

**DEPARTMENT OF HISTORY  
HOLY CROSS COLLEGE, AGARTALA**

Date: - 10/02/2025

**Notice**

**To:** All Full-Time and Visiting Faculty Members,  
**Subject:** Threadbare Discussion on Departmental Agendas


It is hereby notified that a departmental meeting will be held as per the following details:

- **Date:** Wednesday, 19th February 2025
- **Time:** 1:30 PM
- **Venue:** G – 2 Departmental Staff Room

The discussion will encompass the following agendas:

1. **Faculty and Class-Related Basic Protocols:**  
Deliberation on the established norms and protocols governing faculty conduct and classroom management.
2. **Syllabus Completion and Academic Sessions:**  
Review of the current status concerning syllabus completion as well as the implementation of revision, remedial, and tutorial classes across all semesters.
3. **Project Evaluation and Viva Preparation:**  
Discussion on the evaluation of the submitted projects for the NEP VOC and VAC courses for both the First and Third Semesters. This will include fixing dates and preparing notices for the Project Viva presentations for the aforementioned courses.
4. **Academic Calendar Preparation:**  
Formulation of the academic calendar for the Department for the Academic Year 2025 – 2026.
5. **Miscellaneous:**  
Any other pertinent issues that may arise during the meeting.

Your prompt attendance and active participation are highly expected. Any preparatory documents or relevant materials should be duly reviewed prior to the meeting.

  
Department of History  
Holy Cross College  
Agartala.  
[Debasish Datta]  
Head (I/C),  
Department of History,  
Holy Cross College, Agartala.

**DEPARTMENT OF HISTORY  
HOLY CROSS COLLEGE, AGARTALA**

**Date: 19/02/2025**

**Meeting Minutes**

**Day:** Wednesday

**Time:** 1:39 PM onwards

**Venue:** G – 2 Departmental Staff Room

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**1. Opening**

The meeting was duly called to order by the Head (I/C) of the Department of History. The Chair welcomed all full-time and visiting faculty members and outlined the necessity of a meticulous discussion on the day's agendas to enhance departmental functioning in line with institutional policies.

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**2. Attendees**

- Debasish Datta, Head (I/C), Department of History
  - Miss Smita Debnath, Assistant Professor, Department of History
  - Dr. Subhash Debnath, Assistant Hod & Assistant Professor, Department of History
  - Dr. Soumitra Debbarma, Assistant Professor, Department of History
  - Miss Manidipa Debbarma, Assistant Professor (Visiting), Department of History
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**3. Agenda Discussions**

**Agenda 1: Discussion on Faculty and Class-Related Basic Protocols**

- **Discussion:**  
The Head (I/C) initiated the discussion by revisiting the existing basic protocols related to faculty responsibilities and classroom management. Emphasis was laid on adherence to established norms to ensure a conducive academic environment.
- **Key Points Raised:**
  - Protocols:
    - Necessity for uniformity in implementing class protocols.
    - Attending the Morning Prayer with the Students, if a Faculty of the Department is having a Class in the first period of any working day.
    - In case of back-to-back consecutive classes, the faculty member must ensure that he/she is reaching the second class within the first five (5) minutes of its commencement. Otherwise in the case of a singular class, reaching the class within the first three (3) minutes of the commencement of the class is highly appreciated. A class must end only when the bell rings and then only the faculty member should exit the class, not before that, under any circumstance or instructed by College Administration.



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- Wearing the College ID card and formal uniform, as mandated by the College Administration, for both the male and female faculty members of the Department
- In the case of a Faculty members of the Department is having his/her class at the last period of any working day of the week, he/she must leave the classroom only after attending the “national anthem” with the students.
- The faculty members of the Department is requested to by the HoD (I/C) to regularly use the two (2) online study/teaching related databases, subscribed by the College, as the current state of the Departmental usage of these databases is poor. The same implies to the subscribed Plagiarism checking software of the College.
- Addressing inconsistencies observed in some classes and proposing remedial measures.
- Reinforcement of ethical practices and professional conduct in academic settings.

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**Agenda 2: Current Status of Syllabus Completion and Revision/Remedial/Tutorial Classes**

- **Discussion:**

Faculty representatives presented updates regarding the progress of syllabus completion across all semesters. Detailed feedback on the scheduling and effectiveness of revision, remedial, and tutorial sessions was solicited.

