



# HOLYCROSS COLLEGE

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

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Date: 24.07.2017

Time: 1:30 PM

Venue: Board room, Holy Cross College.

## Agenda:

- Introduction and welcoming the members.
- Update about the infrastructural development.
- Update about the NAAC documentation work.
- To discuss activities done by IQAC.
- Miscellaneous.

## Members Present:

1. Dr. Fr. Emmanuel Kallarackal, CSC
2. Pankaj Chakraborty
3. Fr. Sijo Joseph, CSC
5. Sr. Sheela (Office Superintendent)
6. Mr. Sabyasachi Biswas (Accounts officer)
7. Mr. Samrat Sutradhar (Technical assistant)
8. Mr. Jinesh Augustine (Technical assistant)
9. Sushobhan Sengupta

## Minutes:

1. Dr. Fr. Emmanuel Kallarackal, CSC, Principal, HCC and Chairperson IQAC, HCC welcomed all the members of IQAC team.
2. Administrator Fr. Sijo Joseph, CSC, given an update on the college's infrastructure, including the addition of overhead projectors, upgraded library materials, and more seats in the canteen.
3. Dr. Pankaj Chakraborty, IQAC Coordinator & Academic Dean, requested all the member present to carefully keep all the documents and update the college document file properly as these will be required during the submission of AQAR, AISHE and SSR.
4. Sushobhan Sengupta, IQAC Asso. Coordinator and Head, Dept of Business Administration thanked all the members for being present in the IQAC meeting.





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## Action Taken Report of the meeting held on 24<sup>th</sup> July, 2017

### Initiative 1:

Accordingly, the college's infrastructure was upgraded, including the addition of overhead projectors and more no. of library materials. Also, more no. of seats in the college canteen were included.

### Initiative 2:

Accordingly, all the members of college are keeping the documents and also updating the paper works properly to made it easily accessible during the submission of AQAR, AISHE and SSR.

