

# Holy Cross College, Agartala

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## Department of Human Physiology

F.No.11/HCC/HP/Meeting/2025/

Dated: 19.02.2025

### Notice

This is to inform all concern that a short departmental meeting will be held after shortly at 1.30 pm in Room no, F1-4 to comply the outcomes of Faculty meeting held on same day. The following agenda will be discussed.

#### Agenda:

1. Exam result analysis and the findings
2. Class attendance and your observation
3. Mentor-mentee report
4. SWOC report of the result.
5. Misc.

*Asish*  
*19/02/25*

HoD (i/C)  
Human Physiology

**HEAD** 6/0

Department of Human Physiology,  
HOLY CROSS COLLEGE, AGARTALA

DEPARTMENT OF HUMAN PHYSIOLOGY  
HOLY CROSS COLLEGE, AGARTALA

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Meeting Minutes

19<sup>th</sup> February, 2025

**Opening:**

A meeting of the Dept. of Human Physiology was called by the HoD to order on 19<sup>th</sup> February 2025 at 1.30 pm. in the college room no. F1-4.

**Present:**

Dr. Sandeep Roy Sarkar, Asst. Professor, Human Physiology

Dr. Ashish Kumar Singha, Asst. Professor & Asst. HoD, Human Physiology

**Agenda:**

- 1) Exam Results analysis and the findings.
- 2) Class Attendance and your observations.
- 3) Mentor-Mentee report and its impact.
- 4) SWOC report of the department.
- 5) Misc.

**Approval of agenda:**

The agenda was unanimously approved by the faculty members present in the Department and distributed.

**Approval of minutes:**

The minutes of previous meeting was read and unanimously approved by faculty members present.

1. We have analyzed and discussed on the even semester results for 4<sup>th</sup> Semester (TDPH) and 2<sup>nd</sup> Semester NEP-2020 1<sup>st</sup> batch. The summary and findings of the results (HCCAGT/HPHY/F11/(Results sum.)/2024-25/04 Dated: 11.02.2025) was analyzed by the faculty members present in the meeting and also a copy was submitted to the Principal.
2. For 1<sup>st</sup> Semester (Major) the overall attendance of students is 60% to 100%, right starting from the inception of the classes to till date. For 3<sup>rd</sup> Semester (Major) the overall attendance of students is 40% to 80%, right starting from the inception of the classes to till date. For 5<sup>th</sup> Semester (TDPH) the overall attendance of students is 50% to 90%, right starting from the inception of the classes to till date. The overall attendance report was analyzed by the faculty members present in the meeting. After analyzing the report, it was decided to call the students and their parents having the attendance less than 75% of attendance to resolve the issue.



3. Regular mentoring sessions are taken as per the mentee assigned to respective mentor faculty members. Matters and issues discussed with the mentee are recorded in the mentoring book by the respective mentee during every session. As per the recommendation by the mentors some mentees were sent for the counselling session to the Centre for Counselling Psychology. Department also conducted some remedial/ revision classes/class test as per the recommendation made by the mentors. The efforts complied by the mentors reflects as fruitful results in the term of improvement in end semester result and overall performance.

4. The faculty members present in the meeting the discussed and finalized the following SWOC analysis:

**Strength:**

- Well setup laboratories, with sufficient equipment for physiological experiments for UG level.
- Qualified, experienced & dedicated teaching faculties.
- High demand for the subject with good future opportunities.

**Weakness:**

- Rural set up of the campus.
- Limited alumni strength and most of them is not yet enter in professional carrier.
- Frequent faculty departure is disrupting departmental ability.

**Opportunities:**

- Student can admit to higher studies like M.Sc., Integrated courses, Doctorate, etc.
- The UG Course & the Certificate Course is job oriented.
- Near future department will offer PG courses (after approval).

**Challenges:**

- Limited access in updating the curriculum to stay relevant with latest advancement in the subject.
- Keeping students engaged and motivated in their learning
- Limited resources for research opportunities, collaborations and biomedical/biotechnological industries in the state.

5. The faculty members present in the meeting has decided to continue the remedial classes for slow learners/advanced learners and class presentation/class test/assignment, etc as a part of internal assessment throughout the semester.

6. The faculty members present in the meeting has discussed and found that frequent faculty turnover is destabilizing the department and hindering its ability to maintain consistent operations. Attracting and retaining qualified faculty members for the upgradation of the students and the department is needed.

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Initiative - 1: Even Semester results (2<sup>nd</sup> and 4<sup>th</sup> Sem NEP Batch) were summarized, analyzed and submitted to the Principal.

Initiative - 2: The overall attendance for 1<sup>st</sup> semester, 3<sup>rd</sup> semester and 5<sup>th</sup> semester students were summarized, report is analyzed and accordingly students were asked for explanation about their low attendance. With proper explanation from students all the issues faced by them almost resolved.

Initiative - 3: Assigned mentors are regularly taking mentoring classes and discussing about their issues and as per recommendation of the mentors remedial classes were conducted and reflection of positive results also seen in the end semester results.

Initiative - 4: SWOC parameters were <sup>prepared</sup> analyzed and submitted to the authority.

Initiative - 5: Remedial classes, assignments, class tests were regularly conducted throughout the semester.

Initiative - 6: One regular faculty (contractual) and one guest faculty has been appointed by the authority for smooth running of the departmental work.

Adm  
25/05/25

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