

Date: 07th July 2018

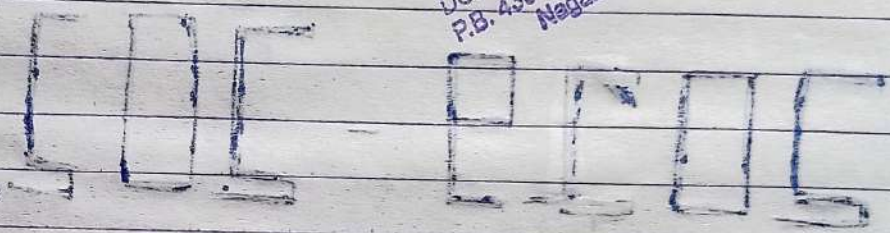
The DBCK students suggested to improve the college walls and the canteen wall's by painting it.

So, the wall's were painted by the Fine Arts Club.

General Secretary
DBCKSF

STUDENTS AFFAIRS IN-CHARGE
DON BOSCO COLLEGE
P.B. 430 Kohima 797001
Nagaland

P Suresh
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland



Time - 27/03/19

Place - Hall 3

GRIEVANCES DISCUSSED :-

- (i) Mirrors to be installed in washrooms.
- (ii) Emphasize on clean water for washrooms.
- (iii) Bringing up water - filters for drinking.

MEASURES TAKEN :-

- (i) Mirrors were installed in washrooms.
- (ii) Availability of Clean Water.
- (iii) Water - filters were installed along with cups.

General Secretary
DBCKSF

STUDENTS AFFAIRS I/C
DON BOSCO COLLEGE
P.B. 430 Kohima 787001
Nagaland

P Suresh

Principal
Don Bosco College
PB - 430
Kohima-787001 Nagaland



DON BOSCO COLLEGE, KOHIMA

Staff Grievance Redressal Cell COMMITTEE

MEETING

Academic Year : 2019-2020

Semester: ODD. (1, 3, 6)

SEMESTER PLANNER

Time and date: 12:30 PM, 25 SEPT, 2020
 Place: GOOGLE MEET
 Number of Participants: 17

Date	Activity	Place	In charge
25/9/20	MEETING	GOOGLE MEET	Dr. Pinky Sagolsem

Minute/report made by: DR. PINKY SAGOLSEM

Tsitshowe-i
 Signature
 Convener

fr. P. Suresh.
 Signature
 Principal

[Signature]
 Signature
 IQAC Coordinator

Don Bosco College
 PB - 430
 Kohima-797001 Nagaland

Staff Grievances Cell Meeting

Date- 25/09/2020

Time- 12:30 pm to 1:30pm

Venue- Google Meet

Order of the programme

Chairperson	: Dr. Velhou Koza
Invocation	: Dr. Lanukumla
Bible Reading	: Dr. Imtinaro
Sharing of grievances	: All the staff (5 minutes each)

Open Discussion

Remark	: Fr. T P James Principal DBHS, Convenor Staff Grievances Cell DBCK
Benediction	: Miss Sentuile

Action Taken Report

On

1st Staff Grievances Cell

1st staff Grievances Cell meeting was held on 25th September, 2020. The meeting was conducted on Google Meet at 12:30 to 01:30 PM. Dr. Velhou Koza chaired the meeting. The meeting commenced after the invocation and Bible reading by Dr. Lanukumla and Dr. Imtinaro respectively. The Agenda of the Meeting was to give a platform to the faculties to address their grievances if any. The grievances that were addressed by the faculties were listed below:

1. Request to revise the Pay Package, HRA of the faculties.

The Pay package of the staff will be revised in the next year with the increase in the student's tuition fee.

2. Increase the percentage of the annual increment.

The college as of now is providing 3% increment as per the government norm of annual increment and it will continue as of now.

3. Provision of the Paternity leave for 30 days.

The college will try to provide 3 days of paternity leave, similar to Japfu Christian College. This matter will be presented to Provincial and Governing body for approval during the Annual Governing body meeting.

4. Flexibility in the college working time.

The working time of a staff will be of six hours per day. The flexibility concerning the signing in and signing out will be implemented in the new academic year 2021-2022.

5. Provision for Day Care facility in the college campus.

The Provision for Day Care facility for the staff similar to other colleges, will be presented to Provincial and Governing body for approval during the Annual Governing body meeting.

