



North Bengal St. Xavier's College
Internal Quality Assurance Cell (IQAC)
Rajganj, Siliguri

**Action taken report on decisions of the previous meeting held on 22nd
September, 2023**

Agenda 1: Review of previous meeting.

Action Taken: The members approved the meeting minutes held on 17th February 2023.

Agenda 2: Enrolment of the students in session 2023-24.


Action Taken: Outreach efforts were intensified through targeted digital campaigns, school visits, and alumni engagement to attract a broader applicant pool. Departments with lower enrolment figures conducted promotional activities and introduced value-added programs to increase interest. The admission process was streamlined by upgrading the online application system and ensuring timely communication with prospective students. Initiatives to enhance student diversity were launched, including scholarships and community outreach programs.

Agenda 3: Preparation of AQAR 2022-23


Action Taken: Data were collected and compiled systematically from all departments, aligning with the NAAC framework. Regular meetings were conducted with Heads of Departments (HoDs) and coordinators to ensure clarity on roles and responsibilities. Training sessions were organized for faculty and staff to familiarize them with AQAR documentation and quality benchmarks. Feedback mechanisms were established to validate and refine the information provided. The IQAC team coordinated effectively to review and consolidate data under each criterion, ensuring the report reflects institutional achievements and adherence to quality standards. Drafts were reviewed and revised collaboratively before final submission to maintain accuracy and compliance.

Agenda 4: Promote the conducting of collaborative seminars and workshops.

Action Taken: The Department of Microbiology conducted a Two- Day National Seminar on "Frontiers of Sustainable Microbiology Research in Food, Agriculture, Industrial and Environmental Management (FAIE 2024)" in association with IQAC and Micobiologists Society, India on 17th and 18th May, 2024.


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