



## **Don Bosco College Kohima**

### **Duty Charts of Various Heads/Committees and Cells** **(Academics and Administrative)**

Don Bosco College Kohima follows a systematic organogram supported with a well framed policy document of all committees and cells. The following are the description of job profile/specification and responsibilities assigned.

#### **RESPONSIBILITIES OF IQAC**

1. Documentation of all files
2. Maintaining Chronicles
3. Feedback on curriculum to be collected, analyzed and action taken report by IQAC
  - a. Employers, parents, alumni- every academic year
  - b. Students and Staff every semester.
4. Students Satisfaction Survey.
5. Infrastructural Development of the Institute
6. Faculty APAR( Annual Performance Appraisal Report) should be done annually.- IQAC
7. Internal Audit to be done every academic year with members of the governing body, IQAC, Academic Council and Coordinators.
8. IQAC Meeting to be conducted twice in a semester. (Once inclusive of DBCK Students Forum).
9. Organizing activities with the collaboration of the committees.
10. Over all Qualitative aspects and improvement of the College
11. Administer all academic support committees and cells in the college.
12. To conduct quality audits on all qualitative parameters of the college
13. To evaluate and conclude academic year with SWOT analysis
14. To organize various academic and administrative training/workshops/orientation/FDP for staff.
15. Update and augmentation of Teaching Learning infrastructure and physical facilities of the college.

16. To review and reform periodically on the policies documents of the college as per requirements

## **RESPONSIBILITIES OF STUDENTS AFFAIRS**

To monitor and co-ordinate the following committees

1. Student welfare Committees
  - a. Mentoring Committee
  - b. Remedial Committee
  - c. Advanced Learners Committee
  - d. Bosco Green Alliance
  - e. Discipline Committee
  - f. PTA Committee
  - g. Alumni Committee
  - h. Career Counselling and Placement Cell
2. Students Forum
  - a. Assembly Committee
  - b. Canteen Committee
  - c. Women Cell
  - d. Annual Programme
    - Fresher's Day
    - Gratitude Day
    - Graduation Day
    - College Week
    - Inter- Collegiate Committee
3. BEEA Committee
  - a. Bosco Sports Academy

- b. Bosco Creativity Club
- c. Bosco Spiritual Movement
- d. Bosco Organization
  - NSS
  - NCC
4. Scholarship and Freeships
5. Students Grievance Redressal Cell

Cell responsibility and documentations

  - a. Minutes of the meetings of students redressal committee with CR,VCR's and Students Forum
  - b. Circular/web-link/ committee report
  - c. Proof of constitution of Grievances Redressal Committee
  - d. Report of incident, management of grievances(Action taken Report)from the concerned cell is essential
  - e. Should have Grievance Meeting of students once a semester
  - f. All grievance should be addressed and action taken report to be maintained

#### **RESPONSIBILITIES OF THE HEAD OF DEPARTMENT**

1. Every department to start minor project and major project.(HoD and Asst. Professor) (one every academic session)
  - a. List of teachers along with the department affiliation.
  - b. Title of the funded project,
  - c. The amount and the funding agency
2. To bring more Capacity Building and Skills enhancement initiatives such as soft skills, language and communication skills, life skills, ICT/ computing skills for the students for once every academic year.
  - a. Copy of circular, brochure and report of the event
  - b. Geo tagged Photographs
  - c. Number of students enrolled for each of the events with signature
3. To monitor the Remedial programme of the department staff in their logbook

4. To monitor the discipline of the department.

### **RESPONSIBILITIES OF ASSISTANT PROFESSOR**

1. Encourage students to take part in experiential Learning- Project work/ Field Work/Internship- Curriculum prescribed by the university.-  
Assistant Professors.
  - a. Documents showing the experiential learning
  - b. List of students with details of title, place of work, etc
  - c. Internship completion certificate/ Project completion certificate from the organization
  - d. Duration of the Intern
  - e. Report of the field visit, sample photographs of the field visit and permission letter from the competent authority
2. To be Coordinator of any of the following and maintain the necessary documentation
  - a. Examination Committee
  - b. Human Resource Development Committee
  - c. Research Cell
  - d. Don Bosco Internal Complaint Cell (DBICC)
  - e. Admission Committee
  - f. Library Committee
  - g. Mentoring Committee
  - h. Remedial Committee
  - i. Advanced Learners Committee
  - j. Career Counselling and Placement Cell
  - k. BEEA Committee
3. Every department to start minor project and major project.(HoD and Asst. Professor) (one every academic session)
  - d. List of teachers along with the department affiliation.
  - e. Title of the funded project,

