

Date : 10/4/24

Time : 12.40 pm

Venue : Faculty Room F-1-6

- Agenda :-
- ① Syllabus distribution
 - ② Preparation of laboratory supplies
 - ③ Preparation for upcoming laboratory visit of students of 8th semester.

Members Present :- Dr. Reemki Nath Sen Dr. Subhalaxmi Bhattacharyya
Dr. Subhalaxmi Bhattacharyya S. S. 10/4/24
Dr. Parichit Ray Chaudhury
Tapas Kumar Sharma 10/4/24
Piyasi Das Piyasi Das 10/5/24
Joti Debbarna - Joti Debbarna
10/4/24

Minutes :-

* Syllabus for Major and Minor curriculum of 2nd semester has been revised recently. Distribution of topics within the concerned members / Faculty of the department is carried out. Topics ~~are~~ are distributed among the two guest Faculty as well.

* New laboratory / museum specimens needs to sourced. The syllabus for practical curriculum of 2nd semester (NEP 2020) includes new specimens. List is prepared & preparation for placing order done.

* Online Classes will be held from 16/4/24 to 20/4/24 on the occasion of upcoming General elections. The college leavers ~~will~~ will be on election duty.

⊛ A short visit to the Department of Zoology of the University of Tripura has been planned. The visit is planned on 12th April 2024. The students of the 6th semester will be accompanied by the three Faculty members of the department of Zoology, HCC Agartala.

Action taken report:

- ⊛ Topics are distributed among faculty members.
- ⊛ Zoological specimens ordered are Dipnoi, Myxine. Permanent slides of cycloid & ctenoid scales are also ordered.
- ⊛ Study tour of 6th sem students to Dept. of Zoology of Tripura University conducted on 12th April 2024; completed successfully.
- ⊛ Online classes were held on 16th, 17th, 18th of April 2024.
- ⊛ Based on the requirements of the department, one Guest Faculty has been joined. Riyashi Das has joined as the guest faculty. on 9/04/2024.

Date: 1/5/2024

Time: 2.40

Venue: F1-4

- Agenda: *
- Update on ^{completion} portions of syllabus till date
 - Upcoming Workshop on Sericulture.
 - Plantation Program at Sipaipara

Members Present: Dr. Rumki Nath Sen

Dr. Subhalaxmi Bhattacharjee 01/05/24

Dr. Parichita Roy Chaudhury

Tapas Kumar Sharma 01/05/24

Piyashi Das.

01/05/24

Minutes:

- * Faculty members discussed about completion of syllabus till date.
 - * Dept. of Zoology, HCC Amtala will conduct a workshop on Sericulture in the upcoming days.
 - * Dept. of Zoology will conduct a program on plant sapling distribution, plantation program and interactive session at Sipai Para Village.
- The program will be held on 29th May at Sipai Para.

Action taken report:

① Aforementioned program held.

Date: 4/6/2024

Time: 11:40 am

Venue: Zoology laboratory F1-4C

Agenda: *

- Supply of chemical & glassware
- * Preparation for special lecture by Dr. Priyansh Chaudhuri.

Members Present: Dr. Rinki Nath Sen
Dr. Subhalaxmi Bhattacharjee (Bhattacharjee)
Dr. Parichita Roy Chaudhuri
Piyashi Das
Tapas Kumar Sharma
Jeni Debbarma.

4/6/24
Dr. Priyansh
Dr. Rinki

Minutes:

- * The incubator of the zoology laboratory has been serviced by Freedom Stores.
- * Required chemicals and glassware are supplied as per laboratory requirements by B.K. Enterprises. Few instruments have been ordered under the project fund. Chemical & glass goods are also ordered from fund of the project funded by the Dept. of Biotechnology, Govt. of Tripura.
- * Preparations are in process for organising a special lecture by Dr. Priyansh Chaudhuri. The lecture will be on the topic "Vermiculture & Vermicomposting".

The program is to be held on 24/06/24.

