



# HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A+' GRADE (CYCLE:2)

Tripura University Reg. Code: 17

Jubatara, P.O. Lembucherra, Tripura West Pin-799210

Phone: 0381-2915930, +91 9402315672

email- principalhccagt@gmail.com

Web: www.holycrosscollege.in

"Educating hearts and minds"

12<sup>th</sup> June, 2023

To  
The Member(s)  
Internal Quality Assurance Cell (IQAC)  
Holy Cross College, Agartala

Sub: Invitation to attend the IQAC meeting of Holy Cross College on 19<sup>th</sup> June, 2023 at 1.00 pm. in Board Room.

Dear Father/Sir/Madam,

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

- (i) Revision of IQAC members / IQAC Committee.
- (ii) Criteria wise committee for NAAC documentation (3<sup>rd</sup> Cycle).
- (iii) AQAR submission for 2022-23.
- (iv) Miscellaneous.

Thanking you in anticipation.

Dr. Sushobhan Sengupta  
IQAC Coordinator  
Holy Cross College, Agartala

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

## MEETING MINUTES

The meeting of IQAC, Holy Cross College, duly called and held on 19<sup>th</sup> June, 2023 at Holy Cross College, Jubatara Campus, at 1.00 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, Academic Coordinator.
5. Dr. Rumki Nath Sen, HoD, Zoology.
6. Dr. Shankha Shubhra Bhadra, Assistant Professor, Commerce.
7. Ms. Sharmistha Rakshit, Assistant Professor, Political Science.
8. Ms. Tomina NS, Assistant Professor, Teachers Education.
9. Mr. Bivek Debbarma, Students' Representative.

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

### **Agenda:**

- (i) Revision of IQAC members / IQAC Committee.
- (ii) Criteria wise committee for NAAC documentation (3<sup>rd</sup> Cycle).
- (iii) AQAR submission for 2022-23.
- (iv) Miscellaneous.

### **Minutes:**

- 1) Fr. Joe Paul, CSC, Vice Principal & Administrator welcomed all the members present in the meeting.
- 2) Revised IQAC Committee was formed, which will be affective from July, 2023.
- 3) Criteria wise committee for NAAC documentation was formed (3<sup>rd</sup> Cycle), which will be affective from July, 2023.
- 4) Discussion on the submission of AQAR for 2022-23.
- 5) Dr. Sushobhan Sengupta, IQAC Coordinator thanked all the members for being present in the IQAC meeting.

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

# Action Taken Report

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**Holy Cross College, Agartala**

**IQAC Meetings - June 2023**

**Meeting Date: 19th June 2023**

**Venue: Board Room, Holy Cross College**

**Time: 1:00 PM**

**Agenda: Revision of IQAC Members and Committee**

**Agenda: Criteria-wise Committee for NAAC Documentation (3rd Cycle)**

Action Taken: Criteria-wise committees were formed to handle NAAC documentation, effective from July 2023.

**Agenda: AQAR Submission for 2022-23**

Action Taken: Discussions were held regarding AQAR submission, and preparations were initiated.

**Meeting Date: 12th September 2023**

**Venue: Room No. F1-11, Holy Cross College**

**Time: 1:00 PM**

**Agenda: Maintenance of Departmental Files and Documentation**

Action Taken: IQAC emphasized the need for proper documentation and filing within departments. Heads of Departments (HoDs) were instructed to maintain up-to-date records.

**Agenda: Departmental Reports for SSR and AQAR**

Action Taken: Departments were directed to submit monthly reports for SSR and AQAR to the IQAC.

**Agenda: Student Records**

Action Taken: Proper systems were implemented to maintain student records related to scholarships, cultural events, sports, and other extra-curricular activities.

**Agenda: Website Maintenance and Update**

Action Taken: Regular updates for department websites were initiated, and departmental email IDs were created.

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



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Date: 06/09/2023

## Notice:

This is to inform all the members of teaching faculty who joined HCC during August-September, 2023, that a meeting has been scheduled on 12/09/2023 at 1.00pm, Room no. F1-11 with IQAC Coordinator and Associate IQAC Coordinator.

