

HOLY CROSS COLLEGE, JUBATARA
Minutes of the Internal IQAC Meeting

Date: - 28th January, 2021

Time: - 03.30 PM

Venue: - Board Room, Holy Cross College, Agartala

Agenda:

- ❖ Commencement of the classes in blended mode.
- ❖ Status of Covid-Vaccination among the Students, Teaching and Non-Teaching Staff.
- ❖ Preparation for conducting the Third and Fifth Semester examinations in the second half of February 2021.
- ❖ Current status of the ongoing work of the New 'Faculty Room'.
- ❖ Departmental budgetary allocation of funds for purchasing books for the Agartala Book Fair - 2021.
- ❖ Drafting of a preparatory plan of execution for the cycle two NAAC of the college.
- ❖ Exploration of all the possibilities to organize an offline Two Day State Level Workshop in the College.

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:

- A threadbare discussion has taken place to evaluate all the merits and demerits of the blended model of teaching method among all the members, present in the meeting, keeping in mind the Covid protocols.
- Heavy emphasis is given to the question of vaccination. All the Heads are requested to encourage the other faculty members and students of the respective departments to get vaccinated at the earliest. College administration is going to look into the same from the side of non-teaching staff.
- It is being informed to all the members, that the work of the new combined 'Faculty Room' is almost ready, only some finishing touches are required. The new room will be ready to function at its full capacity by the end of January 2021.
- Keeping in mind the cycle two NAAC visit, all the departmental Heads are being urged to purchase more and more new titles for the library from the Agartala Book Fair 2021.
- All the members have proposed and agreed to the formation of different teams involving all the faculty members, who are going to work exclusively on the different NAAC SSR criteria, in the coming months for timely SSR preparation.
- All the pros and cons are being extensively explored in the meeting on the agenda of organizing an offline Workshop to revive the mesmerizing feeling of the pre-Covid academic days. All the members gracefully voted in favor of organizing the workshop in the coming weeks.

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. 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:

A weekly class routine was prepared in blended mode, where the 1st semester was having offline classes on three days in a week, that is on Monday, Wednesday and Friday and the 3rd and 5th-semester students were having their share of the weekly offline classes on Tuesdays and Thursdays. Accordingly, the 1st semester was having online classes on Tuesdays and Thursdays and the 3rd and 5th semesters were having online classes on Mondays, Wednesdays and Fridays.

Initiative -2:

A format was created by the college administration to collect the vacation-related details, such as separate columns for the 1st and 2nd doses of the Covid vaccination, along with the dates, which vacation is being taken by the employee, etc. to gather information on the status of fully vaccinated staff in the college. Students were also urged to get themselves fully vaccinated at the earliest. Automated sanitizers were installed at the main entrance of the main building of the college and a handwashing facility was also made available in front of the main gate of the college.

Initiative -3:

The third and fifth semesters examinations were being arranged in the college in the second half of February 2021, by fully adhering to the covid protocols such as maintenance of proper social distancing among two examinees and mandatory wearing of masks.

Initiative -4:

All the faculty members of the different departments of the college got shifted to the new 'Faculty Room' in the last week of January 2021.

Initiative -5:

All the departments of the college purchased a good number of books and new titles to enrich the college Library from the 2021 Agartala Book Fair.

Initiative -6:

Seven teams comprising all the faculty members were being created to specifically work on the seven criteria of the NAAC SSR. One FDP was also planned for all the faculties of the college to further enrich their understanding of the SSR preparation.

Initiative -7:

A Two Day State Level Workshop was organized by the college on March 12 and 13 2021 in offline/physical mode.