



# HOLYCROSS COLLEGE

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Date: 06.11.2017

Time: 11:30 AM

Venue: Board room, Holy Cross College.

## Agenda:

- Introduction and welcoming the members.
- Update about the NAAC documentation work.
- Evaluation of the decisions & action taken on the IQAC meeting of 19<sup>th</sup> August, 2016.
- 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. All of the IQAC team members were welcomed by Dr. Fr. Emmanuel Kallarackel, CSC, the Holy Cross College principal and chairperson of IQAC.
2. Dr. Pankaj Chakraborty, IQAC Coordinator and Academic Dean, Update about the NAAC documentation work and preparations made.
3. The decision that was made at the IQAC meeting on August 19<sup>th</sup>, 2016 about energy and water conservation on campus, solar panel installation, and rainwater harvesting was reviewed, and the status of the work was discussed.
4. The decision made at the IQAC meeting on August 19<sup>th</sup>, 2016 to add more computers to the computer lab and install high-speed internet and wi-fi facilities was reviewed, and the status of the work was discussed.
5. Decision which was taken on the IQAC meeting of 19<sup>th</sup> August, 2016 regarding procurement of more books and periodicals to enrich the library was reviewed and the progress of work were discussed.
6. The head of the department of business administration and assistant coordinator for IQAC, Sushobhan Sengupta, thanked each member for attending the IQAC conference.





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## Action Taken Report of the meeting held on 6<sup>th</sup> November 2017

### Initiative –1:

The Documentation work of all the criteria of the Cycle one NAAC Self Study Report of Holy Cross College, Agartala are systematically compiled and ready for proof reading. Currently, the college administration is finalizing the list of experts to whom the SSR final draft could be send for the purpose of proof reading.

### Initiative –2:

The two-third of the construction work of energy and water conservation on campus, solar panel installation, and rainwater harvesting setups got over and it is expected that the remaining portions of the construction works of the above-mentioned facilities would be over by the end of 2017.

### Initiative –3:

The addition of more computers to the computer lab and installation of high-speed internet and Wi-Fi facilities in the campus got over satisfactorily.

### Initiative –4:

All the departments have submitted respective lists of new titles and accordingly proper budgetary allocation was done and fresh orders are being placed with different reputed publications for the speedy procurement of more books and periodicals to enrich the library before the NAAC Cycle One Peer Team visit.

