

**DON BOSCO COLLEGE, KOHIMA**  
**IQAC Action Plan 2020-2021**

| <b>Sl. No</b> | <b>Major tasks and related activities</b>                     | <b>Highlights</b>  | <b>Schedule</b> |
|---------------|---|--------------------|-----------------|
| <b>1</b>      | Orientation programme for staff and students                  | Principal/ IQAC    | July 2020       |
| <b>2</b>      | Annual college plan   | Principal/ IQAC    | July 2020       |
| <b>3</b>      | Set Academic Council officially                               | Principal/ IQAC    | July 2020       |
| <b>4</b>      | Set up offices and labeling; Front office, NSS and COE office | Department/ IQAC   | July 2020       |
| <b>5</b>      | International Webinar   | Research cell/IQAC | July 2020       |
| <b>6</b>      | Submission of SSR   | Principal/ IQAC    | August 2020     |
| <b>7</b>      | Faculty Development Programme                                 | Department/IQAC    | August 2020     |
| <b>8</b>      | Evaluation of Online TLP                                      | Principal/ IQAC    | September 2020  |
| <b>9</b>      | Introduce Tally Certificate Course                            | Principal/IQAC     | September 2020  |
| <b>10</b>     | Introduce Child Day care facility                             | Principal/IQAC     | September 2020  |
| <b>11</b>     | Expand Girls common room                                      | Women Cell/IQAC    | October 2020    |
| <b>12</b>     | Introduction of NCC Girls                                     | Principal/IQAC     | November 2020   |
| <b>13</b>     | Students Satisfaction Survey                                  | IQAC               | January 2021    |
| <b>14</b>     | To create policy documents of DBCK                            | Principal/IQAC     | January 2021    |
| <b>15</b>     | Bosco Green Alliance and Committee set up                     | IQAC               | February 2021   |
| <b>16</b>     | Improve and expand infrastructure and learning facilities     | Principal/IQAC     | February 2021   |
| <b>17</b>     | Feedback on Curriculum  | IQAC               | April 2021      |

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| <b>18</b> | Evaluation of departments at the end of even semesters | IQAC | May 2021  |
| <b>19</b> | Annual news Letter IQAC                                | IQAC | June 2021 |

Sd/-  
JARANI MAO  
IQAC, Co-ordinator

**Evaluation of IQAC Action plan 2020-2021**

| <b>Sl. No</b> | <b>Major tasks and related activities</b>                     | <b>Highlights</b>  | <b>Remark</b> |
|---------------|---|--|---------------|
| 1             | Orientation programme for staff and students                  | <ul style="list-style-type: none"> <li>• Staff<br/>4 Staff orientation Program on Counseling Tips- The Don Bosco Way, Professional Ethics, Mental Health and Teachers, Youth psyche and cognitive Dissonance, NAAC Process.</li> <li>• Students<br/>4 Student orientation Program on Young people as Protagonists for Environmental Change, training on soft skill, Anti- ragging, Menstrual Hygiene Management, Library orientation, NAAC Process.</li> </ul> | Achieved      |
| 2             | Annual college plan (AYP)                                     | <ul style="list-style-type: none"> <li>• The college Academic year plan was prepared and distributed online through department heads.</li> <li>• Google calendar was introduced, gave access to all staff and students to update themselves on the events and plans of the college.</li> <li>• Departmental activities (Online)</li> </ul>   | Achieved      |
| 3             | Set Academic Council officially                               | <ul style="list-style-type: none"> <li>• The college Academic Council was set up officially on 11<sup>th</sup> September 2020</li> <li>• During the Academic year 2020-20, the council conducted 4 meetings</li> </ul>   | Achieved      |
| 4             | Set up offices and labeling; Front office, NSS and COE office | <ul style="list-style-type: none"> <li>• Setting up of Controller of Examination office and NSS office was done on 10<sup>th</sup> February 2021.</li> <li>• Separated the joined front office from principal room on 20<sup>th</sup> February 2021</li> <li>• All required equipments and resources provided</li> </ul>   | Achieved      |
| 5             | International Webinar   | 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  | Achieved      |

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|    |                                    | Society, on 24th and 25th 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.  |          |
| 6  | Submission of SSR                  | Self Study Report of DBCK was submitted on 19 <sup>th</sup> August 2020.   | Achieved |
| 7  | Faculty Development Programme      | <ul style="list-style-type: none"> <li>• The Department of Education, Don Bosco College Kohima with support from Nagaland Board of School Education conducted a three day workshop on <b>Basics of Online Teaching</b> from 10th to 12th August 2020.</li> <li>• One Week Virtual Faculty Development Programme on “Digital Skills in Smart Learning” from 14<sup>th</sup> June to 19<sup>th</sup> June 2021.</li> </ul> | Achieved |
| 8  | Evaluation of Online TLP           | Online Teaching Learning process and overall transaction of curriculum was collected and analyzed online on 16 <sup>th</sup> January 2021.   | Achieved |
| 9  | Introduce Tally Certificate Course | 6 months Certificate Course on Tally was introduced on 22 <sup>nd</sup> September 2020, signing an Institutional Partner Empanelment with Tally Education Private Limited, Kolkata.  | Achieved |
| 10 | Introduce Child Day care facility  | Child Day Care facility was set up on 25 <sup>th</sup> September 2020  | Achieved |
| 11 | Expand Girls common room           | Expansion and extension of Girls common room, Installation of sanitary pad vending machine and Solar run incinerator was done on 15 <sup>th</sup> December 2020  | Achieved |
| 12 | Introduction of NCC Girls          | 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.   | Achieved |
| 13 | Students Satisfaction Survey       | NAAC Format Students Satisfaction Survey was conducted online on 20 <sup>th</sup> April 2021   | Achieved |
| 14 | To create policy documents of DBCK | Policy Document on physical infrastructure Maintenance, Green alliance, examination, admission on 31 <sup>st</sup> August 2021.  | Achieved |

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| 15 | Green Alliance and Committee set up                       | <ul style="list-style-type: none"> <li>• Green campus initiatives was replaced by Green Alliance</li> <li>• Committee members of Green Alliance was created and established on 1<sup>st</sup> March 2021</li> <li>• Solar powered sanitary venting machine, solar classroom and Vermi-Composting structure set up set up on 5<sup>th</sup> March 2021.</li> </ul> | Achieved |
| 16 | Improve and expand infrastructure and learning facilities | <ul style="list-style-type: none"> <li>• Four new fire extinguishers installed. Drinking water facility improved and increased.</li> <li>• Library extension was done on 22<sup>nd</sup> February 2021</li> </ul>   | Achieved |
| 17 | Feedback on Curriculum                                    | Feedback on Curriculum from different stakeholders were collected and analyzed online on 18 <sup>th</sup> May 2021  | Achieved |
| 18 | Evaluation of departments at the end of even semesters    | 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.   | Achieved |
| 19 | Annual Action taken Report of IQAC                        | Annual activity report of IQAC was completed on 30 <sup>th</sup> August 2021.   | Achieved |