

Date : 20.03.2023

Time : 9:30 AM

Venue : Board room, HCC.

Members present:

1. Dr. Fr. Benny K. John, CSC,
2. Fr. Joe Paul, CSC.
3. Dr. Monnika Dey *Mey 21/3/23*
4. Dr. Suchobhaya Sen Gupta *Sen*
5. Dr. Sandeep Roy Sarkar *Roy*
6. Dr. Mainul Islam *Islam 20/3/23*
7. Serliela Lentur *Serliela 20/3/23*
8. Sumita Banerjee
9. Dr. Rajshree Debbarma
10. Sharmili Chakraborty *Sharmili 20.03.23*
11. Dr. Dipansha Chaudhuri *Chaudhuri 20/3/23*
12. Mandirika Saha
13. Sanis Bhowmik *Bhowmik 20.03.23*
14. Dr. Debaree Laha
15. Dr. Lunka Nath Sen *Nath 20/3/23*
16. Barnita Majumdar *Majumdar 20/3/2023*

Agenda: To plan the logistics for NAAC peer team visit.

Minutes:

1. Principal, Dr. Fr. Benny K. John welcomed all the HOD and meeting started with a short prayer.
2. Principal and Vice-Principal of the Institution enquired about the departmental preparedness for the NAAC visit and provided valuable suggestions.
3. It was informed by the Principal that the NAAC peer team has selected department of Political Science, English and B.Ed for the departmental visit and the College Authority has selected Department of Sociology, Zoology and BBA for the same.
4. After discussion with the HODs, liaison officers were

selected among the faculty members, to be with the NAAC peer team members.

5. Planning for welcoming the peer team members by the students, NCC cadets and faculty members was done.

6. All the departments were asked to be ready with the departmental documents and presentation to be delivered as requirement.

7. A short discussion related to the formal cultural program during the exit meeting was planned which was updated by the program coordinator Dr. Dipansita Choudhury Shel.

8. Principal, Dr. Benny thanked all the members and wished them all the best for the peer team visit.

Action Taken Report :-

1. Accordingly different departments prepared themselves to ~~be~~ and represented themselves in front of the NAAC Peer Team members.

2. Lineary officers carried out their responsibilities and all the members from teaching and non-teaching staffs cooperated and worked together for the successful completion of the NAAC Peer Team Visit.

3. A short cultural program was accordingly planned and executed at the end of the day two of NAAC Peer Team Visit.

Date: 28-03-2023

Time: 2:00 PM (Tuesday)

Venue: F1-11

Members present:

1. Dr. For Benny K. John, CSC, Principal HCC Agartala.
2. Dr. Moumita Dey. *Reye 29/3*
3. Barnita Majumdar.
4. Sharmili Chakraborty. *Diga. 03.23*
5. Dr. Dipanwita Choudhuri Shil
6. Sumita Banerjee
7. Dr. Mahul Saha *28/3/23*
8. Dr. Sushobhan Sengupta
9. Dr. Sandip Roy Sarkar. *28/3/23*
10. Joel Dasgupta. *28/03/2023*
11. Sanir Bhownik. *28/03/23*
12. Dr. Rajaraj Debbasra
13. Dr. Debasree Loh. *28/03/23*
14. Dr. Runki Nath Sen. *28/03/23*

Agenda:

1. Internship for undergraduate students (2023-2024)
2. Internal document mark entry in university portal.
3. Purchase of books from book fair 2023
4. Miscellaneous.

Minutes:

1. Principal, Dr. For Benny K. John, CSC welcomed all the HoDs and congratulated everyone for successfully completing the NAAC peer team visit.
2. Father Principal shared the Internship guidelines for undergraduate students and informed the HoDs that UGC has constituted an expert committee for framing these guidelines for internship focused on employability and research for

Three years UG and four years UG program. Adding to this, Dr. Sudabhan Sengupta, IQAC Coordinator said that, as per the recommendations from the NAAC peer team members, our institution must focus on research and development and internship programs including internship for research and employability and at the same time should increase the number of MoU. Collaborations providing online internship can also be done.

3. As directed by Fr. Principal, Dr. Manrita Dey, Academic Coordinator, HCC informed all the HODs to complete the entry of internal assessment marks by the weekend and the blueprints of the entered mark list to be submitted to her for further scrutiny.

4. Fr. Principal instructed the HODs that every department may visit the Spastala Book Fair 2023, and select and order books for the respective departments. Cash receipt purchase slip or vouchers may be submitted to vice-principal and administrator for necessary action. Accordingly departmental funds for purchase of books were allotted for every dept.

