



"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

## Exam Committee Meeting Minute

Date: 17<sup>th</sup> January, 2024

The Exam Committee meeting of Holy Cross College, Agartala took place in F1-11 at 2.00pm to discuss various things related to upcoming Odd Semester Exams 2023 (Held in 2024).

The following members were present in the meeting:

1. Dr. (Fr.) Benny K. John
2. Dr. Moumita Dey *Moumita Dey*
3. Dr. Sushobhan Sengupta *Sushobhan Sengupta*
4. Dr. Rumki Nath Sen *Rumki Nath Sen*
5. Dr. Debasish Datta *Debasish Datta 17/1/24*
6. Mrs. Sentienla *Sentienla*
7. Dr. Mainul Islam *Mainul Islam 17/1/24*
8. Mrs. Sharmili Chakraborty *Sharmili Chakraborty 17-1-24*
9. Ms. Mandrita Saha *Mandrita Saha 17/1/24*
10. Dr. Debashree Lodh *Debashree Lodh 17/01/2024*
11. Mr. Rajesh Kr. Nath *Rajesh Kr. Nath 17/1/24*

Following points are discussed:

- i. The Odd semester exams are starting from 29<sup>th</sup> January 2024. Along with BBA and TDP this time we are having 1<sup>st</sup> NEP batch exams.
- ii. Internal Marks of all the semester must be ready with the HoDs, as soon the portal will be open these should be entered.
- iii. As there are many new departments and new teachers in the college, instructions should be circulated properly through HoDs so there will be less confusions.
- iv. A guideline will be prepared for the invigilators for their reference.
- v. The committee proposes that if any leave(s) is/are applied and duly granted by the concern authority, it should be intimated to the exam committee members **07 days** prior to the commencement of the concern examination, except in cases of emergency.

Prepared by

Rajesh Kr. Nath  
Chair, Exam Committee

**CHAIR**  
Examination Committee,  
HOLY CROSS COLLEGE, AGARTALA

Principal  
Holy Cross College, Agartala  
PRINCIPAL  
HOLY CROSS COLLEGE  
AGARTALA



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## Exam Committee Meeting Minute

Date: 5<sup>th</sup> July, 2024

The Exam Committee meeting of Holy Cross College, Agartala took place in F1-11 at 2.00pm to discuss various things related to upcoming Odd Semester Exams 2023 (Held in 2024).

The following members were present in the meeting:

1. Dr. (Fr.) Benny K. John

2. Dr. Moumita Dey

3. Dr. Sushobhan Sengupta

4. Dr. Rumki Nath Sen

5. Dr. Debasish Datta

6. Mrs. Sentienla

7. Dr. Mainul Islam

8. Mrs. Sharmili Chakraborty

9. Ms. Mandrita Saha

10. Dr. Debashree Lodh

11. Mr. Rajesh Kr. Nath

Following points are discussed:

1. The second internal exams for TDP batch should be taken immediately as their semester exams will be in the next month.
2. The deadline for the submission of Project and Viva date for final semester should be decided by the departments as early as possible.
3. As BBA and PG Exams are already over and their classes will be there, that thing has to be considered while preparing the invigilation duty list.
4. NEP batch may have their exams later, their classes can also be there.
5. Bills for the 1<sup>st</sup> Semester VAC and SEC courses to be submitted to Tripura University as soon as possible.
6. The responsibility of the Exams Committee has been distributed among the members for the smooth functioning of the committee.

Prepared by

  
05/07/2024

Rajesh Kr. Nath

Chair, Exam Committee,  
Examination Committee,

HOLY CROSS COLLEGE, AGARTALA

  
Principal

Holy Cross College, Agartala  
PRINCIPAL  
HOLY CROSS COLLEGE  
AGARTALA