

Date - 20/6/22

A meeting was conducted in the conference hall today at 2 PM
Members present in the meeting:-

- 1) Dr. Fr. Benny K. John CSC.
- 2) Dr. Shankha Shubhra Bhadra
- 3) Dr. Mounita Deo
- 4) Sharmistha Rakshit 20/6/22
- 5) Dr. Sushobhan Sengupta
- 6) Dr. Sharmistha Chakraborty
- 7) Dr. Runki Nath Sen 20/6/22
- 8) Dr. Sandeep Roy Sarkar
- 9) Mr. Debashish Datta.

Agenda -

- 1) Beginning of 5th semester University exams
- 2) Dates for ^{submission of} internal marks, viva of 6th semester students
- 3) Study leave for 6th semester students.
- 4) Essay competition - 'Make me a servant'.
- 5)

Minutes -

- 1) Sixth semester students may begin from May. As information gathered from University
- 2) Inter marks finalisation, viva of 6th semester to be conducted by the end of June.
- 3) The classes ^(regular) for 6th semester students may be concluded by 30th June
- 4) An essay competition will be held for the students on the theme, 'Make me a servant'. The last date of submission will be 5th July and a cash award may be given to the best essay.

Action taken report on meeting dated 20/6/22

Viva of 6th Semester students was conducted and internal marks were finalised by the end of June 2022.

Accordingly, regular classes of 6th Semester Students were concluded by the end of June, 2022.

Accordingly, an essay competition was held successfully on the theme, 'Make me a servant.'

25/8/22

A HOPE meeting was conducted and chaired by Fr. Joe Paul CSC (Vice Principal & Administrator HCE) in his office today -

∴; Members present -

- 1) Dr. Moumita Dey
- 2) Dr. Shankha Shubhra Bhadra
- 3) Dr. Sushobhan Sengupta
- 4) Dr. Sandeep Roy Sarkar
- 5) Sharmistha Rakshit on 25/8/22
- 6) ~~Dr.~~ Ramesh Nath Sen on 25/08/22
- 7) Dr. Sudipta Saha on 25/8/22

Agenda -

- 1) Details of Add on courses
- 2) Details of seminars, workshops & conferences
- 3) Quotes & pictures to be given to college (related to subjects)

Minutes

- 1) Fr. Joe Paul called upon the HOPE to provide the details of the Add on courses to ^{NAAAC} Criterion 1 for documentation.
- 2) Details of seminars, workshops and conferences held by various departments to be provided by the NAAAC criteria members as and when required.
- 3) Father also invited the HOPE to send subject relevant quotations and pictures to be put in the college lobby.

Action taken report on meeting held on 25/8/22

Accordingly, the details of Addon courses of different Departments and the detailed informations of all the seminars, workshops and conferences held by various departments were provided for NAAC documentation purpose.

Also, initiatives were taken by the HODs to put subject relevant quotations and pictures in the college lobby.

31/8/22

A meeting was conducted in the college conference hall today from 2 PM to 3.20 PM.

Members present-

- 1) Dr. Reba Chakraborty
- 2) Dr. Shankha Shekhra Bhadra
- 3) Dr. Mounita Dey
- 4) Dr. Subhojan Sengupta
- 5) Dr. Sandeep Roy Sarkar
- 6) Sharmista Rakshit - Sn 31/8/22
- 7) Dr. Dipanwita Choudhuri Sil Sn 31/8/22
- 8) Dr. Debajee Lohi Sn 31/08/2022
- 9) Dr. Tomina M.S
- 10) Dr. Subanya Bhattacharyee
- 11) Dr. Sharmista Chakraborty Sn 31.8.22
- 12) Dr. Mainul Islam. Sn 31/8/22

Agenda -

- 1) B.Ed orientation programme
- 2) Degree students (BA, BSc, Bcom, BBA) orientation for Freshers.
- 3) Post Graduation inauguration programme.
- 4) Material requirements ^{list} from the Department.

Minutes -

- 1) BEd orientation programme will be held on 5th September from 10 AM onwards.
- 2) The ^{Freshers} orientation for BA, BSc, Bcom, BBA students will be on 12th and 13th September, 2022.
- 3) The common orientation programme will be held on 12th September and 13th September will be orientation by the respective departments.

4. The inauguration programme of the PC programme will be held on 20th September, 2022.

5. Dr. Mounita Das, Academic Coordinator, requested the HODs to submit the departmental list of requirements at the earliest.

Action taken Report

Accordingly, orientation program for B.Ed was organized on 5th September 2022, and ^{freshen} orientation programs for BA, B.Sc., B.Com, BBA students were organized on 12th & 13th September 2022. Common orientation program was also organized by different departments.

