



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

**Minutes of meeting held on 22<sup>nd</sup> September, 2023**

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

**Resolution:** The minutes of the meeting held on 17<sup>th</sup> February 2023 are approved by the members.

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

**Resolution:** The enrolment of students for the session 2023-24 was discussed in detail, focusing on the total number of admissions across various departments. A comparative analysis with previous sessions highlighted trends and areas requiring attention. The effectiveness of the admission process was reviewed, addressing challenges such as outreach efforts, and application systems. Strategies to enhance enrolment, including introducing new programs, leveraging digital marketing, and strengthening alumni networks, were proposed. Emphasis was placed on increasing diversity by attracting students from varied geographic and socioeconomic backgrounds. The discussion concluded with actionable recommendations and assigning responsibilities to ensure improved enrolment outcomes in the future.

**Agenda 3:** Preparation of AQAR 2023-24.

**Resolution:** The strategies for collecting and compiling data for the AQAR (Annual Quality Assurance Report) 2023-24 have been thoroughly deliberated, emphasizing a meticulous approach to fulfil the report's requirements. The discussion focused on identifying the critical parameters and criteria set by the NAAC (National Assessment and Accreditation Council) framework, ensuring they align seamlessly with the institution's objectives and quality standards.



**Agenda 4:** Promote to conduct National Seminar and Workshops.

**Resolution:** The IQAC Chairman encouraged the Heads of Departments (HoDs) to take proactive steps in organizing national-level seminars and workshops. Such initiatives were highlighted as vital for fostering academic excellence, enhancing research culture, and providing a platform for knowledge exchange. The Chairman emphasized the importance of interdisciplinary collaboration and the active involvement of faculty and students to ensure the success of these events. Organizing such programs was also seen as a means to elevate the institution's profile and contribute to its quality enhancement goals. HoDs were urged to explore funding opportunities and partnerships to make these events impactful.

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