



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		DON BOSCO COLLEGE KOHIMA
• Name of the Head of the institution	Fr. Dr. P Suresh	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	9436283185	
• Mobile No:	8610567227	
• Registered e-mail	donboscollegekohima@gmail.com	
• Alternate e-mail	dbckprincipal@gmail.com	
• Address	CL 665 (S), Ziekezou, Kohima-Meluri Road, Kohima Nagaland	
• City/Town	Kohima	
• State/UT	Nagaland	
• Pin Code	797003	
2.Institutional status		
• Affiliated / Constitution Colleges		
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	Self-financing				
• Name of the Affiliating University	Nagaland University				
• Name of the IQAC Coordinator	Mrs. Jarani Mao				
• Phone No.					
• Alternate phone No.	7397252953				
• Mobile	6009167761				
• IQAC e-mail address	iqacdbck21@gmail.com				
• Alternate e-mail address	iqacdbck@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)					
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.85	2021	08/04/2021	07/04/2026
6.Date of Establishment of IQAC			26/11/2018		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institution	Grant-in-Aid	Directorate of Higher Education Kohima	2020-21	100000	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC	No File Uploaded				

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<ul style="list-style-type: none"> The existing Bosco Green campus initiative was replaced by Bosco Green Alliance, the policy on Green alliance was formulated with the establishment of Bosco Green Alliance Committee on 1st March 2021. Since its inception, the committee has actively been involved in green initiatives in the campus. The campus is provided with 12 dustbins of 240L and 9 dustbins of 120L outside and 8 dustbins of 60L inside the campus. Solar powered sanitary venting machine, solar classroom and Vermi-Composting structure set up set up on 5th March 2021. 		
<ul style="list-style-type: none"> IQAC initiated to establish various required offices in the college. The Controller of Examination and NSS office was set up on 10th February 2021. The joined office of front desk and Principal room was separated on 20th February 2021. The existing Students' Forum office was extended. All existing and newly established offices were updated with latest infrastructure and resources such as IT facilities and stationeries including physical facilities; chairs, tables, desk etc. All offices and rooms were properly labeled. 		
<ul style="list-style-type: none"> Don Bosco College Kohima started its first Certificate Course on Tally signing an Institutional Partner Empanelment with Tally Education Private Limited, Kolkata on this day. The course covered all the basics of Tally known as TallyAce which consisted of 6 units and an additional 2 units included which covered GST and MIS in Tally ERP9. The duration of the course was for 6 months. 		

• As per the necessity felt to support working mothers/staff in the college, the Child Day Care facility was set up on 25th September 2020. The facility includes one room with 4 beds, table, stool and a washroom attached with geyser and running water facility. The facility is at present availing by two women staff.

• DBCK, NCC for girls was introduced and established on 11th November 2020, registered under the 1st Naga Girls NCC BN Kohima, with the total number of 20 cadets and 1 ANO. The college IQAC plans to further extend the wing for boys and introduce NCC Boys in DBCK.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<p>Orientation programme for staff and students-July 2020</p>	<p>IQAC initiates and organise Orientation Programme in collaborations with various committees and cells for both Staff and Students. For the faculty, orientation programme is organised once a month every year to update and sustain the ambiance of the value of the profession as a teacher in moulding the minds of the young. Various issues and themes relevant to the growth and sensitizing the students as responsible citizens are identified for student's orientation Program. Owing to the pandemic, in the academic year 2020-2021, four Staff Orientation Programmes and Four Students Orientation Programmes each were conducted online through Google meet.</p>
<p>Annual college plan-July 2020</p>	<p>IQAC prepares the Academic Year plan in the beginning of every academic session in consultation with various Department Heads, Controller of Examination and Committees and Cells conveners and coordinators. The AYP is included in the handbook of the students, which is normally issued to the students on the first day of the class. For this academic session, owing to the online classes, the AYP was distributed to the students online through the Department Heads/class teachers via Google classroom and WhatsApp. In addition to the AYP, Google calendar was introduced to let all staff and students to access</p>

	<p>and update themselves on the events and plans of the college. All the departmental activities plans and committees' plans were conducted online in a prescribed format prepared by IQAC.</p>
<p>Set Academic Council officially- July 2020</p>	<p>The Academic Council of DBCK was officially set up on 11th September 2020, with its policy document. The formal composition of the council officially elected for a term period of 5 years is presented below: Dr. Fr. P. Suresh (Principal) : Chairman Dr. Pinky Sagolsem (HoD, Dept. of English) : Coordinator Dr. LanukumlaAo (HoD, Dept. of History) : Member Dr. ImtinaroLongkumer (HoD, Dept. of Education) : Member Dr. VelhouKoza (HoD, Dept. of Sociology) : Member Mr. Zupenthung (HoD, Dept. of Political Science) : Member During the Academic year 2020-20, the council conducted 4 meetings</p>
<p>Set up offices and labeling; Front office, NSS and COE office- July 2020</p>	<p>Working on the recommendations and suggestions from the external audit, IQAC initiated to establish various required offices in the college. The Controller of Examination and NSS office was set up on 10th February 2021. The joined office of front desk and Principal room was separated on 20th February 2021. The existing Students' Forum office was extended. All existing and newly established offices were updated with latest infrastructure and resources such as IT facilities and stationeries including physical</p>

	facilities; chairs, tables, desk etc. All offices and rooms were properly labeled.
International Webinar-July 2020	Two day multi-disciplinary international webinar on Social Formation and Cultural Developments of Northeast India and the Neighboring Regions was organized by Research Cell, Don Bosco College Kohima in association with Kohima Educational Society, on 24th and 25th July 2020. The programme was conducted through Google meet and the technical support was provided by National Institute of Electronics and Information Technology (NIELIT), Kohima.
Submission of SSR-August 2020	Self Study Report of DBCK was successfully submitted on 19th August 2020.
Faculty Development Programme -August 2020	The Department of Education, Don Bosco College Kohima with support from Nagaland Board of School Education conducted a three day workshop on Basics of Online Teaching from 10th to 12th August 2020. Don Bosco College Kohima teaching staff participated in the "One Week Virtual Faculty Development Programme on Digital Skills in Smart Learning" organized by the Don Bosco College (Autonomous) Maram and IQAC DBCM from 14th June to 19th June 2021.
Evaluation of Online TLP -September 2020	Online Teaching Learning process and overall transaction of curriculum was collected and analyzed online on 16th January 2021.
Introduce Tally Certificate	Don Bosco College Kohima started

Course-September 2020	its first Certificate Course on Tally signing an Institutional Partner Empanelment with Tally Education Private Limited, Kolkata on this day. The course covered all the basics of Tally known as TallyAce which consisted of 6 units and an additional 2 units included which covered GST and MIS in Tally ERP9. The duration of the course was for 6 months.
Introduce Child Day care facility-September 2020	As per the necessity felt to support working mothers/staff in the college, the Child Day Care facility was set up on 25th September 2020. The facility includes one room with 4 beds, table, stool and a washroom attached with geyser and running water facility. The facility is at present availing by two women staff.
Expand Girls common room-October 2020	To ensure gender sensitization and equality in the campus, Women Cell has been introduced. The maintenance of girl's common room and its infrastructure has been entrusted under the custodianship of the convenor of the cell and Women Welfare Secretary, Students' Forum. The existing Girls Common room was extended and expanded on with the signing of the MOU with the Family Planning Association, Kohima on 15th December 2020. Sanitary pad vending machine and Solar run incinerator was installed, infrastructure such as extra coach, bed, attached washroom with running water facility.
Introduction of NCC Girls-	DBCK, NCC for girls was

November 2020	introduced and established on 11th November 2020, registered under the 1st Naga Girls NCC BN Kohima, with the total number of 20 cadets and 1 ANO. The college IQAC plans to further extend the wing for boys and introduce NCC Boys in DBCK.
Students Satisfaction Survey- January 2021	IQAC initiated compulsory E-mail address for all the present students of DBCK, traced out the working contact and Email address of passed out students (Alumni) with the help of Alumni committee and oriented the students on the process and importance of participation in NAAC Assessment through SSS. To be precise, IQAC conducted the NAAC Format Students Satisfaction Survey was conducted online on 20th April 2021.
To create policy documents of DBCK- January 2021	As per the report and recommendation of external audit, various Policy Documents such as policy on physical infrastructure Maintenance, Green alliance, examination and admission was created on 31st August 2021.
Bosco Green Alliance and Committee set up-February 2021	The existing Bosco Green campus initiative was replaced by Bosco Green Alliance, the policy on Green alliance was formulated with the establishment of Bosco Green Alliance Committee on 1st March 2021. Since its inception, the committee has actively been involved in green initiatives in the campus. The campus is provided with 12 dustbins of 240L and 9 dustbins of 120L outside and 8 dustbins of 60L

	inside the campus. Solar powered sanitary venting machine, solar classroom and Vermi-Composting structure set up set up on 5th March 2021.
Improve and expand infrastructure and learning facilities- February 2021	To upgrade the physical infrastructure of the college as per the AAA recommendation, IQAC took initiatives in installing four more fire extinguishers in the campus. Drinking water filters installed near T1 and S4 (1st and 2nd Floor). Extension and expansion of Library was done on 22nd February 2021
Feedback on Curriculum- April 2021	Feedback on Curriculum from different stakeholders (Students, parents, alumni, teachers) were collected and analyzed online on 18th May 2021.
Evaluation of departments at the end of even semesters- May 2021	On 19th February 2021, Evaluation of departmental plans of 2020-21 and SWOC analysis of each Department was conducted by the HoDs and submitted to IQAC. Evaluation was done offline and the overall audit report was done by IQAC.
Annual news Letter IQAC- June 2021	Annual activity report of IQAC was completed on 30th August 2021.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	17/09/2021

