

DON BOSCO COLLEGE, KOHIMA
IQAC Action Plan 2020-2021

Sl. No	Major tasks and related activities	Highlights	Schedule
1	Orientation programme for staff and students	Principal/ IQAC	July 2020
2	Annual college plan	Principal/ IQAC	July 2020
3	Set Academic Council officially	Principal/ IQAC	July 2020
4	Set up offices and labeling; Front office, NSS and COE office	Department/ IQAC	July 2020
5	International Webinar	Research cell/IQAC	July 2020
6	Submission of SSR	Principal/ IQAC	August 2020
7	Faculty Development Programme	Department/IQAC	August 2020
8	Evaluation of Online TLP	Principal/ IQAC	September 2020
9	Introduce Tally Certificate Course	Principal/IQAC	September 2020
10	Introduce Child Day care facility	Principal/IQAC	September 2020
11	Expand Girls common room	Women Cell/IQAC	October 2020
12	Introduction of NCC Girls	Principal/IQAC	November 2020
13	Students Satisfaction Survey	IQAC	January 2021
14	To create policy documents of DBCK	Principal/IQAC	January 2021
15	Bosco Green Alliance and Committee set up	IQAC	February 2021
16	Improve and expand infrastructure and learning facilities	Principal/IQAC	February 2021
17	Feedback on Curriculum	IQAC	April 2021

18	Evaluation of departments at the end of even semesters	IQAC	May 2021
19	Annual news Letter IQAC	IQAC	June 2021

Sd/-
JARANI MAO
IQAC, Co-ordinator



Evaluation of IQAC Action plan 2020-2021

Sl No	Major tasks and related activities	Highlights	Remark
1	Orientation programme for staff and students	<ul style="list-style-type: none"> • Staff 4 Staff orientation Program on Counseling Tips- The Don Bosco Way, Professional Ethics, Mental Health and Teachers, Youth psyche and cognitive Dissonance, NAAC Process. • Students 4 Student orientation Program on Young people as Protagonists for Environmental Change, training on soft skill, Anti- ragging, Menstrual Hygiene Management, Library orientation, NAAC Process. 	Achieved
2	Annual college plan (AYP)	<ul style="list-style-type: none"> • The college Academic year plan was prepared and distributed online through department heads. • Google calendar was introduced, gave access to all staff and students to update themselves on the events and plans of the college. • Departmental activities (Online) 	Achieved
3	Set Academic Council officially	<ul style="list-style-type: none"> • The college Academic Council was set up officially on 11th September 2020 • During the Academic year 2020-20, the council conducted 4 meetings 	Achieved
4	Set up offices and labeling; Front office, NSS and COE office	<ul style="list-style-type: none"> • Setting up of Controller of Examination office and NSS office was done on 10th February 2021. • Separated the joined front office from principal room on 20th February 2021 • All required equipments and resources provided 	Achieved
5	International Webinar	Two day multi-disciplinary international webinar on Social Formation and Cultural Developments of Northeast India and the Neighboring Regions was organized by Research Cell, Don Bosco College Kohima in association with Kohima Educational	Achieved



		Society, on 24th and 25th July 2020. The programme was conducted through Google meet and the technical support was provided by National Institute of Electronics and Information Technology (NIELIT), Kohima.	
6	Submission of SSR	Self Study Report of DBCK was submitted on 19 th August 2020.	Achieved
7	Faculty Development Programme	<ul style="list-style-type: none"> • The Department of Education, Don Bosco College Kohima with support from Nagaland Board of School Education conducted a three day workshop on Basics of Online Teaching from 10th to 12th August 2020. • One Week Virtual Faculty Development Programme on "Digital Skills in Smart Learning" from 14th June to 19th June 2021. 	Achieved
8	Evaluation of Online TLP	Online Teaching Learning process and overall transaction of curriculum was collected and analyzed online on 16 th January 2021.	Achieved
9	Introduce Tally Certificate Course	6 months Certificate Course on Tally was introduced on 22 nd September 2020, signing an Institutional Partner Empanelment with Tally Education Private Limited, Kolkata.	Achieved
10	Introduce Child Day care facility	Child Day Care facility was set up on 25 th September 2020	Achieved
11	Expand Girls common room	Expansion and extension of Girls common room, Installation of sanitary pad vending machine and Solar run incinerator was done on 15 th December 2020	Achieved
12	Introduction of NCC Girls	DBCK, NCC for girls was introduced and established on 11 th November 2020, registered under the 1 st Naga Girls NCC BN Kohima, with the total number of 20 cadets and 1 ANO.	Achieved
13	Students Satisfaction Survey	NAAC Format Students Satisfaction Survey was conducted online on 20 th April 2021	Achieved
14	To create policy documents of DBCK	Policy Document on physical infrastructure Maintenance, Green alliance, examination, admission on 31 st August 2021.	Achieved



