

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

Notice

Date: 25/05/2023

This is to notify all the faculty members that a faculty meeting will be held on Friday, May 26, 2023 at 2:00 pm in the Board Room to discuss the following agenda given below.

Agenda:

- 1. Even-Semester Internal Exams
- 2. Department wise reporting on the status of syllabus coverage
- 3. Academic Calendar 2023-24
- 4. Teacher's Academic Handbook
- 5. Mentor-mentee record format
- 6. Career Advancement Scheme update
- 7. Any Other.

Dr. Fr. Benny K

Principal, Holy Cross College

PRINCIPAL HOLY CROSS COLLEGE AGARTALA

Copy to:

- 1. Principal's office for record.
- 2. Vice Principal for kind information.
- 3. Faculty rooms for information.
- 4. IQAC Coordinator for kind information.



"Educating hearts and minds"

HOLY CROSS COLLEGE

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Web: www.holycrosscollege.in

Minutes of the Faculty Meeting of the College held at Board Room of the College Premises on Friday, the 26th May, 2023 at 2:00 p.m.

Present:

Dr. Fr. Benny K John, CSC, Principal - Chairman

Fr. Joe Paul - Vice Principal

and 50 other members whose names appear on the Attendance Register.

SI. No.	Subject	Details
1.	Chairman	Dr. Fr. Benny K John, CSC, Principal of the College took the Chair.
2.	Even-Semester Internal Exams	 It was decided that the internal examination of the Even-semester students will be conducted in between 19th June, 2023 to 27th June, 2023. Every Department will be responsible to take the Exam for the students of their own department. The Examination Section will not take any responsibilities. The Examination will be taken for 20 marks and a short Syllabus (depending on the syllabus covered till date) will be given to the students for that.
3.	Department wise reporting on the status of syllabus coverage	The HoD of all the departments briefed about their progression in term of syllabus covered till date. All are in good place to complete the syllabus in time.
4.	Academic Calendar 2023- 24	On behalf of the 'Academic Calendar 2023-24' preparing team, Sir Rajesh Kr. Das informed that they have completed most of their part and after vacation they will submit it to the Principal for approval and it will be ready by June, 2023.
5.	Teacher's Academic Handbook	1. A detail discussion was done on 'Academic Handbook', which need to be maintained by the faculty members individually or department-wise and all are

requested to give their suggestions for that to finalize a common format.

- 2. Fr. Principal informed that the faculty members will get 'leave salary' for the granted leave they did not enjoy. Teachers are requested to keep records of the mentoring sessions they will have with their students.
- 1. The Authority referred the UGC Gazette notification of 2018 and the service rules available in the college Scheme update website for CAS. Faculties can Apply for promotion when it is due as per the rules.
 - 2. The last date for submitting the Self Appraisal report is extended up to 22nd June, 2023, for Contractual faculties as well as regular faculties.
- 8. Miscellaneous

Mentor-mentee

record format

Advancement

Career

6.

7.

- 1. The NAAC Criteria coordinators and all the departments are requested by the IQAC Coordinator to submit the SSR information by 7th of every month and AQAR information by 15th of every month, to the IQAC. 2. They are also requested to submit SSR information in the
- month of June, 2023 for the Period July, 2022 to May, 2023. 3. A 'Research facilitation team' of 6 members was formed by the College authority. The members are Dr. Dipanwita Choudhuri (Coordinator), Dr. Shankha Shubhra Bhadra (Asst. Coordinnator), Dr. Faruk Ahamed, DR. Sandeep Roy Sarkar, Dr. Tamina N. S. and Dr. Sharmistha Rakshit.
- 4. A team was formed for looking after the matters related to NEP. The members are Dr. Anamika Bhowmik. Mr. Rajesh Kr. Nath and Mrs. Rupa Saha. One member from every department will assist them in need.
- 5. Fr. Principal informed about the 'Alumni meeting' to be held on 27th May, 2023 as decided earlier, with 150 members.

9. Vote of thanks There being no other business, the Chairman thanked the members and declared the meeting closed.

repared By,

Asst. Professor, Dept. of Commerce

Approved By.

