



## YEARLY STATUS REPORT - 2021-2022

| <b>Part A</b>  |   |
|--|---|
| <b>Data of the Institution</b>                       |   |
| <b>1.Name of the Institution</b>                     | 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                                  | donboscocollegekohima@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  |
| <b>2.Institutional status</b>                        |   |
| • Affiliated / Constitution Colleges                 |   |
| • Type of Institution                                | Co-education  |
| • Location   | Rural   |
|  |   |

|   |   |   |                             |                   |                   |
|---|---|---|-----------------------------|-------------------|-------------------|
| • Financial Status  | <b>Self-financing</b>   |   |                             |                   |                   |
| • Name of the Affiliating University  | <b>Nagaland University</b>  |   |                             |                   |                   |
| • Name of the IQAC Coordinator  | <b>Mrs. Jarani Mao</b>  |   |                             |                   |                   |
| • Phone No.   |   |   |                             |                   |                   |
| • Alternate phone No.   | <b>8132887413</b>   |   |                             |                   |                   |
| • Mobile  | <b>6009167761</b>   |   |                             |                   |                   |
| • IQAC e-mail address   | <b>iqacdbck21@gmail.com</b>   |   |                             |                   |                   |
| • Alternate e-mail address  |   |   |                             |                   |                   |
| <b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>   | <a href="http://www.dbckohima.ac.in/aqar/">http://www.dbckohima.ac.in/aqar/</a> |   |                             |                   |                   |
| <b>4. Whether Academic Calendar prepared during the year?</b>   | <b>Yes</b>  |   |                             |                   |                   |
| • if yes, whether it is uploaded in the Institutional website Web link:   |   |   |                             |                   |                   |
| <b>5. Accreditation Details</b>   |   |   |                             |                   |                   |
| Cycle   | Grade   | CGPA  | Year of Accreditation       | Validity from     | Validity to       |
| <b>Cycle 1</b>  | <b>C</b>  | <b>1.85</b>                                   | <b>2021</b>                 | <b>08/04/2021</b> | <b>07/04/2026</b> |
| <b>6. Date of Establishment of IQAC</b>   |   |   | <b>26/11/2018</b>           |                   |                   |
| <b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |   |   |                             |                   |                   |
| Institutional/Department /Faculty   | Scheme  | Funding Agency                                | Year of award with duration | Amount            |                   |
| <b>Institution</b>  | <b>Grant-in-aid</b>   | <b>Directorate of Higher Education Kohima</b> | <b>2021-2022</b>            | <b>100000</b>     |                   |
| <b>8. Whether composition of IQAC as per latest NAAC guidelines</b>   |   |   | <b>Yes</b>                  |                   |                   |
| • Upload latest notification of formation of IQAC   | <a href="#">View File</a>   |   |                             |                   |                   |

|  |                           |  |
|--|---------------------------|--|
|  |                           |  |
| <b>9.No. of IQAC meetings held during the year</b>   | <b>6</b>                  |  |
| <ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>   | <b>Yes</b>                |  |
| <ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>   | <a href="#">View File</a> |  |
| <b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>  | <b>No</b>                 |  |
| <ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>   |                           |  |
| <b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>  |                           |  |
| <p>IQAC organized Applied Ethics Certificate Course for the 3rd Semester students and Certificate Course on Soft Skills for 5th Semester students from 1st July to 17th July 2021. The initiative has been taken with an objective to upgrade and enhance the student's community which will help them in the future. The certificate course was organized for 15 days. IQAC has also started Certificate Course on Computer Concept and Tally Certificate course which is for a period of 6 months.</p>                                   |                           |  |
| <p>IQAC in consultation with the examination committee initiated projects and field related assignments for the students so as to let the students experience the basics of research and inquiry. It was introduced to motivate the students to appreciate original and authentic data collection and the process of compilation and reporting of data collected. The three semesters were divided into different activities such as Case Study for 6th Sem, Awareness Program for 4th Sem and Field Visit for 2nd Sem students.</p>       |                           |  |
| <p>The college organogram was reframed as per the requirement and need of the college after the first NAAC cycle, prioritizing certain committees and cells, inclusion and creation of new ones. Creation of Dean of Students Affairs was initiated with an objective to follow up and facilitate all affairs, programs, activities and issues related to student's community in DBCK for quality development. Hence the appointment of DSA was done on 10th July 2021, with its Policy Document. Bosco Internal Complaint Cell (BICC)</p> |                           |  |

was created with its policy document, where all grievance cells of DBCK fall into, such as academic and administrative grievance cell and students grievance cell. New grievance cells like parents and Alumni grievance cell were created under BICC.

