

Date : 20/06/2023 / 22/06/2023
Time : 10.30 am.
Venue : Faculty room, F 1-6

Agenda : ~~Upcoming~~

- * Upcoming practical examination for internal evaluation.
- * Discussion on pending butterfly park.
- * Miscellaneous.

Minutes :

- * Students to be directed to submit practical note books regularly.
- * An update of the syllabus was given by faculty members of the department.
- * Project proposal for butterfly park has been submitted to Department of Biotechnology, Tripura.

Members Present : Dr. Hemli Nath Sen
Dr. Seelabexmi Bhattacharyya
Dr. Parichhita Ray Chaudhury
Dr. Anamika Bhattacharya
20/06/2023

S. Bhattacharyya
20/06/23

20/6/23

Action taken report :

- ④ Students were directed to regularise practical note book submission
- ④ Submission of project proposal will be followed by presentation of project details.

Date: 10/07/2023

Time: 10:00 am

Venue: Zoology Laboratory F 1-4 C.

- Agenda:
- * Evaluation of internal examination papers.
 - * Preparation of upcoming visit to College of Fisheries.
 - * Syllabus distribution for 1st sem (NEP 2020)

Minutes:

- * Discussions regarding Faculty Members checking the answerscripts of Internal Examination was carried out.
- * Syllabus distribution is discussed.
- * Discussion ~~to~~ was held regarding showing the answerscripts to the students.
- * Preparations were discussed about the upcoming visit to the College of Fisheries, Lemnucherra.

Proposed date is 13/06/2023.

Students of the Second Semester Zoology (Major) will ~~be~~ visit the - a-mentioned facility.
The program is titled as

"Hands on Training on start up for Commercial use of Pisciculture".

Members present: Dr. Hemli Nath Sen

Dr. Subhalaxmi Bhattacharjee

Dr. Parichita Ray Chaudhury

Dr. Anurita Bhawanik

Dr. Hemli Nath Sen 10/07/23

S. Bhattacharjee 10/07/23

Per 10/07/23

10/07/2023

Action taken report :

- ① Checking of answerscripts of internal examination is carried out.
Evaluated answerscripts were displayed before the students for their 'self assessment'.
- ② Program on "Hands on training on start up for commercial use of Pisciculture" successfully carried out on 13th July 2023.
- ③ Syllabus distribution for 1st semester (NEP 2020) is done among the faculty members.
- ④ Dept. of Zoology, Tripura University is going to organise an "Orientation Program in Zoology for the Teachers of Degree College" for Implementation of Major, Minor, Interdisciplinary course under NEP 2020.
The faculty members of Dept. of Zoology, Holy Cross College Agartala will be participating in the aforementioned event; on 21/07/2023.
- ⑤ The Voc course of Vermiculture & Vermicomposting (VA course) will be attended by the Dept. of Zoology. The enrolment of students of 1st semester under NEP 2020 will be arranged accordingly. The class will be allotted to Dr. Subhalaxmi Bhattacharyee, Asst. Professor, Dept. of Zoology.

Date: 04/08/2023

Time: 10:00 am

Venue: Zoology Laboratory F1-4C

Agenda: * Lab preparation for ensuing TDPH/TDP practical examination.

* Submission of documents for Criterion 3 of NAAC documentation.

~~Minutes~~ Members Present: Dr. Rumki Nath Sen

Dr. Subhalaxmi Bhattacharjee

Dr. Parichhita Roy Choudhury

Dr. Anamika Bhattacharya

Jeni Delebarma

4/8/23 04/08/2023

Minutes:

* For the preparation of laboratory activity of the ensuing TDPH/TDP examinations, the list of purchases was decided.

Requirements like setting up of onion buller, acquiring cockroach & chicken gut material etc. were ~~dec~~ assessed.

Listing of students of all semesters (both major & minor), preparation of list of students with back papers was ascertained.

* Project sanctioned on leutterfly park to be enlisted under Criterion 3.