Date: 1/7/2024

Time: 11.45 am

Venue: Zoology laboratory F1-4C

Agenda: ① Preparation for upcoming exhibition on butterfly diversity.
② Preparation for TDP/TOPH practical examination of 4th semester & 2nd semester.

Members Present: Dr. Reonki Nath Sen

Dr. Bulchalam Bhattacharya Siddhanta

Dr. Parichita Roy Chaudhury

Piyashi Das

Tapas Kumar Sharma

Jeni Debbarma

Sen PIN

Minutes:

① Dept. of Zoology has planned to organise an "Exhibition and Popular Talk" on Butterfly Diversity in HCC Butterfly park and Indigenous Plants with special reference to the flora of HCC campus. This program is to be organised in collaboration with the College Biotech Club.

The aforementioned program is to be held on 10th July 2024, Wednesday at 11 am within college campus only.

The special Guest for the occasion will be Shri Anjan Sen Gupta, Joint Director, Directorate of Biotechnology, Govt. of Tripura.

- * The upcoming examination for TDP/TDPH course of 4th semester will start from 25/7/2024.
The same examination (TDP/TDPH) for 2nd semester (back paper) will start from 24/7/24.

Hence the routine for practical examination of the ~~two~~ semesters is prepared accordingly.

There will be practical examination of 5/8/24, 9/8/24, 12/8/24, 19/8/24, 20/8/24, 21/8/24 & 22/8/24

- * Required laboratory preparations for the ensuing practical examination will be done.

Date: 5/8/24

Time: 10.00 am

Venue: Zoology laboratory F1-4C

- Agenda:
- ⊗ Celebration of World Lion Day.
 - ⊗ Evaluation of TDPH/TDP practical answerscripts.
 - ⊗ Remedial class schedule preparation.
 - ⊗ Assignments to be provided to students.

Members present: Dr. Purni Nath Sen
Dr. Subhalaxmi Bhattacharjee S. Bhattacharjee
Dr. Parichita Ray Chaudhury
1

Minutes: ⊗ World Lion Day is on 10th August 2024.
Department of Zoology will be
conducting an intercollege competition for
slogan writing.

- ⊗ Evaluation of practical examination answerscripts going on
- ⊗ Schedule for remedial class to be prepared.
- ⊗ Students of 1st sem to be provided assignments.

Date : 27/08/2024

Time : 10.00 to 11.00 am

Venue : Zoology Laboratory F14C.

- Agenda :
- ⊗ Preparation of 3 yr plan for department.
 - ⊗ Initiation of small scale relief work for victims of recent flood.
 - ⊗

Members present : Dr. Kumbi Nath Sen
Dr. Subhalaxmi Bhattacharyee S. Bhattacharya
Dr. Parichit Ray Choudhury for

Minutes :

- ⊗ A detailed planwork for the upcoming 3 yrs/5 yrs is chalked out. Soft copy of the report to be sent to Principal's email and IGAC.

We will try to organise a national seminar / FDP (according to NAAC criterion) in the ensuing academic session.

- ⊗ Small scale relief work to be planned for victims of recent flood.

Book donation, donation of clothes & food items can be undertaken. The alumni association to be involved.

Dr. Parichit Ray, Choudhury for

Date : 24/09/2024

Time : 12.20 to 12.40 pm.

Venue: Faculty room F1-6

Agenda: (*) Preparations for visit to Anandonagar Apiary.

Members present: Dr. Hemli Nath San
Dr. Subhalaxmi Bhattacharjee ^{S. Bhattacharjee}
Dr. Parichita Ray Chaudhary ^{24/9/24}
Miss Piyashi Das. ^{Piyashi Das}
^{24/9/24}

Minutes : 1

- (*) An Exposure visit and interactive session by second semester students of Dept. of Zoology to Anandonagar Apiary is being organized. It will be a guided tour. It is organised in collaboration with the Biotech Club of Holy Cross College, Agartala.