- f. The amount and the funding agency

### **RESPONSIBILITY OF ADMINISTRATIVE STAFF**

1. E-Governance- Administration, Finance and Accounts, Students Admission and Support and Examination.
  - a. Policy Document to be prepared by September 2021
  - b. Annual e-governance report approved by the Governing Council.
2. Assist in administration and examination works
3. Librarian- Need to be part of Library Committee
4. Accountant- Need to keep into account the following
  - a. Expenditure on e-governance
  - b. Expenditure on books and journals
  - c. Expenditure on physical augmentation
  - d. Expenditure on Infrastructure augmentation
  - e. Expenditure on institutional Scholarship/ Fee concession
  - f. Expenditure on financial support to staff
  - g. Grants received from Government and Non- Governmental Agencies
  - h. Alumni Contribution
  - i. Stock Register
  - j. Audit report with salary and without salary.

### **RESPONSIBILITIES OF ACADEMIC COUNCIL**

1. Academic Council meeting on curriculum once in a semester.
  - a. Circular/ Brochure of the Meeting, Meeting Minutes, Reports, action taken and Geo tagged Photos
2. Staff who participates in the curriculum development should submit the following.
  - a. Nomination Letter from their Affiliating University clearly indicating membership in BoS /Academic Council.
  - b. Letters from the affiliating university to the faculty for setting question paper for UG/PG programs.

- c. Document showing the faculty participation in the design and development of Curriculum for add on/ certificate/ Diploma Courses.
  - d. The letters from the affiliating university inviting the faculty for Assessment /evaluation
3. Introduce certificate course/ Add On Course (one every academic session)
- a. Structure of the Programme indicating the courses, credits has to be approved by the competent authority- Document required.
  - b. Maximum of 30 hours
  - c. Name of the Programme, Duration, list of students enrolled with signature of the student
  - d. Summary Report of each Programme year wise along with their outcome.
  - e. Attendance Sheet of students with signature should be provided.
4. Academic and Administrative Staff Awards

#### **RESPONSIBILITIES OF EXAMINATION COMMITTEE**

- 1. Meeting twice a semester
- 2. Examination Section
  - a. Examination related grievances to be recorded and reported in the register (Students details, issue, date and time, signature and action taken).
  - b. Every application related to exam should be address to COE and the same should be recorded.
- 3. Maintain Record of the students enrollment and the number of students appearing exam every semester
- 4. Prepares all activities and papers relating to exams
- 5. Issue all notice relating to exams
- 6. Annual Report of Controller of Examination to be prepared showing the pass percentage of the students.

#### **RESPONSIBILITIES OF STUDENTS FORUM**

To monitor and co-ordinate the following committees

- 6. Students Forum
  - e. Assembly Committee

- f. Canteen Committee
- g. Women Cell
- h. Annual Programme
  - Fresher's Day
  - Gratitude Day
  - Graduation Day
  - College Week
  - Inter- Collegiate Committee
- 7. Election of CRs and VCRs for Students Forum Election
- 8. Students Forum Election
- 9. Should take care of students grievances

#### **RESPONSIBILITIES OF HUMAN RESOURCE DEVELOPMENT COMMITTEE**

- 1. Collaboration for Faculty Exchange/ Student Exchange Programme/ Research/ Internship/ On the Job Training (once every academic session)
  - a. Copies of collaboration/related documents indicating the nature of collaboration and activities
  - b. Collaborations with the sister institutions under the same trust not to be included.
- 5. Sign MOU (One MoU every academic session)
  - a. Activities should be conducted after signing the MoU.
  - b. All MoU should have the duration
  - c. MoU with the sister institutions under the same trust not to be included.
- 6. FDP Cell should conduct FDP programme every month.
- 7. FDP Cell should organized once FDP in every semester in collaboration with other institution/University/ Organization (Seminars/ Invited Talk not to be considered)
  - a. Brochures and Report
  - b. List of participants in each programme
  - c. Photographs with date and caption.