### Agenda:

1. Maintenance of Departmental file.
2. Maintenance of documents/keeping proper documentation and filing.
3. Departmental reports for SSR and AQAR.
4. Assigning New member to different criterion.
5. Student record: Scholarship, Cultural event, sports, extra-curricular event.
6. Maintenance of individual file in IQAC and in Department.
7. Notice/Circular/Meeting Minutes preparation.
8. Website maintenance and update for department.
9. Miscellaneous.

  
12/09/2023

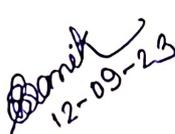
(Dr. Sushobhan Sengupta)

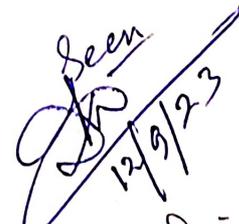
IQAC- Coordinator

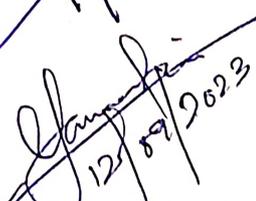
Holy Cross College, Agartala

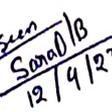
**IQAC CO-ORDINATOR**  
**HOLY CROSS COLLEGE**  
**AGARTALA**

  
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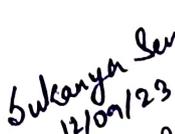
  
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## MEETING MINUTES

The meeting of IQAC, Holy Cross College, duly called and held on **12<sup>th</sup> September, 2023** at 1.00 at Holy Cross College, Jubatara Campus.

### **Members Present:**

1. Dr. Sushobhan Sengupta, IQAC Coordinator.
2. Dr. Sandeep Roy Sarkar, IQAC Asso. Coordinator.
3. Ms. Debanjana Mukherjee, HoD, Psychology.
4. Ms. Lalremsangi Hrangkhawl, HoD, Education.
5. Jyotirmoy Shil Sharma, HoD, Computer Science.
6. Ms. Sukanya Sen, HoD, Economics.
7. Dr. Susmita Bhattacharjee, HoD, Geography.
8. Ms. Lily Jamatia, HoD, Social Work.
9. Mr. Khirode Debbarma, HoD, Kokborok.
10. Dr. Susanta Banik, HoD, Maths & Statistics.
11. Dr. Chandra Sekhar Tripura, Astd. Professor, Geography.
12. Mr. Abhijit Dey, Astd. Professor, Political Science.
13. Ms. Mayanglambam Sana, Astd. Professor, English.
14. Ms. Sara Debbarma, Astd. Professor, Sociology.

With the approval of IQAC Coordinator, minutes were recorded.

### **Agenda:**

- (i) Maintenance of departmental file.
- (ii) Maintenance of documents/keeping proper documentation and filing.
- (iii) Departmental reports for SSR and AQAR.
- (iv) Assigning new members to new criterion.
- (v) Student record: Scholarship, Cultural event, Sports, extra-curricular event.
- (vi) Maintenance of individual file in IQAC and in Department.
- (vii) Notice/Circular/Meeting Minutes preparation.
- (viii) Website maintenance and update for department
- (ix) Miscellaneous.

### **Minutes:**

- 1) Dr. Sushobhan Sengupta, IQAC Coordinator welcomed all the members present in the meeting.
- 2) IQAC Coordinator requested all HoDs for proper documentation and filing of departmental documents.
- 3) Departmental reports for SSR and AQAR should be submitted every month to the IQAC.
- 4) New members are assigned to different criterion.



## Action Taken Report

**Meeting Date: 12th September 2023**

**Venue: Room No. F1-11, Holy Cross College**

**Time: 1:00 PM**

### 1. Agenda: Maintenance of Departmental Files and Documentation

- **Action Taken:** All Heads of Departments (HoDs) were instructed to maintain proper documentation and filing systems for their departments. Required files and amenities were provided by the college administration.

