



HOLY CROSS COLLEGE

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

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"Educating hearts and minds"

12th 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 19th 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 (3rd 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 19th 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 (3rd 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 (3rd 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.



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

Action Taken Report

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**