



# HOLY CROSS COLLEGE

Jubatara, P.O. Lembucherra, Mohanpur Road, West Tripura, PIN: 799 210

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E-mail: principalhccagt@gmail.com Web: www.holycrosscollege.in

## Minutes of IQAC Meeting

Dr. Fr. Benny K. Jhon, CSC, Principal Holy Cross College, Chaired the IQAC Meeting held on 16-08-2021, he welcomed all the members and introduced Sri Badal Dey & and Sri Birandra Jamatia as Industry representative and parent representative respectively. Further he elaborated the purpose of the meeting as well as proposes to include one member from the Department of Teachers' Education in the committee.

Dr. Reba Chakravarty narrated the previous meeting minutes which was confirmed by the house.

Fr. Valerian Castelino, CSC, Administrator, Holy Cross NE Province, updated the progress of strategic plan that in 1<sup>st</sup> phase major investment was made on land procurement for college building, such as, 4.10 acre of land behind the college building for playground and research block. In the 2<sup>nd</sup> phase, major initiatives such as 0.80 acre of land for department of teachers' education with 11 class rooms, office rooms seminar hall and library and in the 3<sup>rd</sup> phase, 0.60 Acre of land opposite to college building for students hostel and commerce wing. Further, he added that the college is successfully moving to achieve its vision by making quality education affordable by fully utilizing capital and human resources.

Dr. Fr. Shaji M.L. CSC, Vice-Principal and Administrator, Holy Cross College, updated the house about the ongoing process of various infrastructural development of Holy Cross College by mentioning that the constriction work of boys hostel and B.Ed wing is in progress as well as pointed out the process of shifting of Department of Teachers' Education from Durjoynagar Campus to Durjoynagar Campus, the inspection from the concerned authority is delayed due to the COVID-19 lockdown.

Dr. PankajChakraborty, IQAC, Coordinator, thanked the entire faculty member for taking extensive online classes to complete the syllabus (reduced syllabus as per T.U guideline) on time. He further conveyed the issues related to SIS portal and MS Teams application on behalf of members of the faculty to the college administration. He also added by saying that several teachers are actively involved in online counseling session during the lockdown period (Covid-19 2<sup>nd</sup> upsurge,), schedule is available in college website.

In addition to that, nine MoU with different institutions are active and few need to be renewed, fourteen add-on courses by 10 departments are being approved by the college administration.

Dr. Sushobhan Sengupta, Head of Business Administration and Member IQAC, presented the requirement of NIRF and request was made to allow IQAC to take various initiatives to start the process. Further, he added by saying that, IQAC is reviewing the Departmental documents for submission of Academic and Administrative Audit to Xavier Board. Dr. Sengupta urged to all the members to take necessary steps to conduct events keeping in mind that the college is also planning to participate in the Atal Ranking in the next Cycle. Apart from that, he also updated about the submission process of AQAR for the academic session 2020-21.

Dr. Shankha Shubhra Bhadra, Head of Commerce, Explained the tentative Examination schedule for online examination of 6<sup>th</sup> semester (BBA & TDP/TDPH) and proposes to conduct an Examination Committee Meeting to take a stock of every aspect related to online examination.

Dr. Reba Chakravarty, Head of Zoology and Member IQAC, proposed to the college administration to allow few students and teachers of college to be a member of Rotary Club as HCC representative, also requested to initiate waste management process and to allot a particular space for Alumni office.

Mr. Manishankar Das, Alumni representative, requested that college administration to allow them to initiate the registration process of Alumni association.

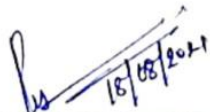
Mr. Arpan Debnath and Ms. Martha Debbarma, student representative, highlighted that in the last 6<sup>th</sup> semester examination the college go two gold medalist (Tripura university topper) from BBA and Sociology and in current academic year also few students may secure top position from college.

Meeting ended with a vote of thanks by Dr. Reba Chakravarty.

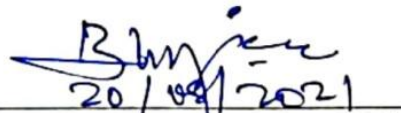
Prepared by



(Dr. S. Sengupta)  
Asso. Coordinator  
IQAC  
Seen by,



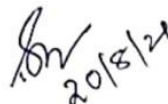
(Dr. P. Chakraborty)  
Coordinator, IQAC  
& Academic Dean



(Dr. Fr. Benny K. John, CSC)  
Chairperson, IQAC, &  
Principal, Holy Cross College

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

PRINCIPAL  
HOLY CROSS COLLEGE  
JUBATARA, LEMBUCHERRA. P.O.  
AGARTALA, W. TRIPURA -799 210





# HOLY CROSS COLLEGE

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NAAC ACCREDITED WITH 'A' GRADE (2017)

