



PRINCIPAL MESSAGE

I am delighted that Govt. Khawzawl College could successfully bring out an important *Student's Handbook* in due time. I believed this handy book will feed the fresh student about the necessary information on the College and towards the direction to which we are heading. I am extremely happy to the IQAC committee of this college and particularly to the Discipline Committee for their hard work and thoughtful implementation of this Handbook. I am sure this is the first initiative of its kind for this college and will provide insightful knowledge to the students.

I would also wish to welcome our first semester student and encouraged them to utilize every resource available in our campus. To do so, this handbook will provide and guide them to every Cell and Clubs available, and also Library matters as well as General Rules and Regulation.

All students are thereby requested to live according to the prescribed rules and norms inscribed in this Handbook.

I take this opportunity to wish all our students for the very best in their endeavour.

K. ZIONA

Principal

Govt. Khawzawl College

Editor's Message

It is with immense joy that the *Students Handbook 2022* is presented to the students of Govt. Khawzawl College. I would like to give thanks to the Principal and IQAC committee for entrusting the work of preparing guidelines and rules to the Discipline Committee which will be beneficial for our students.

The directive and principles inscribed in this Handbook is student-centric, and I would, on behalf of, the Discipline Committee like to encourage every student to take a keen note on every rules and regulations mentioned in this Handbook. It is through this Handbook that fresh student could get to know what his/her college could provide.

It is the duty of every student to be imbibed by College's rules and regulations. Students are requested to uphold best dignity inside and outside the campus. Student etiquettes, dress culture, class-room behaviour and overall personality may be maintained to one's highest standard.

Students, parents or guardians should be aware that this book is reviewed annually since guidelines and system implementation is an ongoing process. The handbook may be revised at any time and those changes will be corresponded by the administration to the faculties, staff, students and parents/ guardians.

Students should try to take advantage of all the available college resources and take part in all activities through NSS, NCC initiatives and be moulded to be a part of a responsible citizen.

We hope this Hanbook will provide valuable insight to all students and be informed about the Rules and norms of this College. We wish every student all the very best in their academic pursuit.

PC. LALRINDIKA

STUDENTS PLEDGE

I pledge to maintain respect and integrity as a student of Govt. Khawzawl
College.

I will be honest and dependable to the people around me,

And do my best to understand and respect my duty to serve others.

I will uphold the highest levels of personal, academic honesty and responsibility,

And challenge myself to learn and dedicate myself to ongoing pursuit of
knowledge and truth.

I will take proper care of the properties and the environment which I share with
others,

And live in peace and harmony with my fellow human beings.

I will respect myself and our traditional values and culture,

And be the best that I can be.

ABOUT THE COLLEGE

The Govt. Khawzawl College was initially named as “Khawzawl College,” Khawzawl and is located in the Northeastern part of Khawzawl town. It is 40 km away from the District Headquarters of Champhai District, 160 Kms from Aizawl, the capital of Mizoram, and 70 Kms from the Myanmar Border. The Khawzawl College is having an area of land about 9.30 Bhigas in its own name. The College was established in 1985 as a co-educational institution. The objective of the college is to provide higher education especially to the student of the rural areas who faced hindrances to continue education in other educationally advanced places. The college got Provisional Affiliation on the 15th May 1992 from NEHU. Striving with passion the college was upgraded to Deficit Status with effect from the 1st April 1994 and later transferred to Mizoram University and received permanent affiliation status on 1st July 2006. The college was later provincialized in 2007. And now, the college was declared accredited by the National Assessment and Accreditation Council (NAAC) on 8th January 2017 with ‘C’ grade status which will have a validity up to five years.

Visions

To achieve excellence in teaching, learning, leadership, in-service and any other community services

To Provide Education to the rural poor students to reduce the discrepancy between the rich and poor in the field of education

To improve infrastructural facilities and teaching method to attain an excellent education

To provide education among the weaker section of the society including minorities, SC/ST/OBC, and socially deprived sections

To inculcate discipline, culture, innovation, creativity, team spirit, entrepreneurial leadership and accountability

Mission And Objectives

1) To inculcate easy access of higher education to a community of less privileged youths in the area nearby who can not afford to go elsewhere for further studies

2) The college motto “perseverance for success” is the guiding principle of our endeavor in striving for academic excellence in humanitarian services.