- **Key Points Raised:**

- A majority of courses are on track; however, some require accelerated efforts to meet the prescribed deadlines.
- The need for enhanced coordination among faculty to address gaps in remedial instruction.
- Discussion on scheduling additional tutorial sessions during periods of low academic engagement.
- See, Annexure – 1, for further details.

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**Agenda 3: Evaluation of Submitted Projects for NEP VOC and VAC Courses & Preparations for Project Viva Presentation**

- **Discussion:**

The discussion centred on the quality and evaluation process of the projects submitted under the NEP VOC and VAC courses for both the NEP current First and Third Semesters.

- **Key Points Raised:**

- VOC – Project submitted – 1<sup>st</sup> Sem – 173 Students; 3<sup>rd</sup> Sem – 31 Students
- VAC – Project submitted – 1<sup>st</sup> Sem – 182 Students; 3<sup>rd</sup> Sem – 304 Students

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- The Faculty Members expressed the practical difficulties, that would be there in taking the Project Viva Presentation, especially with reference to the VAC Course, due to the share size of the total number of the student and logistics constraints, shortage of manpower and time. Accordingly, the guidance would be sought from the College Administration.
- For the VOC, the final call for Project Viva Presentation would be made only after the due consultation and cognizance of the respected Head, Department of Geography.
- The importance of a systematic and fair evaluation process to ensure academic integrity is being emphasised.
- Logistical considerations regarding the scheduling of the Project Viva presentations are also being discussed.
- The necessity for timely issuance of notices to students regarding presentation dates and expectations is also taken into due consideration.

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**Agenda 4: Preparation of the Departmental Calendar [tentative] for the Academic Year 2025 – 2026**

- **Discussion:**  
The Head (I/C) led a thorough discussion on formulating an academic calendar that accommodates all essential academic activities while aligning with institutional directives.
- **Key Points Raised:**
  - Dr. Subhash Debnath has volunteered to take up this task and along with him Miss Smita Debnath will assist in preparing the draft. The first tentative draft will be ready by – the last week of March 2025
  - As discussed, the necessity for precision in scheduling to prevent conflicts with other institutional and departmental events and examinations will be taken into consideration.
  - Incorporation of feedback from the previous academic cycle to enhance efficiency is also partially done.
  - Consideration of innovative academic practices suitable for the 21st-century educational landscape is an important aspect, which will act as a backbone in formulating the new draft of the Departmental Plan for the Academic year 2025 – 2026.

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**Miscellaneous:**

- **The responsibility of maintaining the Movie Club of the Department has been assigned to Miss Smita Debnath, from Dr. Subhash Debnath with a request to re-activate the Club, at her earliest convenience.**
- *The Mentor-Mentee Programme of the Department for 1<sup>st</sup> Semester is bearing satisfactory outcomes to a great extent and based on regular Mentor-Mentee Sessions the identification and preparation of advanced and slow learners list [list attached, see, Annexure - 2], from the same class are already being finalised. The Mentor-Mentee Sessions for the 3<sup>rd</sup> and 5<sup>th</sup> Semester have started from the second week of February*



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*2025 and the condition is not good at all. The Department is working actively to streamline the Mentor-Mentee sessions for the current 3<sup>rd</sup> and 5<sup>th</sup> Semesters of the Department.*

- **The attendance of different Semesters of the Department is not satisfactory at all, as expressed by the Faculty members. The Department has been sharing the monthly overall attendance record with the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester students via email [CCing to the College Administration], for the last five months and also reminding them about the importance of attendance every week, with zero constructive outcomes. The Department is actively working to find a solution to the attendance issue.**
- *The recently announced 4<sup>th</sup> Semester University result is not up to the mark, though only three students got back in their Honours paper, but the overall average SGPA of the Class is still pathetic and more importantly most of the students of this batch are having back papers in their Elective Subjects. Less than 50 per cent of the total students were able to get promoted to the 5<sup>th</sup> Semester without any back paper/s in the 4<sup>th</sup> Semester University Examination.*
- **SWOT Report of the Department:**
  - **Strengths:**

**1. Out of four full-time Faculty Members, three (3) already have a Ph. D and the fourth member is on the verge of completion of her Ph.D.**

**2. A huge quantity of both text and reference books, including new titles are being added to the History selves of the College Library. There are more than 800 + books currently available.**

**3. Under NEP the Department is offering all five (5) Courses, which include, Major, Minor, Interdisciplinary, VOC and VAC.**

