



"Educating hearts and minds"

# HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A+' GRADE (CYCLE:2)  
Tripura University Reg. Code: 17  
Jubatara, P.O. Lembucherra, Tripura West Pin-799210  
Phone: 0381-2915930, +91 9402315672  
email- principalhccagt@gmail.com  
Web: www.holycrosscollege.in

Ref No: HCCA/IQAC/2025/08

Date: 17/07/2025

To  
Criterion Coordinator  
(NAAC Steering Committee)  
Internal Quality Assurance Cell (IQAC)  
Holy Cross College, Agartala

**Sub:** Invitation to attend the IQAC meeting of Holy Cross College on 18<sup>th</sup> July 2025 at 1.30 pm.

Respected Father/Sir/Madam,

Greetings from the Internal Quality Assurance Cell (IQAC)!

Concerning the above-cited subject, we cordially invite you to attend an important meeting organized by the IQAC to discuss the following agendas related to the AQAR preparation process:

1. **Present status** of departmental documentation and data submission
2. **Feedback** and observations from NAAC Criteria Coordinators
3. **Doubt Clearance** and clarification of any issues faced during documentation

Your presence and valuable input will contribute significantly to ensuring the timely and effective preparation of the AQAR.

We look forward to your kind cooperation and active participation in the meeting.

Thanking you in anticipation.

*Sharmistha Chakraborty*

Dr. Sharmistha Chakraborty  
IQAC Coordinator  
Holy Cross College, Agartala  
**IQAC CO-ORDINATOR  
HOLY CROSS COLLEGE  
AGARTALA**

*Benny K. John*  
17.07.2025

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

**Copy to:**

- The Principal, Holy Cross College, Agartala
- Vice Principal (academic), Holy Cross College, Agartala
- NAAC Criteria Coordinators
- Office File



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*dRef No: HCCA/IQAC/2025/03*

## Minutes of the Meeting

Date: 18<sup>th</sup> July 2025

Time: 1:30 PM

Venue: F1 - 11, Holy Cross College

### Members Present:

1. Fr. Davis Konuran CSC, Vice Principal (Academics)
2. Dr. Sharmistha Chakraborty, IQAC Coordinator
3. Dr. Sandeep Roy Sarkar, IQAC Asso. Coordinator
4. Mr. Sangthanzuala Sailo, IQAC Asst. Coordinator
5. Dr. Debasree Lodh, Criteria Coordinator
6. Miss Tapasi Saha, Criteria Coordinator
7. Miss Nazmun Nahar Begam, criteria coordinator
8. Dr. Subhas Das, Member Criteria-4
9. Mr. Joel L. Darlong, Criteria Coordinator
10. Dr. Rumki Nath Sen, Criteria Coordinator
11. Dr. Uttam Chakraborty, Criteria Coordinator

### Agenda and Discussions:

Dr. Sharmistha Chakraborty, IQAC Coordinator, welcomes all criteria coordinators and proposes the meeting agenda.

1. Update present documentation status
2. Provide feedback
3. Discuss any doubts.

# Minutes of the meeting

## Criteria 1 (Curricular Aspects)

**Orientation Proposal:** Dr. Debasree suggested an orientation for new teachers on institutional policies and academic procedures.

**Uniform Documentation:** She recommended a common format across departments to reduce discrepancies and ensure consistency.

**SOP Issues:** Highlighted challenges in getting proper documentation for NSS/NCC activities as per SOPs.

**Team Expansion:** Dr. Lodh requested more members in the Criteria 1 team to manage the workload.

## Criteria 2 (Teaching-Learning and Evaluation)

**Orientation Request:** Miss Tapasi Saha proposed an orientation for Criteria 2 members to clarify their roles and responsibilities.

**Team Addition:** She recommended adding Sir Sailo (NAAC-Assistant Coordinator) to the group for his valuable contributions.