The project has been sanctioned by the ~~department~~ of Directorate of Biotechnology,

Govt. of Tripura. Under college Biotech Club Scheme 2023-24.

The project title is "Establishment of Butterfly Park in Holy Cross College Campus, with a view of conservation of sustainable utilisation of biodiversity of the area."

Principal Investigator : Dr. Braichukta Ray Chaudhury
Co-Principal Investigator : Dr. Remli Nath Sen.

for
4/8/2023

Shashy
04/08/2023

S. Bhattacharjee
04/08/23

Action taken report :

- ④ Preparations for ensuing TDP/TDPH practical examinations were undertaken.
- ④ Land allotment was done by the College Authority for setting up of Butterfly park.

Date : 04.09.2023

Time : 10.00 am

Venue : Zoology laboratory F1-4C

Agenda : *

- Orientation programme for freshmen.
- Laboratory preparation for ensuing 4th sem TDPH practical examination.

Members present : Dr. Remli Nath Sen
Dr. Subhalaxmi Bhattacharjee ^{S/S} 04/09/23
Dr. Parichit Ray Choudhury ^{Po} 04/09/23
Dr. Ananika Bhownik ^{Po} 04/09/23
Jeni Debbarna ^{Seni P/R} 04/09/23

Minutes :

* Discussions regarding sourcing of ~~new~~ specimens for ensuing TDPH examination was covered etc.

* Elaborate 5 days programme signifying the inauguration of the academic year/session 2023-24 has been scheduled from 5th September 2023.

Departmental preparedness regarding the aforementioned schedule was discussed.

* Class schedule of the 1st semester students was discussed among the faculty members as well.

Dr. Subhalaxmi
05/09/23

Po
05/09/23

S. Bhattacharjee
05/09/23

Action taken report :

- ⊗ 5 day orientation program for 1st semester students was held successfully.
- ⊗ Class routine prepared and shared among the students of 1st semester.

Date: 25/09/2023

Time: 12.20 pm

Venue: Zoology laboratory F 1-4 C

Agenda: * Preparation of upcoming International Ozone Day, 2023 celebration.

* Invitation from Sophia College, Ajmer.

Members present: Dr. Rumki Nath Sen

[Signature] 25/9/23

Dr. Subhalaxmi Bhattacharjee SRS

25/09/23

Dr. Parichita Ray Chaudhury

[Signature] 25/9/23

Dr. Anamika Bhawmik.

25/09/2023

Minutes :

* A departmental meeting was held in the Zoology Laboratory at 12.20 pm.

* Sophia College, Ajmer is arranging an event and has planned on involving Holy Cross College, Agartala as well. The brochure of the event will be shared shortly.



* International Ozone Day, 2023 will be celebrated ~~shortly~~ on 27th Sept. within Holy Cross College Campus. Science Forum HCB is arranging the event.

Elaborate discussion was held among the faculty members of the department regarding departmental preparedness about the event.

2 students of 1st semester Zoology (Major) will be involved with opening ceremony of the said event.

[Signature] 25/9/23

[Signature] 25/9/23

Dr. S. Bhattacharjee

Action taken report :

- ⊗ Further communication is awaited from the Sophia College, Amner.
- ⊗ 'World Ozone Day' celebrated successfully on 27th Sept 2023.

Date : 23/11/23

Time : 12.20 pm

Venue : Zoology Laboratory F 1-4 C.

Agenda : *

- Preparation of upcoming event for inauguration of butterfly park and Biotech hub.

- Preparation of time schedule for assignment submission

- Preparation for upcoming field trip of 5th Semester (major) students.

- Preparation for upcoming internal examination.

Members present : Dr. Kumbi Nath Sen

Dr. Subhalaxmi Bhattacharjee

Dr. Parichhita Ray Chaudhury

Dr. Anamika Bhawmik.

Minutes :-

- The Dept. of Zoology will be arranging an inaugural programme for inauguration of Butterfly park and departmental biotech hub. The occasion will be held on 1st December 2023.

The sponsor for the project are Directorate of Biotechnology, under Dept. of Science & Technology Govt. of Tripura.