Dr. Fr. Benny K John, CSC, Principal

Chairman

PRINCIPAL HOLY CROSS COLLEGE JUBATARA, LEMBUCHERRA, P.O.

AGARTALA, W. TRIPURA-799 210

Dated,

26th May, 2023

Page 2 of 2

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FACULTY MEETING

Attendance Report: 26.05.2023

Sl.No.	Name of Faculty	Signature
1	Dr. Bonng K John Ox	Sm.
2	Dr. Subhaloon Shattachanger	
3		Shattodoyee.
4	Dr. Anamika Bhaumik	Par 293/23
5		\$26/05/2023 \$18 -26/5/23
6	Ds Formina NS Sarrajit BISWAS	53 26/5/23
7	Dr. Debarree Loth	JEST 26/05/23
8	Dr. Sudipta Sinha.	26/05/23 ·
9	Dr. Susmita Saha	La 26/05/2028
10	Ms. Japashi Saha	Sala 26 05 23
11	Ms. Mandrila Saha	Maha 26/05/23
12	Dr Subhash Ochmalh	Do 24/05/23
13	deldinthang parlong	Asses
14	Sangthanzuala Dailo	falmentales
15	Timothy Tripure	T-pripure 26/05/23
16	Rupa Soha	Platre 16/05/23
17	Nazmun Nahar Bajan	Bell 26:05:23
18	Lalita Reang	\$605/23
19		\$ -26/05/29
20	Dr. Sukanya Blassackarjes Dr. Blassarufa Datta	Bonta 26.5.23
21	Paushali Das	(aujos 23 ·
22	Diponiti Pocipusca Di Ashrish & Singh	Drich 26105/22
23		Ashir 26/05/23
24	Dr. Sandey Roy Surkan.	Algress
25	2n. Dipanwita Chaudhuri Sil	26 5 23
26	Tool dalenghina Darlong	a for de for ords
27	Dr. Hainer Geslang	Quel 5/23 Quel 5/2/28 Quel 5/2/28
28		
29	Snavenile Chaltzaborty	826.05 23
30	Subhajit Paul	Sant 26/5/23

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34 Da 35 As	· Mourrita Dey. · Lunki Nalh Ser	Reyn. 26/05/2023
34 Da	· Mourrita Dey. · Lunki Nalh Ser	Reyn. 26/05/2023
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	Famile Shamed	26-05.23
	2. Ultam Chakrabody	5 26/5/28
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Notice

Date: 14/11/2023

This is to notify all the faculty members that a faculty meeting will be held on Wednesday, November 15, 2023 at 2:30 pm in the Room No. F1-08 to discuss the following agenda given below.

Agenda:

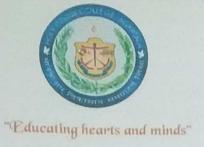
- 1. Upcoming Graduation Day.
- 2. Upcoming Fresher's Day and investiture ceremony.
- 3. Teaching-learning update.
- 4. Any other.

Copy to:

- 1. Principal's office for record.
- 2. Vice Principal for kind information.
- 3. Faculty rooms for information.
- 4. IQAC Coordinator for kind information.

Principal, HCC

PRINCIPAL HOLY CROSS COLLEGE AGARTALA



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Minutes of the Faculty Meeting of the College held at Room no. F1-08 of the College Premises on Wednesday, the **15th November**, **2023** at 2:30 p.m.

Present:

Dr. Fr. Benny K John, CSC, Principal – Chairman of the meeting Fr. Joe Paul, CSC – Vice Principal and 52 other members whose names appear on the Attendance Register.

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SI. No.	Subject	Details
1.	Chairman	Dr. Fr. Benny K John, CSC, Principal of the College took the Chair.
2.	Graduation Day	1. First of all the Academic Coordinator, Dr. Moumita Dey briefed about the Graduation Day and the decisions taken by the 'Graduation Day Committee' on this regard. She informed that the Chief guest of the program will be Dr. Fr. Patrick Daniel Gaffney, CSC, the Vice Chancellor of the Notre Dame University Bangladesh. The graduates need to come to the college by 9:00 am and the procession will start from 10:00 am.
		2. She also informed that the procession will start from the central entrance gate and will go on the right side and will proceed up to the stage. The formal program will start from 10:30 am.
		3. Then Fr. Joe Paul, CSC informed that the formal program will be held on the new stage, constructed behind the academic building and the cars & bikes parking area will be the same place like other normal working days. For students, only ground floor will be

available for moving around and other necessary activities.