Date : 13.09.2022

Time : 2:30 PM

Venue : Vice Principals Office.

Members present :

1. Dr. Fr. Benny K. John, CSC
2. Fr. Joe Paul.
3. Dr. Suchobhan Sengupta (IQAC Coordinator) ~~Present~~
4. Mrs. Sharmili Chakraborty ~~Present~~
5. Mrs. Barnita Majumder. ~~Present~~ 13/09/22
6. Dr. Mainul Islam ~~Present~~ 13/9/22
7. Mr. Debasis Datta
8. Senticanta Lemur ~~Present~~ 13/9/22
9. Dr. Rajeshou Debbarna ~~Present~~ 13.9.22
10. Sanjay Bhosmik ~~Present~~ 13.9.22
11. Sarajit Biswas ~~Present~~ 13/9/22
12. Dr. Debaroo Lohk ~~Present~~ 13/09/22
13. Dr. Runki Nath Sen ~~Present~~ 13/09/2022
13. Dr. Balaram Chulradhar ~~Present~~
14. Dr. Somath Kar ~~Present~~ 13/09/2022

Agenda :

1. Updates on NAAC documentation
2. Maintenance of mentor-mentee records.
3. Identification of slow and fast learners and remedial classes.
4. Documentation of departmental activities
5. Miscellaneous.

Minutes: The meeting started with a short prayer.

1. Dr. Suchobhan Sengupta updated the Principal, Vice-Principal and all the HODs about the NAAC documentation work and necessary documents to be maintained by every department.
2. Vice-Principal, Fr. Joe Paul said that mentor-mentee records may be maintained in the mentor-mentee book of the respective faculty members.

3. Fr. Joe Paul suggested that every department needs to identify the slow and advanced learners and accordingly steps may be taken for betterment of both the categories. Remedial classes may be conducted for slow learners.
4. Formation of NRP Committee was suggested by the IQAC Coordinator, Dr. Sushobhan Sengupta.
5. Dr. Sushobhan Sengupta also mentioned that every department must maintain a record of student retention ratio, demand ratio and progression of pass out students to higher education.
6. It was suggested by the IQAC coordinator that every department should focus more on experiential learning for enrichment and betterment of knowledge of students.
7. Department wise documentation of Orientation and Induction Program needs to be maintained as instructed by Fr. Joe Paul.
8. Dr. Sushobhan Sengupta said that audio-video recording of the classes (both theory and practical classes for Science Departments) and recorded video classes, YouTube videos and powerpoint presentation of the classes by different faculty members may be kept department wise.
9. Dr. Sushobhan Sengupta also mentioned about the library E-resources and said that every faculty member needs to log on the library NHIT to access the E-resources.
10. Dr. Fr. Benny K. John thanked all the members for being present in the meeting.

Report prepared by
Dr. Pankaj Nath Sen

Action taken report:

Accordingly, HODs of different departments started working on the NAAC documentation process and mentor mentee record books.

Every departments took initiative to identify the slow learners and the advanced learners and steps such as remedial classes were conducted for betterment of slow learners. Also, experiential learning methods were planned and conducted for the welfare of students.

Accordingly, NEP committee was formed as suggested.

Audio-video recording of classes were maintained. The faculty members of different departments showed interest in using library E-resources.

Date : 22/09/2022

Time : 2:00 PM

Venue : F1-11

Members Present :

1. Dr. Fr. Benny K. John, CSC, Principal, HCC.
2. Dr. Sushobhan Sengupta (IQAC Co-ordinator) *[Signature]*
3. Ms. Sharmili Chakraborty *[Signature]*
4. Ms. Barnita Majumder *[Signature]*
5. Ms. Manira Bhosmik *[Signature]*
6. Mr. Debajit Datta
7. Dr. Rinki Nath Sen *[Signature]*
8. Dr. Debajit Lohk *[Signature]*
9. Dr. Sumanth Kar *[Signature]*
10. Dr. Sandeep Roy Sarkar *[Signature]*
11. Dr. Rajendra Debbarma *[Signature]*
12. Dr. Mainul Islam *[Signature]*

Agenda :

1. NAAC Documentation
2. Formation of new Students' Council
3. Freshers Day and Investiture Ceremony
4. Miscellaneous

Minutes :

1. An update on documentation process of NAAC criteria and SSR submission was given by Dr. Sushobhan Sengupta.
2. Principal Dr. Fr. Benny K. John, said that the Freshers' Day and Investiture Ceremony will be held on 30th October, 2022 and accordingly he asked the different departments to confirm the names of the students for the new class representatives and Students' Council members.