3) To impart quality knowledge through effective teaching and to produce compact graduate or complete man.

4) To work for the improvement of society through social services and other extension programs.

5) To promote programs and movements that foster inter connectedness and a sense of unity.

HEAD OF DEPARTMENTS

Department of Economics

Head : Mr. H. Vanlalhraia, Asst. Professor II

Contact : 9862506292

Department of English

Head : N. Umananda Singh, Assoc Professor

Contact : 9862029228

Department of Education

Head : Mrs. Lalruatmawii, Assoc Professor

Contact : 9612447274

Department of History

Head : Mr. Joseph Vanlalnghaka, Asst. Professor

Contact : 9862967775

Department of Mizo

Head : Mrs. Lalrinchami Khiangte, Assoc Professor

Contact : 9615553258

Department of Political Science

Head : Mrs. Lalthlamuani, Assoc Professor

Contact : 9862365841

RULES AND REGULATIONS

1. 75% attendance is compulsory to appear end semester examination. Anyone who failed to comply with this provision shall not be allowed to fill up examination form except on medical ground.
2. Students are responsible for their conduct to the Principal and are prohibited from doing anything either inside or outside the college that will amount to a breach of discipline or interference in the discipline and normal working of the college. A student shall be liable to disciplinary action for violation of any of the rules of discipline. Disciplinary action may involve warning and/or suspension from classes, from the examination, from use of the College Library or even expulsion from the College.
3. Late arrival into classroom is a breach of discipline. A student will not be allowed to enter the classroom 15 minutes after classes have commenced.
4. Students shall conduct themselves in a polite manner, both towards the members of the staff (teaching and administrative) and towards their fellow students. Insubordination, unbecoming language or ungentlemanly conduct including teasing etc., shall be severely dealt with.
5. Students shall maintain perfect silence in classrooms and Library. They should desist from demonstration of disorderly behavior. They must not loiter in the corridors or in front of class rooms or office rooms and must keep as quiet as possible at all times.
6. Students shall take proper care of the College property, and facilities within the premises and they must not spoil or cause any damage to or temper with College property, furnitures and fittings.
7. Students shall leave their vehicles in the plot provided for this purpose. No vehicles, scooters or motorcycles shall be parked in any other part of the College premises.
8. When student is required to represent the College in competitive events – sports, cultural activities and debates etc., he/she must apply for permission in advance to the Principal. Exemption from attendance for such reasons may be granted only if permitted by the Principal in written form.
9. Absence from College without proper leave granted by the authority will not be tolerated. For absence from College, students must submit reasonable letter of absence to the Principal duly sign by Parent/guardians. Application for leave on medical ground should be supported by authentic medical documents and should reach the Principal within a week of the student re-joining college .Unauthorized absence from College at a stretch for a period exceeding 15 days may call for clarification from the Parents/Guardians or result in the student having his/her name remove from the enrollment and may not be re-admitted.

10. Late admission, if granted, is entirely at the risk of the students concerned and no concession in regard to attendance is allowed. Attendance will be calculated from the date of the College re-opens after each semester break.
11. No society can be formed in the College without the permission of the Principal nor shall any person be invited to address a meeting in the College without the prior permission of the Principal.

Code of Conduct for students.