- Schedule will be prepared for submission of assignments.

29th November - Presentation and assignment submission

of students of Zoology Core 1

30th November : Presentation and assignment ~~pre~~ submission
of ~~Zoology~~ students of Interdisciplinary
course of Zoology

12th December : Presentation and assignment submission
of students of Zoology Minor.

⊗ Students of 5th semester Zoology (Major) will
be taken on a field trip on 16th December 2023
to Sipahijale Wildlife Sanctuary.

⊗ Upcoming internal examination will be
scheduled from 4th December 2023.
The examinations will be taken during regular
class hours only. The teachers will be submitting
question papers on or before 30th November 2023.

Dr. Khushi
23/11/23

Action taken report:

⊗ Students of 5th Sem were taken to Bodhijung Nagar
Village, Boy's Town Campus, Debendra Chandra Nagar
on 20th Dec. 2023.

⊗ Internal examination held.

⊗ Submission of assignments and class presentation taken.

Date : 08/12/2023

Time : 12:45 pm

Venue : Zoology laboratory F1-4C

Agenda : *

- Attendance percentage of students of all semesters

- Planning for field visit for Vocational Course "Vermiculture & Vermicomposting"

- Planning of field trip of students of Fifth semester Major

- Review of syllabus

- Evaluation of answerscripts of first internal examinations

Members Present :

Dr. Rumeli Nath Sen

Dr. Subhalaxmi Bhattacharjee

Dr. Parichhita Ray Chaudhury

Dr. Subhalaxmi Bhattacharjee
11/12/23
Dr. Parichhita Ray Chaudhury
11/12/23

Minutes :

* Remedial measures for students having inadequate percentage of class attendance are notified by the College Authority. These will be shared with students.

0-9% of attendance :- One assignment & 3 previous year question paper to be solved within college period.

10-40% of attendance :- One assignment + 2 previous year question paper to be solved within college period.

41-64% of attendance :- One assignment + 1 previous year question paper to be solved within college period.

Students who have attendance percentage 0-10% are not eligible to sit in internal examinations in the month of December 2023

(*) Students of the Vocational Course "Vermiculture and Vermicomposting" will be taken on a field visit to Adarini Vermifertiliser production unit on 12/12/2023. This visit will serve as a training program towards skill development of the concerned students.

(*) The students of Fifth semester Major will be taken on a field visit to Boys Town Campus, Belandrachandranagar on 20/12/2023 for biodiversity study.

(*) Portions of syllabus covered by individual teachers was evaluated.

(*) The manuscripts of internal examination (both theory & practical) are to be evaluated. The students will be given the opportunity to consult their already evaluated manuscripts accordingly.

Shubh 11/12/23

Action taken report:

- ① Students of Voc course taken for study tour on 12/12/2024
- ② Students of fifth semester of the Department taken on the field visit
- ③

Date : 9/01/2024

Time : 12.45 pm.

Venue : F1-C

Agenda : *

- ① Exam of certificate course
- ② Assessment of students of vocational course
- ③ Procurement of guest faculty
- ④ Second internal assessment for NEP students and for defaulters of first internal assessment of college

Members present :

- 1) Dr. Remli Nath Sen ~~Signature~~ 09/01/24
- 2) Dr. Subhalaxmi Bhattacharyee ^{S/B} 9/01/24
- 3) Dr. Parichita Ray Chaudhury ^{B/R} 9/01/24

Minutes :

* Dept. of Zoology, Holy Cross College Agartala has a functional Memorandum of Understanding (MoU) with 'Sherlock Institute of Forensic Science (SIFS), New Delhi'. The certificate course conducted by the Institute will be held on 24th January 2024. The students enrolled will also be notified regarding the refund of concession amount.

* Vocational Course of 'Vermiculture and Vermi-composting' will require a written assessment for completion of the course. The written test is to be conducted on 11th January 2024.

④ One guest faculty is to be engaged from the current month only.