15	Green Alliance and Committee set up	<ul style="list-style-type: none"> • Green campus initiatives was replaced by Green Alliance • Committee members of Green Alliance was created and established on 1st March 2021 • Solar powered sanitary venting machine, solar classroom and Vermi-Composting structure set up set up on 5th March 2021. 	Achieved
16	Improve and expand infrastructure and learning facilities	<ul style="list-style-type: none"> • Four new fire extinguishers installed. Drinking water facility improved and increased. • Library extension was done on 22nd February 2021 	Achieved
17	Feedback on Curriculum	Feedback on Curriculum from different stakeholders were collected and analyzed online on 18 th May 2021	Achieved
18	Evaluation of departments at the end of even semesters	19 th February 2021, Evaluation of departmental plans of 2020-21 and SWOC analysis of each Department was conducted by the HoDs and submitted to IQAC.	Achieved
19	Annual Action taken Report of IQAC	Annual activity report of IQAC was completed on 30 th August 2021.	Achieved



INTERNAL QUALITY ASSURANCE CELL

Annual Activity Report 2020-2021

The epidemic of global pandemic of COVID-19 and its extensive spread led to the closure of educational institutions, shifting the system of education to virtual Platforms. The culture of **Work from Home and Learn from Home** has put the responsibility on the shoulder of the Institutional own strategic plan and management skills to uphold the quality of Education.

This report includes all the initiatives and strategic plans, DBCK IQAC has implemented in order to sustain and maintain the quality of Education in the institution during the academic year 2020-2021 (Online).

The composition of IQAC and members for the academic year 2020-2021 is given below

- Chairperson : Fr. Dr. P. Suresh SDB, Principal.
- Teachers representatives :
- Ms. Zevisanuo Khate, IQAC Asst. Cordinator.
 - Mrs. Kezienuo, Controller of Examination
 - Dr. Lanukumla, Convenor Research Committee.
 - Dr. Tovika, Nodal Officer, Students' Forum.
 - Dr. Imtinaro Longkumer, HOD, Education
 - Dr. Velhoukoza, HOD, Sociology.
 - Mrs. Pinky Sagolsem, HOD, English.
 - Mr. N. Zupenthungshitiri, HOD, Pol.science.
- One Member from management: NU Nominee/ Prof. N. Das.
- Administrative Staff :
- Fr. P. Innocent, Vice Principal, D.B.H.S.S
 - Mr. Manikho, Account officer, DBCK
- One Nominee each from local society, students and alumni :
- Ms. Kevisedenuo Christina
 - Mr. Heutwateung, Gen. Scty, Students' Forum.
 - Mr. Keniengu Albert, Catholic Union President. CKC Kohima.
- One Nominee Each from Employers/ Industrialists/ Stakeholders :
- Dr. N. Tiwary, Principal, Mnt. Olive College
 - Mr. Vituozo Phewhuo, N.V. Press, Kohima.
 - Fr. T.P. James, Principal, D.B.H.S.S.
- Co-ordinator : Ms. Jarani Mao



INITIATIVE 1:

IQAC initiates and organises Orientation Programmes in collaborations with various committees and cells for both Staff and Students. For the faculty, orientation programme is organised once a month every year to update and sustain the ambience of the value of the profession as a teacher in moulding the minds of the young. Various issues and themes relevant to the growth and sensitizing the students as responsible citizens are identified for student's orientation Program. Owing to the pandemic, in the academic year 2020-2021, four Staff Orientation Programmes and Four Students Orientation Programmes each were conducted online through Google meet.

INITIATIVE 2:

IQAC prepares the Academic Year plan in the beginning of every academic session in consultation with various Department Heads, Controller of Examination and Committees and Cells conveners and coordinators. The AYP is included in the handbook of the students, which is normally issued to the students on the first day of the class. For this academic session, owing to the online classes, the AYP was distributed to the students online through the Department Heads/class teachers via Google classroom and WhatsApp. In addition to the AYP, Google calendar was introduced to let all staff and students to access and update themselves on the events and plans of the college.

All the departmental activities plans and committees' plans were conducted online in a prescribed format prepared by IQAC.