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2019-2020	20/03/2020
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1 5

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1 496

Number of students during the year

File Description	Documents
Data Template	View File

2.2 148

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 154

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 17

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 22

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	5
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	496
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	148
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	154
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	17
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	22
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	11
Total number of Classrooms and Seminar halls	
4.2	73.18
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	26
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

As an affiliated institution, Don Bosco College, Kohima adheres to the syllabus and semester time schedule prescribed by Nagaland University. For preparation of Academic Year Plan (AYP), the IQAC plans and schedule the co-curricular activities as per the schedule provided by the affiliating university. Dates for examination and other departmental activities are then verified with the Controller of Examinations and Departmental Heads.

For allotment of subjects to faculty, the Head of the Departments designates papers to respective teachers in the department as per interest or specialization. The number of classes per week for each teacher is decided by the college. Each teacher utilizes the college "Log Book" for lesson plan and effective delivery.

To execute the plans, each teacher is involved in setting teaching-

learning targets and delivers the lessons through lecturing, task analysis and discussions. For delivering course content, teaching aids such as microphones and projectors for presentation and display of relevant videos/photos are utilized.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As planned in the college AYP, the college conducts activities and examinations. To follow up with the progress and timely completion of all planned activities as per the AYP, the college along with the IQAC collects reports and other documentations from the various departments and committees.

The Examination Committee is concerned with the planning and scheduling of assignments, presentation, projects and internal examinations. For conduct of CIE, DBCK have a mechanism of Continues Internal Assessment (CIA). All test schedules, time table and assignment/activity schedules are prepared and managed by the COE along with three other committee members. After all internal assessments are conducted each subject teacher submits the scores to the controller of examination for final review and declaration of results.

For students, assignment schedules and test schedules are notified in the general notice board and in college website.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate **B. Any 3 of the above**

in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

162

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

162

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

For enriching the curriculum, DBCK makes every effort to integrate all relevant areas of concern. Under the prescribed course, students are taught several topics related to Gender, Environment and Sustainability. Environmental Studies is taken up as a compulsory paper for the final year students. A common text book prescribed by University Grants Commission (second edition 2013) is used which covers topics ranging from issues and concepts relating to environment and sustainability in the context of global warming and resource management, biodiversity and human values.

In the academic year 2020-2021, DBCK has integrated the aforementioned themes in terms of orientation on professional ethics, orientation on mental health, staff development programme on human values and Faculty development programme on digital skills for teachers; Environmental change programme, soft skill

programme, orientation programme on menstrual hygiene and art & literary competition for students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

155

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

275

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

146

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

DBCK caters to every need and requirement of the students for their growth and development. The categorization of students is normally done after the internal assessments. The annual planning of various activities and programmes are framed taking into account of different categories of learners. For advance learners, programmes such as DBCK Quiz, Seminar, Power Point Presentation, Debate, Peer lectures, leadership training programme etc are organised. Blue Ribbon Day is celebrated to appraise the performance of students excelling in academic as well as co-curricular activities. Certificate of Merit is also awarded to students securing 100% attendance in a semester. Programmes such as Remedial, extra library activities, assignments, extra class etc are conducted for average and below average students every day after the class.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
496	17

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The dimension of participatory learning is promoted through the participation of students in different activities organized by the College. Through Invited talks and Departmental activities, the students are made to participate as well as get first-hand information through intellectuals and renowned academicians.

Various student centric methods are employed to enhance student's participation such as teacher- student interaction, peer interaction and discussion, group assignments, project work, Problem solving and class lecturing. All methodology implemented are well documented in the staff log-book, verified by the competent authority.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Each classroom is well-equipped with LCD projector and screen. Separate PC and Printer are made available in the Staff room to be used by the Staff. Symbiosis broadband Internet and Wi-Fi connection is also made available in the campus. All Staff are well equipped with the latest ICT tools. All staff use Google classroom, whatsapp group, E-mail for teaching learning purpose, Google form are used for assessment, Higrade software for student's and staff's portal for uploading personal profile, mark entry and attendance records, the modules of G-suit- Google classroom and Google meet is used for online class delivery and online programmes. Apart from practical and computations, PPT is a compulsory TLM for all the staff in delivering daily class. In addition, other components of virtual platforms are also equipped and used for updates and information such as college website, video streaming, YouTube, Facebook, automated generated SMS.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.dbckohima.ac.in/online-assignment/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

68

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

DBCK as an affiliated college, it follows the assessment structure of the affiliating University. Provided with the liberty to conduct any modes of assessment for 30/100 marks as internal assessment. The college normally follows three modes or frequencies as internal assessment for 10 marks respectively, which includes written assignment, PPT and CIA.

There is a complete transparency of internal assessments for the students to check and also verify. Feedbacks on each assessment are provided to the students by the concerned subject teachers. The students are given the chance to improve on their internal marks where the teachers are given the due liberty to undertake any means/work to assign the student. Students can check their overall internal marks from the students' website portal. Also results are made available in the Google classroom. Parents-Teachers' meet is also organised at the end of every semester to update the parents on the performance of their wards.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

DBCK has an Examination Committee convened by the Controller of Examination and assisted by three other academic staff. The committee is guided and directed by a well framed Policy document on Examination. The committee is responsible for addressing to any issues related to assessment grievances of the college. The committee conducts two meetings officially in a semester- in the beginning of the semester and end of the semester respectively as per the AYP. However, as per requirement and demand, the committee conducts meetings and sittings for effective functioning of the committee.

For related grievances, the concerned students submit a written application to the COE, the issue is taken up to the committee meeting for discussion and the reporting is finally taken up to the authority for approval and action. The frequency and time-bound in resolving the issue depends on the nature of issues put forwarded by the students.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

As DBCK being an affiliated institution, it follows a prescribed curriculum designed by the University. The programme and course outcomes are pre-set and pre-stated by the University. DBCK communicate the stated course outcomes to the students through online and offline mode. For Online mode - The students can avail the syllabus directly from the Nagaland University website for which the students are familiarize on how to avail the same on the first day of the class. The prescribed curriculum with its Course/

Programme are also displayed on the college website for each of the respective departments. For Offline mode - DBCK makes sure that the students are provided with the course content and syllabi on the first day of the class as an introduction by the respective subject teacher either through PowerPoint Presentation or handing out printed copy of the Course syllabus.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

For the attainment of POs, PSOs and COs, DBCK has a special adapted system of internal assessment that compliments the specifications laid down by the Nagaland University. The internal assessment of the college is named as CIA. Room for modification and tailoring of evaluation methods in Internal Assessment are allowed keeping in mind the overall diverse learning needs of the students. CIA test(s), mid-term exams, and end of term exams are all subjected to result analysis by the Exam Committee and also at the departmental level so that suggestions for change and improvements may be discussed, implemented and communicated to the students. The overall assessment of the students for a particular course is also analyzed in the Staff Log Book, where the result is shown in the form of bar graph.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

154

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.dbckohima.ac.in/wp-content/uploads/2021/12/Students-satisfaction-survey-1.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

4.50

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

4

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

7

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college aims to develop the students' ability to take responsibility for their future growth and development. The college has various organisations, clubs and movements on which the extension activities are performed. National Service Scheme (NSS) and National Cadet Corps (NCC) are the two main organisations/units which undertake various extension activities in the college and neighbouring community. There are other clubs actively involved in extension activities includes Jesus Youth and Youth for Christ. The NSS of Don Bosco College, Kohima conducted the activities handmade face mask, cleanliness drive, orientation, sketching, traditional handicraft making and observe yoga day. The college extends assistance to the NSS adopted Chedema village. NCC conducts Blood Donation Day, Yoga, competitions on tobacco awareness programmes. Youth for Christ conducts fellowship. Jesus Youth conducts fellowship, mission week and orientation programme. The above mentioned activities have positive impact on the students and it help the student's community relationship, leadership skill and build up the self - confidence.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

272

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Keeping in mind the criteria mentioned under University guidelines, DBCK has a total area of 4.68 acres of land with two existing buildings used by DBHSS and DBCK respectively. And one is under construction building for college expansion.