3 investiture ceremony

Fresher's Day and The Academic Coordinator, Dr. Moumita Dey informed that the 'Fresher's Day and investiture ceremony' is planning on 24th November, 2023 and she requested the 'Cultural committee' for cooperation in this regard.

4 Teachinglearning update 1. Principal Dr. Fr. Benny K John, CSC, informed that from next Monday, 20th November, 2023 all the three semester classes will be on offline mode. He instructed the faculty members not to allow pass out students (If they come for any official work) to move around all the campus for smooth running of the class-room teachinas.

2. He also informed that the new academic building will be ready for taking classes by December, 2023 and few departments will be shifted there.

5 Miscellaneous

1 Fr. Joe Paul. CSC took students' feedback from the faculties who are taking classes in the room no. G-4, G-5 and G-6 about the usefulness of the new wooden benches

6 Vote of thanks There being no other business, the Chairman thanked the members and declared the meeting closed.

Rajesh Kr. Das,

Asst. Professor, Dept. of Commerce

Dated. 15th November, 2023

Approved By, Dr. Fr. Benny K John, CSC, Principal

> PRINCIPAL HOLY CROSS COLLEGE AGARTALA

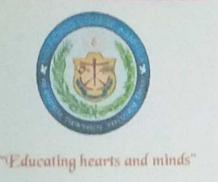
Page 2 of 2

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Attendance Report: 15.11.2023

Sl.No.	Name of Faculty	Signature
1	Dr. R. Bennyk Johna	3 my 2 mg 11/2023
2	Fr. Ja Parl	Any State 2013
3	Rajesh Kumar Das	Ja-15/11/23
4	Dr. Sandey Roy Sarkar	Cafely- 15/11/13
5	Dr. Lomina NS	£08 15/11/23
6	In. Jolly Joseph FSRI	8n Dolly 1128
7	Dr. Sharmintha Rakehil-	\$ 15/11/23
8	Dr. Sharmintha Rakehil- Rajesh in Nala	EN Julis
9	Mhdrimayum Mylecdee Devi	thyladas/11/23
10	Rajoshnee Tebbasma	By 15.11.23
11	Dr. Anamika Bhaumik	(M15/11/2023
12	Sangila Chakraborle	(Fly) 15/11/23.
13	Sava Debbarma	Sara 0/B - 123
14	Lily Jamafia	Jane 1 23
15	Dr. Runki Nalh Sur	Dachlus 15/11/23
16	Dr. Sulchalaxoni Bhattacharine	S Shattacharjee 15/11/23
17	Shannil: Chalordonty	Sh 15.11.29
18	Subhajit Paul	Saul 15/11/23
19	Sayanika Sengupta	S. Sengupta. 15/11/23
20	Londeb Koy Barman.	Have 15/11/2023/
21	Samer Bhownik.	Xant 15/11/23
22	Achirha Bhattacharje	Shirt 15/11/23
23	Dr. Katter Och Rey	Day 15/11/23
24	Dekasish Dalla	Dalla 15/11/23
25	Nazmun Nahar Began	15.11.23.
26	Mandrila Saha	July 1/23
27	Dr. Sharmistha Chakraboshing	15.11.23
28	Senten19	Shittenlepi/23
29	Timothy Tripure	Juntir 15/1/23
30	Dr. Uttom Clarksubolty	VI 15 1123

