"Educating hearts and minds"

Notice
Internal Quality Assurance Cell (IQAC) Meeting

Date: 14th May, 2024

Venue: Room No-F1-11, Holy Cross College, Agartala on 28th May at 11.00 am

All members of the IQAC are requested to attend the meeting to discuss the following agendas:

Agendas

1. Mentorship Program Review: Evaluation of the mentorship program's effectiveness and discussion on ways to enhance student-mentor interactions.
2. Faculty Development Workshops: Planning and scheduling of faculty development workshops for the upcoming semester.
3. Student Feedback Mechanism: Discussion on implementing a robust student feedback mechanism to improve teaching-learning processes.
4. Institutional Ranking and Accreditation: Strategies for improving institutional ranking and accreditation outcomes.
5. Alumni Engagement Initiatives: Brainstorming ideas for increasing alumni engagement and involvement in institutional activities.
6. Quality Assurance in Research: Discussion on ensuring quality assurance in research projects and publications.

Please come prepared with your thoughts and suggestions on these agendas.

Best regards,

14/5/24

IQAC CO-ORDINATOR
HOLY CROSS COLLEGE
AGARTALA

Dr. S. Sengupta
IQAC Coordinator
Holy Cross College, Agartala

HOLY CROSS COLLEGE

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"Educating hearts and minds"

Meeting Minutes

Internal Quality Assurance Cell (IQAC) Meeting

Date: 28th May
Time: 11.00 am
Venue: Room No-F1-11, Holy Cross College, Agartala

Attendees:
1. Dr. Fr. Benny k. John , Principal, Holy Cross college
2. Fr. Joe Paul. Vice-Principal, Holy Cross College
3. Dr. Sushobhan Sengupta, IQAC Coordinator, Holy Cross College
4. Dr. Sandeep Roy Sarkar, IQAC Asso. Coordinator, Holy Cross college
5. Dr. Rumki Nath Sen, Head Zoology Dept, Holy Cross college
6. Smt. Sharmili Chakraborty, Head of BBA programme, Holy Cross College
7. Dr. Tomina NS, Asst. Professor, Dept. of Teacher Education.
8. Sri. Rajesh Nath, Asst. Professor, Dept of Political Science
9. Ms. Neha Sinha, Student Representative, HCC

Agenda 1: Mentorship Program Review

- The mentorship program's effectiveness was evaluated, and ways to enhance student-mentor interactions were discussed.
- Recommendations included regular mentor-mentee meetings, training for mentors, and mentorship program evaluation forms.

Agenda 2: Faculty Development Workshops

- Planning and scheduling of faculty development workshops for the upcoming semester were discussed.
- Workshops on pedagogy, research methods, and technology integration were proposed.
- Dates and resource persons were identified.

Agenda 3: Student Feedback Mechanism

- Implementing a robust student feedback mechanism to improve teaching-learning processes was discussed.
- Recommendations included online feedback forms, focus group discussions, and regular feedback analysis.

Agenda 4: Institutional Ranking and Accreditation

- Strategies for improving institutional ranking and accreditation outcomes were discussed.
- Recommendations included enhancing research output, improving infrastructure, and strengthening industry partnerships.

Agenda 5: Alumni Engagement Initiatives

- Ideas for increasing alumni engagement and involvement in institutional activities were brainstormed.
- Recommendations included alumni mentorship programs, guest lectures, and alumni networking events.

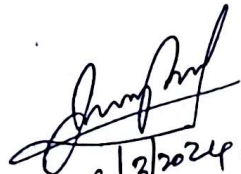## Agenda 6: Quality Assurance in Research

- Ensuring quality assurance in research projects and publications was discussed.
- Recommendations included research methodology workshops, peer review processes, and research ethics training.

Action Items:

- Mentorship program evaluation forms to be designed and implemented.
- Faculty development workshops to be scheduled and conducted.
- Student feedback mechanism to be developed and implemented.
- Strategies for improving institutional ranking and accreditation to be implemented.
- Alumni engagement initiatives to be planned and executed.
- Quality assurance processes for research to be established.

Adjournment: The meeting was adjourned with a vote of thanks by the IQAC coordinator.
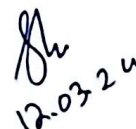

PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA

IQAC CO-ORDINATOR
HOLY CROSS COLLEGE
AGARTALA

Action Taken Report

Meeting Date: 28th May 2024

Venue: Room No-F1-11, Holy Cross College

Time: 11:00 AM

Agenda: Mentorship Program Review

Action Taken: Evaluation forms for the mentorship program were designed and implemented to enhance mentor-mentee interactions.

Agenda: Faculty Development Workshops

Action Taken: Faculty development workshops on pedagogy, research methods, and technology integration were scheduled and conducted.

Agenda: Student Feedback Mechanism

Action Taken: An online student feedback mechanism was developed and implemented to regularly analyze teaching-learning processes.

Agenda: Institutional Ranking and Accreditation

Action Taken: Strategies for improving institutional ranking and accreditation were implemented, focusing on increasing research output and strengthening industry partnerships.

Agenda: Alumni Engagement Initiatives

Action Taken: Alumni mentorship programs, guest lectures, and alumni networking events were planned and executed to increase alumni involvement.

Agenda: Quality Assurance in Research

Action Taken: Quality assurance processes were established for research projects, including research methodology workshops and peer review processes.

IQAC CO-ORDINATOR
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