




DOSSIER ON
**SAINT CLARET COLLEGE
ADMINISTRATIVE
AFFAIRS**

2017

**SAINT CLARET COLLEGE, ZIRO
ARUNACHAL PRADESH, INDIA-791120
www.sccz.edu.in**



SAINT CLARET COLLEGE, ZIRO
DOSSIER ON
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PREFACE

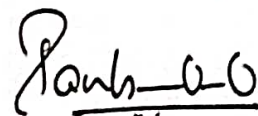
The *Dossier on SCC Administrative Affairs* was first prepared in 2005 when the Office of the Principal was transferred from Fr. Paulson Veliyannoor to Fr. Sabu George. It was revised and updated in 2010, when the Office was transferred from Fr. Sabu George to Fr. Benoy Joseph. The *Dossier* in its third *avatar* - in this present form - is now being birthed in 2017, following the transfer of Office from Fr. Paulson Veliyannoor to Fr. Allwyn Mendoz. The current version has been more comprehensive due to the need to reflect two major milestones in the life of SCCZ: the complete shift to semestral mode of education and the event of SCCZ becoming an institute accredited (with Grade A) by NAAC.

The *Dossier* is to be seen as one of the best practices of SCCZ. Its purpose is to help for smooth transfer of duty and take over by the new Principal & Team, and to ensure that the systems and processes established over the years and have become part of the SCCZ heritage shall not be lost but have certain continuity. This is especially helpful when the new team is entirely new, without having ministered at SCCZ before. A study of the *Dossier* makes it easier for the new team to learn about the culture and traditions at SCCZ, and to ensure continuity and smooth functioning of the college community. Further, the vision of the *Dossier* is fully served when the new team, having learned the traditions and practices, collectively improve upon them, making modifications wherever necessary and introducing new traditions and practices from the insights learned from the history hitherto. Thus, the *Dossier* serves as a springboard for further innovation and creativity.

Over the years, the realities on ground zero change and the institution will have diverse growth bouts and challenges. Hence, it is highly recommended that the *Dossier* be updated on an annual basis so that no significant administrative change shall be lost, but preserved for current needs and future reference. All the editions shall be preserved in the College Archives for the benefit of historical purposes and future referals. And once the transfers take place, with a new team taking over, a thoroughly updated new edition may be handed over in print.

I wish Fr. Allwyn Mendoz and his team all the very best and God's blessings in their service to God and the tribal youth through their ministry at SCCZ.

Faternally:



August 26, 2017

Feast of the Eucharistic Gift of St. Anthony Claret

Fr. Paulson Veliyannoor, CMF

SECTION A: AFFILIATIONS, RECOGNITIONS, & PARTNERSHIPS

I. UNIVERSITY GRANTS COMMISSION (UGC)

1. UGC is the Apex, Regulatory Body in the country for Higher Education. Recognition under 2(f) and 12(B) of the UGC Act is mandatory for higher education institutions in India. 2(f) recognizes the college, while 12(B) makes the college eligible to receive central funds. The 12(B) is further nuanced: only those institutions that are aided (under regular salary head) by the State Government are eligible for receiving *developmental grants* from the UGC. Those unaided institutions that fulfil other criteria, are eligible to receive funds related to students and staff (such as scholarships, minor research projects, major research projects, etc.). The website is: www.ugc.ac.in/
2. In 2007, SCCZ received recognition from UGC under 2(f) and 12(B), enabling it to receive funds from any central government agency *other than* UGC. In 2011, the status was upgraded to eligibility to receive funds with the exception of developmental grants, from the UGC. Since SCCZ does not receive salary grant from the State Government, it is not eligible to receive developmental grants, as of now. Currently, we are receiving Ishaan Uday Scholarship for Northeastern students. However, it is mandatory that the institution register on PFMS (Public Finance Monitoring System) for disbursement of any grants from UGC or any governmental agency/ministry.
3. INFLIBNET is a rich resource for journals, books, encyclopaediae, etc., available for institutions and individuals to make use of. It is an initiative of the UGC. Saint Clare College is registered on inflibnet. Ensure that the payments are done on time annually and that the Staff list is updated for inflibnet access (deleting the outgoing Staff from access) and the entire Staff are periodically alerted to the use of Inflibnet. Fr. Allwyn Mendoz had been nominated as the College Administrator for the update of the SCCZ membership. Please note the following email IDs/and URLs:
college@inflibnet.ac.in (access related)
paymentinfo@inflibnet.ac.in (payment related)
For accessing NLIST e-resources - <http://iproxy.inflibnet.ac.in:2048/login>
For college administrator login - <http://nlist.inflibnet.ac.in/user/login.php>
For DD status/payment receipt - <http://nlist.inflibnet.ac.in/ddinfo.php>
For authorisation letter - <http://nlist.inflibnet.ac.in/downloads.php>
4. *TO DO: (a) Register, at the earliest, on PFMS for disbursement of grants at www.pfms.nic.in/; (b) At least on a weekly basis, check the UGC website for "notices" and "circulars" (on home page) on various matters of importance to higher education; (c) Explore various UGC fundings available for students and staff such as book grant, travel grant, Minor and Major Research Projects. (d) Be informed of the model curricula, XII Plan Guidelines, Guidelines for Autonomous Colleges, Colleges with Potential for Excellence (CPE), etc. (e) Ensure the update and use of INFLIBNET.*

II. NATIONAL ASSESSMENT & ACCREDITATION COUNCIL (NAAC)

5. The Autonomous Body established by UGC, for Quality Assurance in Higher Education. Assessment by NAAC is made mandatory by the UGC for grant of funds. An institute

can apply for Assessment & Accreditation only after completing 5 years of existence. For the Criteria of Quality and the A & A process, see www.naaac.gov.in/

6. SCCZ was accredited with Grade "A" and Grade Point Average of 3.02 on December 2, 2016, for a period of 5 years, with the validity of accreditation ends on 01/12/2021. Post-accreditation, it is mandatory that the college has a full fledged IQAC that meets 4 times a year with the minutes of the proceedings recorded; and the Annual Quality Assurance Report (AQAR) uploaded on the college website every year.
7. SCCZ is due to apply for the Cycle II of accreditation no later than June 1, 2021 (i.e, at least six months before the expiry of Cycle I validity). Ideally, SCCZ must be ready to apply in April-May 2021, with complete SSR ready to be uploaded.
8. In July 2017, NAAC revamped the entire A&A process, introducing more quantitative measures and three-part assessment. Colleges will be assessed only if they score 30% points on the initial assessment of SSR, and no College can get "A" grade if they fail to get at least 3.01 GPA on Criteria 2 & 5 (i.e., Teaching-Learning-Evaluation and Student Support & Progression). It is highly recommended that SCCZ studies the new Manual of A&A and begin implementing immediately steps to fulfil (a) the 10 recommendations of the Cycle I accreditation Peer Review Report and (b) the requirements for A grade as per the new Manual.
9. *TO DO: (a) Revamp IQAC and convene its meeting four times a year. At least twice, the meeting could include all the members, ensuring that the external members are present (at least fulfilling the quorum); the other two occasions can be the meeting of internal members of IQAC (albeit respecting the quorum), for status review; (b) Prepare and upload the AQAR regularly; (c) Follow up the updates and revisions of A & A processes and post-accreditation requirements on the NAAC website and implement them; (d) Ensure the departmental annual reports are prepared in the format of NAAC Manual for easy consolidation for SSR for the next cycle; (e) Ensure that as many of the 10 recommendations from the NAAC Peer Team are implemented before 2012; (f) Conduct a couple of workshops on A&A for other Institutes of Higher Education (HEIs) using the NAAC funding; (g) Apply for Cycle II accreditation in April-May 2021.*

III. MINISTRY OF HUMAN RESOURCE DEVELOPMENT

10. Higher Education comes under the purview of MHRD. Hence, keep track of the website, www.mhrd.gov.in/ for all updates on the same. Specially keep track of the following sections: Higher Education; Scholarships; Documents & Reports; Statistics.
11. The higher education portal under MHRD (http://mhrd.gov.in/higher_education) has several innovative initiatives, several of which are worth following up. Being part of those initiatives gives SCCZ greater visibility and respect in the national register and keeps it in the loop, which has several advantages. Please keep track of the NAD (National Academic Depository); SWAYAM (online courses for students); SWAYAM PRABHA (educational channels); NIRF (National Institutional Ranking Framework); KYC (Know Your College).

12. It is strongly recommended that SCCZ registers itself for the annual NIRE, since we are an A graded accredited institution. Similarly, students shall be encouraged to make use of SWAYAM courses and SWAYAM PRABHIA resources.
13. It is strongly recommended that the teaching Faculty register themselves in the National Digital Library (NDL) and make use of the NDL resources for teaching, research, and publication purposes.
14. *TO DO: (a) Pursue the various grants available through MHRD and other higher education councils associated such as ICSSR, ICHR, etc. (b) Ensure that the College is regular and punctual with the uploading of AISHE reports (c) Participate in NIRE (d) Expose students to the SWAYAM courses (e) Encourage the teaching faculty to register with and make use of/update their profiles in: NAD, NDL, Vidwan, Research Gate, LinkedIn, Academia.edu, etc.*

IV. DEPT. OF HIGHER & TECHNICAL EDUCATION, AR

15. The Department of Higher & Technical Education accords the initial NOC for starting the college. Webiste: www.apdhte.nic.in/ Any Grant-in-Aid or One-time Lumpsum Grant possibility by the Government is to be applied to the Department, with a copy to the Commissioner/Secretary, Education.
16. The College currently receives an "enabling grant-in-aid" of Rs. 5-10 lakhs. Ensure that we send an acknowledgement of receipt immediately, followed by (within a month or so) the Utilization Certificate with specific mention of the purpose for which the amount was used. It would be ideal to furnish audited statement for the amount as well.
17. The State Cell of the National Service Scheme (NSS) functions through DHTE. Ensure that reports, UCs for grants, etc., are submitted on time.
18. Every Principal is an ex-officio delegate to the Annual Conference of Higher & Technical Education that is organized in every February/March in Itanagar. The Principal may suggest items to the agenda of the Conference.
19. DHTE provides Stipend for APST students. Every APST student who is a regular student and without gap in studies, is eligible for stipend, every year. The application form and further details of stipend can be located at: www.apdhte.nic.in/Stipend.htm/
20. *TO DO: (a) Submit the UC and audit statements on time. Submit them personally with a proper acknowledgement in writing received. (b) Given that SCCZ is accredited with Grade A, relentlessly pursue the possibility of recurrent lumpsum grant-in-aid under salary head, which would make the College eligible for developmental grants from the UGC.*

