



"Educating hearts and minds"

HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A' GRADE

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To

The Member(s)/ Criterion Coordinator
(NAAC Steering Committee)
Internal Quality Assurance Cell (IQAC)
Holy Cross College, Agartala

1st November, 2022

Sub: Invitation to attend the IQAC meeting of Holy Cross College on 7th November, 2022 at 2.00 pm.

Dear Father/Sir/Madam,

With reference to the above cited subject, we cordially invited you to discuss the following agendas:

- (i) Profile and extended profile of SSR.
- (ii) Criteria wise review and submission of declaration.
- (iii) Criteria wise executive summary.
- (iv) Update of SSR initial payment.
- (v) Discussion regarding students' satisfaction survey.
- (vi) Miscellaneous.

Thanking you in anticipation.


1/11/2022

Dr. Sushobhan Sengupta
IQAC Coordinator
Holy Cross College, Agartala


07/11/2022

Dr. Fr. Benny K. John, CSC
Principal
Holy Cross College, Agartala

PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA

MEETING MINUTES

The meeting of IQAC, Holy Cross College, duly called and held on 7th November, 2022 at Holy Cross College, Jubatara Campus, at 2.00 pm.

Members Present:

1. Fr. Joe Paul, CSC, Vice Principal & Administrator
2. Dr. Sushobhan Sengupta, IQAC Coordinator
3. Dr. Sandeep Roy Sarkar, IQAC Asso. Coordinator
4. Dr. Moumita Dey, Coordinator Criteria-1
5. Dr. Shankha Shubhra Bhadra, Coordinator Criteria-2
6. Dr. Dipanwita Chowdhury Sil, Coordinator Criteria-3
7. Ms. Sentienla, Coordinator Criteria-4
8. Dr. Sharmistha Chakraborty, Coordinator Criteria-5
9. Dr. Rumki Nath Sen, Member, Criteria-6
10. Mr. Joel Lalengliana Darlong, Coordinator Criteria-7

With the approval of Fr. Joe Paul, CSC, Chairperson of the meeting, minutes were recorded.

Agenda:

- (vii) Profile and extended profile of SSR.
- (viii) Criteria wise review and submission of declaration.
- (ix) Criteria wise executive summary.
- (x) Update of SSR initial payment.
- (xi) Discussion regarding students' satisfaction survey.
- (xii) Miscellaneous.

Minutes:

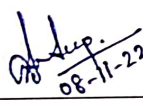
- 1) Fr. Joe Paul, CSC, Vice Principal & Administrator welcomed all the members present in the meeting.
- 2) Dr. Sushobhan Sengupta, IQAC Coordinator updated all the members present in the meeting regarding the initial payment status of SSR.
- 3) Coordinators of all the criteria updated the progress of work and highlighted the executive summary of the entire work.
- 4) It was decided unanimously that all the criteria coordinators will do the final submission to the IQAC before the due date and will declare the correct completion of the work on behalf of all the members of the respective criteria.
- 5) Any changes if required will be intimated to the criteria coordinators and accordingly the documents need to be revised before the due date.
- 6) Dr. Sandeep Roy Sarkar, IQAC Asso. Coordinator updated all the members present in the meeting regarding the students' satisfaction survey.


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- 7) It was decided collectively that the preparations for AQAR (2021-22) should be started as soon as possible to complete the work as per the time frame.
- 8) It was decided collectively that the documentation process should be more structured and as per the requirement of NAAC. All the departments/clubs/committees will prepare the documents and respective criteria members will collect and submit to the IQAC within every quarter of an academic year (January; April; July; October).
- 9) It was decided that, before submission of SSR, draft SSR in soft copy will be circulated to all the criterion coordinators for verification as well as to identify any error and reciting them before final submission. The final draft will be submitted to the college authority for approval and submission.
- 10) Dr. Sushobhan Sengupta, IQAC Coordinator thanked all the members for being present in the IQAC meeting.

Prepared By,

Approved by,

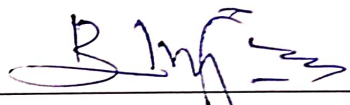

08-11-22

(Dr. Sandeep Roy Sarkar)


8/11/22

(Dr. Sushobhan Sengupta)

**IQAC CO-ORDINATOR
HOLY CROSS COLLEGE
AGARTALA**



(Dr. Fr. Benny K John, CSC)

**PRINCIPAL
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Seen

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IQAC

Action taken Report

Meeting dated 7th November, 2022

1. The Draft of profile and extended profile of SSR was shown to all the criterion coordinator and college administrator for any suggestion/ rectification and for final approval.
2. All the criterion coordinators were directed to review all the writeups, supporting documents, links to the respective questions, and data templets properly, after verification all the criterion members will submit a declaration for the same that the documents and data templets are correct.
3. Furthermore, five teachers of Holy Cross College were given the responsibility to formulate the executive summary, Institutional preparedness for NEP and criterion wise summary.
4. Initial payment of SSR was made by the accounts section of Holy Cross College.
5. Student Satisfaction Survey (SSS) process was explained by the IQAC coordinator to all the members present. It was requested by the IQAC coordinator to the Criterion-2 to cross verify all the details of data templet of 2.7 so that we can furnish the data to NAAC of SSS.

Prepared by,


**IQAC CO-ORDINATOR
HOLY CROSS COLLEGE
AGARTALA**