6. To follow the rules set down by UGC in relation to the faculties going for any Refresher Course/ Orientation Course/ Workshop/ FDP and also when organizing a Faculty Development Programme.

A policy concerning the refresher course for Staff will be prepared and presented to Provincial and Governing body for approval during the Annual Governing body meeting.

7. A request not to make the faculty shouldering the idea as shared by him or her
The college management decided that if a faculty gives an idea, he/ she will have a better idea and concept. So if he/ she will not be able to shoulder it, the teacher need to suggest a faculty who will take care of it.
8. To provide almirahs for setting up of the department library of the department of Sociology.
Every department has been provided a cupboard in the classroom for making use of it as a library, so the college will not be providing separate cupboard for a particular department.
9. Provision of EPF Scheme with the management's contribution of 13% share as per the rules of the scheme.
The management contribution of 13% for EPF is to be taken from the fees of the students. As of now, all the fees that are collected from the students are used for the staff salary. From the inception of the college, the management did not deduct the 13% EPF contribution from the staff salary.
10. Provision of attached cupboard in the quarter
The provision for attached cupboard in Dr Pinky Saglosem quarter was checked by the carpenters and they will set it up in the coming month
11. Inclusion of off period in the time table and cancellation of the repeat lectures of the elective papers.
The inclusion of off period is not applicable since it is meant for the students. The repeat lectures of the elective papers will check once the CBCS is implemented in the college.
12. Provision of separate washroom for the male and female faculties.
A separate washroom for male and females is done and completed. In order to avoid the students to use the Gents Staff Toilet, a key will be provided which will be placed in the staff room.
13. Request to develop a trust on the faculty who is shouldering a duty or responsibility.

Dr. P. Suresh.

Don Bosco College



The management has decided that if any trust issues arises in the future, the concerned teacher or individual will personally talk to the management and solve it within themselves.

14. Request for the provision of Transportations Service to the needy students and faculties.

The request for Provision for transportation has been decided where the teachers and the students will bear the cost of the transportation and Sir George was given the incharge to arrange the bus service and check on it.

15. Request for the upgradation of the Library

The library will be upgraded with the inclusion of new courses in the college. A reading room inside the library is prepared and will be done by October 2020.

CM
09/11/2020

Fr T. P James
Principal
Don Bosco Hr. Sec School
Kohima, Nagaland

Fr. P. Suresh

Fr. Dr. P. Suresh
Principal
Don Bosco College
Don Bosco College
Kohima, Nagaland
Kohima-797001 Nagaland



Pandemic Guidance (online):

The year 2020 was the year of the pandemic and it resulted in online classes. The student during the online mode faced a lot of difficulties and their guidance were collected through our social media handles i.e., Instagram and email.

Some of the problems faced by the students are problems of internet connectivity, notes, lack of gadgets to join class.

Measure Taken:

The authority along with the students' forum decided to take measure by providing notes on whatsapp and Google classroom, proper powerpoint presentation, pdfs were also provided for more references. Links of online books, journals were also given by the lecturer.

Extra class were also taken during evening hours which helped the students who were unable to join the morning class.

General Secretary
DBCKSF

STUDENTS AFFAIRS NO
DON BOSCO COLLEGE
P.B. 430 Kohima-797001
Nagaland

P. Suresh
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland

Guidance on exam/class resume:

The model exam for 1st, 3rd & 5th Semesters which was scheduled to be held offline mode on 15th Nov 2020 was conducted through online mode as students were out of the district and no transportation was available due to pandemic.

The authority of the college decided to have offline Tally Course for the 2nd year students scheduled from 8th Feb 2021.

But many students especially the students from Eastern Nagaland faced problem to return back to Kohima due to lack of transportation. So they approached the General Secretary to look into their matter.

So it was decided to postpone the date from 8th Feb 2021 to 16th Feb 2021.