V. RAJIV GANDHI UNIVERSITY, ITANAGAR

21. Saint Claret College is permanently affiliated to Rajiv Gandhi University.

22. **Offices & Councils:** The Offices that are of functional significance to SCCZ are: Vice Chancellor, Registrar, Finance Officer, Asst. Registrars, Deputy Registrars, Controller of Examinations, Registration Branch, Academic Branch, Examination Branch, and the UGC Cell. The website is: www.rgu.ac.in/
23. The **Academic Council (AC)** generally meets once a year in March or April. Sometimes they meet twice a year, in which case, a meeting may happen any time during July-November. Being a central university, principals of the private colleges are not invited to the AC meeting; however, any principal is welcome to send in suggestions/items for inclusion to the agenda. It is good to send in proposals/items for the agenda in writing, addressed to the Vice Chancellor, with copies to the Registrar and Dy. Registrar in charge of conferences.
24. **Any financial transaction** with the University shall be through Demand Draft, drawn on State Bank of India, Doimukh Branch, or on Vijay Bank, Doimukh. No cash transactions to be done.
25. **Permission for Offering New Subjects:** Every time a new subject is to be started, permission for the same should be sought through the prescribed application form along with the required fees at least 8 months before the start of the academic year. The Form and Fee details are placed in the Godrej file cabinet in the Principal's Office. The University then constitutes an inspection committee to study the proposal and recommend permission. There is a prescribed fee for the inspection.
26. **Admission Requirements:** The academics under RGU runs in semestral mode. Details regarding the admission requirements and eligibility are given in the *RGU Examination Ordinance* which is available in the Principal's Office as well as the Examinations Office of SCCZ. The *Handbook* of SCCZ also has the details regarding the Admission Requirements. *It is important to note that, under RGU regulations, a candidate must have an aggregate pass percentage of 40 and pass in English Core* (though under CBSE, a student can be declared passed even if he/she fails for English). While accepting applications it is imperative to verify these two criteria.
27. Whereas the College may begin admissions early, the last date for admissions without late fee, and the last date with late fee as directed by the University are to be enforced. The University verifies it by checking the dates on the Demand Draft cut for the University Fees. Hence, D. D. for the University Fees is to be taken on the very next (working) day after the deadlines specified by RGU. The Fee structure (of the amount to be paid to the University) presently in vogue is given in **Annexure '1'**.
28. Carefully scrutinize the original documents of the students, as the University holds the College responsible for their verification and requires the College to submit only attested copies to the University. Hence, if any original document is missing, the Office must alert the student, publicize the list of defaulters with the documents missing, requiring students to submit the missing documents within a stipulated time frame.

29. Registration of Students

Once the admissions are closed, the Registration Returns are to be submitted along with the University Fees (DDs) to the Registration Branch of the University, on or before the date specified by RGU. Ideally, it is better to submit the Returns at the earliest after the close of Admissions, so that the University will complete the registration of our students early, assign numbers and return the original certificates at the earliest. The following steps are to be followed for student Registration:

- a) Sort the names of students according to the combinations offered by the College.
- b) Within one combination, separate the names of boys and girls.
- c) Alphabetically arrange the names of the boys and girls (separately).
- d) Fill in R-1 form for First Semester students: In one form, enter only the names of the students of one combination only, and thus use separate forms for each combination. While entering the names, enter the names of boys and girls separately, with a subheading to that effect. Enter the data as required. If a student is already registered in the university (repeater), enter his/her Registration Number in the first column on the left hand side, and indicate it by an asterisk and 'R' in the last 'remarks' column. Enter the expansion of the symbol 'R' (=already registered in RGU) at the base of the paper.
- e) Fill in R-4 Form for the Senior students, second and third years separately.
- f) Fill in R-5 Form (fees details). Use separate columns for I sem, III sem, and V sem.
- g) Preserve one copy each of R-1, R-4 & R-5 in the college for college records.
- h) Along with these R-1, R-4 & R-5, submit a photocopy each of the original certificates of new registrations (Class X pass certificate & Class XII marks card and Migration Certificate, if necessary) to the Registration Branch. For the students who are already registered once in the university (repeaters & senior students), no certificate is to be submitted.
- i) Prepare a Receipt Letter and get it acknowledged by the Registration Branch.
- j) After a month, keep contacting the Registration Branch to know whether they have completed the formalities. Once they are through, collect the University Registration Cards of the fresh students.
- k) Enter the Registration Numbers of the students in the College Records and University Marks Register.
- l) Pass on the Registration Card and Original Certificates to the students, with their signature of receipt of the same for records.

30. Continuation Registrations

A student is allowed to continue into a higher semester only if he or she is declared PASS or Pass With Back Paper (PWBP) in the immediately lower semester. The College should begin classes into the new semester even if the results of the previous semester are not declared by the University. In order to avoid any possibility of registration and cancellation (following result of fail), the College may begin classes on schedule, but regularize the continuation registration only after the results are declared.

A student is registered only once in RGU. Hence, there are no documentary formalities for continuation registration into higher semesters. However, it is advised that the College submits a list of students to RGU, with the continuation fee, if required by RGU.

31. Examination Registrations

- a) If there is no sufficient number of examination application forms & admit cards, get them in advance from the Examination Branch of the University.
- b) Regular students as well as those who failed in the corresponding semester in the previous year must register on time. Those with backpapers in the previous corresponding semester must also register for clearing them in the ESE. Their application forms, along with the D. D. for the total amount, are to be submitted to the University, on or before the deadline specified.
- c) The Examination Fees as per the RGU norms, are given in Annexure '2.' There are fees for theory examination, practical examination, as well as for the mark sheet. The practical examination fee do not need to be forwarded to RGU, as it is the College that conducts the practical examination and disburse the expenses for the examiners. Also, the College is permitted to retain 30% of the total theory examination fee for the purposes of covering all expenses associated with the conduct of ESE. The Mark Sheet fee may need to be paid in full (please verify).
- d) Only those who have 75% of attendance are allowed to fill in the examination application form. The Principal may condone upto 10% of attendance. SCCZ may continue the good practice of "Pink Slips" for making up for the shortage of attendance and the practice of imposing fines on a sliding scale for those with shortage of attendance, with a view to discouraging absenteeism.
- e) The Admit Cards are not to be forwarded to RGU, but must be retained in the College Office to be verified and stamped with the RGU CoE's seal and to be issued to the students.

32. Exam Center & Conduct of ESE

- a. SCCZ has been an authorized examination center of RGU since 2004. Principal is the Center Co-ordinator. In the month before the ESE, the College must notify the CoE of RGU as to the nomination of a senior faculty as Center Superintendent, and another senior faculty as Deputy Superintendent. The University will approve and appoint them and may send letters to that effect. From then on, the Center Superintendent and his Deputy, together with the Clerk (the Office Superintendent may do the works of the Clerk) start the preparations for the conduct of examinations.
- b. Verify the number of answer booklets needed for the conduct of examinations (you may arrive at the number of booklets needed by the formula, $[(\text{No. of students} \times 4) + \text{No. of BackPapers} \times 2] + \text{some } 10\% \text{ extra}$) Collect the required number of answer booklets as well as other documents such as Memos, Attendance Sheets, etc., from the Examination Branch well in advance.
- c. The Practicals examinations are to be completed in the last week of November/April or at least five days before the start of the ESE Theory exams. To ensure the smooth conduct of the practicals examination, the Department concerned, must draft the proposed schedule with the names of the external and internal examiners and submit the same to the Principal for his approval and forwarding to the RGU for its approval, not later than the first week of November/April.
- d. The College must arrange for accommodation for the external examiners during the days of the practical examination. The T. A., D. A., & Remuneration for the external

examiners must be paid by the College, as per the existing norms of the RGU, the details of which are available with the Examination Cell of the College [The examiners shall submit the required documentation in the prescribed form available with the Examination Cell.] If the University has not forwarded the appointment orders for the external and internal examiners directly, the College must print out and issue the AOs. give a certificate of attendance at the practicals examination duty by the person concerned.

- e. The Principal must send an intimation of the dates of examinations in the College to the Deputy Commissioner and the Superintendent of Police, for information and for assistance, if a difficult situation arises.
- f. The Question Paper Confidential bundles are to be collected by the Center Superintendent with the authorization from the Principal on the dates assigned by the University. The Question Paper Confidential packet is to be opened one day before the beginning of the examination, by the Center Supt, in the presence of the Clerk, Asst Superintendents (invigilators). They should verify whether sufficient numbers of subpackets are inside and whether they are of the subjects for which examinations are to be held in the college. No subpacket is to be opened. The parcel opening certificate is to be filled in and returned to the university along with the first bundle of answer scripts.
- g. Subpackets containing Question Paper for a subject are to be opened only 10 minutes before the examination of that subject, in the examination hall, in the presence of the Clerk and at least one invigilator (asst supt).
- h. For other rules and regulations on the conduct of the examinations, please refer the Booklet on Instructions to the Examination Center, supplied by the University. See the Booklet (two copies: one for the Center Supt, and the other for the Co-ordinator) in the Box containing the Center Documents.
- i. The answer paper bundles are to be submitted to the University as per the dates (lots) given by the University/or determined by the College.
- j. At the end of all the examinations, a report is to be submitted, with all the relevant documents, to RGU.
- k. For the daily procedural format of the university examinations (ESE), see the Annexure '3'.

33. RGU Sub-Center for Evaluation of ESEs

- a. Since 2014, SCCZ has been RGU's Sub-Center for Evaluation for the ESE examination.
- b. Generally, SCCZ begins the evaluation works within 5 days from the start of the ESE and ends by December 30th (for Odd semester) and by May 31 (for Even semester) in order to provide the staff with adequate vacation before the admission and class works pick up for the new semester.
- c. Accordingly, the Coordinator for the Sub Center (a senior faculty other than the Examination Superintendent) must prepare the valuation schedule, list of eligible valuers, budget, and other documents and submit them to RGU through the Office of the Principal, for approval and action.
- d. The Sub Center should function from a specified and confidential location within the College, to which the authorized personnel alone will be admitted. Strict confidentiality and professional decorum are to be maintained during the entire

valuation phase and after, and the Center Coordinator must provide a daily brief to the principal on the status of the work of the Sub Center.

- e. The functional procedures of the Sub Center are documented with the Center Coordinator. See the file with the Examination Cell for further details.

