



DON BOSCO COLLEGE, KOHIMA

Affiliated to Nagaland University

DATE - 19th ^{C20} Sept 2019

To
The Director
Dept of Higher Education
Govt. of Nagaland

Sub: Request for Academic and administrative audit

Sir,

Greetings to you from Don Bosco College, Kohima.

The college is planning to go for NAAC assessment and accreditation for which the IQAC and all the stakeholders have a desire to go for AAA (Academic and Administrative Audit). Hence, may I request to kindly send the team members to our College. I shall be happy if they can come on 3rd September 2019.

Kindly do the needful and inform us.

Yours' sincerely,

(Fr. Dr. P. Suresh)

Principal

Mobile number:



Principal
Don Bosco College
P.B. - 430
Kohima-797001 Nagaland

GOVERNMENT OF NAGALAND
DIRECTORATE OF HIGHER EDUCATION
NAGALAND: KOHIMA

NO.HED/A&R/NAAC/AAA/2017 /31

Dt. Kohima, the 11th February 2020

To

The Principal
Donbosco College Kohima
Kohima : Nagaland

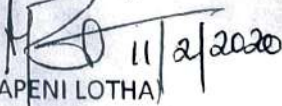
Sub: AAA TEAM REPORT AND GRADING.

Dear Principal,

I am glad to inform you that the outcome of the of the Academic and Administrative Audit exercise of your Institution has been processed and approved by the Higher education AAA Committee and your Institution has been placed with CGPA of 2.76 on a seven point scale at B⁺⁺ Grade.

I am sure the recommendations of AAA Team report given to you will enable the institution to initiate further quality enhancement measures.

With Best wishes
Yours Sincerely


(DR. APENI LOTHAN)
Addl. Director (HOD)
Higher Education
Nagaland : Kohima

QUALITY PROFILE

DONBOSCO COLLEGE KOHIMA BY AAA TEAM

Criteria-wise Grading

- i. Curricular Aspect $= \frac{\Sigma KAWGP_1}{\Sigma W_1} = \frac{330}{100} = 3.30$
- ii. Teaching learning and Evaluation $= \frac{\Sigma KAWGP_{11}}{\Sigma W_{11}} = \frac{1000}{350} = 2.85$
- iii. Research Consultancy and Extension $= \frac{\Sigma KAWGP_{111}}{\Sigma W_{111}} = \frac{290}{120} = 2.41$
- iv. Infrastructure and Learning resources $= \frac{\Sigma KAWGP_{1v}}{\Sigma W_{1v}} = \frac{280}{100} = 2.80$
- v. Students support and progression $= \frac{\Sigma KAWGP_v}{\Sigma W_v} = \frac{345}{130} = 2.65$
- vi. Governance, leadership and management $= \frac{\Sigma KAWGP_{v1}}{\Sigma W_{v1}} = \frac{300}{100} = 3.00$
- vii. Institutional Values and best practices $= \frac{\Sigma KAWGP_{v11}}{\Sigma W_{v11}} = \frac{220}{100} = 2.20$

$$CGPA = \frac{\sum_{i=1}^{vii} KAWGP}{\sum_{i=1}^{vii} W} = \frac{2765}{1000} = 2.76$$

Letter Grade = **B⁺⁺** (VALIDATED)

Key Aspects and Weightages (For Affiliated Colleges)

Criteria	Key Indicators	Pre-determined Weightage (w)	Assigned Key Aspects Grade Points(KAGP) 4/3/2/1/0	KAWGP = KAGPX W
1. Curricular Aspect	1.1 Curricular Planning and Implementation	20	3	90
	1.2 Academic Flexibility	30	3	90
	1.3 Curriculum Enrichment	30	3	90
	1.4 Feedback System	20	3	60
	Total	100		330
II. Teaching-Learning and Evaluation	2.1 Students Enrolment and Profile	30	3	90
	2.2 Catering to Student Diversity	50	3	150
	2.3 Teaching-Learning Process	50	3	150
	2.4 Teacher profile and Quality	80	3	240
	2.5 Evaluation Process and Reforms	50	3	150
	2.6 Students Performance and Learning outcome	40	3	120
	2.7 Students satisfaction Survey	50	2	100
	Total	350		1000
III. Research Innovations and Extension	3.1 Resource Mobilization for Research	10	2	20
	3.2 Innovation Ecosystem	10	1	10
	3.3 Research Publications and Awards	20	2	40
	3.4 Extension Activities	60	3	180
	3.5 Collaboration	20	2	40
	Total	120		290
IV. Infra-Structure & Learning Resources	4.1 Physical Facilities	30	3	90
	4.2 Library as a Learning Resource	20	2	40
	4.3 IT Infrastructure	30	3	90
	4.4 Maintenance of Campus Facilities	20	3	60
	Total	100		280
V. Students Support and Progression	5.1 Student Mentoring and Support	50	3	150
	5.2 Students Progression	45	3	135
	5.3 Students Participation and Activities	25	2	50
	5.4 Alumni Engagement	10	1	10
	Total	130		345