P. Suras
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland

General Secretary
DBCKSF
STUDENTS AFFAIRS I/C
DON BOSCO COLLEGE
P.B. 430 Kohima 797001
Nagaland

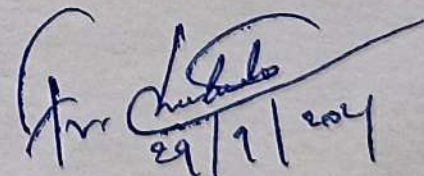
DON BOSCO COLLEGE KOHIMA
STAFF GRIEVANCE REDRESSAL CELL
ACTION TAKEN REPORT (2021-2022)

On 11th September 2021, Staff Grievances were collected in a form, where the teaching staff has put forward their grievances. The issues that were put forward were:

1. Holidays for Second and Fourth Saturday.
2. Casual Leave encashment to be given during pandemic times also.
3. Education Department to take class in F3

ACTION TAKEN REPORT

1. The Second and Fourth Saturday was granted holiday and teachers to take the 2nd and 4th Saturday class online.
2. Casual Leave encashment to be issued.
3. With the directives from the District Task Force Kohima, the college is asked to maintain SOP, so the classroom is arranged according to the number of students. Since Education Department student's strength is lesser than some departments. The classroom need to be given to a department which has more number of students to maintain the social distancing.


29/9/2021

DON BOSCO COLLEGE KOHIMA
NON TEACHING STAFF GRIEVANCE REDRESSAL CELL

ACTION TAKEN REPORT (2021-2022)

On 11th September 2021, Staff Grievances were collected in a form, where the teaching staff has put forward their grievances. The issues that were put forward were:

1. Holiday for 2nd and 4th Saturday
2. Holidays for General Holiday.
3. No special pay for extra work.
4. Yearly increment is less according to workloads
5. Separate office
6. Flexibility in working time like teaching staff

ACTION TAKEN REPORT

On 13th September 2021, a meeting was held with the non teaching staff to discussed their grievance put forward and further actions were taken.

1. Holidays are granted for 2nd and 4th Saturdays.
2. Holidays are granted for general holidays.
3. Extra pay will be provided for working extra hour in the college as per hourly basis.
4. Yearly increment cannot be change which is 3% now. According to UGC regulations, the Rate of Increment is 3% as per Pay Norms with Compounding Effect.
5. All the non-teaching staff has its own office.
6. Flexibility in working hours cannot be changed like the teaching staff, since one non teaching staff need to be always available for the students. The staff are allowed to make the change in the shift but not timings.

Fr. Chumbulo
29/9/2021



DON BOSCO COLLEGE, KOHIMA

Affiliated to Nagaland University

DON BOSCO COLLEGE KOHIMA

ACADEMIC YEAR 2021-2022

COLLEGE SUPPORTING STAFF GRIEVANCE MEETING

On 16th September, IQAC along with Fr. Christu Das collected the Grievance of the college supporting staff. There are certain points they put forward:

1. No break time available because of cooking from Monday to Friday.
2. Separate staff for cleaning, for canteen.
3. If possible, reduced the break to two breaks.

The grievances were discussed and put forward to the management and certain action was taken.

ACTION TAKEN REPORT

On 17th September, Fr. Christu Das and IQAC Assistant Coordinator Zevisanuo Khate has a meeting with the college supporting staff in the Principal Office at 12:30pm. After the discussion of the grievances, certain action was taken.

1. All the three supporting staff to cook on rotation basis from Monday to Friday.
 - a. Rebecca
 - b. Jeikhah
 - c. Grace
2. Since there were no break and work load is more as mentioned in grievance, in order to reduce the workload, the work distribution was done where Mr. Nirmal will also help in cleaning the college. Work distributions are:
 - a. First Floor, Second Floor, Assembly ground, Staircase- Rebecca, Jeikhah and Grace
 - b. Third Floor- Mr. Nirmal
3. To reduce the workload, the management agreed to let the supporting staff mop the classroom only on Saturday, Mooping and Sweeping the staircase, lobby and principal office everyday, Mooping the staircase everyday.

Fr. Christu Das
Director, Bosco Computer Centre
Don Bosco College Kohima

Ms. Zevisanuo Khate
IQAC Asst. Coordinator
Don Bosco College Kohima



Visit to
Kohima
7-12-2021

Student's grievances Redressal cell Members 2021-22

Sl. No	Name	Designation
1	Fr. Dr. P Suresh Innocent	Chairman
2	Mrs. Zavelu Kezo	Convener Dean of Students's Affairs, DBCK
3.	Fr. Christu Das	Administrative Supervisor, DBCK
3	Dr. Pinky Sagolsem	Convenor, BICC, DBCK
4	Ms. Jennifer Wotsa	General Secretary, DBCK, Student's Forum



J. P. Jaiswal
General Secretary
Students Forum
Don Bosco College Kohima

J. P. Jaiswal
Principal
Don Bosco College
PB - 430
Kohima-797001



Don Bosco College, Kohima
Students Grievance Redressal Cell

Date: 10-07-2022

Notice

All the members of the Students Grievance Redressal Cell are requested to attend the meeting of Students Grievance Redressal Cell scheduled on 15th July, 2022 at 1:30 P.M in Dean office, Don Bosco College Kohima.

