

DON BOSCO COLLEGE, KOHIMA
IQAC Action Plan 2021-2022

Sl. No	Major task s and related activities	Highlights	Schedule
1	Annual college plan	Principal/ IQAC	June 2021
2	To reframe institutional Organogram	Principal/ IQAC	June 2021
3	To introduce Shift system	Principal/ IQAC	July 2021
4	To introduce/add new streams	Principal/ IQAC	July 2021
5	To create the post of Dean of Students Affairs	Principal/ IQAC	July 2021
6	To set up BICC	Principal/ IQAC	July 2021
7	Orientation programme for staff and students	HRD/ IQAC	August 2021
8	To organize SDP on Preventive system	HRD/ IQAC	August 2021
9	To create POs and COs	Academic Council/IQAC	August 2021
10	To organize workshops on vocation oriented for students	DSA/ IQAC	September 2021
11	Faculty Development Programme	HRD/IQAC	September 2021
12	Workshops for staff	HRD/ IQAC	October 2021
13	Improvise Green initiatives/green Audit	Principal/IQAC	October 2021
14	To organize orientation program/workshops for students	HRD/ IQAC	November 2021
15	To upgrade physical infrastructure	Principal/IQAC	December 2021
15	To initiate Research Project for faculty	Research Cell/IQAC	January 2022
16	To create Alumni Portal	IQAC	January

			2022
17	To organize Certificate courses	HRD/IQAC	February 2022
18	Improve and expand infrastructure and learning facilities	Principal/IQAC	April 2022
19	To reframe the code of conduct for staff and students	Discipline Committee/IQAC	April 2022
20	Feedback on Curriculum	IQAC	May 2022
19	Evaluation of departments at the end of even semesters	IQAC	May 2022
20	Internship program for students	IQAC	June 2022
21	Annual news Letter IQAC	IQAC	June 2022

Sd/-
JARANI MAO
IQAC, Co-ordinator

Evaluation of Action Plan

Sl. No	Major task s and related activities	Highlights	Remarks
1	Annual college plan	<ul style="list-style-type: none"> • The Annual college plan was prepared and circulated to the staff and students in the form of academic hand book and calendar • The college Academic year plan was prepared and distributed online through department heads. • Departmental activities /Committees/Club Plans 	Achieved
2	To reframe institutional Organogram	<ul style="list-style-type: none"> • The college organogram was reframed and uploaded in the college website on 1st July 2021 • Dean of Student affairs was created with a policy document on 10th July 2021 	Achieved
3	To set up BICC	<ul style="list-style-type: none"> • Bosco internal Complaint cell was created with a policy document. • All grievance cell/committees of DBCK falls under BICC including Sexual Harassment and Anti RAGGING • Alumni, Parents and Administrative Grievance Cell was created 	Achieved
4	Orientation programme for staff and students	<ul style="list-style-type: none"> • Staff <p>Five Staff Orientation Program was conducted</p> <p>3rd and 31st July 2021- SDP on Preventive system was organized for shift 2 staff</p> <p>2nd March 2022- On the theme Research award and API score was conducted for the faculty</p> <p>13th September 2021- Orientation on Staff</p>	Achieved

		<p>(academic and administrative staff) on Code of Conduct</p> <p>30th October 2021- Staff Development Program</p> <p>1st November 2021- Orientation on Professional Ethics</p> <ul style="list-style-type: none"> • Students <p>Seven Students Orientation Program was conducted</p> <ul style="list-style-type: none"> • 2nd - 7th August 2021- Orientation for 1st semester students • 7th August 2021- BEEA orientation for students was conducted • 4th September 2021- Orientation on Menstrual Hygiene was organized by women cell DBCK. • 6th and 18th October 2021- Orientation on Anti Ragging • 21st January 2022- Orientation on Code of conduct by Discipline Committee • 28th February 2022- Career counseling in collaboration with Eduversity Coaching Institute Kohima world. • 24-25th March 2022- Orientation on competitive exams for students in collaboration with Don Bosco Job Placement Network Dimapur 	
5	To create POs and COs	Each Programme and Course Outcome was created and uploaded in the college website on August 2021	Achieved