1. Students are expected to maintain the highest standard of discipline and dignified manner of behavior inside and outside the college campus.
2. All students are expected to come to college in formal dress. Proper haircut/hairstyle must be maintained by all students in the campus.
3. Smoking inside the campus is strictly prohibited. Anyone found violating this rule shall be imposed a fine of Rs. 200 as per COPTA ACT 2003.
4. Students must refrain from drinking of Liquor and other intoxicants inside the campus. If anyone violates this rule, he/she must be fined with Rs. 500 or suspension from the college for a period not exceeding one month. If violated for the second time, he/she shall be expelled from the college
5. Ragging: As per Supreme Court Order ragging in the College & Hostel is strictly prohibited. If any incident of ragging comes to the notice of the authority the concerned student must be punished even up to expulsion.
6. Assaulting, harassing, intimidating or threatening the safety of other is prohibited.
7. Destroying or damaging of college property is prohibited. If the damage is caused, recovery shall be made from the defaulters.
8. All students are expected to be regular in attendance. A student must fulfill 75% monthly attendance failing which Parents/Guardians will have to meet the Principal.
9. Students must appear in all class test and internal examinations conducted by the college.
10. Students must give adherence to co-curricular activities undertaken by the college. All students are expected to participate/involve in variety of activities under different clubs, SU or EU formed for the students.
11. Students are expected to show respect to all teachers regardless of whether they are directly taught by them or not. Stern action will be taken against students who are disrespectful to teacher in words or in action.

12. Tendering one's attendance through a proxy is a serious breach of discipline. Students acting as a proxy and found marking attendance of other students will cause three class attendance records cancelled from the total attendance.
13. All Students of Govt. Khawzawl College is compelled to abide by this code of conduct. In case of breach of any of these rules, action shall be taken by Disciplinary Committee as deemed it necessary.

CHOICE BASED CREDIT SYSTEM

1. Under CBCS, students have to score the stipulated credit points to be able to receive Bachelor's Degree i.e. to score a minimum of 140 credit points across all semesters (from I Semester to VI Semester). Course and Credits are tabulated in the following :

Sl. No	Course Category	Credits
1	Foundation Courses (FC)	20
2	Major Core Course (CC)	72
3	Elective Core Course (EC)	48
Total		140

2. All students of the I and II Semesters have to take General English as one of their papers as a Foundation Course (FC) paper. However, students of III and IV Semesters have to take either Mizo or Alternative English as Major Indian Languages (MIL) besides their core paper and elective papers.
3. Under CBCS, even if students fail in one of the optional or compulsory papers, they have the chance to clear that paper by attempting it as a 'back paper' in the next semester examination. Example: If a student failed in Political Science paper in the I semester, he/she has the chance to clear the paper in the next year's I Semester's end semester examination, so an and so forth. However, all 'back papers' must be cleared within five years from the time of the first attempt i.e. while I Semester and II Semester students will have four chances during their three year under-graduate degree course, students having back papers in the V and VI semesters will only have two chances for clearing their back papers.
4. Students of the V and VI Semesters will have only Major Core Course (CC) papers (four papers of their opted core papers in each semester).

5. Apart from the Foundation Course (FC) paper, students have to choose three Elective Core Course (EC) papers from the I Semester up until the IV Semester. They will have the opportunity to choose their Major Core Course in the V semester.
6. Under CBCS, grades in each semester as well as the final grades are given in the form of letter grades- O,A+,A,B+,B,C and F (fail).
7. Under CBCS, students will have three Internal Continuous Assessment Tests in each semester- two class tests with a full mark of 12 marks and Assignment/Project/Seminar with a full mark of 8 marks. The average of the marks scored in the two class tests and the marks scored in the third internal assignments/projects/seminars etc will be tallied along with the marks scored by regularity of attendance in lecture classes (carrying a full mark of 12 marks), which will constitute the overall internal marks i.e. a full mark of 25 marks.
8. A total of 5 marks can be scored through regularity of attendance, which shall also be added to the internal continuous assessment marks, as follows:

90% and above	-5 marks
85%-90%	-4 marks
80%-85%	-3 marks
76%-80%	-2 marks
75% less than 76%	-1 mark
9. At the end of each semester, there will be an end-semester examination carrying a total of 75 marks. The marks scored in the end semester examinations and the marks scored from the average of two internal tests and one assignment/project/seminar etc will determine the total and final marks scored in each semester (25+75=100 marks).
10. There is no 'pass marks' in internal tests. However, to clear a course (paper) in each semester, you have to obtain at least 40% marks (Grade C) in all the papers in each semester, which shall be determined by the total marks scored in the internal continuous tests and end semester examination.
11. No improvement test is allowed to be conducted for any paper in the internal continuous assessment for any reason.
12. In order to be promoted to the next semester, you have to appear for at least one of the four papers in each semester. Students who failed to appear for none of the papers in the end semester examinations will not be eligible for promotion to the next semester.
13. Students having a back paper in any of the semesters as well as repeaters will not be eligible to become University rank holders.