④ Examination schedule to be started from 16th January 2024 for the second assessment of 1st semester students. Written test will be conducted for Zoology Core, Zoology Minor and Interdisciplinary courses. Both theory & practical examinations will be conducted.

④ Re-examination will be conducted for defaulters of the internal assessment of 3rd and 5th semester students.

Dulishy
04/01/24

Action taken report:

- ④ Written test for VC course conducted successfully.
- ④ Mr. Tapan Kr. Sharma joined on 12th January 2024 as a Guest Faculty
- ④ Second internal assessment conducted for 1st semester students. Both theory & practical examination held.
- ④ Appropriate measures were taken for remediation of defaulters of all semesters.
- ④ Inauguration of Leutlerby Park held on 1/12/2023



HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A' GRADE (CYCLE 2)

Tripura University Reg. Code: 17

Jubatara, P.O. Lembucherra, Tripura West Pin-799210

Phone: 0381-2915930, +91 9402315672

email- principalhccagt@gmail.com

Web: www.holycrosscollege.in

Meeting minutes

An interdepartmental meeting among the members of Faculty of Science was held on January 29, 2024, in the presence of the respected Principal Dr. Fr Benny K John CSC, at 11:00 AM in FI-II to discuss and resolve the following agenda items:

Members Present:

Sl No Name

1. Dr. Fr Beny K John (Principal)
2. Dr. Rumki Nath (HoD), Zoology
3. Dr. Deboshree Lodh (HoD), Botany
4. Dr. Susmita Saha (HoD), Human Physiology
5. Dr. Dipanwita Choudhuri
6. Dr. Sandeep Roy Sarkar
7. Dr. Somnath Kar
8. Dr. Sudipta Sinha
9. Dr. Ashish Kumar Singha
10. Dr. Subhalaxmi Bhattacharjee
11. Dr. Parichita Roy Choudhury
12. Mr. Kanak Chakraborty

Minutes of the Resolution:

Sl No	Agendas	Minutes/ Resolution
1	Engagement of NEP batch after Semester exam	It was discussed and decided that the students of the 1 st Semester NEP batch will be assigned with various activities after their semester exam for the proper use of time and engagement in academic activities such as- 1. Self study 2. Attend Seminars Workshops in different colleges or Universities and academic institutions 3. Preparing Class presentations 4. Participation in different activities organized by NCC and NSS. 5. Participation in various sports event under the

membership of Faculty members from Dept. of Physical education

6. Attend scientific writing membership class
7. Get trained in Basic computer from I.C.T lab
8. Attend language classes from Language lab
9. Joining and complete SWAYAM classes
10. Attend Counseling Psychology sessions

Flexibility will be given to the respective Department to take the assignment at their convenience

For the required consumables, a list will be prepared by each department and submit to Principal Father

Engagement of more number of guest faculties was proposed by Principal Father according the requirement of the departments. But, a formal request should be made


31/01/24

Minutes prepared by: Mr. Kanak Chakraborty

Signature of Members Present in the Meeting


31/01/2024

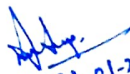

31/01/24

Sukhalaxmi Bhattacharjee
31/01/24


31/01/2024


31/01/24

Parichita Ray Chowdhury
31/1/24


31-01-24


31/01/24


31/01/2024

Date :- 29/01/2024

Time :- 3.30 pm

Venue :- F1-4

Agenda : *

- Engagement for students of 1st semester after examination (semester) is over.

* Display of ~~a~~ answer scripts of internal examination (already evaluated) for students.

* Supply of specimen (cockroach) during practical examination.

* Distribution of syllabus & evaluation of answer script of TDP/TDPH examination.

