

**DEPARTMENT OF HUMAN PHYSIOLOGY
HOLY CROSS COLLEGE, AGARTALA**

Date: 23.10.2024

NOTICE

This is to notify all the faculty members of the Department that, a departmental meeting will be held on **24th October, 2024 (Thursday) at 1.30 pm** to discuss the following agenda:

1. Planning for NEP 2nd Semester Practical Exam.
2. Uses of College letterhead.
3. Changes in Reference writing style in departmental documents.
4. Misc.


HoD, Human Physiology **23/10/2024**
HEAD
Department of Human Physiology,
HOLY CROSS COLLEGE, AGARTALA

Departmental Meeting Minutes

Dated: 24-10-2024

Place: Departmental Lab (F1-4)

Time: 1:30 PM

Members present:

Dr. Sumita Saha

Dr. Ashish Kumar Singh

Dr. Sandeep Roy Sankar

Mr. Komak Chakraborty

Mr. Ujjal Malakar

Agenda:

1. Planning for Practical exams of NEP (1st batch)
2. Use of college letterhead as per instruction of the authority.
3. Change of letter/notice reference number in the departmental documents as per instruction of the college authority.
4. Misc.

Minutes of the meeting:

1. Planning for conducting 2nd Sem practical final University exam for Major, Minor are done and planning for hall seating arrangement also done.

2. As discussed in the meeting on 25th September, 2024 with HoDs the authority instructed to use new format for writing reference number in letter/notices (HCCAGT/HPHY/File number*/Event*/Year*/Notice number*) instead of No. F. (File number)*/HCC/HP/Year*/Notice number* format also advised to use official letterhead in the case of communication with other institutes or outside the college.

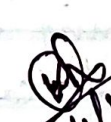
For, in-house notices plain A-4 size papers would be better.

3. Afmesmid, point no-2 will be followed in the department from 1st November, 2024 onwards.

4. Planning for Workshops on research methodology and ICT/Computing skill for the 5th Semester and 1st Semester students are done and the process for Diet-Swamy programme is initiated.

All the above resolutions raised in the meeting was taken unanimously by all the faculty members present in the meeting.


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ACTION TAKEN REPORT

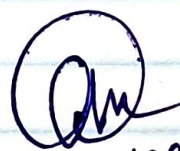
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Initiative - 1: All the university final exams for Major and Minor papers (Practical exams) for 2nd Semester (NEP batch) were conducted smoothly and successfully.

Initiative - 2: The new formats for counting reference number in letter/notices are followed strictly from 1st November, 2024.

Initiative - 3: Workshop on Research Methodology was successfully conducted for 5th Semester (Major) students. Another student centric workshop on ICT/computing skills was conducted successfully for 1st Semester (Core) students (NEP batch) and e-certificates were distributed among the students of the both semesters.

Initiative - 4: A diet survey was conducted successfully near the Bonamara Eco Park villages for 5th Semester (General) and 3rd Semester (Major/Core) students of NEP batch according to their curriculum/syllabus of Tripura University.


10/12/2024

HEAD
Department of Human Physiology,
HOLY CROSS COLLEGE, AGARTALA