CHRIST COLLEGE

UMEIT, SHILLONG – 793103, MEGHALAYA

INSTITUTIONAL POLICIES AND GUIDELINES

A framework for academic administration, student welfare, staff responsibilities and campus management

DRAFT FOR REVIEW AND APPROVAL

Academic Year 2026–2027

DOCUMENT CONTROL

Document title	Christ College – Institutional Policies and Guidelines
Institution	Christ College, Umeit, Shillong – 793103, Meghalaya
Affiliation	North-Eastern Hill University
Review cycle	At least once every three years, or earlier when rules or institutional needs change
Approving authority	To be confirmed by the College Management / Governing Body
Policy custodian	Principal / office designated by the Principal

IMPORTANT NOTE ON ADOPTION

This document is a proposed institutional framework for Christ College. It is written for Christ College and is not a statement that every committee, facility or procedure described here is already operational. Before adoption, the College Management and Principal should verify each provision against the current statutes, ordinances, regulations and circulars of North-Eastern Hill University, UGC requirements, applicable Central and Meghalaya laws, and the facilities and committees actually in place. Where a statutory committee is required, it must be constituted through a separate formal order with its prescribed membership and procedure.

CONTENTS

1. INSTITUTIONAL PROFILE AND POLICY FRAMEWORK

2. GOVERNANCE AND ADMINISTRATIVE RESPONSIBILITY

3. ACADEMIC PLANNING, CURRICULUM AND TEACHING

4. ADMISSION, ENROLMENT AND STUDENT RECORDS

5. ATTENDANCE, LEAVE AND ACADEMIC PARTICIPATION

6. ASSESSMENT AND EXAMINATION

7. STUDENT CODE OF CONDUCT AND DISCIPLINE

8. ANTI-RAGGING POLICY

9. GENDER EQUITY AND PREVENTION OF SEXUAL HARASSMENT

10. STUDENT GRIEVANCE REDRESSAL

11. STUDENT SUPPORT, MENTORING AND INCLUSION

12. STUDENT COUNCIL, CLUBS AND CO-CURRICULAR ACTIVITIES

13. LIBRARY POLICY

14. LABORATORIES, ICT AND DIGITAL RESOURCES

15. INTERNSHIP, CAREER GUIDANCE AND PLACEMENT

16. COMMUNITY ENGAGEMENT, NSS AND ENVIRONMENTAL RESPONSIBILITY

17. SPORTS, CULTURAL ACTIVITIES AND USE OF STUDENT SPACES

18. STAFF CONDUCT AND HUMAN RESOURCE ADMINISTRATION

19. FINANCE, PROCUREMENT AND USE OF INSTITUTIONAL ASSETS

20. CAMPUS SAFETY, FACILITIES AND MAINTENANCE

21. STUDENT HEALTH, WELLBEING AND REFERRALS

22. INSTITUTIONAL RECORDS, PRIVACY AND COMMUNICATION

23. FEEDBACK, QUALITY ASSURANCE AND POLICY MONITORING

24. ALUMNI ENGAGEMENT

1. INSTITUTIONAL PROFILE AND POLICY FRAMEWORK

Christ College is located at Umeit, Shillong – 793103, Meghalaya, and is affiliated to North-Eastern Hill University. The College was established to provide undergraduate education and opportunities for the intellectual, personal, social and ethical development of students. Its academic provision, departments, student clubs, committees and facilities are governed by applicable University requirements and official notices issued by the College.

1.1 PURPOSE OF THE INSTITUTIONAL POLICIES

These institutional policies bring the College's principal institutional policies into one reference document. It is intended to clarify expectations, identify responsibilities and provide consistent procedures for routine academic and administrative matters. It should be read together with the University regulations, the College prospectus, approved notices, departmental instructions and any statutory policy or procedure issued separately.

1.2 Guiding principles

Respect for the dignity, safety and rights of every student and employee.

Fairness, transparency and consistency in academic and administrative decisions.

Responsible conduct, punctuality, honesty and care for institutional property.

Equal opportunity and non-discrimination, subject to applicable law and legitimate academic requirements.

Accountability in the use of public, institutional and contributed resources.

Respect for the College's educational ethos while maintaining a welcoming environment for people of different backgrounds and beliefs.

Compliance with the rules of North-Eastern Hill University and applicable law.

1.3 Application

These policies apply to students, teaching and non-teaching staff, office-bearers of student bodies, visitors and persons using College premises or participating in College activities. Where a separate University regulation or statutory provision governs a matter, that higher authority shall prevail.

2. GOVERNANCE AND ADMINISTRATIVE RESPONSIBILITY

PURPOSE AND SCOPE

To establish clear lines of responsibility in the administration of the College and the implementation of its policies.

POLICY

The College shall function under the authority of its Management and the Principal, in accordance with applicable University and statutory requirements.

The Principal is the academic and administrative head of the College and is responsible for the general supervision of teaching, staff, students and institutional activities.

Departments, committees, cells, coordinators and office staff shall perform duties assigned through approved orders or written instructions.

Decisions involving policy, finance, appointments, discipline or statutory compliance shall be referred to the competent authority.

IMPLEMENTATION

The Management shall determine the broad institutional direction and approve matters reserved to it under the governing arrangements.

The Principal shall communicate approved decisions, allocate responsibilities and monitor their implementation.

Committee members and coordinators shall work within the terms of reference issued to them and submit reports when required.

Where a matter falls outside delegated authority, it shall be referred to the Principal or Management before action is taken.

RESPONSIBILITIES

The Management provides institutional oversight.