An Internship program was organized for the B.Com, 3rd Semester students on the theme developing skills for Entrepreneurship, in collaboration with Arintin Venture (piggery farm), a private limited Company located in Navodaya Vidyalaya Rd Kohima, Nagaland. The internship was for one month, i.e., 2nd June to 30th June 2022. The internship program benefited 7 students from B.Com.

Keeping in mind the global concern for environmental care and protection, IQAC initiated to go for improvising the Environmental and Green Initiatives of the college. The existing organic garden practice was strengthened with the introduction of vermicompost practice. The first harvest of vermicompost was used in the organic garden. Environment and Energy Audit was done on 31st March 2022.

**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  |
|---|--|
| Annual college plan                                     | <ul style="list-style-type: none"> <li>• The Annual college plan was prepared and circulated to the staff and students in the form of academic hand book and calendar</li> <li>• The college Academic year plan was prepared and distributed online through department heads.</li> <li>• Departmental activities /Committees/Club Plans</li> </ul> |
| To reframe institutional Organogram                     | <ul style="list-style-type: none"> <li>• The college organogram was reframed and uploaded in the college website on 1st July 2021</li> <li>• Dean of Student affairs was created with a policy document on 10th July 2021</li> </ul>   |
| To set up BICC  | <ul style="list-style-type: none"> <li>• Bosco internal Complaint cell was created with a policy document.</li> <li>• All grievance cell/committees of DBCK falls under BICC including Sexual Harassment and Anti RAGGING</li> <li>• Alumni, Parents and Administrative Grievance Cell was created</li> </ul>                                      |
| To create POs and COs                                   | Each Programme and Course Outcome was created and uploaded in the college website on August 2021   |
| To introduce assessment of learning level of students   | Assessment of learning level of students was conducted on 20th January 2022 : Students were divided into two groups- advanced learner and slow learners (remedial and DBCK Quiz)   |
| To organize workshops on vocation oriented for students | Two workshops were organised- <ul style="list-style-type: none"> <li>• 16th October 2021- Career Counselling and Placement Cell organized Workshop on Interview Building Skill.</li> <li>• 21st January 2022- Rajagiri SDG Workshop-16</li> </ul>  |

|  |  |
|--|--|
|  | on the theme 'Sustainable development goals in the Post-Pandemic   |
| To sign MOUs for extension activities and research | 9 MOUs signed • YouthNet Nagaland- 05th October 2021 • NEILIT- 06th August 2021 • Kohima Village Council- 11th March 2022 • Earth Friendly Generation- 22nd April 2022 • Centre for Development Initiatives- 26th April 2022 • NSACS- Red Ribbon Club-16th June 2022 • Kohima Municipal Council- 20th June 2022 • Tabitha enabling academy-internship-02nd August 2022 • St. Xavier Jalukie- exchange program-12th August 2022   |
| Faculty Development Programme                      | Seven FDPs were conducted • 28th February 2022- Online FDP was organized on the theme Aspects of Global Impact on Education • 21ST April 2022- On the theme types of stress and Stress management • 22nd June 2022- Education based on Multiple Intelligence • 24th June 2022- On the theme 'Artificial Intelligence' • 27th June 2022- On the theme IPR • 28th June 2022- On the theme GDP • 29-30th June 2022- Intense training in the educative system of Don Bosco |
| Improvise Green initiatives/green Audit            | Seven activities conducted • 20th September 2021- Orientation on Bosco Green Alliance • 1st October 2021- Green awareness drive • 5th October 2021- Organic Garden Farming • 3rd March 2022- workshop on Vermicomposting was conducted • 17th March 2022- Social work in the Organic Garden and  |