Dr. VISAKHANI HIRANI 25/01/2020
 (Dr. Lakshmi)

(S) 28/01/2020
 (MEDONKA RAKH)

VI. Governance, Leadership and Management	6.1 Institutional vision and Leadership	10	3	30
	6.2 Strategy Development and Deployment	10	3	30
	6.3 Faculty Empowerment Strategies	30	3	90
	6.4 Financial Management and Resource Mobilization	20	3	60
	6.5 Internal Quality Assurance System	30	3	90
	Total	100		300
VII. Institutional values and Best practices	7.1 Institutional Values and Social responsibilities	50	2	100
	7.2 Best Practices	30	2	60
	7.3 Institutional Distinctiveness	20	3	60
	Total	100		220
TOTAL		1000		2765
1. CrGPA =				330
2. CrGPA =				1000
3. CrGPA =				290
4. CrGPA =				280
5. CrGPA =				345
6. CrGPA =				300
7. CrGPA =				220
CGPA = 2.76				2765

28/01/2020
 (DR. VISAKHONU HIRSA)

28.01.20
 (Dr. Lealiyung)

28/01/2020
 (MEDVHO RYAKHO)

SWOC Analysis for DON BOSCO COLLEGE, Kohima

(Date of visit: 28.01.2020)

The SWOC analysis of the AAA team on-site visit to Don Bosco College, Kohima is presented here below:

A. Strengths

1. The college is named after Don Bosco, a distinguished Educator.
2. Humane touch is evident in the institution following Don Bosco.
3. Presence of good number of experienced faculty with NET/ Ph.D degrees.
4. Commendable Student/Teacher Ratio for honours students.
3. Feedback system is in place.
4. Mentor/Mentee system is visible.
5. IQAC Room & Team are visible.
6. Basic infrastructures are available.
7. Library/ Learning resources with ample ICT facilities are visible.
8. ICT classes are conducted regularly in all classes.
9. Evidence of activities that supports students' progression.
10. Robust academic learning/evaluation present.
11. Able leadership and governance. Sincere faculty members are manning the college with a qualified Principal as their team leader.
12. The college is covered under 12 B of the UGC Act since 2017.
13. College has 7 acres of Land with scope for expansion/development.
14. Conference Halls are evident.
17. Evidence of eminent academicians/ distinguished persons' visitation in various departments as guest lecturers/ interactive sessions.
18. Pollution free campus. Evidence of a healthy social and physical environment.
15. Qualified office staff with good communication skills
16. College has land space/scope for further expansion and development.
19. NSS and other clubs provide for co-curricular activities of the college.
20. National Digital Library is used in the library.
21. Transportation facility is available for faculty and students.
22. Power backup is available in the form of generator.
23. All accounts are budgeted and audited regularly.
24. New academic building is under construction towards standardization of departments.
25. Innovative ideas/inventions/new knowledge is promoted and encouraged.
26. Stakeholders have the desire and zeal to make Don Bosco College reach higher levels of learning.

