

## INTERNAL QUALITY ASSURANCE CELL

### Annual Activity Report 2020-2021

The epidemic of global pandemic of COVID-19 and its extensive spread led to the closure of educational institutions, shifting the system of education to virtual Platforms. The culture of **Work from Home and Learn from Home** has put the responsibility on the shoulder of the Institutional own strategic plan and management skills to uphold the quality of Education.

This report includes all the initiatives and strategic plans, DBCK IQAC has implemented in order to sustain and maintain the quality of Education in the institution during the academic year 2020-2021 (Online).

The composition of IQAC and members for the academic year 2020-2021 is given below

Chairperson : Fr. Dr. P. Suresh SDB, Principal.

Teachers representatives :

Ms. Zevisanuo Khate, IQAC Asst. Cordinator.

Mrs. Kezienuo, Controller of Examination

Dr. Lanukumla, Convenor Research Committee.

Dr. Tovika, Nodal Officer, Students' Forum.

Dr. Imtinaro Longkumer, HOD, Education

Dr. Velhoukoza, HOD, Sociology.

Mrs. Pinky Sagolsem, HOD, English.

Mr. N. Zupenthungshitiri, HOD, Pol.science.

One Member from management: NU Nominee/ Prof. N. Das.

Administrative Staff :

Fr. P. Innocent, Vice Principal, D.B.H.S.S

Mr. Manikho, Account officer, DBCK

One Nominee each from local society, students and alumni :

Ms. Kevisedenuo Christina

Mr. Heutwateung, Gen. Scty, Students' Forum.

Mr. Keniengu Albert, Catholic Union President. CKC Kohima.

One Nominee Each from Employers/ Industrialists/ Stakeholders :

Dr. N. Tiwary, Principal, Mnt. Olive College

Mr. Vituozo Phewhuo, N.V. Press, Kohima.

Fr. T.P. James, Principal, D.B.H.S.S.

Co-ordinator

: Ms. Jarani Mao



### INITIATIVE 1:

IQAC initiates and organise Orientation Programme in collaborations with various committees and cells for both Staff and Students. For the faculty, orientation programme is organised once a month every year to update and sustain the ambiance of the value of the profession as a teacher in moulding the minds of the young. Various issues and themes relevant to the growth and sensitizing the students as responsible citizens are identified for student's orientation Program. Owing to the pandemic, in the academic year 2020-2021, four Staff Orientation Programmes and Four Students Orientation Programmes each were conducted online through Google meet.

### INITIATIVE 2:

IQAC prepares the Academic Year plan in the beginning of every academic session in consultation with various Department Heads, Controller of Examination and Committees and Cells conveners and coordinators. The AYP is included in the handbook of the students, which is normally issued to the students on the first day of the class. For this academic session, owing to the online classes, the AYP was distributed to the students online through the Department Heads/class teachers via Google classroom and WhatsApp. In addition to the AYP, Google calendar was introduced to let all staff and students to access and update themselves on the events and plans of the college.

All the departmental activities plans and committees' plans were conducted online in a prescribed format prepared by IQAC.

### INITIATIVE 3:

The Academic Council of DBCK was officially set up on 11<sup>th</sup> September 2020, with its policy document. The formal composition of the council officially elected for a term period of 5 years is presented below:

Dr. Fr. P. Suresh (Principal)	: Chairman
Dr. Pinky Sagolsem (HoD, Dept. of English)	: Coordinator
Dr. LanukumlaAo (HoD, Dept. of History)	: Member
Dr. ImtinaroLongkumer (HoD, Dept. of Education)	: Member
Dr. VelhouKoza (HoD, Dept. of Sociology)	: Member
Mr. Zupenthung (HoD, Dept. of Political Science)	: Member

During the Academic year 2020-20, the council conducted 4 meetings

### INITIATIVE 4:



Working on the recommendations and suggestions from the external audit, IQAC initiated to establish various required offices in the college. The Controller of Examination and NSS office was set up on 10<sup>th</sup> February 2021. The joined office of front desk and Principal room was separated on 20<sup>th</sup> February 2021. The existing Students' Forum office was extended. All existing and newly established offices were updated with latest infrastructure and resources such as IT facilities and stationeries including physical facilities; chairs, tables, desk etc. All offices and rooms were properly labeled.