3. It was proposed by the Principal, Dr. Fr. Benny K. John that in the Fresher's Day Program, junior students (freshers) may be given a chance to participate in the cultural program to showcase their talent.

4. Banoila Majumdar, HOD, Dept. of English, proposed the name of Miss Lalita Deary as a new member of the Cultural Committee.

5. Principal, Dr. Fr. Benny K. John, thanked all the members for their presence.

Action Taken Report:

Accordingly, the names of the students for the new class Representatives and Students' Council members were confirmed by different Depts. for the Investiture Ceremony.

Also, junior students (freshers) were informed that they may participate in the cultural program of Fresher's Day.

Date : 17/10/2022

Time : 2:30 PM

Venue : F1-11

Members present :

1. Dr. Fr. Benny K. John, Principal, HCC.
2. Dr. Moumita Day, Academic Coordinator. (Signature) 18/10
3. Dr. Sandeep Roy Sarkar, Asst. IQAC Coordinator.
4. Ms. Barnita Majumder. (Signature) 17/10/22
5. Ms. Debajit Sarkar
6. Mr. Sanis Bhosmik. (Signature) 17-10-22
7. Mrs. Sharmili Chakraborty. (Signature) 17-10-22
8. Mr. Joel Dasgupta (Signature) 17-10-22
9. Dr. Somnath Kar. (Signature) 17/10/22
10. Dr. Debajit Loh.
11. Dr. Rajasree Debbarma (Signature) 17/10/22
12. Dr. Mainul Islam. (Signature) 17/10/22
13. Dr. Lunka Nath Sen. (Signature) 17/10/22

Agenda :

1. Graduation Day celebration
2. Inauguration of post graduate (PG) classes.
3. NAAC Documentation and SQR submission.

Minutes :

1. Principal, Dr. Fr. Benny K. John said that the Graduation Day Program may be held on 12th November, 2022 and accordingly Director, Higher Education, Mr. N. C. Sharma may be invited as the Chief Guest for the program.
2. Fr. Benny said that the Graduation Day attire may be changed. In place of gown, graduation cap and College scarf may be included.
3. Academic Coordinator, Dr. Moumita Day, said that

Google forms will be prepared and circulated among the students' groups for confirmation of their presence in the Graduation Day program.

4. An update about the number of applicants in PG courses was given by the respective HODs of the Dept. of English and Dept. of Political Science.

5. Discussion on inauguration of PG classes was held and it was suggested by the Principal Dr. Fr. Benny K. John, that he may be invited for the inauguration program.

6. 28th October 2022, was decided as the last date for the submission of application for admission in the PG courses.

7. An update on NAAC documentation and SSR submission was provided by Asst. IQAC Co-ordinator, Dr. Sandeep Roy Sarkar, where he also mentioned that criteria with committee has already been created for filling up the NAAC SSR.

Action Taken Report:

Accordingly, preparation for the Graduation Day was initiated which included inviting the chief guest, arranging the attire for Graduation Day.

Google form was prepared and circulated among students to confirm their presence in the Graduation Day.

Steps were taken in connection to inauguration of P.G. classes of the Dept. of English and Political Sciences.

Accordingly, last date of the submission of admission for P.G. courses were announced.

An update on NAAC documentation and SSR submission was provided to the principal.

Date : 21/11/22

Time : 1:30 PM

Venue : FL-11

Members present :

1. Dr. Fr. Benny K. John, Principal, HCC.
2. Fr. Joe Paul, Vice-Principal and Administrator, HCC.
3. Dr. Subhobhan Sengupta, IQAC Co-ordinator, HCC.
4. Dr. Masrul Islam ^{@ 21/11/22}
5. Mrs. Sharmili Chakraborty ^{21.11.22}
6. Mr. Sanis Bhownik ^{21.11.22}
7. Dr. Rajnaree Debbarma.
8. Mrs. Basita Majumder.
9. Mr. Joel Doring ^{21/11/22}
10. Dr. Debaree Lohk.
11. Mr. Subasish Datta
12. Dr. Meenika Dey, Academic Co-ordinator, HCC. ^{21/11/22}
13. Dr. Sanku Nath Sen. ^{21/11/22}

Agenda :

1. NAAC SSR submission status
2. Discussion about Student Satisfaction Survey (SSS)
3. Discussion regarding data validation and verification (DV)
4. AQAR preparation and submission.

