



# INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

Ref. No. : DBC/IQAC/CIA - 03 - 2020

Date : ..... 6/11/2020

## CIRCULAR

The Don Bosco College Kohima, Internal Quality Assurance Cell (IQAC) Internal meeting 2020-2021 (1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester) will be held on 20-11-2020 at 01:00 pm in Google Meet.

The Link for the meeting: <https://meet.google.com/dvc-kdck-cau>

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

### Agenda:

1. Preparation for Peer Team Visit
2. Updates on IQAC Vision 2025.
3. Instruction of Document Filling Process

*fr. P. Suresh.*

Principal  
Don Bosco College  
PB - 430  
Kohima-797001 Nagaland

(Mrs. Jarani Mao)

IQAC Co-ordinator



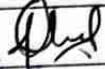
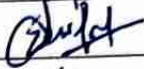



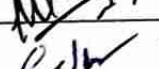
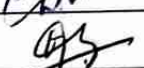
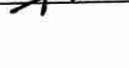
**Cordinator**

P.B. 430, Kohima - 797 001, Nagaland

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**Minutes of DBCK, internal IQAC meeting held on 20<sup>th</sup> November 2020 at 1:00 P.M. in Google Meet.**

The following members were present:

SL.No	Name	Designation	Signature
1	Mrs. Jarani Mao	IQAC Co-ordinator	
2	Ms. Zevisanuo Khate	IQAC Asst. Co-ordinator	
3	Dr. Lanukumla Ao	H.O.D. History	
4	Dr. Velhou Koza	H.O.D. Sociology	
5	Dr. Pinky Sagolsem	H.O.D. English	
6	Dr. Imtinaro Longkumer	H.O.D. Education	
7	Mr. Zupenthung Shitiri	H.O.D. Pol. Science	
8	Mrs. Kezienuo	Controller of Examination	

**Agenda of the meeting:**

1. Preparation for Peer Team Visit
2. Updates on IQAC Vision 2025
3. Instruction of Document filling process

**Decisions taken:**

1. Work chart for the staff to be prepared for peer team visit
2. To set dates for completion of task and mock drill
3. Each staff to be assigned to different tasks for the PTV
4. Fr. Provincial suggestions for the college to be included in the IQAC vision
5. Each criteria will have to maintain separate register to keep updates on their vision 2025
6. New documentation process to be implemented for record and filing

*fr. P. Suresh.*  
Principal  
Don Bosco College  
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## Report on internal IQAC meeting

DBCK, IQAC internal team had a meeting on 20<sup>th</sup> Nov 2020 in Google meet at 1:00 P.M. The meeting was attended by eight members. The session was chaired by Ms. Zevisanuo Khate, IQAC Asst. Co-ordinator.

The agenda of the meeting includes Preparation for Peer Team Visit by IQAC Co-ordinator, Mrs. Jarani Mao, Updates on IQAC Vision 2025 by the 7 criteria leaders and Instruction of Document filling process by Ms. Zevisanuo Khate.

The following decision were taken such as, task allotment for peer team visit to be prepared, to set dates for completion of task and mock drill, teachers will be assigned to different tasks for the PTV, Fr. Provincial suggestions for the college to be included in the IQAC vision, each criteria will have to maintain separate register to keep updates on their vision 2025 and new documentation process to be implemented for record and filing.



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