Date: 10/08/2021

To  
The Member(s)  
Internal Quality Assurance Cell (IQAC)  
Holy Cross College, Agartala  
Jubatara, Lembucherra

**Sub: Invitation to attend the online meeting of the IQAC-HCC on 16/08/2021 at 10.00 am (Google Meet).**

Dear Father / Sir / Madam,

With reference to the subject cited above, you are cordially invited to be present to discuss the following agendas:

1. Introduction and welcoming the new members
2. Update about the Infrastructure development.
3. Update about the academics and next session classes (Online or Offline)
4. Update about FDP, FIP, RC, Webinar, Workshops etc.
5. Institutions Strategic Plan and Human Resource Development Plan – to be updated and approved
6. AAA and NAAC Preparations
7. Update about MoUs
8. Update about the online examinations and results.
9. Discussion about AQAR, and NIRF.
10. Miscellaneous

Thanking you in anticipation,

Dr. Pankaj Chakraborty

**IQAC Coordinator & Academic Dean**  
Holy Cross College, Agartala  
Jubatara, Lembucherra, West Tripura

Dr. Fr. Benny K. John, CSC

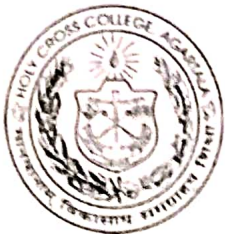
**Chairperson, IQAC & Principal**  
Holy Cross College, Agartala  
Jubatara, Lembucherra, West Tripura

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

## **Members of IQAC, HCC**

**PRINCIPAL**  
**HOLY CROSS COLLEGE**  
JUBATARA, LEMBUCHERRA PO  
AGARTALA, W. TRIPURA-799 210

1. Dr. Fr. Benny K. John, CSC, Principal, HCC and Chairperson IQAC, HCC
2. Fr. Valerian Costello, Administrator, Holy Cross NE Province
3. Dr. Fr. Shaji M.L, CSC, Vice-Principal, HCC
4. Dr. Pankaj Chakraborty, IQAC Coordinator and Academic Dean, HCC
5. Dr. Sushobhan Sengupta, IQAC Asst. Coordinator & Head, BBA Dept., HCC
6. Dr. Shankha Shubhra Bhadra, Head Department of Commerce & Exam Chair, HCC
7. Dr. Reba Chakravarty, Head Department of Zoology, HCC
8. Dr. Moumita Dey, Head, Department of English, HCC
9. Smt. Sharmistha Rakshit, Head, Department of Political Science HCC
10. Shri Badal Dey, Dy Director, Society for Entrepreneurship Development, Govt of Tripura
11. Shri Birendra Jamatia, Jr Engineer, Mechanical, Dept. of Urban Development, Govt. of Tripura
12. Shri Manishankar Das, Alumni representative
13. Ms Martha Debbarma, Students' Rep.
14. Shri. Arpan Debnath, Students' Rep.
15. Shri Uron Sarkar, Local Society Member



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## Action Taken Report of the meeting held on 16<sup>th</sup> Aug., 2021

### Initiative 1:

The boundary wall construction of the newly acquired Phase 1, 2 and 3 college lands has been completed and the preparation of the college playground (of Phase 1) is currently going on in full swing so as the construction of a new building for the Department of Teachers' Education (of Phase 3).

### Initiative 2:

The college administration is working hard to shift the B.Ed. wing from the Durjoynagar campus to the Jubatara campus and trying to arrange the inspection of NCTE as soon as possible.

### Initiative 3:

The issues faced by the faculty members in conducting online classes in the SIS portal and Microsoft Teams application are forwarded to the service-providing company for immediate redressal. Besides this, the renewal process of the expired MoUs has been initiated jointly by the IQAC, HCCA and the respective departments. The admission process for the Add-on courses has also been initiated by the respective Add-on course offering departments with approval from the college administration.

### Initiative 4:

The IQAC, HCCA is satisfactorily progressing with the work of NIRF rankings application process. The review process of all the recommendations given to individual departments on the Academic and Administrative Audit by the Xavier Board got completed by the IQAC. All the departments have also started working as per the directions of the IQAC to participate in the next year's Atal Ranking.

### Initiative 5:

The 6th-semester online examination was completed successfully.

### Initiative 6:

Some names from both the faculty and students' fraternity of the Institute are being proposed and accepted as members of the Rotary Club. The matters of the allocation of a room for the Alumni Office and the establishment of a waste management system are currently under primary consideration by the college administration.

### Initiative 7:

After the finalization of the format of the college alumni registration form, the alumni registration process among the pass-out students of the Institute has been initiated by Mr. Manishankar Das.

### Initiative 8:

The process of facilitating the two toppers of the college has been initiated.