The Principal supervises academic and administrative functioning.

Heads of Departments coordinate departmental teaching, records and activities.

The office maintains official correspondence, student and staff records, and administrative files.

Committees and cells carry out only the functions assigned to them.

RECORDS

Minutes, office orders, committee reports, approvals, correspondence and relevant registers shall be maintained by the designated office or committee.

3. ACADEMIC PLANNING, CURRICULUM AND TEACHING

PURPOSE AND SCOPE

To support the orderly delivery of undergraduate programmes and courses offered by the College, in accordance with the curriculum and regulations prescribed by North-Eastern Hill University.

POLICY

Departments shall follow the approved University syllabus, course structure, credit requirements and examination regulations applicable to each batch.

Academic planning shall take account of the Major, Minor and additional courses prescribed under the applicable undergraduate framework, including MDC, SEC, VAC and AEC components where relevant.

Teaching shall be planned to cover the prescribed syllabus within the available teaching weeks.

Classroom teaching may be supplemented by seminars, assignments, projects, field visits, practical work, presentations and other suitable learning activities.

Value Education or other compulsory institutional courses shall be conducted as prescribed by the College and University.

IMPLEMENTATION

At the beginning of each semester, each Department shall prepare a teaching plan and distribute teaching responsibilities among faculty members.

Faculty members shall maintain a record of syllabus coverage and instructional activities.

Departments shall review progress during the semester and take reasonable steps to address delays or learning gaps.

Students shall be informed of course requirements, assessment methods, submission dates and other academic expectations.

Any change to the prescribed curriculum or assessment scheme shall be made only in accordance with University directions or approval of the competent authority.

RESPONSIBILITIES

The Principal oversees academic delivery.

Heads of Departments coordinate teaching plans and departmental records.

Faculty members conduct classes, assess student work and provide academic guidance.

Students are expected to attend classes, complete assigned work and participate in learning activities.

RECORDS

Teaching plans, workload allocations, syllabus completion records, course files, attendance registers and departmental meeting minutes.

4. ADMISSION, ENROLMENT AND STUDENT RECORDS

PURPOSE AND SCOPE

To provide a fair and orderly process for admission and to maintain accurate student records.

POLICY

Admission shall be based on eligibility conditions, intake capacity, reservation requirements, University regulations and the admission procedure notified for the relevant academic year.

Information supplied by applicants must be accurate and supported by the documents requested by the College.

Admission is subject to verification of eligibility and completion of the prescribed formalities and fee payment.

No person shall be treated as fully admitted until the College has completed the required enrolment process.

Student information shall be used for legitimate academic, administrative, statutory and welfare purposes.

IMPLEMENTATION

The College shall publish or communicate the admission schedule, eligibility criteria, required documents and fee information through official channels.

Applications shall be scrutinized by the office or admission personnel designated by the Principal.

Where documents are incomplete or clarification is required, the applicant may be asked to provide the missing information within the time allowed.

Student records shall be updated when changes in address, contact details or other relevant particulars are reported.

Requests for withdrawal, transfer or issue of certificates shall be processed under the applicable University and College rules.

RESPONSIBILITIES

The Principal supervises the admission process.

The office maintains admission files, enrolment details and student registers.

Applicants and students are responsible for providing accurate information and reporting material changes.

RECORDS

Application forms, eligibility documents, admission registers, fee receipts, enrolment records and student correspondence.

5. ATTENDANCE, LEAVE AND ACADEMIC PARTICIPATION

PURPOSE AND SCOPE

To maintain regular student participation in academic activities and to administer leave requests consistently.

POLICY

Students are expected to attend lectures, tutorials, practical sessions, seminars, fieldwork and other compulsory academic activities.

The minimum attendance requirement shall be the percentage prescribed by North-Eastern Hill University and any applicable regulation. The minimum attendance requirement shall be verified against the operative University rule for the relevant batch before enforcement.

Leave does not automatically count as attendance. Condonation, if permitted, shall be considered only under the applicable University rules.

Students must not assume that submission of a leave application guarantees approval or exemption from academic requirements.

IMPLEMENTATION

A student who is unable to attend shall inform the concerned Department or office and submit a leave application, with supporting documents where appropriate.

Applications requiring parent or guardian endorsement may be submitted in the form prescribed by the College.

Departments shall maintain attendance records and inform students of attendance shortages in reasonable time.

Students facing prolonged absence should contact the Department or Principal’s office to discuss their academic position.

Eligibility to sit for examinations shall be determined under University regulations and notified College procedures.

RESPONSIBILITIES

Students are responsible for regular attendance and timely leave applications.

Faculty members shall maintain accurate attendance records.

Heads of Departments shall monitor attendance and communicate concerns.

The Principal or authorized officer shall decide matters requiring administrative approval.

RECORDS

Class attendance registers or authorized digital records, leave applications, notices of shortage and decisions on attendance-related requests.

6. ASSESSMENT AND EXAMINATION

PURPOSE AND SCOPE

To ensure that internal assessment and the conduct of examinations are fair, consistent and aligned with University requirements.

POLICY

Internal assessment shall follow the marks distribution and assessment methods prescribed by the University for the relevant course and academic year.

Assessment may include written tests, assignments, seminars, projects, practical work, presentations and attendance where permitted by the applicable scheme.

Assessment criteria and submission requirements should be communicated to students in advance.

Examinations shall be conducted impartially and securely. Cheating, impersonation, unauthorized assistance, disruption and tampering with examination material are prohibited.

University rules shall prevail in matters of eligibility, external examinations, evaluation, rechecking, results and examination malpractice.