### 2. Agenda: Departmental Reports for SSR and AQAR

- **Action Taken:** Departments were directed to submit monthly reports for SSR and AQAR to the IQAC for review by email.

### 3. Agenda: Assigning New Members to Different Criterion

- **Action Taken:** New members were assigned to various criteria, ensuring a broader distribution of responsibilities.

### 4. Agenda: Student Records Maintenance

- **Action Taken:** A standardized system for maintaining student records related to scholarships, cultural events, sports, and extra-curricular activities was established by criterion 5 and Sports Council/NSS/NSS of college.

### 5. Agenda: Individual Faculty Files Maintenance

- **Action Taken:** Faculty members were instructed to submit their documents to the IQAC for maintaining up-to-date faculty files.

### 6. Agenda: Website Maintenance

- **Action Taken:** Regular updates and maintenance of departmental websites were emphasized, with a collective decision to create and circulate departmental email IDs.



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



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"Educating hearts and minds"

Ref: F/IQAC/Meeting/Inv/2023-04

Date: 19/01/2024

To  
The Member(s)  
Internal Quality Assurance Cell (IQAC)  
Holy Cross College (HCC), Agartala Jubatara, Lembucherra.

Sub: Invitation to attend the IQAC meeting of Holy Cross College on 31/01/2024 at 1.00 pm, Venue-Board Room.

Dear Father/Sir/Madam,

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

1. Introduction and welcoming the new members.
2. Update about the infrastructural development.
3. Update about the academics and planning of next academic session including NEP.
4. CAS, AQAR and NIRF submission.
5. Update about the examinations and results.
6. Plan/Guidance from HCEF.
7. Proposal for quality enhancement.
9. Miscellaneous/ proposal to include new members.
10. Views form teacher/portent/student/industry/stakeholder representative.

Thanking you in anticipation,

19/01/2024

Dr. Sushobhan Sengupta  
IQAC Coordinator &  
Head of MBA Programme  
Holy Cross College, Agartala  
Jubatara, Lembucherra, West Tripura

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

19/01/2024

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

**PRINCIPAL  
HOLY CROSS COLLEGE  
AGARTALA**

Copy to members:

1. Dr. Fr. Benny K John, CSC, Principal, HCC and Chairperson IQAC, HCC.
2. Fr. George Jacob, CSC, Secretary, Holy Cross Education Foundation.
3. Fr. Joe Paul, CSC, Vice-Principal & Administrator, HCC.
4. Dr. Sushobhan Sengupta, IQAC Coordinator & Head, MBA Programme, HCC.
5. Shri Badal Dey, Dy Director, Society for Entrepreneurship Development, Govt of Tripura.
6. Shri Birendra Jamatia, Jr Engineer, Mechanical, Dept. of Urban Development, Govt. of Tripura
7. Dr. Sandeep Roy Sarkar, Association IQAC Coordinator, HCC.
8. Dr. Moumita Dey, Head, Department of English & Academic Coordinator, HCC.
9. Smt. Sharmili Chakraborty, Head of BBA programme, HCC.
10. Dr. Tomina N.S, Assistant Professor, Department of Teacher Education, HCC.
11. Sri. Rajesh Kr. Nath, In-Charge, College Examination Committee.
12. Dr. Rumki Nath Sen, Head, Department of Zoology, HCC.
13. Smt. Sentienla, Head, Department of sociology, HCC.
14. Ms. Anjali Deb, Alumni representative. .
15. Smt. Sukhini Debbarma, Local Society Representative.
16. Jesinthy Debbarma and Ms. Neha Sinha, Student Representative, HCC.

Members Present:

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**HOLY CROSS COLLEGE, AGRTALA**  
**Minutes of IQAC Meeting dated 31-01-2024**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 31<sup>st</sup> January, 2024 at 1.00 pm. in the board room of Holy Cross College, Agartala.