The college is located under Kohima Village and is

accessible for students from nearby villages and Kohima town. Apart from assembly ground and chapel, the college has a standard size football ground which is used also for hockey, volley ball, running race, traditional games and any other outdoor programmes and events. There is an indoor game room at the basement, and two basketball courts. Adequate numbers of classrooms available in different sizes, which are allotted according to the number of students in a class to ensure that each room is spacious and comfortable. Conference room is used for conducting seminar, presentation and other meetings. Two Halls (T1 and T2) is used for conducting examinations and accommodating small gatherings and functions.

The library has around 7046 books on different subjects, journals and magazines and eleven computers for the students. Number of books required in each departments as per university guidelines are fulfilled. The main room in the library has a sitting capacity of approximately 48 students with a separate room as reading space with 10 sitting capacity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

DBCK, within the 4.68 acres campus, has a well-furnished and spacious physical infrastructure as per NTCE/UGC/University norms, to accommodate various cultural activities, sports, games etc. This includes:

- An auditorium/multi-purpose hall with a total area of 3405 sq.ft., giving it a total sitting capacity of 400 persons. It is equipped with the latest facilities such as LCD projector, microphones, speakers etc for conducting various cultural activities and also for seminars, meetings and training programmes etc.
- A standard size football ground covering a total area of 37,368 sq.ft. And the same can be used for other activities such as field games like cricket and other athletic

competitions as well as other extravagant cultural functions.

- Two basketball courts with a total area of 11,233 sq.ft., with neat court lines and standard backboards.
- An indoor games hall with a total area of 1,327 sq.ft.

The facilities mentioned above are adequately used for enhancing all co-curricular and extracurricular activities of DBCK and other stakeholders. The entrance of the building of DBCK including the demarcated boundaries/walls is used to exhibit the talents and creativity of students in the fields of arts and crafts.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2.54

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

DBCK Library has installed the eBLIS version 1.0.0.0. Electronic Bosco Library Information System (eBLIS) is for managing the library in house-keeping effectively. eBLIS suite is a client-server application, which contains modules like the User Login, Document Catalogue, Circulation system and Online Public Access Catalogue (OPAC) for library maintenance. The library also facilitates an OPAC as a personalized web page which enables a user to view the details of all the books, journals, articles, CDs and DVDs. The software also enables its user to check the current status (i.e., Available, circulation), scope (i.e., Reference, circulation), location, department and document type of the resource. Using this module a user can also check the new arrival books in the library. Some of the denoted components which includes under User-Login module: Circulation, Serial Control, Document Catalogue, Acquisition, Members, Defaults, Binding and Budget

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

o.75

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

55

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

DBCK has a total number of 32 Computer systems. With the signing of MOU with DBHSS Kohima, the institution is also availing 35 computers from Bosco Computer Center for tally certificate course. The college uses the internet facility provided by Symbios. It was installed in the year 2015 and is updated monthly based on the

plan subscribed. LAN and 2 Wi-Fi connections are available for both student and staff.

All the classrooms are equipped with LCD Projectors for efficient and effective Teaching-learning. For the safety of the students, 21 CCTV cameras with recording facility are installed in the different corners of the campus. The institution has also installed Bio-Metric system for both Academic and Administrative staff to monitor the attendance performance of the staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

67

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2.54

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

DBCK has a policy of maintenance and utilization of physical, academic and support facilities. The care and regular maintenance and inspection of the college infrastructure is administered by an Administrative Supervisor and his team. Each administrative staff is assigned with a task to investigate and check on a daily basis. The report of investigation is entered and submitted daily, which is verified by the authority in charge.

Any request or complain concerning replacement or reparation is entered in the Maintenance Register form kept with the Administrative Supervisor. Further, arrangement of personnel resources for reparation and restoration is arranged. Access to avail and use the available facilities and infrastructure is open to all stakeholders with filling up of the form available in the office of the supervisor.

Maintenance of Library facilities is fully kept under the supervision of the Librarian. In and out Register is maintained at the entrance for both Staff and Students. Laboratories are directly under the custodianship of respective department Head assisted by a Lab maintenance staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the

Government during the year**5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year**

405

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

12

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

Nil

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

28

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

DBCK ensures full participation and engagement of students in various administrative, co-curricular and extracurricular activities through a well-structured student body known as DBCK Students Forum. The elected General Secretary represents the students in the External IQAC composition. Every department from each semester appoints the Class Representative and Vice Class representative to ensure timely dissemination of information regarding events, examinations, and learning material.

Various clubs and committees also appoint students as president,

vice president and finance secretary for the smooth functioning of conducting various activities.

The Student Forum members help the faculty and administration by timely checking on the infrastructure, organizing Assemblies, college canteen etc. Students' Forum members are also part of committee like Anti-ragging committee, and they are also the representative members of Parent Teacher Association.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

4

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of DBCK consists of four passed out batches since 2015. It functions actively under the Alumni Association Committee of DBCK, convened by one faculty of the college. The committee also has an Alumni Grievance Redressal Cell under the

charge of a separate teacher in-charge. Alumni contribute to the college by taking part in college activities. On 28th October, 2020, Alumni members helped the college in directing and issuing forms to the passed out students when they came to collect their Marksheet and apply for provisional and migration certificates. On the day they also gave out Alumni registration forms and collected membership fee. During the NAAC Peer Team visit on 29th -30th March, 2021, Alumni were also actively involved and assisted the college. The IQAC composition of DBCK includes one representative from the Alumni, as such they have been involved in effective decision making and planning of the academic activities of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

With the vision to impart holistic and personalized education and mission to enhance quality of life through the development of individuals, the institution provides wide range of extension activities and experiences to sensitize the students on various social issues and humane values.

In tuning with the institution mission to support and provide higher education to the economically poor students, the college management is making all possible efforts to gather to the financial grievances of the needy students. The institution has a provision of admission and fee concession ranging differently as per the requirements of the students.

DBCK creates and offers ample prospects for both the staff and students to exercise and execute their set duties with joy, as striving for its motto 'Duty and Joy'. Functions of leadership and management of the institution is well distributed among various bodies consisting of staff and students along with the administrative staff. The institution follow a collective decision making strategy and consultation at all levels for any administrative and academic matters, and maintain transparency in all matters related to quality decisions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization: DBCK has a mechanism for delegating authority and providing operational autonomy to all functionaries to work towards decentralized governance system.

Principal Level: The governing body delegates all the academic and operational decisions based on policy to the Academic Committees lead by IQAC in order to fulfill the vision and mission of the institute. The principal with IQAC formulates common working procedures and entrust the implementation with the faculty members.

Faculty Level: Faculty members are given responsibilities in various committees and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skill by being in charge of various academic, co-curricular, extracurricular activities. They are given authority to conduct educational tours and to have tie ups or to tie up with experts of various organization and associations for organizing seminar/conference/workshop.

Participative Management: DBCK promotes the culture of Participative management by involving staff and students in various activities. All decision of institution is governed by management of facts information and objectives. Both students and

faculties are allowed to express themselves of any suggestion to improve the excellence in any aspect of the institute.

Strategic Level: The Principal and staff members are involved in defining the policies and procedures, framing guidelines and rules and regulations pertaining to admission placement, discipline, grievance, counseling, training and development and library services etc. and effectively implementing the same to ensure smooth and systematic functioning of the institute.

The department or committee convenor manages the various activities and keep track of co-curricular and extracurricular activities in the college. Other units of DBCK like sports, library, student's council also operates under the guidance of the various committees and also students are involved in the decision making process to some extent.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

For the effective deployment of the institutional strategic plan, the IQAC team meticulously chalks out the action plans of one academic year.

For the academic Year 2020-2021, IQAC initiated the official establishment of DBCK, Academic Council as an apex body under Academic bodies in its annual action plan 2020-2021. The policy document of Academic Council describing its role, functions and responsibilities was framed by IQAC. The committee was set up on 11th September 2020, mainly to act as an advising body to IQAC for enhancing the quality of curriculum implementation and transaction. As approved by the IQAC members, the existing HoDs of various departments were appointed as the members and one senior faculty appointed as the convenor of the Academic Council.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution follows a set organogram for the proper functioning of the activities. Each section is formed under definite objectives and authority attached to it.

The board of management is the apex body of DBCK and its bylaws are regulated by Societies Registration Act XXI of 1860. The President of the board of management appoints the Principal and Governing body members of DBCK. The Governing body in its annual Governing body meeting approves the activities of DBCK.

The Principal of the College is the Administrative and Academic Head of the College and he exercises control and supervision over all aspects of management with the assistance of the academic staffs and administrative staff.

The IQAC team is the steering team of the college. IQAC works hand in hand with the academic staffs and administrative staff for the smooth functioning of the institution.

The Academic staff comprise of the teaching faculties of the college. The HoD supervises the concerned department and carries out duties assigned by the Principal and IQAC.