Members present :-

1) Dr. Rumli Nath Sen

2) Dr. Subhalaxmi Bhattacharyee

3) Dr. Parichita Ray Chaudhuri

4) Miss Jini Debbarme

Dr. Rumli Nath Sen 29/01/24
Dr. Subhalaxmi Bhattacharyee 29/01/24
Dr. Parichita Ray Chaudhuri 29/01/24
Miss Jini Debbarme 29/01/24

Minutes :-

* The semester examination of 1st semester students will be over by 21/02/2024. After this the students will be assigned various online assignments on topics of general awareness and also on topics related to their syllabus. They will be assigned topics for self study also. The student group can prepare powerpoint presentations on topics related to self study. These presentations can be evaluated once the session starts. This will provide a scope for brainstorming sessions and will help in the identification of advanced & fast learners.

* Answer scripts of recently conducted internal examination will be shown to the students. The students will be benefitted through this. Students of all the semesters will be shown both theory & practical examinations.

* Students are to submit specimens (cockroach) for dissection during practical examination of NEP batch. During examination (internal) separate marks will be allotted to students for submission of live specimens.

* Syllabus of upcoming semester was done and discussions were held among the faculty members regarding the checking of answer scripts of upcoming TDP/TDPH practical examination.

Action taken report:

Dr. M. K. Singh
29/01/24

* Answer scripts were shown to interested students after evaluation was completed.

* Students submitted live specimen (cockroach) on the day of examination.

* Interactive sessions were held with students after the session started.

Date :- 9/02/2024

Time :- 3.00 pm

Venue :- Zoology Laboratory F1-4C

Agenda :- * Preparation of ongoing TDP/TDPH Practical Examination

* Preparation for plantation program in butterfly park of Holy Cross College campus on 28/2/2024

Members Present :- Dr. Rumki Nath Sen

Dr. Subhalaxmi Bhattacharyee

Dr. Parichita Ray Choudhury

Miss Jeni Debbierme

For P/B
9/2/24

Subhalaxmi
9/2/24

SB
9/2/24
9/2/24

Minutes :-

* Elaborate discussion was held regarding the preparation of laboratory for the ongoing TDP/TDPH practical examinations.

* Discussions were also held regarding checking of answer scripts of the examinations.

* A plantation program will be held on 28/2/2024 in the butterfly park of Holy Cross College, Agartala.

A Power point presentation will be organised for the students of the college. The theme will be "Life and Contribution of Great Indian Biologists"

The program will be organised by Dept. of Zoology in collaboration with College Biotech Club and sponsored by Directorate of Biotechnology, Govt. of Tripura.

Subhalaxmi
9/2/24

Action taken Report:

- ① The proposed programme on Plantation Drive was held on 28/2/2024.

The results of the competition on "Power point Presentation" were declared on 2nd April 2024.

- ① Appropriate action were taken for setting up of laboratory. The TDP/TDPH practical examination started on 31/01/2024 (Theory)

Date :- 1/3/2024

Time :- 3.00 pm

Venue :- Zoology Laboratory F-1-4C

Agenda :- *

- Advertisement regarding enrollment of students for the certificate course on Forensic Science.

* Checking of answerscripts of TDPH/TDP Practical examination.

Members Present :- Dr. Kamli Nath Sen

Dr. Subhasini Bhattacharya

Dr. Parichita Ray Choudhury

Tapas Kumar Sharma.

Minutes :-

* Department of Zoology has successfully completed the first batch of certificate course on "Advanced Certificate Course on Forensic Science and Crime Scene Investigation" in collaboration with the Sherlock Institute of Forensic Sciences (SIFS), India.

Discussions were held regarding issuing of advertisement / brochure among the students of all the semesters for enrollment in the 2nd batch.

⑧ On 23rd March an Expert Talk will be arranged by the Sherlock Institute of Forensic Science.

The topic to be discussed will be "Modern Techniques in Facial Identification"

Handwritten
01/3/24

Action taken report:

⑧ New advertisement/brochure circulated among different student groups ^{on 04/04/24}. Reminder given of 20th March 2024 as well.

⑧ Expert talk was given by Michael W. Streed, President/CEO of SketchCops Solutions, Inc. on 23rd March 2024. Topic was 'Modern Techniques in Facial Identification - Update'. The online event was organised by the Sherlock Institute of Forensic Sciences, New Delhi.

gation"