5. Fr. Principal said that the faculty recruitment procedure may be started from the month of May as college will be applying for new UG and PG courses. Fr. Principal also mentioned that the college may now think of starting its own peer reviewed journal.

6. HODs were asked by the Academic Coordinator, Dr. Manrita Dey, to provide the names of toppers of every semester exams for Santanu Khat Memorial Award and Three Best readers award to be provided for which the name list will be provided by the Librarian of HCC.

(HOD) 28/3/23

30/3/2023

30/3/23

Action Taken Report :

1. Accordingly, in order to promote research, innovation and extension, a team was created which began functional from July 03rd, 2023. The team would look after and coordinate the research projects of all the departments and individuals for the academic year 2023-2024. Students from different departments have successfully completed their internship programs as well.
2. Accordingly the internal marks were entered in the university portal and hard copies of the marksheet submitted to Academic Coordinator.
3. Accordingly different departments visited the Agartala Book Fair 2023 and purchased the required books to be kept in the library.
4. For recruitment of new faculty members, advertisement was given in daily newspaper (local) and in the college website. The institution applied for new courses to the parent university and got permission for 7 new courses and an increase of seats in B.A, Political Science.
5. Accordingly all the departments provided the names of the even semesteroppers who were awarded with Santanu Kar Memorial Award.

Date: 17/04/2023

Time: 2:00 PM

Venue: FL-11

Members present:

1. Dr. Fr. Benny K. John, PSC, Principal, HCC, Agartala.
2. Dr. Suchobhan Sengupta
3. Sharneli Chakraborty ~~Dr.~~ 17/4/23
4. Mr. Samir Bhosmik. ~~Dr.~~ 17-04-23
5. Sanjibala ~~Dr.~~ 17/4/2023
6. ~~Dr.~~ Debajish Datta ~~Dr.~~ 17/4/23
7. Dr. Sandip Roy Sarkar ~~Dr.~~ 17-4-23
8. Dr. Mainul Islam. ~~Dr.~~ 17/4/23
9. Dr. Rajeswari Debbarna ~~Dr.~~ 17/4/23
10. Mr. Barun Majumder.
11. Dr. Runki Nath Sen. ~~Dr.~~ 17/4/23

- Agenda:
1. Central evaluation and regulation of classes.
 2. New prospectus (departmental)
 3. Formation of different cells as per UAC guidelines
 4. Formation of self help groups (SHGs)
 5. Miscellaneous.

Minutes:

1. Principal, Dr. Fr. Benny K. John informed the HODs that as discussed with Assistant Registrar of Tripura University, 50% of the teachers from the College will be called for centralized evaluation and the rest 50% will be responsible for conducting the classes.
2. Fr. Benny also asked the HODs of different departments to inform him about the departmental planning regarding keeping the students engaged during the centralized evaluation process.
3. IQAC co-ordinator, Dr. Suchobhan Sengupta updated all the HODs about the things to be included in the new

prospectus of the college for the new academic session. Number of courses, intake capacity, no. of faculty members with their educational qualification, to be included in the prospectus. For updating the departmental details, as a reference, soft copy of the old prospectus will be shared in the HOD whatsapp group.

4. Dr. Sushabhan Sengupta also mentioned that Awareness Redressal Cell, Anti Sexual Cell, Internal Complaints Cell needs to be 're-constructed' as per the relief advisory of UAC and to be included in the college handbook.

5. It was informed by Dr. Sushabhan Sengupta that for NISS ranking student self help group needs to be created, alumni of the college may also be involved in the process and departmental FETs may be organized. From every department student representatives may be selected for creating the different SHAs to promote the entrepreneurial skill of the students.

(M/S/M)
17/04/23

Sum
Sengupta

Action Taken Report:

1. According to the demand placed by the University, teachers were from different departments were shifted for centralized evaluation in the parent university. The remaining teachers took care of the classes and kept the students engaged as per the departmental plans.
2. Accordingly different departments actively took the initiative and modified the departmental details to be included in the prospectus for the new academic session.
3. Accordingly the Grievance Redressal Cell, Anti Sexual Cell and Internal Complaint Cell were reconstituted by the college authority to be functional from the new academic session.
4. Accordingly Students' Self Help Groups were created and Monthly Exposition Organised on 10th July 2023.

Date: 16/05/2023

Time: 2:30 PM

Venue: PL-11, HCC.