34. Semestral Results & Marks Sheets

- a. RGU declares the Odd semestral results around the fourth week of January/first week of February; and the Even semestral results in the last week of June/first week of July. Three days after the results are declared, the Marks Sheets are available at the Examination Branch of the University. The College collects the Mark Sheets, keeps a photocopy each of all mark sheets and then issues them to the students.
- b. A student must pass at least two subjects and get an aggregate of 40% to be declared PASS or PWBP. Otherwise, the student must drop out and either seek readmission in the next corresponding semester or clear the examination in the next corresponding semester before he/she can proceed to the next higher level.
- c. A student may apply for only re-checking (there is no revaluation) within 10 days of the issue of mark sheets by RGU. The College must receive the application forms with the required amount and cut a Demand Draft for the total amount payable to the University and submit the applications and DD on time to RGU.
- d. See the Handbook and RGU Examination Ordinance for further information on the examination procedures of RGU.

35. *TO DO: (a) Keep track of the information posted through the RGU website, www.rgu.ac.in/ (b) Be thorough with the Examination Ordinance of RGU and the periodic updates on the same (c) Be on time with all submissions to RGU (d) For any submission, ensure that an acknowledgement of receipt is obtained.*

VI. IGNOU

36. Since 2005, the College has been a study center for Indira Gandhi National Open School (No.0306). Principal is the Center Head, with the Center Coordinator and Clerk together taking care of the works related to IGNOU registration and examinations. All three – the principal, coordinator, and the clerk – get paid honorarium as per the IGNOU norms. The Study Center reports to the Regional Office in Nahurlagan.

VII. ICSSR & ICHR

37. The Indian Council of Social Science Research (ICSSR) at New Delhi as well as its Regional Center (ICSSR-NERC) at NEHU, Shillong have been quite supportive of SCCZ and funded various conferences, workshops, and the journal. Since 2015, the ICSSR Delhi has been giving Rs.50,000/- per year as part-funding for the Journal, which may continue until 2020 and possibly beyond, if we are regular with the submission of reports and accounts. The teaching Staff must be encouraged to take up the minor research projects from ICSSR.

The Indian Council of Historical Research (ICHR) is another potential research and funding source worth exploring to have tie up with.

VIII. AIACHE

38. The All India Association of Christian Higher Education (AIACHE) is an umbrella body for all Christian institutions in India and SCCZ has been a member since 2004. In 2015, SCCZ took "Life Membership" in AIACHE. Keep track of the training programs and conferences offered by AIACHE for management, staff, and students, through their website, www.aiache.org/

IX. XBHE

39. Xavier Board of Higher Education (XBHE) is an umbrella body for all Catholic HEIs of India. SCCZ became a "Life Member" in 2015. As in the case of AIACHE, it is advantageous for SCCZ to make use of the various fora provided by XBHE, including scholarship for catholic students. The website: www.xavierboard.org/

X. NISCORT

40. The National Institute of Social Communications, Research, and Training (NISCORT), Delhi, is a premier institute for media-related training. In 2014, SCCZ signed an MoU with NISCORT for skilling of the students of B. A. Mass Communication. It is advised to send the Mass Com students for a two-week training at NISCORT and/or other short term programs offered by them. The website: www.niscort.com/

XI. UBCHE

41. The United Board for Christian Higher Education in Asia (UBCHE) is a rich resource for landing small funds for various training program in Whole Person Education as well as opportunities for faculty training, research, etc. Some of the members of the SCCZ Management (current and former) have previously attended some of the workshops hosted by UBCHE. Currently UBCHE offers the following programs: UB Fellows Program, UB Faculty Scholarship Program, and Institutional Grants Program. It is good to stay connected with UBCHE and become one of its "eligible institutions" for various projects and activities. The website is: <https://unitedboard.org/>

XII. SCCB

42. An MoU was signed in 2014 with St. Claret College, Bangalore, for exchange programs for staff and students. It is worth exploring the possibility of mutually beneficial short and long term cultural and academic exchange programs with SCCB.

XIII. SINGLE STEP FOUNDATION, USA

43. Several MoUs have been signed with individuals and charitable organizations for instituting various scholarships and awards for students and staff. The foremost among them is the SSF Scholarship, signed in 2010, with the Single Step Foundation, USA. Accordingly, the SSF provides USD 2,500 to 3,000/-, to support the education of female tribal students. Every year, in October, SCCZ invites applications from financially challenged female students across batches and identifies 45-50 awardees based on their attendance percentage and performance in the Odd Semester ESE, and disburse the scholarship during the Commencement Ceremony/Annual Day function. The SCCZ issues a press release on the event and submits report (softcopy and hardcopy) to SSF. The Report Dossier contains a brief report, group photo of the awardees, acquittance register signed by the awardees, copy of the newspaper report, and an audited report.

The MoU was for a period of five years; however, the SSF has been quite happy and satisfied with the use of the funds that they have extended the coverage until further notice.

XIV. GRACE EDUCARE FOUNDATION, USA

44. The Grace EduCare is a foundation established by Mr. Bobby George Edayody and family (ex-Claretian), to support the education of financially challenged students. See their website www.graceeducare.org/ for their mission and objectives. Since 2015, GECF has been supporting Claretines. An MoU is being drafted to facilitate a long term association. Accordingly, GECF will offer 100% financial support for up to 7 deserving Claretines throughout their degree studies, provided they agree to support financially a Claretine in future, once they settle down in life. The total amount currently agreed upon is USD 2,500/-. For the detailed terms and conditions of the Scholarship, see the MoU.

XV. Other MoUs for SCHOLARSHIPS AND AWARDS

45. The College has also signed MoUs with several individuals for more scholarships and endowments. The College is encouraged to campaign actively for more such endowments for facilitating the higher educational excellence of the Claretines. The one-time donation is deposited in FDs and the award amounts are generated from the annual interests on the same. The MoUs in place as of now are as given below (For more details, see the Scholarship File):

Sl. No.	Scholarship Name	Year to Apply from/ Eligibility	Donor	One-Time Deposit	Annual Award
1.	Father Tomy Scholarship	2015-16 /Top Two in B. A. First Semester ESE.	Fr. Tomy Edacheriparampil, CMF +91-9402712132	50,000	2,000 each
2.	Edacheriparampil Mathew - Elizabeth Memorial	2015-16/Two female hostellers (2 nd or 3 rd year only)	Fr. Tomy Edacheriparampil, CMF +91-9402712132	100,000	4,000 each
3.	Saju-Bindu Scholarship	2016-17/Financially challenged - One award	Saju Manuel, Muthumakuzhy house, Keezhattoor, Taliparamba, P.O., Kannur Dt., Kerala - 670141 +91-9447854602 sajumanuel@gmail.com/	50,000	4,000
4.	Gigi-Mini Scholarship	2016-17/Financially challenged - One award	Mr. Gigi Joseph, Veliyannoor house, Puthuppady P. O., Kakkadassery, Muvattupuzha, Kerala - 6866173 +91-8891756258	50,000	4,000
5.	Thresiakutty Memorial Scholarship	2016-17/Financially challenged - One award	Mr. Soy Joseph Kizhakkal +91-9884212845 soy@saspartners.com/	50,000	4000
6.	Veliyannoor Varkey-Mary Senior Claretine Award	2016-17/In recognition of outstanding and lengthy service by a staff member	Fr. Paulson Veliyannoor, CMF +34 660 90 1822 +91-9856705501	100,000	Max. 8000 in Memento, Citation + Cash

SECTION B: ADMINISTRATIVE MATTERS

XVI. BODIES, COUNCILS, ASSOCIATIONS

46. **Governing Body:** The Council of the Northeast India Independent Delegation ("*Claretian Formation Association of Northeast India*," the registered charitable society that runs SCCZ) is the Governing Body. The Governing Body meeting is to be convened at least once (preferably twice) a year and the major decisions be ratified in the meeting and the minutes preserved.
47. **Advisory Council:** Thought it does not exist currently, it is highly recommended that an "advisory council" be formed with members drawn from the Governing Body, Management Committee, DHTE Representative, RGU Representative, Diocesan Representative, FCC Representative, Staff Representative, Parent Representative, and Donor Clan Representative. The Advisory Council may meet preferably twice a year. Their recommendations are of advisory nature and the acceptance of which is at the discretion of the Governing Body. Functional norms for the Advisory Council must be clearly drafted.
48. **Managing Committee:** The Managing Committee consists of the Principal, Vice Principal(s), and, on a case-by-case basis, the Hostel Warden. The composition may also follow the one recommended by the Directives of the Policy Statements on Education Apostolate of the North East Delegation.
49. **Internal Quality Assurance Cell:** SCCZ has had an IQAC since 2004. The *Handbook* provides the current list of IQAC members. However, now that we are accredited (Cycle I), the composition and functioning of the IQAC shall mandatorily follow the directives of NAAC. Hence, the College shall review the directives of NAAC with regards IQAC and follow the same strictly. It is recommended that the College revise the objectives and task specifications for IQAC so as to reflect the directives of NAAC. The IQAC is required to lead the quality innovations and audit of the College, documenting the prospective plan at the beginning of the academic year as well as submitting online to NAAC and hosting on the College website its Annual Quality Assurance Report (AQAR) at the end of the year. The IQAC shall meet four times a year. It is recommended that the quorum shall ensure the presence of the external members at least for the first and the fourth meetings (where the prospective plan and AQAR respectively are ratified). The IQAC shall also ensure that the periodic revisions of A&A process and the updates of the Manual of A&A are noted and made familiar to the entire college community, especially the Staff Council.
50. **Core Council:** May consist of the Principal, Vice Principals, Staff Coordinator, Departmental Heads, Coordinator of the Exam Cell and agenda-specific nominees (if any). The Core Council may meet at least twice in a semester or as needed.
51. **Senior Claretine Council (Staff Council):** Council of all the teachers and administrative staff. The SC Meetings are to be held every month, with an average of 10 meetings per

academic year. Departmental and Cell meetings may be held at least 3 days before the scheduled SCM and provide items to the SCM agenda, if any.

