



INTERNAL QUALITY ASSURANCE CELL

DON BOSCO COLLEGE, KOHIMA

No. : DBC/IQAC/Cir-06 2021

Date : 12/07/2021

CIRCULAR

The Don Bosco College Kohima, IQAC External meeting will be held on 20th July 2021 (Tuesday) at 10:00 A.M through Google Meet.

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

Chairperson: Ms. Zevisanuo Khate, IQAC Asst. Cordinator, DBCK

Prayer: Ms. Sentuile Damei, Asst. Prof. Dept. of Education, DBCK

Agenda

1. Brief report of previous meeting- Ms. Zevisanuo Khate
2. Announcement of NAAC 1st cycle result- Ms. Zevisanuo Khate
3. Introduction of new College Organogram- Mrs. Jarani Mao
4. Introduction of Dean of Student Affairs - Mrs. Jarani Mao
5. Briefing of role and responsibilities of committees and cells- Mrs. Jarani Mao
6. Suggestions and feedbacks- Ms. Zevisanuo Khate

Mrs. Jarani Mao
IQAC, Cordinator
Don Bosco College Kohima



Cordinator

Minutes of the DBCK, Internal Quality Assurance Cell internal (IQAC) external meeting held on 20-07- 2021 at 10:00 A.M. through Google Meet

The following members were present:

Sl.no	Name	Signature
1.	Ms. Tsutshowe-ii Sekhamo	Sd/-
2.	Mrs. Zavelu Kezo	Sd/-
3.	Dr. Velhou Koza	Sd/-
4.	Dr. Imtinaro Longkumer	Sd/-
5.	Mrs. Kezienuo	Sd/-
6.	Ms. Zevisano Khate	Sd/-
7.	Fr. Dr. P. Suresh	Sd/-
8.	Mr. Manikho	Sd/-
9.	Fr. P. Innocent	Sd/-
10.	Ms. Kevisedenuo	Sd/-
11.	Ms. Jarani Mao	Sd/-

Background:

1. Brief report of previous meeting- Ms. Zevisanu Khate
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6. Suggestions and feedbacks- Ms. Zevisanu Khate

Action taken Report:

1. The team appreciated the success of the college grade and result of the first NAAC cycle.
2. Decision was made to reshuffle the different criteria in charge and to start working on the area where scoring was low
3. The team decided to consider upgrading the college website and to update all information
4. The new College Organogram was accepted and approved by the members and suggested to upload in the college website
5. The team decided to frame the policy document of DSW and suggested to do the same for other official roles in the college
6. The team accepted the newly created document on roles and responsibilities of various cells and committees and further suggested to create evaluation template of each by IQAC to follow up per semester.

7. The team decided to introduce mid semester and end semester evaluation system by IQAC to keep updates on all activities of the college
8. The following suggestions and recommendations were given by the team for the year action plan
 - a. To introduce add on/certificate course for students
 - b. To initiate/ organize Seminar/FDP/CBP for Staff
 - c. To start Project assignment for students
 - d. To conduct Awareness Program
 - e. To celebrate International and National recognized events



Mrs. Jarani Mao
IQAC, Co-ordinator
DBCK

