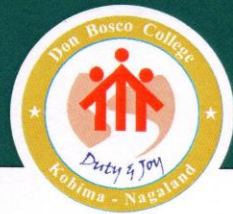


**Status of activities/works carried out during the academic year: 2021-2022  
2021-2022**

<b>Sl. No</b>	<b>Institution/Agency/ Organisation</b>	<b>Date/Time period</b>	<b>Activity/Works carried out</b>
C13.5	St. Josephs College Jakhama	25 <sup>th</sup> October 2021	Faculty Development Programme
		26 <sup>th</sup> February 2022	Participated in the 12 <sup>th</sup> Convergence Fest organized by SJC
C13.6	Don Bosco Higher Secondary School, Kohima	September 2021 to July 2022	DBCK utilized DBHSSK Computer Lab for Tally course and CCC Course
C13.10	National Institute of Electronics & Information Technology, Kohima (NEILIT)	1 <sup>st</sup> September 2021	<ul style="list-style-type: none"> <li>• Successfully initiated Computer course on CCC for students of DBCK.</li> <li>• Students registered for course on: April 2022 (288/233 cleared course),</li> </ul>
C13.3	YouthNet, Nagaland	16 <sup>th</sup> October 2021	Leadership Skills Training
		25 <sup>th</sup> November 2021	Leadership Skills Training
C13.12	Earth Friendly Generation (NGO), Kohima	12-04-22	Received certificate of appreciation for satisfactory conduct of "Environmental Green Audit"
C13.13	Centre for Development Initiatives, Guwahati		



# DON BOSCO COLLEGE, KOHIMA

Affiliated to Nagaland University

Date-20<sup>th</sup> October, 2021

## Faculty Development Programme

Dear staff,

This is to inform you that Committee on Human Resource Development Committee DBCK will be organizing **Faculty Development Programme on 25<sup>th</sup> October, 2021 Monday**. Our Resource person will be Rev. Fr. C. Joseph (MA, M. Phil), Counselor of St. Joseph College, Jakhama and Ex-President of All Nagaland Counselors Association. He will be speaking on the topic 'Classroom management and Counseling Techniques in handling Students.

Therefore you are requested to attend the programme. Looking forward for your valuable presence.

Thank you

Sd/-

Alovely Aye

Convenor

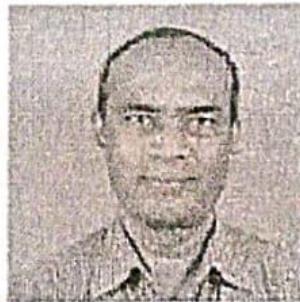
HRD, DBCK

# **DON BOSCO COLLEGE, KOHIMA**

## **STAFF DEVELOPMENT PROGRAMME**

### **Topic- Classroom Management and Counselling Technique in Handling Students**

Resource person-Rev.Fr. C. Joseph (M.A, M.Phil)  
Counsellor of St. Joseph College, Jakhama.  
Ex-President All Nagaland Counsellors Association



#### **ORDER OF THE PROGRAMME**

Chairperson- Mrs. Jarani Mao. (Coordinator IQAC)  
Invocation prayer- Miss Razoukhrienuo (Asst.Prof. Dept. of Sociology)  
Welcome note- Fr. Christudass SDB. (Director BOSCO Computer Center DBCK)  
SDP Session

Q&A

Vote of thanks- Dr. Imtinaro Longkumer (Asst. Prof. Dept. of Education)

Date-25th October 2021, Monday

Time-10:00 AM-12:00 PM

Venue- Conference Hall, DBCK

## **REPORT ON FACULTY DEVELOPMENT PROGRAMME**

*Date* - 25<sup>th</sup> October, 2021

*Venue* - Conference Hall, DBCK

*Resource person*- Rev. Fr. C. Joseph (M.A, M.Phil)

Counselor, St. Joseph College, Jakhama

Ex-President All Nagaland Counselors Association

*Organiser*- HRD Committee, DBCK

### **Topic - Classroom Management and Counseling Techniques in handling Students**

Human Resource Development Committee, Don Bosco College, Kohima organised its first offline Staff Development Program after the pandemic. The programme was chaired by Mrs.ani Mao, Coordinator of IQAC. The session started with the blessings of God between us by Ms. Razoukhrienuo (Asst. Prof Dept of Sociology and welcome note was given by Fr. Christudass sdb Director Bosco Compute Centre, DBCK. It was attended by all the teaching staff of DBCK.