52. **Junior Claretine Council:** The Constitutions of the JCC are appended in Annexure '5'. The Constitutions need to be revised reflecting the logistics and dynamics of the semester system, as well as new courses that are added. The JCC may be convened on a need-basis, by the Principal, for any matter for which consultation of the student is desirable. The JCC is part of the organizing committee for various student-related events in the College.
53. **Associations & Cells:** For a write-up on the Associations, see the relevant section in the *Handbook*. Every association has one Staff Co-ordinator, and two/three student animators from JCC, who take office during the JCC investiture ceremony. **Grievance Redressal Cell, Anti-Ragging Cell, Women's Cell, and Sexual Harassment Prevention Cell** are mandatory. See the *Handbook* on their objectives. The objectives and functional roles of these mandatory cells may be revised according to the periodic specifications notified by the University/DITE/UGC/MHRD.
54. **Examination Cells:** There are two Examination Cells: The **Internal Examinations Cells** is formed for the purpose of coordinating the CIA, with its major components of MATs and MSEs. The **University Examination Cell** coordinates the End Semester Examinations. It is recommended to designate a senior faculty as the Controller of Examinations to supervise the functioning of the Examination Cells. For the duties of the Examination Cell, see Annexures '3 & 4.'

XVII. SCAN: ALUMNI ASSOCIATION

55. The Saint Claret Alumni Network (SCAN) deserves special mention. So far, only two SCAN get togethers have been held - in 2011 and 2014. A SCAN Council was formed in 2014. However, the SCAN has not been streamlined or actively functioning. Given that it is a NAAC mandated component, it is highly recommended that the Management takes initiative to make SCAN into a registered body with well-conceived Memorandum of Association as well as logistical norms.

XVIII. STAFF SELECTION PROCESSES

56. As a general policy, it is recommended that the Advertisements for Staff Interview be given through various newspapers in Arunachal Pradesh, and the whole of the North East, at least two months before the date of filling in the vacancy.
57. For regular recruitments (and if possible, for emergency leave vacancies), the respective Department/Staff Coordinator may be asked to review the Applications received and submit its recommendations to the Principal. The Principal and the Vice Principals may study the list and shortlist the candidates to be called for the Interview.
58. The Selection Interview shall be done on Campus. The Interview Panel, as and when possible, shall have a subject expert and an external member. The Grading system/Marks

award system being followed for Staff Selection hitherto is available in the Staff Selection File in the Principal's Office, as well as in the *Staff Service Manual*.

59. The selected candidate shall be sent a brief "Terms and Conditions" document for review and acceptance. On the day of reporting for duty, the appointee shall be presented with the following:
- a. The Appointment Order (a signed copy shall be obtained and placed in the Staff file)
 - b. The Staff Service Manual.
 - c. The "Guidelines and Policy Directives for Maintaining Ethical Boundaries," with the acknowledgement form signed by the new Staff and filed with the Staff documents.
 - d. The Staff ID*
 - e. College Handbook, Magazine, and other relevant materials.

60. *The Staff ID is created using the following formula:

College Initials/Category of Staff/Year of Appointment - last two digits/ Serial Number of the Staff in minimum two digits*

(*Three Categories: Management; T=Teaching Staff; N=Non-Teaching Staff)
For Example, SCC/T/0511 would refer to the Teaching Staff appointed in 2005, with the serial listing of 11. This example refers to Mrs. Sonisha Syiem.

XIX. STAFF SERVICE MANUAL

61. A *Staff Service Manual (SSM)* was published in 2014. It includes the following sections: Definition of Terms; Introduction; Role Profiles; Code of Conduct; Work Culture; Leave and Travel Norms; Salary and Allowances; Recruitment and Promotional Procedures; Performance Appraisal; Research, Consultancy, and Extension; Disciplinary Norms and Procedures; Amendments and Jurisdiction; and Acknowledgement & Undertaking.
62. On the first day of reporting for duty on appointment, a new Staff must be presented with a copy of the SSM and an acknowledgement&undertaking template; and must be instructed to read the SSM fully, and return a separate sheet of acknowledgement and undertaking signed, within three days. The SSM is the property of SCCZ and shall be returned if and when the Staff discontinues/is terminated from service.
63. It is recommended that the SSM is revised and updated; and a new copy is distributed to all Staff at least once in 5 years, or when a new Salary Scale is adopted, whichever is earlier. The old SSM copies shall be obtained from all Staff and grounded. The Revised SSM shall reflect the new realities and logistics on Campus.
64. *Guidelines & Policy Directives for Maintaining Ethical Boundaries* is a mandatory document that must be presented to the new Staff and the acknowledgement signed and received. The current Guidelines are appended to this Dossier as Annexure '6.' If these

Guidelines are to be revised, it must be done in consultation with and approval from the Governing Body.

XX. REGISTERS AND DOCUMENTATION

65. "If something is not documented, it does not exist." Documentation and Maintenance of Registers is sine qua non, not just for accreditation or governmental purposes, but for smooth functioning, handing over during transfers, and for archival and historical purposes. The following registers are MANDATORY and must be UPDATED regularly. *This following list is only indicative, and not exhaustive:*

- a. Affiliations and Permissions
- b. Accreditation Certificate
- c. All Records and Certificates of the College such as: Land Records, Accreditation, Affiliation, UGC Permission, DHTE NOCs, etc.
- d. Admissions Register
- e. Fee Register
- f. Monthly and Semestral Attendance Bulletins
- g. MSE & ESE Records from the Examination Cells
- h. CIA Marks Records for Students
- i. University Marks Register
- j. Inventories
- k. LAB Inventories
- l. Letters Dispatch and Receipt Registers
- m. CHEP
- n. Alumni
- o. SOP (Staff Orientation Program)
- p. COP (Claretine Orientation Program)
- q. Railway Concession Records
- r. Annual Report of the College
- s. Annual Statistics
- t. Hall of Fame
- u. Scholarship Registers
- v. SCM Reports
- w. Management Council Meeting Minutes
- x. Governing Body Meeting Minutes
- y. IQAC Meeting Minutes, Perspective Plan, & AQAR
- z. JCC Meeting Records
- aa. Staff Service Journals
- bb. Annual Reports from All Departments, Cells, & Associations
- cc. Staff Leave Applications and Records
- dd. IGNOU and DCC Records
- ee. Resonance Logistics & Report
- ff. Darpan Logistics and Report
- gg. Staff Appraisals - Self, Peer, Student Appraisals
- hh. Reports of Workshops, Conferences, Seminars
- ii. Archival Copies of All Publications from College

66. Besides the above Registers, there are many more records to be kept. A Master File showing the list and location of files preserved in the College Office under the supervision of the Office Superintendent (as of December 2016) is appended as Annexure '7' to this Dossier. This list does not include the Files under the direct supervision of the Principal/Finance Officer, who may also choose to prepare and preserve a list of documentation supervised by them.
67. Besides the above hard files, it is recommended that the Principal/Vice Principal maintains well-categorized and streamlined soft files ready for reference any time as well as updated and handed over during transfer to the new occupants of their Office.

XXI. JOURNAL INTERVIEWS

68. Since 2014, SCCZ has been publishing an international, peer-reviewed, research journal, *InterViews: An Interdisciplinary Journal in Social Sciences*, with the ISSN: 2349-400X. Since 2015, it has been financially supported with a Grant from ICSSR, Delhi. The current frequency is one issue per year. The issue is dated July and is released generally during the JCC Investiture Ceremony in August. As in 2017, the *InterViews* is the only journal published by an undergraduate school in Arunachal Pradesh.
69. The ICSSR funding support is for 5 years, but a fresh application along with proper documentation of the utilization of funds of the previous year needs to be submitted every year for release of funds in two installments. It is necessary that these documentations must be submitted on time. The templates and copies of the same are in the file titled *InterViews* in the Principal's Office; the soft files are in the College Soft File Folder.
70. The general date line for the Journal shall be as follows:
- (a) Release – July/August
 - (b) Soft copies to Authors and as many contacts as possible: July/August
 - (c) Mailing out of hard copies to authors, subscribers, and members of editorial and advisory boards: August
 - (d) Mailing out of hardcopies to AIACHE/XBHE colleges, Universities, secretariat, other significant offices (always with a separate subscription sheet): September
 - (e) Audit of InterView expenses for ICSSR: October
 - (f) Submission of Audit with required documentation to ICSSR: November
 - (g) Filing of Application for next subsidy from ICSSR: January/February
71. In 2017, the UGC released a list of journals approved for publication, which alone would be counted in view of CAS for promotion of lecturers. It is a pity that RGU was so late in submitting/recommending our journal that the *InterViews* did not get listed. However, the UGC will update the list periodically and it is important to be listed in it. Hence, it is necessary to get our Journal visible to a wider audience, with greater subscription base (in India and abroad) as well as author base, with greater international standards adopted. Hence, the immediate plans for the Journal shall be as follows, several of which can be realized by 2018 or 2019:

- (a) To register the journal with an international DOI agency such as Crossref, for getting DOIs assigned for each article.
- (b) To get the journal/articles cited in international databases and citation indices
- (c) To register the journal with the Registrar of Newspapers in India
- (d) To revamp the Advisory and Editorial Boards to make them more representational, functional, and relevant.
- (e) To develop a written Ethical policy.
- (f) To create an online version.
- (g) To increase the number of issues to 2 per volume (ideally from 2020).
- (h) To get greater number of subscriptions from foreign universities.
- (i) To get articles of greater quality and substance from national and international researchers.

XXII. WEBSITE & SOCIAL NETWORK

The College has several modes of presence in the virtual continent of social network. The primary one is the website, www.sccz.edu.in/ The other are: the Facebook page (Saint Claret College, Ziro) and Twitter (@SCCZiro). Posting important information through the FB page and the Twitter handle are the most effective ways to reach the students. It is a good practice to regularly post information through these channels, and longer duration posts on the webpage.

The webpage services are rendered by KGLN Bangalore, headed by Mr. Prasad, whose contact details are given in Annexure '8.' They are the same agency hosting the website of the SCCB. The annual maintenance fees are Rs.10,000 + Tax, which is normally paid in December for the upcoming year. The College can manage several pages on the website, the details of which are given in Annexure '8.'

The College also uses four email IDs for official communication: (a) zirocollege@gmail.com for general official communication, with access limited to the members of the Claretian Management; (b) sccziqac@gmail.com for IQAC related communications, with additional access given to the IQAC coordinator; (c) scczresearchcell@gmail.com in view of communications related to research and/or hosting of conferences/seminars/workshops, with additional access given to the research cell coordinator as well as the organizing secretary of a given conference (temporary access); and (d) interviews.scc@gmail.com for the journal-related communications, with additional access given to the executive editor.

The mail IDs of the above emails as well as the access details of the other social network pages have been communicated to the Management separately, given the sensitivity and required confidentiality of those matters.