The various committees and clubs of DBCK provide are convened and coordinated by different staff in charge. The Administrative staff consists of non-teaching faculties like the librarian, accountant and office assistant.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.dbckohima.ac.in/wp-content/uploads/2020/08/ORGANOGRAM-OF-DON-BOSCO-COLLEGE.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

To encourage the faculty member to go for further studies, the institution provides leave to the regular teachers who are registered for Ph.D programme. In 2020-2021 three faculties have availed this benefit. Maternity leave benefits can be availed by both regular and on probation staffs. To promote and appraise the work of Research, the institution has a trend of giving remuneration for paper presentations and publications by the staff.

DBCK also promotes Staff Development Programme for professional growth and development. For the session 2020-2021, the institution has organised four Staff Development Programmes. Faculty members are also encouraged to take part in, "Capacity Building Programme", orientation programme and Refresher course as on duty

leave with full salary.

DBCK also provides staff quarters to both Academic and Administrative staff. Any faculty members in need for such requirement are allotted with a quarter.

Provisions such as leave encashment, salary advance payment and emergency loans are also provided.

DBCK organise annual staff picnic once in every academic year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

9

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

9

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

1

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

DBCK has its own mechanism of feedback on staff/faculty performance by the employers and students to update self performance and also to develop a sense of appreciation and satisfaction.

Apart from the general yearly enhancement, the management also acknowledge the service of the senior teachers by enhancing the salary of faculty members who have served the institution/completed three years of service.

Extra incentives are also given annually to those staff shouldering big responsibilities in the institution such as IQAC and Heads of Departments. Bonus with the salary is also added to encourage the administrative staff for extra working hour in the institution.

To encourage and appreciate the sincerity of the staff/departments, cash award is also given to the concerned Department who manage to secure ranks in the University exams. The consent in utilizing the cash depends on the departmental decision concern.

DBCK also celebrates 'Gratitude Day', dedicated to the sincerity and contribution of staff and students. To encourage the faculty members in research, incentives are also awarded to those who have published papers in UGC care list and edited books, Conference/ Seminar proceedings and chapter in a book.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

DBCK conducts internal and external financial audits regularly. Internal audit is conducted by the management boards of the institution during its quarterly and annual meeting. The records are well documented in the meeting minutes and reports of the Governing Body, Board of management meetings. The Management meets regularly to evaluate and prepare the budget for the new academic year. The accounts are maintained by the Account Section, guided and coordinated by the Administrator of the Management. The college uses the software 'Account Made Easy (ACME)' for all the accounting purpose where it maintained the payment receipts, cash book etc. where the college can get the balance sheet of all the

years that is accounted. Externally, the accounts are audited as per the government nomenclature and are reviewed by the Director of Higher Education annually. Accounts are also submitted once in two years to Government of Nagaland, Home Department, and Societies Registration Cell.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.24

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Reaching the unreached

DBCK caters financial assistance to the rural areas and the students. No stone is left unturned to outsource various educational funds from well - wishers of the College, NGOs and Corporate. The strength of our college is that no student discontinues his/her studies due to lack of financial help. The college provides fee concession for the students who are facing the financial difficulties.

Remuneration and Reward

The DBCK Management pays the staff from the student's fee collected. 95% of the fees collected are spent on the salary of

the staff. Sufficient funds are budgeted for the effective teaching- learning practices such as funds for Departmental activities and co-curricular activities at the beginning of the academic year. Remuneration and awards for extra responsibilities, research work, securing ranks in University exams are also provided.

Institutional Social Responsibility

DBCK funds are mobilized to sponsor the clubs or movements activities in visiting different villages, adopting village by the College for number of years. The funds are utilized for the NSS adopted villages for every three years. Social activities such as cultural day, helping the needy and helping the children are performed in the adopted villages.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC prepare its annual Action Plan every year and to make the action plan institutionalised, all strategies and measures to be taken up by various departments, committees and cells with different staff assigned as HoDs, coordinators and convenors are discussed and the dates are allotted in the Institutional AYP.

The IQAC proposed to initiate Green Alliance Policy to encourage various green practices to maintain eco-friendly college campus through the activities i.e. Tree Plantation, Paperless Work, Plastic free zone, Clean and Beautiful Campus, car pooling, proper waste segregation and waste management, viz., solid, water and e-waste, and process of Vermi-compost to set up organic garden. For the better implementation of green practices, IQAC created a policy document and a committee was set up and entrusted with various activities. As a result of this initiative, the campus is provided with 12 dustbins of 240L and 9 dustbins of 120L outside and 8 dustbins of 60L inside the campus for proper waste

management, two classrooms are solar powered, vermi-composting practiced and solar-powered sanitary pad venting machine installed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC conducts meetings with its internal members and HoDs of various Departments twice in an academic year mainly to review/plan and to audit on the teaching learning methodologies and outcomes respectively.

For the academic session 2020-2021

Reform 1- Online feedback was collected and analysed for improving the quality of online teaching- learning process and curriculum. Departmental Plan evaluation and SWOC analysis was also conducted internally to update on the outcome of quality initiatives within the department.

Reform 2- To enhance the skills and knowledge of the students along with the existing curriculum and also to fill the gap of the then ongoing culture of 'Learning from Home', DBCK started its first Certificate Course on Tally signing an Institutional Partner Empanelment with Tally Education Private Limited, Kolkata on this day. The course covered all the basics of Tally known as TallyAce which consisted of 6 units and an additional 2 units included which covered GST and MIS in Tally ERP9. The duration of the course was for 6 months.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.dbckohima.ac.in/minutes-of-igac/ http://www.dbckohima.ac.in/reports/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

DBCK adopted certain measures to ensure the safety and security of the students. To ensure the safety and security of every student, CCTV cameras are installed in each and every corner of the campus leaving no area unchecked.

For the benefits of the girl students' hygiene, the women cell, organized orientation program on menstrual hygiene management, the college also has a provision of sanitary napkins monitored by the Women Cell. To create awareness on legal issues, the women cell, DBCK represented the National Webinar on Legal awareness-"Domestic violence against Women", organized an online literary and art competition to commemorate the 16 Days of Activism Against Gender-Based Violence.

DBCK also has a separate wash room and toilets for both male and female students. There is also the provision for girls; common room in the college. To make sure that the students are enjoying

the right to express and share their grievances, DBCK has Anti-Ragging and Sexual Harassment Cell and Mentoring Committee. In these committees, issues like personal home problems, academic problems, eve teasing, physical, verbal and sexual abuse, and issues on personal development are discussed.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1UjsB7EEih18hY6y_f2ykTHbN3HAKHTES/view?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/15rN254MQ6R7uY_8qWDJuoV23cdS2roIv/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The waste generated in the campus includes both degradable and non-biodegradable wastes. For easy management and segregation of the waste the college provides three colored dustbin that is yellow and red dustbins for dry waste and green color dustbin for wet waste. The campus is provided with 12 dustbins of 240L and 9 dustbins of 120L outside and 8 dustbins of 60L inside the campus.

These segregated wastes are collected by Kohima Municipal council Kohima. The liquid waste from the institute, canteen, staffs

residential area and other waste from the campus are properly disposed off to a stream through well drainage system. There is an incinerator of length 17.6 ft., breadth 11ft. and volume 1548.8 cubic feet for waste disposal. DBCK segregate the E-waste like non-working computers, CPU, USB, monitors, printers and batteries into recyclable and non-recyclable, recyclable e-waste are send to Guwahati for reparation.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1Wes0aZnjZwKVyHZ91hCuukoq9DwJDrFv/view?usp=sharing
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Don Bosco College Kohima (DBCK) motto Duty and Joy exhorts, "Do your duty as best as you can and you must be cheerful always." The college understanding the value that each culture and race has its own uniqueness provides admission to everyone irrespective of their ethnic background and culture. DBCK welcomes students from all corners in and outside the state of Nagaland. Presently, there are students from various neighbouring states such as Assam, Manipur and Mizoram. Female students constitute the majority population of students in DBCK. There is no bias among the students in terms of tribe, gender, culture, religion etc., while selecting their leaders but the selection is solely based on their merit and capability.

DBCK believes in an inclusive and harmonious society. The College always encourages the students to organize and participate in different programmes. The teachers, students and staffs jointly celebrate the Cultural Day, Western Day and other programmes. Besides academic and cultural activities, DBCK also organizes a variety of sports activities for the physical development of the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens

The three core values of DBCK are Spiritual Commitment, Accountability and Integrity. Keeping in tune with the college core values and constitutional values, the institution had been organizing various events and programmes periodically. Institute facilitates common attributes to the students through various invited talks, programmes and seminars. Activities like observing important days and events guaranteed in the constitution are initiated and conducted. The institution takes initiatives and organized professional ethics programmes to acknowledge and be aware of values apart from academic performances.

