferences organized by the College.
- Fundraising of any kind would require permission from the College Authority.
- MCC is a Tobacco, Alcohol and Drug Free Institution. Use of any such substances are strictly prohibited. Disciplinary action will be taken against defaulters.
- Ragging and sexual harassment of any form is strictly prohibited.

*[Handwritten Signature]*  
07/03/2022

Principal  
Model Christian College  
Kohima : Nagaland.

**COMPOSITION OF DISCIPLINE MONITORING  
COMMITTEE AND MEETING MINUTES**  
***EXCERPTS FROM DISCIPLINARY COMMITTEE REGISTER***

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COMPOSITION OF DISCIPLINE MONITORING COMMITTEE

2019-2022

From August 2019, the Composition of Disciplinary Committee was reformed. The following are the members-

1. Vice principal - Chairman.
2. Dean (SW) - Member secretary.
3. Administrator - Member.

  
Vice Principal  
Model Christian College  
Kohima : Nagaland

MEETINGS MINUTES OF THE MONITORING COMMITTEE

EXCERPTS FROM DISCIPLINARY COMMITTEE REGISTER

7.1.10 (I)

Date: 20<sup>th</sup> July 2017

Time: 1:40 pm.

Attendance:

<u>S.No.</u>	<u>Name</u>	<u>Designation</u>	<u>Signature</u>
1.	Dr. Nandhikanti Sankar	V. Principal	
2.	Zalito Makhoo	Member	
3.	M. Karthikeyan	member	
4.	H. NISHAN SINGH	Member	
5.	Th. Romeo Singh	Member	
6.	Albert Anindya	Administrator	
7.	Dr. Luke Rymtai	Principal	

Meeting minutes:

The following Resolution was made in the meeting of the Disciplinary Committee held on 20<sup>th</sup> July 2017, at 1:40 pm in principal's Chamber.

1. Disciplinary issues:

Any issues related to discipline for taking action is to be notified/ reported to the Administrator, before taking up to the higher authorities.

2. Attendance issue:

Attendance of students regarding

7.1.10 (2)

irregularities was deliberated upon the  
me and decided that teacher should  
identify students regularly absent  
from class without proper information  
It was resolved to let the teacher  
give the names of those students  
to the Viceprincipal's office for  
necessary action.

1) For students coming late  
regularly to college, their parents  
will be called in person.

2) The main of college gate will be  
closed on IAE days after  
9:50 am. Any one coming after  
9:50 am will not be allowed  
to write IAE.

on Wednesday the gate will be  
close at 9:40 am.

### 3. Uniform issues:

Students without proper uniform  
will be reported to the V.P.'s office  
Their names will be recorded and  
will be made to report with  
proper uniform in the following  
uniform days.

Rules for wearing of uniform will  
remain the same.

  
Vice Principal  
Model Christian College  
Kohima - Nagaland

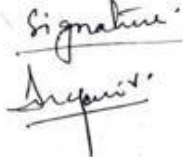
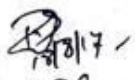



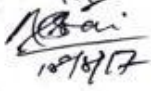


7.1.10 (3)

18<sup>th</sup> Aug 2017.

Time: 12:10 Noon.

Attendance:

<u>Sno.</u>	<u>Name</u>	<u>Designation</u>	<u>Signature</u>
1.	Dr. Nungshikacha Sami	V. Principal.	
2.	Hievinu Olivia Rida	Asst. Prof & Head, Geology	
3.	Zalito Medeo	Asst. Prof & HOD, Geography	
4.	M. Kiranjit Singh	Asst. Prof. Chemistry.	
5.	Th. Romeo Singh.	Dean of Sp.	
6.	Dr. Duke Syntai	Principal	

### Meeting Minutes.

The following items were discussed and resolved in the meeting:




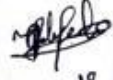

- 1) Students will not be allowed to play any sports during the class hours.
- 2) to prepare a routine for the disciplinary committee members to check on students.
- 3) Students without proper uniform on uniform days will be sent home and report with proper uniform on the same day. Students staying far away need not come back.
- 4) Parents/Guardians will be called for students coming to college without uniform frequently.
- 5) Notice to be given to students not to walk in the parapet.

