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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**