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/Dated Kohima, the 6<sup>th</sup> May 2025

**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 Sibuille
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.



# STATE COLLEGE OF TEACHER EDUCATION IQAC

KOHIMA: NAGALAND  
Motto: "learn light lead"

Email: iqacscte@gmail.com

Phone No: (370) 2260086 (O)

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

  
Dr. Sandip Ratna  
IQAC Co-ordinator

State College of Teacher Education, Kohima



## Restructuring of Committees

### 1. INFORMATION AND PUBLICATION COMMITTEE

- Dr. Neizekhonuo -  
Convener Members
- Dr. Sandip Ratna
- Ms. Rose Mary Achumi
- Ms. Anisha Himb
- Ms. Dziesetuonuo Mepfhuo
- Mr. Rokozelie
- Ms. Florance
- 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

- 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. Khniphre

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

### 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. Khriezono 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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  - 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. Alemla

**(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**