



# INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

Ref. No. : DBC/IQA/Ci.02/2021

Date : 19.02.2021

## CIRCULAR

The Don Bosco College Kohima, Internal Quality Assurance Cell will be held on **22-02-2021** at **1:30 PM**, in IQAC Office

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

### **Agenda:**

1. Updates on the working of the 7 criteria NAAC
2. Distribution of work allotment for staff
3. Peer Team preparations dates
4. Feedbacks and evaluation

(Ms. Jarani Mao)  
IQAC Coordinator



**Cordinator**

**Minutes of the DBCK, Internal Quality Assurance Cell meeting held on 22<sup>nd</sup> February 2021 at 1:30 PM, in IQAC Office**

**The following members were present:**

Sl.no	Name	Designation	Signature
1.	Dr. Fr. P. Suresh	Chairman	<i>fr p. Suresh</i>
2.	Dr. VelhouKoza	Member	<i>Dr. VelhouKoza</i>
3.	Mrs. Pinky Sagolsem	Member	<i>Pinky Sagolsem</i>
4.	Mr. N. ZupenthungShitiri	Member	<i>Mr. N. ZupenthungShitiri</i>
5.	Dr. LanukumlaAo	Member	
6.	Dr. ImtinaroLongkumer	Member	<i>Dr. ImtinaroLongkumer</i>
7.	Mrs. Kezienuo	Member	<i>Mrs. Kezienuo</i>
8.	Fr. P. Innocent	Member	
9.	Ms. Kevisedenuo Christina	Member	<i>K.C. Rome</i>
10	Mr. Manikho	Member	
11	Fr. T.P. James	Member	
12	Ms. Jarani Mao	Co-ordinator	<i>Ms. Jarani Mao</i>

**Background:**

1. Updates on the working of the 7 criteria NAAC
2. Distribution of work allotment for staff
3. Peer Team preparations dates
4. Feedbacks and evaluation

**Decisions taken:**

1. Self evaluate the criteria before mock drill.
2. Two more Mock-drill will be held (Internal and External).
3. To include alumni and students forum for help and assistance during PTV
4. Documents and files to be updated and kept in the conference hall according to file number and criteria
5. Orientation on NAAC for Parents and Alumni to be repeated.

Sd/-

(Co-ordinator)  
IQAC, DBCK



## REPORT

The IQAC Steering team of Don Bosco College Kohima conducted a meeting on 22-02-2021, at 1:30 PM, in IQAC Office. The purpose of the meeting was to evaluate and prepare for NAAC Peer Team Visit.

The sitting started with a prayer by Principal, Fr. Dr. P. Suresh. In the session the following agenda were discussed Updates on the working of the 7 criteria NAAC, distribution of work allotment for staff, Peer Team preparations dates, Feedbacks and evaluation

The team came to the conclusion of evaluating self internally including all the staff and students of DBCK on the seven criteria to be thorough before the mock drill. The team also suggested to go for two more mock drill: internal and external each before the actual PTV. Further, it was decided that to avoid panic and confusion later, the IQAC office must collect and arrange the files and documents for PTV in the conference hall beforehand. It was also decided to involve the alumni and existing students' forum leaders in the work distribution so as to use maximize the availability of human resource during the two day visit. Owing to the need of the hour, the team suggested to organize orientation on NAAC process for Parents and Alumni to be repeated to ensure maximum participation during interaction.

Sd/-

(Co-ordinator)  
IQAC, DBCK