|   |  |
|---|--|
|   | <p>Harvesting of Vermicompost was done • 31st May 2022- Environment Audit, Energy Audit was done • Green Audit in the process</p>  |
| <p>To initiate projects for students</p>        | <p>Three internal projects were initiated on March 2021 • 6th Semester- Case study on Impact of Covid 19 on online education • 4th Semester- Awareness programme on the following Covid 19 protocols, Sexual Harassment, Violence against women, and Right to education. • 2nd Semester- Field visits in offices and departments</p>                         |
| <p>To initiate Research Project for faculty</p> | <p>One minor project October 2021- One Minor Research Project (2years): on the Topic- Kaleidoscopia of Folklores: The Naga Chapter- presently in progress undertaken by three faculties from History and English Department.</p>   |
| <p>To organize Certificate courses</p>          | <p>Two Certificate courses • 1-17 July 2021- Certificate course on 'Applied Ethics' was organized for the 3rd semester students • 1-17 July 2021- Certificate Course on Soft Skills for 5th Semester students</p>  |
| <p>Internship program for students</p>          | <p>• An Internship program was organized for the B.Com, 3rd Semester students on the theme developing skills for Entrepreneurship, in collaboration with Arintin Venture (piggery farm), a private limited Company located in Navodaya Vidyalaya Rd Kohima, Nagaland. The internship was for one month, i.e., 2nd June to 30th June 2022. The internship</p> |

|  |  |
|--|--|
|  | program benefited 7 students from B.Com.   |
| To reframe the code of conduct for staff and students  | The code of conduct for staff and students was reframed and uploaded in the college website on August 2021   |
| Orientation programme for staff and students           | <p>Five Staff Orientation Program was conducted-</p> <ul style="list-style-type: none"> <li>• 3rd and 31st July 2021- SDP on Preventive system was organized for shift 2 staff.</li> <li>• 2nd March 2022- On the theme Research award and API score was conducted for the faculty.</li> <li>• 13th September 2021- Orientation on Staff (academic and administrative staff) on Code of Conduct.</li> <li>• 30th October 2021- Staff Development Program.</li> <li>• 1st November 2021- Orientation on Professional Ethics. Seven Students Orientation Program was conducted-</li> <li>• 2nd - 7th August 2021- Orientation for 1st semester students.</li> <li>• 7th August 2021- BEEA orientation for students was conducted.</li> <li>• 4th September 2021- Orientation on Menstrual Hygiene was organized by women cell DBCK.</li> <li>• 6th and 18th October 2021- Orientation on Anti Ragging.</li> <li>• 21st January 2022- Orientation on Code of conduct by Discipline Committee.</li> <li>• 28th February 2022- Career counseling in collaboration with Eduversity Coaching Institute Kohima world.</li> <li>• 24-25th March 2022- Orientation on competitive exams for students in collaboration with Don Bosco Job Placement Network Dimapur.</li> </ul> |
| 13. Whether the AQAR was placed before statutory body? | Yes  |

- Name of the statutory body

| Name                          | Date of meeting(s) |
|-------------------------------|--------------------|
| Governing Body Annual meeting | 06/08/2022         |

#### 14. Whether institutional data submitted to AISHE

| Year    | Date of Submission |
|---------|--------------------|
| 2020-21 | 20/12/2021         |

#### 15. Multidisciplinary / interdisciplinary

The Institution is ready to adopt multidisciplinary approach in teaching approach as soon as the same is adopted by the affiliating University. However at the Institutional level students of various departments of Bachelor of Arts (Education, English, History, Pol. science, Psychology, Sociology), and Bachelor of Commerce does intermingle and take part in all the co curricular and extension activities

#### 16. Academic bank of credits (ABC):

Students are given due credit for all their achievements and skills in various ways and the Institution does keep such records. However Academic Bank credits have to be first permitted by the affiliating University

#### 17. Skill development:

Skill development is one of the thrust areas of Salesian theme of education in this Institution as elsewhere. All skills whether music, cultural or sports are all given due encouragement at every stage and the Institution has sufficient infrastructure as well as human resources for skill development

#### 18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Nagaland is predominantly a tribal society there are 16 major tribes in Nagaland with approximately 31 tribal speaking languages

Nearly 95% of the students belongs to Tribal community. The Institution endures to support encourage and promote all tribal cultures and creates a sense of belongings to all Tribes by various activities like such as cultural week, indigenous work, food and art

display, cultural corner and celebrating tribal festivals.

