



# INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

Ref. No. DB/IA/ACM/19

Date: 6/3/19

## CIRCULAR

The Don Bosco College Kohima, Internal Quality Assurance Cell (IQAC) Internal Meeting will be held on 11-03-2019 at 1:00 P.M. in Hall 7.

Therefore, all are requested to make it convenient to attend the meeting.

### Agenda:

1. Reporting of Previous minutes.
2. Monthly activity plan and evaluation.
3. Feedback on institutional infrastructure.
4. Suggestions and feedbacks on Internal Assessment.
5. Conclusion Remark.

(Mrs. Jarani Mao)  
IQAC Coordinator



**Cordinator**

Minutes of the DBCK, Internal Quality Assurance Cell meeting with the HoDs was held on 11-03-2019, at 1:30 PM, in Hall-7

The following members were present:

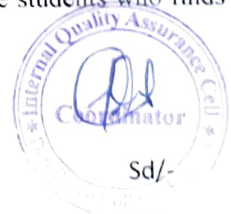
Sl.no	Name	Designation
1.	Dr. LanukumlaAo	HoD. History
2.	Dr. Velhou Koza	HoD. Sociology
3.	Mrs. Pinky Sagolsem	HoD. English
4.	Mr. N. Zupenthung Shitiri	HoD. Pol.Science
5.	Dr. Aosunep	Nodal Officer, Students' Forum
6.	Mrs. Kezienuo	Controller of examination
7.	Ms. Jarani Mao	Co-ordinator

#### Background:

1. Evaluate the strength and weaknesses of different departments
2. Measures to improve internal assignment assessment
3. Improve departmental facility
4. Faculty development strategy

#### Decisions taken:

- 1<sup>st</sup> Assignment for the honors subject will be report on the field trip to encourage original and creative writing. It will carry the same mark as given to other assignment.
- Create departmental Library in each department as reference section of the department.
- To give more/repeated honors class instead of general class.
- If possible to have General Department especially to cater and sustain those students who finds difficulty in continuing honors due to various reasons.
- Faculty must attend Refresher/Orientation course as per the UGC norms.



Sd/-

(Co-ordinator)  
IQAC, DBCK

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

## MEETING MINUTES OF IQAC

The IQAC Steering team of Don Bosco College Kohima, conducted a meeting on 11-03-2019, at 1:30 PM, in Hall-7. The purpose of the meeting was to evaluate the working of each department internally and to discuss on the upcoming departmental plans and SWOT analysis prepared by the H.O.Ds.

The sitting started after an hour of discussion and meeting held among each respective department separately. In the session with the IQAC Team, each departments H.O.Ds represented their respective departmental upcoming activities and the SWOT analysis, followed by a discussion and suggestions by the team.

In the meeting, the team also addressed to the following general common issues for every departments for improving the quality of teaching-learning process in DBCK.

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- To give more/repeated honors class instead of general class.
- If possible to have General Department especially to cater and sustain those students who finds difficulty in continuing honors due to various reasons.
- Faculty must attend Refresher/Orientation course as per the UGC norms.

The following members were present for the meeting:

1. Dr. Lanukumla Ao (H.O.D. History) *[Signature]* 13/3/19
2. Dr. Velhou Koza (H.O.D. Sociology) *[Signature]* 13/3/19
3. Mrs. Pinky Sagolsem (H.O.D. English) *[Signature]* 13/3/19
4. Mr. N. Zupenthung Shitiri (H.O.D. Pol.Science) *[Signature]* 14/3/19
5. Dr. Aosunep (Nodal Officer, Students' Forum) *[Signature]* 13/03/19
6. Mrs. Kezienuo (Controllr of examination) *[Signature]* 13/03/19
7. Ms. Jarani Mao (Co-ordinator) *[Signature]* 13/3/19

*[Signature]*  
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