[Signature] 28/01/20

DR. VISAKHANI H. BC

[Signature] 28/01/2020
(3) (MENDAKI PHARAD)

B. Weaknesses

1. The college is located in a rural, hilly land locked area, away from the nearest Airport /Railway Station.
2. Lack of data coordination/sharing between college authority, IQAC and departmental reports.
3. Inconsistent examination results in some departments.
4. Some departments have no research evidence.
5. Inadequate learning resources in the department Libraries.
6. Research /Publications are not too frequent though high potentialities are evident. No minor/ major research projects are evident among faculty members.
7. No striking visibility of Top 2 Best Practices.
8. Aesthetic and learner friendly ambience yet to be fully developed.
9. Composition of IQAC is not according to prescribed NAAC guidelines
10. Many departments are not subscribing to their department Journals for the library.
11. No training programme to non teaching staff.
12. No evidence of certificate/diploma diploma courses are functioning.
13. No evidence of strong Alumni connection.
14. MOU ties with prominent International & National institutes are absent.
15. Intermittent WiFi/ Internet connectivity.
16. Library has about 6000 books but classification into titles etc., were unclear plus e-books are not conspicuous.
17. Not much national, state level or international seminar is conducted through external funding bodies.
18. No proper Girls Common Room available.
19. Documentation of NSS/Clubs activities was insufficient.
20. Class-rooms & resident areas are too close to each other.

C. Opportunities

1. Don Bosco College, Kohima has opportunities to get ample number of students as it is located in a prime area of Kohima.
2. The capital town can enhance the college and, thus, attract students.
3. The institute has opportunities of much collaboration with other stakeholders.
4. Scope for Wifi Connectivity improvement.
5. The college by virtue of been a Catholic College has much opportunities to collaborate with other member colleges within India and abroad.
6. The college caters to Christian Tribal Students of Nagaland and accommodates others too.
7. The college is covered under 12 B of the UGC Act,
8. College has scope to expand and introduce new courses such as BA in Journalism & Communication.

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23/01/20

DR. VISAKHONU HURBO

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23/01/2020
(MEDENI RHAHTE)

D. Challenges

1. All Salary/infrastructural expenses are borne by the college. therefore, can be challenging.
2. Teachers' promotion system is flawed. All teachers are in assistant Professor Level. It can disadvantage the college during assessments.
3. The college been located in a Tribal area faces the challenge of poverty and rural indebtedness among students; thereby the college growth towards introduction of new program is slowed.
4. The college has, within its vicinity, other colleges catering to higher education, thereby, faces constant pressure to perform.
5. Mobilising research funds, with no 2 (f) under UGC Act, can be challenging.
6. Insufficient ramps & toilets for the differently-abled.
7. Absence of Inter disciplinary programmes.

E. Recommendations:

1. College organogram and Master plan of the college can be visibly displayed for future assessments.
2. The Principal's office room should not be shared with a second person.
3. AER can be initiated to evaluate office Staff & Faculty members' performance.
4. Salary of Staff & Faculty members maybe enhanced as per UGC basic.
5. 2 sections each should be created for general classes as it is too crowded.
6. Green/White Boards should not overlap with LCD Screen in the classes. Both should be simultaneously used as and when required.
7. Fire extinguishers and Sirens must be kept ready for use at all times as safety measures.
8. Comprehensive office designation/Files labelling can be initiated and improved.
9. IQAC office can be upgraded and documentations of students' activities should improve.
10. IQAC can update on the new SSR format available on NAAC's website.
11. Faculty members taking additional charges/key roles maybe given token remunerations.
12. Two best practices of the college must be identified urgently.
13. College Museum can be explored by History/Sociology among other departments.
14. Need to standardize the college canteen.
15. To improve Suggestion Boxes/ Notice Boards.
16. Some Smart Class-rooms can be incorporated into the teaching/learning process.
17. Strengthen Research Culture especially in publication aspects amongst faculty members.
18. Must mobilise funds for seminars, workshops and research projects outside of the UGC. *25/01/2020*
19. Research projects/Seminars/Workshops must be active for proactive academic life. *(2) (MEDONHO RHAH HO)*

20. College can increase life skill based programmes.
21. Every department may revisit their vision, mission statement and future plans more explicitly.
22. As more Ph.D faculty members are in need, IQAC should organise workshop(s) on research methodology.
23. Ramps/washroom for physically challenged can be added to existing infrastructure.
24. Waste management and waste segregation bins must be more visible.
25. Provision of proper first aid room for Staff & Students.
26. Organise frequent Faculty Development Programmes.
27. Install a best library user award, if possible.
28. PTA can be better streamlined.
29. Alumni association can be registered and footprints seen.
30. The college can explore add on/curricular enhancement programmes more intensely.