The aforementioned program will be organised on 25/09/24

Date: 12/11/2024

Time: 10:00 to 11:00 am

Venue: Zoology Laboratory F-1-4C.

Agenda: (*) Preparation for a workshop on research methodology

Members present: Dr. Renuki Nath Son

Dr. Sudhalaxmi Bhattacharjee S. Bhattacharjee

Dr. Parichita Ray Chaudhury

Miss Piyashi Das

Jeni Delebarne

Minutes:

(*) Dept. of Zoology, Holy Cross College, Agartala will organise a workshop on research methodology. It will be a program for three consecutive days. The workshop is intended to be held from 27th November to 29th November 2024.

Resource persons for the said program will be Dr. Animesh Dey & Dr. Joydeb Majumder.

The program will be titled "Wings of Enquiry: A beginners guide to Butterfly Research Methodology".

The program will be held in collaboration with the College Biotech Club.

It will be sponsored by Directorate of Biotechnology, Govt. of Tripura.

Date: 04/12/24

Time: 10.00 to 11.00 am

Venue: Zoology Laboratory F1-4C.

Agenda: (*) Evaluation of answerscripts of TDP/TDPH
& NEP at TU.

(*) Class management for accomodating
the work schedule of members of Special
Committee for ASAR 2023-24 and NIRF 2024

Members Present: Dr. Rumli Nath Sen

Dr. Sulehalaxmi Bhattacharjee ^{Statter}

Dr. Parichita Ray Chaudhury

Miss. Piyashi Sen

Minutes:

(*) Central evaluation work of TDP/TDPH and
UG-NEP Even semester Exam 2024 will ~~be~~
start at the Examination Branch of
Tripura University.

Dr. Sulehalaxmi Bhattacharjee & Dr. Rumli Nath Sen
will be going for evaluation duty at TU.
Currently only Dr. Sulehalaxmi Bhattacharjee will
be available for the purpose.

(*) Special Committee for ASAR 2023-2024 &
NIRF 2024 has been declared.

Dr. Rumli Nath Sen & Dr. Parichita Ray Chaudhury
will be undertaking the aforementioned work.

Date: 08/01/25

Time: 10.00 am

Venue: Zoology laboratory.

Agenda: Preparation for internal examination.

Members present: Dr. Reemli Nalk Sen
Dr. Subhalaxmi Bhattacharjee
Dr. Parichita Ray Chaudhury
Miss Piyashi Das

Minutes:

- ⊛ Meeting included discussion on details of about the upcoming internal examination. Questions to be set by all the faculty members.
- ⊛ The department will arrange on a visit to the book fair. Students of all semesters who will be present on that day will be taken to the fair.
Intended date is 08/01/25.

Date : 12/02/25

Time : 15:20 pm.

Venue : Faculty room F1-6.

Agenda : Workshop on Bird watching

Members present : Dr. Remki Nath Sen.

Dr. Parichita Ray Chaudhury

Dr. Subhalaxmi Bhattacharyee

Miss Piyashi Das.

Minutes :

- ⊕ Today (12/02/25) a Workshop on Introduction to Birds and Bird watching ~~is~~ has been conducted in G-8.

Dr. Dipak Sinha, Asst. Professor of College of Agriculture, Lembeherra guided the students of the department and the faculty of Life Science on the day through a very interesting lecture. A short bird watching walk has been conducted. Students are able to recognise 4 different species of birds within Holy Cross College Campus only.

The watching ~~was~~ and identification is done with the help of ~~no~~ Merlin app and eBird app.