SECTION C: ADMISSION & ACADEMIC MATTERS

XXIII. ADMISSION LOGISTICS

72. Generally, fresh admissions to the first semester are announced in the second half of May through newspapers, College Facebook page, Twitter, Website, WhatsApp, Ziro local TV, and College Bulletin Board. The issue of applications begins around May 20th. Prospectus and Application Folders are generally issued from: College Office, Hapoli Parish, and all Claretian Missions in Arunachal Pradesh. Online application process has been initiated as well for the convenience of the candidates.
73. Detailed Logistics of the Admission Process are filed in (a) Handbook and (b) Admissions File (both soft and hard files). Please refer to them for details. These files are to be updated and documented for regular and future references.

XXIV. ROLL NUMBERS

74. A Claretine will have a single roll number throughout his/her three years of study in the college. However, if the student fails and is readmitted to the first semester, he/she will have a fresh number. The College Roll Number is formed by a combination of digits and letters, following this rationale:

two sample Roll Numbers: 17 AEP 123 & 17 BC 321

- The first two digits indicate the year of admission to college (2017)
- 'AEP' or 'BC' indicates the Combination in BA/Course (in the first example, Anthro-Edu-Political Sc; and in the second, B. Com)
- The last three digits indicate the serial number following alphabetization of names in courses)

75. The College Roll Number is only for the internal purposes of the College. For RGU and DHTE official purposes, the Registration Numbers and /or Examination Roll Numbers provided by RGU are used.

XXV. ACADEMIC YEAR

76. **Academic Year Inauguration and COP:** It is advisable that the classes for the First Semester Claretines begin at least a week before classes begin for the Seniors, as it gives sufficient time for the Freshers to settle down and be familiar with the college logistics. The academic year generally begins with an hour to 90-minute long inaugural prayer service (separately for the freshers and seniors), on the first day of their college. Generally, it is good to adopt a **THEME** for the entire academic year for the Claretines to focus on. It is followed by a Claretine Orientation Program (COP) of 2 days for the Freshers and a single day for the Seniors. Whereas the first years get the COP on Mission, Vision and Values of the College & Campus Culture, other suitable topics can be assigned for Senior Students
77. **Staff Orientation Program:** SOP precedes COP by a few days. SOP could be of 2-3 days, on campus or at times, off campus. The SOP focuses on preparing the teaching and nonteaching Staff for the academic year. The SOP may include training by an expert as well

as a day for Departmental Planning and Benchmarking for the year. It ends with the First SCM.

78. **Staff Induction Program (SIP):** When there are 3 or more new staff joining the institution, it is recommended to hold a one-day SIP, with the help of the Senior Staff. The SIP may ideally be held before SOP, for full integration. In case it is not possible to hold it before SOP, it should be done in the very first week of reopening so that the new Staff gets familiarized with the SCCZ work culture and logistics.
79. **Staff Service Journal:** The Teachers are asked to keep their Work Diary (Staff Service Journal) updated on a daily basis. It is recommended that the HoD reviews the SSJ on a monthly basis, followed by IQAC audit by the end of the Semester. Post audit by the IQAC, the Principal reviews the SSJs and signs. At the end of the even semester, the Staff must fill up the Self-Appraisal Template in the SSJ, and the IQAC shall enter the summaries of the Peer and Student Appraisals in the SSJ.
80. **Staff Appraisals:**
- Self Appraisal:* Any new staff joining the college must fill in the KYC and submit an updated Resumé. At the end of the academic year, he/she should complete the Self-Appraisal Schedule given in the Staff Service Journal.
- Student Appraisal:* The IQAC supervises the Student Appraisal of the faculty twice a year, towards the end of each semester. The first appraisal in the odd semester is administered by the IQAC and handed over to the respective faculty, for their information and improvement; it does not have to be shared with the Management. In early April (second semester), the IQAC administers the second appraisal, tabulates the results and passes on the summary to the Principal who discusses the report summary with each staff personally at his year-end individual sessions with each staff. The student appraisals could be done on a representative/random sample of the students taught by each teacher.
- Peer Appraisal:* It is also advisable that at the end of the year, the Management takes an evaluation of each staff by every other staff, consolidates the report and discusses the summary with each staff.
81. **Attendance & CIA Bulletins:** Within the first seven calendar days of a month, the *Cumulative Attendance* until the end of the previous month shall be published on the College Bulletin Board so that students and parents are informed. Those who have the shortage may be counseled and followed up by the mentors/student counselor. Similarly, the *CIA Bulletins* shall be published at least three weeks before the end of classes in a semester for students' information and reporting of errors, if any.
82. **Monthly Assessment Tests (MATs):** MATs may be conducted ideally in the first hour on Mondays, one paper per Monday. The MAT schedule must be preset and carried in the Handbook for the information of the students and the parents. The detailed logistics of the MAT are available with the Principal's Office Files and the Examination Cell.

83. Resonance, Darpan, Departmental Seminars, CHEP Hours, Quiz, etc: These are some of the good extra curricular innovations of SCCZ, which may be preserved. The detailed logistics of the above are available with the Principal's Office Files and the Respective Cell Coordinators/IQAC. All these events must be documented, and annual reports filed.

SECTION D: MONTHLY SCHEDULE FOR ACTION

84. The following "Schedule" would be a helpful reminder to get things done well in advance and avoid any delays or even missing out on important deadlines. The Schedule below does not enlist all the regular events integrated into the Calendar, but only those that might need preparatory logistics. This schedule is based on the current realities and events in the College. This would need annual update in order to reflect the changed realities on the ground:

<i>Month</i>	<i>Particulars</i>
June	Printing of the <i>Claretides</i> Staff Selection Interviews, if required Admission Cycles Completion and Submission of Valuation Center Documents to RGU Completion of Editing of Articles for the Journal
July	Issue of fresh Appointment Orders for contract faculty IQAC Meeting 1- Prospective Plan for the Year Printing of the Journal in liaison with the Claretian Publications Ordering of Mementos for Rank Holders Issue of <i>Claretides</i> : to all stakeholders Staff Induction Program (if required) Staff Orientation Program Academic Year Inaugurations & COP JCC Elections Finalizing of Chief Guests for JCC Investiture ID Cards for Students
August	Freshers Day JCC Investiture Release of InterViews at JCC Investiture Departmental Seminars begin Library Week MATs begin Mail out of Softcopies of the Journal to Authors, Advisory Board, Editorial Board, CMFF, VCs, XBHE, AIACHE, etc. Announcement of Ishan Uday Scholarship Info
September	Submission of Student Registration Documents to the University Issue & Issue & Collection of APST Stipend Forms Teachers' Day Preparations for Resonance NSS Day MSE Mail out of Journal hardcopies to Authors, Advisory and Editorial Boards, Subscribers, select XBHE/AIACHE colleges, Universities, AP Secretariat, abroad, other significant offices

October	<p>CASA Day Resonance Claret Feast CUMD Gastronomia The Claret Times (Odd Issue) SCAN Day* (*not an annual event. Ideally once in 3 years) Submission of Stipend Application Forms to the DHTE Application to RGU for new courses (for next year, if any) Issue & Receipt of ESE Applications Audit of Journal expenses for ICSSR Announcement of SCCZ Scholarship Info</p>
November	<p>National/Regional Conference/Workshop/Seminar ICYF* (alternates with Darpan in Feb) Staff Appraisal by Students-I Display of CIA for Students Submission of ESE Applications to RGU Submission of CIA to RGU Submission of Documents to RGU in view of Univ Exam *Submission of Documents to RGU in view of Center of Evaluation Pre Christmas Practicals Exams IQAC Meeting 2: Mid-Sem Review (Odd) Submission of Journal Audit with required documentation to ICSSR Reception of Applications for SCCZ Scholarships</p>
December	<p>End Semester Exams Submission of ESE & Evaluation Center Documentation to RGU Staff Service Journal Review by IQAC & Principal Sem-End Review Conference of Principal with individual Staff Recruitment of Staff for even Semester, if required. Christmas Greetings to Offices, RGU, DHTE, Diocese, etc. Governing Body Meeting 1</p>
January	<p>Filing of Application for next Journal subsidy from ICSSR College Magazine Editorial Board Ordering of Vests/Caps/Sashes for Commencement, if required. Finalizing of Chief Guests for Darpan</p>
February	<p>Darpan - Inter Departmental Fest* (alternates with ICYF) RGU Inspection in view of new courses generally happens in Feb Annual Education Conference by DHTE Issue of Journal (50-70 copies) at Education Conference by DHTE</p>
March	<p>MSE IQAC Meeting 3: Mid-Sem Review (Even) Finalizing of Chief Guests for Convocation Receipt of Grant-in-Aid from DHTE & Acknowledgement Staff Appraisal by Students-II Announcement of Scholarship Awardees Issue of ESE Application Forms</p>

April	Annual Report Commencement Farewell Award of Scholarships The Claret Times (Even Issue) Display of CIA for Students Submission of ESE Applications to RGU Submission of Documents to RGU in view of Univ Exam Submission of Documents in view of Center of Evaluation
May	Submission of CIA to RGU Practicals Exam Audit of SSF, GEC scholarship Filing of Reports to SSF, GEC, & Individual Scholarship Sponsors Submission of Center Report on Examinations. Preparation of Handbook, Prospectus & Application Folders, etc. Submission of UC & Audited Report on Grant-in-Aid to DHTE Staff Service Journal Review by IQAC & Principal Year-End Review Conference of Principal with individual Staff IQAC Meeting 4: Year-End Review. Submission of AQAR to NAAC; Hosting AQAR on Website. Annoucement of Admissions over Newspapers, Web, & Cable TV SCAN Executive Meet Governing Body Meeting 2 Yearly Album Printing

SECTION E: FUTURE LINES OF DEVELOPMENT: A PROPOSAL

85. Registration as Society

One of the primary tasks shall be the registration of SCCZ as a charitable, educational society under the Societies Registration Act, with the State of Arunachal Pradesh, with an FCRA account opened under the same, for the smooth functioning of the college. This need to be taken up on a priority basis.

86. College Development Cell

A CDC, initially staffed by a part-timer and later, by a full timer with a fully functioning office, is a sine qua non for the developmental needs of the College. The CDC, besides being the primary office for fundraising for the college, could also be tasked with assisting the finance office as well as for the filing of required documents related to the society registration, etc.

