



HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A+' GRADE (CYCLE:2)
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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 31st 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 (1st Phase) has been inaugurated on 6th 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 2nd 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 2nd 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**.

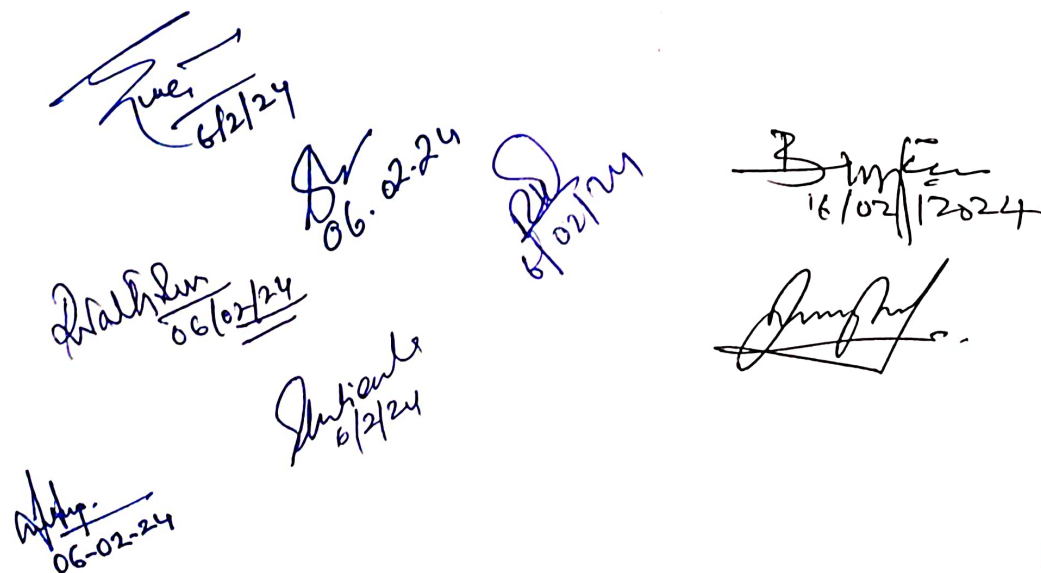
Smt. Neha Sinha and Justin Debbarma, Student representative placed a **demand to make a rest-room cum emergency care room for the students**, further, they requested for a **female security guard**.

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. The signatures are: 1. A signature with the date 06/2/24. 2. A signature with the date 06.2.24. 3. A signature with the date 06/02/24. 4. A signature with the date 06/02/24. 5. A signature with the date 06-02-24. 6. A signature with the date 16/02/2024. 7. A signature with the date 06/2/24. 8. A signature with the date 06-02-24.

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
AGARTALA**