

HOLY CROSS COLLEGE, JUBATARA
Minutes of the Internal IQAC Meeting

Date: - 25th March, 2021

Time: - 03.30 PM

Venue: - Board Room, Holy Cross College, Agartala

Agenda:

- ❖ The unavoidable upcoming second wave of the Covid 19 pandemic and the possible pragmatic precautionary measures which could be taken by the college to minimize the damage of ongoing studies in the current academic year.
- ❖ Taking special care of the first semester students in these abnormal uncertain times.
- ❖ Matters related to the admission in the B.Ed course of the college for the academic year 2021-22.
- ❖ Fixation of the date and the resource person for the one-day Faculty Development program on NAAC SSR preparation.
- ❖ Planings related to organizing Workshops/Webinars/ Seminars/ Invited Lectures for the next academic year – 2021-2022.
- ❖ General admission-related issues for the 2021-2022 academic year.
- ❖ Finalization of the college Brochure.
- ❖ Necessary arrangements and shifting of the B.Ed department from its current location from the Holy Cross School Agartala Durjayanagar campus to the Holy Cross College, Jubatara Campus.

Members Present: -

- ✓ Dr. Fr. Shaji M.L., C.S.C.
- ✓ Fr. Valerian Castelino, C.S.C.
- ✓ Dr. Pankaj Chakraborty
- ✓ Dr. Reba Chakraborty
- ✓ Dr. Sankha Shubhra Bhadra
- ✓ Dr. Moumita Dey
- ✓ Dr. Sushobhan Sengupta
- ✓ Mrs. Sharmistha Rakshit

Minutes:

- The members put lots of emphasis on the aspect of safety and also acknowledge the threat to life imposed by the ensuring second wave of the Covid 19 pandemic. The members unanimously urged the college authority to switch back to the online mode classes only to ensure the safety of all from the deadly second wave of the Covid 19 pandemic.
- All the Heads of the respective departments are being meticulously instructed by the college authority to take special care in imparting all the topics from the syllabus of the 1st semester. The respective Heads in return too briefed about the unique and special efforts devised by the departments to carefully handle the fresh minds.
- The Head of the B.Ed department through her official correspondence highlights the need to commence the B.Ed admission process for the academic year 2021-22 at the earliest. All the members present in the meeting also share similar sentiments in line with the HOD of the B.Ed department.
- All the members put a request to the college authority on an emergency basis to organize a one-day Faculty Development program on NAAC SSR preparation in the first or second week of April 2021 and also voiced for inviting the founding Principal HCCA as the resource person for the said program.
- It was suggested to organize a minimum of one national or at least State level webinar/seminar every year. Every department of the college was encouraged to conduct field visits, workshops, study tours and online/offline invited lectures to increase the efficiency of the students.
- All the members put this proposal to extensively use advertisement and other promotional means effectively during April – May 2021, to increase the number of fresh admissions.
- All the Heads put forward this proposal to give them one week's time to go through the respective sections of the department in the existing college brochure and accordingly may propose any scope of further improvements, corrections,

modifications if any in the brochure before sending the final matter for publication purposes.

- The respected Academic Dean briefly highlighted the ongoing modification works in the second, third and top floors of the college academic building Jubatara campus to comply with the latest NCTE guidelines before the formal shifting of the B.Ed department.

Action Taken Report

The IQAC members for this academic year were:

S. No	Composition Criteria Specified by NAAC	Members	Designation
1.	Chairperson – Head of the Institution	Dr. Fr. Benney K John, CSC	Principal
2.	One of the senior teachers as the coordinator of the IQAC.	Dr. Pankaj Chakraborty	IQAC Coordinator and Academic Dean, Holy Cross College
3.	A few senior administrative officers	Dr. Fr. Shaji M.L., CSC	Vice-Principal & Administrator, Holy Cross College
		Dr.Sushobhan Sengupta	Asso. IQAC Coordinator & Head, Department of Business Administration, HCC
4.	One member from the Management	Fr. Valerian Castelino, CSC	Administrator, Holy Cross NE Province
5.	Teachers to represent all level	Dr. Shankha Shubhra Bhadra	Head, Department of Commerce, HCC
		Dr. Reba Chakravorty	Head, Department of Zoology, HCC
		Dr. Moumita Dey	Head, Department of English, HCC
		Smt. Sharmistha Rakshit	Head, Department of Political Science
6.	Nominee each from local society, Students and Alumni	Mr. Manisankar Das	Alumni Representative
		Mr.Arpan Debnath	Students' Representative
		Ms. Martha Debbarma	Students' Representative
7.	Nominee from Employers /Industrialists/Stakeholders	Mr. Litan Sarkar	Local Society Member/ Stakeholder

Initiative -1:

Keeping in mind the aspect of safety of all during the second wave of Covid-19 pandemic, only online classes had begun in the college from the second week of May 2021. Teaching faculty members were allowed by the college authority to continue their works/classes from their respective homes.

Initiative -2:

Special revision and remedial classes were being arranged by all the departments to further assist the 1st-semester students to acquire a better understanding of all the topics of the 1st-semester syllabus.

Initiative -3:

The advertisement for the admission in the B.Ed course for the academic year 2021-22 was published in the local dailies and the admission processes for the same had commenced.

Initiative -4:

On the 8th of April 2021, a one-day Faculty Development program on NAAC SSR preparation was organized by the college and the founding Principal of the HCCA was the invited resource person in the said FDP.

Initiative -5:

Different departments had submitted proposals to the college authority to organize webinars only, due to the restrictions in place for the second wave of the Covid-19 pandemic for the academic year 2021-22.

Initiative -6:

The general admission process had begun in the college through both online and offline mode.

Initiative -7:

The College brochure was ready for distribution and wide circulation via print and social media to garner large number of admissions.

Initiative -8:

To successfully shift the B.Ed department from the Holy Cross School Agartala Durjayanagar campus to the Holy Cross College, Jubatara Campus and also to comply with the latest NCTE guidelines, Room no 7 of the second floor was converted into three small classrooms and also at the top floor room numbers 8,9,10 and 11 were designed specifically to cater the specific needs of the B.Ed students.