**Members Present:**

- a. Dr. Fr. Benny K. John, CSC.
- b. Fr. Joe Paul, CSC.
- c. Fr. George Jacob, CSC.
- d. Dr. Sushobhan Sengupta.
- e. Dr. Sandeep Roy Sarkar.
- f. Smt. Sharmili Chakraborty
- g. Dr. Tomina N.S
- h. Sri. Rajesh Kr. Nath.
- i. Dr. Rumki Nath Sen.
- j. Smt. Sentienla.
- k. Smt. Anjali Deb.
- l. Smt. Neha Sinha.
- m. Justin Debbarma.

The Meeting was chaired by the chairman of IQAC, Dr. Fr. Benny K. John, CSC. He formally welcomed all the new members as well as all the existing members present in the meeting.

1. The Associate IQAC Coordinator read out the minutes of previous meeting which was unanimously approved and confirmed.

2. Fr. Joe Paul, CSC, Vice-Principal and Administrator of Holy Cross College, Agartala updated about the infrastructural development of our college- he specifically mentioned that the **New Block of Holy Cross College (1<sup>st</sup> Phase) has been inaugurated on 6<sup>th</sup> of January, 2024** and three departments of the college has already using facilities for regular classes. Federal Bank ATM is functional from the month of January 2024, seating area for the students near the canteen will be made soon, further development of play ground and open GYM for students is in the pipeline. Negotiation for procurement of land is in process.

**Open auditorium** near the basketball court is ready with an approximate seating capacity of 600 individuals. One more **canteen is functional** inside the college campus which is being managed by alumni of Holy Cross College. The education foundation is planning to buy few more plots to support the extension plan.



3. Dr. R. N. Sen, Assistant Academic Coordinator and Head of Zoology, briefly explained the recent development in the academics highlighting the **implementation of NEP in undergraduate courses of Arts, Science and Commerce** (since the academic year 2022-23 NEP based BBA course is running at the college).

She further added by saying that the college started **10 new courses from the academic year 2023-24** (including nine undergraduate courses in Arts and Science and one PG course, MBA). The planning for the next academic session is in progress and academic coordinator is leading the process.

4. Dr. S. R. Sarkar, Associate IQAC Coordinator, informed that the college for the first time has successfully implemented the **CAS** and it was the initiative of IQAC coordinator along with guidance of college administration. He further added that the AQAR and NIRF special committee under the supervision of IQAC has **successfully submitted the NIRF** during the month of December, 2023 and **AQAR (2022-23) is ready for approval and submission**.

5. Sri. R. K. Nath, in-charge, college examination cell, updated the members about the **upcoming semester examination and also read out the names of Tripura University toppers of different courses from our college** (session 2022-23).

6. Fr. George Jacob, Secretary, Holy Cross Educational Foundation (HCEF), congratulated the college administration and all the members for achieving **the A+ grade in its 2<sup>nd</sup> cycle of NAAC**, he also praised the leadership of principal, vice-principal and IQAC coordinator for taking the initiative to **introduce new courses and for successfully getting the approval from the Tripura University** to start ten new courses. He further added by saying that the HCEF is willing to support the college by all possible means. He encouraged the members to plan for **research related activities** and pointed out the need for improving academics by focusing on different **skill development initiatives** which needs proper planning from in-charge of academics, moreover, an **active placement and career guidance opportunity** for the students and alumni is highly essential. Fr. George added by saying that there is a need of continuous professional development of Teachers and non-teaching staff, monitoring mechanism may be carried out by IQAC for CAS related matter.

7. Dr. S. Sengupta, IQAC Coordinator, thanked the college administration for vesting the responsibility of IQAC before the 2<sup>nd</sup> cycle of accreditation and he explained his gratitude to all the teaching and non-teaching staffs for their active support and cooperation during the accreditation process. Dr. Sengupta submitted a **5-Year IQAC criterion-wise detailed action plan** to the principal, vice-principal of HCC and secretary of HCEF. He further stated that the criterion coordinators have been instructed by the vice-principal to **submit a plan to IQAC keeping the in mind the bench-mark given by NAAC**. NAAC recently have introduced binary accreditation and level wise accreditation which will be implemented phase-wise by NAAC.