IMPLEMENTATION

The Controller of Examinations or designated Examination Cell shall prepare internal examination schedules and coordinate examination arrangements.

Departments shall set or arrange assessment tasks appropriate to the course and maintain supporting records.

Internal assessment marks shall be compiled, checked and submitted within the timelines prescribed by the University.

Internal results shall be communicated to students within the period notified by the College. Internal results should be communicated within a reasonable period, consistent with University deadlines.

Students who identify a discrepancy shall submit a written representation within the period notified by the College.

Suspected malpractice shall be documented and referred to the competent authority for action under University rules.

RESPONSIBILITIES

The Controller of Examinations coordinates examination administration.

Departments and faculty members conduct and record internal assessment.

The office supports secure handling of examination documents and submission of marks.

Students must follow examination instructions and raise concerns through the prescribed channel.

RECORDS

Examination schedules, question papers, attendance sheets, assessment rubrics, mark registers, result notices, malpractice reports and student representations.

7. STUDENT CODE OF CONDUCT AND DISCIPLINE

PURPOSE AND SCOPE

To maintain a safe, respectful and orderly learning environment on College premises and during College activities.

POLICY

Students shall treat staff, fellow students, visitors and members of the public with courtesy and respect.

Students shall carry and display their College identity cards as required by the College, particularly during classes, examinations and use of facilities.

Ragging, bullying, intimidation, harassment, discrimination, threats, physical violence and deliberate humiliation are prohibited.

Possession or use of alcohol, illegal drugs, intoxicating substances, weapons or other prohibited items on campus or at College activities are not permitted, subject to applicable law and policy.

Theft, vandalism, gambling, deliberate damage to property, falsification of records and disruption of classes or College activities are prohibited.

Mobile phones and electronic devices shall be used in classrooms, the chapel, laboratories and examination halls only as permitted by the teacher or relevant authority.

Students shall follow reasonable instructions relating to safety, dress, use of facilities and conduct during College activities.

Students shall not organize or invite external groups to use College premises without prior written permission.

IMPLEMENTATION

Concerns about student conduct should be reported to the concerned faculty member, Head of Department, Student Advisor, Grievance Cell or Principal, depending on the nature of the matter.

The College shall examine complaints fairly and provide the student concerned an opportunity to respond before a disciplinary decision is made, except where immediate protective steps are necessary.

Disciplinary action shall be proportionate to the seriousness of the conduct and consistent with University regulations and applicable law.

Where conduct may constitute a criminal offence or statutory violation, the College may refer the matter to the appropriate authority.

Students shall comply with directions issued during College events, field visits, sports, cultural programmes and other off-campus activities.

RESPONSIBILITIES

Students are responsible for their conduct and for respecting College rules.

Faculty members and staff should report serious or repeated misconduct through the appropriate channel.

The Principal or authorized disciplinary body shall decide action within its authority.

RECORDS

Written complaints, incident reports, notices, student responses, minutes and orders shall be kept confidential to the extent reasonably possible.

8. ANTI-RAGGING POLICY

PURPOSE AND SCOPE

To prevent ragging and to protect students from physical or psychological harm, humiliation, coercion or intimidation.

POLICY

Ragging in any form is strictly prohibited on campus, in hostels or accommodation managed by the College, during transport, on field visits and at College-related events.

Ragging includes conduct that causes or is likely to cause physical or psychological harm, fear, shame, humiliation, disruption of studies or coercion of a student.

Senior students, student groups and office-bearers must not impose tasks, demands, punishments or social restrictions on junior students.

Retaliation against a person who reports ragging or assists an inquiry is prohibited.

The policy shall be implemented in accordance with UGC regulations and other applicable directions.

IMPLEMENTATION

At the beginning of the academic year, students shall be informed of the prohibition on ragging and the available reporting channels.

A student or other person may report an incident to the Anti-Ragging Cell, Anti-Ragging Squad, Principal or any staff member.

Reports shall be acted upon promptly. Immediate steps may be taken to protect the complainant and prevent further contact or intimidation.

The matter shall be referred to the designated anti-ragging authority and, where required, to the University, police or other competent authority.

Action and penalties shall be determined in accordance with the applicable UGC regulations and University directions; no penalty shall be invented or imposed outside the prescribed process.

RESPONSIBILITIES

The Anti-Ragging Cell shall advise on prevention and awareness.

The Anti-Ragging Squad, if constituted, shall assist in monitoring and responding to reports.

The Principal shall ensure that reports are referred to the proper authority and that applicable reporting requirements are met.

All students and staff must cooperate with lawful inquiries.

RECORDS

Awareness records, undertakings where prescribed, complaints, action-taken reports, inquiry records and referrals.

9. GENDER EQUITY AND PREVENTION OF SEXUAL HARASSMENT

PURPOSE AND SCOPE

To promote equal opportunity and to prevent gender-based discrimination, harassment and sexual harassment in the College environment.

POLICY

Every student and employee is entitled to a learning and working environment free from sexual harassment and gender-based intimidation.

Sexual harassment shall be understood in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and applicable rules, together with relevant University directions.

The College shall maintain or constitute the Internal Complaints Committee (ICC) wherever required by law, with membership and procedure meeting statutory requirements.

Gender sensitization, awareness and educational activities may be organized through the Women’s Cell or other designated bodies.

Confidentiality and protection against retaliation shall be maintained in accordance with law.

IMPLEMENTATION

Complaints shall be submitted to the ICC through the notified channel and handled under the statutory procedure and timelines.

Where a complaint concerns a student and falls under another applicable University or statutory mechanism, it shall be referred to the competent body.