The agenda of the meeting are:

- i. Highlights on Students Grievance Redressal Cell policy
- ii. Discuss on the role and functions of Students Grievance Redressal Cell
- iii. Suggestions for proper implementation of policy



[Signature]
General Secretary
Students Forum
Don Bosco College Kohima

[Signature]
Principal
Don Bosco College
PB - 430
Kohima-797001 Nagaland

Report

DBCK Students Grievance Redressal Cell members held its meeting on 12th July 2023 at 1:30 P.M in Dean Office, Don Bosco College Kohima. The agenda of the meeting were to discuss on the Grievance received from students online and offline mode and to come with remedial measures.

The meeting began with a prayer by the Chairman of the cell. The convenor highlighted the Grievance received from the complaint box, which was followed by discussion and suggestions. Taking note of the discussion, the following decisions were taken

1. The issue will be handed over to Discipline Committee for further action.
2. Notification/warning from Dean Desk will be circulated to prevent similar cases in the future
3. If such incidents reoccurs, the person involved (Culprit) will be terminated



f.o. smms
Amber
General Secretary
Students Forum
Don Bosco College Kohima

Amber
Mrs. Zavelu Kezo
DSA and convenor
Students Grievance Redressal
Cell DBCK



Don Bosco College, Kohima
Students Grievance Redressal Cell

Date: 6-07-2023

Notice

All the members of the Students Grievance Redressal Cell are requested to attend the meeting of Students Grievance Redressal Cell scheduled on 12th July, 2023 at 1:30 P.M in Dean Office, Don Bosco College Kohima.

The agenda of the meeting are:

- i. To discuss on the Grievance received from students online and offline mode
- ii. To come with remedial measures

[Handwritten Signature]
General Secretary
Students Forum
Don Bosco College Kohima



[Handwritten Signature]

Mrs. Zavelu Kezo
DSA & Convenor
Students Grievance Redressal Cell
DBCK

Report

Students Grievance Redressal Cell members had a meeting on 15th July, 2022 at 1:30 P.M in Dean Office. The agenda of the meeting was to Highlights on Students Grievance Redressal Cell policy. Discuss on the role and functions of Students Grievance Redressal Cell and Suggestions for proper implementation of policy.

The meeting began with a prayer by the Chairman of the cell. The convenor highlighted the agenda and read out the policy of Students grievance cell. Further, the Dean also highlighted on the roles and functions precisely of the cell. The meeting forum was kept open for discussion and suggestions. Taking note of the discussion, the following suggestions were received.

1. To have at least once offline grievance collection during a semester
2. To initiate face to face interaction once in a year (open forum)
3. To give in charge to General Scty. SF for maintaining the register.
4. The grievance complaint box to be set up at the entrance near Girl's common room.


General Secretary
Students Forum
Don Bosco College Kohima



F. S. Innes

Mrs. Zavelu Kezo
DSA & Convenor
Students Grievance Redressal Cell
DBCK

Grievance Collected from Complaint box

As a student of DBCK, I would like to request the authority to set up certain rules of prohibition of the practice of mocking students with no hair. Neither the students nor the teacher should be performing a speech ~~in~~ in class or in any other occasions which might intentionally or unintentionally offend the ~~people~~ teacher/students with permanent hairloss (alopecia) or the selected ones who are unwillingly being a victim of cancer disease.

submitted by - (THREE IDIOTS)
4 SEMESTER

Actions Taken

1. To hand over the issue to Discipline committee for further investigation and action
2. To circulate notification or warning letter to staff and students of DBCK to prevent similar cases in the future
3. If in any circumstances reoccur, the concern person involved directly or indirectly (culprit) will be terminated from the college.



[Signature]
General Secretary
Students Forum
Don Bosco College Kohima

[Signature]
Principal
Don Bosco College
PB - 430
Kohima-797001, Nagaland



Notification

Reference no: SGRC/01/2022
2022

Date: 26th July

This is to inform to all the staff and students of Don Bosco College Kohima that the Dean office has received a complaint from certain sources about mocking on other fellows in matter of physical appearance and gesture. Hence, it is notified that, no such issues will be tolerated in the college. If any case occurs, the person directly and indirectly involved will be terminated from the college.