### 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Institution regularly conducts career guidance programmes and informs the students on various opportunities for employment and higher education in the State. Career Guidance and Counseling Cell has been set up to organize any such programs and activities under this criterion. Various internship opportunities and placement are provided to the students.

### 20.Distance education/online education:

As per the UGC as well as the affiliating University regulation the College is not allowed to undertake distance education programmes. A query like this needs to first ensure that UGC

As well as the affiliating Universities first make necessary provision for Distance education

## Extended Profile

### 1.Programme

|  |   |
|--|---|
| 1.1  | 7 |
| Number of courses offered by the institution across all programs during the year |   |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

### 2.Student

|                                    |     |
|------------------------------------|-----|
| 2.1                                | 603 |
| Number of students during the year |     |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|  |     |
|--|-----|
| 2.2  | 225 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year |     |

| File Description  | Documents                 |
|---|---------------------------|
| Data Template   | <a href="#">View File</a> |
| 2.3   | <b>156</b>                |
| Number of outgoing/ final year students during the year   |                           |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>3.Academic</b>   |                           |
| 3.1   | <b>24</b>                 |
| Number of full time teachers during the year  |                           |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| 3.2   | <b>24</b>                 |
| Number of Sanctioned posts during the year  |                           |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>4.Institution</b>  |                           |
| 4.1   | <b>21</b>                 |
| Total number of Classrooms and Seminar halls  |                           |
| 4.2   | <b>197.61</b>             |
| Total expenditure excluding salary during the year (INR in lakhs)                                   |                           |
| 4.3   | <b>57</b>                 |
| Total number of computers on campus for academic purposes   |                           |
| <b>Part B</b>   |                           |
| <b>CURRICULAR ASPECTS</b>   |                           |
| <b>1.1 - Curricular Planning and Implementation</b>   |                           |
| 1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented |                           |

process

Don Bosco College, Kohima adheres to the syllabus and semester time schedule prescribed by Nagaland University. Within the institutional prospect, the institution prepares and adheres to the Academic Year Plan (AYP), the IQAC plans and schedules 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. PPTs and materials of all programs and courses are uploaded in the college website as well as documented and recorded in the college library for reference.

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | <a href="#">View File</a> |
| Link for Additional information     | Nil                       |

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

The college conducts activities and examinations as per the planned in the AYP. 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.

The examination committee prepare exam related schedule, timetable

in the beginning of every semester including mode of conducting CIA, Assignments, projects with all specific instructions related to timely completion and awarding of grades and records. 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 | <a href="#">View File</a> |
| 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**

C. Any 2 of the above

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

## 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**

2

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

### 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)

5

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

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

808

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

808

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

### 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 2021-2022,

DBCK has integrated the aforementioned themes in terms of orientation on professional ethics, orientation on menstrual hygiene, Environmental change programme, soft skill programme. For the academic session 2021-2022, 33 awareness programmes were initiated for the 4th semester students on the themes; Universal Human Values, Health care, Non-Violence, Forest Conservation, Climate Change, etc.

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | <a href="#">View File</a> |

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

2

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Programme / Curriculum/ Syllabus of the courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses                    | <a href="#">View File</a> |
| MoU's with relevant organizations for these courses, if any   | <a href="#">View File</a> |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | <a href="#">View File</a> |