The session started with the introduction of Classroom management Techniques and understanding our students in the best possible way. Practicing patience with rational detachment to set effective limits and also to keep a schedule of our teaching so that we are at all times prepared. We were made aware of the causes of certain behaviour in a student and to engage with them so that they can open up to us and we can find the possible causes as well as address the bad behaviour quickly. The rise of Problematic Students Behaviour not only in the classroom but also in the society at large becoming an issue for all educators were taught to deal with patience and rationalism. Simple things that causes distress in a student were asked to be dealt with mindful precipitation.

Following on our own expectations is the key to modeling timeless and productivity. The more organized we are, The more opportunity there is to focus on teaching and learning which would also help the students respect schedules and work within designated time frames. As a General Rule, Consistency is very important, it was also advised to get feedback from students regarding our teaching and approach towards them and also to double check students perceptions on us.

The second session was about Counselling technique in Handling Students where our resource person emphasised mainly on Mentor sessions in educational institutions. The importance of Mentors towards Mentees was mainly build on understanding the students as an individual and building rapport or communication. We were asked to keep in mind of how we respond to a student in distress and Para verbal communication. We were asked to keep in mind of how we respond to a student in distress and to encourage in positive self emphasizing on the question ‘What is it about and how can I help?’

Inattentive, rowdy or challenging students who also distracts others when we are teaching are to be encouraged with asking questions and using names and also by friendly eye contact. We must keep in mind that sometimes disruption is just misguided energy that simply needs to be invited into the conversation. Setting effective limits, review and posting classroom expectations is important so that the vision of expectation are clearly visible to the students.

The program concluded with Vote of thanks by Dr. Imtinaro Longkumer Asst. Prof (Dept of Education)

## Report on Convergence Fest 2022

St. Joseph College (Autonomous), Jakhama, Convergence Fest Committee and the Department of Business, Administration organized its 12<sup>th</sup> Convergence Fest 2022 (2<sup>nd</sup> Virtual Edition) on 26<sup>th</sup> February, 2022 at 10:00 A.M. The program was live stream on Youtube.

Students of Don Bosco College under the initiative of DBCK Students' Forum participated in the following Category-

1. Art competition – Amongla Pongen
2. Convergence Idol – Sentienla Kichu
3. Mad Ads - Thulingthong. T, Myingthungo. T. Yanthan, Lumtsingse L. Sangtam, Tsenbemo S. Ezung.
4. Mock Interview – Idising Ilunglung

Sentienla Kichu from Department of English, 4<sup>th</sup> Semester, bagged 2<sup>nd</sup> Position in Convergence Idol.





**DON BOSCO COLLEGE KOHIMA**

## **CERTIFICATE COURSES ON TALLY ACADEMIC YEAR 2021-22**

**Courses offered:**

- 1. Tally One Time Certificate- For 3rd Semesters**
- 2. Tally Level 1- For 1st Semester Commerce**

- Chart of Accounts
- Accounting Transaction
- Banking
- MIS Reports
- Data Security
- Goods & Services Tax

**Apply now**



**+918837319570**

## Tally Certificate Course

**01<sup>st</sup> September 2022-** Don Bosco College Kohima in collaboration with Tally Education Private Limited, Kolkata conducts Tally Certificate Courses. The Tally course covered are Tally Essential Level 1.

The Certificate Course is provided for 1<sup>st</sup> years commerce students. The course level are segregated in the following:

Tally Essential Level 1- 1<sup>st</sup> Semester Commerce student

Tally Examinations are conducted through Tally Online Portal. The exam was monitored according to the time allotted to the students where the students were given 60 minutes for 60 questions to complete their exam which was based on Multiple Choice Questions only.

The Tally Certificate Course was provided both for the students. The Enrollment for 2021-22 is:

Tally Essential Level 1- 08 Students

<b>Year</b>	<b>Total no of Students</b>	<b>Total no of Staff</b>	<b>No. of Appeared</b>	<b>No. of Passed</b>	<b>Yet to Appear</b>
2021-22	08	0	08	08	0

Sd/-

Fr. Christu Doss,  
Director,  
St.Zatti Computer Centre,  
Don Bosco College Kohima





## Tally Certificate Course

**05<sup>th</sup> April 2022-** Don Bosco College Kohima in collaboration with Tally Education Private Limited, Kolkata conducts Tally Certificate Courses. The Tally course covered are Tally Essential One Time Certificate.