Mrs. Zavelu Kezo
DSA & Convenor
Students Grievance Redressal Cell
DBCK



[Signature]
General Secretary
Students Forum
Don Bosco College Kohima

[Signature]
Don Bosco College
P.B. - 430
Kohima-797001 Nagaland



Date: 27/7/22

Notice

It is hereby notified to all the redressal cell under BICC (Bosco Internal Complaints Committee) that BICC will conduct a meeting on 29th July, 2022 at 12:20 P.M. in IQAC room.

The Agenda of the Meeting are:

1. Putting up of complainit Box in the college premises.
2. Meeting schedule for the current academic year.

All the convenor of the redressal cells under BICC are requested to be present in the meeting.


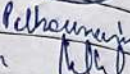

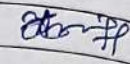
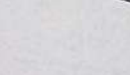
Sd/
Convenor BICC

Report

The BICC conducted a meeting on 29th July 2022 at 12:20 P.M. in IQAC room. The convenors of the four redressal cell under the BICC that are, Staff Grievances Redressal Cell, Administrative Staff Grievance Redressal Cell, Alumni Grievance Redressal Cell, Parents Grievance Redressal Cell and Students Grievance Redressal Cell attended the meeting. The meeting come up with the following things to do:

1. Maintaining a drop box or complaint box for Staff/ Administrative Staff/Students Grievance Redressal Cell
2. Dates for meeting:
 - i. 28th August 2022- Alumni Grievance Redressal Cell
 - ii. 5th September 2022- Administrative Staff Grievance Redressal Cell
 - iii. 11th November 2022-Parents Grievance Redressal Cell
 - iv. 5th December 2022-Academic Staff and Students Grievance Redressal Cell.

Attendance

Sl No.	Name	Designation	Signature
1	Dr. Pindy Sagohun	Asst. Prof. English	
2	Pelhoumimus Kienhuo	Asst. Prof. English	
3	Dr. Imtinaso Longkemer	Asst. Prof. Education	
4	VIPARESENO YHOKHA	Asst. Prof. ^{Asst. Prof.} Sociology	
5	Kaveli Kezo	Asst. Prof. ^{Asst. Prof.} English	


Convenor BICC



SCHOOL

higher
school



Google

Kohima, Nagaland, India

CL 665 (S), Ziekezou, Kohima - Meluri Rd, Kohima, Nagaland 797003, India

Lat 25.684441°

Long 94.115857°

29/07/22 12:23 PM

Brief report on Alumni Grievances

The Alumni Grievance Redressal Cell, Don Bosco College, circulated a Google Form to all its alumni to bring forward any grievance to be addressed. The Google form was circulated starting 28th August 2022. A total of 121 DBCK alumni responded to the form. Two grievances were put forward by the alumni and the AGRC, DBCK and the same was notified to the Alumni Association coordinator.

Type of grievance received:

1. That alumnus from all batches wants to be called or attend alumni meets.
2. That the alumni also want to part take in college



DON BOSCO COLLEGE, KOHIMA

Affiliated to Nagaland University

Date: 1/9/22

Notice

It is hereby notified to all the administrative and supporting staff of the college that the Administrative Staff Greivance Redressal Cell has prepared a form where they can address their grievances if they have any. The Administrative Staff Grievance Redressal Cell will look into their grievances and will try to come up with a solution. The mentioned staff can collect the form from the convenor of the cell, Dr. Pinky Sagolsem and can submit it to the same on or before 5th September,2022.

Sd/

Dr. Pinky Sagolsem

Convenor, Administrative Staff Grievance Redressal Cell

Report

The Administrative Staff Grievance Redressal Cell has conducted a meeting on 1st September, 2022. The agenda of the meeting was to collect grievances from the members if they have any. On the day of the meeting all the 10 non-teaching and 4 supporting staffs gave their grievances written in the form provided by the convenor. The grievances were handed to the IQAC to forward it to the principal for follow up.

Dr. Pinky Sagolsem

Convenor, Administrative Staff Grievances Redressal Cell

Don BOSCO COLEGE KOHIMA
NON TEACHING STAFF GRIEVANCE REDRESSAL CELL
ACTION TAKEN REPORT (2022-2023)

On 5th September, Administrative Staff Grievances were collected in a form, where the Administrative Staff has put forward their grievances. The issues that were put forward were:

1. Not ~~Enough~~ ^{enough} Getting Time for NCC work
2. Need of a Counselling room.
3. Work after office timing
4. Facility for Bus Transportation for the staff
5. To take away unnecessary stuffs from the Library Reference Section
6. Need of maximum time for assigned work. And one work at a time
7. Requesting to give leave encashment for the supporting staff
8. Not appreciating calls after the working hours and non-working days
9. Requesting for one more supporting staff as only two cannot manage canteen as well as canteen works.