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28/01/20
Dr. VISAKHANI H(30)

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28/01/2020
Dr. MEDONAL RATHAKR

DON BOSCO COLLEGE, KOHIMA

IQAC Plan (2018- 2019)

Sl. No	Major tasks and related activities	In-charge	Schedule
1.	Orientation programme for staff and students	Principal/ IQAC	July 2018
2.	Annual college plan	Principal/ IQAC	July 2018
3.	Departmental action plan for the academic Year 2018-19	HoDs/ IQAC	July 2018
4.	Plan to organize ICSSR sponsored National Seminar	HoD's/IQAC	Aug. 2018
5.	Faculty evaluation after the odd semester	Principal/IQAC	Oct. 2018
6.	Department Action Plan for Even Semester	HoD's/ IQAC	Nov. 2018
7.	Beautification of the college	Principal/IQAC	Dec. 2018
8.	Extension and development of Library	Principal/IQAC	Jan. 2019
9.	Formal formation of Alumni association	Principal/IQAC	Jan. 2019
10.	Students Satisfaction Survey	Principal/IQAC	February 2019
11.	Evaluation of departments at the end of even semesters	Principal/IQAC	April 2019
12.	Faculty evaluation after the even semester	Principal/IQAC	May 2019

Evaluation of IQAC Action plan 2018-2019

Sl. no	Plans	Highlights	Outcome
1.	Orientation programme for staff and students	<ul style="list-style-type: none"> • 1-5 May 2018- Staff orientation on Counseling, Shillong. • 29 May- 2 June 2018- Students skill development Programme, DBCK 	Achieved
2.	Annual college plan	<ul style="list-style-type: none"> • Departmental, clubs, committee Planning- Academic Calendar 2018-19 	Achieved
3.	Departmental action plan for the academic Year 2018-19	<ul style="list-style-type: none"> • Departmental activities, field trip, educational tour Plan- Academic calendar 	Achieved
4.	Plan to organize ICSSR sponsored National Seminar	<ul style="list-style-type: none"> • Two Day National Seminar organised by the Department of History on 16&17November 2018 	Achieved
5.	Faculty evaluation after the odd semester	<ul style="list-style-type: none"> • Online feedback by the students in the first week of Sept.2018 	Achieved
6.	Department Action Plan for Even Semester	<ul style="list-style-type: none"> • Departmental activities, field trip- Academic calendar 	Achieved
7.	Beautification of the college	<ul style="list-style-type: none"> • Eco club and Fine art club- new plants, flowers 	Achieved
8.	Extension and development of Library	<ul style="list-style-type: none"> • Added 170 new textbooks of different disciplines • 11 online journals subscription • 3 offline journal subscription 	Achieved
9.	Formal formation of Alumni association	<ul style="list-style-type: none"> • 16th January 2019, Formal Alumni Association formed with three representatives. 	Achieved
10.	Students Satisfaction Survey	<ul style="list-style-type: none"> • Online SSS was conducted in the month of March and October 2018 	Achieved
11.	Evaluation of departments at the end of even semesters	<ul style="list-style-type: none"> • 11th March 2018, SWOT analysis of each Department was conducted by the HoDs 	Achieved
12.	Faculty evaluation after the even semester	<ul style="list-style-type: none"> • Online feedback by the students in the first week of March 2019 	Achieved

DON BOSCO COLLEGE, KOHIMA

IQAC Plan (2019- 2020)

Sl. No	Major tasks and related activities	In-charge	Schedule
1.	Orientation/skill development programme for staff and students	Principal/ IQAC	May 2019
2.	Annual college plan	Principal/ IQAC	May 2019
3.	Departmental action plan for the academic Year 2019-20	HoDs/ IQAC	June 2019
4.	Introduce Faculty Exchange Programme	HoDs/ IQAC	August 2019
5.	Faculty evaluation after the odd semester	Principal/IQAC	September 2018
6.	Evaluation of departments at the end of odd semesters	Principal/IQAC	October 2018
7.	Organize National seminar	IQAC/ Research Cell	November 2019
8.	Faculty evaluation after the even semester	Principal/IQAC	March 2020
9.	Students Satisfaction Survey	Principal/IQAC	March 2020
10.	Evaluation of departments at the end of even semesters	Principal/IQAC	April 2020
11.	Annual Newsletter of DBCK, IQAC	Principal/IQAC	May 2020