Members present:

1. Dr. Fr. Benny K. John, CSC

2. Fr. Joe Paul

3. Dr. Monmita Dey

4. Dr. Suchaban Sengupta

5. Dr. Sandeep Roy Sarker

6. Dr. Dipansita Choudhury Shil

7. Dr. Debajyoti Laha

8. Mr. Barnita Majumder

9. Sarajit Bhowmik

10. Santu Bhosmik

11. Dr. Rajashree Debbarma

12. Subhajit Paul

13. Dr. Mainul Islam

14. Dr. Debashish Ghosh

15. Santika

16. Dr. Runki Nath Sen

Moysa 17/5

16.5.23

16.5.23

16.05.23

17/5

17/5/23

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16/05/23

Agenda:

1. Update of even semester

2. Preparation for PU inspection

3. B.Ed Admission Entrance Test

4. B.Ed Admission Interview

5. UG Admission Process

6. Miscellaneous

Minutes:

1. All the HODs gave an update of the classes and syllabus covered for the even semester.

2. It was instructed by the Principal that attendance of the students need to be checked monthly and reported to respective department for the general students and

for the honours students, parents of these students having less attendances may be called/contacted personally.

3. Principal, Dr. Benny informed the HODs that the inspection team from Tripura University may visit shortly in response to the application from HCC seeking permission for opening new UA and PG courses. In this regard all the HODs were instructed to be prepared for the visit.

4. Faculty members from different departments were given responsibilities for different courses, to be represented in front of the inspection team.

5. Teachers' profile, list of books available in the library for a particular subject, facilities available in the classroom may be listed and kept ready for the existing departments. For the new courses to be introduced, number of applications received against the post advertised and their biodata may be kept in hand to be produced in front of the inspection team.

6. It was informed by the Principal, Dr. Benny, that the entrance test for admission to B.Ed course will be held on 17/05/2023. Exam will be held in F1-9 and F1-10 for two hours (10:00 AM - 12:00 Noon). Invigilation and evaluation of answer scripts will be done by the Dept. of English.

7. B.Ed admission interview will be held on 24th, 25th and 26th of May 2023 and will be taken care by the B.Ed dept.

8. For UA admission respective departments will be involved and take care of the interview and counselling part. Tentative date will be notified on the declaration of the board result.

9. Fr Joe Paul instructed the HODs to select one member from the department to work on the college ERP and provide all the inputs related to subject Teacher allocation, roll number updates and other required details.

10. Fr Principal informed that Alumni General Meeting will be held on 27th May (Saturday), 2023. Registration link for participation in the meeting will be shared to the HODs, to be forwarded to respective alumni groups. All the HODs along with the other administrative staff will be the part of the meeting.

11. Fr Benny, informed all the HOD that from 29th of May summer vacation will start and the classes will resume on 12th of June, 2023.

M. K. S. /
16/05/23

Benny
K. S.

Action Taken Report

1. Accordingly attendance percentage list was prepared by all departments and assignments given to all those students who had less than 75% attendance.
2. Accordingly the visit of the inspection team took place on 19th May and the members of different departments represented the new courses / departments in front of the inspection team. The inspection was completed successfully.
3. Accordingly the admission process for the B.Ed courses was completed.
4. Accordingly all the departments selected one member for input of details in the college ERP.
5. Alumni General Body Meeting was successfully held on 27th May 2023 and vacation started from 29th May. The classes resumed on 12th June, 2023.

Date: 24.05.2023

Time: 2:30 PM

Venue: FL-11

Members present:

1. Dr. Fr. Benny K. John, CSC.
2. Dr. Mounita Dey *M Dey 25/5/23*
3. Dr. Subhadra Sehgal
4. Sunita Banerjee *Banerjee 25/5/2023*
5. Dr. Debajit Loh. *25/5/23*
6. Dr. Rajeshree Debbarua *24/5/23*
7. Dr. Mainul Hossain *24/5/23*
8. Dr. Dipanwita Choudhury Shil *25/6/23*
9. Dr. Sandip Roy Sarkar *24/5/23*
10. Dr. Runki Nath Sen *24.05.2023*
11. Subhajit Paul. *24/5/23*
12. Joel Dasgupta
13. Sanis Bhattacharya *24.05.23*
14. Ms Barnita Majumder *24/5/23*

Agenda:

1. To finalize agenda for the faculty meeting to be held on 26th February 2023.
2. Internal exam and project work
3. Attendance of students
4. CAS
5. Teachers academic handbook / academic diary
6. Admission for new semester and miscellaneous.

Minutes:

1. After discussion with Heads of different departments, Principal Dr. Fr. Benny K. John finalized the agenda for faculty meeting to be held on 26.05.2023.
2. It was decided in the meeting that the internal assessment

As the even semester may be conducted department work load will commence from 12th June 2023, last date for project submission will be 27th June and the project viva will be held from 3rd to 7th July.