Interim measures, inquiry, recommendations and action shall be handled only by the authority empowered under the applicable law.

Awareness programmes may address respect, consent, equality, safety and access to support.

An ordinary grievance or interpersonal disagreement that does not fall within the ICC’s jurisdiction may be referred to the appropriate grievance mechanism.

RESPONSIBILITIES

The ICC shall perform the functions prescribed by law.

The Women’s Cell may conduct awareness and support activities but shall not replace the ICC’s statutory role.

The Principal shall facilitate the constitution and functioning of the ICC and ensure that its independence and confidentiality are respected.

RECORDS

ICC constitution order, awareness records and confidential case records maintained separately with restricted access.

10. STUDENT GRIEVANCE REDRESSAL

PURPOSE AND SCOPE

To provide students with a clear and accessible channel for raising concerns about academic matters, facilities, administration or conduct.

POLICY

Students may raise concerns without fear of unfair treatment or retaliation.

Grievances shall be handled impartially, with due regard to confidentiality and the rights of all persons involved.

Anonymous information may be considered where it provides a credible basis for preventive action, although a formal individual remedy may require sufficient particulars.

Matters falling within the jurisdiction of the ICC, Anti-Ragging Cell, examination authority or other statutory body shall be referred to that body.

IMPLEMENTATION

A student should ordinarily raise an academic concern first with the concerned faculty member or Head of Department, unless the nature of the complaint makes this inappropriate.

If the matter remains unresolved, the student may submit a written grievance to the Grievance Cell or Principal's office.

The grievance should state the issue, relevant dates, persons or department involved, steps already taken and the outcome sought.

The receiving authority shall acknowledge the grievance, identify the appropriate forum and refer it for consideration.

The student and any person named in the grievance may be asked for clarification or a response.

The decision or status shall be communicated to the student within a reasonable period. If further time is required, the student should be informed.

A student who is dissatisfied may submit a representation to the Principal or other competent authority, subject to University and statutory appeal mechanisms.

RESPONSIBILITIES

The Grievance Cell receives, records and routes complaints.

Heads of Departments address matters within their academic responsibility.

The Principal oversees unresolved or serious matters and ensures referral to the appropriate statutory body.

RECORDS

Grievance register, acknowledgements, referral notes, action-taken records and closure notes. Sensitive complaints shall be stored separately with restricted access.

11. STUDENT SUPPORT, MENTORING AND INCLUSION

PURPOSE AND SCOPE

To provide reasonable academic guidance and student support within the resources and services available at the College.

POLICY

Students should have access to academic guidance through faculty members, Student Advisors and Heads of Departments.

Mentoring may address academic progress, attendance, adjustment to college life, study habits, career interests and referral to appropriate support.

Students shall be treated fairly irrespective of gender, disability, economic background, language, community or other status protected by law.

Reasonable accommodation and access support shall be considered in accordance with applicable law, University directions and the facilities available.

Information shared for support purposes shall be handled discreetly and disclosed only where necessary for safety, lawful action or provision of support.

IMPLEMENTATION

Departments may assign faculty mentors or Student Advisors and communicate the names and contact arrangements to students.

Students may approach their mentor, Department, Principal or Grievance Cell when they need academic or administrative assistance.

Where a student requires specialist health, counselling, disability or social support beyond the College's capacity, the College may guide the student towards an appropriate external service.

Requests for reasonable accommodation should be submitted to the Principal or designated officer with relevant information, where appropriate.

Support arrangements shall be reviewed periodically to identify recurring student needs.

RESPONSIBILITIES

Student Advisors and mentors provide guidance and refer matters when necessary.

The Principal coordinates institutional support and any required accommodation.

Students should provide relevant information when requesting assistance.

RECORDS

Mentoring records, referrals and accommodation decisions. Personal or sensitive information must be kept separately and access restricted.

12. STUDENT COUNCIL, CLUBS AND CO-CURRICULAR ACTIVITIES

PURPOSE AND SCOPE

To encourage student participation, leadership, teamwork and responsible organization of academic, cultural, literary, environmental, social and sporting activities.

POLICY

The Student Council shall function in accordance with the structure, selection or election process and responsibilities approved by the College for the relevant academic year.

Student Council office-bearers shall act in the interests of the student body and comply with College rules.

Clubs and societies shall operate under a faculty coordinator and within the scope approved by the Principal.

Activities involving expenditure, external guests, travel, public communication or use of College premises require prior approval.

Participation in clubs and events shall be inclusive and shall not interfere unreasonably with academic responsibilities.

IMPLEMENTATION

The College shall communicate the Student Council positions and the procedure for selection or election.

Each club shall prepare a brief activity proposal where required, identifying purpose, participants, resources, venue and any safety or travel arrangements.

Club coordinators shall supervise activities and ensure that attendance and expenditure records are maintained.

Students shall follow instructions during rehearsals, competitions, events and off-campus activities.

At the end of the academic year, the Council and clubs shall submit a short report of activities and outcomes.

RESPONSIBILITIES

Student Council office-bearers coordinate approved student activities.

Faculty coordinators guide and supervise clubs.

The Principal approves activities that require institutional permission or resources.

Students are responsible for respectful participation and care of property.

RECORDS

Council constitution or selection record, club membership lists, activity proposals, attendance, approvals, expenditure statements and annual activity reports.

13. LIBRARY POLICY

PURPOSE AND SCOPE

To ensure fair and orderly access to the College Library and its learning resources.

POLICY

The Library is an academic resource for students and staff and shall be used primarily for study, research and reference.