The college has its well-framed code of conduct for both staff and students. Through this it offers opportunity and ability to identify and understand the need for a high level of ethical, social, cultural and environmental and wider professional conduct. In addition, it nurtures a reflective awareness of ethical dimensions and responsibilities to others, in work and everyday life.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college commemorate important days, events and festivals of national importance to honor the great heritage of India. Recognising the momentous contributions of historical figures to freedom and justice, DBCK observes several national and international significant occasions to educate the students on the history, traditions and heritage and cultural practices of India in engaging and participatory ways. DBCK celebrates India's Independence Day with much fanfare, usually on a prior working day. Students, teachers and administrative staff join in the celebrations, which commence with the singing of the National Anthem and cultural items. DBCK has celebrated and participated in various days of National and International days such as Gandhi Jayanti, Azad Ki AmrutMahotsavav, Dr.SarvepalliRadhakrishnan's birth anniversary, Teachers' day, National Unity Day. National integration activities like Run for Unity and Unity Pledge are organized to honour the national leader, International Girl Child's Day, International Women's Day, National Voter's Day are also celebrated. DBCK also celebrates pan-Indian festivals like Christmas.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Format for Presentation of Best Practices

(Institution should submit the Best Practices in this format only)

1. Title of the Practice

This title should capture the keywords that describe the practice.

RESEARCH DAY FOR FACULTY

1. Objectives of the Practice

To create right ambience and opportunities in research among faculties by motivating and encouraging the faculty members in research activities.

1. The Context

It involves every faculty with or without research experience to participate in the field of research along with their day to day activities. It encourages and challenges the teachers to look beyond the everyday activities and hence enhances their knowledge to overcome any obstacles that comes their way.

1. The Practice

A timetable is formulated in the beginning of the academic session. The faculty is allotted their own day of presenting their research work. Different resource person specialized in the area of the content are invited for feedback and suggestion which are used for refining the research paper for further improvement.

1. Evidence of Success

DBCK faculty received accolade for presenting and submitting the best article award in the one day International Multidisciplinary Conference on Research Methodology organized by Department of Economics and IQAC of Shri Pancham Khemraj Mahavidyalaya Sawantwadi, District, Sindhudurg. India.

1. Problems Encountered and Resources Required

2. With classroom teaching, dearth of time to involve in research work.

3. Availability of Resource person in the specialization
4. To maintain the quality of work

Format for Presentation of Best Practices

1. Title of the Practice

BOSCO GREEN ALLAINCE

1. Objectives of the Practice

Creating a new generation of environmentally committed citizens who ensure an environment that is safe and caring for all life on the planet.

1. The Context

DBCK uses a "four Pillars" framework that integrates efforts to reduce campus ecological footprints, make campus environment healthier, and get the whole community towards solutions to the problems we face.

1. The Practice

With the objective to create a sustainable environment, DBCK under the Green Initiatives, introduced the use of vermi-compost, solid waste segregation, liquid waste management, e-waste management, rain water harvesting, solar powered cells and other facilities, organic garden, car pooling, plastic and tobacco free zone.

1. Evidence of Success

DBCK has started its own organic garden, manures of vermi-compost were harvested, proper waste segregation, liquid waste management and rain water harvesting has been initiated and practiced, installation of solar vending machine and two solar classrooms.

1. Problems Encountered and Resources Required

It requires voluntary effort and initiatives. Limited space and time for effective implementation, financial assistance and funds mobilization required for larger projects.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Value Based Education to mould young person

The biggest strength of DBCK is its preventive system a faith and value-based educational system which was developed by Don Bosco during the 19th century. The preventive system is based on three pillars namely, reason, religion, and loving kindness. DBCK through preventive system is molding students by imparting holistic and personalized education. The ultimate aim of the preventive system was not just to render young people profitable for the economy, but as a method for them to find autonomy in life, becoming "good souls and honest citizens".

DBCK with preventive system of education fulfils its vision statement. The needs, interests and aspirations of the students are taken into consideration and nurtured accordingly. DBCK is thriving and takes pride in making it's marked in university ranks every academic year since its establishment.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

As an affiliated institution, Don Bosco College, Kohima adheres to the syllabus and semester time schedule prescribed by Nagaland University. For preparation of Academic Year Plan (AYP), the IQAC plans and schedule the co-curricular activities as per the schedule provided by the affiliating university. Dates for examination and other departmental activities are then verified with the Controller of Examinations and Departmental Heads.

For allotment of subjects to faculty, the Head of the Departments designates papers to respective teachers in the department as per interest or specialization. The number of classes per week for each teacher is decided by the college. Each teacher utilizes the college "Log Book" for lesson plan and effective delivery.

To execute the plans, each teacher is involved in setting teaching-learning targets and delivers the lessons through lecturing, task analysis and discussions. For delivering course content, teaching aids such as microphones and projectors for presentation and display of relevant videos/photos are utilized.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As planned in the college AYP, the college conducts activities and examinations. To follow up with the progress and timely completion of all planned activities as per the AYP, the

college along with the IQAC collects reports and other documentations from the various departments and committees.

The Examination Committee is concerned with the planning and scheduling of assignments, presentation, projects and internal examinations. For conduct of CIE, DBCK have a mechanism of Continues Internal Assessment (CIA). All test schedules, time table and assignment/activity schedules are prepared and managed by the COE along with three other committee members. After all internal assessments are conducted each subject teacher submits the scores to the controller of examination for final review and declaration of results.

For students, assignment schedules and test schedules are notified in the general notice board and in college website.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

162

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

162	
File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>For enriching the curriculum, DBCK makes every effort to integrate all relevant areas of concern. Under the prescribed course, students are taught several topics related to Gender, Environment and Sustainability. Environmental Studies is taken up as a compulsory paper for the final year students. A common text book prescribed by University Grants Commission (second edition 2013) is used which covers topics ranging from issues and concepts relating to environment and sustainability in the context of global warming and resource management, biodiversity and human values.</p> <p>In the academic year 2020-2021, DBCK has integrated the aforementioned themes in terms of orientation on professional ethics, orientation on mental health, staff development programme on human values and Faculty development programme on digital skills for teachers; Environmental change programme, soft skill programme, orientation programme on menstrual hygiene and art & literary competition for students.</p>	
File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File
1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year	
1	

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

155

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

275

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

146

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

DBCK caters to every need and requirement of the students for their growth and development. The categorization of students is normally done after the internal assessments. The annual planning of various activities and programmes are framed taking into account of different categories of learners. For advance learners, programmes such as DBCK Quiz, Seminar, Power Point Presentation, Debate, Peer lectures, leadership training programme etc are organised. Blue Ribbon Day is celebrated to appraise the performance of students excelling in academic as well as co-curricular activities. Certificate of Merit is also awarded to students securing 100% attendance in a semester. Programmes such as Remedial, extra library activities, assignments, extra class etc are conducted for average and below average students every day after the class.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
496	17

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The dimension of participatory learning is promoted through the participation of students in different activities organized by the College. Through Invited talks and Departmental activities, the students are made to participate as well as get first-hand information through intellectuals and renowned academicians.

Various student centric methods are employed to enhance student's participation such as teacher- student interaction, peer interaction and discussion, group assignments, project work, Problem solving and class lecturing. All methodology implemented are well documented in the staff log-book, verified by the competent authority.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Each classroom is well-equipped with LCD projector and screen. Separate PC and Printer are made available in the Staff room to be used by the Staff. Symbiosis broadband Internet and Wi-Fi connection is also made available in the campus. All Staff are well equipped with the latest ICT tools. All staff use Google classroom, whatsApp group, E-mail for teaching learning purpose, Google form are used for assessment, Higrade software for student's and staff's portal for uploading personal profile, mark entry and attendance records, the modules of G-suit- Google classroom and Google meet is used for online class delivery and online programmes. Apart from practical and computations, PPT is a compulsory TLM for all the staff in delivering daily class. In addition, other components of virtual platforms are also equipped and used for updates and information such as college website, video streaming, YouTube, Facebook, automated generated SMS.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.dbckohima.ac.in/online-assignment/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

68

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

DBCK as an affiliated college, it follows the assessment structure of the affiliating University. Provided with the liberty to conduct any modes of assessment for 30/100 marks as internal assessment. The college normally follows three modes or frequencies as internal assessment for 10 marks respectively, which includes written assignment, PPT and CIA.

There is a complete transparency of internal assessments for the students to check and also verify. Feedbacks on each assessment are provided to the students by the concerned subject teachers. The students are given the chance to improve on their internal marks where the teachers are given the due liberty to undertake any means/work to assign the student. Students can check their overall internal marks from the students' website portal. Also results are made available in the Google classroom. Parents-Teachers' meet is also organised at the end of every semester to update the parents on the

performance of their wards.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

DBCK has an Examination Committee convened by the Controller of Examination and assisted by three other academic staff. The committee is guided and directed by a well framed Policy document on Examination. The committee is responsible for addressing to any issues related to assessment grievances of the college. The committee conducts two meetings officially in a semester- in the beginning of the semester and end of the semester respectively as per the AYP. However, as per requirement and demand, the committee conducts meetings and sittings for effective functioning of the committee.