Minutes :

1. IQAC Co-ordinator Dr. Subhobhan Sengupta delivered a briefing on NAAC SSR final submission and mentioned that within a stipulated time data validation and verification (DV) and Student Satisfaction Survey will be carried out by NAAC authority. In this regard students may be reminded to check their e-mails frequently.
2. Fr. Benny K. John, Principal HCC and Fr. Joe Paul, Vice-Principal and Administrator, HCC, congratulated

IQAC Co-ordinator, different criteria leads and members for successful submission of criteria wise documents.

3. Departments are informed by the IQAC Co-ordinator to strictly maintain guidelines issued by NAAC in relation to SSS, no teacher should directly or indirectly try to influence the students during the survey process and see that the students' identity is not revealed.

4. SSS brochures will be printed and published in different notice boards as well as will be projected in the college website and circulated in social media to create wide awareness.

5. All the departmental heads are asked to be ready with the essential/necessary documents and to respond immediately on receiving any clarification as a part of DrV. process.

6. Simultaneously AQAR will be filled up within a stipulated time and for this faculty members from different departments will help the IQAC. It is requested by IQAC Co-ordinator to adjust the timetable for those faculty members who will be involved in feeding the data in AQAR.

7. IQAC Co-ordinator also reminded that every department must remain prepared with the departmental presentation during the NAAC peer team visit.

8. Principal, Dr. Dr. Benny K. John thanked all the members for being present in the meeting with short notice.

Dr. Benny K. John

Dr. Benny K. John
22/11/22

Action taken report:

Accordingly, teachers maintained the guidelines of NAAC in relation to SSS, as informed by the IQAC coordinator.

SSS brochures were printed and published in different notice boards & projected in college website.

All the departmental heads started working on the documentation process as per instructions.

Necessary data in ABAR was filled up by IQAC with the assistance from the faculty members of different departments.

Each department made their presentation ready in connection to the NAAC peer team visit.

Date: 24/11/22
Time: 1:00 PM
Venue: FL-11

Members present:

1. Dr. Fr. Benny K. John, Principal, HCC.
2. Fr. Joe Paul, Vice-Principal and Administrator, HCC.
3. Dr. Mounita Dey, Academic Co-ordinator, HCC.
4. Dr. Sushobhan Sengupta IQAC Co-ordinator, HCC.
5. Dr. Sandeep Roy Sarkar, Asst. IQAC Co-ordinator, HCC.
6. Ms. Debasis Datta.
7. Mr. Sanjay Bhosnik. 24.11.22
8. Dr. Rajatru Debbarma. 24/11/22
9. Mr. Joel Darlong.
10. Dr. Mainul Islam. 24/11/22
11. Dr. Somnath Kar.
12. Dr. Debasree Lohk.
13. Mrs. Barnita Majumdar.
14. Mrs. Sharmika Chakraborty. 24.11.22
15. Dr. Runki Nath Sen. 24/11/22

Agenda: An urgent meeting was called by the College Authority to discuss the matter relating to an anonymous complain with regard to the ongoing process of Students' Satisfaction Survey.

Minutes:

1. Principal, Dr. Fr. Benny K. John enquired if any teacher has influenced the students for responding to Students' Satisfaction Survey (SSS). In this context all the HODs of the departments unanimously stated that they have not violated the personal freedom of any student by trying to influence them as to how to reply to the SSS.

2. Students of some departments enquired about those questions, at this they were instructed to give their honest feedback as per their understanding.

3. It was mentioned by different HODs that some students after completing the survey process have informed them that they have successfully submitted the survey form.

4. A committee was created for enquiry and identification of the details related to SSS. Different members in the committee are:

(i) Dr. Mounika Dey (Chairperson)

(ii) Mrs. Tapasi Saha

(iii) Mr. Sanir Bhosmik

(iv) Mr. Subasree Datta

(v) Dr. Runki Nath Sen.

5. A separate committee was also created to know about the students' opinion, if they have been influenced by any of the faculty members for carrying out/participating in SSS. The members of the committee are:

(i) Mrs. Sharmili Chakraborty (Chairperson).

(ii) Dr. Subasree Loh.

(iii) Mr. Joel Darlong

(iv) Dr. Somnath Kar.

Both the committees to submit their report by 25/11/2022.

6. Fr. Joe Paul, Vice-Principal and Administrator, HEC thanked all the members for their presence within a short notice.

Mey: 24/11/22

24/11/22

Joe Paul

Action taken report:

Considerable steps were taken to ensure that students were not influenced by any teacher while responding to the Students Satisfaction Survey (SSS).

Students were encouraged to give their honest feedback as per their understanding.

For the enquiry and identification of the details related to SSS, a committee was formed.

Another committee was created to enquire ~~if~~ whether students were able to give their opinion related to SSS, free from the influence of any faculty member.

