



"Educating hearts and minds"

# HOLY CROSS COLLEGE

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

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## DEPARTMENT OF HUMAN PHYSIOLOGY

Date: 27.08.2024

### Notice

This is to notify all the faculty members of the Department that a Departmental Meeting will be held on **Tuesday, 27<sup>th</sup> August 2024, at 10.00 am** in room no. F1-4 (Lab), as per the instructions from the authority to discuss the following agenda:

1. 3-year academic plan.
2. Syllabus distribution for the 5<sup>th</sup> Semester.
3. Planning for donations for flood-affected people
4. Misc.

  
HoD, Human Physiology 27/8/2024

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

## **Departmental Meeting Minutes**

Date: 27.08.2024

Place: F1-4 (Lab)

Time: 10:00 am- 11:00 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. 3-year academic plan.
2. Syllabus distribution for the 5th Semester.
3. Planning for donations for flood-affected people
4. Misc.

### **Minutes of the meeting:**

1. Academic planning for next three years was done and divided into two categories (Short-term plan and Long-term plan) with the following topics:

#### **Short-term Plan:**

Discussion on smoothly running of CCLT course, bridge course for first semester students were done. Planning for Physioverse, departmental newsletter, national conference and student centric workshop/activities were also done. It is also decided to conduct Parent-teacher meeting, Special lectures and FDPs on coming days.


### Long-term Plan:

As a part of long-term plan of the department, discussion on setting up a central laboratory and proper research setup for Microbial and Molecular Biological works was done. There was also a discussion about implement new certificate courses for the students and introducing PG course in Human Physiology in coming years.

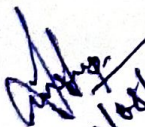
2. The 5<sup>th</sup> Semester syllabus was distributed topic wise to the departmental faculties
3. A discussion and planning was done on donations for flood-affected people of Tripura and it was decided to collect clothes from both faculties and students and raising some funds for the mentioned purpose.
4. In connection with the academic plan, a detailed discussion was done according to the present syllabus for P.G (M.Sc. Human Physiology) of Tripura University and discussion was also done on necessary instruments and consumables required for smoothly running the course.

All the above resolutions raise in the meeting was taken unanimously by all the faculty members present in the meeting.

  
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## Action Taken Report

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Initiative - 1: The 4<sup>th</sup> batch of CCLT course has been started and classes are going on smoothly. For the first semester students (NEP batch) bridge course was conducted. Student centric workshop on ICT and Research Methodology were also conducted. Parent-teacher meeting feedbacks were discussed among the faculty members of the department.

Initiative - 2: The 5<sup>th</sup> Semester syllabus was distributed among the departmental faculty members and lesson plan and study plan were prepared accordingly.

Initiative - 3: As planned earlier, clothes were collected from both the students and faculty members and submitted to the assigned room where other students and faculty members from the various departments submitting the same to help flood-affected people of Tripura. Some funds also (individually) submitted to the donation box by the students and faculty members.

Initiative - 4: In connection to the 6<sup>th</sup> semester project work required consumables and instrument list was prepared and requisition was submitted to the office. After proper approval from the authority, order was placed to concerned vendors.



19/12/2024

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