COMMITTEE & CELLS AS ON 07.04.2022

INSTITUTIONAL IQAC COMMITTEE:

Chairman : Mr. K.Ziona, Principal

Coordinator : Mrs. H. Lalthanpuui, Coordinator

Asst. Coordinator : Dr. Lalliantluanga Ralte, Assistant. coordinator

Member : *Representatives from Associate Professor;*

- i. Mr. Umananda Singh, Associate Professor
- ii. Mrs Lalthlamuani, Associate Professor
- iii. Mrs Lalrinchami, Associate Professor

Representatives from Assistant Professor;

- i. Mr.H.Vanlalhruaia, Assistant Professor -II
- ii. Mrs. Lalramlawm, Assistant Professor Grade -I

Representatives from Assistant Professor, contractual basis

- Mr.P.C Lalrindika, Assistant Professor

Representatives from Assistant Professor, RUSA Faculty

- Dr Soukarja Ghosal, Assistant Professor

Representatives from senior Administrative Officer

- Mr.K.Lalzarliana, Head Assistant

Representatives from Students and alumni

- i. Students's Union Vice President
- ii. Mr.K.Lalruatfela

Representatives from Employers/Industrialist/Stakes holde

- Joint Director, HTE

Tenure of institutional IQAC committee member is 2 years from the date of appointment.

BUILDING COMMITTEE

As the infrastructure takes a vital and indispensable role in quality education, a Building Committee is constituted by the College consisting of the following members:

1. Chairman : Mr.K.Ziona, Principal
2. Member Secretary : Mr. K.Lalzarliana, Head Assistant
3. Member : Nominees of University
 - i) SDO : PWD Khawzawl
 - ii) Chairman : Joint VC
 - iii) President : Sub Headquarters YMA, Khawzawl
 - iv) Representatives of Staff:
 - v) Mrs.Lalthlamuani, Associate Professor, HOD Dept. of Political Science
 - vi) Mr.N. Umananda Singh, Associate Professor HOD Dept of English
 - vii) Mr. R.Lalthanliana, Associate Professor, Dept. of Education
 - viii) Mr.H.Vanlalhruaia, Assistant Professor -II, HoD Deptt of Economics

PLANNING BOARD/UGC PLANNING COMMITTEE

- Chairman : Mr. K.Ziona, Principal
- Member Secretary : Mr. K.Lalzarliana, Head Assistant
- Members:
- i) Mr.N.Umananda Singh, Associate Professor HOD Dept. of English
 - ii) Mrs.Lalrinchami Khiangte Associate Professor HOD Dept. of Mizo
 - iii) Mrs.Lalruatmawii, Associate Professor HOD Dept. of Education
 - iv) Mrs.H.Lalthanpuui, Associate Professor Coordinator, IQAC
 - v) Mrs.Lalthlamuani, Associate Professor HoD Deptt of Politcal Science
 - vi) Mr.H.Vanlalhruaia, Assistant Professor -II, HoD Dept of Economics

- vii) Mrs. Vanlalpeki, UDC
- viii) Mr.C.Lalkhawngaihsanga, Library in-charge

PURCHASE AND MAINTENANCE OF PROPERTY COMMITTEE

- Chairman : Mr.K.Ziona, Principal
- Secretary : Mr.K.Lalzarliana, Head Assistant
- Member : Mrs. Lalthlamuani, Associate Professor
- Mr.N.Umananda Singh, Associate Professor

LIBRARY COMMITTEE

- Chairman : Mrs. Lalruatmawii, Associate Professor HOD Dept of Education
- Secretary : Mr.C.Lalkhawngaihsanga, Library in charge
- Members :Mr.K.Ziona, Associate Professor HOD Dept of History
- Mr.N.Umananda Singh, Associate Professor HOD Dept of English
- Mrs. Lalrinchami Khiangte, Associate Professor HOD Dept. of Mizo
- Mrs.H.Lalthanpuui, Associate Professor Coordinator IQAC
- Mrs.Lalthlamuani, Associate Professor HoD Deptt of Political Science
- Mr.H.Vanlalhruaia, Assistant Professor -II, HoD Dept of Economics
- Mr.K.Lalzarliana, Head Assistant

