

**Internal Quality Assurance Cell (IQAC)**  
**HOLY CROSS COLLEGE, AGARTALA**  
**NAAC A+ Grate (Cycle-2), AICTE Approved, UGC 2(f), 12(B)**

**Ref No: HCCA/IQAC/2025/ 01**

**Date: 30-01-2025**

**To,**

**Dr. Sandeep Roy Sarkar,**

**IQAC Asso. Coordinator**

**Holy Cross College, Agartala**

**Subject: Invitation to IQAC Meeting on 12th February 2025.**

**Sir/Madam,**

**Greetings from IQAC!**

As a valued member of the Internal Quality Assurance Cell (IQAC), your presence and active participation are crucial in fostering the continuous improvement of our institution. We are pleased to invite you to the upcoming IQAC meeting, which is scheduled as follows:

**Date:** 12th February 2025

**Time:** 1.00 pm

**Venue:** Board Room, Holy Cross College.

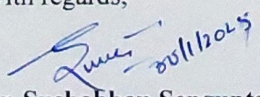
The agenda for the meeting is as follows:

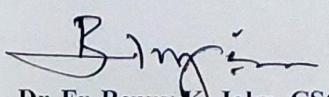
1. Welcome and Introduction.
2. Discussion on measures to improve student learning outcomes.
3. Accreditation Updates/NIRF/AISHE.
4. Discussion on interdisciplinary programs and skill development initiatives.
5. Review of faculty training and development.
6. Infrastructure and Facilities.
7. Planning for new initiatives or programs to enhance student welfare.
8. Updates on current research projects and faculty/student involvement in research.
9. Discussion on current community outreach programs & planning new social responsibility initiatives.
10. Miscellaneous.

Your insights and contributions will be invaluable as we work towards enhancing the quality standards of our institution. Kindly confirm your availability for the meeting at your earliest convenience.

Looking forward to your acceptance and esteemed presence.

With regards,

  
**Dr. Sushobhan Sengupta**  
IQAC Coordinator  
Holy Cross College, Agartala

  
**Dr. Fr. Benny K. John, CSC**  
Principal  
Holy Cross College, Agartala

PRINCIPAL  
HOLY CROSS COLLEGE  
AGARTALA

# **HOLY CROSS COLLEGE, AGARTALA**

## **IQAC MEETING MINUTES**

**Date:** 12-02-2025

**Time:** 1.00 PM

**Venue:** Board Room

**Chairperson:** Dr. Fr. Benny K. John, CSC, Principal

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### **Members Present:**

- |                                |                               |
|--------------------------------|-------------------------------|
| 1. Dr. Fr. Benny K. John, CSC. | 9. Dr. Susanta Banik.         |
| 2. Fr. Joe Paul, CSC.          | 10. Sri. Kiran Kumar Hembrom. |
| 3. Fr. P. Valan, CSC.          | 11. Smt. Samphili Debbarma.   |
| 4. Smt. Sharmili Chakraborty.  | 12. Smt. Swikriti Majumder.   |
| 5. Dr. Sandeep Roy Sarkar.     | 13. Smt. Sukhini Debbarma.    |
| 6. Smt. Tapasi Saha.           | 14. Dr. Sushobhan Sengupta.   |
| 7. Smt. Sentienla.             |                               |
| 8. Dr. Debasish Datta.         |                               |

### **Agenda 1. Welcome Address**

Dr. Fr. Benny K. John CSC, Principal, welcomed all the members and explained the relevance of the meeting.

### **Agenda 2.**

Smt. Tapasi Saha, in charge of Teacher Education, explained the second agenda measures to improve student learning outcome and invited Fr. Valan (Stakeholder) for their views on the subject. Fr. Valan shared about the requirement of experiential learnings, visit to NGOs, community linked programs.

### **Agenda 3.**

Dr. Sandeep Roy Sarkar provided an update on accreditation matters, including:

- NIRF submission in three categories: Overall, College, and Sustainable Development Goal.
- AISHE data submission (submitted on 31<sup>st</sup> January, 2025).
- AQAR submission to NAAC (Submitted on February, 2025), currently under review by NAAC.

### **Agenda 4.**

Dr. Debasish Datta, Head Department of History, highlighted the skill development (add- on courses, vocational courses, bridge courses) and interdisciplinary courses (13 department are offering the courses) presently being offered by the institution. Also, highlighted about internship and industry-academia relations.