Sd/-

IQAC Coordinator

Dr. P. Suresh

Evaluation of IQAC Action plan 2019-2020

SL no	Plans	Highlights	Outcome
1.	Orientation programme for staff and students	<ul style="list-style-type: none"> 27-29 May 2019- Staff orientation in DBIL 30 May- 1 June 2019- Students skill development Programme, DBCK 	Achieved
2.	Annual college plan	<ul style="list-style-type: none"> Departmental, clubs, committee Planning- Academic Calendar 2019-20 	Achieved
3.	Departmental action plan for the academic Year 2019-20	<ul style="list-style-type: none"> Departmental activities, field trip, educational tour Plan- Academic calendar 	Achieved
4.	Introduce Faculty Exchange Programme	<ul style="list-style-type: none"> Submitted application and yet to get confirmation from other institution 	Not achieved
5.	Faculty evaluation after the odd semester	<ul style="list-style-type: none"> Online feedback by the students in the first week of Sept.2019 	Achieved
6.	Evaluation of departments at the end of odd semesters	<ul style="list-style-type: none"> 25th October 2019, SWOC analysis of the department was done. 	Achieved
7.	Organize National seminar	<ul style="list-style-type: none"> 1st and 2nd November 2019, two day NEC sponsored National Seminar 	Achieved
8.	Faculty evaluation after the even semester	<ul style="list-style-type: none"> Online feedback by the students in the first week of March.2020 	Achieved
9.	Students Satisfaction Survey	<ul style="list-style-type: none"> Online SSS was conducted on March 2020 	Achieved
10.	Annual Newsletter of DBCK, IQAC	<ul style="list-style-type: none"> In the process 	Not Achieved

Dr. P. Suresh.

Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland



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



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DON BOSCO COLLEGE, KOHIMA
IQAC Action Plan 2021-2022

Sl. No	Major task s and related activities	Highlights	Schedule
1	Annual college plan	Principal/ IQAC	June 2021
2	To reframe institutional Organogram	Principal/ IQAC	June 2021
3	To introduce Shift system	Principal/ IQAC	July 2021
4	To introduce/add new streams	Principal/ IQAC	July 2021
5	To create the post of Dean of Students Affairs	Principal/ IQAC	July 2021
6	To set up BICC	Principal/ IQAC	July 2021
7	Orientation programme for staff and students	HRD/ IQAC	August 2021
8	To organize SDP on Preventive system	HRD/ IQAC	August 2021
9	To create POs and COs	Academic Council/IQAC	August 2021
10	To organize workshops on vocation oriented for students	DSA/ IQAC	September 2021
11	Faculty Development Programme	HRD/IQAC	September 2021
12	Workshops for staff	HRD/ IQAC	October 2021
13	Improvise Green initiatives/green Audit	Principal/IQAC	October 2021
14	To organize orientation program/workshops for students	HRD/ IQAC	November 2021
15	To upgrade physical infrastructure	Principal/IQAC	December 2021
15	To initiate Research Project for faculty	Research Cell/IQAC	January 2022
16	To create Alumni Portal	IQAC	January



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			2022
17	To organize Certificate courses	HRD/IQAC	February 2022
18	Improve and expand infrastructure and learning facilities	Principal/IQAC	April 2022
19	To reframe the code of conduct for staff and students	Discipline Committee/IQAC	April 2022
20	Feedback on Curriculum	IQAC	May 2022
19	Evaluation of departments at the end of even semesters	IQAC	May 2022
20	Internship program for students	IQAC	June 2022
21	Annual news Letter IQAC	IQAC	June 2022

Sd/-
JARANI MAO
IQAC, Co-ordinator



Evaluation of Action Plan

Sl. No	Major tasks and related activities	Highlights	Remarks
1	Annual college plan	<ul style="list-style-type: none"> • The Annual college plan was prepared and circulated to the staff and students in the form of academic hand book and calendar • The college Academic year plan was prepared and distributed online through department heads. • Departmental activities /Committees/Club Plans 	Achieved
2	To reframe institutional Organogram	<ul style="list-style-type: none"> • The college organogram was reframed and uploaded in the college website on 1st July 2021 • Dean of Student affairs was created with a policy document on 10th July 2021 	Achieved
3	To set up BICC	<ul style="list-style-type: none"> • Bosco internal Complaint cell was created with a policy document. • All grievance cell/committees of DBCK falls under BICC including Sexual Harassment and Anti RAGGING • Alumni, Parents and Administrative Grievance Cell was created 	Achieved
4	Orientation programme for staff and students	<ul style="list-style-type: none"> • Staff <p>Five Staff Orientation Program was conducted</p> <p>3rd and 31st July 2021- SDP on Preventive system was organized for shift 2 staff</p> <p>2nd March 2022- On the theme Research award and API score was conducted for</p>	Achieved



