



## **E GOVERNANCE POLICY**

### **Policy Statement**

Don Bosco College Kohima is dedicated to promote transparency and accountability in all the functions of the college through e governance. Implementation of the E-governance in the college provides better functioning of the institute, provides simpler and efficient system of governance within the institute.

### **Key objectives of the policy**

- The primary objective of this policy is to implement E-governance in all the functioning of the institute.
- To provide quick and ready access to information
- To ensure a Wi-Fi enabled campus
- To establish a fully automated Library

### **Scope and Applicability**

E-Governance aims at enhancing the system governance for development of the college by leveraging innovative and scientifically sound technology and extended to the following areas like :

1. Higrade
2. Website
3. Moodle

### **Offered modules to Don Bosco College (Higrade)**

- Academics
- System Admin
- Online Admission
- Students
- Staff
- Internal Assessment
- Timetable
- Fee Management
- Communication
- Feedback
- Alumni

- Library

## **1 Modules – Features highlight**

### **1.1 Academics**

Definition of courses, programmer, classes in a well-defined hierarchy with the standard terminologies of UGC.

### **1.2. Admin (Settings)**

Following are the available features in Admin:

- Annual Settings: Provision to maintain shift, academic year, calendar, events and holiday details.
- Configuration: Defining general settings, series settings and certificate settings
- Users: Provision to maintain users, user roles & rights and password of the users
- Spread Sheet Support: Provision download the empty templates of academics details to insert new records and upload back.
- Support Data: Provision to maintain masters of support data of HiGrade application.
- Archive: Provision to maintain the deleted details and retrieve it whenever we need.

### **1.3. Online Admission**

Following are the available features in Admin:

- Settings: Define settings like: application type, admission schedule advantage marks, HSS subjects, admission category, quota disbursement, maximum intake, seat allotment.
- Admission Statistics: Provision to view the admission statistics.
- Issue Application: Provision to maintain the issued application details which are issued to the students.
- Receive Application: Provision to maintain the application details which are received from the students.
- Selection Process: Provision to select the students for admission in the college.
- Waiting List: Provision to maintain the students' list who are under waiting list for the admission.
- Shortlist Candidates: Provision to select the students for admission in the college.

- Admit Students: Provision to maintain the student's details who are admitted in the college.
- Update Application: Provision to update the students' details once the application is received from the student.
- Reports: Provision to generate reports-based admission details.

#### **1.4. Student**

Following are the available features in Admin:

- Student List: Provision to add student's personal details.
- Dashboard: Provision to view the number of students based on the year and gender.
- Number Generation: Provision to generate roll no, register no and admission no for the students
- Verily Photos: Provision to verify and update the student's profile photo student and staff.
- Communication Settings: Provision to maintain the contact details of students and staff.
- Student Leaving: Provision to maintain the students' details who are left and discontinued from the college.
- Personal Updation : Provision to make changes in student's personal details.
- Promotion: Provision to promote the students to the next academic year.
- Reports: Provision to generate reports based on the student details.

#### **1.5. Staff**

Following are the available features in Admin:

- Staff List: Provision to view all the available staff in the college
- Dashboard: Provision to view the statistics of teaching and non-teaching staff of the college.
- Counselling: Provision to maintain counselling details of the staff.
- Update Staff Order: Provision to update staff order.
- Verify Photos: Provision to verify and update the staff profile photo,
- Exit Staff: Provision to maintain the staff details who exits from the college.
- Personal Updation: Provision to update the personal details of the staff.
- Reports: Provision to generate reports based on the available staff details.

## **1.6. Student Attendance**

Following are the available features in Admin:

- Settings: Provision to define the student attendance settings
- Dashboard: Provision to view the student attendance statistics of the day
- Absentees: Provision to make student absentees entry.
- Absentees Approval Log: Provision to approve the student absentees' details.  
Pending Attendance: Provision to view pending approval attendance details
- Reports: Provision to generate reports based on the student attendance details.