Sl.No.	Name of Faculty	Signature
31	Saldin thoug Darlong	Day 23
32	Joel Lalengliana Darlong	£15/11/2023
33	Chardra Sherbar Tripma	Arsfulzos?
34	Khirode Debbarna	8/BJ112023
35	Dr. Justobhan Sungaph	Zue 15/11/2023.
36	Farule Shawed.	Get 15.11.2023.
37	DI Biersonyla Datta.	RDattal 15 11 23
38	Panshali Das	15/11/23
39	In Dipannita Chaulhar Sil	Dlar5/1/23.
40	Dr. Debassee Loth	Loth 15/11/23
41	DH. Somnath Kan	Slan 11/23
42	Dr. Sudipta Sinha.	Jainha 15/11/23
43	Dr. Susmita Saha	(15/11/2023
44	Smita Defonals	Selonal 15/11/2023
45	Snamila Banenje	Daneiju 15/11/2023.
46	Barnita Majumde	(Beyl , 5/11/23.
47	Dr. Ashish Kr. Sirolo	Adush 1911/23.
48	Genesis Debbarma	Gengin Destarmy 15/1/23
49	3x Mainf 18 any	aufm 15/11/23
50	DR Salhand Debrath	Den 13/11/2023
51	Dr. Susanta Barrik	Bank 15/11/23
52	Tyotismoy Sil Sharma	Tharma 15/11/23
53	Dr. Snemtz Bhattachorfee	
54	Dr. Snemta Bhattachorftee	Show 15/11/2023
55	Dr. Mounita Dey	Mey. 15/11/23
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Web: www.holycrosscollege.in

Notice

Date: 29/11/2023

This is to notify all the faculty members that a faculty meeting will be held on Friday, December 1, 2023 at 2:00 pm in the Room No. G-08 to discuss the following agenda given below.

Agenda:

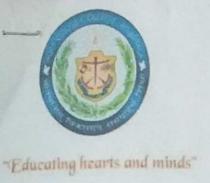
- 1. Internal Examination.
- 2. Update on Semester Exam.
- 3. Information from the university meeting.
- 4. Any other.

Copy to:

- 1. Principal's office for record.
- 2. Vice Principal for kind information.
- 3. Faculty rooms for information.
- 4. IQAC Coordinator for kind information.

Principal HCC

PRINCIPÁL HOLY CROSS COLLEGE AGARTALA



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Minutes of the Faculty Meeting of the College held at Room no. G-08 of the College Premises on Friday, the 1st December, 2023 at 2:00 p.m.

Present:

Dr. Fr. Benny K John, CSC, Principal – Chairman
Fr. Joe Paul – Vice Principal
and 51 other members whose names appear on the Attendance Register.

SI. No.	Subject	Details
1.	Chairman	Dr. Fr. Benny K John, CSC, Principal of the College took the Chair.
2.	Odd-Semester Internal Exams	1. First of all Fr. Principal informed that the internal examination of the Odd-semester students will be conducted in between 4th December, 2023 to 18th December, 2023.
		2. There after Mr. Rajesh Kumar Nath, the Exam Chair, briefed about the various decisions taken in the 'Examination Committee meeting'. Every Department will be responsible to take the exam for the students of their own department and the examination will be taken for 20 marks and a short Syllabus (depending on the syllabus covered till date) will be given to the students for that.
		3. Then the authority advised all the departments to take the exam within the normal class period and to continue the classes there after and the students who will miss the exam due to medical emergency, NCC/NSS special camp or any other acceptable reasons, can apply to the HOD of the department for taken his/her exam after scheduled time.
3.	Semester Exam update	1. Mr. Rajesh Kumar Nath, the Exam Chair, briefed about the 'semester exam' to be conducted by the University.

- a) The university is trying to publish the 2nd and 4th semester's result by 5th December, 2023 and depending on this the schedule of odd semester's exam schedule will be prepared.
- b) This time the university will not send any top sheet.
- c) 1st semester students took NSS subject as Value Added Course, need to take the it again in the 3rd semester.
- d) The marks distribution of VOC and VAC subjects' will be 60 marks for one project or three assignment of 20 marks each and 40 marks internal.
- e) The question pattern of inter disciplinary subjects will be same like Major subjects.
- f) Next 6th semester exams will be conducted in MCQ type questions.
- g) For 1st semester students, exam will not be conducted on the subjects which are not uploaded in the university website.
- 2. Fr. Joe Paul, CSC requested all the departments to submit the students' details to the office. He also told that the students should submit the exam form to the office along with the fee card.
- 4. Miscellaneous
- 1. Fr. Joe Paul, CSC informed that the scanned marksheet of 6th semester, 2023 students are shared with the HODs for official use in future. He requested the teachers for special care of the advanced students along with the slow learners.
- 2. Fr. Principal said that the teachers can take 'on-duty leave' for late coming and early leaving for any official purposes. He also requested the teachers to visit library at least once in a day.
- Vote of thanks 5.