8. Staff should attend at least one of the following online/ offline FDP/ Orientation/Induction Programmes, Refreshers Course, Short Term Course, etc as per UGC stipulated period.
  - a. Duration should be more than a week
  - b. Copy of the certificate to be submitted
9. Should organize orientation programme for students, academic and administrative staff, students, parents and alumni

### **RESPONSIBILITIES OF RESEARCH AND DEVELOPMENT CELL**

1. Grant in Aid in Research Project. (Grants by own trust/ sister institution not to be included)
  - a. Sanction letter of grants by the funding agency is mandatory.
  - b. E-copies of the letters of award for research projects sponsored by Government and non-government sources
2. Should encourage every department to take the initiatives of conducting national and international seminar/ conferences with the help of Research Cell. (one every academic year for one department)
  - a. Detailed report for each program.
  - b. Brochure/Photograph with date and captions
  - c. Title of the workshops / seminars conducted.
  - d. Details of resource persons
3. UGC Listed Journals/ SCOPUS/ Web of Science Publication (atleast five one academic session)
  - a. Hard Copy and Soft Copy to be submitted to IQAC Office
  - b. Should submit the link to the journal website to IQAC Office
  - c. Should submit screenshots of research articles clearly showing the title of the article, affiliation, name of the journal, year and authors name if the links are not available.
4. Publication of Books and chapters and paper publication in national and international conference proceedings (Aleast five one semester)
  - a. Hard Copy and Soft Copy to be submitted to IQAC Office
  - b. Cover page, content page and first page of the publication to submit to be IQAC Office
5. Financial Support to staff to attend conferences/workshop and towards membership fee of professional bodies.- Research Cell
  - a. Policy document on providing financial support to teachers.



- b. E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support
  - c. Proof of payment
6. Research of the Year Award

## **RESPONSIBILITIES OF DON BOSCO INTERNAL COMPLAINT CELL**

1. DBICC Committee
  - a. Academic Staff Grievance Cell
  - b. Administrative Staff Grievance Cell
  - c. Students Grievance Cell
  - d. Parents Grievance Cell
  - e. Alumni Grievance Cell
  - f. Anti- Sexual Harrassment Cell
  - g. Anti-Ragging Cell
2. Committee documentations
  - g. Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee.
  - h. Circular/web-link/ committee report
  - i. Proof of constitution of Internal Complaints Committee/ Grievances Redressal Committee formation/Anti Ragging Committee as per UGC regulation
  - j. Referring UGC regulation a constitution to be created by August 2021
  - k. Report of incident, management of grievances from the concerned cell is essential
3. Should organize orientation on the above following cell for every 1<sup>st</sup> semester
4. Should have Grievance Meeting of Academic Staff , Administrative Staff, Parents and Alumni once an academic session
5. Should have Grievance Meeting of students once a semester
6. All grievance should be addressed and action taken report to be maintained
7. The Committee to have meeting once every semester

8. Programme need to be organized for members under the DBICC to deal with complaints, process of settlement or conciliation with sensitivity.

### **RESPONSIBILITIES OF ADMISSION COMMITTEE**

1. The Committee needs to check the process of admission.
2. The Committee should give notice on admission along with Principal
3. The Committee should keep record the students who applied for admission and the students who are admitted in the college.
4. The Committee need to keep record of the enrollment of students in each department
5. The Committee need to keep record of students who are admitted from outside the state
6. The Committee need to check the reservation policy
  - a. Copy of letter issued by state govt. or Central Government indicating the reserved categories to be considered as per the state rule
  - b. Final admission list indicating the category as published by the HEI and signed by the principal.
  - c. Admission extract submitted to the state OBC, SC and ST cell every year.
  - d. Number of seats year marked for the reserved categories
  - e. Include only those reserved categories as specified by State/central Government orders for admission.
  - f. Only those seats filled against the quota should be counted here

### **RESPONSIBILITIES OF LIBRARY COMMITTEE**

1. Should have meeting twice a semester to keep track of usage of library and upliftment of the library
2. Should work on digital library
3. Celebrate Library Week/Day
4. Should work on library extension services
5. Should maintain a proper record of OPAC
6. Should regularly update on the latest books in the curriculum
7. Should subscribe e-books and e-journals

## **RESPONSIBILITIES OF MENTORING COMMITTEE**

1. Report should include issue raised and resolved.
2. Issue raised- Personal, Academic- Academic Percentage, Backpaper, attendance, completion of certificate
3. Approved Mentor list should be announced by the HEI
4. Should keep track of the student and refer it to the remedial committee and counselling
5. Geotagged Photos of each mentoring.
6. Should maintain the Staff Mentoring Book properly
7. Mentoring Feedback of each batch to be collected at the end of three years
8. Report on Mentoring Feedback, issue raised and resolved need to be prepared
9. Dates of mentoring to submit to IQAC along with the list of mentor and mentee beginning of every semester
10. Students attendance with signature. Every mentoring signature need to be collected.