#### **INITIATIVE 5:**

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 Society, on 24<sup>th</sup> and 25<sup>th</sup> 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.

#### **INITIATIVE 6:**

Self Study Report of DBCK was successfully submitted on 19<sup>th</sup> August 2020.

#### **INITIATIVE 7:**

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 10<sup>th</sup> to 12<sup>th</sup> August 2020.

Don Bosco College Kohima teaching staff participated in the "One Week Virtual Faculty Development Programme on Digital Skills in Smart Learning" organized by the Don Bosco College (Autonomous) Maram and IQAC DBCM from 14<sup>th</sup> June to 19<sup>th</sup> June 2021.

#### **INITIATIVE 8:**

Online Teaching Learning process and overall transaction of curriculum was collected and analyzed online on 16<sup>th</sup> January 2021.

#### **INITIATIVE 9:**

Don Bosco College Kohima started its first Certificate Course on Tally signing an Institutional Partner Empanelment with Tally Education Private Limited, Kolkata on this day. The course covered all the basics of Tally known as TallyAce which consisted of 6 units and an additional 2 units included which covered GST and MIS in Tally ERP9. The duration of the course was for 6 months.



#### **INITIATIVE 10:**

As per the necessity felt to support working mothers/staff in the college, the Child Day Care facility was set up on 25<sup>th</sup> September 2020. The facility includes one room with 4 beds, table, stool and a washroom attached with geysers and running water facility. The facility is at present availing by two women staff.

#### **INITIATIVE 11:**

To ensure gender sensitization and equality in the campus, Women Cell has been introduced. The maintenance of girl's common room and its infrastructure has been entrusted under the custodianship of the convener of the cell and Women Welfare Secretary, Students' Forum.

The existing Girls Common room was extended and expanded on with the signing of the MOU with the Family Planning Association, Kohima on 15<sup>th</sup> December 2020. Sanitary pad vending machine and Solar run incinerator was installed, infrastructure such as extra coach, bed, attached washroom with running water facility.

#### **INITIATIVE 12:**

DBCK, NCC for girls was introduced and established on 11<sup>th</sup> November 2020, registered under the 1<sup>st</sup> Naga Girls NCC BN Kohima, with the total number of 20 cadets and 1 ANO. The college IQAC plans to further extend the wing for boys and introduce NCC Boys in DBCK.

#### **INITIATIVE 13:**

IQAC initiated compulsory E-mail address for all the present students of DBCK, traced out the working contact and Email address of passed out students (Alumni) with the help of Alumni committee and oriented the students on the process and importance of participation in NAAC Assessment through SSS. To be precise, IQAC conducted the NAAC Format Students Satisfaction Survey was conducted online on 20<sup>th</sup> April 2021.

#### **INITIATIVE 14:**

As per the report and recommendation of external audit, various Policy Documents such as policy on physical infrastructure Maintenance, Green alliance, examination and admission was created on 31<sup>st</sup> August 2021.

#### **INITIATIVE 15:**

The existing Bosco Green campus initiative was replaced by Bosco Green Alliance, the policy on Green alliance was formulated with the establishment of Bosco Green Alliance Committee on 1<sup>st</sup> March 2021.



Since its inception, the committee has actively been involved in green initiatives in the campus. The campus is provided with 12 dustbins of 240L and 9 dustbins of 120L outside and 8 dustbins of 60L inside the campus. Solar powered sanitary venting machine, solar classroom and Vermi-Composting structure set up set up on 5<sup>th</sup> March 2021.

#### **INITIATIVE 16:**

To upgrade the physical infrastructure of the college as per the AAA recommendation, IQAC took initiatives in installing four more fire extinguishers in the campus. Drinking water filters installed near T1 and S4 (1<sup>st</sup> and 2<sup>nd</sup> Floor). Extension and expansion of Library was done on 22<sup>nd</sup> February 2021

#### **INITIATIVE 17:**

Feedback on Curriculum from different stakeholders (Students, parents, alumni, teachers) were collected and analyzed online on 18<sup>th</sup> May 2021.

