

MEETING MINUTES

On 25th February, 2022 at 10 a.m. the controller of examination had a meeting with the Principal for the 2nd assignment for the ongoing even semester at the IQAC office. The 2nd Assignment which was decided for written assignment in the first meeting was changed according to NAAC based on curriculum enhancement and extension activities which are also an experiential learning. There will be only one assignment and the mark secured in it will be awarded for all the subjects. The Class teachers will monitor the assignment process.

Action taken report:

1. 6th semester students will do the survey in different schools in Kohima town base on the topic of 'Impact of Covid-19 on Online Education in respect of School Education'. They will visit 10 Government schools and 10 Private schools. Each student will submit the report along with geo-tagged photo to their class teacher.
2. 4th semester will conduct the awareness programme in different localities and each group will submit the report along with geo-tagged photos to class teacher.
3. 2nd semester will have a field visit to various offices and each group will submit the report along with geo-tagged photos to class teacher.


Kezienuo

Controller of Examination

DBCK



OFFICE OF THE CONTROLLER OF EXAMINATIONS

DON BOSCO COLLEGE, KOHIMA

Dbckce/evensem/-06

NOTICE

01/03/2022

Ref. No. :

2ND ASSIGNMENT

Date :

This is to notify that the 2nd Assignment for this semester will be based on NAAC requirement of experiential learning. There will be only one assignment and the mark secured in it will be awarded for all the subjects. The Class teachers will monitor the assignment process.

6th semester

6th semester students will conduct a survey on the topic "Impact of COVID -19 on online education- Private schools and Government schools of Kohima town: An exploratory study"

- Students of each department will be divided into groups of five members
- The survey will be done in groups through questionnaire.
- The groups will visit the allotted schools and interview the Teachers, Parents and students. They will collect the data required for the questionnaire.
- The groups will take Geo tagged photo of school, the interviewee.
- Each Student will submit an assignment in Google classroom of the activity carried out with a report of five pages (2500 to 3000 words) excluding the Geo tagged photos.

4th semester

4th semester students will conduct awareness programme in Kohima town on environment, Gender sensitivity, Human rights, human values, cultural values, health hazards, etc.,

- Students of each department will be divided into groups of five members.
- Every group will visit 5 households.
- The awareness programme will be done in groups through creative ways.
- The groups will visit the families in allotted area. They will conduct awareness programme allotted to them.
- The groups will take Geo tagged photos of their event and record the response of the families.
- Each group will submit an assignment in Google classroom of the activity carried out with the report and Geo tagged photos and the report must be of five pages (2500 to 3000 words) excluding the Geo tagged photos.

2nd semester

2nd semester students will carry out field visit to Government offices related to their department in Kohima town.

- Students of each department will be divided into groups of five members
- The field visit will be done in groups.
- The groups will visit the respective Government offices. During the visit the groups will learn the vision, mission, and the activities carried out by the respective offices.
- The groups will take Geo tagged photos of the office, interaction and record the interactions.
- Each group will submit an assignment in Google classroom of the activity carried out with the report and Geo tagged photos and the report must be of five pages (2500 to 3000 words) excluding the Geo tagged photos.

Sd/-

Principal


Controller of Examinations

Action taken report

On 3rd March, 2022 from 4:30pm to 6:00pm the controller of examination along with the Principal had an online meeting with each semester's class teachers separately for the 2nd assignment.

6th semester- Survey

1. On the suggestion of the teachers, schools were allotted to each department where class teachers are to divide students among their class.
2. 10 government schools and 10 private schools
3. The survey for each school is 20 students, 10 teachers and 10 parents.


4th semester- Awareness Program

1. With the suggestion of the teachers colonies were allotted to each department where class teachers are to divide students among their class.
2. 33 colonies in Kohima were given to students to conduct awareness program.
3. 5 students in a group

2nd semester- Field Visit

1. With the suggestion of the teachers different offices were allotted to each department where teachers are to divide students among their class.
2. Visitation to 53 government offices in Kohima is allotted to the students.
3. 5 students in a group

- ❖ On the suggestion of the teachers a Report Writing template was given by the Controller of Examination.
- ❖ As requested, SOP for Field Visit, Awareness Program and Survey was given by the Controller of Examination.

 4/5/2022
Controller of Examination

OFFICE OF THE CONTROLLER OF EXAMINATIONS

DON BOSCO COLLEGE, KOHIMA



Dbckcc/evensem/08

11/03/2022

Date :

f. No. :

NOTICE

SOP FOR FIELD VISIT, AWARENESS PROGRAMME AND SURVEY

Dress code

- 2nd semester- White- shirt, blazer, black pant, black shoe and college ID card
- 4th semester- College T-shirt, blazer, black pant, black shoe and college ID card
- 6th semester- Department T-shirt, blazer, black pant, black shoe and college ID card

Behaviour

- Be polite, be humble
- Get permission to enter the office, (Say: May I come in)
- Introduce oneself (Say: May I introduce myself)
- Do not sit unless you are ask to (Say: May I take the seat)
- Explain the reason of your visit (Say: May I explain the reason of our visit)
- After completing your work say a word of thanks (Express by saying Thank you sir)

Geo tagged Photo

- After the programme a geo-tag, group photo, must be taken in front of the office/school along with the authorities. The name or symbol of the office/school/ must be visible in the photo. If your face is not seen in the photo, you will be considered absent for the assignment.

Covid-19 protocol

- ❖ While entering the officers always follow the Covid-19 protocol, wear a mask and use hand sanitizer.

Sd/-

Principal


Controller of Examination



8th Academic Council Meeting

Notice

16th September, 2022

It is hereby notified to all the Academic Council members that there will be a committee meeting on 23rd September, 2022 at 12:00 P.M. in IQAC room. The Agenda of the Meeting is to discuss on internal assessment process for the 6th Semester, 4th Semester and 2nd Semester

All the members are requested to be present in the meeting.

Sd/-

Tsutshowe-u Sekhamo

Convenor

Academic Council, DBCK

Don Bosco College Kohima

8th Academic Council Meeting

Meeting Minutes

1. The 6th Semester students will undertake project work as part of their internal assessment for the academic session 2022-23. The students will be divided into groups and each group will undertake different research topics. Faculties from the departments of Education, English, History, Sociology and Political Science will supervise each group.
2. The 4th Semester students will undertake Awareness Programme which will be held in different localities of Kohima.
3. For the 2nd Semester students, they will go for field work in government offices, NGOs and villages for collection of datas.
4. Selection of topics for research work should be relevant to the current curriculum prescribed by the affiliating University.
5. The discussed agendas are forwarded to the Controller of Examination for implementation.

Sd/-

Tsutshowe-u Sekhamo

Convenor

Academic Council, DBCK

Don Bosco College Kohima

Academic Council

Attendance

Sl. No	Name	Department	Signature
1.	Mrs. Sanhe Aliji	Pathology	Ami
2.	Dr. TOVIKA SWU	Pol-Science	Tor
3.	Dr. Teshimela	English	Ami
4.	Dr. Imhano Longkum	Education	Ami
5.	Savitree Puchu	Commerce	Ami
6.	RUVIZOKHONUD E. PIENJU	Psychology	Ami
7.	Tsutshowe-ü Sekhamo	History	Ami
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Sd/-
Tsutshowe-ü Sekhamo
Convenor
Academic Council, DBCK