## **RESPONSIBILITY OF REMEDIAL COMMITTEE**

1. Should trace the slow learners and those students who need remedial from each department after every exam
2. Should follow up the students every day in the remedial class according to the file format of remedial class.
3. Separate class or coaching for the slow learners where the advanced learners are also welcome to help
4. Should make the students to write NU question paper answer for last five years
5. Should keep record of all the students, by checking their improvement after the remedial
6. Should collect feedback of the remedial from students at the end of every semester and end of remedial.
7. Should write an overall report of the remedial at the end of every semester.

## **RESPONSIBILITIES OF THE ADVANCED LEARNERS COMMITTEE**

1. Encourage the students to take part in the remedial to help their fellow mates.(Name, Dpt and Signature of Student)
2. Organize expert lectures so that the student gain advanced knowledge (once a semester)
3. Should organized at least two advanced programme for them in a semester
4. Should motivate the students to take part in seminar, workshop, conference and university level competition.

5. Should organize quiz competition for the advanced learners (once an academic session)- Prepare the Quiz Book
6. Should prepare report on the performance and achievement of the students at the end of every semester. (Certificate, circular, Boucher, report)

### **RESPONSIBILITIES OF PTA COMMITTEE**

1. Should work on updating parents on the performance of the ward after every exam- Exam performance, attendance
2. Should have meeting with the executive once a semester at the beginning of the semester.
3. Should meet the parents of those students who have low performance
4. Should update the parents on the activities happening in the college
5. Should organize PTA Meeting every semester
6. Should assist in all activities in the college concerning with Parents

### **RESPONSIBILITIES OF THE ALUMNI COMMITTEE**

1. To keep an update on the Alumni portal
2. Alumni Register to be maintained properly/ record of their contribution in cash and kinds.
3. Alumni Registration every year for passed out students.
4. Alumni Committee meeting every academic year.
5. Alumni meet after completion of 5 batch.
6. Students progressing to Higher Education- Alumni Committee
  - a. Proof like admission letters or identity cards or higher degree certificates for selected students progressing to higher education need to be taken care by Alumni Office
7. Alumni Office to keep track of students qualifying state/national/international level examination such as JAM/CLAT/GATE/GMAT/CAT/GRE/TOEFL/UPSC/NPSC
  - a. Qualifying Certificates of the students taking the examination under each category
8. Should keep a record of the prominent alumni of the college
9. The Committee need to assist the placement cell in keeping track of outgoing students placed

## **RESPONSIBILITIES OF THE CAREER COUNSELLING AND PLACEMENT CELL**

1. Two Job placement/ Campus recruitment activity to be organized for every 5<sup>th</sup> and 6<sup>th</sup> Semester.
2. To provide and organized programme for career counselling and guidance for competitive exam to the students to every 5<sup>th</sup> and 6<sup>th</sup>Sem Students(twice in an academic session)
3. Copy of circular, brochure, report of such programs details with photographs having caption of the source persons.
4. Year-wise list of students attending each programme signed by Competent authority
5. Keep track of students who get placed from career counselling/ Job placement/ Campus placement
6. Placement of outgoing student
  - a. List of students placed along with placement details such as name of the company, compensation, etc.
  - b. The placements through HEI placement drive and through pool campus interviews / recruitment drives at other colleges can also be considered.
  - c. ID Card/ Appointment orders of the students placed

## **RESPONSIBILITIES OF THE ASSEMBLY COMMITTEE**

1. Should arrange the assembly schedule
2. Should find speakers for offline assembly (Within and outside the college)

## **RESPONSIBILITIES OF CANTEEN COMMITTEE**

1. Should check the canteen and its menu (Beginning of every semester)
2. Should take care of refreshment and fooding if there is any programme