the faculty

13th September 2021- Orientation on Staff (academic and administrative staff) on Code of Conduct

30th October 2021- Staff Development Program

1st November 2021- Orientation on Professional Ethics


- **Students**

Seven Students Orientation Program was conducted

- **2nd - 7th August 2021-** Orientation for 1st semester students
- **7th August 2021-** BEEA orientation for students was conducted
- **4th September 2021-** Orientation on Menstrual Hygiene was organized by women cell DBCK.
- **6th and 18th October 2021-** Orientation on Anti Ragging
- **21st January 2022-** Orientation on Code of conduct by Discipline Committee
- **28th February 2022-** Career counseling in collaboration with Eduversity Coaching Institute Kohima world.
- **24-25th March 2022-** Orientation on competitive exams for students in collaboration with Don Bosco Job Placement Network Dimapur



5	To create POs and COs	Each Programme and Course Outcome was created and uploaded in the college	Achieved
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			<p>Education</p> <ul style="list-style-type: none"> • 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 	
10	<p>Improvise initiatives/green Audit</p> 	Green	<p>Seven activities conducted</p> <ul style="list-style-type: none"> • 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 Harvesting of Vermicompost was done • 31st May 2022- Environment Audit, Energy Audit was done • Green Audit in the process 	Achieved
11	To initiate projects for students		<p>Three internal projects were initiated on March 2021</p> <ul style="list-style-type: none"> • 6th Semester- Case study on Impact of Covid 19 on online education 	Achieved

		website on August 2021	
6	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)	Achieved
7	To organize workshops on vocation oriented for students	<p>Two workshops were organised-</p> <ul style="list-style-type: none"> • 16th October 2021- Career Counselling and Placement Cell organized Workshop on Interview Building Skill. • 21st January 2022- Rajagiri SDG Workshop-16 on the theme 'Sustainable development goals in the Post-Pandemic 	Achieved
8	To sign MOUs for extension activities and research	<p>Two MOUs signed</p> <ul style="list-style-type: none"> • Kohima Municipal Council- 20 June 2022 • Kohima Village Council- 20 June 2022 • Earth Friendly Generation- 16 May 2022 <p>On process</p> <ul style="list-style-type: none"> • Tabitha enabling academy- internship • St. Xavier Jalukie- exchange program • Imperial institute- Career guidance • NSACS- Red Ribbon Club 	Achieved
9	Faculty Development Programme	<p>Seven FDPs were conducted</p> <ul style="list-style-type: none"> • 28th February 2022- Online FDP was organized on the theme Aspects of Global Impact on 	Achieved



		<ul style="list-style-type: none"> • 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 	
12	To initiate Research Project for faculty	<p>One minor project</p> <p>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>	Achieved
13	To organize Certificate courses	<p>Two Certificate courses</p> <ul style="list-style-type: none"> • 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 • 	Achieved
14	Internship program for students	<ul style="list-style-type: none"> • An Internship program was organized for the B.Com, 2nd 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 11 students from B.Com. 	



15	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	Achieved
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DON BOSCO COLLEGE, KOHIMA
IQAC Action Plan 2022-2023