For related grievances, the concerned students submit a written application to the COE, the issue is taken up to the committee meeting for discussion and the reporting is finally taken up to the authority for approval and action. The frequency and time-bound in resolving the issue depends on the nature of issues put forwarded by the students.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

As DBCK being an affiliated institution, it follows a prescribed curriculum designed by the University. The programme and course outcomes are pre-set and pre-stated by the University. DBCK communicate the stated course outcomes to the students through online and offline mode. For Online mode - The students can avail the syllabus directly from the Nagaland University website for which the students are familiarize on

how to avail the same on the first day of the class. The prescribed curriculum with its Course/ Programme are also displayed on the college website for each of the respective departments. For Offline mode - DBCK makes sure that the students are provided with the course content and syllabi on the first day of the class as an introduction by the respective subject teacher either through PowerPoint Presentation or handing out printed copy of the Course syllabus.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

For the attainment of POs, PSOs and COs, DBCK has a special adapted system of internal assessment that compliments the specifications laid down by the Nagaland University. The internal assessment of the college is named as CIA. Room for modification and tailoring of evaluation methods in Internal Assessment are allowed keeping in mind the overall diverse learning needs of the students. CIA test(s), mid-term exams, and end of term exams are all subjected to result analysis by the Exam Committee and also at the departmental level so that suggestions for change and improvements may be discussed, implemented and communicated to the students. The overall assessment of the students for a particular course is also analyzed in the Staff Log Book, where the result is shown in the form of bar graph.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year**154**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<http://www.dbckohima.ac.in/wp-content/uploads/2021/12/Students-satisfaction-survey-1.pdf>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****4.50**

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

3

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

4

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

7

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college aims to develop the students' ability to take responsibility for their future growth and development. The college has various organisations, clubs and movements on which the extension activities are performed. National Service Scheme (NSS) and National Cadet Corps (NCC) are the two main organisations/units which undertake various extension activities in the college and neighbouring community. There are other clubs actively involved in extension activities includes Jesus Youth and Youth for Christ. The NSS of Don Bosco College, Kohima conducted the activities handmade face mask, cleanliness drive, orientation, sketching, traditional handicraft making and observe yoga day. The college extends assistance to the NSS adopted Chedema village. NCC conducts Blood Donation Day, Yoga, competitions on tobacco awareness programmes. Youth for Christ conducts fellowship. Jesus Youth conducts fellowship, mission week and orientation programme. The above mentioned activities have positive impact on the students and it help the student's community relationship, leadership skill and build up the self - confidence.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File
3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year	
3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year	
2	
File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File
3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year	
3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year	
7	
File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File
3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year	

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

272

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Keeping in mind the criteria mentioned under University guidelines, DBCK has a total area of 4.68 acres of land with two existing buildings used by DBHSS and DBCK respectively. And one is under construction building for college expansion.

The college is located under Kohima Village and is accessible for students from nearby villages and Kohima town. Apart from assembly ground and chapel, the college has a standard size football ground which is used also for hockey, volley ball, running race, traditional games and any other outdoor programmes and events. There is an indoor game room at the basement, and two basketball courts. Adequate numbers of classrooms available in different sizes, which are allotted according to the number of students in a class to ensure that each room is spacious and comfortable. Conference room is used for conducting seminar, presentation and other meetings. Two Halls (T1 and T2) is used for conducting examinations and accommodating small gatherings and functions.

The library has around 7046 books on different subjects, journals and magazines and eleven computers for the students. Number of books required in each departments as per university guidelines are fulfilled. The main room in the library has a sitting capacity of approximately 48 students with a separate room as reading space with 10 sitting capacity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

DBCK, within the 4.68 acres campus, has a well-furnished and spacious physical infrastructure as per NTCE/UGC/University norms, to accommodate various cultural activities, sports, games etc. This includes:

- An auditorium/multi-purpose hall with a total area of 3405 sq.ft., giving it a total sitting capacity of 400 persons. It is equipped with the latest facilities such as LCD projector, microphones, speakers etc for conducting various cultural activities and also for seminars, meetings and training programmes etc.
- A standard size football ground covering a total area of 37,368 sq.ft. And the same can be used for other activities such as field games like cricket and other athletic competitions as well as other extravagant cultural functions.
- Two basketball courts with a total area of 11,233 sq.ft., with neat court lines and standard backboards.
- An indoor games hall with a total area of 1,327 sq.ft.

The facilities mentioned above are adequately used for enhancing all co-curricular and extracurricular activities of DBCK and other stakeholders. The entrance of the building of DBCK including the demarcated boundaries/walls is used to exhibit the talents and creativity of students in the fields of arts and crafts.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

2.54

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

DBCK Library has installed the eBLIS version 1.0.0.0. Electronic Bosco Library Information System (eBLIS) is for managing the library in house-keeping effectively. eBLIS suite is a client-server application, which contains modules like the User Login, Document Catalogue, Circulation system and Online

Public Access Catalogue (OPAC) for library maintenance. The library also facilitates an OPAC as a personalized web page which enables a user to view the details of all the books, journals, articles, CDs and DVDs. The software also enables its user to check the current status (i.e., Available, circulation), scope (i.e., Reference, circulation), location, department and document type of the resource. Using this module a user can also check the new arrival books in the library. Some of the denoted components which includes under User-Login module: Circulation, Serial Control, Document Catalogue, Acquisition, Members, Defaults, Binding and Budget

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

o.75

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

55

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

DBCK has a total number of 32 Computer systems. With the signing of MOU with DBHSS Kohima, the institution is also availing 35 computers from Bosco Computer Center for tally certificate course. The college uses the internet facility provided by Symbios. It was installed in the year 2015 and is updated monthly based on the plan subscribed. LAN and 2 Wi-Fi connections are available for both student and staff.

All the classrooms are equipped with LCD Projectors for efficient and effective Teaching-learning. For the safety of the students, 21 CCTV cameras with recording facility are installed in the different corners of the campus. The institution has also installed Bio-Metric system for both Academic and Administrative staff to monitor the attendance performance of the staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

67

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

2.54

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

DBCK has a policy of maintenance and utilization of physical, academic and support facilities. The care and regular maintenance and inspection of the college infrastructure is administered by an Administrative Supervisor and his team. Each administrative staff is assigned with a task to investigate and check on a daily basis. The report of investigation is entered and submitted daily, which is verified by the authority in charge.

Any request or complain concerning replacement or reparation is entered in the Maintenance Register form kept with the Administrative Supervisor. Further, arrangement of personnel resources for reparation and restoration is arranged. Access to avail and use the available facilities and infrastructure is open to all stakeholders with filling up of the form available in the office of the supervisor.

Maintenance of Library facilities is fully kept under the supervision of the Librarian. In and out Register is maintained at the entrance for both Staff and Students. Laboratories are directly under the custodianship of respective department Head assisted by a Lab maintenance staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

405

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

12

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

Nil

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
28	
File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
00	
File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	

00	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded
5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)	
<p>DBCK ensures full participation and engagement of students in various administrative, co-curricular and extracurricular activities through a well-structured student body known as DBCK Students Forum. The elected General Secretary represents the students in the External IQAC composition. Every department from each semester appoints the Class Representative and Vice Class representative to ensure timely dissemination of information regarding events, examinations, and learning material.</p> <p>Various clubs and committees also appoint students as president, vice president and finance secretary for the smooth functioning of conducting various activities.</p> <p>The Student Forum members help the faculty and administration by timely checking on the infrastructure, organizing Assemblies, college canteen etc. Students' Forum members are also part of committee like Anti-ragging committee, and they are also the representative members of Parent Teacher Association.</p>	

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

4

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of DBCK consists of four passed out batches since 2015. It functions actively under the Alumni Association Committee of DBCK, convened by one faculty of the college. The committee also has an Alumni Grievance Redressal Cell under the charge of a separate teacher in-charge. Alumni contribute to the college by taking part in college activities. On 28th October, 2020, Alumni members helped the college in directing and issuing forms to the passed out students when they came to collect their Marksheet and apply for provisional and migration certificates. On the day they also gave out Alumni registration forms and collected membership fee. During the NAAC Peer Team visit on 29th -30th March, 2021, Alumni were also actively involved and assisted the college. The IQAC composition of DBCK includes one representative from the

Alumni, as such they have been involved in effective decision making and planning of the academic activities of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

With the vision to impart holistic and personalized education and mission to enhance quality of life through the development of individuals, the institution provides wide range of extension activities and experiences to sensitize the students on various social issues and humane values.

In tuning with the institution mission to support and provide higher education to the economically poor students, the college management is making all possible efforts to gather to the financial grievances of the needy students. The institution has a provision of admission and fee concession ranging differently as per the requirements of the students.

DBCK creates and offers ample prospects for both the staff and students to exercise and execute their set duties with joy, as striving for its motto 'Duty and Joy'. Functions of leadership and management of the institution is well distributed among various bodies consisting of staff and students along with the administrative staff. The institution follow a collective decision making strategy and consultation at all levels for any administrative and academic matters, and maintain transparency in all matters related to quality decisions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization: DBCK has a mechanism for delegating authority and providing operational autonomy to all functionaries to work towards decentralized governance system.