INITIATIVE 3:

The Academic Council of DBCK was officially set up on 11th September 2020, with its policy document. The formal composition of the council officially elected for a term period of 5 years is presented below:

Dr. Fr. P. Suresh (Principal)	: Chairman
Dr. Pinky Sagolsem (HoD, Dept. of English)	: Coordinator
Dr. LanukumlaAo (HoD, Dept. of History)	: Member
Dr. ImtinaroLongkumer (HoD, Dept. of Education)	: Member
Dr. VelhouKoza (HoD, Dept. of Sociology)	: Member
Mr. Zupenthung (HoD, Dept. of Political Science)	: Member

During the Academic year 2020-20, the council conducted 4 meetings

INITIATIVE 4:



Working on the recommendations and suggestions from the external audit, IQAC initiated to establish various required offices in the college. The Controller of Examination and NSS office was set up on 10th February 2021. The joined office of front desk and Principal room was separated on 20th February 2021. The existing Students' Forum office was extended. All existing and newly established offices were updated with latest infrastructure and resources such as IT facilities and stationeries including physical facilities; chairs, tables, desk etc. All offices and rooms were properly labeled.

INITIATIVE 5:

Two day multi-disciplinary international webinar on Social Formation and Cultural Developments of Northeast India and the Neighboring Regions was organized by Research Cell, Don Bosco College Kohima in association with Kohima Educational Society, on 24th and 25th July 2020. The programme was conducted through Google meet and the technical support was provided by National Institute of Electronics and Information Technology (NIELIT), Kohima.

INITIATIVE 6:

Self Study Report of DBCK was successfully submitted on 19th August 2020.

INITIATIVE 7:

The Department of Education, Don Bosco College Kohima with support from Nagaland Board of School Education conducted a three day workshop on **Basics of Online Teaching** from 10th to 12th August 2020.

Don Bosco College Kohima teaching staff participated in the "One Week Virtual Faculty Development Programme on Digital Skills in Smart Learning" organized by the Don Bosco College (Autonomous) Maram and IQAC DBCM from 14th June to 19th June 2021.

INITIATIVE 8:

Online Teaching Learning process and overall transaction of curriculum was collected and analyzed online on 16th January 2021.

INITIATIVE 9:

Don Bosco College Kohima started its first Certificate Course on Tally signing an Institutional Partner Empanelment with Tally Education Private Limited, Kolkata on this day. The course covered all the basics of Tally known as TallyAce which consisted of 6 units and an additional 2 units included which covered GST and MIS in Tally ERP9. The duration of the course was for 6 months.



INITIATIVE 10:

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

INITIATIVE 11:

To ensure gender sensitization and equality in the campus, Women Cell has been introduced. The maintenance of girl's common room and its infrastructure has been entrusted under the custodianship of the convenor of the cell and Women Welfare Secretary, Students' Forum.

The existing Girls Common room was extended and expanded on with the signing of the MOU with the Family Planning Association, Kohima on 15th December 2020. Sanitary pad vending machine and Solar run incinerator was installed, infrastructure such as extra coach, bed, attached washroom with running water facility.

INITIATIVE 12:

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

INITIATIVE 13:

IQAC initiated compulsory E-mail address for all the present students of DBCK, traced out the working contact and Email address of passed out students (Alumni) with the help of Alumni committee and oriented the students on the process and importance of participation in NAAC Assessment through SSS. To be precise, IQAC conducted the NAAC Format Students Satisfaction Survey was conducted online on 20th April 2021.

INITIATIVE 14:

As per the report and recommendation of external audit, various Policy Documents such as policy on physical infrastructure Maintenance, Green alliance, examination and admission was created on 31st August 2021.

INITIATIVE 15:

The existing Bosco Green campus initiative was replaced by Bosco Green Alliance, the policy on Green alliance was formulated with the establishment of Bosco Green Alliance Committee on 1st March 2021.



Since its inception, the committee has actively been involved in green initiatives in the campus. The campus is provided with 12 dustbins of 240L and 9 dustbins of 120L outside and 8 dustbins of 60L inside the campus. Solar powered sanitary venting machine, solar classroom and Vermi-Composting structure set up set up on 5th March 2021.

INITIATIVE 16:

To upgrade the physical infrastructure of the college as per the AAA recommendation, IQAC took initiatives in installing four more fire extinguishers in the campus. Drinking water filters installed near T1 and S4 (1st and 2nd Floor). Extension and expansion of Library was done on 22nd February 2021

INITIATIVE 17:

Feedback on Curriculum from different stakeholders (Students, parents, alumni, teachers) were collected and analyzed online on 18th May 2021.

INITIATIVE 18:

On 19th February 2021, Evaluation of departmental plans of 2020-21 and SWOC analysis of each Department was conducted by the HoDs and submitted to IQAC. Evaluation was done offline and the overall audit report was done by IQAC.

INITIATIVE 19:

Annual activity report/News letter of IQAC was completed on 30th August 2021.