



"Educating hearts and minds"

HOLY CROSS COLLEGE

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

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DEPARTMENT OF HUMAN PHYSIOLOGY

Date: 24.01.2024

Notice

This is to notify all the faculty members of the Department that a Departmental Meeting will be held on **Thursday, 25th January, 2024 at 10.40 am** in room no. F1-4 (Lab) to discuss the following agenda:

1. Planning of conducting upcoming odd semester practical examination.
2. Distribution of departmental tasks.
3. Planning for engagement of 2nd semester students (NEP batch) after end semester examination.
4. Celebration of Science Day on 28th February.
5. Planning of conducting Social Outreach Program.
6. Syllabus distribution for Even Semester.
7. Misc.


24/01/2024
HoD, Human Physiology

HEAD
Department of Human Physiology,
HOLY CROSS COLLEGE, AGARTALA

Departmental Meeting

Dated: 25-01-24.

Place: Departmental Lab (F1-4)

Time: 10:40 am.

Members Present:

1. Dr. Susmita Saha HoD
2. Dr. Ashish K. Singha
3. Dr. Sandeep Ray Sarkar.
4. Kanak Chakraborty.
5. Ujjal Malakar

Agenda:

1. Planning of conducting upcoming odd semesters practical examination.
2. Distribution of departmental tasks.
3. Planning for engagement of 2nd semester students (NEP-batch) after end semester examination.
4. Celebration of Science Day on 28th February.
5. Planning of conducting social outreach program.
6. Syllabus distribution for Even Semester.
7. Misc.

Minutes:

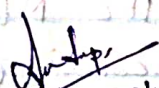
1. Planning was done for conducting upcoming semester practical examination going to be start from 31st of January 2024. All the members present in the meeting were well-aware and informed for their duties for the examination.
2. Departmental Responsibilities:
 - Dr. S. R. Sarkar - Lab, stocks and registers, Website.
 - Dr. A.K. Singh - Meeting-minutes preparation
Action taken / ERP
NAAC Related documents.
 - Mr. K. Chakraborty - Student related responsibilities.
Report preparation.
 - Dr. S. Saha - Departmental documentations.
and other departmental works/tasks activities.
3. Planning was set to engaged the NEP batch are as follow -
 - a. Online quiz, and
 - b. An outreach programme was planned for the month of February.
 - c. Invited lecture to conduct, and
 - d. Students are asked to prepare models so that they can exhibit their model.

The above mentioned (Proposed) schedules are decided unanimously.
4. Online Quiz competition will be organised for the celebration of Science Day.

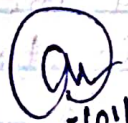
5. Planning was done to conduct an outreach programme in the month of February.

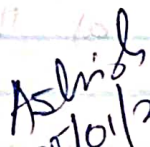
6. The syllabus for next even semester was distributed among all the Faculty members of the department.

7. This is proposed and agreed that all issues/unsolved matters/students feedback will be discuss within departmental members and/or discuss in departmental meeting before making a complain.


25-01-24


25/01/24


25/01/2024


25/01/24

Action taken Report

Initiative #1: Examination for Practical for all Semesters was conducted on due time and answer scripts were evaluated and the marks were submitted.

Initiative #2: All the Faculty members Act accordingly the responsibilities assigned to all.

Initiative #3: The NEP-2020 batch was engaged accordingly to ~~plan~~ proposed plan.

Initiative #4: An online quiz competition was conducted to celebrate National Science Day on 29th Feb, 2024.

Initiative #5: A study trip was organised on 10th of April 2024 including all the 6th Semester students to National Institute of Technology, Agartala, as part of the Outreach programme.

Initiative #6: The syllabus for next even Semester was distributed among all the Faculty members of the department and on per that distributed syllabus all the Faculty members prepared their Lesson plan and study plan and submitted to Department.

Initiative #7: Matter is complied.

02/05/2024
HUL
Department of Physiology,
AGARTALA