ACTION TAKEN REPORT

The convener had a meeting with the Principal and IQAC co coordinator to discuss the grievances laid down by the administrative staff and further actions were taken.

1. The NCC instructor of the college has been given enough time for her NCC time. For her training and camps the college has granted her leave.
2. The college has given the Alumni Room to be used as counselling room for the time being as the Alumni are not using the room at present.
3. The college is ready to pay for the extra time if any of the staff is working extra time in the college. (The Librarian has been paid for the extra time)
4. For the timing, the staff can avail college bus (student's timing)
5. The fifth vacant room will be allotted for non-library items.
6. Daily work assignment register (one work at a time register) will be maintained by IQAC
7. The leave encashment for the supporting staff are given.
8. Only in times of urgent and important matters calls will be made.
9. The supporting staff is no longer running the canteen so there is no need to recruit a new one.

Convener

Dr. Pinky Sagolsem



Kohima, Nagaland, India

CL 665 (S), Ziekezou, Kohima - Meluri Rd, Kohima, Nagaland

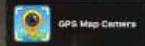
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05/09/22 11:04 AM





Kohima, Nagaland, India

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797003, India

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Long 94.115834°

05/09/22 11:05 AM



5/9/22
Attendance
Administrative Staff Meeting.

Non-Teaching Staff

1. MULEKHOLU (~~Shu~~)
2. Abunuo (Abunuo)
3. Mejangsungkum (~~Mejangsungkum~~)
4. Medosielie (~~Medosielie~~)
5. Hengoming Hengsing (Murray)
6. ZHOKHOLÖ RITSE (~~ZHOKHOLÖ RITSE~~)
7. ROKOVINUO (~~ROKOVINUO~~)
8. Monikho (~~Monikho~~)
9. KENEISEVOR (Keneisevor)
10. ALEVELY AYE (~~ALEVELY AYE~~)

Supporting Staff

1. NIKKAL (~~NIKKAL~~)
2. Rebecca (~~Rebecca~~)
3. AMKAK - AMKAK
4. ALBER (~~ALBER~~)



4th Nov 2022

NOTICE CONCERNING PARENTS TEACHERS MEETING

Dear Parent/Guardian

Greetings of peace to you!

We warmly welcome you to the Parents Teacher meeting to be held on 11th November 2022. The timing for the meeting is mentioned below. During the meeting the class teacher will appraise you concerning the performance of your ward in this semester.

We would like to provide quality service to your ward, if you have any grievance please fill up the Parents grievance form and submit it to the class teacher. We assure you that action will be taken to promote quality in our institution.

In the May 2022 NU examination, DBCK secured 99% pass percentage and this is due to the collection of caution deposit during the examination. If your ward fails in the model exam, you have to deposit Rs 2000 per paper as caution deposit to the class teacher and this money will be refunded if the ward clears all the papers in NU examination.

Thanking you.

Yours affectionately,

Sd/-

Mrs. Zavelu Vero Kezo
Dean of Student Affairs

Sd/-

Mrs. Viphreseno Yhokha
Convener PTA



Date: 4th Nov 2022

NOTICE CONCERNING PARENTS TEACHERS MEETING

Dear Staff

This is to inform the **Staff** that the Parent-Teacher-Association (PTA) Meeting for this session will be held on 11th November 2022.

SOP FOR PARENTS TEACHERS MEETING

- Be in the college for 6 hours.
- Class teachers will collect their respective files from the principal office. The file should contain the following
 - Admit card
 - Model exam mark entry sheet
 - Attendance percentage sheet
 - Caution deposit form
 - Parents grievance form
 - 100% attendance award.
- Be seated in the respective hall at the allotted time
- Welcome the parents with a broad smile. Firstly, listen to them about their ward and then inform them the following: Internal assessment marks, model exam marks, attendance percentage.
- Issue the 100% attendance award to the parent and take a Geo tagged photo for documentation.
- Obtain the parents signature, phone number in the place provided.
- Collect the caution deposit with proper signature of the parent.
- Issue the Admit card after completing all the process.
- Submit the file to the principal along with the caution deposit forms and parent's grievance forms.
- Geo-tag photos with the number of students present or absent must be submitted to viphresenoyhokha@gmail.com on or before 14th November 2022.

