



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

Ref No: HCCA/IQAC/2025/02

Date: 20-06-2025

To,
The Member,
Internal Quality Assurance Cell,
Holy Cross College, Agartala.

Subject: Invitation to IQAC Meeting

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: 27th June, 2025

Time: 1.00 pm

Venue: Board Room, Holy Cross College

The agenda for the meeting is as follows:

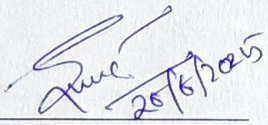
1. Welcome and Introduction.
2. Discussion on measures to improve student learning outcomes/ Infrastructural development/ ERP for student attendance, fee etc.
3. Accreditation Updates NIRF/ARAR.
4. Discussion on reconstitution of NAAC Criterion Committee.
5. Organization of faculty training and development.
6. Recruitment of new teachers/ Appointment of Hod's/ Promotion of teachers.
7. Performance evaluation/ CAS.
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.

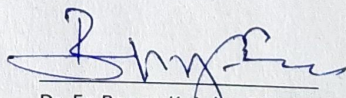
Looking forward to your acceptance and esteemed presence.

Thanking you.

Regards,


Dr. Sushobhan Sengupta
IQAC Coordinator
Holy Cross College, Agartala

Enclosure: List of IQAC Members.


Dr. Fr. Benny K. John CSC
Principal
Holy Cross College, Agartala
PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA

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dRef No: HCCA/IQAC/2025/02

Minutes of the Meeting

Date: 27th June 2025

Time: 1:00 PM

Venue: Board Room, Holy Cross College

Members Present:

- Dr. Fr. Benny K. John, CSC, Principal and Chairperson
- Dr. Fr. Davis Konuran, CSC, Vice-Principal (Academics)
- Fr. Joe Paul, CSC, Vice-Principal (Administration)
- Dr. Sushobhan Sengupta, IQAC Coordinator
- Dr. Sandeep Roy Sarkar, Associate IQAC Coordinator
- Ms. Sentenla, Head, Dept. of Sociology
- Dr. Debasish Datta, Head, Dept. of History
- Ms. Sharmili Chakraborty, Head, BBA Programme
- Ms. Tapashi Saha, Assistant Professor, Dept. of Teacher Education
- Dr. Susanta Banik, Head, Dept. of Mathematics
- Ms. Anjali Deb, Alumni Representative
- Samphili Debbarma, Student Representative
- Swikriti Majumder, Student Representative
- Ms. Sukhini Debbarma, Local Society Representative
- Mr. Kiran Kumar Hembrom, Industry Representative

Agenda-Wise Proceedings:

1. Welcome Address: Dr. Fr. Benny K. John, CSC welcomed all members and introduced the agenda.
2. Learning Outcomes, Academics, Infrastructure & ERP: Dr. Fr. Davis emphasized outcome-based education and feedback systems. Fr. Joe Paul updated new class rooms and Laboratory have been made ready in the Andre Block, new purchases of land have been made, workers room have made available, on digital infrastructure and ERP implementation such as attendance, bus and fee card using college ERP. Notification/ SMS using ERP may be given to parents for poor attendees/ low attendance.
3. Accreditation and Rankings: Dr. Sandeep Roy Sarkar discussed NIRF, AQAR, and NAAC documentation, proposing a mock audit. NIRF results will be declared in August, 2025.



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4. Reconstitution of NAAC Criterion Committees: Dr. Sushobhan Sengupta proposed reconstitution including more junior faculty for capacity building.
5. Faculty Development and Training: Proposal for year-round FDPs and skill workshops. Focus on research and digital tools training.
6. Recruitment, Promotions and Appointments: Fr. Benny discussed upcoming faculty recruitment and appointment policies including UG, PG and ITEP programme. Non-teaching staff recruitment is also in progress. Appointment of new Hod's/ in-charge of the department will be based on seniority/eligibility.
7. Performance Evaluation and CAS: Ms. Sentenla recommended timely implementation of CAS and shared performance appraisal status.
8. Research Activities and Involvement: Dr. Datta and Ms. Chakraborty emphasized departmental research committees and student involvement. Research paper/ research projects may be incentivized, proposed by Fr. Davis.
9. Community Outreach and Social Responsibility: Ms. Saha and Dr. Banik highlighted existing outreach and proposed new social initiatives.
10. Miscellaneous: Ms. Anjali Deb recommended proactive Placement Cell, internships for BA/BSc, and skill-based courses. Supported by student representatives.

Resolutions:

1. Initiate reconstitution of NAAC criterion committees within two weeks.
2. Conduct a faculty development workshop by August 2025.
3. Finalize ERP modules by September 2025.
4. Launch skill-based short-term courses from upcoming semester.
5. Revise Placement Cell structure for enhanced internship support.

Vote of Thanks:

The meeting concluded with a vote of thanks by Dr. Sushobhan Sengupta, IQAC Coordinator, who appreciated the active participation and valuable suggestions by all members.

Prepared by:

Dr. Sushobhan Sengupta



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IQAC Coordinator
Holy Cross College, Agartala

Minutes read & confirmed by (Signature of the members):

[Signature]
27/6/25

Jafar Ali Saha
27/6/25

[Signature]
27.06.25

[Signature]
27-6-25

Forstia Saha
29/06/2025

[Signature]
27/6/25

[Signature]

[Signature]
27/06/25

[Signature]
27/06/25

[Signature]
27/6/25

Swikriti
Majumder
27-06-25.

Action Taken Report

Meeting Date: 27th June, 2025

Venue: Board room, Holy Cross College

Time: 1 p.m.

1. Agenda: Infrastructural Development

Action Taken: New classrooms and laboratories have been made ready in the Andre Block, additional land has been purchased, and workers' rooms have been made available.

2. 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.

3. Agenda: Recruitment and Promotions

Action taken: Several new appointments and promotions have been made including new HoDs, new faculty members (contractual and guest) and Associate Professors.

4. Agenda: Faculty training and development

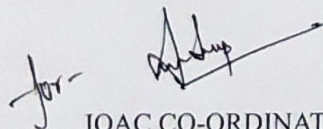
Action taken: Majority of the faculties participated in various Faculty Development Programs, Refresher courses and Training programs.

5. Agenda: Research related Activities

Action taken: Some faculty members are currently engaged in research projects and related activities. Further initiatives are taken to encouraged more research work. Many faculty members have been registered in Ph.D. programmes.

6. Agenda: Community Outreach and Social Responsibility

Action taken: The proposal has been well received by the members, and efforts are underway to develop new social initiatives.



IQAC CO-ORDINATOR
Holy Cross College
Agartala