

Don Bosco College Kohima

I. Action Taken Report on Students' Feedback on Syllabus for the year 2020-2021

SL. NO	FOCAL POINT	STUDENTS' SUGGESTIONS	ACTION TAKEN
1	Structure and sequence of the course in the curriculum	Students suggested that the structure and sequence of some courses needed to be updated as per the relevance of the course	The curriculum is designed by the affiliating University. The college decided to send the feedback report to the BOS of the University for further action.
2	Clarity of stated course objectives	The courses' objective stated are clear and simple. Needed expansion of objectives for courses with vast contents	The subject teachers of each course were instructed to create PSOs and CSOs (Program Specific Objectives and Course Specific Objectives). To communicate the same to the student's course wise through any means
3	Employment probability	The students suggested to include skill-oriented courses or activity. To organized workshop and extra courses.	Include internship programs for students along with skill-based certificate courses and add on courses. Each department to organize at least one seminar/workshop for students.
4	Fulfillment of Learner's needs	Students suggested that the present curriculum fulfills cognitive skills however practical, skilled based abilities still need to be updated	At the institutional level, various co-curricular and extracurricular activities to be designed as per the needs of the students The students to be divided into groups advance learners and slow learners and to organize activities program based on the two group needs respectively

2. Action Taken Report on Parent's Feedback on Syllabus for the year 2020-2021

SL. NO	FOCAL POINT	PARENT'S SUGGESTIONS	ACTION TAKEN
1	Structure and sequence of the course in the curriculum	The majority of the parents are neutral on the opinion. However, some parents expressed in satisfaction with the absence of present updated knowledge in the curriculum as per the need of the hour of competency in the world of work.	The college decided to introduce certificate course on ICT based and Computer knowledge compulsory for all students to equip them with basic skills as per the need of the present scenario of the world of work.
2	Clarity of stated course objectives	The parents suggested that the objectives needed to be more practical as theory-based objective is outdated.	The subject teachers of each course were instructed to create PSOs and CSOs (Program Specific Objectives and Course Specific Objectives). To communicate the same to the parents during PTA meetings. The PTA Committee convenor was given in charge on this matter
3	Employment probability	The parents suggested to provide training on jobs and placement opportunity to students as the present course curriculum is not enough	Internship programmes to be introduced for students. MoUs to be signed with various organizations for this purpose The career and Placement cell to organized career guidance programme for six semesters

3. Action Taken Report on Teachers' Feedback on Syllabus for the year 2020-2021

SL. NO	FOCAL POINT	PARENT'S SUGGESTIONS	ACTION TAKEN
1	Clarity of objectives of the courses relevant to employment	The Teachers suggested that the course and programs objectives are clearly stated, however requires more practicability objectives to meet the demands of employment. For this the whole curriculum need to be updated or revised at the earliest.	Academic Council of the college was created to follow up the feedbacks on curriculum The curriculum is designed by the affiliating University. As such, the Academic council of the college to convene a meeting for further action.
2	Contents structure of the curriculum	The Teachers expressed that the contents of some courses needed to be redesigned as per the objectives. As such some major papers needs to be rearranging of the contents as per the requirements of fulfilling the objectives	Academic Council of the college was created to follow up the feedbacks on curriculum The curriculum is designed by the affiliating University. As such, the Academic council of the college to convene a meeting for further action. To communicate to the affiliating university.
3	Availability of Teaching Learning Materials	The Teachers suggested that learning materials in the college need to be upgraded as per the enrollment of students. There should be specific rules for rotating the resources among the students and staff.	The teachers were instructed to list the courses on which text and material are less available in the college library as per the total number of students. To impose fine on failing to abide by the rules of return and extension policy of library usage on students and staff to ensure active circulation of library books.
4	Research opportunity through the course	The teachers hold the opinion that the present course curriculum is limited to research opportunities. Completion of semester course on the stipulated time gives less scope for teachers in research. The courses need updating and up gradation as per the need of the hour	The curriculum is designed by the affiliating University. As such, the Academic council of the college convened a meeting and decided to write to the BOS of the University for further action.

4. Action Taken Report on Alumni Feedback on Syllabus for the year 2020-2021

SL. NO	FOCAL POINT	PARENT'S SUGGESTIONS	ACTION TAKEN
1	Competency of the syllabus in meeting the demand of employment	The Alumni suggested that the Curriculum hardly provide employment opportunities. Curriculum at present is more focused on theory alone ,as such it need more skill-based contents.	The college entrusted the Academic council of the college to introduce and implement certificate and add-on courses on skill-based knowledge. Various committees and cells are set up to provide platform for students to undergo internship and placement opportunity
2	Certificate courses and extra courses offered by the college	The suggested that the college should continue to provide the students access to various certificate and add-on courses apart from the existing prescribed curriculum to enhance their skills.	To introduce various certificate courses in the upcoming academic year. MoUs are signed to provide internship opportunities to students.
3	Create interest to pursue research	The Alumni are of the opinion that the existing curriculum provides little scope for pursuing research as research requires recent and updated knowledge and depth contents.	At institutional level, the college initiate seminar/projects on basics research methodology for students to instigate a spirit of research among students.

Notice

5th Academic Council Meeting

26th May 2021

Dear members, DBCK Academic Council Meeting will be held on 28th May 2021 at the college campus at 12:30 PM.

Agenda:

1. Academic Council Policy Document
2. Time Table for 2021-22 Academic year; Shift system.
3. Analysis on curriculum feedback
4. Upcoming academic year plan

All are therefore requested to be present for the same at the IQAC room without fail.

Tsutshowe-ii Sekhamo
Coordinator
Academic Council, DBCK


Ms. Tsutshowe-ii Sekhamo Coordinator



Mr. Sanihe Ariijii Member



Dr. Imtinaro Longkumer Member



Dr. Tovika Member



Ms. Nancy Member



Dr. Toshimenla Member



Ms. Razouneinuo Member



5th Academic Council Meeting Minutes

Date: 28th May 2021

Venue: IQAC Room

Time: 12:30 P.M.

The Agenda of the Meeting:

- Academic Council Policy Document
- Time Table for 2021-2022
- Analysis on Curriculum Feedback
- Upcoming Academic year plan

Procedure of the Meeting

Ms. Tsutshowe-ii Sekhamo, the convenor of AC chaired the meeting, a prayer was pronounced by Dr. Imtinaro, HoD, Department of Education. Followed by a discussion on the agenda. Each department Heads were asked to report brief summary of the achievements and shortcomings of their department during the previous academic year. The meeting concluded with a concluding remark by Dr. Tovika Swu, HoD, Department of Pol. Science.

Decisions Taken

Discussion on the based agenda, the following decisions were made.

1. The team decided to frame the policy of academic council before the commencement of new academic session. The policy to clearly state the nature, function, objectives of the council, rights, duty, functions and responsibilities of the council.
2. The team decided to sit with the time table committee, led by head office to restructure the timing and subject allotment as per the shift timings.
3. Feedback of curriculum collected and analysed by IQAC to be taken up department wise. Each department must submit action taken report to AC and IQAC. The same if required to be intimated to the University, the council will do the needful.
4. The team decided to have three days on planning of various activities in the upcoming year: committees, clubs, and departments before the preparation of AYP.
5. The team further decided to improvise the assessment module of the students to break the monotony of mode and frequency of assessment in the college. For this, a meeting to be schedule with Examination committee and IQAC.