

**HOLY CROSS COLLEGE, JUBATARA**  
**Minutes of the Internal IQAC Meeting**

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**Date: - 11<sup>th</sup> June, 2021**

**Time: - 03.30 PM**

**Venue: - Google Meet (online mode)**

Agenda:

- ❖ Internal evaluation.
- ❖ Preparation of department-wise timetable.
- ❖ Current status of the merit list preparation and admission of the first semester students.

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 Head, Department of Commerce cum Exam Chair has briefed all the members present in the meeting about the need for timely conduction of the internal tests/evaluation of all the ongoing semesters and also about the timely submission of the internal evaluation marks in the Tripura University portal.
  
- All the Heads have agreed to update or modify the department-wise timetable in the coming weeks for the smooth conduction of the online classes.
  
- The respected Academic Dean has shared all the details and updates on the admission and merit list preparation process in the different subjects. Dr. Pankaj Chakraborty has further requested all the Heads to extend their helping hands in this regard.

## Action Taken Report

The IQAC members for this academic year were:

<b>S. No</b>	<b>Composition Criteria Specified by NAAC</b>	<b>Members</b>	<b>Designation</b>
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. SharmisthaRakshit	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:**

The internal tests consisting of twenty (20) marks of all the departments were successfully conducted either in the form of assignment submissions or via online presentations or online MCQ tests in the first and second week of July 2021 and the process of uploading the internal marks of all the departments at the Tripura University portal was also over by the first week of August 2021.

**Initiative -2:**

An updated department-wise timetable duly approved by the college administration was fully ready for implementation for the newly promoted third and fifth-semester students.

**Initiative -3:**

Due to the active cooperation of all the departments along with the dedicated efforts of the office staff in the 2021 admission process, the first merit list was published by the college in all the subjects with the first week of July 2021 followed by the formal commencement of the admission of the students in their desired subjects based on merit and availability of seats.