87. SCAN Day

Though we do have a semi-structured SCAN (Saint Claret Alumni Network) in place, it has not been very operationalized nor registered. It is highly advisable that we work out the

MoA for SCAN, get it registered, and make it an active and integral part of SCCZ. The parameters of NAAC, in its revised manual, give great importance to the student support activities of the college as well as alumni involvement such as SCAN. It would be ideal if we can have a highly functional SCAN by 2021, the deadline for the second cycle of accreditation.

88. Department of Apatani Language & Cultural Studies

Given (a) that the apatani language is on the UNESCO list of endangered languages, (b) that the present apatani youth are not too keen to speak and preserve the language, (c) that the higher education offered in English may have the sideeffect of devaluation of one's own mother tongue, it is imperative on SCCZ with its commitment to honoring the culture on the margins to do its best to preserve and promote the apatani language and cultural studies.

Hence, it would be advisable to think of even creating a department or cell for the apatani language and cultural studies. The Department or Cell could offer certificate courses in apatani language, literature, cultural practices; and later begin to take up research in the same as well. An MoU with the Arunachal Institute of Tribal Studies (AITS) of RGU might be worth exploring for the same.

89. New Faculties and Courses

The dateline envisaged in *Vision 2020* was aspirational and subject to many external and internal variables. Part of them has been realized, but the rest is either not realized or needs to be recalibrated, given the changes on ground. One of the major goals under Vision 2020 Aspirational Dateline is the introduction of new faculties and courses. Given below is a list of possible new faculties, the viability and dateline of which the Management might want to discern:

- B. A. Tourism
- B. A. Psychology
- B. Sc., with a possible combination of Anthro-Geogra-Psychology
- B. S. W.
- B. B. M.
- Integrated B. A. B. Ed.
- Certificate Courses focusing on Skill Development
- PG Courses, if permissible by RGU, possibly post-autonomy.

90. Twinning Programs

One of the five priorities under *Vision 2020: Innovate to Transform* has been international collaboration. It is time the SCCZ initiated twinning programs with institutes of repute, within India as well as in SAARC countries and other international academia. However, it is necessary to explore if there are conditions and delimitations put in place by the State Department of Education as well as UGC and MHRD.

Along the same line, it is recommended to initiate cultural/student/staff exchanges, within the possibilities and limitations, with other institutions such as SCC Bengaluru, Assam Don

Bosco University, other Catholic HEIs in AR or other NE states. Making use of the Faculty Development Programs of UBCHE would also provide greater avenues for such interaction.

91. Vision 2028: Towards the Jubilee Year

The *Vision 2020: Innovate to Transform*, adopted in 2014, has a life term of 6 years. It requires a mid-term evaluation in and around 2018, which should also serve as the beginning of preparations for the new vision to be adopted in 2020, preferably with the marker of the Silver Jubilee of the College which falls in 2028, and therefore titled, *Vision 2028*. Ideally, this *Vision 2028* should be developed in detail, with a Program of Action, developed in wide consultation with the various stakeholders.

92. Academic Autonomy

Academic Autonomy is a goal aspired in Vision 2020, with a date foreseen as 2022. Academic Autonomy could be very much viable, as a focus for the College immediately following the second cycle of accreditation in 2021/22, the latter would consume much of the focus in the preceding couple of years. It would be more practical to allot two years to cover the processes, logistics, and permissions; and hence could be targetted to realize in 2024/25. However, the immediate future may be planned with the possibility of realizing this dream in the distant future in mind as well.

93. Contacts Roaster

It is advisable to preserve a common Roaster of important contact details - of offices and persons - related to various matters of the college. Having a common register will enable easy access by the people concerned in times of an emergency or during the absence of any official of the College. It also helps during the time of transfers. A sample list, which is suggestive and not comprehensive is appended to this Dossier as **annexure '9.'** The proposal is to have either a separate Contact Roaster, regularly and periodically updated and seprate from this Dossier and can be accessed by the officials of the College.

Annexure '1':

RGU REGISTRATION FEE STRUCTURE¹

Fresh Admissions/ Registrations in RGU
(for students passing class XII from CBSE)

SI No	Particulars	Amount	Late Fee
1	Registration Fees		
2	Enrollment Fees		
3	Sports Fees		
4	Youth Welfare Fees		
(5)	Late Fee		
	TOTAL		

Fresh Admissions/ Registrations in RGU
Of students who passed Class XII from *any board other than CBSE*:

SI No	Particulars	Amount	Late Fee
1	Registration Fees		
2	Enrollment Fees		
3	Sports Fees		
4	Youth Welfare Fees		
5	Eligibility Fees		
(6)	Late Fee		
	TOTAL		

Continuation Fee in Promotional Semesters in RGU
(II-VI Semester Students)

SI No	Particulars	Amount	Late Fee
	TOTAL		

¹The relevant columns and rows are to be filled in with the latest input from RGU/College Office.

Annexure '2':

RGU EXAMINATION FEE STRUCTURE²

Regular Students

<i>Particulars</i>	<i>Subjects with only Theory Papers</i>	<i>Subjects With Practicals</i>
Examination Fee		
Marks Card Fee		
Practicals Fee		
TOTAL		
<i>Late Fee*</i>		

For any Back Paper

<i>Particulars</i>	<i>Fees</i>
For Each Back Paper	
<i>Late Fee*</i>	

For Rechecking of Papers

<i>Particulars</i>	<i>Fees</i>
For Each Paper	

² The relevant columns and rows are to be filled in with the latest input from RGU/College Office.

When the Exam Schedule is Announced by RGU:

1. Put out the RGU declared final schedule of the ESE in the College Bulletin Board as well as College FB page. If a consolidated Schedule, drawn from the RGU Schedule, is drafted, ensure that it is checked at different levels of responsibility and is foolproof before public display.
2. Prepare the Invigilation Duty Chart in consultation and with the final approval of the Principal and ensure that the Staff receive them at least a week before the exams begin, along with the Instructions to the Invigilators write up.

On the Eve of each Exam:

1. Put up the Seating Chart for the following day
2. Arrange the Hall according to the Seating Chart, write Seat Codes Written at Seats
3. Keep ready the Invigilators' File:
 - a. Seating Chart
 - b. Instruction to Invigilators
 - c. Identification Sheet: Main Booklet
 - d. Answer scripts Receipt Document

On the Day of the Exam:

1. Keep in the Exam Hall:
 - a. Invigilators' File
 - b. Answer Booklets & Supplementary Sheets (if required)
 - c. Thread, Blotting Paper, Red Ink Pens
 - d. Bio-Break Sign out/in Sheet
 - e. Other Required RGU documents
 - f. Verify if the Invigilators are taking care of the mandatory documentation duties.
2. 10 minutes before the Exam:
 - a. Open the Question paper packet, sign and seal the cover. (Center Sup., Asst Sup, & Clerk to be present)
3. During the Exam:
 - a. Affix CoE's seal and Date seal.
 - b. Do Rounds frequently.
 - c. Prepare the Memo Slip and Absentee Slip
 - d. Fill in the Stock Register
4. After the Exam, at the Exam Office:
 - a. Receive the Answer Scripts, and sign the Receipt. Verify whether all scripts carry CoE's seal, date seal and invigilator's initials.
 - b. Pack the scripts.

Packing Instructions:

1. Place two copies of the Memo inside the bundle of answer scripts.
2. Follow the Standard procedures, as followed by the Exam Cell.
3. Seal with sealing wax, if required.
4. Keep the bundle under lock and key.
5. Deliver the Bundles confidentially to the RGU at least once every week.

³ This section needs to be updated with the latest practices in place at SCCZ.

Annexure 4:

DUTIES OF EXAMINATION CELL: MSE⁴

Remote Preparations:

1. Preparation of the Question Papers:
 - a. Get the Question Papers typed and proofread by the lecturer concerned.
 - b. Keep ready enough number of copies (actual number of students + 5-10 extra copies) at least two days in advance of the date of exam of the subject concerned)
2. Assignment of Invigilation Duty: Prepare the Invigilators' assignment well in advance. After its approval from the Principal, pass it on to the teacher concerned, one week before the exam. Give it in writing, and get their signatures on receipt of the same.
3. Classroom allotment for examination & Seating Arrangement. The code stickers to be affixed at the seats one day before the exam begins.
4. Preparation of sufficient number of Answer Booklets and Additional Sheets. Get them sealed with the Principal's facsimile.
5. Invigilators' Diary: Prepare the Invigilators' Diary for each day, each examination hall.
6. Prepare sufficient number of copies of the Statement of Marks Format.

On the Eve of each Exam:

7. Prepare the Question Paper Folder for the Exam Halls: According to the exam to be held in the specific exam hall, insert the question papers for the same (as per the number of student allotted to the hall + a few extra copies).
8. Prepare the Answer booklet Bundle with Invigilators' Diary: Keep ready the answer booklets for each Exam Hall (number of booklets = number of students allotted to a specific exam hall + a few extra booklets). Also keep ready the invigilators' Diary for each Exam Hall. Keep both the Booklets and Diary ready, to be collected by the invigilator concerned on the following day.

On the Day of the Exam:

9. Be ready at the Exam Office Counters 30 minutes before the exam begins.
10. As the Invigilators arrive, help them select the answer paper bundles meant for their hall.
11. In case any invigilator is absent, immediately arrange for a substitute invigilator.
12. Five minutes before the exam begins, supply the Question Paper Folders in the respective Exam Halls.
13. Half-an-hour after the exam begins, supply the additional sheets in the Exam halls, along with the tags/thread for tying up the answer booklets by students. Collect back the balance answer booklets and question papers.
14. Prepare the Question Paper Folder & Answer booklet Bundle with Invigilators' Diary for the following days exam.
15. A couple of times check whether more additional sheets are needed in the Exam Halls.
16. Five minutes before the end of the exams, be at the Exam Office Counter to receive the answer bundles.

After the Exam:

17. At the Counter, receive back the answer books. Personally verify the booklets against the attendance marked on the invigilators' diary, with the help of the invigilator. Make sure that no booklet is lost or missing.
18. Sort the answer booklets subject-wise and class-wise into carry-bags. Insert the Statement of Marks Format (one copy each) into each carry bag.
19. On the same or the following day, the respective teacher will collect the answer booklets from the Exam office. Get their signature on the register, as they collect their booklets.
20. Coordinate with the Valuation Center for the centralized valuation of all the papers.

⁴ This section needs to be updated with the latest practices in place at SCCZ.