  
V. Principal  
Model Christian College  
Kohima, Nagaland

7<sup>th</sup> August 2018.  
Time: 1:40 pm.

7.1.10 (4)

Attendance:

Sr No	Name & designation	Signature
1.	Dr. Ningshikoula Samir.	
2.	Vikash Sathu	
3.	Albert Bricho / Administrator	
4.	Zalito Medco	
5.	H. NISHAN SINGH	

The following resolution was made, in the meeting of the disciplinary committee held on 7 Aug 2018 at 1:40 pm in vice principals room.

The agenda discussed was civic sense and duty.

The problem faced by the college was use of pan / tobacco-product and spitting in and around the campus.




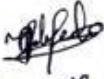

The following Resolution was made

Any student, who is caught consuming tobacco or with tobacco product in the college, shall be asked to bring parent / legal guardian

7<sup>th</sup> August 2018.  
Time: 1:40 pm.

7.1.10 (4)

### Attendance:

Sr No	Name & designation	Signature
1.	Dr. Nungshikoula Jamir.	
2.	Vikroho Sothni	
3.	Albert Bricho / Administrator	
4.	Zalito Medco	
5.	H. NISHAN SINGH	

The following resolution was made, in the meeting of the disciplinary committee held on 7 Aug 2018 at 1:40 pm in vice principals room. The agenda discussed was civic sense and duty:

The problem faced by the college was use of pan / tobacco-product and spitting in and around the campus.

The following Resolution was made  
Any student, who is caught consuming tobacco or with tobacco product in the college, shall be asked to bring parent / legal guardian



7-1-10 (5)

- and fined Rs 500/- for the first offer
- ii) asked to bring parent / legal guardian and fined Rs 1000/- for the second offence and
  - iii) fine Rs 2000/- and issued transfer certificate for the third offence.

*Shubini*  
Vice Principal  
Model Christian College  
Zokhima, Nagaland

4<sup>th</sup> Feb 2019.

7.1.10 (6)

Time : 1:40 pm.

Attendance :

1. Dr. Nungshikula Samier (V.P.) *[Signature]*
2. Albert Aiche (Administrator)
3. Nishko Sether (Gen. Sec.)
4. Nishan Singh (member) *[Signature]*

Agenda discussed - Late comers.

Solution for the late comers was discussed and decided to implement the following decisions made below:-

- Students coming late for the 1<sup>st</sup> time  
Send them to the office for explanation.
- Students coming late for the 2<sup>nd</sup> time - let them report to the principal's office for one week.
- Students coming late for the 3<sup>rd</sup> time - informed to the parents that they will be fined for very late day.
- Departments to take care of ~~the~~ student coming late or regularly absent from his or her class.
- No students should be permitted to enter the class after the bell.

*[Signature]*  
Vice Principal  
Model Christian College  
Kohima - Nagaland

7.1.10.(7)

From August 2019, the Composition of Disciplinary Committee was reformed. The following are the members-

1. Vice principal - Chairman.
2. Dean (SW) - Member secretary.
3. Administrator - Member.

*dfaw*  
Vice Principal  
Model Christian College  
Kohima, Nagaland



Date: 5<sup>th</sup> April 2020. 7.1.10 (8)  
Time: 11:00 am.

### Meeting Minutes

The following resolution was made in the meeting of the disciplinary committee held on 5<sup>th</sup> April 2020 at the Administrator's Chamber.

Agenda discussed - Uniform Checking.

The problem faced by the college is students not wearing proper uniform on uniform days.

The following resolution was made.