### **Agenda 5.**

Dr. Sushobhan Sengupta elaborated on the **Faculty Development Participation** of 42 teachers in various FDP/Refresher courses/Training programs. He suggested making it mandatory for all teachers to participate in:

- NEP Sensitization Program
- Other training programs (at least once per year)

### **Agenda 6. Infrastructure Update**

Fr. Joe Paul CSC, Vice Principal, provided updates on infrastructural developments (Andre Block extension is almost complete, new canteen is in progress, Boys Hostel is in progress, new lift has been installed for the students in the main block).

Sri. Kiran Hembrom, Industry Representative updated about the training of Teaching and non-teaching staff by their organization, institutional email, Library automation, college mobile app, also highlighted the need to update the college website and self KYC machines may be installed.

# HOLY CROSS COLLEGE, AGARTALA

## IQAC MEETING MINUTES

### **Agenda 7. Student Welfare Initiatives**

Smt. Sentienla, Head of the Department of Sociology, highlighted new initiatives/programs aimed at enhancing student welfare. Financial Help is provided as scholarship, Mentoring, Counselling, Entrepreneurship development, remedial and tutorial classes, skill development and different MoU's for student and cultural exchange program.

### **Agenda 8. Research-Related Activities**

Dr. Sandeep Roy Sarkar updated the house on research activities and ongoing research projects.

### **Agenda 9. Community Outreach and Social Responsibility**

Smt. Sharmili Chakraborty, Head of the BBA Program, provided an update on community outreach programs and social responsibility initiatives taken by college during last year.

### **Agenda 10. Miscellaneous Discussions:**

- **Reconstitution of NAAC Criterion Committee** was suggested by the house for better and proper documentation purpose.
- **Submission of Application to HCEF:** Principal presented a proposal to Fr. George for perusal and approval regarding post creation/dissolution.
- **Recruitment of New Faculty Members:** Dr. Sushobhan raised the need for a recruitment drive for teaching positions.
- **Staff Retention Strategy:** Dr. Sushobhan highlighted on retaining the top 20-30% of staff due to staff turnover. Management requested to develop a mechanism for retention, as these faculty members manage most college activities.
- **Proposal to Review Pay Structure:** With the 8th Pay Commission expected in 2026 in Tripura, Dr. Sushobhan proposed that the college administration may review the current pay structure and plan for necessary adjustments.
- **Proposal for New Recruitment:** Suggestions were made to recruit:
  - AI Trainer for Teachers and students.
  - Marketing Individual (for all promotion and marketing of college).
  - HR Personnel (for recruitment, pay negotiations, and pay review).
  - Ombudsman as per UGC regulation.The proposal was made by Dr. Sushobhan after receiving feedback from various department heads.
- **Proposal for Private University/Aided College Status:** Discussions on exploring the possibility of transitioning to a Private University or an Aided College.
- **Students' representatives,** proposed a new canteen in Andre Block, better placement opportunities and skilled based certificate courses.

### **10. Conclusion**

The meeting concluded with a vote of thanks to the chair and all members for their active participation.

**Minutes Recorded By:** Dr. Sushobhan Sengupta

**Seen and Approved By (members):**

*River*  
12/2/25

Samphili Debbasema

Swikruti Majumder.

*Sentienla*  
12/2/25

*Sukhini Debbasema*

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*Safashi Saha*  
12.02.25

# Action Taken Report

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**Meeting Date:** 12<sup>th</sup> February, 2025

**Venue:** Board Room, Holy Cross College

**Time:** 1 p.m.

**1. Agenda: Accreditation Updates/NIRF/AISHE**

Action Taken: AQAR 2023-24 has been accepted by NAAC. NIRF rankings are yet to be published.

**2. Agenda: Interdisciplinary programs and skill development initiatives**

Action taken: Thirteen departments of the college are offering interdisciplinary courses, and several departments have also introduced skill development courses.

**3. Agenda: Reconstitution of NAAC Criterion Committee**

Action Taken: The NAAC Criterion Committee has been reconstituted, as per the discussion, to ensure better and more effective documentation.

**4. Agenda: Recruitment of New Faculty Members**

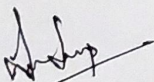
Action taken: Several new faculty members (contractual and guest) have been recruited for various departments.

**5. Agenda: Proposal for new Canteen in Andre Block**

Action taken: Pursuant to the request of Students' representatives, a new canteen facility has been established in the Andre Block.

**6. Agenda: Staff Retention Strategy and proposal to review pay structure**

Action taken: The proposals are under review of the College Management Committee.

  
for  
IQAC CO-ORDINATOR  
Holy Cross College  
Agartala