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

15

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

### 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**

C. Any 2 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)   | <a href="#">View File</a> |

|  |   |
|--|---|
| <b>1.4.2 - Feedback process of the Institution may be classified as follows</b>  | <b>C. Feedback collected and analyzed</b> |
| File Description   | Documents                                 |
| Upload any additional information  | <a href="#">View File</a>                 |
| URL for feedback report  | Nil                                       |
| <b>TEACHING-LEARNING AND EVALUATION</b>  |   |
| <b>2.1 - Student Enrollment and Profile</b>  |   |
| <b>2.1.1 - Enrolment Number Number of students admitted during the year</b>  |   |
| <b>2.1.1.1 - Number of sanctioned seats during the year</b>  |   |
| 425  |   |
| File Description   | Documents                                 |
| Any additional information   | <a href="#">View File</a>                 |
| Institutional data in prescribed format  | <a href="#">View File</a>                 |
| <b>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)</b>   |   |
| <b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>   |   |
| 225  |   |
| File Description   | Documents                                 |
| Any additional information   | <a href="#">View File</a>                 |
| Number of seats filled against seats reserved (Data Template)  | <a href="#">View File</a>                 |
| <b>2.2 - Catering to Student Diversity</b>   |   |
| 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 before and after the internal assessments. The annual planning of various activities and programmes are framed taking into account |   |

of different categories of learners which is handled by the Controller of Examination. A General test is conducted for the students to test their learning ability, making the difference between slow and advanced learners to train them accordingly. 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 cocurricular 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   | <a href="http://www.dbckkohima.ac.in/remedial-committee/">http://www.dbckkohima.ac.in/remedial-committee/</a> |
| Upload any additional information | <a href="#">View File</a>   |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 603                | 24                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

## 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

DBCK allows its students to actively participate and experience new learning by making them to explore to various places and by conducting various activities such as field visit, awareness programme and Survey collection. It is to enhanced their mental ability and be competent in whichever field they are placed at. 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.

For the academic session 2021-2022, to develop problem solving ability and to enhance experiential and participative learning, all the students from three semesters were divided into various groups and were assigned projects and field works as part of internal assessment.

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

**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**

24

| File Description  | Documents                 |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | <a href="#">View File</a> |
| Circulars pertaining to assigning mentors to mentees                | <a href="#">View File</a> |
| mentor/mentee ratio   | <a href="#">View File</a> |

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

24

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | <a href="#">View File</a> |

**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  | <a href="#">View File</a> |
| 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) | <a href="#">View File</a> |

**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**

91

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

**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. ParentsTeachers' 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      | <a href="#">View File</a> |
| 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 timebound in resolving the issue depends on the nature of issues put forwarded by the students.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| 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.

The course outcomes under the university prescribed curriculum are printed and pasted on the front page of the staff log book of each course maintained by each subject teacher.

| File Description                                     | Documents                 |
|--|---------------------------|
| Upload any additional information                    | <a href="#">View File</a> |
| Paste link for Additional information                | Nil                       |
| Upload COs for all courses (exemplars from Glossary) | <a href="#">View File</a> |

### 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     | <a href="#">View File</a> |
| 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

155

| File Description   | Documents                 |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| 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/students-satisfaction-survey/>

## 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)**

### 3.03

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| e-copies of the grant award letters for sponsored research projects /endowments | <a href="#">View File</a> |
| List of endowments / projects with details of grants(Data Template)             | <a href="#">View File</a> |

**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**

2

| File Description  | Documents                 |
|---|---------------------------|
| List of research projects and funding details (Data Template) | <a href="#">View File</a> |
| Any additional information                                    | No File Uploaded          |
| Supporting document from Funding Agency                       | <a href="#">View File</a> |
| 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

8

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

### 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

0

| File Description   | Documents        |
|--|------------------|
| Any additional information   | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | No File Uploaded |

#### 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

9

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 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

All the students of Don Bosco College Kohima are a part of NSS and NCC. The college has 6 units of NSS, which undertake various extension activities in the college and neighbouring community. The NSS and NCC of Don Bosco College, Kohima conducted awareness programmes in Yoga day, no smoking day, forestry week, zero discrimination day, international mountain day, blood donation camp, national youth day, youth skill day, etc. The various departments of the college conduct field visit to different villages and locality providing awareness programme and social service. The college extends assistance to the NSS adopted Rusoma village. 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     | <a href="#">View File</a> |

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

1

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Number of awards for extension activities in last 5 year(Data Template) | <a href="#">View File</a> |
| e-copy of the award letters   | <a href="#">View File</a> |

**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**

**26**

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | <a href="#">View File</a> |

**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**

**886**

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

**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**

3

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of linkage related Document  | <a href="#">View File</a> |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