Annexure '5':

JUNIOR CLARETINE COUNCIL (JCC) CONSTITUTIONS

Preamble

1. Junior Claretine Council (JCC) is the Body of the Student Representatives of Saint Claret College, Ziro. Its role is to be at the service of the academic fraternity of the Institution, by assisting the Claretine Community, the Senior Claretine Council and the Management in the realization of the Mission, Values, and Objects of Saint Claret College. The JCC has a consultative status in the matters in which suggestions/opinions of the Council are sought by the President. The JCC is and shall be absolutely non-political in character.

Composition and Membership

2. The Principal is the ex-officio President, and the Vice Principal (Administration) is the ex-officio Treasurer of JCC. The Vice Principal (Academics & Student Affairs) is an ex-officio member of JCC. The Staff Coordinator is an ex-officio member of the JCC. The other members of JCC are either elected or nominated, for a maximum period of one academic year. Ordinarily, a student may be elected only once in his/her entire studentship at SCC. However, on special grounds, the Principal may choose to allow a repeat term. At any point of time, the maximum number of student-members shall not exceed 30.

3. The members shall be drawn from various batches and years as follows:

Sl. No.	Course	No. of Members	Total
1.	B. Com	Max. 2, with any two batches	2
2.	Mass Com	Max. 2, with any two batches	2
3.	B. A. (General) 1 st years	3 men +3 women	6
4.	B. A. (General) 2 nd years	3 men +3 women	6
5.	B. A. (General) 3 rd years	1 per Major	7
6.	Nominated by Principal	(Max. 3)	(3)
7.	TOTAL		23 to 26

4. The Principal may nominate a maximum of three (03) additional student members to the JCC, without prejudice to the specifications of # 2.
5. The JCC members shall be elected democratically. Students may nominate three to five names of eligible candidates. Cf. #6 for eligibility conditions.) Each nomination must be seconded by another person. These names will be voted on (voice voting/ show of hands/secret ballot). The one with a simple majority is chosen.
6. The eligibility criteria for the election/nomination of student representatives are: sound character, exemplary behavior on and off the campus befitting an ideal Claretine, a minimum of 75% of attendance at any given time (verified through year/month-end attendance bulletins), at least 50% marks in each of the papers of the CIA/Term Examinations of the College. Any time any of the above criteria is violated, the student may lose his/her membership in the JCC for the remainder of the academic year.
7. From among the JCC members elected or nominated, the Principal may appoint two of the second year representatives as JCC Captain and Vice-Captain respectively for the College. The Principal may opt for a secret ballot from among the JCC members, if he so chooses.

Student representatives who were late collegian anytime, is not eligible to these posts. The Captain, or in his/her absence Vice-Captain, shall act as the Secretary to the JCC meetings and keep the minutes.

8. The Principal (President) has the absolute right to dissolve the JCC if the Management finds that the JCC no more serves the intention it has been established for and/or has become deviant in its roles and functions.

9. **Functions:**

- a. JCC takes public oath on the day of the Investiture Ceremony at the beginning of the academic year.
 - b. The JCC shall meet at least once in a term, thus three times in an academic year, and as and when deemed necessary by the President. The meeting shall be convened by the President, in consultation with the Secretary.
 - c. The President chairs the JCC meetings. In his absence, the Vice-Principal (Academics & Student Affairs) chairs the sessions. In the absence of both of them or when a special situation arises, the Principal may designate the Staff Coordinator or the JCC Captain to chair the Meeting.
 - d. The Agenda to the Meeting shall be verified and approved by the President. Ordinarily, no item outside the agenda will be discussed at the JCC meetings. In case of an urgent and unforeseen need to discuss an off-the-agenda item, permission shall be sought from the Chair.
 - e. The JCC shall co-operate with the Senior Claretine Council and the Core Staff Council for the smooth conduct of the classes, examinations, co- and extra-curricular activities of the college. The JCC shall be the Organizing Committee for the major functions held on campus.
 - f. From the JCC, student animators shall be appointed for the various associations of the College, such as SCALE, CASA, SAGA, & CYC.
 - g. The Sub-Committees that may be formed for the smooth organization of various functions shall have the JCC members as ex-officio functionaries.
 - h. The Principal, at his discretion, may choose to appoint the JCC Captain/Vice-Captain to the Grievance Redressal Cell that may be formed to look into the genuine grievances related to students. However, if the Grievance is against the Captain/Vice-Captain, he/she shall be excluded.
10. The Principal, with the knowledge and approval from the Managing Council may make periodic amendments to the Constitutions, if deemed necessary. The amendments may include deletions, substitutions and/or alterations to any of the numbers listed above.

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Annexure '6':

**GUIDELINES & POLICY DIRECTIVES
FOR MAINTAINING ETHICAL BOUNDARIES IN SCCZ**

Preamble

1. The modern society has been waking up recently to the painful consequences when boundary violations, especially in sex-related matters, happen. The consequences are much graver when such violations happen in sacrosanct relation such as between teacher and student, for, the harm is the greatest when the violation is caused by someone who holds a position of great trust and responsibility.
2. Therefore, as a responsible institution of higher education, **Saint Claret College, Ziro**, commit itself to making every reasonable effort within our competence to honor and safeguard ethical boundaries in higher education, to prevent occurrence of sexual abuse by any member of the Institution, and in case of an unfortunate event/allegation, to deal with it promptly and effectively, with compassionate and reparative justice primarily to the victim, and secondly, to the alleged offender.
3. To the effect mentioned above, we adopt to ourselves this document titled *Guidelines and Policy Directives for Maintaining Ethical boundaries in SCCZ* (hereafter referred to as *the Guidelines*). The document presents certain guidelines governing relationship between students and staff, between staff, between staff and management, as well as policy matters regarding how to deal with allegations of sexual abuse. The Guidelines are essentially based on the deliberations and foundational policy directives drafted and approved by the parental society, Claretian Formation Association of Northeast India, the Independent Delegation of Claretian Missionaries of Northeast India, adopted in 2013.
4. For the purposes of these Guidelines, a "minor" is defined as a person below the age of 18 (eighteen), and a "vulnerable member" is any adult vulnerable to abuse because of the differential in power relationship and/or physical or mental disabilities. A "student" is any student who is enrolled in any regular academic program of Saint Claret College and holds a valid student identity card of SCCZ. A "staff" is any member of the management, teaching staff, non-teaching staff, and domestic staff of the College.
5. These Guidelines shall be presented to each member of the staff who shall read, understand, and sign, and return a signed acknowledgement to the IQAC, where the signed document will be preserved.
6. Nothing contained in these Guidelines is meant to alter the provisions of the Civil Law of India. These Guidelines are a statement of concern and guidance motivated by professional commitment.
7. The Governing Body of Saint Claret College reserves the right to revise the Guidelines at any stage in future, for valid reasons. As and when revised, the new Guidelines shall replace the current one.

Guidelines

8. Do not take a student or staff into closed or secluded areas, such as one's personal room, bathrooms, empty auditoriums/ classrooms, unless there are others present along with.
9. Any time the College deposes a delegation of students/staff for a program outside Ziro, a written undertaking of responsibility shall be obtained prior to the event, from all the members of the Delegation as well as the escorts.
10. Imparting of sex education (unless mandated by the curriculum) in class or offering counseling need to have the free consent of the students. No one-to-one sessions on sex education shall be held.
11. Students shall be educated on distinguishing between appropriate touch and inappropriate touch, and be directed to report to the college authorities if they are not comfortable with the behavior of any other student/staff towards them.
12. Interviews, counseling, or tuitions shall be held in such a way that the candidate is visible to people outside without compromising the confidentiality provisions of the event in question. To this purpose, one may use rooms with glass door provisions or the doors shall be left ajar. Every effort shall be made to make the student feel secure, yet assuring confidentiality.
13. Avoid making phone calls, sending text messages or e-mails to minors, colleagues, and other adults unless necessitated by professional and academic requirement. Avoid forwarding playful e-mails and unwholesome jokes to students and staff. Be careful in linking with students and staff on social networking sites; if you do, ensure that your communications are befitting the role of a *guru*/colleague.
14. Do not provide students with alcoholic beverages, tobacco, drugs, or anything that is prohibited by law.

15. Conversational topics, vocabulary, recordings, films, games, use of computer software or any other form of personal interaction or entertainment that violate human dignity and cause embarrassment shall not be employed with staff or students. Sexually explicit or pornographic material is never appropriate for students and colleagues.
16. Do not photograph students without their permission. Do not use the photograph of a student or colleague for public purposes without their permission. This does not apply to posting the photographs of public cultural or sports or other relevant events.
17. Do not undermine parental authority by ridiculing parental beliefs or allowing students to do acts against the wishes of their parents (unless what the parents demand is explicitly unethical and illegal.) Never ask a student to keep a secret from its parents.
18. Never shame or belittle a student or colleague in public. If you need to correct someone, do it in private.
19. Do not engage in any corporal punishment in public or private.
20. If a staff falls in love with a student, care shall be taken not to act on it or communicate the same to the student; professional dignity and ethics prevent a staff from revealing it to the student and acting on it. However, the staff is free from this prohibition once the student graduates from the college and leaves the college community.
21. If a student falls in love with a staff and communicates the same to the latter, the latter shall not reciprocate externally or do anything that compromises the *guru-sishya* relationship and shall maintain professional distance. However, once the student graduates and leaves the college, he/she is not bound by this restriction.
22. If a staff falls in love with a colleague, they are free to express the same. However, care shall be taken not to compromise professional behavior or engage in scandalous behavior on or off the Campus.

Policy Directives

23. Each case of allegation of sexual abuse is unique and must be dealt with uniquely, based on these policy directives. The approach shall be reformatory/restorative/transformatory and the rights of all involved shall be protected, with the highest and immediate priority given to the victim.
24. The Sexual Harassment Cell of the College shall be notified in writing, with copy to the Principal, if a member receives an allegation about himself or another. The informant shall provide basic information about the victim, including his/her name, contact information, and other relevant details.
25. The Sexual Harassment Prevention Cell coordinators shall gather preliminary and basic information regarding the accusation. The Commission shall submit its report within a week from the date of its constitution.
26. Based on the nature of the preliminary report on the allegation and its seriousness, and in consultation with the Management Committee, the Principal may report to the civil authority.
27. If the accusation is against a member of the Sexual Harassment Cell, the Grievance Redressal Cell shall be entrusted with the initial inquiry. If the complaint is about the Principal, the report will be processed by the Office of the President of the Governing Body.
28. The College shall respond to the victim in a prompt, just, and compassionate way, providing for his/her emotional healing.
29. Based on the seriousness of the allegation, the competent authority may suspend the accused from service during the inquiry by the institution or by civil authorities.
30. If the accused is missing, the matter shall be immediately notified to the civil authorities.
31. Upon conclusion of the investigation, the competent authority shall exercise his/her judgment, in consultation with the Council, in delivering an appropriate response. The penalty provisions of the *Staff Service Manual* will apply.
32. Should an allegation be unsubstantiated, the Institution shall reinstate the member to service.
33. In the case of a member found guilty of sexual misconduct, the guilty member shall be entirely responsible for the material and financial consequences. It is his/her responsibility to provide for the victim (and any child resulting from his/her sexual misconduct). The Institution shall in no way be responsible by the accused or the victim or his/her dependents.

