



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

**Minutes of meeting held on 23<sup>rd</sup> February, 2024**

**Agenda 1:** Review of previous meeting.

**Resolution:** The minutes of the meeting held on 22<sup>nd</sup> September 2023 are approved by the members.

**Agenda 2:** Celebration of Excellence Day.

**Resolution:** The IQAC members unanimously resolved to suggest criteria for the celebration of Excellence Day to recognize and reward outstanding achievements within the institution. The proposed criteria include academic excellence, extracurricular achievements, and community engagement initiatives by students. Emphasis was placed on inclusivity and fairness, ensuring that all departments and students have the opportunity to be acknowledged. The IQAC members also recommended forming a dedicated committee to finalize the criteria, oversee the nomination process, and ensure the seamless execution of Excellence Day celebrations.


**Agenda 3:** Felicitations of Faculty for their service and achievements.


**Resolution:** The IQAC members resolved to organize a formal felicitations of faculty members to recognize their dedicated service and outstanding achievements in teaching, research, and overall contribution to the institution. The felicitations will honour faculty members who have made significant contributions in various areas, including academic excellence, innovative teaching practices and research publications. The resolution also includes establishing a transparent and fair nomination process to ensure that all deserving faculty members are acknowledged. A special event will be organized on Teacher's Day (5<sup>th</sup> September) to present certificates, awards, and other forms of recognition, fostering a culture of appreciation and motivating faculty to continue their excellent work.




**Agenda 4:** To organise a Two-Day National Seminar in the Department of Microbiology.

**Resolution:** The IQAC members resolved to organize a National Seminar in the Department of Microbiology to promote academic exchange, foster research collaboration, and enhance knowledge in the field of microbiology. The seminar will feature expert speakers, research presentations, and interactive sessions to engage participants in current trends, innovations, and challenges in microbiological sciences. The resolution emphasized the importance of including faculty, students, and industry professionals to ensure a diverse and enriching experience. A dedicated organizing committee will be formed to plan the seminar, manage logistics, and secure necessary resources, aiming for a successful and impactful event that contributes to the academic growth of the department and the institution.

  
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