

Holy Cross College, Agartala

Department of Human Physiology

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

Dated: 14.02.2025

Meeting Notice

This is to inform all concern that a short departmental meeting will be held on 20.02.2025 at 2.00 pm in the room number F1-4 (Departmental Lab) to discuss the following agenda.

Agenda:

1. Syllabus review
2. Internal marks entry
3. Preparation of Labs for upcoming Practical Examination
4. Monitoring absentees
5. Class attendance of the students of all the semesters.

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HoD

Human Physiology

HEAD
Department of Human Physiology,
HOLY CROSS COLLEGE, AGARTALA

Departmental Meeting Minutes

Dated: 20-02-2025

Place: Departmental Lab. (F1-4)

Time: 2:00 PM

Members present:

Dr. Ashish Kumar Singh, HOD (i/c)

Dr. Sandeep Roy Sarkar

Mr. Komal Chakrabarty

Ms. Sudeshna Bhattacharya

Ms. Anisha Saha

Agenda:

1. Syllabus Review
2. Internal marks entry
3. Preparation of lab for practical and upcoming exams.
4. Monitoring absentees
5. Class attendance of the students of all the semesters.

Minutes of the meeting:

1. Completion of the syllabus by each faculty members of the department for all the semester has been reviewed. It is also kept in the mind of faculty members that for 3rd Semester Major/Minor, Minor and Interdisciplinary papers they can 4/5 classes more and finish the syllabus as soon as possible.
2. Discussion about the lab preparation for upcoming practical exams (end semester) and regular practical classes done as per requirement.
3. Discussion was done on absentees (Student, who continuously missing classes at least for 3 days) and their monitoring by assigned

mentors. Planning was done to contact them on regular basis by whatsapp, mail and calls and motivate them to attending classes.

4. Discussion was done on entry of internal marks on the portal on due date and a departmental representative will be assigned for this particular task.
5. Discussion was done on regularly monitoring student attendance of all the semester and at the end of each month and motivating the students after informing the low attendance group to attend the classes for their betterment.

All the above resolutions raised 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: All the university end semester practical exams for both 1st semester (NEP and batch) and 5th semester (TDP/TDPH) conducted successfully.

Initiative - 2: All the faculty members covered the assigned syllabus before time and materials for study purpose already been shared for their convenience.

Initiative - 3: The internal marks for the end semesters were successfully entered on the portal by Dr. Anshika Kumar Singh, HOD (I/c) with the help of Dr. Sandeep Roy Sarkar.

Initiative - 4: All the assigned mentors of different semesters continuously monitoring the regular absentees and motivating them to attend the classes.

Initiative: At the end of each month student attendance are continuously downloaded and students are informed for about their less attendance (if they have). They are motivated by the mentors for attending their classes regularly.

Asst
26/05/25

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Department of Human Physiology,
HOLY CROSS COLLEGE, AGARTALA