HOLY CROSS COLLEGE, AGRTALA

Minutes of IQAC Meeting dated 31-01-2024

8. Dr. Tomina N.S, Assistant Professor, Department of Teacher Education, **highlighted the need for implementation of ITEP** at Holy Cross College, she briefly narrated the requirements for ITEP approval process by NCTE and requested to create one post of associate professor in the department of teacher education, she further requested the college administration to again **apply for shifting of premises to NCTE**. A list of essential requirements will be submitted by the department of teacher education to the college administration for the said purpose.

Smt. S. Chakraborty, Head of BBA Programme, briefly updated the **requirements for AICTE approval process for MBA and BBA course** and requirement of one associate professor in the department of Business administration.

9. Smt. Anjali Deb, Alumni Representative, requested the college administration to **register the alumni association**.

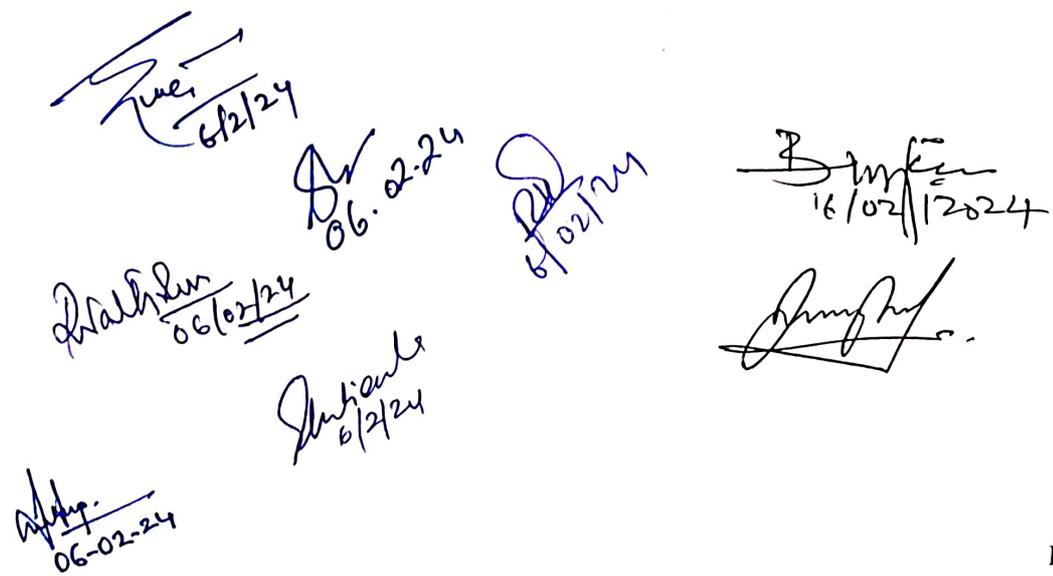
Smt. Neha Sinha and Justin Debbarma, Student representative placed a **demand to make a rest-room cum emergency care room for the students**, further, they requested for a **female security guard**.

10. Dr. S. Sengupta, presented a **detailed list containing suggested areas for improvement** which are highly essential for the overall development as well as to score higher grades in NAAC assessment.

The name of Sri. Arup Deb, SDM, Sadar Tripura, was proposed by the teachers as new parent representative of IQAC.

The meeting ended with a vote of thanks by Smt. Sentienla, Head of Sociology.

Minutes Read and confirmed by,

  
The block contains several handwritten signatures and dates in blue ink. From top-left to bottom-left, the signatures are: 'Tues' with '6/2/24' below it; 'Dr' with '06.02.24' below it; 'Anjali Deb' with '06/02/24' below it; 'Sentienla' with '06/02/24' below it; and 'Arup Deb' with '06-02-24' below it. On the right side, there are two more signatures: 'Smt. Sengupta' with '16/02/2024' below it, and another signature below it.