Users shall follow the Library’s opening hours, borrowing rules and instructions displayed by the Librarian.

Books, journals, newspapers, reference materials, computers and other resources shall be handled carefully.

Reference materials and periodicals may be restricted to in-library use.

Users shall maintain silence, avoid disturbing others and keep the Library clean.

IMPLEMENTATION

Students and staff shall use their College identity card or other authorized identification when borrowing materials.

Books shall be returned or renewed by the due date notified by the Library.

Lost or damaged items shall be reported promptly and dealt with under the Library’s approved replacement or recovery procedure.

Use of computers and internet facilities shall comply with the ICT and acceptable-use provisions in these institutional policies.

The Librarian may temporarily restrict borrowing privileges where materials are overdue or rules are repeatedly breached, subject to the approved procedure.

RESPONSIBILITIES

The Librarian manages the collection, circulation, reading area and library records.

Users are responsible for materials issued to them and for following Library instructions.

The Principal oversees resource requirements and administrative support.

RECORDS

Accession register, borrower records, issue-return register, stock verification, subscriptions and records of damaged or missing materials.

14. LABORATORIES, ICT AND DIGITAL RESOURCES

PURPOSE AND SCOPE

To support safe, responsible and appropriate use of the College’s computer, language, geography and other learning facilities.

POLICY

Laboratories and digital resources shall be used for authorized educational and administrative purposes.

Students shall follow the instructions of the faculty member or staff member in charge.

Users shall not install unauthorized software, alter system settings, access another person’s account, bypass security controls or use College networks for unlawful activity.

Food, drink and careless handling of equipment are not permitted where they may damage facilities or create safety risks.

Any fault, damage, security incident or loss of equipment must be reported promptly.

IMPLEMENTATION

Access shall be provided during notified hours or under the supervision of the staff member in charge.

Users shall sign an attendance or usage register where maintained.

Faculty members shall explain relevant safety and operating instructions before practical work.

Data and files shall be saved only in authorized locations and users should not assume that locally stored files will be retained.

Any use of personal data, photographs or recordings in teaching or institutional work shall follow the privacy and consent requirements applicable to the activity.

RESPONSIBILITIES

The designated laboratory or ICT in-charge supervises access and usage.

Faculty members ensure that students follow course-related instructions.

Users are responsible for their accounts, files and proper handling of equipment.

RECORDS

Equipment inventory, usage registers, maintenance requests, software licences, incident reports and authorized access records.

15. INTERNSHIP, CAREER GUIDANCE AND PLACEMENT

PURPOSE AND SCOPE

To support students in gaining practical exposure and information about further study, employment and career pathways.

POLICY

Internship and placement activities shall be educational and shall not guarantee employment or a particular outcome.

Internships shall be undertaken with the knowledge and approval of the College and, where applicable, the concerned Department.

Students shall follow the rules of the host organization and maintain professional conduct.

Any placement information shared by the College should be checked for accuracy and should not be presented as a guarantee.

Students shall not pay unauthorized fees or share sensitive personal or financial information with unverified recruiters.

IMPLEMENTATION

The Internship Cell or designated coordinator shall communicate available opportunities and relevant eligibility conditions.

Departments may identify internships, field exposure, projects or community-based learning appropriate to their programmes.

Before an internship or field placement, students shall receive information on dates, attendance, supervision, safety and reporting requirements.

Students shall submit the certificate, report or other evidence required by the Department or University.

The Placement Cell may arrange career talks, employability sessions, resume guidance and interaction with prospective employers.

RESPONSIBILITIES

The Internship Cell coordinates approved internship opportunities.

The Placement Cell shares verified career information and organizes guidance activities.

Departments monitor academic relevance and student completion.

Students are responsible for professional conduct and timely submission of required work.

RECORDS

Opportunity notices, approval forms, student lists, attendance, internship reports, completion certificates and placement activity reports.

16. COMMUNITY ENGAGEMENT, NSS AND ENVIRONMENTAL RESPONSIBILITY

PURPOSE AND SCOPE

To encourage responsible participation in community service and practical activities that benefit the surrounding community and environment.

POLICY

Community engagement shall be voluntary or course-related as applicable, properly supervised and consistent with the College’s educational purpose.

NSS and other approved service activities shall follow the applicable programme guidelines.

Environmental activities may include cleanliness, waste reduction, conservation, awareness and campus beautification.

Students shall respect local communities, customs, property and the environment during field activities.

No student shall be required to undertake an activity that creates an unreasonable safety risk.

IMPLEMENTATION

Proposals for outreach or service activities shall be submitted to the relevant coordinator and approved by the Principal where required.

Organizers shall identify the purpose, venue, participants, transport, supervision and safety arrangements in advance.

Participants shall receive instructions on conduct, waste disposal and respectful engagement with community members.

Activities shall be documented through attendance, a short report and photographs where appropriate and consent has been obtained.

Any funds or materials received for an activity shall be recorded and accounted for.

RESPONSIBILITIES

NSS and club coordinators organize approved activities.

Faculty supervisors ensure student safety and appropriate conduct.

Students participate responsibly and follow instructions.

The office records approvals and financial details where applicable.

RECORDS

Activity proposals, approvals, attendance, expenditure statements, reports and relevant permissions.

17. SPORTS, CULTURAL ACTIVITIES AND USE OF STUDENT SPACES

PURPOSE AND SCOPE

To provide opportunities for recreation, physical activity, cultural expression and student interaction in an orderly and safe manner.

POLICY

Sports and cultural activities shall be conducted under the supervision of the designated coordinator or faculty member.