1. Regular checking of uniform on uniform days i.e. Mon (full uniform), Tue (Polo-shirt) and Wed (full uniform)
2. To impose a fine of Rs 50 <sup>per</sup> senior or caught without proper uniform on uniform days.
3. To utilize the fines collected for college activities.

  
Vice-Chancellor  
Model Christian College  
Kohima: Nagaland

**AWARENESS PROGRAMME ON CODE OF CONDUCT**

***EXCERPTS FROM CHRONICLE: COLLEGE AND OTHER OFFICIAL  
PROGRAMMES/ACTIVITIES***



**REPORT OF ANNUAL AWARENESS PROGRAMME ON CODE OF CONDUCT**

**EXCERPTS FROM CHRONICLE: COLLEGE AND OTHER OFFICIAL PROGRAMMES/ACTIVITIES**

**2017-2018**

Date - 13/6/17.

Orientation for B.A. and B.Sc 1<sup>st</sup> Semester - 2017.  
Organized at the College Auditorium.

Classes for the B.A and B.Sc 1<sup>st</sup> Semester - 2017  
started.

Date - 21/6/17.

Introduction for the freshers for 2017  
batch.

Date 10/01/2017.

Classes for all the semesters, both B.A and B.Sc.  
resume on 10<sup>th</sup> Jan 2017 after the winter break.

A short Assembly was organized in which the  
Managing Director, greeted the staff and students  
a very happy New Year - 2017.



2018-2019

Date 13/6/18

Orientation programme for 1<sup>st</sup> sem. ~~2018~~ students  
of both Arts & Science was held on 13<sup>th</sup> June '18.  
Five resource persons took the stage, among them was  
Mr. Prakash Jason Nayak, CEO, North East App  
who spoke on the different types of scholarship  
available & entrance exam, they can appear  
after graduation.

Date: 20/6/18.

Introductory class for 1<sup>st</sup> sem. students  
was held in the college auditorium hall  
right after the assembly upto 3<sup>rd</sup> period.

ORIENTATION PROGRAMME

**MODEL CHRISTIAN COLLEGE**

*Lower A.G. Colony, Kohima*

**Orientation for 1<sup>st</sup> Semester 2018**

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*Venue: Auditorium*

*Date: 13-06-2018*

*Time: 10:30am*

Chairperson: **Mr. Vikhoho**

Resource Persons:

- **Managing Director**
- **Academic Dean**
- **Vice Principal**
- **CEO Northeast App**
- **Principal**
- **Vote of thanks (Chairperson)**

2020-2021

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

Orientation Programme for Freshers students of Sc & Arts stream was held on 16<sup>th</sup> Aug'21 at 9:30 A.M. in the auditorium. Mr. Graeson Mohoto, Office Superintendent was the moderator of the programme. Mr. S.P. Francis, exhorted the new students and wish them best of luck in their stay in the college. Airing being the students on Academic matters which Mr. Mohoto gave a talk on Discipline & extra-curricular matter. Dr. Luke Rymbai accorded words of welcome and assure them all possible help from the college side.



## ORIENTATION PROGRAMME

### MODEL CHRISTIAN COLLEGE ORIENTATION FOR B.A. & B.SC. II SEMESTER STUDENTS

DATE: 1<sup>ST</sup> MARCH 2021

TIME: 9:00 A.M.

VENUE: AUDITORIUM

#### PROGRAMME

- Moderator : Dr. Nungshikokla Jamir,  
Vice-Principal
1. Welcome Address : Dr. Nungshikokla Jamir  
Vice-Principal
2. Prayer : Ms. Nengpilhing Singson  
Academic Dean
3. Presentations : (a) Mr. S.P. Francis  
Managing Director  
(b) Vikhoho Sothu  
Dean, Student Welfare  
(c) Dr. Luke Rymbai  
Principal
4. Concluding words : Moderator

**AWARENESS PROGRAMME ON CODE OF CONDUCT**



**Managing Director and Principal Orienting the students on the first day of the college**



**Staff and Faculty Meeting**