Co-opted Member : Mr.K.Ziona, Principal

ACADEMIC / EXAMINATION AND MODERATION BOARD COMMITTEE

- Chairman : Mrs.Lalruatmawii Associate Professor HOD Dept of Education
- Secretary : Mrs.Vanlalpeki, UDC
- Member : Mr.N.Umananda Singh, Associate Professor HOD Dept of English

Mrs. Lalrinchami Khiangte, Associate Professor HOD Dept. of Mizo
 Mr. Joseph Vanlalnghaka, Assistant Professor
 Mrs. Lalthlamuani, Associate Professor HOD Dept. Political
 Science
 Mrs. H. Vanlalhraia, Assistant Professor -II, HOD Dept of
 Economics
 Mrs. H. Lalthanpuui, Associate Professor Coordinator IQAC
 Dr. Lalliantluanga Ralte, Assistant Professor & Asst Coordinator
 IQAC
 Ex Officio member : Mr. K. Ziona, Principal

CLEANLINESS/SANITATION & BEAUTIFICATION COMMITTEE

Chairperson : Mrs. Lalrinchami Khiangte, Associate Professor HOD Dept. of Mizo
 Secretary : Mrs. Vanlalpeki, UDC
 Member : Mr. R. Lalthanliana, Associate Professor
 Mrs. H. Lalthanpuui, Associate Professor
 Mr. Lalruatpuia, Assistant Professor
 Mr. Vanlalmangaihsanga, Asst. Professor
 Mr. Lalliantluanga, Assistant Professor
 Mrs. Kaphmingthangi, LDC
 Mrs. PC Rosangpuui, LDC

GAMES & SPORTS COMMITTEE

Chairman : Mr. H. Vanlalhraia Assistant Professor -II
 Secretary : Mr. Joseph Vanlalnghaka Assistant Professor
 Member:
 Mr. P. C. Lalrindika Assistant Professor

	Mr.Lalruatpuia	Assistant Professor
	Mr. K.C.Lalrindika	Assistant Professor
	Vice President	Students' Union
	General Secretary	Students' Union
Co-Opted Member	: Mr.K.Ziona	Principal

DISCIPLINE COMMITTEE

Chairman	: Mr. R.Lalthanliana, Associate Professor Dept. of Education
Secretary	: Mr. PC Lalrindika, Assistant Professor
Member	: Mrs. H.Lalthanpuui, Associate Professor, Coordinator IQAC
	Mrs.Lalthlamuani, Associate Professor
	Mr. H.Vanlalhruaia, Assistant Professor -II
	Mr. K.Lalkulhpuia, Assistant Professor
IQAC	Dr.Lalliantluanga Ralte, Assistant Professor, Asst. Coordinator

RESEARCH CONSULTANCY & EXTENSION COMMITTEE

Chairman	: Mr. P.C Lalrindika, Assistant Professor
Secretary	: Dr. Soukarja Ghosal, Assistant Professor
	Mrs.H.Lalthanpuui, Associate Professor, Coordinator IQAC
IQAC	Dr. Lalliantluanga Ralte, Assistant Professor, Asst. Coordinator
	Ms Lalhmingangi, Casual faculty

ANTI RAGGING COMMITTEE

Chairman	: Mrs. Lalthlamuani, Associate Professor HoD Dept. of Political Science
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Secretary : Mr.K.Lalkulhpuia, Assistant Professor
Miss Laldingngheti, Assistant Professor
Mr. Lalchhanhima, Assistant Professor
Mr K.C Lalrindika, Assistant Professor
Mr.K.Lalmangaihsanga, Assistant Professor
Mrs.Kaphmingthangi, LDC