Annexure 7:

SCCZ OFFICE MASTER FILE FOR QUICK REFERENCE

Sl. No.	Shelf No.	Content(s)	File
1.	1	RGU Academic Council	Acts and Ordinances - Vol. I & II
2.		University Registration Folder	RGU Students Registration Vol. I & II
3.	2	RGU Examinations Folder	University Mark sheet Record - 2005-2016
4.		RGU Examinations Folder	Examinations Vol. I to Vol. VII
5.		RGU Examinations Folder	RGU Results with Roll No. Vol. I & II
6.		RGU Examinations Folder	RGU Results with Provisional cut list
7.		RGU Mark sheet	Student Signatures for the collection Vol. I & II
8.	3	Students Certificate Folders	TC, Provisional TC, Character Certificate & Provisional Degree Certificate
9.	4	Students Application Forms for various reasons	
10.	5	DHTE (Director of Higher & Technical Education)	DHTE Correspondence Vol. I, II & III
11.		DHTE Stipend	APST Stipend Vol. I & II
12.	6	College Internal Exam	Statement of Marks (CIA Marks)
13.		Mass Communication	Statement of Marks
14.		University Mark sheets (Copy)	Mass Com. & B.Com
15.	7	Government	Govt. Correspondence, Vol. I & II
16.	7	UGC	UGC Correspondence, Vol. I
17.	8	Miscellaneous	Admission Application Forms (Rejected ones)
18.	14-15	ADMISSION FOLDER	BATCH - 2007-2011
19.	16	ADMISSION FOLDER	BATCH - 2014-2016 (Mass Com. & B. Com.)
20.	New Glass Shelf	ADMISSION FOLDER	BATCH-2003 - 2006
21.		ATTENDANCE RECORD & LEAVE APPLICATION FORMS	2005-2016
22.	Cash Counter	CASH ACCOUNT (Cashier)	Bills, Receipts & Closing Account Register
23.	Old Shelf	Leave Application Forms	
24.		Marks Register	RGU Marks Register
25.		Internal Marks Register	CIA Marks Register
26.		RGU Forms	University Exam Application Forms
27.		Internal College Exam	Statement of Marks
28.		Internal College Exam	Students' Invigilators Diary
29.		Admission Cancelled	
30.		Dispatch & Receipt Registers	

Annexure '8':

SCCZ WEBSITE LOGISTICS

www.sccz.edu.in

- Payment made: Rs.50,000/-
- Annual Maintenance Fee: Rs.10,000 + tax
- Contact details:
 - o KGLN technologies. Owner: Mr. Prasad 9900160813
(prasad@kgln.in/ prasad@kglnTechnologies.com/
 - o Accounts section: 9945130813 accounts@kglnconsulting.com

Some Instructions on Uploading & Maintenance

Step to Upload

1. Download filezilla client from <http://filezilla-project.org/>
2. Install and open
3. Provide the following details for Host / Username / Password and click Quickconnect.
 1. Host : [sccz.edu.in](http://www.sccz.edu.in)
 2. Username : content@sccz.edu.in
 3. Password : Client*#321

Also following is hosting Control Panel Details (Kindly keep it safe)

+=====
| Domain: [sccz.edu.in](http://www.sccz.edu.in)
| Ip: 115.112.214.81 (n)
| Control Panel URL : <http://www.sccz.edu.in/cpanel/>
| UserName: scczedu
| PassWord: SccZIn*#250

New Email Id - To Create New Email id, Logon to Control panel with above given details

1. To Create New Email id, Logon to Control panel with above given details
2. Click on Email icon
3. Enter email id / password and click create account.

Web Mail | Webmail URL : <http://webmail.sccz.edu.in/>

Outlook settings

| POP3/SMTP: mail.sccz.edu.in

Note (Outgoing requires authentication)

+=====
For personal editing:

[sccz.edu.in/?q=user](http://www.sccz.edu.in/?q=user)
UserName: principal
Password: Ziro*#321
"Find Content"
"Webforms" for careers, submission, etc.

Annexure '9':

SIGNIFICANT CONTACTS: AN INITIAL ROASTER

Please Note:

- The email IDs of most of these offices and individuals are present in the zirocollege@gmail.com contact list.
- The best resource for the comprehensive listing of the contact details of the government-related offices and officials is the Arunachal Diary, updated and published annually by DIPRO (Department of Information and Public Relations Office). Only a sample listing of contacts are listed below.

A. RAJIV GANDHI University

Sl. No.	Office /Person	Personal	Official	Email
1.	Vice Chancellor Prof. Tamo Mibang	09436633920	0360-2277252	vc@rgu.ac.in
2.	Pradeep, PA to Registrar	09436221717	0360-2278502	
3.	Sanjoy Roy PA to Registrar	09436222754		
4.	Prof. Amitava Mitra Finance Officer	09436040435 08258810292		
5.	Prof. Tamuli Controller of Exams	09435006038		coe@rgu.ac.in
6.	David Pertin (Asst. Registrar, Academics)	09436044836	03602277213	
7.	Hage Mamung (in charge for SCCZ registrations)	07085759724		
8.	Nani Tamang Jose Asst. Reg. Exams	09436897855 09862632729	0360-2277566	
9.	Nich Bapu Exam Branch	09436050303 09615701032		
10.	N. R. Joshy (Exam Branch)	0360-2277413		
11.	Thakuria Exam Branch	08575569592 09436224534		
12.	Munda CoE Office	09436896120		
13.	Nath (Asst. Reg, Exams)	09436068921		
14.	S N Tiwari Finances, Exam Branch	09436223369		
15.	Kurian Thomas Asst. Reg, UGC	09436054753		
16.	Gomar Basar (Grievance Redressal)	09436291559		
17.	Anil Mili (ICYF)	09612579609		
18.	Dr. Nani Bath (Editorial Board, InterViews)	09436052143 09615302953		
19.	S. Paul, Section Officer Academic Branch	09436059989		
20.	B Subba (Academic Branch, Syllabus)	08132015531		

21.	RGU Library	08729847511	0360-2279047	
22.	Vokendro HoD, Anthropology	09862963678		
23.	Dr. Kabi HoD, Mass Com	08414921155 09435563362		
24.	Sunil Kojjam Mass Com	09612158068		
25.	Nabam Tadi Mass Com	08575817537		
26.	Prof. K. C. Kapoor (Rtd. Education) (Advisory Bd, InterViews)	09436042075		krpkhem@rediffmail.com
27.	Elizabeth Hangsing HoD, Education	09436044862		
28.	Rajesh PA to HoD, Education	09863012034		
29.	Tassi Kaye HoD, Commerce	09436896309		
30.	John Gangmei HoD, Social Work	08132977557		
31.	Dr. Parhi HoD, English	09436049121		
32.	Dr. S. R. Padhi HoD, Sociology	09402708631		
33.	Dr. Simon John Director, AITS	08974797371		Simonjohn19@gmail.com
34.	Tamut Manager, Guest House	09402601174		

B. DIRECTORATE OF HIGHER & TECHNICAL EDUCATION

Sl. No.	Office /Person	Personal	Official	Email
1.	Dr. Tejum Padu (Director)	08132888089		tejumarunachal@gmail.com
2.	Jonkey (Ast. Director)	09436223952		
3.	Dr. V. N. Sharma	09436221555 07005017048	03602291432	sharmavn@rediffmail.com
4.	Joram Muthu	09856060708		joramuthu2005@gmail.com
5.	Mindo Ete (RUSA)	08132861775		rusaarp@gmail.com
6.	Joram Halley (grant-related)	09436231328 08730058347		
7.	Ms. Meghali (stipend)	09402283996		
8.	Sanjay Bengia	09436055659		s_bengia@yahoo.com
9.	Praveen G (accounts section)	09436068477		praveenjoly@gmail.com
10.	Dr. Joram Begi (former Director)	09436040316		jorambegi@gmail.com

C. LOWER SUBANSIRI DISTRICT-RELATED

Sl. No.	Office /Person	Personal	Official	Email
1.	Kemo Lollen Deputy Commissioner	09402284184 08974690404	03788-224255 fax: 03788-224273	
2.	Ancy Ouseph PA to DC	09615094035		
3.	Bharat Lingu, LRSO	08132884762 08974609489		
4.	Ms. Ramar Jokik DIPRO Ziro	08258978243 09402408548	03788-225206	
5.	Ms. Nima Drema DDMO	09436045746	03788-224561	
6.	Tage Taki	09436040150 08131820081		
7.	Padi Richo	09856072349 09436898230		
8.	Padi Kunya (w/o Richo)	09856380965		
9.	Padi Grayu	09436898926 09774016551		
10.	Rubu Tadii Ziro Valley School	08014518601 09862261908		
11.	Rajendra Yadav KV Ziro	09862773939		
12.	Paul Tage, SP Ziro	09402794684		
13.	Kuru Tada, JE	09436253071		
14.	Dr. Hage Taker	09615560942		
15.	Dr. Tage Kano	09436059165		
16.	Nani Sambyo, DSO Former	09436221801		

D. Other Official and Personnel Contacts

Sl. No.	Office /Person	Personal	Official	Email
1.	Dr. Joshua Thomas ICSSR-NERC	09436103102		cjoshuathomas@gmail.com
2.	Thangboi Paite (Finance) ICSSR, NERC	09402197156		
3.	Krishna Mohan Uppu, IAS (OSD, DoNER)	09654747773 09436248300		uppukrishna@gmail.com
4.	Prince, IAS (Health, AR)	09910383686		
5.	Ramesh Negi, IAS (former Chief Sec, AR)			rameshnegi56@gmail.com
6.	Shakuntala Gamlin CS, AR)	08130355556		gamlin07@gmail.com
7.	Marnya Ete, IAS Former Edu. Sec; DC	09436272527		
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