6	To introduce assessment of learning level of students	Assessment of learning level of students was conducted on 20th January 2022 : Students were divided into two groups- advanced learner and slow learners (remedial and DBCK Quiz)	Achieved
7	To organize workshops on vocation oriented for students	<p>Two workshops were organised-</p> <ul style="list-style-type: none"> • 16th October 2021- Career Counselling and Placement Cell organized Workshop on Interview Building Skill. • 21st January 2022- Rajagiri SDG Workshop-16 on the theme ‘Sustainable development goals in the Post-Pandemic 	Achieved
8	To sign MOUs for extension activities and research	<p>Two MOUs signed</p> <ul style="list-style-type: none"> • Kohima Municipal Council- 20 June 2022 • Kohima Village Council- 20 June 2022 • Earth Friendly Generation- 16 May 2022 <p>On process</p> <ul style="list-style-type: none"> • Tabitha enabling academy- internship • St. Xavier Jalukie- exchange program • Imperial institute- Career guidance • NSACS- Red Ribbon Club 	Achieved
9	Faculty Development Programme	<p>Seven FDPs were conducted</p> <ul style="list-style-type: none"> • 28th February 2022- Online FDP was organized on the theme Aspects of Global Impact on Education • 21ST April 2022- On the theme 	Achieved

		<p>types of stress and Stress management</p> <ul style="list-style-type: none"> • 22nd June 2022- Education based on Multiple Intelligence • 24th June 2022- On the theme 'Artificial Intelligence' • 27th June 2022- On the theme IPR • 28th June 2022- On the theme GDP • 29-30th June 2022- Intense training in the educative system of Don Bosco 	
10	<p>Improvise Green initiatives/green Audit</p>	<p>Seven activities conducted</p> <ul style="list-style-type: none"> • 20th September 2021- Orientation on Bosco Green Alliance • 1st October 2021- Green awareness drive • 5th October 2021- Organic Garden Farming • 3rd March 2022- workshop on Vermicomposting was conducted • 17th March 2022- Social work in the Organic Garden and Harvesting of Vermicompost was done • 31st May 2022- Environment Audit, Energy Audit was done • Green Audit in the process 	Achieved
11	<p>To initiate projects for students</p>	<p>Three internal projects were initiated on March 2021</p> <ul style="list-style-type: none"> • 6th Semester- Case study on Impact of Covid 19 on online education • 4th Semester- Awareness programme on the following 	Achieved

		<p>Covid 19 protocols, Sexual Harassment, Violence against women, and Right to education.</p> <ul style="list-style-type: none"> • 2nd Semester- Field visits in offices and departments 	
12	To initiate Research Project for faculty	<p>One minor project</p> <p>October 2021- One Minor Research Project (2years): on the Topic- Kaleidoscopia of Folklores: The Naga Chapter- presently in progress undertaken by three faculties from History and English Department.</p>	Achieved
13	To organize Certificate courses	<p>Two Certificate courses</p> <ul style="list-style-type: none"> • 1-17 July 2021- Certificate course on ‘Applied Ethics’ was organized for the 3rd semester students • 1-17 July 2021- Certificate Course on Soft Skills for 5th Semester students • 	Achieved
14	Internship program for students	<ul style="list-style-type: none"> • An Internship program was organized for the B.Com, 2nd Semester students on the theme developing skills for Entrepreneurship, in collaboration with Arintin Venture (piggery farm), a private limited Company located in Navodaya Vidyalaya Rd Kohima, Nagaland. The internship was for one month, i.e., 2nd June to 30th June 2022. The internship program benefited 11 students from B.Com. 	
15	To reframe the code of conduct for staff and students	The code of conduct for staff and students was reframed and uploaded in the college	Achieved

		website on August 2021	
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INTERNAL QUALITY ASSURANCE CELL

Annual Activity Report 2021-2022

Don Bosco College started the new academic session of 2021-22 on 1st July 2021 .The composition of IQAC members for the academic year are given below:

Sl.No	Designation	Name of the Members
1	Chairperson	Fr. Dr. P. Suresh SDB, Principal.
2	Teachers representatives	Dr. Imtinaro Longkumer, HOD, Education Ms.Tsutshowe-ii Sekhamo, Convenor, Academic Council Dr. Velhou Koza, Convenor, Research Cell Mrs. Zavelu Kezo, Dean of Students Affairs Mrs. Kezienuo, Controller of Examination
3	One Member from management	NU Nominee/ Prof. G.T. Thong
4	Administrative Staff	Fr. Christu Doss, Administrative supervisor, Don Bosco campus Mr. Manikho, Account officer, DBCK Mr. Medosielie Methodius Sote, IQAC Office Assisstant

5	One Nominee each from local society, students and alumni	Ms. Kevisedenuo Christina, Alumni Association Ms. Jenifer Wotsa, Gen. Scty, Students' Forum. Mr. Keniengu Albert, Catholic Union President. CKC Kohima.
6	One Nominee Each from Employers/ Industrialists/ Stakeholders :	Dr. N. Tiwary, Principal, Mnt. Olive College Mr. Vituozo Phewhuo, N.V. Press, Kohima. Fr. T.P. James, Principal, D.B.H.S.S.
7	Co-ordinator	Mrs. Jarani Mao

INITIATIVE 1:

IQAC organized Applied Ethics Certificate Course for the 3rd Semester students and Certificate Course on Soft Skills for 5th Semester students from 1st July to 17th July 2021. The initiative has been taken with an objective to upgrade and enhance the student's community which will help them in the future. The certificate course was organized for 15 days.