Department of Zoology
Holy Cross College, Agartala

Meeting Minutes

Date: 19th February, 2025

Venue: Science Faculty Room (F1-6)

Time: 2:00 pm

Agenda:

- 1) Exam result analysis and the findings
- 2) Class attendance and observation
- 3) Mentor-Mentee report and its impact
- 4) SWOC report of the department

Members Present:

Dr. Rumki Nath Sen
Dr. Parichita Ray Choudhury
Dr. Subhalaxmi Bhattacharjee
Miss. Jeni Debbarma

Meeting-minutes:

1) Exam result analysis and the findings:

Summary of the result of 4th semester TDPH and 2nd semester NEP 2020 batch was prepared and submitted to Fr. Principal on 12th Feb, 2025. An analysis of the result has been done and kept in departmental file. For 4th Semester TDPH examination, twenty-nine (29) students appeared for the exam, out of which twenty-eight (28) passed without any back paper and one (1) student passed with back paper in FNDC4. Of the twenty-eight students, one student got SGPA above 8, five students above 7, twelve students above 6, nine students above 5 and one student above 4.

For NEP 2nd semester, of the total forty-two (42) students, forty-one (41) appeared and passed. One (1) student could not appear for the exam as he was suffering from chicken pox. Two (2) students got back paper in one subject. Six (6) students got SGPA 9 and above, fifteen (15) got 8 and above, sixteen (16) got 7 and above, two (2) got 6 and above and two (2) students got 5 and above. Further analysis of the result has been done and kept in departmental file.

2) Class attendance and observation:

It has been observed that the attendance of the students of 5th semester TDPH has reduced which might be because of the fact that the syllabus has been covered and revision classes are going on. They are expecting their semester exam soon.

Attendance percentage of NEP batch has also reduced because of completion of the syllabus. The students are also participating in the ongoing Tejas 12.0 competitions.

Attendance percentage of 3rd semester NEP batch is average. We are monitoring the attendance percentage and motivating the students regularly.

Department is communicating with the students/ Parents of the students who are not regular in the classes.

3) Mentor-mentee report and its impact:

Mentor-mentee classes are taken regularly as per the weekly schedule. List of mentoring sessions are recorded in the available record book. Issues regarding academic performance, attendance, N-list and library usage, maintaining decorum within college campus are discussed with the mentees. As mentors the faculty members try to motivate the mentees and instil passivity in them. Few cases which are out of score in the department are referred to the Department of Counselling Psychology.

A mentor-mentee report has held the department to monitor the academic development/ performance, regularity in classes and in identifying specific issues, if any. The department has been able to motivate some of the students in improving their attendance, overall academic performance and participation in different activities.

4) SWOC of the Department:

SWOC of the department has been reviewed and necessary changes has been incorporated. A copy of the analysis has been kept in the departmental file.

Dr. Rinki Nath Sen (Haldar)
19/02/2025

Dr. Subhadra Chatterjee
19/02/2025

Dr. Parichit Ray Choudhury
19.2.25

Jai Debban 19/2/25

Date : 12/3/2025

Time :

Venue : Zoology laboratory

Agenda : *

- * Detailing answerscripts to students
- * Collecting updates about syllabus completion
- * Examination form submission

Members present : Dr. Ronki Nath Sen
Dr. Parichita Ray Choudhury
Dr. Subhalaxmi Bhattacharyee
Miss Piyashi Das

Minutes :

* Answerscripts of the recently concluded tests for internal examinations were shown to the students. Students of all the three semesters (1st, 3rd & 5th) were shown their answerscripts.

* The Head of the Department collected updates on syllabus completion from all the members of the faculty.

* From 10th of March the students of 5th semester has gone been given study leave.

* Exam form submission has started for the students.