## Criteria 3 (Research, Innovations and Extension)

**Publication Emphasis:** Miss Nazmun highlighted the need to increase the number of publications per faculty member.

**Team Expansion:** She suggested adding new members to the Criteria 3 team for better functioning

## Criteria 4 (Infrastructure and Learning Resources)

**Coordinator Change Request:** Dr. Subhas Das, representing Criteria 4, requested a new coordinator.

**Reason:** Dr. Debasish, the current coordinator, is now the Examination Chair and cannot continue with Criteria 4 duties.

## Criteria 5 (Student Support and Progression)

**Data Collection Issues:** Sir Joel highlighted difficulties in gathering alumni details, higher studies, and scholarship records.

**Improvement Request:** he and the other members discussed many strategies to make the data collection process more efficient.

1. Vice Principal (Academics): Dr. Fr. Davis Konuran CSC; agreed to the requests and instructed IQAC to add new members as per the requests from various criteria coordinators. He suggested developing and implementing a system to register passing out students as alumni at the time of their leaving the college, which would streamline alumni record-keeping. Fr. Konuran proposed planning the faculty orientation in the most suitable way after consultation with the principal.
2. AQAR Data Submission: It was agreed that all departments would submit AQAR data through a Google Form every three months. This change aims to ensure more regular and systematic data collection.
3. Initiation of AQAR 2024-25: It was proposed and agreed to initiate the work for AQAR 2024-25 submission as soon as possible to ensure timely completion.

The meeting concluded with a commitment to address the raised concerns and implement the proposed solutions to enhance the overall quality assurance framework of the institution.

Signatures of members present-

Dr. Saranitha Chakraborty  
18-07-2025

~~18/07/25~~  
Jangthanzuala Sailo  
18/07/25

Simuker  
06/08/25

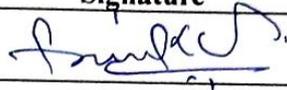
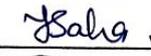
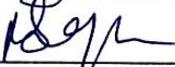
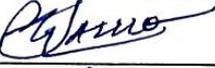
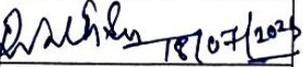
Internal Quality Assurance Cell (IQAC)

ATTENDANCE

Meeting with NAAC coordinators

Date: 18<sup>th</sup> July, 2025

Venue: F<sub>1</sub> - 11

Full Name	Signature
Fr. Dr. DAVIS KONURAN, C.S.C.	
Dr. Sandeep Roy Sarkar.	
Dr. Debarnee Lath	
Jafashi Saha	
Subhash Debnoth	
Joel Kalenyiana Darlong	
Nazmun Nabar Begam	
Dr. Uttam Chakraborty	
Sangthanquala Sailo	
Dr. Runki Nalder (Column 6)	



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## Action Taken Report

**Meeting Date:** 18<sup>th</sup> July, 2025

**Venue:** Room No; F1 – 11, Holy Cross College

**Time:** 1:30 p.m.

**1. Agenda: Orientation Proposal**

Action taken: Following this proposal, a session has been taken by Criteria 1 coordinator during the orientation programme organized on 21<sup>st</sup> & 22<sup>nd</sup> August, 2025 at room no. G-8 where all the faculty members participated.

**2. Agenda: Uniform documentation**

Action taken: The team is preparing to notify all the departments to use uniform documentation as early as possible.

**3. Agenda: Team Expansion**

Action taken: New team members are appointed to different criteria and scrutinizers/advisers are provided to different criteria.

**4. Agenda: Orientation Request**

Action taken: Faculty orientation programme will be organized in the new academic session after getting clear notification and segregation of new NAAC criteria.

**5. Agenda: Coordinator change request**

Action taken: This request of 2 criteria (criteria 4 and 6) has been granted and are given new Coordinators.

  
19-09-2025  
IQAC CO-ORDINATOR  
Holy Cross College  
Agartala

**IQAC CO-ORDINATOR  
HOLY CROSS COLLEGE  
AGARTALA**