**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**

10

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

**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. 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 College has an auditorium where all the major activities are conducted. The library has around 7964 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. There are three science laboratory and one computer centre with 33 computers available for the student's certificate courses.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="http://www.dbckohima.ac.in/facilities/">http://www.dbckohima.ac.in/facilities/</a> |

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     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="http://www.dbckohima.ac.in/facilities/">http://www.dbckohima.ac.in/facilities/</a> |

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

12

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

#### 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)

10.8

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Upload audited utilization statements   | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

## 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 clientserver 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     | <a href="#">View File</a> |
| 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   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

#### 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)

4.5

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Audited statements of accounts   | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

#### 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

50

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | No File Uploaded          |
| Details of library usage by teachers and students | <a href="#">View File</a> |

#### 4.3 - IT Infrastructure

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

DBCK has a total number of 57Computer systems which is used for academic purpose, administrative purpose. Out of 57 computer, 34 computers are for Bosco Computer Center which is providing tally certificate course and Course on Computer Concepts. 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     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

#### 4.3.2 - Number of Computers

57

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Student – computer ratio          | <a href="#">View File</a> |

#### 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 | <a href="#">View File</a> |

#### 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)

17.48

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Audited statements of accounts.   | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

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 in grade of A, B and C 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     | <a href="#">View File</a> |
| 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**

519

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| 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) | <a href="#">View File</a> |

**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**

10

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional information  | <a href="#">View File</a> |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

**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**

**A. All of the above**

| File Description  | Documents                 |
|---|---------------------------|
| Link to institutional website   | Nil                       |
| Any additional information  | <a href="#">View File</a> |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a> |

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

1016

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

1016

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**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 | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View File</a> |

## 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

0

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Self-attested list of students placed | No File Uploaded |
| 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

13

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

### 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****2**

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | No File Uploaded          |
| Any additional information          | <a href="#">View File</a> |

**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.****1**

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| 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 | <a href="http://www.dbckohima.ac.in/students-forum-3/">http://www.dbckohima.ac.in/students-forum-3/</a> |
| Upload any additional information     | <a href="#">View File</a>   |

### 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  | <a href="#">View File</a> |
| 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) | <a href="#">View File</a> |

### 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. Alumni members helped the college in the admission process of the college in the month of July 2021. 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     | <a href="#">View File</a> |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

## 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 | <a href="http://www.dbckohima.ac.in/vision-and-mission/">http://www.dbckohima.ac.in/vision-and-mission/</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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, cocurricular, extracurricular activities.

**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.

**Strategic Level:** The Principal and staff members are involved in defining the policies and procedures, framing guidelines, 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     | <a href="#">View File</a> |

## 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. IQAC initiated the official establishment of DBCK, Academic Council as an apex body under Academic bodies. The policy document of Academic Council describing its role, functions and responsibilities was framed by IQAC. The committee was set up 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. The council addressed to issues related to timetable construction, follow up of faculties and students discipline, punctuality and maintenance of instructional technology and equipments.

| File Description                                       | Documents                 |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a> |
| Paste link for additional information                  | Nil                       |
| Upload any additional information                      | No File Uploaded          |

### 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 | <a href="http://www.dbckohima.ac.in/organogram-of-don-bosco-college/">http://www.dbckohima.ac.in/organogram-of-don-bosco-college/</a> |
| Upload any additional information             | <a href="#">View File</a>   |

**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   | <a href="#">View File</a> |
| Screen shots of user interfaces   | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | <a href="#">View File</a> |

### 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. 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 publications by the staff.

DBCK also promotes Staff Development Programme for professional growth and development. For the session 2021-22 the institution has organised five Staff Development Programmes and Faculty 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     | <a href="#">View File</a> |

#### 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**

1

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

**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**

11

| 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   | <a href="#">View File</a> |
| 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) | <a href="#">View File</a> |

**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**

7

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | No File Uploaded          |
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

### 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     | <a href="#">View File</a> |

#### 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     | <a href="#">View File</a> |

#### 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)

26.7

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

#### 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     | <a href="#">View File</a> |

## 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 ewaste, 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     | <a href="#">View File</a> |

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 2021-2022**

To enhance the quality of learning experience among students along with the existing curriculum, IQAC initiated various experiential learning opportunities for students. During the session, 33 awareness program projects, field visit and projects were conducted for students as a part of their internal assessment. Two internships programs were successfully conducted for the final year students to provide experiential and participative learning experience.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**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)**

**C. Any 2 of the above**

| File Description   | Documents   |
|--|---|
| Paste web link of Annual reports of Institution                                    | <a href="http://www.dbckohima.ac.in/minutes-of-iqac/">http://www.dbckohima.ac.in/minutes-of-iqac/</a> |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a>   |
| Upload any additional information  | <a href="#">View File</a>   |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a>   |

**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. 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 AntiRagging 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.

