

KOHIMA: NAGALAND

Motto: "learn light lead"

Email: iqacscte@gmail.com

Phone No: (370) 2260086 (O)

/Dated Kohima, the 6th May 2025

NO.

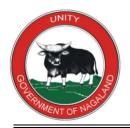
At the Conference Hall, SCTE-K

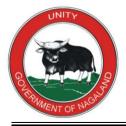
Members Present:

- 1. Dr Honngam Konyak
- 2. Ms Lemlen C Shuka Phom
- 3. Ms Medoneinuo Rupreo
- 4. Ms Dziesetuonuo Mepfhuo
- 5. Ms Ketoriavi Sakhrie
- 6. Ms Anisha Himb
- 7. Mr Megosielie Khate
- 8. Dr Neizekhonuo Liezietu
- 9. Dr Thronlem Jorlim Konyak
- 10.Dr Khriezonuo Belho
- 11.Dr Sibuile
- 12.Mr Rokozelie
- 13.Ms Temsutula Longkumer
- 14.Dr Asale Vitso
- 15.Ms Zhavituou
- 16.Dr Rokuonuo Usou
- 17.Ms Rose Mary Achumi
- 18.Dr Sandip Ratna
- 19. Dr Runi Nakro
- 20. Dr. Vedulu Tetseo

Meeting Minutes:

- 1. The existing College committees were reviewed and reshuffled. In addition, new committees were constituted.
- 2. Each committee will finalize and indicate the title of the committee on the file cover, along with a list of committee members, its objectives/purpose and activities undertaken in the last 3 years, supported by relevant evidence and report.





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3. In view of the upcoming College videography, all the faculty in-charges of each cells will complete their task and be ready by 16th May 2025.

Allocation of faculty in-charges for arrangement of cell-wise for videography

Cell	Faculty In-Charges
ICT Lab	Mr. Rokozelie & Language Pedagogy Faculty
Curriculum Lab	Science & Social Science Pedagogy Faculty
Psychology Lab	Dr. Neize, Dr. Khriezo, Ms. Zhavi, Dr. Rokuo, Ms. Dziese
Guidance and Counselling	Dr. Runi, Dr. Thron, Ms. Medo, Dr. Sibui

andip Ratora



Dr. Sandip Ratna IQAC Co-ordinator State College of Teacher Education, Kohima

Restructuring of Committees

1. INFORMATION AND PUBLICATION COMMITTEE

- a. Dr. Neizekhonuo -Convener Members
- b. Dr. Sandip Ratna
- c. Ms. Rose Mary Achumi
- d. Ms. Anisha Himb
- e. Ms. Dziesetuonuo Mepfhuo
- f. Mr. Rokozelie
- g. Ms. Florance
- h. Mr. Novizo

Role:

All publicity and press releases

- Maintenance of Website
- Opening of Alumni Blog
- Look after technology lab

Maintenance of year-wise database for the faculty, staff, and students



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2. GUIDANCE AND COUNSELLING COMMITTEE

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- a. Dr. Runi Nakro -Convener Members
- b. Dr. Neizekhonuo
- c. Dr. Thronlem Jorlim Konyak
- d. Dr. Sibule
- e. Ms. Alemla (UDA) Role:

Grievance redressal of students, staff, and faculty Identification of needs of students, staff, and faculty Maintenance of records of Guidance and Counselling services provided Coordinate with staff and student welfare committee

3. STAFF-STUDENT WELFARE COMMITTEE

- a. Dr. Asale Vitso -Convener Members
- b. Dr. Vedulu Tetseo
- c. Mr. Megosielie Khate
- d. Ms. Alemla (H.A.)
- e. Class Representatives of B.Ed
- f. Ms. Khniphere

Role:

Identification of grievances

Maintenance of water, toilet and canteen facilities

Identify/arrange/co-ordinate for occasions like marriage, etc., and in problems like sickness, deaths, etc.

Co-ordinate with Guidance and Counselling Cell

4. RESEARCH AND PUBLICATION COMMITTEE

- a. Dr. Sandip Ratna Convener Members
- b. Dr. Neizekhonuo
- c. Dr. Vedulu Tetseo
- d. Dr. Sibule
- e. Ms. Aseno Role:

Identification of research area Maintenance of research reports



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Review, assess, and provide feedback on works conducted

Publication and dissemination of the research findings

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5. PURCHASE COMMITTEE

- a. Principal, SCTE-Kohima Convener Members
- b. Dr. Runi Nakro
- c. Mr. Vehoto (Accountant)
- d. Ms. Alemla (H.A.)