#### **INITIATIVE 18:**

On 19<sup>th</sup> February 2021, Evaluation of departmental plans of 2020-21 and SWOC analysis of each Department was conducted by the HoDs and submitted to IQAC. Evaluation was done offline and the overall audit report was done by IQAC.

#### **INITIATIVE 19:**

Annual activity report/News letter of IQAC was completed on 30<sup>th</sup> August 2021.



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### Annual Activity Report 2021-2022

Don Bosco College started the new academic session of 2021-22 on 1<sup>st</sup> July 2021. The composition of IQAC members for the academic year are given below:

Sl.No	Designation	Name of the Members
1	Chairperson	Fr. Dr. P. Suresh SDB, Principal.
2	Teachers representatives	Dr. Imtinaro Longkumer, HOD, Education Ms. Tsutshowe-ii Sekhamo, Convenor, Academic Council Dr. Velhou Koza, Convenor, Research Cell Mrs. Zavelu Kezo, Dean of Students Affairs Mrs. Kezienuo, Controller of Examination
3	One Member from management	NU Nominee/ Prof. G.T. Thong
4	Administrative Staff	Fr. Christu Doss, Administrative supervisor, Don Bosco campus Mr. Manikho, Account officer, DBCK Mr. Medosielie Methodius Sote, IQAC Office Assistant
5	One Nominee each from local society, students and alumni	Ms. Kevisedenuo Christina, Alumni Association Ms. Jenifer Wotsa, Gen. Scty, Students' Forum. Mr. Keniengu Albert, Catholic Union President. CKC Kohima.
6	One Nominee Each from Employers/ Industrialists/ Stakeholders :	Dr. N. Tiwary, Principal, Mnt. Olive College Mr. Vituozo Phewhuo, N.V. Press, Kohima. Fr. T.P. James, Principal, D.B.H.S.S.
7	Co-ordinator	Mrs. Jarani Mao



### **INITIATIVE 1:**

IQAC organized Applied Ethics Certificate Course for the 3<sup>rd</sup> Semester students and Certificate Course on Soft Skills for 5<sup>th</sup> Semester students from 1<sup>st</sup> July to 17<sup>th</sup> July 2021. The initiative has been taken with an objective to upgrade and enhance the student's community which will help them in the future. The certificate course was organized for 15 days.

### **INITIATIVE 2:**

In consultation with various Department Heads, Controller of Examination and Committees and Cells conveners and coordinators, the AYP was prepared and given out to the students. The main objective of giving out the AYP in advance is to involve maximum students and staff awareness and participation in all the college activities for the whole academic session.

### **INITIATIVE 3:**

The college organogram was reframed as per the requirement and need of the college after the first NAAC cycle, prioritizing certain committees and cells, inclusion and creation of new ones.

Creation of Dean of Students Affairs was initiated with an objective to follow up and facilitate all affairs, programs, activities and issues related to student's community in DBCK for quality development. Hence the appointment of DSA was done on 10<sup>th</sup> July 2021, with its Policy Document.

Bosco Internal Complaint Cell (BICC) was created with its policy document, where all grievance cells of DBCK fall into, such as academic and administrative grievance cell and students grievance cell. New grievance cells like parents and Alumni grievance cell were created under BICC.

### **INITIATIVE 4:**

IQAC introduce a new assessment system for the purpose of assessing the learning level of students. Which is different from the academic assessment or assessment related to curriculum? The main purpose of the assessment was to identify the needs and aspiration of the students so as to provide proper guidance and support with the best opportunity to grow in the college. The advance learner committee and slow learners committee was created to follow up the students as per the level of learning. For the advance learners; activities and programs such as Quiz time and leadership development programs are organized. The identified slow learners are facilitated through various remedial learning and programs.

### **INITIATIVE 5:**

Keeping in mind the global concern for environmental care and protection, IQAC initiated to go for improvising the Environmental and Green Initiatives of the college. The existing organic garden practice was strengthened with the introduction of vermicompost practice. The first harvest of vermicompost was used in the organic garden.

Environment and Energy Audit was done on 31<sup>st</sup> March 2022.