The Certificate Course is provided for 2<sup>nd</sup> year students.

For better functioning and effective class teaching, the students were divided into 11 groups. And by March, as the exam are approaching, the students were divided into three batch.

Tally Examinations are conducted through Tally Online Portal. 15-20 students appeared their exams per day. The exam was monitored according to the time allotted to the students where the students were given 60 minutes for 60 questions to complete their exam which was based on Multiple Choice Questions only.

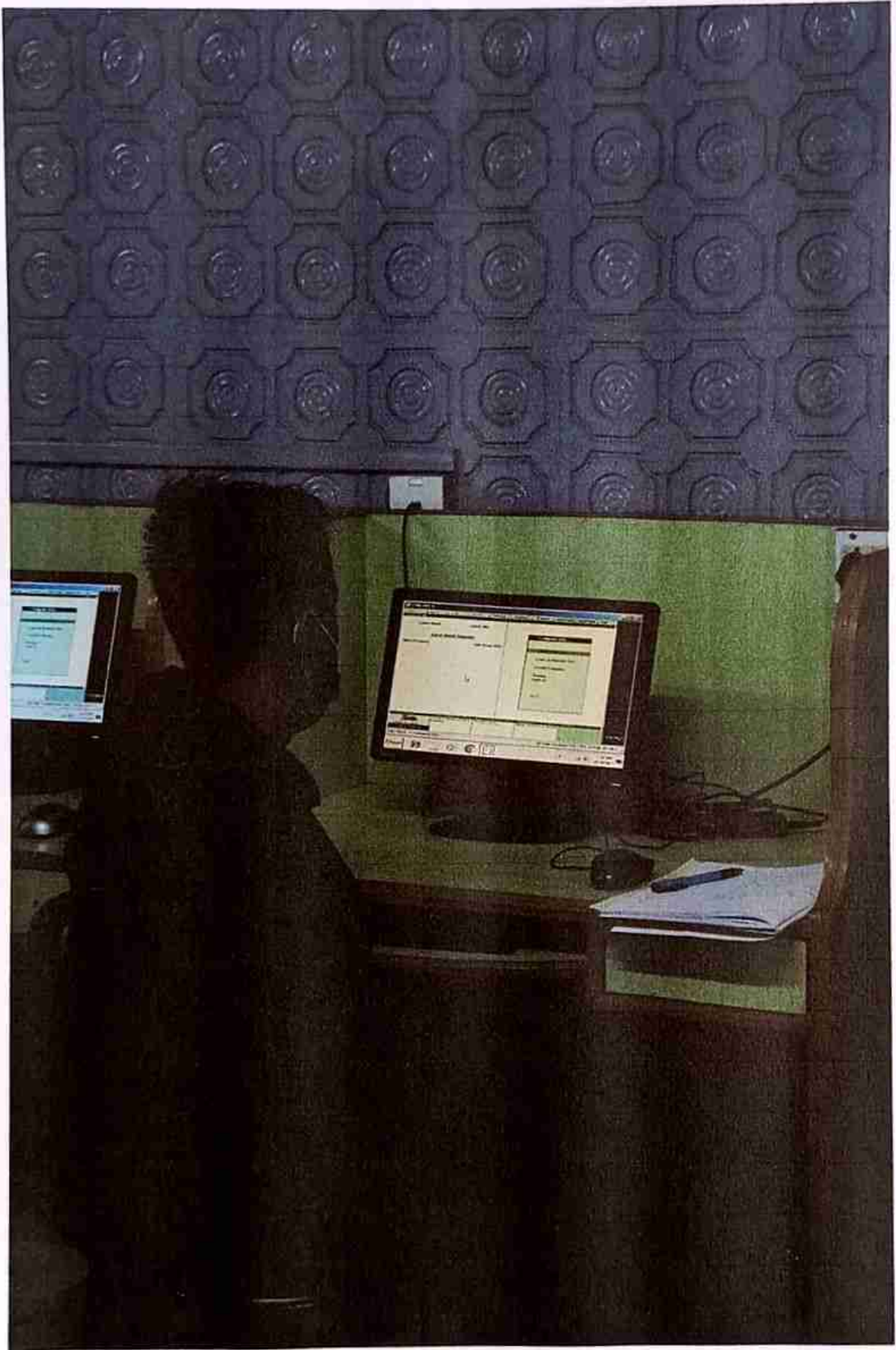
The Tally Certificate Course was provided both for the students and teachers. The Enrollment for 2021-22 is:

**Tally Essential One Time Certificate- 175 Students**

<b>Year</b>	<b>Total no of Students</b>	<b>Total no of Staff</b>	<b>No. of Appeared</b>	<b>No. of Passed</b>	<b>Yet to Appear</b>
2021-22	175	0	175	175	0

Sd/-

Fr. Christu Doss,  
Director,  
St.Zatti Computer Centre,  
Don Bosco College Kohima





**Don Bosco College Kohima  
St.Zatti Computer Centre  
in collaboration with  
National Institute of Electronics and  
Information Technology (NIELIT)  
Course on Computer Concepts**

**Apply now for  
2021-22**

**Compulsory for the 1st  
Semester Students**

more info:  
 **+918837319570**



**Course on Computer Concepts**  
**April 2022**

Don Bosco College Kohima in collaboration with National Institute of Electronics and Information Technology (NEILIT) conducts Course on Computer Concepts

The Certificate Course 1<sup>st</sup> years students except commerce students.

For better functioning and effective class teaching, the students were divided into different groups. The Tally Examinations are conducted in NEILIT Kohima Centre. The exam was monitored according to the time allotted to the students.

The CCC was provided both for the students. The Enrollment for 2021-22 is:

Course on Computer Concepts

<b>Year</b>	<b>Total no of Students</b>	<b>Total no of Staff</b>	<b>No. of Appeared</b>	<b>No. of Passed</b>	<b>Yet to Appear</b>
2021-22	239	0	238	184	0

Sd/-

Fr. Christu Doss,  
Director,  
St.Zatti Computer Centre,  
Don Bosco College Kohima





**Don Bosco College Kohima  
St.Zatti Computer Centre  
in collaboration with  
National Institute of Electronics and  
Information Technology (NIELIT)  
Course on Computer Concepts**

**Apply now for  
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more info:  
 **+918837319570**



**Course on Computer Concepts**  
**April 2022**

Don Bosco College Kohima in collaboration with National Institute of Electronics and Information Technology (NEILIT) conducts Course on Computer Concepts

The Certificate Course 1<sup>st</sup> years students except commerce students.

For better functioning and effective class teaching, the students were divided into different groups. The Tally Examinations are conducted in NEILIT Kohima Centre. The exam was monitored according to the time allotted to the students.

The CCC was provided both for the students. The Enrollment for 2021-22 is:

Course on Computer Concepts

<b>Year</b>	<b>Total no of Students</b>	<b>Total no of Staff</b>	<b>No. of Appeared</b>	<b>No. of Passed</b>	<b>Yet to Appear</b>
2021-22	239	0	238	184	0

Sd/-

Fr. Christu Doss,  
Director,  
St.Zatti Computer Centre,  
Don Bosco College Kohima







# DON BOSCO COLLEGE, KOHIMA

Affiliated to Nagaland University

Date: 12<sup>th</sup> October 2021

## NOTICE

This is to inform the CR & VCR of all the semesters and Students Forum body that the Advanced Learners Committee, DBCK has organized an orientation programme in collaboration with Youthnet Kohima on the topic of Leadership Skills and Group Dynamics. The first session will be on 16<sup>th</sup> October, 2021 and second session will be on 25<sup>th</sup> November, 2021.

Therefore the CR/VCR of all the semesters and Students Forum body are to attend compulsorily as attendance will be taken. Absentees will be fined with penalty.