3. Students' attendance percentage will be calculated by all the departments and students have less attendance will be asked to work assignments to compensate the attendance.

4. IQAC Co-ordinator, Dr. Suchobhan Sengupta said that the last date for submission of filled in application form by the faculty members for CAI may be extended by 10 days from the day of resuming of classes after the summer vacation.

5. All the departments were instructed by the Principal to work on the departmental handbook / academic calendar. Syllabus, program outcome and course outcome may be worked out later on in consideration with the new syllabus under NEP 2020. Suggestions from the departmental heads were also taken for preparation of the format for teachers' academic diary.

6. Advertisement for admission to UG courses may be done utilising the social media, FM radio, TV, video presentation near North gate and add agencies / printers may be contacted.

7. Academic Co-ordinator, Dr. Monrita presented the draft mentor-mentee record which was approved by the Principal Dr. Dr. Benny K. Jaha after consultation with the HoDs.

8. IQAC Co-ordinator, Dr. Suchobhan Sengupta said that college can apply for permission of MA in English and Political Science which was initially granted for one year.

In this regard compliance letter may be sent to Tripura University for necessary action. Admission process for UG courses will be carried out simultaneously.

9. For alumni annual general body meeting to be held on 27-05-23 (Saturday), all the HODs and the persons holding administrative posts need to be present. A short cultural program may be organized as a part of the program. Return transport will be provided for the alumni. Records of the meeting to be kept and attendance sheets may be prepared.

10. Draft of the alumni association's By-laws of the association draft will be introduced by Fr. Joe Paul CSE, Vice-principal and Administrator, HCC. Alumni governing body will be constituted and Secretary, Joint Secretary, Treasurer, joint Treasurer will be selected and activities to be taken up by the alumni for the upcoming year may also be discussed in the alumni meeting. Finally the meeting may be closed up by Dr. Shankar Shubra Bhakta, Coordinator of Alumni Association of Holy Cross College, Agartala.

(H) 24/5/23

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Date : 12.06.2023

Time : 2:30 PM

Venue : FL-11

Members present:

1. Dr. Fr. Benny K. John, Principal HCC.
2. Dr. Mamrita Dey Dey 12/6/23
3. Dr. Sushobhan Sengupta Sengupta 12/6/23
4. Barnita Mazumder.
5. Sanjay Bhowmik Sanjay 12.06.23
6. Rajeshree Debbarma
7. Dr. Debajit Datta.
8. Dr. Sandeep Roy Sarkar Sarkar 12-6-23
9. Dr. Somnath Kar Kar 12/06/23
10. Dr. Mainul Islam Islam 12/6/23
11. Dr. Debasree Laha Laha 12/06/23
12. Dr. Runki Nath Sen Nath Sen 12.06.23
13. Sen Dinka Dinka 12/6/23

Agenda:

1. Deliberation on NEP
2. Discussion on admission of new students
3. Miscellaneous

Minutes:

1. Principal Dr. Fr. Benny K. John welcomed all the members/HoDs and asked them to give their opinions on the implementation of NEP 2020 and how to plan and proceed for it. All the HoDs along with the Academic Coordinator, Dr. Mamrita Dey and IQAF Coordinator, Dr. Sushobhan Sengupta had a detailed discussion on the topic.
2. All the HoDs expressed that availability of new syllabus is a must for proper planning and implementation of NEP-2020. Once the department

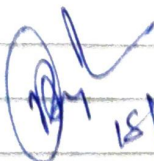
get the syllabus, they they can plan accordingly.

4. Admission to the 1st semester of the academic session 2022-23 is to be started from 14.06.2023 (Wednesday). Department wise schedule was prepared for the admission process and each of the departments were asked by the head of the institution to carry out the counselling process of the new students.

4. It was decided / conveyed by the IQAC Coordinator, Dr. Sushobhan Sengupta that a scholarship list will be conducted as a part of the admission process and based on the performance of the students in the scholarship list, a certain amount of money will be deducted from their admission fee.

5. It was instructed by the Principal, Dr. P. Benny K. John that each department may provide guidance to the new students regarding the selection of subjects keeping in mind the implementation of NEP-2020.

6. IQAC Coordinator, Dr. Sushobhan Sengupta told that each of the department may inform him to take the faculty feedback from students on these days when students would be present in maximum strength. With this, the meeting was declared closed by the Principal, Dr. P. Benny K. John.


15/6/23