#### **INITIATIVE 6:**

IQAC in consultation with the examination committee initiated projects and field related assignments for the students so as to let the students experience the basics of research and inquiry. It was introduced to motivate the students to appreciate original and authentic data collection and the process of compilation and reporting of data collected.

The three semesters were divided into different activities such as Case Study for 6<sup>th</sup> Sem, Awareness Program for 4<sup>th</sup> Sem and Field Visit for 2<sup>nd</sup> Sem students.

#### **INITIATIVE 7:**

IQAC with the HRD cell, initiated and organized seven FDPs for the Staff of DBCK, on several themes such as; Aspects of Global Impact on Education, types of stress and stress management, Education based on Multiple Intelligence, Artificial intelligence, Intellectual Property Rights, GDP and Intensive training in the educative system of Don Bosco.

#### **INITIATIVE 8:**

An Internship program was organized for the B.Com, 2<sup>nd</sup> 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., 2<sup>nd</sup> June to 30<sup>th</sup> June 2022. The internship program benefited 11 students from B.Com.

#### **INITIATIVE 9:**

IQAC with Research Cell, DBCK initiated a Minor Research Project for duration of 2 years. The project is currently under progress undertaken by three faculties from English and History Departments.





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*Fr. P. Suresh.*  
Principal  
Don Bosco College  
PB - 430  
Kohima-797001 Nagaland



## **INITIATIVE 1: CAPACITY BUILDING PROGRAM**

Lack of skill based contents in the then existing curriculum , IQAC decided to initiate skill based CBP for students as a part of departmental activity. Two CBP in an academic year for the students to be organized by the concerned department suiting to the needs of the discipline the students are in.

**In the academic year 2022-23, the 16 CBP was successfully conducted department wise.**

Education- 2 CBP on the themes, Effective Communication skills and Education to love

English - 2 CBP on the themes, Creative Writing and Interview skills

History - 2 CBP on the themes, Museum significance and Effective management of Interview and writing resume

Pol. Science- 2 CBP on the themes, Interview skills and Career talk on Civil service

Psychology- 2 CBP on the themes, Personal Counseling and Mental health-first aid

Sociology- 2 CBP on the themes, Stress management and mental health-first aid

Commerce - 2 CBP on the themes, Digital Marketing and Digital marketing-the future

Science - 2 CBP on the themes, Prevention of sexual Harassment and General scientific principle

## **INITIATIVE 2: RESEARCH PROJECTS FOR STUDENTS**

With an objective to provide research experience to the students of DBCK, IQAC initiated to introduce projects for students as one part of internal assessment mechanism as the affiliating University had granted liberty to every institution o design their own internal assessment mechanism of 30 marks. The project was introduced for the final year students (six semesters).

**In the academic year 2022-23, 15 projects were successfully conducted department wise.**

**Education-** Two Projects on the topics, A Comparative study on the status of Co-Curricular activities in the schools of Kohima and A Study on and Counselling services in college of Kohima town

**English-** Three Projects on the topics, A Critical study of Virginia Woolf's to the Lighthouse as a Modernist text, A Comprehensive Study on Romantic and Modern period in American Literature and A Comparative study of Vijay Tendulkar's Kamala and Mahesh Dattani's Tara in line with the theme of Gender Discrimination.

*P. Suresh.*  
Principal  
Don Bosco College  
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Kohima-797001 Nagaland



**History-** Two Projects on the topics, Preservation and conservation of Museum with special reference to Nagaland state Museum and Battle of Kohima.

**Sociology-** Four Projects on the topics, Impact of mobile Phone of students' Education in Kohima, Environment Degradation in Kohima Village: A Sociological Study, Tourism and its sustainability in Nagaland: Exploring the potentials and Empowerment of Naga Women with special reference to Kohima town in Nagaland

**Political Science-** Four Projects on the topics, Right to information (RTI) A tool for Democracy and Good Governance, NLTP Act 1989- Roles and views of Governmental and Non-Governmental Organizations, Traditional Politics of the Angami and its Administration and Political Ideas Dr. A. P. J Abdul Kalam.