Sl. No	Major tasks and related activities	Highlights	Schedule
1	Annual college plan	Principal/ IQAC	June 2022
2	Orientation programme for staff and students	HRD/ IQAC	July 2022
3	To introduce Red Ribbon Club	DSA/ IQAC	August 2022
4	To upgrade physical infrastructure in the new building- TLP	Principal/ IQAC	August 2022
5	Certificate and Add-on Courses for students	Academic Council / IQAC	August 2022
6	Research Projects for staff and students	Research Cell/ IQAC	September 2022
7	Environment and green audit	DSA / IQAC	September 2022
8	Staff Development Program	HRD / IQAC	October 2022
9	Mid Semester evaluation of College activities	Principal/ IQAC	October 2022
9	Internship opportunities for Students	DSA / IQAC	November 2022
10	Sponsored seminar/conference for students	Research Cell/ IQAC	November 2022
11	Faculty Exchange and Students exchange Programs	Academic Council/IQA	January 2023
12	To organize vocation oriented workshops for students	HRD/IQAC	January 2023
13	FDP/ Workshop for Staff	HRD / IQAC	March 2023
14	Students Satisfaction Survey	IQAC	April 2023
15	Feedback and Evaluation	IQAC	May 2023

Evaluation of Action Plan



Sl. No	Major task s and related activities	Highlights	Remarks
1	Annual college plan	<ul style="list-style-type: none"> • The Annual college plan was prepared and circulated to the staff and students in the form of academic hand book and calendar • The college Academic year plan was prepared and distributed through department heads. • Departmental activities /Committees/Club Plans 	Achieved
2	Orientation programme for staff and students	<p style="text-align: center; color: red;">Students</p> <p style="color: green;">Eight (8) Orientation Programme For Students</p> <ul style="list-style-type: none"> • 12th July 2022: Orientation Program Menstrual Health and Hygiene. • 12th July 2022: Orientation for 1st Semester Student. • 13th July 2022: Orientation for 3rd Semester Students. • 14th July 2022: Orientation for 5th Semester Students. • 15th July 2022: Library Orientation. • 18th July 2022: Student Orientation on Code of Conduct. • 20th July 2022: Orientation on BEEA • 30 July 2022: Orientation on Leadership skills for Class Representative. <p style="text-align: center; color: red;">Staff</p> <p style="color: green;">Two (2) Orientation Programme for</p>	Achieved

		<p>Staff</p> <ul style="list-style-type: none"> • 13th July 2022: Staff Orientation on Code of Conduct. • 30th July 2022: Orientation on Staff Mentoring. 	
3	To introduce Red Ribbon Club	<ul style="list-style-type: none"> • RRC in DBCK was initiated in July 2022, with one staff in charge as RRC coordinator. 	Achieved
4	To upgrade physical infrastructure in the new building	<ul style="list-style-type: none"> • New college building with 7 classrooms, 2 Laboratory, girls common room and 1 staffroom. • Set up Zatti Computer Center • Staffroom augmentation (old and new building) • LCD projector, microphone, CCTV and wall mounted fans installed. • Expansion of Front offices in both buildings • Expansion of canteen 	Achieved
5	Certificate and Add-on Courses for students	<ul style="list-style-type: none"> • 1st April-31st May 2023- Mushroom Cultivation (Botany and Sociology) • Vermi-compost (5th sem) • Tally • CCC • 13th - 23rd June 2022- ANMA Integrated Development Association (AIDA) conducted 30 hours Online Certificate course on 'Spoken English' (English) 	Achieved
6	Research Projects for staff and students	<p>Staff</p> <ul style="list-style-type: none"> • One Minor Research Project (2years): on the Topic- Kaleidoscopia of Folklores: The Naga Chapter- presently in progress undertaken by three faculties from History and 	Achieved



		<p>English Department.</p> <p style="text-align: center;">Students</p> <ul style="list-style-type: none"> • Project (Dissertations for fifth semester as a part of internal assessment)- 15 projects 	
7	Environment and green audit	<ul style="list-style-type: none"> • 30th July 2022- Organic Gardening • 16th September: International Day of preservation of Ozone layer. • 20th September 2022: National Nutrition Week. • 21th October 2022: NSS Unit Conduct Clean India Campaign. • 16th March 2023: Awareness Program on E-Waste. 	Achieved
8	Internship opportunities for Students	<p style="text-align: center;">6 Internships for 22 students</p> <ul style="list-style-type: none"> • 2nd - 30th June 2022- Seven students from Commerce department completed internship in Arintin Venture is a Private Limited company located in Navodaya Vidyalaya Rd. • 1st -5th August 2022- Eight students from Department of Education completed internship in Tabitha Enabling Academy • 1st - 30th June 2023- Three students completed Summer Internship At Reliance Trends, Kohima • 1st - 30th June 2023- One student from Commerce completed Summer Internship at Arintin Ventures Private Ltd • 1st - 30th June 2023- Two students from Commerce completed Summer 	Achieved