## **1.7. Staff Attendance**

Following are the available features in Admin:

- Biometric Logs: Provision to maintain biometric logs and produce reports.
- Settings: Provision to define staff attendance settings.
- Dashboard: Provision to view the staff attendance details.
- Leave Register: Provision to maintain staff leave register.
- Permission Register: Provision to maintain staff permission register.
- On-Register: Provision to maintain staff on-duty register.
- Reports: Provision to generate reports-based staff attendance details.

## **1.8. Internal Assessment**

Following are the available features in Admin:

- Settings: Provision to define course type groups and course type comparients,
- CA Register: Provision to make mark entry and upload marks.
- Internal Marks: Provision to export the internal marks..
- Reports: Provision to generate reports based on the internal assessment mark entry.

## **1.9. Semester Examination**

- Publish Results: Publish results allows you to download template to make entry of semester results and upload it back.

### **1.10. Timetable**

Following are the available features in Admin:

- Settings: Provision to define the time duration, number of days and number of hours for each shift, number of hours for each staff, block wise room allocation, class room allocation and daily attendance operator allocation.
- Manual Allotment: Provision to allot hours/periods for each staff manually based on the course and day order.
- Timetable Viewer: Provision to view the timetable for all the classes by day order, once the manual allotment is completed.
- Online Monitor: Provision to view timetable in online.
- Generate Timetable: Provision to download the timetable template and upload back for each class
- Substitute Staff: Provision to substitute staff for the classes.
- Reports: Provision to generate reports.

### **1.11. Fee Management**

Following are the available features in Admin:

- Settings: Provision to define fee settings.
- Frequency: Provision to maintain the frequency by month and term.
- Fee Head: Provision to define and manage different types of fee for the students
- Group Head: Provision to group the heads into main group.
- Create Challan: Provision to create challan for fee.
- Term wise fee structure: Provision to define fee structure based on term and semester.
- Dashboard: Provision to display fee amount of each class based on department.
- Fee structure: Provision to define fee based on semester and month
- Reports: Provision to generate various list and summary reports.

### **1.12. Communication (SMS & Email)**

Following are the available features in Admin:

- Send SMS: Provision to send SMS (message) to the students and staff.

- Send Items: Provision to view the messages which are sent to the students and staff.
  - Template Creation: Provision to create SMS templates to send message to the parents and staff. Manage Thoughts: Provision to maintain the thoughts which are sent parents and staff via SMS.
  - Manage Groups: Provision to group the staff based on Non-teaching Staff, Teaching Staff, HOD and Office Staff.
  - Settings: Provision to define the basic settings to send SMS to the Parents and Staff.
- Reports: Provision to generate reports.

### **1.13. Feedback**

- Settings: Provision to define feedback settings for the staff and students.
- Objectives: Provision to define objectives for feedback questions.
- Questions: Provision to prepare feedback questions based on the settings defined.
- Manual Staff Selection: Provision to select staff manually for evaluation based on the settings defined.
- Reports: Provision to generate reports.

### **1.14. Alumni**

- Eases the registration of alumnus through online and pay online facility.
- Facility to search of friends within or with other batches.
- Alumni profile management.
- Facility for Alumni registration, subscription, alumni engagement and to conduct survey with Alumni.

### **1.15.Accounts**

- The accounts office uses the software called Tally which offers advanced features in maintaing financial records effectively and efficiently.
- Appropriate security measures are taken for maintaining confidentiality of the transactions. The college conducts training of the existing staff and ensures that the softwares are updated regularly
- The College also utilizes the Public Financial Management System (PFMS) which is used to manage the funds received from the Government, Payroll Management System, helping in ease of salary calculation, generation of salary slips, dispersal of the same to various bank accounts. TDS, Provident Fund, Allowances are also managed through PMFS

### 1.16. Library:

Don Bosco College Library fully computerized/digitalized. A separate online record of books is maintained to ensure transparency and smoothness in the process. The library is open to bonafide students of all the classes. All important textbooks are kept in the Reserve Section to enable the students to write their tutorials. There is a well- equipped Reading Room, which subscribes to a large number of dailies, weeklies, periodicals and journals on a variety of subjects.

The college continues to add e-learning resources for the benefit of the teachers and the students and recommendations are taken from the teachers and students while subscribing to the e-resources.