DBCK also provide Child Day Care facilities for the staff where they can bring their child to take care during their class break.

| File Description   | Documents   |
|--|---|
| Annual gender sensitization action plan  | <a href="https://www.dbckohima.ac.in/women-cell-2/">https://www.dbckohima.ac.in/women-cell-2/</a> |
| 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 | <a href="http://www.dbckohima.ac.in/facilities/">http://www.dbckohima.ac.in/facilities/</a>       |

**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         | <a href="#">View File</a> |
| Any other relevant information | <b>No File Uploaded</b>   |

**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 | <a href="#">View File</a>   |
| Geo tagged photographs of the facilities  | <a href="http://www.dbckohima.ac.in/facilities/">http://www.dbckohima.ac.in/facilities/</a> |
| Any other relevant information  | <a href="#">View File</a>   |

**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**

B. Any 3 of the above

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| 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:**

C. Any 2 of the above

| <p><b>1.Restricted entry of automobiles</b><br/> <b>2.Use of Bicycles/ Battery powered vehicles</b><br/> <b>3.Pedestrian Friendly pathways</b><br/> <b>4.Ban on use of Plastic</b><br/> <b>5.landscaping with trees and plants</b></p>   |                           |
|--|---------------------------|
| File Description   | Documents                 |
| Geo tagged photos / videos of the facilities   | <a href="#">View File</a> |
| Any other relevant documents   | No File Uploaded          |
| <b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>  |                           |
| <p><b>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</b></p>  | B. Any 3 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  | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |
| <p><b>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</b></p> | B. Any 3 of the above     |

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| 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) | No File Uploaded          |
| Any other relevant information   | <a href="#">View File</a> |

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 | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

**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**

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | <a href="#">View File</a> |
| 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 | No File Uploaded          |
| 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, Republic day, constitution day, national sports day, human rights day, world blood donor day, zero discrimination day, world aids day, international womens day, international yoga day, Teachers' day, National voters Day, etc. 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) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | <a href="#">View File</a> |
| 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.

**RESEARCH DAY FOR FACULTY**

1. Objectives: To create right ambience and opportunities in research among faculties
2. The Context: It involves every faculty to participate in the field of research along with their day to day activities. A timetable is formulated in the beginning of the academic session. Resource person specialized in the area of the content are invited for feedback and suggestion.
3. Evidence of Success: DBCK faculty received accolade for presenting and submitting the best article award in Conference
4. Problems Encountered and Resources Required: availability of Resource person in the specialization, To maintain the quality of work

**BOSCO GREEN ALLIANCE**

1. Objectives: Creating a new generation of environmentally committed citizens
2. The Context: It integrates efforts to reduce campus ecological footprints, make campus environment healthier.
3. The Practice: DBCK under the Green Initiatives, introduced the use of vermi-compost, waste management, rain water harvesting, organic garden, plastic and tobacco free zone.
4. Evidence of Success: DBCK has started its own organic garden, manures of vermi-compost were harvested, proper waste .e-waste and liquid management.
5. 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 | <a href="#">View File</a> |
| Any other relevant information               | No File Uploaded          |

**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 | No File Uploaded |
| Any other relevant information               | No File Uploaded |

### 7.3.2 - Plan of action for the next academic year

To introduce Bachelor of Science: Zoology, Botany and Chemistry

To introduce red ribbon club

To initiate minor project for faculties

To initiate faculty exchange and students exchange programmes

To go for Environment and green audit

To sign MoUs with various agencies for providing internship programmes for students

To introduce more projects and research writing skills programmes for students

To improvise the instructional ICT facilities in the college

To upgrade the Library with more e-resources and contents.