Principal Level: The governing body delegates all the academic and operational decisions based on policy to the Academic Committees lead by IQAC in order to fulfill the vision and mission of the institute. The principal with IQAC formulates common working procedures and entrust the implementation with the faculty members.

Faculty Level: Faculty members are given responsibilities in various committees and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skill by being in charge of various academic, co-curricular, extracurricular activities. They are given authority to conduct educational tours and to have tie ups or to tie up with experts of various organization and associations for organizing seminar/conference/workshop.

Participative Management: DBCK promotes the culture of Participative management by involving staff and students in various activities. All decision of institution is governed by management of facts information and objectives. Both students and faculties are allowed to express themselves of any suggestion to improve the excellence in any aspect of the institute.

Strategic Level: The Principal and staff members are involved in defining the policies and procedures, framing guidelines and rules and regulations pertaining to admission placement, discipline, grievance, counseling, training and development and library services etc. and effectively implementing the same to ensure smooth and systematic functioning of the institute.

The department or committee convenor manages the various activities and keep track of co-curricular and extracurricular activities in the college. Other units of DBCK like sports, library, student's council also operates under the guidance of the various committees and also students are involved in the decision making process to some extent.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

For the effective deployment of the institutional strategic plan, the IQAC team meticulously chalks out the action plans of one academic year.

For the academic Year 2020-2021, IQAC initiated the official establishment of DBCK, Academic Council as an apex body under Academic bodies in its annual action plan 2020-2021. The policy document of Academic Council describing its role, functions and responsibilities was framed by IQAC. The committee was set up on 11th September 2020, mainly to act as an advising body to IQAC for enhancing the quality of curriculum implementation and transaction. As approved by the IQAC members, the existing HoDs of various departments were appointed as the members and one senior faculty appointed as the convenor of the Academic Council.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from

policies, administrative setup, appointment and service rules, procedures, etc.

The institution follows a set organogram for the proper functioning of the activities. Each section is formed under definite objectives and authority attached to it.

The board of management is the apex body of DBCK and its bylaws are regulated by Societies Registration Act XXI of 1860. The President of the board of management appoints the Principal and Governing body members of DBCK. The Governing body in its annual Governing body meeting approves the activities of DBCK.

The Principal of the College is the Administrative and Academic Head of the College and he exercises control and supervision over all aspects of management with the assistance of the academic staffs and administrative staff.

The IQAC team is the steering team of the college. IQAC works hand in hand with the academic staffs and administrative staff for the smooth functioning of the institution.

The Academic staff comprise of the teaching faculties of the college. The HoD supervises the concerned department and carries out duties assigned by the Principal and IQAC.

The various committees and clubs of DBCK provide are convened and coordinated by different staff in charge. The Administrative staff consists of non-teaching faculties like the librarian, accountant and office assistant.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.dbckkohima.ac.in/wp-content/uploads/2020/08/ORGANOGRAM-OF-DON-BOSCO-COLLEGE.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

To encourage the faculty member to go for further studies, the institution provides leave to the regular teachers who are registered for Ph.D programme. In 2020-2021 three faculties have availed this benefit. Maternity leave benefits can be availed by both regular and on probation staffs. To promote and appraise the work of Research, the institution has a trend of giving remuneration for paper presentations and publications by the staff.

DBCK also promotes Staff Development Programme for professional growth and development. For the session 2020-2021, the institution has organised four Staff Development Programmes. Faculty members are also encouraged to take part in, "Capacity Building Programme", orientation programme and Refresher course as on duty leave with full salary.

DBCK also provides staff quarters to both Academic and Administrative staff. Any faculty members in need for such requirement are allotted with a quarter.

Provisions such as leave encashment, salary advance payment and emergency loans are also provided.

DBCK organise annual staff picnic once in every academic year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

9

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

9

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

1

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

DBCK has its own mechanism of feedback on staff/faculty performance by the employers and students to update self performance and also to develop a sense of appreciation and

satisfaction.

Apart from the general yearly enhancement, the management also acknowledge the service of the senior teachers by enhancing the salary of faculty members who have served the institution/completed three years of service.

Extra incentives are also given annually to those staff shouldering big responsibilities in the institution such as IQAC and Heads of Departments. Bonus with the salary is also added to encourage the administrative staff for extra working hour in the institution.

To encourage and appreciate the sincerity of the staff/departments, cash award is also given to the concerned Department who manage to secure ranks in the University exams. The consent in utilizing the cash depends on the departmental decision concern.

DBCK also celebrates 'Gratitude Day', dedicated to the sincerity and contribution of staff and students. To encourage the faculty members in research, incentives are also awarded to those who have published papers in UGC care list and edited books, Conference/ Seminar proceedings and chapter in a book.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

DBCK conducts internal and external financial audits regularly. Internal audit is conducted by the management boards of the institution during its quarterly and annual meeting. The records are well documented in the meeting minutes and reports of the Governing Body, Board of management meetings. The Management meets regularly to evaluate and prepare the budget for the new academic year. The accounts are maintained by the Account Section, guided and coordinated by the Administrator of the Management. The college uses the software 'Account Made

Easy (ACME)' for all the accounting purpose where it maintained the payment receipts, cash book etc. where the college can get the balance sheet of all the years that is accounted. Externally, the accounts are audited as per the government nomenclature and are reviewed by the Director of Higher Education annually. Accounts are also submitted once in two years to Government of Nagaland, Home Department, and Societies Registration Cell.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.24

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Reaching the unreached

DBCK caters financial assistance to the rural areas and the students. No stone is left unturned to outsource various educational funds from well - wishers of the College, NGOs and Corporate. The strength of our college is that no student discontinues his/her studies due to lack of financial help. The college provides fee concession for the students who are facing the financial difficulties.

Remuneration and Reward

The DBCK Management pays the staff from the student's fee collected. 95% of the fees collected are spent on the salary of the staff. Sufficient funds are budgeted for the effective teaching- learning practices such as funds for Departmental activities and co-curricular activities at the beginning of the academic year. Remuneration and awards for extra responsibilities, research work, securing ranks in University exams are also provided.

Institutional Social Responsibility

DBCK funds are mobilized to sponsor the clubs or movements activities in visiting different villages, adopting village by the College for number of years. The funds are utilized for the NSS adopted villages for every three years. Social activities such as cultural day, helping the needy and helping the children are performed in the adopted villages.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC prepare its annual Action Plan every year and to make the action plan institutionalised, all strategies and measures to be taken up by various departments, committees and cells with different staff assigned as HoDs, coordinators and convenors are discussed and the dates are allotted in the Institutional AYP.

The IQAC proposed to initiate Green Alliance Policy to encourage various green practices to maintain eco-friendly college campus through the activities i.e. Tree Plantation, Paperless Work, Plastic free zone, Clean and Beautiful Campus, car pooling, proper waste segregation and waste management, viz., solid, water and e-waste, and process of Vermi-compost to

set up organic garden. For the better implementation of green practices, IQAC created a policy document and a committee was set up and entrusted with various activities. As a result of this initiative, the campus is provided with 12 dustbins of 240L and 9 dustbins of 120L outside and 8 dustbins of 60L inside the campus for proper waste management, two classrooms are solar powered, vermi-composting practiced and solar-powered sanitary pad venting machine installed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC conducts meetings with its internal members and HoDs of various Departments twice in an academic year mainly to review/plan and to audit on the teaching learning methodologies and outcomes respectively.

For the academic session 2020-2021

Reform 1- Online feedback was collected and analysed for improving the quality of online teaching- learning process and curriculum. Departmental Plan evaluation and SWOC analysis was also conducted internally to update on the outcome of quality initiatives within the department.

Reform 2- To enhance the skills and knowledge of the students along with the existing curriculum and also to fill the gap of the then ongoing culture of 'Learning from Home', DBCK started its first Certificate Course on Tally signing an Institutional Partner Empanelment with Tally Education Private Limited, Kolkata on this day. The course covered all the basics of Tally known as TallyAce which consisted of 6 units and an additional 2 units included which covered GST and MIS in Tally ERP9. The duration of the course was for 6 months.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://www.dbckohima.ac.in/minutes-of-iqac/ http://www.dbckohima.ac.in/reports/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

DBCK adopted certain measures to ensure the safety and security of the students. To ensure the safety and security of every student, CCTV cameras are installed in each and every corner of the campus leaving no area unchecked.

For the benefits of the girl students' hygiene, the women cell, organized orientation program on menstrual hygiene management, the college also has a provision of sanitary napkins monitored

by the Women Cell. To create awareness on legal issues, the women cell, DBCK represented the National Webinar on Legal awareness-"Domestic violence against Women", organized an online literary and art competition to commemorate the 16 Days of Activism Against Gender-Based Violence.