### IMPLEMENTATION STEPS

After the signing of contract, a detail study of the existing system is done and a deployment team is dedicated to the college. Same team carries out the entire implementation right from initiation till the final implementation. Gap analysis is done by the team to study the differences in the present system and the HiGrade. Customization within the scope of HiGrade is agreed with timeframe and done. Below table lists the implementation steps of HiGrade.

Sl. no	Items	Responsible
1	Signing of Contract	Both
2	System study and samples collection	BOSCO
3	Data migration if feasible and agreed	BOSCO
4	Gap Analysis	BOSCO
5	Prepare implementation schedule	BOSCO
6	Signing of implementation schedule	BOSCO
7	Customization of HiGrade	Both
8	Delivery of features as per schedule.	BOSCO

9	Review of the delivery at each stage	Don Bosco College
10	Acceptance of the delivery	Don Bosco College
11	Follow up and Maintenance	Both

## **TRAINING AND IMPLEMENTATION**

For the successful implementation of HiGrade in DBCKOH BOSCO will provide onsite/online support as and when needed to ensure that DBCKOH team is in tandem with the system model of the software. During such on-site visits. BOSCO team will organize training for all categories of users. The training and on-site support schedule will be agreed by both the parties on need-basis which includes travel and conveyance and service charges to be paid by Don Bosco College, Kohima, Nagaland.

### **2. WEBSITE**

The college has a website that reflects the mission, history, aims and objectives, information related to faculty, infrastructure, courses offered, various activities, noble initiatives taken by the institute, important notices etc. To ensure the smooth running of the website, a separate service provider/web designer has been appointed by the college.

Under the e-governance policy Don Bosco College has appointed a web designer that takes care of the college website and ensures a speedy update of the latest notices/activities. The college strives to showcase its vibrant self and activeness through its website.

### **3. MOODLE**

Moodle LMS in Don Bosco College, Kohima

Moodle LMS started its first initial trial with students starting from June 2023 to December 2023 Academic session, after the successful trials, it was finally introduced to all students starting from January 2024, on a new academic session period.

With students and Lectures continuous participation and consistent update of relevant information on Moodle LMS website, it thus can be said that Moodle LMS was a successfully launched in Don Bosco College, Kohima



## Advantages of Moodle LMS-

1. Open source
- 2 Accessibility
3. Secure
4. Flexible and Feature Rich

## **5. INTEGRATION**

The Activity or Resource can vary accordingly to user choice as to how they prefer to, if they want to upload PPT they can either use File or Folder, if they want to create an assignment, as such can be created, MCQ/True or False/ Multiple choice/Short answers etc all such can be done in Quiz (Note: The Quiz are naturally auto Correction, i.e. the computer will automatically correct the answers and show the result) and many more such wonderful activities are provided for users to utilize accordingly to their preference choice.

Likewise a user also has the ability to edit the settings for more exciting programs and usage of any set of rules and regulations

Moodle now helps empower educators in two-thirds of academic institutions and thousands of organisations worldwide with open-source technology.

As an open-source platform, you can completely control your Moodle site's reliability, design, customisation, and longevity. Our Moodle Certified Partners and Service Providers can help your institution ensure a reliable, customisable, and resilient Moodle site for effective learning.

## **6. E-WASTE MANAGEMENT**

Don Bosco College Kohima ensures that its usage of technology and generation of e-waste does not impact the environment.

## **7. ICT TOOLS**

### **Hardware Infrastructure**

The College ensures that it has an adequate number of desktops and laptops for students and staff. Computers and printers to be made available in the administrative block.

Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.

The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc.

### **Software Infrastructure**

The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.

Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.

Principal

Staff In-charge

IQAC

GOVERNMENT OF NAGALAND  
HOME DEPARTMENT  
SOCIETIES REGISTRATION CELL.

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NO.HOME-SRC/7385/2015

Dated Kohima the, 15<sup>th</sup> June 2015.

