



**Internal Quality Assurance Cell**  
**North Bengal St. Xavier's College**  
**Rajganj & Siliguri**

**Action Taken Report on decisions of the previous meeting held on 12<sup>th</sup> July, 2019.**

**Agenda 1:** Welcoming the members of IQAC by the IQAC Coordinator- Dr. Bipranch Kumar Tiwary

**Action Taken: Not Applicable**

**Agenda 2:** Discussion and formal approval of College Mission and Vision statements

**Action Taken:** The mission and vision statement of the institution are finalized and adopted for use in documents and other places wherever necessary from the month of September 2019.

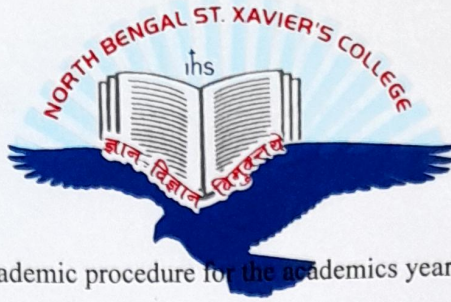
**Agenda 3:** Proposal for framing policies for promoting research culture

**Action Taken:** A comprehensive research policy has been framed and ready for implementation to encourage research activities among faculty and students.

**Agenda 4:** Proposal for library automation.

**Action Taken:** A workshop will be organized on 4<sup>th</sup> January 2020 on Library automation for the library staff members. The process of installation the bar-coding system has been initiated from November 2019.





**Agenda 5:** Review of academic procedure for the academics year (2018-2019)

**Action Taken:** The academic performances, current status of each department and students activities have been found satisfactory.

**Agenda 6:** Discussion and formal approval of two best practices of the college.

**Action Taken:** The "Xcellence Day" of the college and "Green Campus" have been accepted by the members and decided to these two practices in college.

**Agenda 7:** Up-gradation for computer lab with computers with the latest configuration

**Action Taken:** The process of procurement of 20 computers has been initiated in the month of October 2019; computers will be installed by the month of March.

**Agenda 8:** Review the internal evaluation process and framing policies for internal assessment

**Action Taken:** The departments will follow broad guidelines given below for internal assessment

- (i) There will be two internal assessments in the odd Semester (July o December)
- (ii) In the Even Semester (from Jan-May) there should be 3 Internal Assessment (the first one should be written test)
- (iii) In case of 3 Internal Assessments, the best of the two marks will be considered
- (iv) Use of an alternative mode of Internal Assessment is to provide students opportunities for enhancements of other skills such as preparing of Power Point Presentations, communication skills, analytical discussion in group discussion and so on.

(Dr. Bipranch Kumar Tiwary)  
IQAC, Coordinator



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