DBCK also has a separate wash room and toilets for both male and female students. There is also the provision for girls; common room in the college. To make sure that the students are enjoying the right to express and share their grievances, DBCK has Anti-Ragging and Sexual Harassment Cell and Mentoring Committee. In these committees, issues like personal home problems, academic problems, eve teasing, physical, verbal and sexual abuse, and issues on personal development are discussed.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1UjsB7EEih18hY6y_f2ykTHbN3HAKHTES/view?usp=sharing
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/15rN254MO6R7uY_8qWDJuoV23cdS2roIv/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The waste generated in the campus includes both degradable and non-biodegradable wastes. For easy management and segregation of the waste the college provides three colored dustbin that is yellow and red dustbins for dry waste and green color dustbin for wet waste. The campus is provided with 12 dustbins of 240L and 9 dustbins of 120L outside and 8 dustbins of 60L inside the campus.

These segregated wastes are collected by Kohima Municipal council Kohima. The liquid waste from the institute, canteen, staffs residential area and other waste from the campus are properly disposed off to a stream through well drainage system. There is an incinerator of length 17.6 ft., breadth 11ft. and volume 1548.8 cubic feet for waste disposal. DBCK segregate the E-waste like non- working computers, CPU, USB, monitors, printers and batteries into recyclable and non-recyclable, recyclable e-waste are send to Guwahati for reparation.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1Wes0aZnjZwKVyHZ91hCuukoq9DwJDrFv/view?usp=sharing
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. Landscaping with trees and plants 	<p>A. Any 4 or All of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="92 566 531 629">File Description</th> <th data-bbox="539 566 1394 629">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 640 531 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="539 640 1394 734" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="92 745 531 801">Any other relevant documents</td> <td data-bbox="539 745 1394 801" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Any other relevant documents	View File					
File Description	Documents										
Geo tagged photos / videos of the facilities	View File										
Any other relevant documents	View File										
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>											
<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	<p>D. Any 1 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="92 1261 531 1323">File Description</th> <th data-bbox="539 1261 1394 1323">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 1335 531 1462">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 1335 1394 1462" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1473 531 1568">Certification by the auditing agency</td> <td data-bbox="539 1473 1394 1568" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1579 531 1673">Certificates of the awards received</td> <td data-bbox="539 1579 1394 1673" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1684 531 1742">Any other relevant information</td> <td data-bbox="539 1684 1394 1742" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	View File	
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Reports on environment and energy audits submitted by the auditing agency	No File Uploaded										
Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	View File										
<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for</p>	<p>E. None of the above</p>										

persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Don Bosco College Kohima (DBCK) motto Duty and Joy exhorts, "Do your duty as best as you can and you must be cheerful always." The college understanding the value that each culture and race has its own uniqueness provides admission to everyone irrespective of their ethnic background and culture. DBCK welcomes students from all corners in and outside the state of Nagaland. Presently, there are students from various neighbouring states such as Assam, Manipur and Mizoram. Female students constitute the majority population of students in DBCK. There is no bias among the students in terms of tribe, gender, culture, religion etc., while selecting their leaders but the selection is solely based on their merit and capability.

DBCK believes in an inclusive and harmonious society. The College always encourages the students to organize and participate in different programmes. The teachers, students and staffs jointly celebrate the Cultural Day, Western Day and other programmes. Besides academic and cultural activities, DBCK also organizes variety of sports activities for the physical development of the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The three core values of DBCK are Spiritual Commitment, Accountability and Integrity. Keeping in tune with the college core values and constitutional values, the institution had been organizing various events and programmes periodically. Institute facilitates common attributes to the students through various invited talks, programmes and seminars. Activities like observing important days and events guaranteed in the constitution are initiated and conducted. The institution takes initiatives and organized professional ethics programmes to acknowledge and be aware of values apart from academic performances.

The college has its well-framed code of conduct for both staff and students. Through this it offers opportunity and ability to identify and understand the need for a high level of ethical, social, cultural and environmental and wider professional conduct. In addition, it nurtures a reflective awareness of ethical dimensions and responsibilities to others, in work and everyday life.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct

A. All of the above

Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The college commemorate important days, events and festivals of national importance to honor the great heritage of India. Recognising the momentous contributions of historical figures to freedom and justice, DBCK observes several national and international significant occasions to educate the students on the history, traditions and heritage and cultural practices of India in engaging and participatory ways. DBCK celebrates India's Independence Day with much fanfare, usually on a prior working day. Students, teachers and administrative staff join in the celebrations, which commence with the singing of the National Anthem and cultural items. DBCK has celebrated and participated in various days of National and International days such as Gandhi Jayanti, Azad Ki AmrutMahotsavav, Dr.SarvepalliRadhakrishnan's birth anniversary, Teachers' day, National Unity Day. National integration activities like Run for Unity and Unity Pledge are organized to honour the national leader, International Girl Child's Day, International Women's Day, National Voter's Day are also celebrated. DBCK also celebrates pan-Indian festivals like Christmas.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Format for Presentation of Best Practices

(Institution should submit the Best Practices in this format only)

1. Title of the Practice

This title should capture the keywords that describe the practice.

RESEARCH DAY FOR FACULTY

1. Objectives of the Practice

To create right ambience and opportunities in research among faculties by motivating and encouraging the faculty members in research activities.

1. The Context

It involves every faculty with or without research experience to participate in the field of research along with their day to day activities. It encourages and challenges the teachers to look beyond the everyday activities and hence enhances their knowledge to overcome any obstacles that comes their way.

1. The Practice

A timetable is formulated in the beginning of the academic session. The faculty is allotted their own day of presenting their research work. Different resource person specialized in

the area of the content are invited for feedback and suggestion which are used for refining the research paper for further improvement.

1. Evidence of Success

DBCK faculty received accolade for presenting and submitting the best article award in the one day International Multidisciplinary Conference on Research Methodology organized by Department of Economics and IQAC of ShriPanchamKhemrajMahavidyalayaSawantwadi, District, Sindhudurg. India.

1. Problems Encountered and Resources Required
2. With classroom teaching, dearth of time to involve in research work.
3. Availability of Resource person in the specialization
4. To maintain the quality of work

Format for Presentation of Best Practices

1. Title of the Practice

BOSCO GREEN ALLAINCE

1. Objectives of the Practice

Creating a new generation of environmentally committed citizens who ensure an environment that is safe and caring for all life on the planet.

1. The Context

DBCK uses a "four Pillars" framework that integrates efforts to reduce campus ecological footprints, make campus environment healthier, and get the whole community towards solutions to the problems we face.

1. The Practice

With the objective to create a sustainable environment, DBCK under the Green Initiatives, introduced the use of vermi-compost, solid waste segregation, liquid waste management, e-waste management, rain water harvesting, solar powered cells and other facilities, organic garden, car pooling, plastic and tobacco free zone.

1. Evidence of Success

DBCK has started its own organic garden, manures of vermi-compost were harvested, proper waste segregation, liquid waste management and rain water harvesting has been initiated and practiced, installation of solar vending machine and two solar classrooms.

1. Problems Encountered and Resources Required

It requires voluntary effort and initiatives. Limited space and time for effective implementation, financial assistance and funds mobilization required for larger projects.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Value Based Education to mould young person

The biggest strength of DBCK is its preventive system a faith and value-based educational system which was developed by Don Bosco during the 19th century. The preventive system is based on three pillars namely, reason, religion, and loving kindness. DBCK through preventive system is molding students by imparting holistic and personalized education. The ultimate aim of the preventive system was not just to render young people profitable for the economy, but as a method for them to find autonomy in life, becoming "good souls and honest citizens".

DBCK with preventive system of education fulfils its vision

statement. The needs, interests and aspirations of the students are taken into consideration and nurtured accordingly. DBCK is thriving and takes pride in making it's marked in university ranks every academic year since its establishment.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To introduce B.A. Psychology
2. To introduce B.Com
3. To introduce shift system; shift I and shift II
4. Introduce shift system to integrate more UG programs and courses (BA Political science and Psychology and B.Com)
5. Sustain and maintain the Green initiatives through Bosco Green Alliance Policy
6. To conduct Green audit by external expert
7. To introduce Certificate/Add-on Courses in each Department.
8. To create program outcome and course outcome of each program and course
9. To organize National and International level Seminar/workshop/Conference/FDP
10. To initiate Research projects for Faculty
11. To set up one smart classroom with latest ICT tools
12. To reframe the institutional Organogram
13. To upgrade the institutional website
14. To create the post of Dean of Students Affairs
15. Creation of policy documents on Dean of Students affairs
16. To initiate more MOUs for students' placement and Career oriented activities
17. Online feedback system on Curriculum, teaching-learning and Internal Evaluation process
18. To introduce a strategic plans for encouraging faculty for Research and publications
19. To upgrade the physical infrastructure such as NCC office, DSA office, staff room expansion and Laboratory
20. To register Alumni Association and to create Alumni Portal