**DEPARTMENT OF ZOOLOGY
HOLY CROSS COLLEGE, AGARTALA**

REPORT ON DEPARTMENTAL MEETING

Date: 01/04/2025

Venue: Zoology Laboratory (F1-4)

Time: 9:15 AM to 2:00 PM

Agenda of the meeting:

- 1) Evaluation of the odd-semester 2024-2025
- 2) Planning for even-semester 2024-2025

Members present:

- 1) Dr. Rumki Nath Sen
- 2) Dr. Parichita Ray Choudhury
- 3) Dr. Subhalaxmi Bhattacharjee
- 4) Piyashi Das
- 5) Jeni Debbarma

1. EVALUATION OF THE ODD-SEMESTER 2024-2025

- 1) For 1st semester students, we have successfully completed the Orientation Program and Bridge Course.
- 2) For enrichment of the departmental museum submission of Zoological specimens were done by the students of the 1st semester as a part of internal assessment.
- 3) Regarding laboratory requirement quotations have been invited from four different vendors which will be placed before the college authority for further action.
- 4) Department has successfully conducted internal assessment for all the three odd semesters, papers were evaluated, shown and feedbacks were given to the students, marks tabulated and kept ready to be fed to university portal.

Based on the performance re-assessment was conducted for the students who could not secure pass marks for the internal assessment.

- 5) Preparedness for examination: For all the semesters, especially 1st semester, topic-wise question-answers were provided, discussion on important topics were held repeatedly. Remedial/Revision classes on requirement basis were planned and conducted for both Theory and Practical.
- 6) Students were guided by respective mentors on how to prepare for the upcoming semester exam. Regular updates were taken from the students regarding their syllabus completion and preparedness for the upcoming End Semester Examination.
Attendances of the students were monitored regularly. Students were motivated for regular usage of Libraries and N-LIST.
- 7) This academic session Skill Enhancement Course (Vermiculture and Vermicomposting) was conducted for both 1st and 3rd semesters.

Regular classes and visits to the vermicomposting pit within the college campus were conducted. While low attendance of students of the 3rd semester was an issue, attendance of students of the 1st semester was moderate.

Two assignments (each of 20 marks) and one project work (of 40 marks) was collected from students of both the semesters.

Separate mark was assigned for regular attendance to encourage the same.

- 8) For the students of odd-semester one Three-Day Workshop on Butterfly Research Methodology was conducted to enhance research aptitude of the students and to train them with basic methodologies of research. In addition, another six days workshop on bird watching was also organized by the Department to actively engage odd semester students in identification and tracking of avian population.
- 9) As a part of the course curriculum, a field visit was conducted for the 5th semester students in Saint Andre Minor Seminary at Bodhjung Nagar to study and record the fauna of the area.
- 10) Department took initiative to celebrate significant days such as Lion's Day, World Animal Day, Christmas Day, Darwin's Day; etc., through Departmental Board preparation and display.
- 11) 2nd batch of certificate course on Forensic Science was completed.
- 12) Departmental preparations are going on for upcoming semester practical examination.

2. PLANNING FOR EVEN SEMESTER 2024-2025

- 1) Review of the syllabus of 2nd and 4th semester (NEP) and 6th semester TDP/TDPH will be done.
- 2) Syllabus distribution among the faculty members will be done for on time preparation of study plan and lesson plan.
- 3) Review of the syllabus for the AECC and Skill Enhancement courses will be done by concerned teachers.
- 4) Teacher wise distribution for 6th semester projects were planned and the topics will be assigned to the respective students after the End Semester Examination.
- 5) Student Internship Program may be planned in collaboration with Tripura Biodiversity Board as per requirement.
- 6) Students of 3rd Semester are/will be guided for participation in 8th Student Project Program to be organized by Department of Science & Technology, Government of Tripura.
- 7) For continuation of College Biotech Club Project, research activities will be planned and executed with 6th Semester students.
- 8) After proper reviewing of the syllabus, laboratory purchases will be done accordingly.
- 9) Department of Zoology is planning to provide certificate course in the form of add-on courses on Forensic Sciences.
- 10) Different activities such as Exhibitions/Workshop/Seminar/Field Trip/Outreach programs will be planned and conducted as per requirement.

Dr. Runki Nath Sen

(Signature) 01/04/2025

Dr. Subhalaxmi Bhattacharjee

01/04/2025

Dr. Parichit Ray Choudhury

1.4.25

Pijushi Das 01/04/2025

Jeni D/B 1/4/2025