### **INITIATIVE 3: AWARENESS PROGRAM**

In the academic year 2022-23, 28 Awareness program were successfully conducted. The students from the fourth semesters undertook the awareness program as a part of internal assessment mechanism for 20 marks. Each department students were divided into groups with allotted topic or theme. The following are the theme divided as per the subject/course suitability. Education: Violence against women, Electoral Literacy for Stronger Democracy, Right to Education. English: Safety and Empowerment of Women, No Voter to be left behind, Assessable Elections, Gender Legal Awareness. History: Peace, Right to Vote, Inclusive and qualitative participation in Election, Clean Election. Political Science: Votes ID card Easy Registration, Easy Correction, Right to vote, Women Rights, Corruption free Election, Freedom of Speech. Sociology: Forest conservation, Waste management, Climate Change. Clean Election, Psychology: Sexual Harassment prevention, Right to Vote. Commerce: Clean Election, HIV/ AIDS.

### **INITIATIVE 4: FORMATION OF MEDIA CELL**

Understanding the requirement of keeping the college events and activities in the platform of social media for better exposure and exploring students talents in photography and writing/reporting skills, DBCK Media Cell was formed on 28 July 2022 with two photographers and one videographers and two reporter. The main objective of the cell was to record and report college events and assist in publication and advertising in the social platform.

*Dr. P. Suresh*  
Principal  
Don Bosco College  
PB - 430  
Kohima-797001 Nagaland



## **INITIATIVE 5: CELEBRATION OF IMPORTANT DAYS (STATE, NATIONAL AND INTERNATIONAL DAYS)**

Realizing the significance of State and National important days including cultural and tribal festivals, commemoration of birth days and celebration, The College inculcated several days marked and included in the college AYP. Different departments and committees were appointed with one coordinator (Teacher in-charge) to look after the celebration of those days. During the academic year 2022-23, 22 days were marked and celebrated by the college.

## **INITIATIVE 6: EXTENSION ACTIVITY**

Alongside the curricular activities, for this academic year, various activities were conducted to enhance student's sense of responsibility and empathy towards the society in general and to the locality to which they belong in particular. All the students are divided into several units of NSS and NCC in the college. All extension activities are conducted under the wings of NSS and NCC. The departmental activity per semester plan also includes at least one extension activity. Hence, the following extension activities were carried out such as Blood donation, visit and donation at old age home, prisons, and orphanage. Educating and tutoring students in need during exam in the neighborhood, acknowledging and relieving social frontline workers, vendors etc.

## **INITIATIVE 7: SIGNING OF MoUs FOR EXTENSION ACTIVITY**

In the academic year 2022-23, the college has signed an MoUs with 9 organization/institutions/agencies such as, Earth Friendly Generation, St. Xavier college, Kohima Municipal Council, Kohima Village Council, Centre for Development, Emporium training and consultancy, Nagaland International Research center and Ark Foundation, and Mahindra Education private Limited. The collaboration areas include environment issues, waste management, Research, extension activities, academic related activities, career and placement, internship etc.

## **INITIATIVE 8: INTERCOLLEGIATE PROGRAM**

To ensure students exposure to various talents and encourage a sense of active participation in healthy competition and team work, the college organizes various intercollegiate activities where opportunities are provided to students to come in contact with different colleges in and around

*Dr. P. Suresh*  
Principal  
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PB - 430  
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the state. For the academic year 2022-2023, two intercollegiate activities were conducted namely Speech competition on the theme 'Kohima Youth Talk 2022' on 3<sup>rd</sup> September 2022 and Basketball tournament on 29<sup>th</sup> and 30<sup>th</sup> August 2023.

### **INITIATIVE 9: FIELD VISIT**

During the academic session 2022-2023, the IQAC has initiated a field visit for the 2<sup>nd</sup> semester students as a part/mode of internal assessment. The main objective for the field visit was to provide first hands on information or knowledge/ experience to the students about the working and functioning of various offices, organist ions. The students were divided into various groups under each department were divided into various groups and were given a task to visit one department/ offices in group. The selection of the field destinations were differed as per the course undertaken by the students.

*Ir. P. Suresh*

Principal  
Don Bosco College  
PB - 430  
Kohima-797001 Nagaland