CANTEEN COMMITTEE

Chairman : Mr. H.Vanlalhruaia, Assistant Professor -II
Vice –Chairman : Mr.R.Lalthanliana, Associate Professor Dept. of Education
Secretary : Mr.K.Lalzarliana, Head Assistant
Asst.Secretary : Mr.P.C.Lalrindika, Assistant Professor
Treasurer : Mrs.Vanlalpeki, UDC
Fin.Secretary : Mrs. Kaphmingthangi, LDC

INTERNAL COMPLAIN COMMITTEE (Sexual Harrasment of Women at workplace)

Chairman : Mrs.Lalrinchami, Associate Professor

Secretary : Mrs. Kaphmingthangi, LDC

Members : 1. Miss C.Lalzeli, Associate Professor
2. Mrs.Lalthlamuani, Associate Professor
3. Miss Laldingngheti, Assistant Professor
4. Mr.K. Lalzarliana, HA
5. Mrs.PC. Rosangpuii, LDC

ENVIRONMENTAL MANAGEMENT COMMITTEE

Chairman : Mr.H.Vanlalhraia, Assistant Professor -II

Secretary : Mr.K.Lalkulhpuia, Assistant Professor

Member : 1.Mrs.H.Lalthanpuui, Coordinator IQAC

2.Mr.Pc.Lalrindika, Assistant Professor

3. Miss. Laldingngeti, Assistant Professor

4.Miss.Lalhmingangi, Assistant Professor

5. Mr.Lalliantluanga, Assistant Professor

6.Mr.Lalruatpuia, Assistant Professor

7.Mr.Vanlalmangaihsanga, Assistant Professor

8. Mr.Lalchhanhima, Assistant Professor

9. Mr.K. Lalmangaihsanga, Assistant Professor

10. Mr.KC.Lalrindika, Assistant Professor

11. Mr.Lalchhuanawma, Assistant Professor

DISASTER MANAGEMENT COMMITTEE

Chairman : Mr.R.Lalthanliana, Associate.Professor

Secretary: Mr. P.C.Lalrindika, Assistant Professor

Members :

1.Mr.Joseph Vanlalnghaka, Assistant Professor

2.Mr.Lalruatpuia, Assistant Professor

3.Mr.Vanlalmangaihsanga, Assistant Professor

4.Mr.Lalchhanhima, Assistant Professor

5.Mr.Lalliantluang, Assistant Professor

IMPLEMENTATION COMMITTEE ON MONITORING OF CAP & COVID-19 RESTRICTION

Chairman : Mr. Joseph Vanlalnghaka, Assistant Professor

Secretary : Mr. Lalruatpuia, Assistant Professor

Members : 1. Mr. K. Lalzarliana, Head Assistant
2. Mr. K. Lalkulhpuia, Assistant Professor
3. Mr. K. Lalmangaihsanga, Assistant Professor
4. Mr. JH. Thangpuia, Casual Employee

RUSA CELL: i.e Mr. R. Lalthanliana, Assoc Professor, Dept of Education

EQUAL OPPORTUNITY CELL

Chairman : Mrs. Lalruatmawii, Associate Professor HOD Dept of Education

Secretary : Miss Laldingngeti, Assistant Professor

Member : Mrs. H. Lalthanpuui, Associate Professor Coordinator IQAC
Mr. K. Lalkulhpuia, Assistant Professor

Coordinator Remedial Coaching (RUSA)

Mrs. Lalrinchami Khiantge, Associate Professor Coordinator Career & Guidance Counselling Cell (RUSA)

Mr K.C Lalrindika, Assistant Professor

GRIEVANCE REDRESSAL CELL

Chairman : Mrs. Lalramlawmi, Assistant Professor

Secretary : Mrs. Lalrinmawii Ralte, Assistant Professor

Member : Mr. H Vanlalhruaia, Assistant Professor -II

Mr. K. Lalkulhpuia, Assistant Professor

Mr. Joseph Vanlalnghaka, Assistant Professor

CAREER GUIDANCE AND COUNSELLING CELL

Consists of the following Members

Chairman : Mrs. Lalrinchami, Associate Professor, HoD Dept of Mizo

Member Secretary : Dr. Lalliantluanga Ralte, Assistant Professor

Mr. P.C. Lalrindika, Assistant Professor

Mr.Dr. Soukarja Ghosal, Assistant Professor

CLUBS INCHARGE:

- **Adventure Club**

Professor In-charge :

1.Mr.PC Lalrindika, Assistant Professor

2.Mr.Lalchhanhima, Assistant Professor

- **Red Ribbon Club**

Professor In-charge

1. Mr.Joseph Vanlalnghaka, Assistant Professor

2. Mr.Lalchhuanawma, Assistant Professor

- **Cultural Club**

Professor in-charge

- Mr.Lalruatpuia, Assistant Professor

- Mr.Vanlalmangaihsanga, Assistant Professor

- **Gym Club**

Professor in-charge

1.Mr.H.Vanlalhruaia, Assistant. Professor II

2.Mr.Lalruatpuia, Asst. Professor

- **Badminton Club**

Professor in-charge

1.Mr.R.Lalthanliana, Associate. Professor

2.K.C.Lalrindika, Asst. Professor

- **Eco Club**

Professor in-chargr

1.Mr.K.Lalkulhpuia, Assistant Professor

2. Miss.Lalhmingangi, Assistant Professor

- **Electoral Literacy Club**

Professor in-charge

1.Mr.K.Lalkulhpuia, Assistant Professor

2.Mr.Lalchhuanawma, Assistant Professor

NSS Incharge :

Mr. K. Lalkulhpuia, Assistant Professor

Mr. Joeph Vanlalnghaka, Assistant Professor

NCC Incharge :

Mr. PC. Lalrindika, Assistant Professor

Mr. KC. Lalrindika, Assitant Professor

Mrs. Kaphmingmawii, LDC

NON-TEACHING STAFFS**CONTACT**

Principal	:	Mr. K. Ziona	- 8575883406
Head Assistant	:	Mr. K. Lalarliana	- 9862982795
UDC	:	Mrs. Vanlalpeki	- 8014008940
LDC	:	1) Mrs. Kaphmingthangi	- 9856793668
		2) Mrs. PC. Rosangpuii	- 9862538297
Librarian	:	Mr. C. Lalkhawngaihsanga	- 8014811450
IV Grd	:	1) Mr. Lalruatpuia (Driver)	- 9383075520
		2) Mr. JH. Thangpuia	- 9862035425
		3) Mr. Raymond Lalmalsawma	- 7629880620

CRITERIA FOR STUDENTS UNION LEADERS

Only the students of the final year i.e. Fifth Semester shall be eligible to contest the election for the post of Vice-President and General Secretary and for all other offices. All the senior students viz. third and fifth semester student can contest in the Students Union Election provided:

- i. He/she has cleared all the previous examinations, i.e. no due papers in all the previous University Examinations.
- ii. He/she should not be convicted by a Court in India for any criminal offence.
- iii. He/she should not be punished by the College or the University for any act of indiscipline or use of unfair means in an examination.

STUDENT RECREATIONAL CENTER

The institution's Students recreational facility provide students the opportunities for active living and recreation in a safe, inclusive environment. By creating a positive atmosphere, these facilities become essential to the health and wellness of students, thereby reducing reliance on healthcare and other costly social services.

The College provides the following recreational activities:

- | | | | |
|---------------------|------------------------|----------------------|------------------------|
| 1. Badminton | 2. Table Tennis | 3. Basketball | 4. Volleyball |
| 5. Gym | 6. Chess | 7. Checker | 8. Carrom Board |

Note: Students are instructed not to use these recreational activities before the completion of classes.

FEEDBACK POLICY

The institution guides students to adapt and adjust their learning strategies; therefore it employs feedback system so as to accommodate students learning needs. In order to stimulate reflection, interaction and dialogue about learning improvement, this policy targets individual needs and link them to a specific assessment criteria. The institution collects five types of feedback from:

1. Students feedback

- 1.1 Students' feedback on Institution
- 1.2 Students' feedback on Teachers
- 1.3 Students' feedback on Curriculum
2. Parents feedback
3. Alumni feedback

Feedbacks are usually collected based on the Institution, Teachers and Curriculum that highlights the strengths and weaknesses. After reports are analyzed by the Feedback Committee, suggestions regarding actions to be taken are received and put up to be proposed to the higher administration.