6. HOSTEL COMMITTEE

- a. Dr. Thronlem Jorlim Konyak (Warden) Convener Members
- b. Principal, SCTE-Kohima
- c. Ms. Tiajungla (Asst Warden)
- d. Cook
- e. Prefect
- f. Cleaner

Role:

Monitor the overall management and administration of the hostel facilities

Frame and enforce rules and regulations to maintain discipline and order within the hostel premises

Address concerns or grievances raised by hostelers and taking appropriate action Ensure safe, secure and clean environment to the residents.

7. ACADEMIC AND STUDENT ACTIVITY COMMITTEE

- a. Dr. Khriezonuo Belho Convener Members
- b. Ms. Rose Mary Achumi
- c. Dr. Honngam Konyak
- d. Ms. Temsutula Longkumar
- e. Ms. Medoneinuo Rupreo
- f. Mr. Khriesakeduo
- g. Faculty in-charges for Students Activities

Maintain records of College academic and Student activities with supporting documents



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Plan activities and conduct academic and student activities Disseminate notifications for upcoming activities through Notice Board and Social Media

8. CAMPUS AND RESOURCE MANAGEMENT COMMITTEE

- a. Mr. Rokozelie Convener Members
- b. Principal, SCTE-Kohima
- c. Dr. Sashilemla
- d. Dr. Asale Visto
- e. Mr. Megoselie Khate
- f. Ms. Ketoriavi Sakhrie
- g. Ms. Lemlen C Shuka Phom
- h. Ms. Florence
- i. General Secretary of the Student Body

Role:

Evaluate and maintain a record of all resources available in the College Ensure proper utilization of resources—human as well as material including the College bus Co-ordinate with Purchase Committee Monitor and regulate

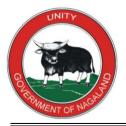
9. LIBRARY COMMITTEE

- a. Dr. Sashilemla Convener Members
- b. Dr. Runi Nakro
- c. Dr. Khriezonuo Belho
- d. Dr. Rokuonou Usou
- e. Mr. Tepusa Kiso
- f. Class Representatives of B.Ed

Role:

Update the Library constantly Identification of Library requirement Assess the feasibility for optimum utilization of Library Keep guidelines with regard to Library fees

10.INTERNAL COMPLAINT COMMITTEE/ GRIEVANCES REDRESSAL CELL



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- a. Principal, SCTE-Kohima Convener Members
- b. Dr. Runi Nakro
- c. Ms. Temsutula Longkumar
- d. Mr. Rokozelie
- e. Ms. Ketoriavi Sakhrie

Role:

Find out any incident pertaining to sexual abuse and eve teasing Resolve issues pertaining to sexual harassment, work place harassment, discrimination, ragging and all forms of grievances Co-ordinate with Guidance and Counselling

11.ALUMNI COMMITTEE

- a. Mr. Megosielie Khate Convener Members
- b. Dr. Asale Vitso
- c. Ms. Rose Mary Achumi
- d. Ms. Zhavituou
- e. Dr. Honngam Konyak
- f. Mr. Tepusa Kiso
- g. Ms. Medoneinuo Rupreo

Role:

Co-ordinate with Alumni Association

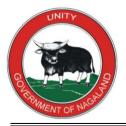
Keep records of Alumni members and activities of the alumnus Maintain Catalogue of each batch of students

12.CANTEEN COMMITTEE

- a. Dr. Rokuonuo Usou Convener
- b. Dr. Khriezonuo Belho
- c. Ms. Zhavituou
- d. Ms. Tiajungla
- e. Ms. Alemia
 - (HA) Role:

Monitor food quality and hygiene.

Ensure food items are served at reasonable price and approved rates



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Address any issues or suggestion related to canteen

13.PLACEMENT CELL

- a. Ms Anisha Himb Convener Members
- b. Mr. Tepusa Kiso
- c. Ms. Dziesetuonuo Mepfhuo
- d. Ms. Lemlen C Shuka Phom

Role:

Coordinate with institutions, educational organization and agencies for student's placement.

Maintaining a database of student's placement records