


Ref. No. HCCAGT/SOC/Department-Meeting/2024-25/05

Date: 31/03/2025

NOTICE

This is to notify all faculty members of the Department of Sociology about an upcoming departmental meeting scheduled for 1st April 2025, at 12:40 pm in room F1-12. This meeting has been called by the authority.

Best regards


31/3/25

Sentienla
HOD, Department of Sociology
Holy Cross College, Agartala

HEAD
Department of Sociology,
HOLY CROSS COLLEGE, AGARTALA

HOLY CROSS COLLEGE,
Agartala
Department of Sociology
Department Meeting
Academic Session: 2024-25 (Odd Semester)
Time: 12:40 pm – 1:50 pm

Date: 01-04-2025

Faculty members in the attendance:

1. Ms. Sentienla, Head of the Department & Assistant Professor, Department of Sociology
2. Dr. Sharmistha Chakraborty, Assistant Professor, Department of Sociology
3. Mr. Joel L. Darlong, Assistant Professor, Department of Sociology
4. Mr. Genesis Debbarma, Assistant Professor, Department of Sociology
5. Ms. Sara Debbarma, Assistant Professor, Department of Sociology

Meeting Minutes:

During the department meeting held on 1st April 2025, several important points were discussed:

1. **Syllabus Distribution:** For the upcoming even semester, the syllabus has been distributed, and proper planning has been done regarding who will be handling each paper and unit.
2. **Bridge course:** A bridge course will be conducted on the topic of Research Methodology, and it has been decided that all faculty members will be part of it.
3. **Re-distribution of Department Responsibilities:** To ensure the smooth functioning and better performance of the department, the distribution of responsibilities has been revised. During discussions, the following key responsibilities were assigned:
 - Meeting Minutes: SEN & SAR
 - Preparing Notices for Assignments, Class Tests, and Other Activities: SEN & GD
 - Analysis of Exam Results, Internal Assessments, and Attendance: SEN
 - Department Timetable: SEN
 - Remedial/Tutorial Classes: JD & SAR
 - Mentor-Mentee: GD & SAR
 - Alumni Details: JD
 - Student Details: SEN
 - Student Scholarships and Progress: JD & SHC

Sara Debbarma
Meeting Minutes prepared by,
Sara Debbarma

Sentienla
1/4/2025

Genesis
1/4/25

Joel
01/04/25

Sharmistha
10-04-25