CERTIFICATE OF REGISTRATION

Certificate of registration NO. HOME/SRC- 6901 dated 15-06-2015 in the office of the Registrar of Societies, Home Department Nagaland under Societies Registration Act, 1860 as amended vide Societies Registration (Nagaland Third Amendment) Act, 2008. (Act NO.1 of 2009)

In the matter of application of the **President, 'Don Bosco College Society'** for the society registration at **Ziekezou, Kohima village** in the district of **Kohima**, I do hereby certify that pursuant to section 3 of the Societies Registration Act 1860 as amended vide the Societies Registration (Nagaland Third Amendment) Act, 2008 the centre has been registered in my office as a Society under the title "**DON BOSCO COLLEGE SOCIETY**" and numbered as **HOME/SRC-Six thousand nine hundred and one** dated Kohima the 15-06-2015 (**Fifteen June of the year two thousand and fifteen**).

The registration of Societies/Club etc. registered under Section 3 of the Nagaland Societies Registration (Nagaland Third Amendment) Act.2008 shall remain valid for a period of 2 (two) Years from the date of issue and shall be renewed within 3 (three) months from the date of validity period. Accordingly, the renewal has to be done on or before **15-06-2017 (Fifteen June of the year two thousand and Seventeen)**

(A. WOPEN LOTH) NCS

Secretary to the Govt. of Nagaland  
& Ex-Officio Registrar of Societies, Nagaland

NO.HOME-SRC/7385/2015

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Dated Kohima the, 15<sup>th</sup> June 2015.

Copy to:-

1. The Publisher, Nagaland Gazette Kohima for Publication in the Gazette.
2. The Commissioner, Nagaland, Kohima.
3. The Deputy Commissioner, Kohima.
- ✓ 4. The **President, 'Don Bosco College Society'** Ziekezou, Kohima village, Kohima.
5. Office copy.
6. Guard file.

(A. WOPEN LOTH) NCS

Secretary to the Govt. of Nagaland  
& Ex-Officio Registrar of Societies, Nagaland

**DON BOSCO COLLEGE SOCIETY, KOHIMA**  
**REGD.NO. HOME/SRC-6901 Dated 15-6-2015**

**ANNUAL GOVERNING BODY MEETING (2018-2019)**

**The Preceding of Annual Governing Body Meeting held on 16<sup>th</sup> July 2018 at 06.00 pm in the Conference Hall, Don Bosco College Kohima**

**The following members were present:**

Fr. Nestor Guria, Fr. CM Joseph, Fr. P. Suresh Innocent, Fr. Manayil Alexander, Fr. Kunnathettu Vincent John, Fr. Kreni Salew Peter, Fr. Paul Panii, Fr. Ashuli Lonuo Linus.

Fr. Nestor Guria presided over the meeting as the chairman Fr. CM Joseph prayed for the success of the meeting. The chairman welcomed the new member, Fr. CM Joseph. The Secretary read the minutes of the previous meeting and it was unanimously approved by the house. Fr. Nestor Guria Signed the report. The college annual plan for the academic year 2018-19 was presented by Fr. Suresh. The members discussed the staff salary and students fees, national seminar and formation of Alumni Association.

**The following decisions were taken during the meeting**

1. Commerce stream to begin in the next academic year
2. Coaching for Football, Basketball, music and dance will be carried out
3. MOU will be signed with Youthnet for job placement
4. Students forum will be initiated in the coming days
5. Annual Quiz competition will be held in August
6. Graduation day will be held in July
7. Departmental field trips to be held in August
8. National seminar to be held in November
9. College construction to being in January
10. College will submit a project to NEC for college construction.
11. Two shift system will be introduced in the next academic year
12. New coursed-like BA Psychology to be introduced in the next academic year

There being no other point to discuss the meeting ended with a prayer by Fr. Kreni Salew