# Action Taken Report

Holy Cross College, Agartala

Meeting Date: 31st January 2024

Venue: Board Room, Holy Cross College

Time: 1:00 PM

## ***Agenda: Infrastructural Development***

Action Taken: Infrastructural developments were completed, including the inauguration of a new block, functioning of the Federal Bank ATM, and the establishment of an open auditorium.

## ***Agenda: NEP Implementation***

Action Taken: NEP implementation for undergraduate courses continued successfully, with ten new courses being launched for the 2023-24 academic year.

## ***Agenda: AQAR and NIRF Submission***

Action Taken: NIRF rankings were successfully submitted in December 2023, and the AQAR for 2022-23 was finalized and ready for submission.

## ***Agenda: ITEP Implementation***

Action Taken: The Department of Teacher Education initiated the process for ITEP approval and prepared to submit necessary requirements to NCTE.

## ***Agenda: Alumni Association***

Action Taken: Steps were taken to register the alumni association, with proposals submitted by the alumni representative.

## ***Agenda: Rest-room for Students***

Action Taken: A rest-room cum emergency care room was proposed for students, along with the request for a female security guard.



**IQAC CO-ORDINATOR  
HOLY CROSS COLLEGE  
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## Notice

Internal Quality Assurance Cell (IQAC) Meeting

**Date: 2<sup>nd</sup> March, 2024**

Venue: Board Room, Holy Cross College, Agartala on 12<sup>th</sup> March at 2.00 pm

All members of the IQAC are requested to attend the meeting to discuss the following agendas:

### Agendas

1. Review of Academic Performance: Discussion on the academic performance of students, including pass percentages, grade distributions, and areas of improvement.
2. Curriculum Revision: Review of the current curriculum and discussion on proposed revisions to ensure relevance and alignment with industry needs.
3. Quality Assurance Initiatives: Update on quality assurance initiatives implemented since the last meeting, including faculty development programs, student feedback mechanisms, and infrastructure upgrades.
4. Accreditation Preparation: Discussion on preparations for upcoming accreditation, including documentation, criteria fulfilment, and mock audits.
5. Student Satisfaction Survey: Analysis of the recent student satisfaction survey and discussion on action plans to address concerns and suggestions.
6. Action Taken Report: Review of action taken on decisions made during the previous IQAC meeting.

Please come prepared with your thoughts and suggestions on these agendas.

Best regards,

Dr. S. Sengupta  
IQAC Coordinator  
Holy Cross College, Agartala

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



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## Meeting Minutes

### Internal Quality Assurance Cell (IQAC) Meeting

Date: 12<sup>th</sup> March

Time: 2.00 pm

Venue: Board Room, Holy Cross College, Agartala

#### Attendees:

1. Fr. Joe Paul, Vice-Principal, Holy Cross College
2. Dr. Sushobhan Sengupta, IQAC, Coordinator, Holy Cross College.
3. Dr. Sandeep Roy Sarkar, Asso. IQAC Coordinator, Holy Cross College.
4. Dr. Runkin Nath Jha, Head, Department of Zoology, Holy Cross College.
5. Smt. Sharmili Chatterjee, Head of B.Ed programme, Holy Cross College
6. Dr. Tomina N.S. Assistant Professor, Department of Teacher Education.
7. Dr. Rajesh Nath, Assistant Professor, Department of Political Science.
8. Ms. Neha Sinha, Student Representative, IQAC.

#### Agenda 1: Review of Academic Performance

- The committee reviewed the academic performance of students, including pass percentages and grade distributions.
- Areas of improvement were identified, including a need for additional support for struggling students.
- The committee recommended the implementation of remedial classes and mentoring programs.

#### Agenda 2: Curriculum Revision

- The current curriculum was reviewed, and proposed revisions were discussed to ensure relevance and alignment with industry needs.
- The committee recommended the inclusion of new courses and updates to existing courses.
- A task force was formed to finalize the revised curriculum.