### First session-

Date - 16<sup>th</sup> October, 2021 Saturday

Time - 9:00am to 2:00pm

Venue - T1 Hall, DBCK

Sd/-

Alovely Aye

Convenor

Advanced Learners Club

Don Bosco College Kohima

Sd/-

Zavelu Vero

Dean of Student Affairs

Don Bosco College Kohima



# Don Bosco College Kohima In Collaboration With YouthNet Nagaland



## PROGRAMME ON LEADERSHIP SKILLS

INVOCATION; MR.LUMTSINGSE (PUBLICITY AND  
INFO.SECY. DCKSF)

DATE: 16-10-2021

Venue; T1 hall DBCK  
Time; 09:00 am - 02:00 pm

### RESOURCE PERSON-



**Ms. Tsepila Zhimomi**  
Manager, Training and talent  
management, YouthNet.



**Ms. Helen Gonmei**  
Facilitator, YouthNet.



**Mr. Pursungit Pongen**  
Facilitator, YouthNet.

### TOPIC

1. Leadership skills- What are  
leadership skills?

- 7 keys of leadership skills
- Types of skills
- Ways to develop leadership  
qualities.
- Causes for leadership failures

2. Communication- Effective  
communication

- 7 C's of communication
- Body language.

3. Problem Solving- Why are we  
doing this?

- How to do this.

Mrs. Zavelu Vero  
Dean of Students Affairs. DBCK

Alovely Aye. Convenor,  
Advanced learners committee.  
DBCK Kohima; Nagaland

## **REPORT ON LEADERSHIP SKILLS WITH YOUTHNET SESSION-1**

Advanced Learners Committee Don Bosco College, Kohima in collaboration with Youthnet Kohima organised Leadership Skills programme for the Students Forum , Class Representatives and Vice Class Representatives of all the Semesters of DBCK. The first session was held on 16<sup>th</sup> of October 2021, Saturday from 9:00am to 2:00pm.

### The Resource Persons for the session-

1. Ms. Tsepila Zhimomi (Manager, Training and Talent Management, Youthnet)
2. Ms. Helen Gonmei (Facilitator, Youthnet)
3. Mr. Pursungit Pongen (Faciliator, Youthnet)
- 4.

### Topic -

1. What are Leadership skills?  
7 keys to Leadership Skills  
Types of Skills  
Ways to develop leadership qualities  
Causes of Leadership Failures
2. Communication-  
Effective communication  
The 7 C's of communication  
Body Language
3. Problem Solving-  
Why are we doing this?  
How to do this?

The session started with Invocation by Mr. Lumtsingse (Publicity & Info secretary DBCK, SF) and introduction and welcome note for the resource person was given by Ms. Aloveley Aye, Convenor of Advanced Learners Committee, DBCK. Introduction time was given to each and every student present in the programme. The first topic was taken by Ms. Tsepila Zhimomi, she emphasised on the definition of a leader and its role. Query round was kept as a part of games exercise to discuss about the roles and responsibilities of each and every leaders present in the session. She explained the 7 C's of Leadership Skills-

1. Capability
2. Character
3. Cognition
4. Commitment
5. Compassion
6. Confidence
7. Connection

Ms. Tsepila explained the types of skills that was to be applied along with their daily applied skills as they play their role as a leader and also ways to develop their leadership skills as an

individual on how to handle their role as a group leader. She also spoke on the importance of being a leader and how to be positive if ever any failures comes their way and how to cope up with those failures and use those as a key to create room for improvement.

The second topic was taken by Ms. Helen Gonmei on Communication skills and importance of body language when communicating to others as a leader and an individual. She explained about the 7 C's of communication

1. Clarity
2. Correctness
3. Conciseness
4. Courtesy
5. Concreteness
6. Consideration
7. Completeness

The last topic was taken by Mr. Pursungit Pongen about problem solving and its outcomes. He played a video for the students where they were asked to list out the things they have noticed in the video and they were divided into groups and given a certain time period for discussion after which their points and views were presented by one of the group representatives. He further pointed out the mistakes and changes to be done and how to deal with those mistakes in a positive manner and also to deal with those problems in a calm and constructive way. The programme ended by singing the College Anthem.