Peter



**Chairman  
of the meeting**

**Don Bosco College Kohima Registered Society**

**(REGD. NO. HOME/6901 DATED 15-6-2015)**

**Academic year 2018-2019**

**Annual General Body Meeting**

**Dated: 16-6-2018**

**Attendance Record**

- |                                 |                  | Signature           |
|---------------------------------|------------------|---------------------|
| 1. Fr. Nestor Guria             | : President      | <i>Nestor</i>       |
| 2. Fr. CM Joseph                | : Vice president | <i>Joseph</i>       |
| 3. Fr. P . Suresh Innocent      | : Secretary      | <i>P. Suresh</i>    |
| 4. Fr. Manayil Alexander        | : Treasurer      | <i>Alex Manayil</i> |
| 5. Fr. Kunnathettu Vincent John | : Member         | <i>Vincent</i>      |
| 6. Fr. Kreni Salew Peter        | : Member         | <i>Kreni Salew</i>  |
| 7. Fr. Paul Panii               | : Member         | <i>Paul Panii</i>   |
| 8. Fr. Ashuli Lonuo Linus       | : Member         | <i>Ashuli</i>       |

**DON BOSCO COLLEGE SOCIETY, KOHIMA**  
**REGD.NO. HOME/SRC-6901 Dated 15-6-2015**

**ANNUAL GOVERNING BODY MEETING (2019-2020)**

**The Preceding of Annual Governing Body Meeting held on 15<sup>th</sup> June 2019 at 06.00 pm in the Conference Hall, Don Bosco College Kohima**

**The following members were present:**

Fr. Joseph Kuruvachira, Fr. James TP, Fr. P. Suresh Innocent, Fr. Innocent P, Fr. Paul Panii, Fr. Ashuli Lonuo Linus, Fr. Vattoth Thomas, Fr. Nellisseril Joseph.

Fr. Joseph Kuruvachira presided over the meeting as the chairman. Fr. James TP prayed for the success of the meeting. The chairman welcomed the new members, namely Fr. Vattoth Thomas, Fr. Nellisseril Joseph, Fr. Innocent P and Fr. James TP. The Secretary read the minutes of the previous meeting and it was unanimously approved by the house. Fr. Joseph Kuruvachira signed the report. The college annual plan for the academic year 2019-20 was presented by Fr. Suresh. The members discussed about the college construction and NEC project.

**The following decisions were taken during the meeting**

1. The IQAC office will be set up in the coming days
2. The staff and students orientation programs will be held in May 2019
3. The annual programmes of the college were approved
4. The generation of fund for the college was approved
5. Jesus youth of College will visit Kerala for cultural exchange program
6. The suggestion of AAA team from the Directorate of Higher education will be implemented in the coming day.
7. BA Psychology lab to be got ready for inspection

There being no other point to discuss the meeting ended with a prayer by Fr. Nellisseril Joseph



**Chairman  
of the meeting**

**Don Bosco College Kohima Registered Society**

**(REGD. NO. HOME/6901 DATED 15-6-2015)**



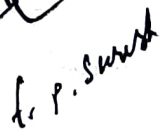
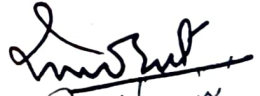
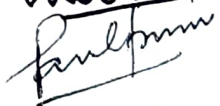
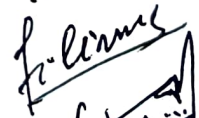


**Academic year 2019-2020**

**Annual General Body Meeting**

**Dated: 15-6-2019**

**Attendance Record**

**Signature**

- |                           |                           |   |
|---------------------------|---------------------------|---|
| 1. Fr. Joseph Kuruvachira | : President               |    |
| 2. Fr. James TP           | : Vice president          |   |
| 3. Fr. P. Suresh Innocent | : Secretary and Principal |  |
| 4. Fr. Innocent P         | : Treasurer               |   |
| 5. Fr. Paul Panii         | : Member                  |   |
| 6. Fr. Ashuli Lonuo Linus | : Member                  |   |
| 7. Fr. Vattoth Thomas     | : Member                  |   |
| 8. Fr. Nellisseril Joseph | : Member                  |   |

**DON BOSCO COLLEGE SOCIETY, KOHIMA**  
**REGD.NO. HOME/SRC-6901 Dated 15-6-2015**

**ANNUAL GOVERNING BODY MEETING (2020-2021)**

**The Preceding of Annual Governing Body Meeting held on 20<sup>th</sup> <sup>June</sup> ~~July~~ 2020 at 06.00 pm in  
the Conference Hall, Don Bosco College Kohima**

**The following members were present:**

Fr. Kuruvachira Jose, Fr. T P James, Fr. P. Sures, Fr. Liagkamang Panmie, Fr. Paul Panii,  
Fr.A. Lonuo Linus, Fr.Thomas Vattoth, Fr. Francis T J .