#### Agenda 3: Quality Assurance Initiatives

- Updates were provided on quality assurance initiatives implemented since the last meeting.
- Faculty development programs, student feedback mechanisms, and infrastructure upgrades were discussed.
- The committee recommended continued support for these initiatives.

#### Agenda 4: Accreditation Preparation

- Preparations for upcoming accreditation were discussed, including documentation, criteria fulfilment, and mock audits.

- The committee recommended the formation of a task force to oversee accreditation preparations.

#### Agenda 5: Student Satisfaction Survey

- The recent student satisfaction survey was analysed, and concerns and suggestions were discussed.
- Action plans were developed to address student concerns, including improvements to infrastructure and support services.

#### Agenda 6: Action Taken Report

- The committee reviewed action taken on decisions made during the previous IQAC meeting.
- Progress was noted, and areas for further improvement were identified.

#### Action Items:

- Remedial classes and mentoring programs to be implemented.
- Revised curriculum to be finalized by the task force.
- Continued support for quality assurance initiatives.
- Task force to oversee accreditation preparations.
- Action plans to address student concerns to be implemented.

Adjournment: The meeting was adjourned with a vote of thanks by the Associate IQAC coordinator.

  
IQAC CO-ORDINATOR  
HOLY CROSS COLLEGE  
AGARTALA

  
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# Action Taken Report

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**Holy Cross College, Agartala**  
**IQAC Meetings - March 2024**  
**Meeting Date: 12th March 2024**  
**Venue: Board Room, Holy Cross College**  
**Time: 2:00 PM**

***Agenda: Review of Academic Performance***

Action Taken: Remedial classes and mentoring programs were implemented to provide additional support for struggling students.

***Agenda: Curriculum Revision***

Action Taken: A task force was formed to review the revised curriculum of TU as per NEP, requisite steps taken to ensure alignment with industry needs and relevance to current trends.

***Agenda: Quality Assurance Initiatives***

Action Taken: Continued support was provided for faculty development programs, student feedback mechanisms, and infrastructure upgrades.

***Agenda: Accreditation Preparation***

Action Taken: A task force was formed to oversee accreditation preparations, ensuring that documentation and criteria fulfillment were being addressed.

***Agenda: Student Satisfaction Survey***

Action Taken: Action plans were developed and implemented to address concerns raised by students in the survey, particularly focusing on improving infrastructure and support services.

  
IQAC CO-ORDINATOR  
HOLY CROSS COLLEGE  
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## Notice

### Internal Quality Assurance Cell (IQAC) Meeting

**Date: 14<sup>th</sup> May, 2024**

Venue: Room No-F1-11, Holy Cross College, Agartala on 28<sup>th</sup> May at 11.00 am

All members of the IQAC are requested to attend the meeting to discuss the following agendas:

#### Agendas

1. Mentorship Program Review: Evaluation of the mentorship program's effectiveness and discussion on ways to enhance student-mentor interactions.
2. Faculty Development Workshops: Planning and scheduling of faculty development workshops for the upcoming semester.
3. Student Feedback Mechanism: Discussion on implementing a robust student feedback mechanism to improve teaching-learning processes.
4. Institutional Ranking and Accreditation: Strategies for improving institutional ranking and accreditation outcomes.
5. Alumni Engagement Initiatives: Brainstorming ideas for increasing alumni engagement and involvement in institutional activities.
6. Quality Assurance in Research: Discussion on ensuring quality assurance in research projects and publications.

Please come prepared with your thoughts and suggestions on these agendas.