Participants shall follow event rules, safety instructions and fair-play standards.

Use of indoor and outdoor student spaces shall not obstruct classes, offices, emergency access or other authorized activities.

Equipment shall be used for its intended purpose and returned after use.

Students shall not engage in conduct that endangers others or damages facilities.

IMPLEMENTATION

Requests to use a venue or equipment shall be made to the designated authority in advance.

Organizers shall identify the responsible faculty supervisor and make suitable arrangements for crowd management and first aid where necessary.

Participants shall report injuries, damaged equipment or unsafe conditions immediately.

College events involving external participants or visitors require prior permission.

After an event, organizers shall ensure that the venue is left clean and equipment is returned.

RESPONSIBILITIES

Sports and cultural coordinators supervise activities and equipment.

Faculty supervisors oversee events and student participation.

Students follow instructions and respect other users of the facilities.

RECORDS

Venue bookings, equipment registers, event approvals, participant lists and incident reports.

18. STAFF CONDUCT AND HUMAN RESOURCE ADMINISTRATION

PURPOSE AND SCOPE

To set basic standards of professional conduct and administrative practice for teaching and non-teaching staff.

POLICY

Staff shall discharge their duties honestly, impartially, punctually and with due care.

Employees shall treat students, colleagues, visitors and members of the public with respect.

Staff shall maintain appropriate professional boundaries and shall not use their position to intimidate, exploit or unfairly favour any person.

Official information, student records and institutional documents shall not be disclosed or used for personal purposes without authority.

Staff shall avoid conflicts of interest and disclose any situation that may affect impartial performance of their duties.

Leave, attendance, workload, service conditions and disciplinary matters shall be governed by the applicable appointment terms, College rules and law.

IMPLEMENTATION

Staff shall follow the attendance, leave and reporting procedures communicated by the Principal or office.

Teaching staff shall prepare classes, complete assessment duties, maintain required academic records and participate in assigned institutional work.

Non-teaching staff shall maintain accurate records and provide services within their assigned responsibilities.

Concerns about workplace conduct may be raised with the Principal or the competent committee or authority.

Performance review, if conducted, shall follow a procedure communicated by the College and shall be based on relevant duties and records.

Any disciplinary action shall follow the applicable service rules and principles of fairness.

RESPONSIBILITIES

The Principal supervises staff performance and day-to-day administration within delegated authority.

The office maintains service and attendance records.

All employees are responsible for professional conduct and compliance with lawful directions.

RECORDS

Appointment and service records, attendance, leave, workload, duty allocation, training and performance-related records.

19. FINANCE, PROCUREMENT AND USE OF INSTITUTIONAL ASSETS

PURPOSE AND SCOPE

To promote responsible financial administration and proper use of College funds and property.

POLICY

All receipts and expenditure shall be supported by appropriate records and approvals.

Funds shall be used only for the purpose for which they are approved or received.

Purchases shall be made with due regard to need, quality, price, availability and the College’s approved financial procedure.

No employee or student may commit the College to expenditure without the required authority.

Assets purchased, donated or otherwise received by the College shall be recorded and used for institutional purposes.

IMPLEMENTATION

Departments and committees shall submit requests for purchases or expenditure with a clear purpose and estimated cost.

The competent authority shall approve or decline the request in accordance with delegated financial powers.

Where quotations or comparative statements are required by the College’s financial procedure, they shall be obtained and retained.

Payments shall be supported by invoices, receipts, bills or other valid documents.

Assets shall be entered in the relevant stock or asset register and periodically verified.

Grants, sponsorships and donations shall be recorded with the conditions attached to them, if any.

RESPONSIBILITIES

The Principal and authorized Management representatives approve expenditure within their powers.

The office or designated accounts personnel maintain financial records.

Departments and committees account for advances and expenditure entrusted to them.

RECORDS

Budgets, approvals, quotations, purchase orders, bills, receipts, grant records, stock registers and audit documents.

20. CAMPUS SAFETY, FACILITIES AND MAINTENANCE

PURPOSE AND SCOPE

To maintain College premises and facilities in a condition that supports teaching, administration and student activities.

POLICY

All users shall take reasonable care of buildings, furniture, equipment, sanitation and common spaces.

Emergency exits, stairways, corridors and access routes shall be kept clear.

Unsafe conditions, electrical faults, structural damage, water leaks or other hazards shall be reported promptly.

Visitors shall follow entry and safety instructions issued by the College.

Facilities such as transport, canteen, hostel accommodation or laboratories shall be governed by additional instructions where those services are provided or managed by the College.

IMPLEMENTATION

The office or designated facility in-charge shall receive and record maintenance requests.

Urgent hazards shall be reported immediately to the Principal or responsible staff member and access to the affected area may be restricted.

Maintenance work shall be assigned to authorized personnel or service providers.

Event organizers shall check the venue before and after use and report any damage.

Where transport, canteen or hostel services are operated by the College or on its behalf, the relevant users shall comply with the service-specific rules communicated to them.

RESPONSIBILITIES

The Principal oversees campus administration and prioritizes safety-related matters.

The office or facility in-charge coordinates maintenance and service requests.

All staff and students report hazards and use facilities responsibly.

RECORDS

Maintenance register, visitor register where maintained, inspection notes, incident reports, service records and facility-related approvals.

21. STUDENT HEALTH, WELLBEING AND REFERRALS

PURPOSE AND SCOPE

To encourage student wellbeing and to provide a clear response when a student requires assistance on campus.

POLICY

The College shall take reasonable steps to respond to illness, injury or immediate safety concerns occurring during College activities.