GPS Map Camera



**Kohima, Nagaland, India**  
CL 665 (S), Ziekezou, Kohima - Meluri Rd, Kohima, Nagaland  
797003, India  
Lat 25.684382°  
Long 94.115674°  
16/10/21 10:19 AM

# DON BOSCO COLLEGE KOHIMA

## LEADERSHIP SKILLS WITH YOUTHNET

Date: 16-10-2021

Resource Person:

Sl. No	Name	Designation	Signature
	Isyda Zhimoni	manager, YouthNet	
	Helen Gonmei	Facilitator	
	PURSUNGTI PONGEN	FACILITATOR	

Students:

Sl. No	Name	Adm. no	Dept	Signature
1.	VEZHOTALU VCR	21150	HISTORY	
2.	INITOLI H YEPUTHOMI VCR	21069	EDUCATION	
3.	NINGTSALA CR	21326	EDUCATION	
4.	KHONZANI T KITHAN VCR	21071	SOCIOLOGY	
5.	KESINLE MAGH VCR	19006	EDUCATION	
6.	SHULIA BERNADINE VCR	19052	ENGLISH	
7.	AKHRIEZO PIENYU CR	21140	HISTORY	
8.	DENMEI CR	21125	ENGLISH	
9.	MEDOZEU CR	21334	SOCIOLOGY	
10.	TAWEMU CR	21192	COMMERCE	
11.	LHOULEVINUO VCR	19117	POLITICAL SCIENCE	
12.	KENEILHOUNUO VCR	19155	SOCIOLOGY	
13.	K J MUSUSHE VCR	19072	HISTORY	
14.	MEHIMO KENT	20053	Political science	
15.	LUNTISNGSE VCR	20088	EDUCATION	
16.	YETSANG VCR	20156	ENGLISH	
17.	SOBIN KARKI CR	20036	ENGLISH	
18.	THUJONO VCR	20139	SOCIOLOGY	
19.	KENEISENUO VCR	21033	COMMERCE	
20.	HEPENLO KENT VCR	21102	PSYCHOLOGY	
21.	BENTHUNGO KIKON	20054	HISTORY	
22.	TUMCHOBENI O TSANGLAO	20130	POLITICAL SCIENCE	
23.	BENJAMIN HUMTSOE	20111	EDUCATION	
24.	KEKHRIENEINUO VCR	20149	SOCIOLOGY	
25.	KEKHRIESELHOU CR	20141	SOCIOLGY	
26.	KEVISAHU VCR	21056	Political science	
27.	ALINTO (CR)	21363	Political science	
28.	THUNLINTHONG T	19138	Political science	
29.	PHAKMEI CR	19096	Political science	
30.	KEVEDULU VCR	21286	Political science	
31.	BENYE TEP CR	21341	PSYCHOLOGY	



# DON BOSCO COLLEGE, KOHIMA

Affiliated to Nagaland University

Date: 12<sup>th</sup> October 2021

## NOTICE

This is to inform the CR & VCR of all the semesters and Students Forum body that the Advanced Learners Committee, DBCK has organized an orientation programme in collaboration with Youthnet Kohima on the topic of Leadership Skills and Group Dynamics. The first session will be on 16<sup>th</sup> October, 2021 and second session will be on 25<sup>th</sup> November, 2021.

Therefore the CR/VCR of all the semesters and Students Forum body are to attend compulsorily as attendance will be taken. Absentees will be fined with penalty.

### First session-

Date - 16<sup>th</sup> October, 2021 Saturday

Time - 9:00am to 2:00pm

Venue - T1 Hall, DBCK

Sd/-

Alovely Aye

Convenor

Advanced Learners Club

Don Bosco College Kohima

Sd/-

Zavelu Vero

Dean of Student Affairs

Don Bosco College Kohima



# Don Bosco college Kohima In Collaboration with YouthNet Nagaland



## 2nd Session on leadership skills

Date - 25th Nov 2021.

Venue- T2 hall, DBCK

Time - 9:00Am to 12:00Pm



### RESOURCE PERSON-

*Ms. Tsepila Zhimomi*  
Manager,  
Training & Talent Management,  
YouthNet.

**TOPIC - PROBLEM SOLVING - WHY ARE YOU DONG THIS?**

**- TELEPHONE & EMAIL ETIQUETTE - IMPORTANCE**

**- DOS & DON'T**

**- ESSENTIAL**

**- DEFINITION**

**- HOW TO DEVELOP STRONG WORK OF ETHICS**

**-WORK ETHICS**

**Mrs. Zavelu Vero**  
Dean of students Affairs. DBCK

Alovely Aye. Convenor  
Advanced learned committee  
DBCK kohima, Nagaland



## **REPORT ON LEADERSHIP SKILLS WITH YOUTHNET SESSION-2**

The second session of Leadership Skills organised by Advanced Learners Committee, DBCK in collaboration with Youthnet was held on 25<sup>th</sup> November 2021, Thursday from 9:00am to 12:00pm for the Students Forum, Class representatives and Vice Class representatives of DBCK.