MENTORING MECHANISM

The institution applies mentoring system where mentors serve as a thought partner for students on their academic journey. A single mentor is matched with a cohort of mentees that allows mentors to know their mentees better. This system allows mentors to understand their mentees aspirations, strengths and weaknesses, thus, making the mentors an advocate for the mentees best interests. Financial aids are given to students coming from economically backward families so as to assist them in their college fees etc. The mentoring system generates a positive outcome as it results in better attendances, better academic results and lower dropout rates.

Under this system, a teacher is assigned with the work of mentoring two or more students. Students are given a proper vigilant upon their academic and social performance; either by paying a visit to their home or through a telephonic conversation. Students could express freely about their personal and academic problem to their mentors. The mentor, then, will try his best to bring out best solution to his mentees problem.

LIBRARY

- The library shall be open on all working days
- Only library members are allowed to use library documents and services
- Issue and return of books will be done along with Barcoded Library Card
- Library users should observe 'STRICT SILENCE' inside the library
- Usage of Cell phone inside the library is not permitted
- Users should keep their personal belongings in the property rack at their own risks
- Users should not write, mark, scratch or disfigure damage library books or assets of the library.
- Library cards are not transferable
- Reference books and Journals are non-issuable
- The Librarian shall be empowered to recall library books before the due date as and

when necessary.

ADD-ON COURSES

Name of the Course :

COURSE ON COMPUTER CONCEPT (CCC)

Introduction: Memorandum of Understanding was signed on 10/Aug/2015 between NIELIT, Aizawl and Government Khawzawl College. The course is designed to aim at imparting basic knowledge of IT especially for our students. Apart from students, people from the locality often get their registration done for this add-on course facilitated by the college. After completing the course the students should be able to use the computer for basic purposes of preparing their study materials, letters, viewing information on internet (the web), receiving and sending mails, preparing their assignment and presentations, preparing small databases etc. This helps the small business communities, students, housewives, etc. to maintain their small accounts using the computers and enjoy the world of Information Technology. This course, therefore, is designed to be more practical oriented.

Since its introduction on August 2015, the centre has organized ten batches. Everyone can apply for every month exam cycle directly; but this study center admits new batches only if more than 20 students get registered. The class timing is allotted only after the normal class is over.

Eligibility: Candidates can appear in the NIELIT CCC Examination through the following three modes and the eligibility criteria for each mode are indicated against each:

- Candidates sponsored by NIELIT approved Institutes permitted to conduct CCC Course – irrespective of any educational qualifications;
- Candidates sponsored by Government recognized Schools/ Colleges having obtained an Unique Identity number from NIELIT for conducting CCC – irrespective of any educational qualifications; and
- Direct Applicants (without essentially undergoing the Accredited Course or without being sponsored by a Govt. recognized School/College) -irrespective of any educational qualification;

IGNOU

IGNOU Study Centre was established at Government Khawzawl College on January 2003 in which enrolment is taken not only from Khawzawl Town but also from villagers of Khawzawl District. IGNOU Study Centre No.1914 conducts Term End Examination

(TEE) in June and December every year. The College faculty are utilized for Academic Counsellors.

Programmes offered:

- **Master's Degree Programmes**

- i. Master of Arts in Public Administration (MPA)
- ii. Master of Arts in Political Science (MPS)

- **Bachelor's Degree Programmes**

- i. Arts

- **Diploma Programmes**

- i. Diploma Course in Tourism Studies

- **Certificate Programmes**

- i. Certificate in Disaster Management (CDM)
- ii. Certificate in Environmental Studies (CES)
- iii. Certificate in Guidance (CG)

Admission & Co-ordinator

Admission is opened in the month of January & July and Term-end examinations are conducted in the month of June & December for all the programmes offered.

Co-ordinator : Mrs. Lalrinchami Khiangte
Phone no : 9615553258