The College does not replace professional medical, counselling or emergency services.

Students may approach a faculty member, Student Advisor, office or Principal when they require assistance.

Personal health information shall be treated as confidential and shared only where necessary for safety or appropriate support.

IMPLEMENTATION

In an urgent situation, the nearest staff member shall be informed and appropriate medical or emergency assistance shall be contacted.

Where a student becomes unwell during class or an activity, the concerned faculty member shall inform the office or Principal's representative.

Students with ongoing support needs may request a confidential discussion with the Principal or designated staff member.

Where the College cannot provide the required service, the student or guardian may be guided towards an appropriate external provider.

Any incident involving injury during a College activity shall be recorded and reviewed for necessary preventive action.

RESPONSIBILITIES

Staff members should respond promptly and seek appropriate assistance.

The Principal or designated officer coordinates institutional response.

Students should provide relevant emergency contact details and inform the College of support needs that affect participation.

RECORDS

Incident records and referrals shall contain only information necessary for the response and shall be stored securely.

22. INSTITUTIONAL RECORDS, PRIVACY AND COMMUNICATION

PURPOSE AND SCOPE

To ensure that institutional information is accurate, appropriately retained and shared only through authorized channels.

POLICY

Official notices, circulars and decisions shall be issued through channels approved by the College.

Students and staff should rely on official College communication for dates, schedules, fees, examination instructions and policy changes.

Personal information shall be collected only for legitimate institutional purposes and handled with reasonable safeguards.

Photographs, recordings and personal details shall not be published or circulated for unrelated purposes without an appropriate basis or consent.

Users of College digital systems shall protect passwords and must not access or alter records without authority.

IMPLEMENTATION

The office shall maintain official files and records according to the College's record-keeping practice and applicable requirements.

Departments shall submit reports and information requested for University, accreditation, audit or statutory purposes accurately and within the notified timeline.

Corrections to student or staff records shall be supported by appropriate documentation.

Requests for copies of records or certificates shall be processed through the office under the applicable rules.

Suspected loss, unauthorized disclosure or misuse of institutional information shall be reported to the Principal or designated officer.

RESPONSIBILITIES

The office is responsible for central administrative records.

Departments maintain course and departmental records.

The Principal or authorized person approves official public communication.

All users protect credentials and respect confidentiality.

RECORDS

Official correspondence, notices, registers, reports, record correction requests, authorized disclosures and digital access records.

23. FEEDBACK, QUALITY ASSURANCE AND POLICY MONITORING

PURPOSE AND SCOPE

To review institutional practices and identify areas where academic and administrative processes may be improved.

POLICY

The College may collect feedback from students, staff, alumni and other stakeholders on teaching, learning, facilities and institutional activities.

Feedback shall be considered as information for review and shall not automatically determine an individual decision.

The Internal Quality Assurance Cell (IQAC), shall coordinate quality-related activities within its approved terms of reference.

Quality initiatives shall be realistic, documented and linked to the College’s actual resources and priorities.

IMPLEMENTATION

Feedback may be collected through forms, meetings, class representatives, departmental discussions or other approved methods.

Responses shall be compiled and reviewed by the designated Department, committee or IQAC.

Recurring issues may be referred to the Principal or relevant authority for consideration.

Where an action is approved, the responsible person or unit shall be identified and progress recorded.

Quality reports shall distinguish between actions completed, actions in progress and suggestions requiring further approval.

RESPONSIBILITIES

IQAC coordinates quality assurance and institutional quality initiatives..

Departments review feedback relevant to their academic work.

The Principal considers institutional recommendations and assigns follow-up responsibility.

RECORDS

Feedback instruments, summaries, meeting minutes, action-taken reports and quality assurance records.

24. ALUMNI ENGAGEMENT

PURPOSE AND SCOPE

To maintain a constructive relationship with former students and encourage appropriate alumni participation in College life.

POLICY

Alumni engagement may include career guidance, mentoring, talks, networking, student support and participation in institutional events.

Alumni participation shall be voluntary and consistent with College policies.

Personal information of alumni shall be used only for legitimate communication and engagement purposes.

Any contribution or sponsorship offered by alumni shall be processed through the College's approved financial procedure.

IMPLEMENTATION

The designated Alumni Coordinator shall maintain contact details where alumni have provided them for this purpose.

The College may organize alumni interactions or invite former students to share academic and professional experiences.

Alumni activities involving funds, public representation or use of College premises require prior approval.

An annual summary of alumni engagement may be submitted to the Principal.

RESPONSIBILITIES

The Alumni Coordinator maintains communication and coordinates approved activities.

The Principal approves institutional engagements and contributions.

Alumni participants shall respect College rules and the voluntary nature of engagement.

RECORDS

Alumni contact records, event invitations, attendance, activity reports and records of approved contributions.

Version	Date	Nature of change	Approved by

APPENDIX C. POLICY RESPONSIBILITY MAP FOR COLLEGE UNITS

This map links the institutional policies to the academic departments, committees, cells and student bodies identified within the College. It is a functional guide only. The current-year appointment order and terms of reference shall determine the actual coordinator and membership. Where a statutory body is required, its legal composition and powers shall be governed by the relevant law and not by this indicative map.

