



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

**Action taken report on decisions of the previous meeting held on 23rd
February, 2024**

Agenda 1: Review of previous meeting.

Action Taken: The meeting minutes held on 22nd September 2023 were approved by the members.

Agenda 2: Celebration of Excellence Day.

Action Taken: The criteria for awards were finalised based on academic excellence, research contributions, teaching innovation, extracurricular achievements, and community service. A dedicated committee was formed to oversee the nomination and selection process, ensuring transparency and fairness. Invitations were sent to faculty, students, parents and alumni to participate in the event, which featured speeches, presentations, and award ceremonies. Certificates, trophies, and other forms of recognition were distributed to the awardees. The event was successfully conducted on 28th May 2024, fostering a sense of pride, motivation, and a culture of excellence within the institution.

Agenda 3: Felicitation of Faculty for their service and achievements.

Action Taken: A comprehensive nomination process was established, where faculty members who demonstrated exceptional teaching, research, and institutional service were selected for recognition. A formal felicitation ceremony was organized, during which certificates, awards, and other tokens of appreciation were presented to the honorees. The event was well-attended by faculty, staff, and students, and it fostered a sense of pride and motivation within the academic community. The initiative successfully highlighted the valuable contributions of faculty members, reinforcing a culture of excellence and gratitude within the institution.

Agenda 4: National Seminar in the Department of Microbiology.


Action Taken: A dedicated organizing committee was formed to plan and manage the seminar, with clear responsibilities for logistics, speaker invitations, and resource allocation. The committee finalized



the theme of the seminar, invited renowned experts and researchers as speakers, and promoted the event to attract participants from various institutions. Registration was carried out through both online and offline modes, ensuring wide participation. The seminar featured a series of presentations, discussions, and interactive sessions, providing valuable insights into current trends in microbiology. The event was successfully conducted on 17th – 18th May, receiving positive feedback from attendees and contributing to the academic enrichment of the department and institution.


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