Sd/-

Mrs. Zavelu Vero Kezo
Yhokha Dean of Student Affairs

Sd/-

Mrs. Viphreseno
Convener PTA



DON BOSCO COLLEGE, KOHIMA

Affiliated to Nagaland University

TIME AND CLASSROOM ALLOTMENT

Semester	Time	Classroom
5 th	9:00AM to 12:00 PM	Pol Science : T2 English :S1 Education :S2 History :S3 Sociology :S4
3 rd	9:00AM to 12:00 PM	Pol Science (Shift I) :T1 English :F1 Education :F2 Sociology :F3 History :NF1 Commerce :NF2 Psychology :NF3 Pol Science (Shift II) :NF4
1 st	12:00 PM to 3:00 PM	Pol Science Sec A & shift II :T1 Pol Science Sec B :T2 Pol Science Sec C :S4 English :S1 Education :S2 History :S3 Sociology :S4 Commerce :F1 Psychology :F2 Botany :NF1 Zoology :NF2 Chemistry :NF3

PTA MEETINGREPORT2022

Date 11 November 2022

The Parent Teacher meeting was successfully conducted offline on 11th November 18, 2022. During the meeting, Parents were given feedback form on curriculum. The progress report model exam marks and attendance were shown to the parents and Admit cards for the NU Semester Exams were issued to the students. Concerned class teacher met the parents/guardians and appraised them on the academic performance, progress and concern areas of their wards. Those students failed in model examination deposited Rs. 2000 per paper. Students failed in four papers and above were asked to submit their phone along with Rs. 4000/-to the college. Students' secured 100% attendance were given certificates.

The following schedule were followed during the three days Parents Teacher Meeting.

Semester	Date	Time
5 th semester and 3 rd semester	11 th Nov	9:00AMto12:00 AM
1 st semester	11 th Nov	9:00AMto11:00 AM

