

HOLY CROSS COLLEGE

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

Tripura University Reg. Code: 17

Jubatara, P.O. Lembucherra, Tripura West Pin-799210

Phone: 0381-2915930, +91 9402315672 email- principalhcagt@gmail.com

Web: www.holycrosscollege.in

Date: 06/09/2023

Notice:

This is to inform all the members of teaching faculty who joined HCC during August-September, 2023, that a meeting has been scheduled on 12/09/2023 at 1.00pm, Room no. F1-11 with IQAC Coordinator and Associate IQAC Coordinator.

Agenda:

- 1. Maintenance of Departmental file.
- 2. Maintenance of documents/keeping proper documentation and filing.
- 3. Departmental reports for SSR and AQAR.
- 4. Assigning New member to different criterion.
- 5. Student record: Scholarship, Cultural event, sports, extra-curricular event.
- 6. Maintenance of individual file in IQAC and in Department.
- 7. Notice/Circular/Meeting Minutes preparation.
- 8. Website maintenance and update for department.

9. Miscellaneous.

(Dr. Sushobhan Sengupta)

IQAC- Coordinator

Holy Cross College, Agartala

IQAC CO-ORDINATOR
HOLY CROSS COLLEGE
AGARTALA

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"Educating hearts and minds"

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AGARTALA

MEETING MINUTES

The meeting of IQAC, Holy Cross College, duly called and held on 12th September, 2023 at 1.00 at Holy Cross College, Jubatara Campus.

Members Present:

- 1. Dr. Sushobhan Sengupta, IQAC Coordinator.
- 2. Dr. Sandeep Roy Sarkar, IQAC Asso. Coordinator.
- 3. Ms. Debanjana Mukherjee, HoD, Psychology.
- 4. Ms. Lalremsangi Hrangkhawl, HoD, Education.
- 5, Jyotirmoy Shil Sharma, HoD, Computer Science.
- 6. Ms. Sukanya Sen, HoD, Economics.
- 7. Dr. Susmita Bhattacharjee, HoD, Geography.
- 8.Ms. Lily Jamatia, HoD, Social Work.
- 9.Mr. Khirode Debbarma, HoD, Kokborok.
- 10. Dr. Susanta Banik, HoD, Maths & Statistics.
- 11. Dr. Chandra Sekhar Tripura, Astt. Professor, Geography.
- 12. Mr. Abhijit Dey, Astt. Professor, Political Science.
- HanMs, Mayanglambam Sana, Astt. Professor, English.

BOBILMS Sara Debbarma, Astt. Professor, Sociology.

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With the approval of IQAC Coordinator, minutes were recorded.

Agenda:

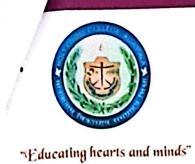
- Maintenance of departmental file. (i)
- Maintenance of documents/keeping proper documentation and filing. (ii)
- (iii) Departmental reports for SSR and AQAR.
- (iv) Assigning new members to new criterion.
- (v) Student record: Scholarship, Cultural event, Sports, extra-curricular event.
- (vi) Maintenance of individual file in IQAC and in Department.
- (vii) Notice/Circular/Meeting Minutes preparation.
- (viii) Website maintenance and update for department
- (ix) Miscellaneous.

Minutes:

- 1) Dr. Sushobhan Sengupta, IQAC Coordinator welcomed all the members present in the
- 2) IQAC Coordinator requested all HoDs for proper documentation and filing of departmental documents.

3) Departmental reports for SSR and AQAR should be submitted every month to the IQAC.

4) New members are assigned to different criterion.



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Action Taken Report

Meeting Date: 12th September 2023

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

Time: 1:00 PM

1. Agenda: Maintenance of Departmental Files and Documentation

o Action Taken: All Heads of Departments (HoDs) were instructed to maintain proper documentation and filing systems for their departments. Required files and amenities were provided by the college administration.

2. Agenda: Departmental Reports for SSR and AQAR

 Action Taken: Departments were directed to submit monthly reports for SSR and AQAR to the IQAC for review by email.

3. Agenda: Assigning New Members to Different Criterion

o Action Taken: New members were assigned to various criteria, ensuring a broader distribution of responsibilities.

4. Agenda: Student Records Maintenance

 Action Taken: A standardized system for maintaining student records related to scholarships, cultural events, sports, and extra-curricular activities was established by criterion 5 and Sports Council/NSS/NSS of college.

5. Agenda: Individual Faculty Files Maintenance

 Action Taken: Faculty members were instructed to submit their documents to the IQAC for maintaining up-to-date faculty files.

6. Agenda: Website Maintenance

 Action Taken: Regular updates and maintenance of departmental websites were emphasized, with a collective decision to create and circulate departmental email IDs.

> IQAC CO-ORDINATOR HOLY CROSS COLLEGE AGARTALA