

Date : 12.06.2023

Time : 2:30 PM

Venue : FT-11

Members present:

1. Dr. Fr. Benny K. John, Principal HCC.
2. Dr. Manueta Dey *Dey 12/6/23*
3. Dr. Sushobhan Sengupta *Sengupta 12/6/23*
4. Barnita Mazumdar.
5. Sanis Bhosnik *Sanis 12.06.23*
6. Rajeshree Debbarma
7. Dr. Debajit Datta.
8. Dr. Sandeep Roy Sarkar *Sarkar 12/06/23*
9. Dr. Sannath Kar *Kar 12-6-23*
10. Dr. Mainul Islam *Islam 12/6/23*
11. Dr. Debasree Laha *Laha 12/06/23*
12. Dr. Runki Nath Sen *Nath 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. Manueta Dey and IQAA 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 departments

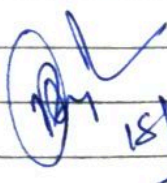
get the syllabus, they they can plan accordingly.

3. Admission to the 1st semester of the academic session 2023-2024 to be started from 14.06.2023 (Wednesday) Department wise schedule was prepared for the admission process and each of the departments was 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 test will be conducted as a part of the admission process and based on the performance of the students in the scholarship test, 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

Action Taken report :

1. Accordingly the NEP Committee was formed consisting of members of the faculty. The Committee planned strategies for implementation of NEP 2020 in HCC after proper discussion with the college authority and members of faculty.
2. With the availability of the NEP syllabus, different departments started planning for the new academic session.
3. Accordingly the admission process was conducted with active involvement of each of the departments.
4. Accordingly the Test for scholarship was conducted and deserving students were provided with concession.
5. Accordingly the students were guided by the departments regarding the selection of subjects as per NEP 2020.
6. Accordingly faculty feedback from students were taken from all the departments.

Date : 25/08/2023

Time : 11:30 AM

Venue : Board Room, HCC.

Members present :

1. Dr. Fr. Benny K. John, Principal, Holy Cross College.
2. Nazmun Nahar Begum.
3. Suenita Banerjee.
4. Surlenta. ^{Sub only} 25/8/23
5. Joel L. Darling. 26/08/23
6. Sharmila Chakraborty. 26.08.23
7. Dr. Sudipta Singh. ^{Frinha} 26/8/23
8. Dr. Sheikh Khusar Singh.
9. Dr. Samath Kar.
10. Dr. Suenita Saha.
11. Dr. Parichit Ray Choudhury.
12. Dr. Kunki Nath Sen.

Agenda : To take stock of preparation for the new academic schedule.

Minutes :

1. Dr. Fr. Benny K. John, C.S.C., Principal, Holy Cross College, welcomed all the HODs and Asst. HODs and reminded/discussed about the responsibilities of HODs and Asst. HODs.
2. Madam Surlenta suggested that for maintenance of better communication with the students, Asst HODs may be included in the official WhatsApp group of HODs, to which Fr. Benny agreed.
3. Fr. Principal informed the HODs and Asst HODs that many new faculty members have been recruited for the newly established departments, of which 10-12 of the faculty members will be joining their duty on 1st of September, 2023 (Friday).

4. Fr. Benny informed the HODs and Asst HODs that a meeting of NRP Committee will be held shortly to discuss the subject combination for the new courses introduced in the college.

5. Fr. Principal, enquired about the preparedness of the departments for the orientation program of the 1st semester students.

6. Fr. Benny informed the members that the academic calendar for the new academic session will be available shortly for students and staff of the college. Fr. Principal further added that to start with, the PG departments: English, Political Science, MBA and B.Ed. department may have separate academic calendar for reference. The departments may wait for the same.

7. Fr. Principal advised the HODs and Asst HODs to prepare the students, keeping in mind that the end semester exams may be held in the end of December 2023 or in the beginning of January 2024.

8. Fr. Benny also informed the HODs that students may be allowed to change their selected subjects within 2-3 of completion of the orientation program. For this the concerned student has to submit an application to the Head of the Institution requesting for the change and duly signed by their guardian/parents.

9. Fr. Benny suggested that for better selection of subject combinations, career guidance may be given to the students, Team of Teachers may be sent to different schools address and guide the students accordingly.

10. The practical examination of the Science departments will be held on 11th and 13th September, Fr. Benny asked the concerned departments to plan the strategy to handle the 1st semester ^{students} in these days. Also Fr. Benny mentioned that with the beginning of centralized evaluation and participation of teachers from HCC in the same, proper strategies to be planned by the departments for managing the classes and attending the students.

At last Fr. Benny, Principal, HCC thanked all the members for attending the meeting within a short notice.