Best regards,

  
14/5/24

Dr. S. Sengupta  
IQAC Coordinator  
Holy Cross College, Agartala

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



# HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A+' GRADE (CYCLE:2)

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"Educating hearts and minds"

## Meeting Minutes

### Internal Quality Assurance Cell (IQAC) Meeting

Date: 28<sup>th</sup> May

Time: 11.00 am

Venue: Room No-F1-11, Holy Cross College, Agartala

#### Attendees:

1. Dr. Fr. Benny K. John, Principal, Holy Cross College
2. Fr. Joe Paul, Vice-Principal, Holy Cross College
3. Dr. Sushobham Jengupta, IQAC Coordinator, Holy Cross College
4. Dr. Sandeep Roy Sarkar, IQAC Asso. Coordinator, Holy Cross College
5. Dr. Runki Nath Sen, Head Zoology Dept, Holy Cross College
6. Smt. Sharmili Chakraborty, Head of BBA programme, Holy Cross College
7. Dr. Tomina NS, Asst. Professor, Dept. of Teacher Education.
8. Sri. Rajesh Nath, Asst. Professor, Dept. of Political Science
9. Ms. Neha Sinha, Student Representative, HCC

#### Agenda 1: Mentorship Program Review

- The mentorship program's effectiveness was evaluated, and ways to enhance student-mentor interactions were discussed.
- Recommendations included regular mentor-mentee meetings, training for mentors, and mentorship program evaluation forms.

#### Agenda 2: Faculty Development Workshops

- Planning and scheduling of faculty development workshops for the upcoming semester were discussed.
- Workshops on pedagogy, research methods, and technology integration were proposed.
- Dates and resource persons were identified.

#### Agenda 3: Student Feedback Mechanism

- Implementing a robust student feedback mechanism to improve teaching-learning processes was discussed.
- Recommendations included online feedback forms, focus group discussions, and regular feedback analysis.

#### Agenda 4: Institutional Ranking and Accreditation

- Strategies for improving institutional ranking and accreditation outcomes were discussed.
- Recommendations included enhancing research output, improving infrastructure, and strengthening industry partnerships.

### Agenda 5: Alumni Engagement Initiatives

- Ideas for increasing alumni engagement and involvement in institutional activities were brainstormed.
- Recommendations included alumni mentorship programs, guest lectures, and alumni networking events.

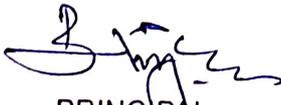
### Agenda 6: Quality Assurance in Research

- Ensuring quality assurance in research projects and publications was discussed.
- Recommendations included research methodology workshops, peer review processes, and research ethics training.

### Action Items:

- Mentorship program evaluation forms to be designed and implemented.
- Faculty development workshops to be scheduled and conducted.
- Student feedback mechanism to be developed and implemented.
- Strategies for improving institutional ranking and accreditation to be implemented.
- Alumni engagement initiatives to be planned and executed.
- Quality assurance processes for research to be established.

Adjournment: The meeting was adjourned with a vote of thanks by the IQAC coordinator.

  
PRINCIPAL  
HOLY CROSS COLLEGE  
AGARTALA

  
12/3/2024.

  
IQAC CO-ORDINATOR  
HOLY CROSS COLLEGE  
AGARTALA

  
25/5/24

  
12.03.24

  
28/05/2024

  
28/05/24

# Action Taken Report

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Meeting Date: 28th May 2024

Venue: Room No-F1-11, Holy Cross College

Time: 11:00 AM

**Agenda: Mentorship Program Review**

Action Taken: Evaluation forms for the mentorship program were designed and implemented to enhance mentor-mentee interactions.

**Agenda: Faculty Development Workshops**

Action Taken: Faculty development workshops on pedagogy, research methods, and technology integration were scheduled and conducted.

**Agenda: Student Feedback Mechanism**

Action Taken: An online student feedback mechanism was developed and implemented to regularly analyze teaching-learning processes.

**Agenda: Institutional Ranking and Accreditation**

Action Taken: Strategies for improving institutional ranking and accreditation were implemented, focusing on increasing research output and strengthening industry partnerships.

**Agenda: Alumni Engagement Initiatives**

Action Taken: Alumni mentorship programs, guest lectures, and alumni networking events were planned and executed to increase alumni involvement.

**Agenda: Quality Assurance in Research**

Action Taken: Quality assurance processes were established for research projects, including research methodology workshops and peer review processes.

  
IQAC CO-ORDINATOR  
HOLY CROSS COLLEGE  
AGARTALA

