



"Educating hearts and minds"

HOLY CROSS COLLEGE

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

Tripura University Reg. Code: 17

Jubatara, P.O. Lembucherra, Tripura West Pin-799210

Phone: 0381-2915930, +91 9402315672

email- principalhccagt@gmail.com

Web: www.holycrosscollege.in

DEPARTMENT OF HUMAN PHYSIOLOGY

Notice

Date: 31.07.2023

This is to notify all the faculty members of the Department that a Departmental Meeting will be held on Tuesday, 1st ^{August} ~~April~~, 2023 at 2.30 pm in room no. F1-4 H. Phy. Lab to discuss the following agenda:

Agenda:

1. Preparation of Lesson Plan and Study Plan for the upcoming semester.
2. Planning for the 2nd, 4th and 6th Semester Practical Exam.-2023 starting from 7th August, 2023.
3. Misc.


31.07.23

HoD, Human Physiology

HEAD
Department of Human Physiology,
HOLY CROSS COLLEGE, AGARTALA

Departmental Meeting

(41)

Date : 01st Aug, 2023

Place : HCCA, Room no - F1-4, H. Phy lab

Time : 2:30 pm.

Members Present : Dr. Sandeep Roy Sarkar, HoD
Dr. Susmita Saha, Asstt. HoD.
Ms. Jahnabi Saha
Mr. Ujjal Malaker

Agenda :

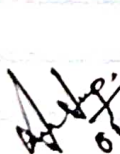
- 1) Study plan lesson plan preparation.
- 2) Semester Practical Exam preparations.
- 3) Handover of charge to new HoD, H. Phy.


Minutes :

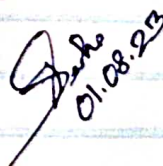
1) All members agreed to prepare the Lesson/study plan and submit within 1st week of August. and study plan will be submitted within 31st August.

2) Preparation for pract. exam. were discussed and listed out: works to be done.

3) HoD seal, Almirah key and other official documents were handed over to newly appointed HoD madam Dr. Susmita Saha.


01-08-2023


01/08/2023


01.08.23

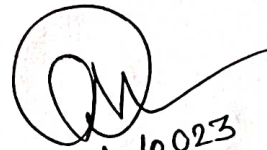

01/08/23

Action Taken Report
Departmental Meeting
Held on 01.08.2023

Initiative-I: Study plan and the lesson plan was prepared by all faculty members and submitted as soft copy and a hard copy of the same. Hard copies of study plan and lesson plan are kept in the departmental file.

Initiative-II: Lab preparation for semester practical examinations were done and the exams were conducted successfully.

Initiative-III: Dr Susmita Saha, Asst Professor has taken over the charge as HoD from Dr Sandeep Roy Sarkar on 1st August 2023.



13/10/2023

HEAD
Department of Human Physiology,
HOLY CROSS COLLEGE, AGARTALA



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DEPARTMENT OF HUMAN PHYSIOLOGY

Notice

Date: 17.08.2023

This is to notify all the faculty members of the Department that a Departmental Meeting will be held on **Friday, 18th August, 2023 at 10.30 am** in room no. F1-4, Human Physiology Lab to discuss following agenda:

Agenda:

1. Preparation of Study Materials for upcoming semester.
2. Planning for the distribution of departmental works.
3. Self-evaluation on students' feedback for further improvement.
4. Planning for distribution of students under Project Guide and Project topics as per TU norms.
5. Misc.

HoD, Human Physiology

HEAD
Department of Human Physiology,
HOLY CROSS COLLEGE, AGARTALA

DEPARTMENTAL MEETING

Date: 18. 08.2023

Place: Human Physiology Dept. (Lab F1 – 4)

Time: 10:30 am

Members Present: Dr. Sandeep Roy Sarkar
Dr. Ashish Kumar Singha
Mrs. Jahnabi Saha
Dr. Susmita Saha
Mr. Ujjal Malakar

Agenda:

- 1) Study materials preparation for upcoming semesters.
- 2) Distribution of departmental works.
- 3) Self-evaluation on student's feedback for further improvement.
- 4) Planning for distribution of students under project guide and topics as per TU norms.
- 5) Misc.

Minutes:

1. Planning was done for the preparation of the study materials. It has been decided to provide study materials within 15 days of the given class lecture.
2. Planning is done for the distribution of different departmental works among the faculties. Responsibility related to the laboratory was given to SRS Sir, all the report writing and report sending work was given to AKS Sir, Class attendance and writing of meeting minutes was given to JS Madam, and all the NAAC-related work was assigned to SS Madam.
3. Students' feedback was analyzed for further improvement. It has been decided to take classes using ICT tools.
4. Planning is done for the distribution of students under the project guide. Project topics have not been selected but, it has been decided to give review work to two students and the rest of the students will be given lab/field-based work.
5. Planning is done for mentoring-related works.
6. A proposal has been given to organize an Invited lecture during the last week of September 2023. Planning is done for the preparation of letters, brochures, and questionnaires.

Action taken Report

Initiative #1:

Study materials are prepared and shared with respective students group within due course in google classroom by all the faculty members.

Initiative #2: Different activities and workload of department was distributed among all the faculty members equally.

All the faculty members have followed the respective responsibilities and ^{started} already working on per their assignment.

Initiative #3:

Students feedback were analysed and improvisation is going on the basis of feedback. Students are having more ICT enable classes.

Initiative #4:

5th Sem Students are distributed among all the faculty members equally to do the project work.

Initiative #5:

All the faculty members were keeping proper mentoring record.

Initiative #6:

A Workshop already organised in the month of September 2023, entitled "One-day International workshop on Carer awareness" in the month of September 2023.

Initiative # 7:

Classes for 1st Semester (Major) student has already started.

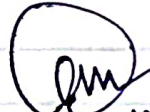
Initiative # 8:

Required lab consumables and chemicals were already purchased.

Initiative # 9:

A MoU proposal was sent to Tripura University, but rejected because the college have already a MoU with Tripura University through other sister department.

Another MoU with another Institute are in the stage of discussion.


10/01/2024

HEAD
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HOLY CROSS COLLEGE, AGARTALA



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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 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.

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 was 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 to 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 out-reach 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.

[Signature]
25-01-24

[Signature]
25/01/24

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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 as per that distributed syllabus all the Faculty members prepared their Lesson plan and study plan and submitted to Department.

Initiative #7: Matter is compiled.