		<p>Internship at Vishal Mega Mart</p> <ul style="list-style-type: none"> • 1st - 30th June 2023- One student completed Summer Internship At Ete Coffee 	
9	Sponsored seminar/conference for Staff and students	<p style="text-align: center;">Students</p> <ul style="list-style-type: none"> • 20th August, 2022: The department of English conducted an Invited Talk on the Topic "Migratory History of the Nagas" • 18th of March 2023: The department of History conducted an Invited Talk on the Topic "What is a Museum?" • 24th March 2023: Don Bosco College in collaboration with Carl Rogers Rogers Institute of Mental Health and School Counseling Kohima organized a programme on "Education to Love" <p style="text-align: center;">Staff</p> <ul style="list-style-type: none"> • 12th & 13th May 2023- ICSSR sponsored 2 Days National Seminar on Traditional Tribal Technology in India: Northeast in Focus • 14th December 2022: First Annual NIRC Lecture Series on the theme "Promotion of Human Values around the World" • 10th June 2023: Second Annual NIRC Lecture Series on the theme North Eastern region development cooperation- building relation between republic of Korea and India for the next 50 years • 22nd July 2023: Third Annual NIRC Lecture-Series on the theme Role of Education in making Taiwan a 	Achieved



		developed nation	
10	Students exchange Programs	<ul style="list-style-type: none"> • 15th August 2022: NCC Cadet Yantile Semy attended youth Exchange programmed in New Delhi. • 27th August to 03rd August 2022: Pre Thal Sainik Camp and CATC NCC Academy Jorhat. • 13th -20th December 2022: NCC CATC 108 held at Living Stone Foundation Dimapur • 1st April 2023: NCC on Purvottae Bharat Parikrama. • 27th April 2023: International Film Festival organized by Sama Bhav in Alder College, Dr. Setu Memeorial Hall, Sepfuzou. • 1st May 2023: Career Building Program with Mahendra's Education Private Limited 	Achieved
11	To organize vocation oriented workshops for students	<ul style="list-style-type: none"> • 19th July 2020: Workshop on Digital Banking (Commerce) • 19th July 2020: Workshop on Effective Management of the Interview Process and Resume Writing (History) • 19th July 2020: Workshop on Career Counselling and motivational talk on civil Service. (Political Science) • 19th July 2020: Workshop on Personal counselling. (Psychology) • 22nd July 2022: NSS Youth Skills Day. • 30th July 2022: Organic Gardening • 30th July 2022: Leadership Training 	Achieved



	<p>for Class Representative.</p> <ul style="list-style-type: none"> • 2nd August 2022: Scholarship Test for Imperial IAS Academy. • 20th August 2022: "Industrial Visit to JapfiiDzii Plant, Kigwema". • 20th August 2022: "Traversing Creativity". • 20th August 2022: "Walk with Nature" • 20th August 2022: visited Mount Puliebadze, Jotsoma • 20th August 2022: 'Introduction to basic sciences' based on the theme "Igniting young minds" • 1st September 2022: Workshop on Basic Concept of Morphology (English Department) • 18th February 2023: Skill Development and Placement of Student in Various Industries • 30th March 2023: Interview on Skills and Career Guidance. • 26th April 2023: Youth not in formal education and regular employment. 	
<p>12 FDP/ Workshop for Staff</p>	<p style="text-align: center;">Students</p> <ul style="list-style-type: none"> • 24th June 2022: Online Workshop on Artificial Intelligence • 27th June 2022: Online Workshop on Intellectual property Right. • 28th June 2022: Online Workshop on GDP. • 29th-30th June 2022: Faculty development programme on Intensive training in the educative system of 	<p style="text-align: center;">Achieved</p>



Don Bosco.

Staff

- **24th April 2023:** FDP on Intellectual Property Right
- **16th May 2023:** Professional Development Programmed. A state-level workshop on office practices and library management: Requirements for NAAC Assessment was organised by the IQAC, Dimapur Government College in collaboration with the IQAC, Unity College, Dimapur on 16th of may 2023 at the Seminar Hall of Dimapur Government College, Dimapur, Nagaland.