There being no other business, the Chairman thanked the members and declared the meeting closed.

Prepared By,

Rajesh Kr. Das,

Dated: 1st December, 2023

Asst. Professor, Dept. of Commerce

Approved By,

Dr. Fr. Benny K John, C&C, Principal

PRINCIPAL HOLY CROSS COLLEGE

AGARTALA

Page 2 of 2

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HOLY CROSS DILEGE

Attendance Report: 01.12.2023

Sl.No.	Name of Faculty	Signature
1	Dr. Sharmisher Chaltraborhing	(J. 101)
2	Mandrila Saha	(Haha 01/02/23
3	Dr. Sandie Del	6 Por 1 1 2023.
4	Debasish Datta	Dette 1/12/2023
5	Tystirmon Sil Sharma	Tharms 1/12/23
6	Dr. Rakeel Oak Roy	Ben 01/2/23
7	Sondeb Roy Barman	Have 01/12/23
8	Achinha Bhattacharjee	Phid 01/12/23
9	Dr. Sharmistha Rakshit	fr/11/23
10	Samir Bhowmill	Xer 1.12.2
11	Dr. Shank Ra Shubbon Bha	Den 3 1012.23.
12	Dr VHam Chakrabooly	12.2
13	Dr. Outhork Delmath	Gent 2/2028
14	Dr. Susmira Saha	(la)/12/2023
15	Rajesh ku Nalts	QN 1/125
16	Dr. Sushothan Sengapta.	Zure: 1/12/2028
17	Rajesh Kumar Das	an 0/12/23
18	Dr. Sandy Roy Sorker.	1/1/12
19	Kanak chakerabarty.	01/w123
20	Dr. Ashish K. Sinda	Achol/11/23
21	Dr. Seilehalami Bhattachavia	S bhattecharge of 12/2
22	Ar. Rajeshnee Jebharma	By 1/12/23
23	Khizade delsbarma	2/6 W52122
24	Chandra Sheller Tripura	1/12/2023
25	Zalnemsangi Hrangkhant	01/12/2023
26	Scura Delbarma	Sara 0 1/12/2023
27	Lily Jamoha	8/2/2/23
28	Rupa Saha	Daho 112/23
29	Shamili Chalorabordy	Dd.11.23
30	Barnita Vajunda	QQ 1/1423.

00	Lalita Reang	8/1/12/23
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	Dr. Mayanglambam Sana	
	Abhiril Day	Jay 1/12/23
34	Krhetinagun Myleodee Deur	AUR 1/12/23
35	Farul Alamed.	71.12.23.
36	Limothy Lexiques	Lingthy Frigure 1/12/23
37	Sangthanguafa Dailo	May 2 23
38	PAUSHALI DAS	Jen 12 23.
39	Dr. Bisson upa Datta.	B. Data 1-12.23
40	Dr. Dunki Nall Sun	Dalheur Tr/23
41	Dr. Parichita Ray Chardhury	for 1/12/23.
42	Debanjama Mukhenjee.	1/12/23
43	Bukanya Sen	S. Sen 01/12/23
44	Dr. Swemter Bliettachayee	Summa Boi 12/2023
45	Genero Delsbaring	6m a/12/2023
46	Ds. Tomina NS	ANS 112/23 Orbinath 01/12/23
47	Smeta Debralts	of stores
48	Dr. Moronita Doy	Mey 01/12/23.
49	Sugmila Baneriel	Daney 01/12/2023.
50	Sushajit Paul	Sant 01/12/2023
51	Sayanika Sengupta.	6. Sengupta 61/12/23
52	Beigh. Benny & John	5 m se
53	Fr. Joe Paul	Dimy M
54	Timothy Tempuna	Dimethy Digues
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Notice

Date: 21/03/2024

This is to notify all the faculty members that a faculty meeting will be held on Friday, March 22, 2024 at 1:30 pm in the Room No. G-08 to discuss the following agenda given below.