Skan
28/8/23

Prabhakar
28/08/2023

Pranayini
28/8/2023

Shruti
28/08/23

Action Taken report

 28/8/2023

Action Taken report:

1. Accordingly all the assistant HODs of the departments were included in the official whatsapp group for better communication with the students.

2. As informed by Father Principal, many new (08) faculty members joined Holy Cross College on 1st September, 2023.

3. Accordingly a meeting of NRP Committee with all the HODs was held on 29.08.2023.

4. Orientation programme for first semester students was organized from 5th September to 8th September 2023.

5. Ph departments started preparing separate academic calendar.

7. Accordingly the students who applied for change in subject combination were allowed to do so.

8. Semester exams were held as per the usual routine declared by Tripura University and practical exams were declared as per the rules proposed by the college and approved by the university which started from 31/01/2024.

9. Accordingly department will plan to work for managing the classes and attending the centralised evaluation in Tripura University.

Date: 18/10/23

Time: 12:00 Noon

Venue: FI-11

Members present:

1. Dr. Fr. Benny K. John, Principal, Holy Cross College.
2. Dr. Mounita Dey, Academic Coordinator, Holy Cross College.
3. Dr. Debasish Datta.
4. Meen Senilala ^{18/10/23}
5. Dr. Shudipta Saha
6. Sanir Ghosh ^{06.11.23}
7. Sharmila Chakraborty ^{15.11.23}
8. Barnita Mazumdar ^{15/11/23}
9. Dr. Debajyoti Das
10. Dr. Mainul Islam ^{18/10/2023}
11. Dr. Ashish Kumar Singh
12. Dr. Runki Nath Sen.

Agenda: To discuss about the formation of new Students' Council (2023-2024) and upcoming events of the college (Graduation Day and Freshers Day)

Minutes:

1. Principal, Dr Fr. Benny K. John welcomed all the members for the meeting.
2. Father Principal wanted to know on what basis students' names were proposed from each of the dept for the Students' Council. Accordingly all the HODs/Asst HODs expressed their views for proposing the names of the respective student.
3. The name of the class representatives, as suggested by each of the departments were accepted and finalized by the Principal, Fr. Benny.

4. Fr. Benny said that the selection list of the class representatives and the council members will be prepared and shared in the official whatsapp group.
5. Fr. Benny informed all the HODs that the puja vacation will be from 19th October to 5th of November. Classes will resume from 6th November 2023. 3rd and 5th semester students will have their regular offline classes from 6th November and 1st semester students will have online classes till 17th of November. 20th November onwards all the semesters will have their regular offline classes.
6. Dr. Monisha Day informed the HODs that the Graduation Day will be held on 18th November 2023 and the Installation date for Fr. Benny's ^{Day} cum Inauguration ceremony is 24th of November. For the Graduation Day, Chief Minister, Dr. Manik Saha and Vice-Chancellor of Tripura University may be invited as the Chief Guest and Guest of Honour.
7. Responsibility list for the Graduation Day will be prepared and circulated in the official whatsapp group after the puja vacation.
8. For the Graduation Day, invitation card, notification and Google form will be prepared and circulated to the respective departments. By Google form, information regarding the presence/absence of the students and their parent/parents will be collected to know the exact number of students and parents participating in the event on 18th Nov 2023.

School
17/10/23

Fr. Benny
10/11/23

Dr. Monisha Day
16/11/23

Dr. Manik Saha
07/11/2023

Dr. Manik Saha
18/11/23

Dr. Manik Saha
7/11/23

Action Taken report :

1. Class representatives were selected as per the names prepared by the respective department and members of the students' council were selected by the college authority from the list provided by the departments, after having an interaction with all the students whose names were prepared by all the departments.
2. The selection list of class representatives and students' council members were shared in the official whatsapp group to be communicated to the students.
3. Pupa vacations were declared from 19th of October to 5th of November 2023, classes resumed from 6th November 2023 and accordingly the classes were held.
4. Accordingly the Graduation Day was held on 18th November and Forester's Day cum Investiture Ceremony was held on 24th November 2023. Responsibility list was prepared and distributed among the faculty members in the official whatsapp group.
5. Accordingly google forms was prepared and circulated amongst the graduates to get an idea about the exact number of students and their parents participating in the Graduation Day.

Date : 24.01.24

Time : 2:00 PM

Venue : F.I-11

Members present :

1. Dr. Fr. Benny K. John, Principal, Holy Cross College, Agartala
2. Dr. Snehakant Singh, HOD, MBA and IQAC Co-ordinator.
3. Sharmika Chakraborty.
4. Sanis Bhowmik
5. Dr. Sharmilha Rakshit. *Dr* 24/1/24
6. Dr. Mainul Islam
7. Sunita
8. Dr. Debajit Datta
9. Dr. Rajaraj Debbarma
10. Dr. Debajit Loh. *Dr* 24/01/24
11. Dr. Sunita Saha
12. Dr. Shudipta Sinha. *Dr* 24/1/24
13. Dr. Runki Nath Sen
14. Tyotimay Shil Sharma
15. Sukanya Sen
16. Lily Tamalia
17. Dr. Susanta Barik
18. Dr. Sunita Bhattacharjee.
19. Khirode Debbarma.
20. Latensargi Braughlawl.