Sd/-
ViphresenoYhokha
Co-ordinator Parent Teacher Association



Kohima, Nagaland, India

CL 665 (S), Ziekezou, Kohima - Meluri Rd, Kohima, Nagaland 797003, India

Lat 25.684466°

Long 94.116201°

11/11/22 10:04 AM GMT +05:30

GPS Map Camera



GPS Map
Camera Lite

CL 665 (S), Ziekezou, Kohima - Meluri Rd, Kohima, Nagaland 797003, India

Latitude

25.684681666666666°

Longitude

94.11579166666667°

Local 09:51:59 AM

Altitude 1457 meters

GMT 04:21:59 AM

Friday, 11.11.2022



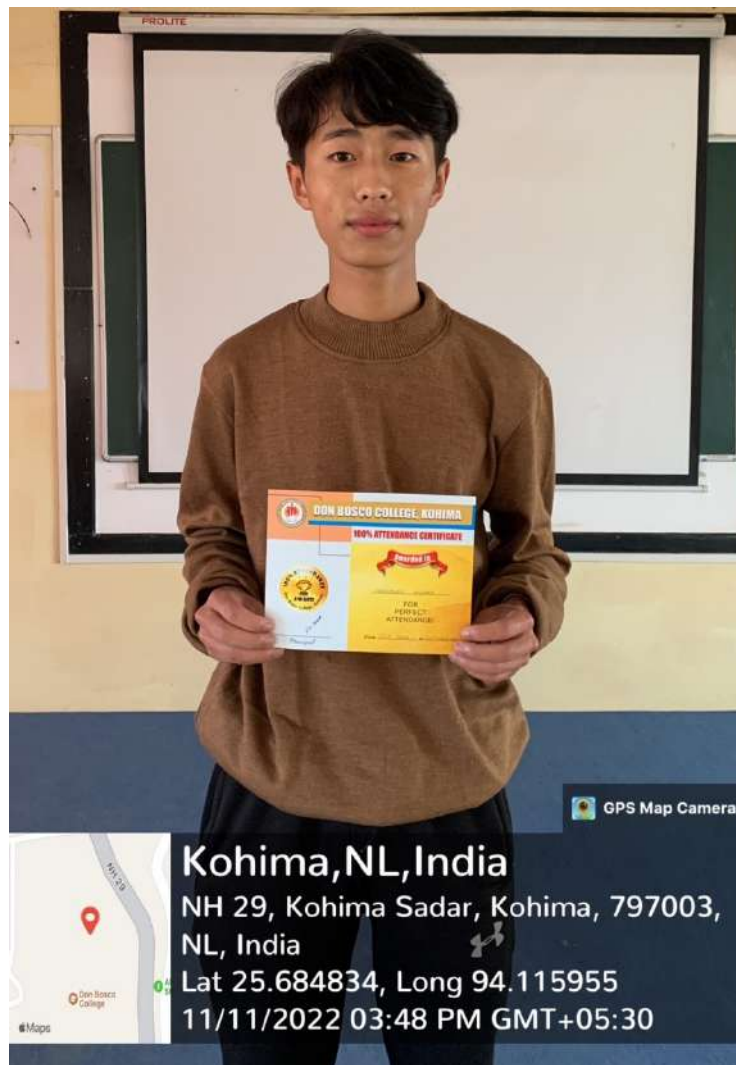
Kohima, Nagaland, India

CL 665 (S), Ziekezou, Kohima - Meluri Rd, Kohima, Nagaland
797003, India

Lat 25.684402°

Long 94.115641°

11/11/22 09:25 AM



Kohima, NL, India

NH 29, Kohima Sadar, Kohima, 797003,
NL, India

Lat 25.684834, Long 94.115955

11/11/2022 03:48 PM GMT+05:30

28/3/23

NOTICE

It is hereby notified to all the academic staff of the college that the academic staff grievance redressal cell has prepared a form where you can address your grievances, if any. The ASGRC will look into the grievance and will try to come up with a solution. The form can collect from the Convenor of the cell. It will be collected on 31st march 2023.

Sd/-

Dr. Toshimenla
Convenor, Academic Staff Grievance Redressal Cell

On 31st March 2023, Academic Staff Grievances were collected in a form where they have forwarded their grievances. The issues are:

1. Morning shift timing 7:30 A.M. is too early. Juggling between home and college in the early hour causes many hurdles. Ideal time will be 8:00 or 8:30 A.M.
2. Reducing the working hours from 6 to 5 hours. Working hours to be reduced.
3. Making it mandatory to cover classes for absentee teachers is very stressful.
4. Flexibility in everyday routine.
5. Semester break (after every semester) not only for students but for teachers as well to prepare lessons for upcoming semester. This should be part of the AYP.
6. Extracurricular activities to be held on Saturdays.
7. Not to organize or hold any college programs during semester break.
8. Reduce the number classes/paper for those who are handling extra administrative position.
9. Office related works must not assign/ entrusted to the teaching faculty. Teachers also need time to prepare for the class. Paper works of the related to students must not entrust the teachers.
10. Respect and regard irrespective of their designation. However, professionalism should be maintained (addressing/ treating each other and assigning tasks).
11. Not to shout and scold the teachers in front of the students.
12. Inconveniences for mothers to breast feed the baby in the day care if male guest are around in the room.
13. Disparity in salary between Ph.D and non Ph.D.
14. Separate men's rest/wash room in the new building.
15. More office assistants.
16. Canteen food to be improved.
17. A peon or an office assistant for the new college building.
18. CCTV in the staff room intrudes personal space for the teachers.
19. Uniform setting for all the staffroom.
20. Inconvenient class timing till late in the evening as it makes the students restless and losing consideration in the class.
Unavailability of public transportation for those who finishes the class after dusk.
21. Too much activities effecting practical class.

ACTION TAKEN REPORT

The convenor had a meeting with the Principal on 5th April 2023, to discuss the grievance laid down by the academic staff and further actions were taken:

1. Lack of classroom is a hindrance for the timing. Class timing will be adjusted when one floor is constructed in the new building.
2. According to UGC, there is variation in pay scale according to the qualification.
3. The college is trying best to create a congenial environment.
4. Already appointed an office assistant for the new building.
5. The quality of the food in the canteen has started implementing.
6. Preparing new staff room department wise from the next academic session.
7. Significant days cannot be compromised. Other cocurricular activities ae usually held on Saturdays or after class.
8. The college is working on the summer break and working hours.
9. Signboard has been pasted only for female in the Creche. No male guest will be entertained henceforth in the Creche.
10. The class has been adjusted for those handling administrative work.

Sd/-

Dr. Toshimenla
Convenor, Academic Staff Grievance Redressal Cell