UNIT / BODY	INDICATIVE POLICY RESPONSIBILITY	RESPONSIBLE AUTHORITY
Principal / College Office	Overall implementation; admission administration; staff administration; records; finance and facilities oversight; official communication.	Principal / College Office; College Management, where approval is required
Academic Departments / Heads of Departments	Academic planning; teaching and syllabus records; attendance; internal assessment; mentoring; departmental activities.	Principal; Heads of Departments; concerned faculty members
Controller of Examinations / Examination Cell	Internal examination planning, conduct, records, result communication and coordination with University examination requirements.	Miss Banrihun Ryntathiang Asst. Prof English

UNIT / BODY	INDICATIVE POLICY RESPONSIBILITY	RESPONSIBLE AUTHORITY
Anti-Ragging Cell / Anti-Ragging Squad, where constituted	Anti-ragging awareness, receipt or referral of reports, prevention and follow-up under applicable UGC and University requirements.	Mr. Jerry W Nongsiej, Asst. Prof History, Donna L Thabah Asst Prof Political Science
Women's Cell	Gender awareness, student sensitisation and support activities; statutory complaints must be handled by the duly constituted ICC.	Miss Phiba D Thawbroi, Asst. Prof Political Science, Miss Pyniasuk Lyngdoh Asst. Prof Education
Grievance Cell	Receipt, recording, routing and follow-up of student or staff grievances within its assigned terms of reference.	Miss Chelciamin Khongsit, Asst. Prof Education, Miss Auxilliary Khonglah, Librarian.
Internal Quality Assurance Cell (IQAC)	Feedback review, quality documentation, action-taken follow-up and institutional quality initiatives.	Miss Noblelyne Nongkynrih, Asst. Prof Sociology, Dr. Monica Mawlong Prof. Geography, Miss Banrihun Ryntathiang, Asst. Prof English
Student Advisors / Mentors	Student guidance, academic support, early identification of concerns and referral to appropriate College channels.	Miss Larishisha Syiem, Asst. Prof Khasi, Mr. Jerry W Nongsiej, Asst. Prof History
Internship Cell	Internship coordination, student preparation, host-organization communication and internship records.	Dr. Monica Mawlong. Prof Geography, Mr. Samson Basumatary, Asst. Prof Sociology
Placement Cell	Career guidance, employability activities, employer interaction and verified placement information.	Dr. Monica Mawlong Asst.Prof Geography,
National Service Scheme (NSS)	Approved community service and outreach activities in accordance with NSS guidelines.	Mr. Constantine Dohtdong, Asst. Prof English, Miss Amisha Syiemiong, Asst. Prof Commerce
Entrepreneurship Cell	Entrepreneurship awareness, workshops and activities approved by the College.	Miss Phibawanhun Syiem, Asst. Prof Economics, Miss Amisha Syiemiong Asst. Prof Commerce
Alumni Coordinators / Alumni Association, if constituted	Alumni communication, mentoring, alumni interactions and approved engagement activities.	Miss Bnarihun Ryntathiang, Asst. Prof English
Student Council	Student representation and coordination of approved student-led academic, cultural, literary and sporting activities.	Student Representatives
Jesus Youth / faith formation activities	Voluntary faith-based activities conducted within the College's approved educational ethos and subject to respect for the dignity and choice of all students.	Miss Chelciamin Khongsit, Asst. Prof Education, Miss Phiba D Thawbroi, Asst. Prof Political Science
Performing Arts / Aestheticism Club	Approved dance, music, theatre and performance activities.	Miss Banrihun Ryntathiang, Miss Phibawanhun Syiem
Eco Club / Green Defenders	Environmental awareness, campus cleanliness, conservation and sustainability activities.	Dr. Monica Mawlong, Miss Phiba D Thawbroi
Tourism Club / Eastern Roots Travel	Approved learning activities relating to tourism and its social, cultural, political and economic dimensions.	Miss Donna L Thabah
Literary and Fine Arts / Book & Artistry	Reading, writing, drawing, painting and other literary or artistic activities.	Miss Larishisha Syiem, Mr. Constantine Dohtdong, Miss Careen L Ramsdam
Technology / ICI Club	Digital awareness, creativity, innovation and responsible use of technology.	Mr. Samson Basumatary, Mr. Jerry W Nongsiej, Miss Baiahunlang Shanpru
Sports Club / Christalite Sports Association	Sports, fitness, recreation, teamwork and approved competitions.	Mr. Constantine Dohtdong, Miss Baiahunlang Shanpru
Red Ribbon Club	Awareness, service and anti-stigma activities relating to HIV/AIDS, conducted with respect for confidentiality and dignity.	Miss Noblelyne Nongkynrih, Mr. Jerry W Nongsiej

APPENDIX D. MATTERS REQUIRING CONFIRMATION BEFORE APPROVAL

Confirm the current legal name, address, affiliation wording and governing/approving authority for the cover and document-control page.

Confirm the operative attendance threshold and any condonation process under the current North-Eastern Hill University regulations for each batch.

Confirm the current internal assessment marks distribution, examination timelines and appeal procedure under the applicable University framework.

Confirm which committees and cells are formally constituted for the current academic year, and issue or update their appointment orders and terms of reference.

Verify that the Internal Complaints Committee and Anti-Ragging bodies meet all current statutory and UGC requirements.

Confirm whether hostel, transport, canteen, medical, counselling, disability-access and other facilities are directly operated by the College or by external providers; issue separate service rules only where applicable.

Review the student dress and identity-card requirements and issue a clear, consistently applied standard that respects dignity and avoids discriminatory or gender-stereotyped restrictions.

Approve separate operating procedures and forms where a policy requires a detailed process, including grievance submission, leave, internship, procurement, library borrowing and incident reporting.

Confirm record-retention periods, data access controls and the process for handling personal information.

Obtain Management approval and communicate the approved effective date before treating this draft as binding.