



# INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

Vo. : DBC/IQAC/07-07-2021

Date : 7<sup>th</sup> Sept 2021

## CIRCULAR

The Don Bosco College Kohima, IQAC internal meeting will be held on 17<sup>th</sup> September (Friday) at 12:30 P.M. in IQAC office, DBCK

Therefore, all are requested to make it convenient to attend the meeting.

**Chairperson:** Ms. Zaviseno Khate, IQAC Asst. Cordinator, DBCK

**Prayer:** Dr. Velhou Koza, Cordinator, Research Cell, DBCK

### Agenda

1. Brief report of previous meeting
2. New HoD appointment
3. DBCK Academic Council
4. Roles and responsibilities of AC
5. Suggestions and feedbacks
6. Concluding remark

Mrs. Jarani Mao  
IQAC, Cordinator  
Don Bosco College Kohima



**Cordinator**

**Minutes of the DBCK, Internal Quality Assurance Cell internal meeting held on 17-09-2021 at 12:30 P.M.**

**The following members were present:**

Sl.no	Name	Designation	Signature
1.	Ms. Tsutshowe-ii Sekhamo	Member	
2.	Mrs. Zavelu Kezo	Member	
3.	Dr. Velhou Koza	Member	
4.	Mr. Sanihe Ariijii	Member	
5.	Dr. Toshimenla	Member	
6.	Dr. Imtinaro Longkumer	Member	
7.	Mrs. Kezienuo	Member	
8.	Dr. Tovika Swu	Member	
9.	Fr. Christu Das	Member	
10	Ms. Zevisano Khate	Asst. Cordinator	
11	Ms. Jarani Mao	Co-ordinator	

**Background:**

1. Brief report of previous meeting
2. New HoD appointment
3. DBCK Academic Council
4. Roles and responsibilities of AC
5. Suggestions and feedbacks
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**Action taken:**

1. The team accepted all the decisions taken by the IQAC External team.
2. The team decided to reshuffle the members of Academic council as per the newly shuffled Heads of the Departments
3. The team decided to appoint Ms. Tsutshowe-ii as the convenor of the Academic council
4. The Policy document of Academic council was informed and accepted by the team
5. The Team suggested to host at least two AC meeting in a semester i.e., in the beginning and end of a semester

6. The team decided that the AC should be responsible and account to all academic related issues within the departments including staff and students.
7. The team further decided that IQAC should be present at one of AC meeting in a semester.
8. The Team decided that the Committee should prepare the agenda before hand and get approval from IQAC before conducting the meeting except for an emergency



Mrs. Jarani Mao  
IQAC, Co-ordinator  
DBCK