INITIATIVE 2:

In consultation with various Department Heads, Controller of Examination and Committees and Cells conveners and coordinators, the AYP was prepared and given out to the students. The main objective of giving out the AYP in advance is to involve maximum students and staff awareness and participation in all the college activities for the whole academic session.

INITIATIVE 3:

The college organogram was reframed as per the requirement and need of the college after the first NAAC cycle, prioritizing certain committees and cells, inclusion and creation of new ones.

Creation of Dean of Students Affairs was initiated with an objective to follow up and facilitate all affairs, programs, activities and issues related to student's community in DBCK for quality development. Hence the appointment of DSA was done on 10th July 2021, with its Policy Document.

Bosco Internal Complaint Cell (BICC) was created with its policy document, where all grievance cells of DBCK fall into, such as academic and administrative grievance cell and students grievance cell. New grievance cells like parents and Alumni grievance cell were created under BICC.

INITIATIVE 4:

IQAC introduce a new assessment system for the purpose of assessing the learning level of students. Which is different from the academic assessment or assessment related to curriculum? The main purpose of the assessment was to identify the needs and aspiration of the students so as to provide proper guidance and support with the best opportunity to grow in the college. The advance learner committee and slow learners committee was created to follow up the students as per the level of leaning. For the advance learners; activities and programs such as Quiz time and leadership development programs are organized. The identified slow learners are facilitated through various remedial learning and programs.

INITIATIVE 5:

Keeping in mind the global concern for environmental care and protection, IQAC initiated to go for improvising the Environmental and Green Initiatives of the college. The existing organic garden practice was strengthened with the introduction of vermicompost practice. The first harvest of vermicompost was used in the organic garden.

Environment and Energy Audit was done on 31st March 2022.

INITIATIVE 6:

IQAC in consultation with the examination committee initiated projects and field related assignments for the students so as to let the students experience the basics of research and inquiry. It was introduced to motivate the students to appreciate original and authentic data collection and the process of compilation and reporting of data collected.

The three semesters were divided into different activities such as Case Study for 6th Sem, Awareness Program for 4th Sem and Field Visit for 2nd Sem students.

INITIATIVE 7:

IQAC with the HRD cell, initiated and organized seven FDPs for the Staff of DBCK, on several themes such as; Aspects of Global Impact on Education, types of stress and stress management, Education based on Multiple Intelligence, Artificial intelligence, Intellectual Property Rights, GDP and Intensive training in the educative system of Don Bosco.

INITIATIVE 8:

An Internship program was organized for the B.Com, 2nd Semester students on the theme developing skills for Entrepreneurship, in collaboration with Arintin Venture (piggery farm), a private limited Company located in

Navodaya Vidyalaya Rd Kohima, Nagaland. The internship was for one month, i.e., 2nd June to 30th June 2022. The internship program benefited 11 students from B.Com.

INITIATIVE 9:

IQAC with Research Cell, DBCK initiated a Minor Research Project for duration of 2 years. The project is currently under progress undertaken by three faculties from English and History Departments.

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Sl. No	Major task s and related activities	Highlights	Schedule
1	Annual college plan	Principal/ IQAC	June 2022
2	Orientation programme for staff and students	HRD/ IQAC	July 2022
3	To introduce Red Ribbon Club	DSA/ IQAC	August 2022
4	To upgrade physical infrastructure in the new building- TLP	Principal/ IQAC	August 2022
5	Certificate and Add-on Courses for students	Academic Council / IQAC	August 2022
6	Research Projects for staff and students	Research Cell/ IQAC	September 2022
7	Environment and green audit	DSA / IQAC	September 2022
8	Staff Development Program	HRD / IQAC	October 2022
9	Mid Semester evaluation of College activities	Principal/ IQAC	October 2022
9	Internship opportunities for Students	DSA / IQAC	November 2022
10	Sponsored seminar/conference for students	Research Cell/ IQAC	November 2022
11	Faculty Exchange and Students exchange Programs	Academic Council/IQA	January 2023
12	To organize vocation oriented workshops for students	HRD/IQAC	January 2023
13	FDP/ Workshop for Staff	HRD / IQAC	March 2023
14	Students Satisfaction Survey	IQAC	April 2023
15	Feedback and Evaluation	IQAC	May 2023