### *The Resource Persons for the session-*

Ms. Tsepila Zhimomi (Manager, Training and Talent Management, Youthnet)

### *Topic-*

1. Telephone & Email Etiquette
  - Importance
  - Do's and Don'ts
  - Essential
2. Work Ethics
  - Definition
  - How to develop strong work ethics

The programme started with everyone welcoming the Resource Person and saying the Lord's prayer. Welcome note was given by Ms. Aloveley Aye, Convenor of Advanced Learners Committee, DBCK.



# DON BOSCO COLLEGE KOHIMA

## LEADERSHIP SKILLS WITH YOUTHNET

Date: 16-10-2021

Resource Person:

Sl. No	Name	Designation	Signature
	Isela Zimani	Manager, YouthNet	[Signature]

Sl no	Name	Department	Semester	Shift	Signature
1	Kesimtus	Sociology	5 <sup>th</sup>	1	Kesimtus
2	theckon	Education	5 <sup>th</sup>	1	theckon
3	Bode	History	5 <sup>th</sup>	1	Bode
4	Lesi David	Education	3 <sup>rd</sup>	1	[Signature]
5	Kichimwani	Sociology	3 <sup>rd</sup>	1	Kichimwani
6	Kevachili	Political Science	1 <sup>st</sup>	2	Kevachili
7	Rhonzoni	Sociology	1 <sup>st</sup>	1	Rhonzoni
8	Ningisala	Education	2 <sup>nd</sup>	1	Ningisala
9	Yetsang	English	3 <sup>rd</sup>	1	[Signature]
10	Vitimus	Education	3 <sup>rd</sup>	1	Vitimus
11	Benthungo	History	3 <sup>rd</sup>	1	Benthungo
12	Jhukithong.T	pol. science	5 <sup>th</sup>	1	[Signature]
13	Mehiza	pol. science	3 <sup>rd</sup>	1	[Signature]
14	Houka	Pol. science	1 <sup>st</sup>	2	Houka
15	Kuisaho	Pol. Science	1 <sup>st</sup>	1	Kuisaho
16	Tawemu	B.com	1 <sup>st</sup>	2	Tawemu
17	Michael	sociology	3 <sup>rd</sup>	1	Michael
18	Schulka	History	3 <sup>rd</sup>	1	Schulka
19	Kesinte	Education	5 <sup>th</sup>	1	Kesinte
20	Jumchobeni	Pol. Science	3 <sup>rd</sup>	1	Jumchobeni
21	<del>Benjamin</del>	<del>Sociology</del>	<del>5<sup>th</sup></del>	<del>1</del>	<del>[Signature]</del>
22	Koni Bonno	Sociology	5 <sup>th</sup>	1	Koni Bonno
23	Mushe	History	5 <sup>th</sup>	1	Mushe
24	Shukia	English	5 <sup>th</sup>	1	Shukia
25	Ere-u	English	5 <sup>th</sup>	1	Ere-u
26	Imadu	Education	1 <sup>st</sup>	1	Imadu
27	Vogechi	History	2 <sup>nd</sup>	1	Vogechi
28	Alinta Anami	Political Science	1 <sup>st</sup>	1	Alinta
29	Hopokot	Psychology	1 <sup>st</sup>	II	Hopokot
30	Akhuwo	History	1 <sup>st</sup>	1	[Signature]
31	Demmi	English	1 <sup>st</sup>	1	Demmi
32	Sobin	English	3 <sup>rd</sup>	1	[Signature]
33					
34					



# CLEAN & GREEN CAMPUS AWARD 2022

## CERTIFICATE OF RECOGNITION

AWARDED TO  
**DON BOSCO COLLEGE**  
KOHIMA, NAGALAND

FOR THE CLEAN & GREEN PRACTICES  
FOLLOWED IN THE INSTITUTE

  
Keduolhoukho Chadi  
Director  
Earth Friendly Generation (EFG)  
Chiephobozou Town Kohima Nagaland



23<sup>RD</sup> MAY 2022  
DATE