## **RESPONSIBILITIES OF WOMEN CELL**

1. The Women Cell need to take care of the Womens Common Room
2. Should organize programme/ orientation for women students once a year
3. Should help in anti-sexual harassment cell
4. Celebrate Women's Day

5. Celebrate National Girl Child Day
6. Responsible for taking care of the sanitary vending machine and incinerator
7. Should maintain reports/ circular/ Brochures of all activities conducted

#### **RESPONIBILITIES OF BEEA COMMITTEE**

1. Should maintain report and activities of:
  - a. Bosco Sports Academy
  - b. Bosco Spiritual Club
  - c. Bosco Creativity Club
  - d. Bosco Organization
2. Should make sure that all students are enrolled in NSS/NCC
3. Should organized awareness and extension activities (Four in a semester for NCC and NSS and twice for the BSA, BSC, BCC)
4. Should arrange the Monthly Eucharistic Celebration and Prayer by the Bosco Spiritual Club
5. Should work on receiving awards and recognitions received for extension activities from government / government recognized bodies
  - a. Awards should be of Institution and not Individual
  - b. Awards from own trust/ sister institution, local, urban, panchayat not considered
6. Introduce Red Cross and NCC Boys by 2022
7. Extension activities such as Swatch Bharat, AIDS awareness, Gender Issues, etc to be organized in collaboration with industry, community through NSS, NCC (activities given by the college)
  - a. Geo tagged Photographs
  - b. Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and collaborating agency
  - c. Can Supplement with newspaper report.
  - d. Attendance sheet provided should contain event details, date and signature of students
8. Awards/medals for outstanding performance in sports/cultural activities at Inter University/state/national/international level to be encourage
  - a. e-copies of award letters and certificates

- b. Participation in Republic Day Parade at Rajpath, New Delhi by NCC/NSS candidates.

### **RESPONSIBILITIES OF BOSCO GREEN ALLIANCE**

1. Participate more on Green Campaign organized by state and central government.
2. Quality Audit on Environment to be prepared every academic session
3. Green Campus initiative policy
4. Should regularly check and take necessary steps for the dustbin, cleanliness of the campus, organic farming, vermi compost
5. Implementation of Green Initiatives
  - a. Circulars for the implementation of the initiatives
  - b. Report on environmental promotional activities conducted beyond the campus with geo tagged photographs with caption and date.

### **RESPONSIBILITIES OF DISCIPLINE COMMITTEE**

1. Code of Conduct- Staffs, Students, Governing Body
  - a. Policy document on code of ethics.
  - b. Constitution and proceedings of the monitoring committee
2. To Organise Professional ethics programme for students, teachers, administrator and other staff once every academic year.
  - a. Handbooks, manuals and brochures on human values and professional ethics
3. Should check the discipline of the students if there is any programme or function in the college

### **RESPONSIBILITIES OF ST/SC CELL**

1. To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
2. To ensure provisions of an environment where all such students feel safe and secure.
3. To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.

4. To provide the mechanism to redress the grievance of SC/ST students, if any
5. To ensure protection and reservation as provided in the constitution of India.
6. To arrange for special opportunities to enhance the carrier growth
7. To aware the SC/ST students regarding various scholarships program of State Govt. and UGC.
8. To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.
9. To collect reports and information of State Govt. and UGC's orders on various aspects of education, employment of SC/ST & OBC Students.
10. To circulate State Govt.and UGC's decisions about different scholarship programs.
11. To communicate with the students and motivate them for better future planning.

#### **RESPONSIBILITIES OF ELECTORAL LITERACY CLUB (ELC)**

1. Engage (actively) in promoting awareness of 'Right to Vote' among students, faculty members and community at large.
2. Enable critical thinking on issues related to elections, rights, democracies/non-democracies electoral system and its processes.
3. Encourage student participation and mobility to aforementioned issues – in theory and practice.
4. Cooperate with the District Administration and the State Election Commission in conducting smooth elections in the state with the help of NSS Volunteers and NCC Cadets.
5. The ELC members shall meet once a week to engage in a closed or open group session of thematic discussions on relevant topics.
6. They will organize activities like outreach programs and in campus programs with targeted groups to create voting awareness.
7. They shall function towards the goal to create and preserve the literature for the club.
8. To conduct survey in the institution.