Fr. Kuruvachira Jose presided over the meeting as the chairman. Fr. T P James prayed for the success of the meeting. The chairman welcomed the new members, namely, and Fr Francis T J . The Secretary read the minutes of the previous meeting and it was unanimously approved by the house. Fr. Kuruvachira Jose signed the report. The college annual plan for the academic year 2020-21 was presented by Fr. Suresh. The members discussed about the college construction and NAAC accreditation.

**The following decisions were taken during the meeting**

1. The Annual plan of the college was altered due to COVID 19 lockdown
2. The online classes through Google classroom and Google meet was approved
3. The 3% increment in staff salary was approved
4. The appointment of IQAC office assistant was approved
5. The Car parking area construction was approved
6. The International webinar formalities were approved

There being no other point to discuss the meeting ended with a prayer by Fr. Francis T J



**Chairman**  
**of the meeting**



Don Bosco College Kohima Registered Society

(REGD. NO. HOME/6901 DATED 15-6-2015)

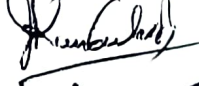

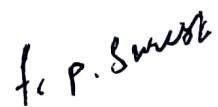
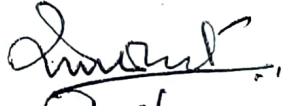


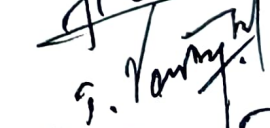
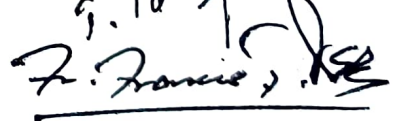
Academic year 2020-2021

Annual General Body Meeting

Dated: 20-6-2020

Attendance Record

Signature

1. Fr. Jose Kuruvachira	: President	
2. Fr. T P James	: Vice president	
3. Fr. P . Suresh	: Secretary	
4. Fr. Liangkamang Panmei	: Treasurer	
5. Fr. Paul Panii	: Member	
6. Fr. A. Lonuo Linus	: Member	
7. Fr. Thomas Vattoth	: Member	
8. Fr. Francis T J	: Member	

**DON BOSCO COLLEGE SOCIETY, KOHIMA**  
**REGD.NO. HOME/SRC-6901 Dated 15-6-2015**

**ANNUAL GOVERNING BODY MEETING (2021-2022)**

**The Preceding of Annual Governing Body Meeting held on 20<sup>th</sup> July 2021 at 06.00 pm in  
the Conference Hall, Don Bosco College Kohima**

**The following members were present:**

Fr. Kuruvachira Jose, Fr. T P James, Fr. P. Suresh, Fr. Liagkamang Panmie, Fr. Paul Panii,  
Fr.A. Lonuo Linus, Fr.Thomas Vattoth, Fr. Francis T J .

Fr. Kuruvachira Jose presided over the meeting as the chairman. Fr. T P James prayed for the success of the meeting. The chairman welcomed the new members, namely. The Secretary read the minutes of the previous meeting and it was unanimously approved by the house. Fr. Kuruvachira Jose signed the report. The college annual plan for the academic year 2021-22 was presented by Fr. Suresh. The members discussed about the college construction and introduction of new courses.