Agenda:

- 1. Central Evaluation of Answer Scripts (26.03.2024 to 15.04.2024).
- 2. Class routine for the above duration.
- 3. Any other.

Copy to:

- 1. Principal's office for record.
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Principal, HA

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Minutes of the Faculty Meeting of the College held at Room no. G-08 of the College Premises on Friday, the **22nd March**, **2024** at 1:30 p.m.

Present:

Dr. Fr. Benny K John, CSC, Principal – Chairman and 35 other members whose names appear on the Attendance Register.

SI. No.	Subject	. Details .
1.	Chairman	Dr. Fr. Benny K John, CSC, Principal of the College took the Chair.
2.	Central Evaluation of Answer Scripts	1. First of all Fr. Principal informed that the Tripura University sent request letter to send our faculties for odd semester Exam's answer scripts evaluation.
		2. A detail discussion was done on the matter and the decision was taken that 50% of the faculty members from each department will go for paper evaluation on alternative days, so that the normal classes of the 2 nd , 4 th and 6 th semester students may continue.
3.	Class routine for the above duration	1. It was decided that from 26 th to 28 th March, 2024, all the classes will be conducted on online mode and thereafter from 1 st April to 15 th April, 2024 the offline classes will continue with 50% of the faculty members.
		2. As the full faculty members will not be available, so it was also decided that all the 3 semester students will not come everyday. Any two semester students will come everyday and accordingly the departments are asked to prepare the class routine as per their convenient.

- 4. Miscellaneous 1. Fr. Principal told that from $1^{\rm st}$ April to $15^{\rm th}$ April, 2024, the classes will continue from 9:00 am to 1:00 pm.
- 5. There being no other business, the Chairman thanked the Vote of thanks members and declared the meeting closed.

Prepared By,

Rajesh Kr. Das,

Asst. Professor, Dept. of Commerce

Dated: 22nd March, 2024

Approved By,

Dr. Fr. Benny K John, CSC, Principal

PRINCIPAL HOLY CROSS COLLEGE **AGARTALA**

Sukanya Sen 22/03/2024

Attendance Report:

	Attendance Report :	Cianoturo
Sl.No.	Name of Faculty	Signature
1 1	Dr. Fu. Benny 15 78m	5 mg
2	Dr. Sushokham Janguptn	- Fue
3	Son Leb Roy Barman	Has
4	Rajesh Ru NNX	120 m
5	Dr. Sharnistha Rakshit	B 22/3/24
6	Dr. Marinn 18 Pay	G18/2/2/2
7	Toel Kalenghoim Darlong	100/24
8	Liby Sormatia	20 03/24
9	Ledonisanji Hrongkhand	Buriolan .
10	Sara Debbarna	Son Debbara n. 374
11	Sangila Chakrobofy.	(s.) of
12	Dr. Mayanglambam Sana	Smll. 22.3.24.
13	Krhetrimayun Myleoder Dri	Xh Nyled 22.3.24
14	Sharmili Chakrabort	Buz 2.03.24
15	Respecca D/B	02-02-03-24
16	Sentiene	Deraney 24
17	Debayane Mokhenjee.	2/3/24
18	Tystimoy &18harma	Dame 122/01/02
19	Bukanya Sen	B. Sen 22/03/24
20	Dr. Sessanla Bornek	Banet 22-03-24
21	Abhiril- Duz.	J-14/22/3/24
22	Sayanika Sengupter.	5. Senojusta 22/03/24
23	Achilles Bhattachovin	Brid zalalay
24	Sushajit Paul	Jan 22/3/24
25		23 3 24
26	Rojertnee rebbene Sumik Bhowmily	Jain 180321
27	In Snomta Bhattachague	Swarp Bouley
28	Smita Debraits	Aproach 24/05/22
29	Mandriter Socha	Maha 22/03/24
30	Khirade Delsbarma	Q[B22703/24

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Sl.No.	Name of Faculty	Signature
31	Nazmun Nahan bele	120022.03.24
32	Dr. Rakech Sch Row	Rang stort 24
33	Dr. Sharkha Shubhu Bl Da	20224
34	Rajerh Kr-Das	Arforpy
35	Labolerithang Darloy	De 18/24
36	Rupa Saha	Wahar 22/03/24
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