



# HOLY CROSS COLLEGE

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

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"Educating hearts and minds"


## DEPARTMENT OF HUMAN PHYSIOLOGY

Date: 01.07.2024

### Notice

This is to notify all the faculty members of the Department that a Departmental Meeting will be held on **Wednesday, 3<sup>rd</sup> July 2024, at 10.40 am** in room no. F1-4 (Lab) to discuss the following agenda:

1. Planning of conducting upcoming even-semester practical examinations.
2. Planning of Teachers Training Programme.
3. Planning for the academic year 2024-2025.
4. Syllabus distribution for Odd Semester.
5. Misc.

  
1/7/2024  
HoD, Human Physiology

**HEAD**  
Department of Human Physiology,  
HOLY CROSS COLLEGE, AGARTALA

## **Departmental Meeting Minutes**

**Dated:** 3rd July 2024 (Wednesday)

**Place:** F1-4 (Lab)

**Time:** 10.40 am.

### **Members Present:**

1. Dr. Susmita Saha, HoD
2. Dr. Sandeep Roy Sarkar.
3. Dr. Ashish Kr. Singha
4. Mr. Kanak Chakraborty
5. Mr. Ujjal Malakar (Lab Attendant)

### **Agenda:**

1. Planning of conducting upcoming event Semester practical Examination.
2. Planning of Teacher's Training Programme.
- 3 Planning for academic year 2024-2025.
4. Syllabus distribution for odd semester.
5. Misc.


**Minutes of the meeting:**

1. Planning of conducting upcoming even-semester practical Examination done and lab has been set-up accordingly.
2. Discussion and planning was done to Smoothly conduct Teacher's Training Programme.
3. Academic Planning for year 2024-25 has discussion on following topics.
  - a. Parent-teacher meeting has been initiated to resolve the issue raised by individual Students along with Their parents and the event is going-on.
  - b. Planning and execution of Bridge Course on 'Introductory Physiology' was discussed.
  - c. Planning start for 4<sup>th</sup> batch CCLT of was discussed.
  - d. Planning for Conducting a workshop on IPR in collaboration with IQAC Cell. HCCA.
  - e. Requisition for chemicals and consumables for laboratory to be prepare for next upcoming semester.
  - f. Planning to conduct a workshop on research methodology for upcoming 5th Semester students.
  - g. Basic computer knowledge training for 1st semester students were planned.
  - h. The departmental duties and responsibilities were re-allocated and distributed.
4. Distribution of syllabus for odd Semester done among all the faculty members of the department.



5. Dr. Sandeep Roy Sarkar requested HoD to share the students feedback about teaching-learning and HoDs peer feedback (if any).

All the above resolution raises in the meeting was taken unanimously by all the faculty members present in the meeting.

  
9/07/2024

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## **Action Taken Report**

**Initiative-1:** Practical examinations of even semesters were successfully conducted


**Initiative-2:** Two-Days Professional Development Programme for Teachers on “Computer Aided Drug Designing” was conducted successfully with the proper approval of the authority for the faculty members of basic or allied sciences interested in Bioinformatics

**Initiative-3:** According to the academic planning for 2024-25

- a) Parent-teacher meetings for all semesters were conducted, and feedback was taken from both the parents and teachers.
- b) The 1<sup>st</sup> ever Bridge course for the 1st-semester student was conducted successfully; the examination was also taken, followed by the distribution of certificates according to their grades.
- c) The 4<sup>th</sup> batch of CCLT students are admitted, and classes are going on.
- d) One-day workshop on Intellectual Property Rights was conducted in association with IIC and IQAC Cell, HCA on 13<sup>th</sup> August 2024.
- e) Requisition of chemicals was prepared and order was given to the respective vendors after having the proper approval from the college authority.
- f) One-day workshop on “Research Methodology” for 5th-semester students conducted on 20<sup>th</sup> November 2024.
- g) One-day workshop on “ICT/Computing Skills” for 1st-semester students conducted on 21st November 2024.

h) Teachers/ Faculty members are actively looking after their assigned responsibilities and duties.

**Initiative-4:** The classes were taken and the syllabus was covered by the faculty members according to the syllabus distribution.

  
19/12/2024  
**HEAD**  
Department of Human Physiology,  
HOLY CROSS COLLEGE, AGARTALA