**The following decisions were taken during the meeting**

- 1 The Annual plan of the college for the academic year 2021-2022 was approved
- 2 The Annual budget of the college for the academic year 2021-2022 was approved
- 3 The NAAC recommendations will be implemented in the coming year
- 4 The restructured Organogram of the college was approved
- 5 The increase in the fee of students and salary of the staff was approved
- 6 The introduction of new courses Botany and Zoology, were approved

There being no other point to discuss the meeting ended with a prayer by Fr. Innocent

Chairman  
of the meeting



**Don Bosco College Kohima Registered Society**

**(REGD. NO. HOME/6901 DATED 15-6-2015)**

**Academic year 2021-2022**

**Annual General Body Meeting**

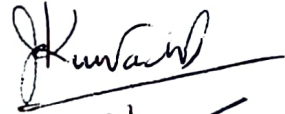
**Dated: <sup>20</sup>~~19~~-6-2021**

**Attendance Record**

**Signature**

1. Fr. Jose Kuruvachira

: President



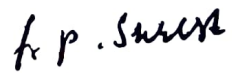
2. Fr. T P James

: Vice president



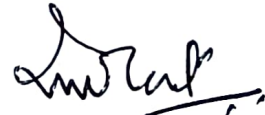
3. Fr. P . Suresh

: Secretary



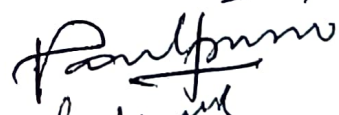
4. Fr. Liangkamang Panmei

: Treasurer



5. Fr. Paul Panii

: Member



6. Fr. A. Lonuo Linus

: Member



7. Fr. Thomas Vattoh

: Member

8. Fr. Francis T J

: Member

**DON BOSCO COLLEGE SOCIETY, KOHIMA**  
**REGD. NO HOME/SRC-6901 Dated 15-06-2015**

**ANNUAL GOVERNING BODY MEETING (2022-2023)**

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**The Preceding of Annual Governing Body Meeting held on 6<sup>th</sup> august 2022 at 4.00 pm in the Conference Hall, Don Bosco College Kohima**

**The following members were present:**

Fr. Joseph Kuruvachira, Fr. James T.P, Fr. P. Suresh Innocent, Fr. Christudoss A, Fr. Paul Panii, Fr. Ashuli Lonuo Linus, Fr. Varghese Palathingal , Fr. Chittissery Joseph.

Fr. Joseph Kuruvachira presided over the meeting as the chairman. Fr. James T.P prayed for the success of the meeting. The Secretary welcome the New members Fr. Varghese Palathingal , Fr. Chittissery Fr. Fr. Christudoss A . The Secretary read the minutes of the previous meeting and it was unanimously approved by the house. Fr. Joseph Kuruvachira signed the report. The College annual plan for the academic year 2022-2023 was presented by Fr.P Suresh

The following decision were taken during the meeting

1. Annual plan of the College for the Academic year 2022-2023(IQAC Action plan) was approved.
2. The AQAR 2022-2023 was approved.
3. The audit Report of the financial year 2022-2023 was approved.
4. The increased in the fees of the student and the staff Salary Increment was approved

There is no other point to discuss, the meeting ended with a prayer by Fr. P. James



**Chairman**  
**Of the meeting**

**Don Bosco College Kohima Registered Society**

**(REGD. NO. HOME/6901 DATED 15-6-2015)**

**Academic year 2022-2023**

**Annual General Body Meeting**

**Dated: 06-08-2022**

**Attendance Record**

**Signature**

1. Fr. Jose Kuruvachira

: President



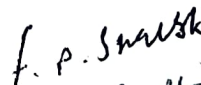
2. Fr. T P James

: Vice president



3. Fr. P . Suresh

: Secretary



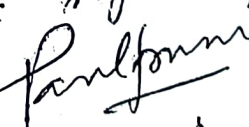
4. Fr. Chittisery Joseph

: Treasurer



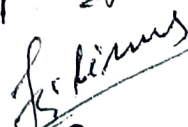
5. Fr. Paul Panii

: Member



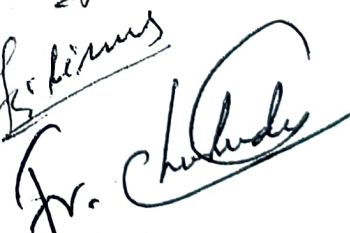
6. Fr. A. Lonuo Linus

: Member



7. Fr. Christudoss

: Member



8. Fr. Varghese Palathingal

: Member