Agenda :

1. Exam schedule
2. Academic activities for the upcoming month
3. Miscellaneous.

Minutes :

1. Principal, Dr. Fr. Benny K. John, welcomed all the HODs and wanted to know from them any concern related to the department.

2. HODs of department of Commerce and Management (BBA and MBA) proposed that the semester final exams for the students of both the departments may be held in the new college block (Andre Block) to which the Principal said that based on all the logistics final decision will be taken.

3. Dr. Debaraj Lath, Assistant Exam Chair, gave a briefing about the end semester exams to be conducted from 29th of January 2024. The practical exams for the science students will start from 31st of January 2024. Dr. Lath also discussed about the preparedness of all the bioscience departments for the upcoming practical exams. The dates for the practical examination of new science departments are yet to be finalized by the respective departments.

4. Principal, Fr. Benny said that those students who didn't attend both the 1st and 2nd internal (conducted for syllabus) and didn't give any information to the respective departments, will not be allowed to appear for the end semester exams and should be brought to the notice of college authority. The same will be applicable for the students of Vocational and value added courses.

5. Fr. Benny asked all the HODs to plan how to keep the students of 1st semester NEP batch engaged after their theory exams are over. Science department may plan the same after the practical exams are over for the 1st semester NEP batch.

6. Tyatiraj Chit Sharma, HOD of department of Computer Science suggested that students may be guided to join online courses / SWAYAM course.

7. HOD of Social Work, Lily Javatia informed all the members that for the practical exam of 1st semester Social Work, external examiner will come from Tripura University and accordingly logistics are to be prepared.

8. IQAC Coordinator, Dr. Sushobhan Sengupta informed all the members that for BEd, ITEP (Integrated Teacher Education Program) will be mandated from the next academic session and AICTE approval for BBA and MBA will be mandatory and accordingly steps may be taken by the respective departments. Further, Dr. Sushobhan Sengupta said that for AICTE, if the college applies for registration this year, the verification process might be easier.

9. On being asked by some members, Dr. Benny said that the date for College Annual Fest, 'Tijns 2024' may be finalised by the month of March.

10. Brochure for CUET may be shared by the HODs to the students of final year was suggested by Dr. Sushobhan Sengupta.

11. Dr. Joydipmay Shil Sharma, suggested that for syllabus updation, may be suggested for Computer Science through proper channel.

12. For MA Political Science, the date for NSS exam has not been notified by Tripura University. Departmental head communicated the message to Principal Father to communicate the same to the Controller of Examination, TU.

13. Dr. Sushobhan Sengupta informed all the HODs to keep a record of all the back paper candidates.

14. Principal, Fr. Benny suggested that departments should plan for National Seminars if required jointly by one or two departments for the upcoming session

15. Principal Father also asked the HODs to contribute writings for annual college journal which may be published either annually (yearly) or biannually (half-yearly)

16. HODs of all the bio-science departments requested Fr. Benny for guest faculty / part time workers for documentation of official work of the department to which the Principal said that guest faculty and part time workers may be appointed on requirement and said that departments may plan accordingly and place the requirement.

~~Sukanya~~
11/03/24

~~Am~~
12/03/2024

~~Murthy~~
12/03/24

~~Janis~~
12.03.24

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12/03/24

Sukanya Sen
12/03/24

Action Taken report.

1. Semester final exams for the students of Department of Commerce and Business Administration was conducted in the main building of the college.
2. Accordingly all the theory and practical exams were successfully conducted by the college.
3. Appropriate remedial measures were taken for those students who didn't attend the internal examinations.
4. Accordingly department wise planning was done and implemented for engaging the students of 1st semester NBP batch while the examinations of 3rd and 5th semesters were conducted as per the routine declared by Tripura University.
5. Accordingly the practical exams for the students of department of Social Work was conducted.
6. Accordingly department of Business Administration applied for registration for APCTE approval.
7. College Annual Fest will get inaugurated on 3rd May 2024.
8. Information for CUET exam was shared with the final semester students accordingly across the departments.
9. Syllabus upgradation for Computer Science was suggested accordingly.
10. NEE exam for MA, Political Science was conducted accordingly.
11. Accordingly the list of back paper candidates were prepared by the departments.
12. Accordingly many teachers contributed papers for the college journal.
13. Zoology department requested for guest faculty (02 numbers) in absence of one full time faculty and accordingly two guest faculty were appointed.