Date: 25/11/2022

Time: 12:30 PM

Venue: FL-11

Members present:

1. Dr. Fr. Benny K. John, CSC
2. Fr. Joe Paul.
3. Dr. Mounila Dey.
4. Dr. Sureshbabhan Sengupta
5. Dr. Sandeep Roy Sarkar.
6. Dr. Rajat Kumar Debbarma 25/11/22
7. Mrs. Inparna Roy.
8. Dr. Somnath Kar.
9. Mr. Debasish Datta
10. Dr. Madanul Islam 25/11/22
11. Dr. Sharmistha Chakraborty 25.11.22
12. Mrs. Barnita Majumdar
13. Mr. Samir Bhattachik. 25.11.22
14. Dr. Runki Nath Sen 25/11/22

Agenda:

1. Discussion on Students' Satisfaction Survey
2. Punctuality of faculty members.
3. Students' attendance
4. Departmental planning
5. Language Lab for students
6. Miscellaneous.

Minutes:

1. Vice-principal, Fr. Joe Paul instructed the HODs to share the screenshots of the whatsapp messages sent by the department to the students, regarding Students' Satisfaction Survey by NAAC, to Dr. Runki Nath Sen to keep a record of the messages sent to the students. Fr. Joe Paul mentioned that if something has gone

from our side in communicating with the students we would acknowledge and apologise for the same.

2. Dr. Snehakhan Sengupta, IQAC Co-ordinator asked the HODs to remind the faculty members of their respective departments, who come by personal vehicle to be on time. It was also reminded that teachers must enter and leave the classes on time for smooth running of classes.
3. Principal, Dr. Fr. Benny K. John, CSC, instructed the members that students' attendance to be monitored and monthly attendance percentage to be prepared. Students' with poor attendance to be prepared identified and their guardian to be made aware of their attendance.
4. As mentioned by Fr. Joe Paul, Vice-principal and Administrator, plastic free, smoking free campus to be maintained and students to be instructed to avoid smoking, specially in the college campus. For this faculty members may create awareness even in the classrooms.
5. As per instruction by the Principal, Dr. Fr. Benny K. John, CSC, department wise planning for seminar, projects and remedial classes to be done. Preparation for NARE and final ranking to be done.
6. A specific timetable for language lab to be prepared so that every student gets the chance to visit the lab and computer classes may be arranged for students who are not much familiar with the basic computer applications.

7. Fr. Joe Paul mentioned that outreach program may be planned in the adopted village of VHEC.

25/11/2017

Action taken report:

Accordingly, the HODs of different departments monitored the attendances of students and monthly attendance percentage was prepared so that their guardians can be made aware of.

Accordingly, initiatives were taken to make the college campus plastic free and smoke free.

Accordingly, different departments planned for the projects to be assigned and remedial classes to be taken for the students. Preparation for NIRF and Atal ranking also started.

Specific time table for language lab was prepared and computer classes was arranged for the students who are not much familiar with basic computer applications.

Date: 26/02/2023

Time: 3:00 PM

Venue: FI-11

Members present:

1. Father Joe Paul, CSC

2. Madhika Saha

3. Basita Majumder

4. Dr. Monmita Das

Beza 21/02/23

5. Dr. Subhasan Sengupta

Smt.

6. Dr. Mainul Islam

Mhr 20/02/23

7. Santika Lantur

Smt 20/2/23

8. Debajit Datta

9. Dr. Kajal Debbarma

10. Sharmila Chakraborty

20.02.03

11. Dr. Lunka Nath Sen

Nath Sen 20/02/2023

12. Dr. Rudipa Saha

Saha 20/2/23

13. Dr. Abhishek Kumar Singh

Abhishek 20/2/23

Agenda:

1. Updates on new ERP

2. Sharing and distribution of work of ERP.

3. Program-subject assignment

Minutes:

1. Vice-principal, Fr. Joe Paul welcomed all the members and introduced the new ERP.

2. Updates on the new ERP was given by Madam Madhika Saha whereby sharing and distribution of work related to ERP was discussed.

3. Information regarding different modules of ERP was given by Madam Madhika. All the departmental HODs were informed that a format for program-subject assignment pattern would be shared with the departmental HODs which is to be filled up and submitted.

by all the departments at the earliest.

4. These modules, master-works, academics, communication will be made accessible to the HODs. On getting authorization, the details need to be checked and informed to the concerned authority.

Action Taken Report :-

1. Accordingly all the HODs informed the members of the department about the new ERP.
2. Accordingly the details were checked department wise and reported to Malan Mandrita if any anomaly was noted.
3. To make the members of the faculty aware of the new ERP, a live demonstration and interaction was organized by the Institution.