○ **Weaknesses:**

*1. Less involvement and engagement of the most senior batch of the Department in different Departmental activities*

*2. The full time unavailability of a regular faculty of the Department is hampering the teaching-learning process of the Department.*

*3. The activity related to the Alumni of the Department is meagre.*

*4. The Faculty Members are less engaged in Research related activities*

*5. No change in the leadership position of the Department for a long duration, makes the Department monotonous in functioning and a genuine weakness of the Department in the long run. Thus a failure in producing new leadership faces within the Department.*

○ **Opportunities:**

**1. Starting the Master's Degree Programme in the coming year/s**

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2. As three faculty of the Department are currently having their PhD on Gandhi, an opportunity is there to start a VAC Course on Gandhi and Non-violence or start a Gandhi Study Centre at the College soon.

3. Offering Bridge Courses in diverse fields, with special reference to teaching the history of one particular field and its basics, would be a very nice opportunity for the Department shortly.

o *Threats:*

1. *The number of admissions in the Department has been falling in every successive year, for the last three years*

2. *After being admitted and attending Classes for the first few months, the newly admitted students tend to leave the Department and go for the IMD Programme of Tripura University and even lately some students under the NEP are leaving the Department even in 3<sup>rd</sup> Semester to Government General Degree Colleges citing financial challenges.*

3. *The engagement of some of the senior faculty members of the Department in administrative works of the College and less availability to the Department, as and when required, at times deprive the Department of important interventions, necessary for further Departmental growth, that act as a potential threat to the Department in the long run.*

- No additional matters were raised.
- The Head (I/C) invited suggestions for future agenda items, emphasizing the importance of continuous departmental improvement.

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#### **4. Conclusion**

The meeting concluded with a reiteration of the importance of collaborative effort in ensuring the smooth functioning of the Department of History. The Head (I/C) expressed appreciation for the active participation and constructive feedback from all members. All items discussed in the meeting are to be diligently pursued, with periodic updates to be provided at subsequent meetings.

#### **5. Adjournment**

The meeting was adjourned at 3:59 PM. The minutes will be circulated to all members and submitted to the appropriate authority for further review.


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Prepared by:  
[Dr. Subhash Debnath]

**DEPARTMENT OF HISTORY  
HOLY CROSS COLLEGE, AGARTALA**

**Designation:** Assistant HoD and Assistant Professor, Department of History

**Date:** 19/02/2025

Approved by:   
[Debasish Datta]  
Designation: Head (I/C), Department of History  
Department of History  
Holy Cross College  
Agartala.

Seen by: - 

Manideepa Xebbarua





**DEPARTMENT OF HISTORY  
HOLY CROSS COLLEGE, AGARTALA**

Date: - 25.02.2025

**Action Taken Report**

**1. Faculty and Classroom Management Protocols**

- Uniform implementation of established classroom protocols has been mandated and agreed upon by all the faculty Members of the Department, to ensure a conducive academic environment.
- Faculty scheduled for first-period classes are instructed to attend the morning prayer alongside their students.
- Strict time guidelines have been reinforced:
  - For back-to-back classes, faculty must enter the subsequent class within five minutes of commencement.
  - For singular classes, entry is expected within three minutes of the start.
- It is hereby reiterated that classes must conclude only at the ringing of the bell, with faculty remaining in the classroom until its conclusion unless otherwise directed by College Administration.
- All faculty members are required to wear the College ID card and adhere to the formal uniform policy as prescribed by the College Administration.
- Faculty conducting classes in the last period of the day must attend the national anthem with the students prior to exiting the classroom.
- The regular use of the two online study/teaching databases, as well as the subscribed plagiarism checking software, is now compulsory to address and improve current usage deficiencies.
- Measures to address inconsistencies in class delivery and to reinforce ethical practices and professional conduct have been initiated.

**2. Syllabus Completion and Remedial/Tutorial Sessions**

- Faculty have been directed to accelerate the completion of the syllabus, with particular attention to courses falling behind schedule.
- Enhanced coordination among faculty members will be implemented to address existing gaps in remedial instruction.
- Additional tutorial sessions are to be scheduled during periods of low academic engagement, as detailed in Annexure – 1.

**3. Project Evaluation for NEP VOC and VAC Courses; Project Viva Preparations**

- A systematic evaluation process for projects submitted under the NEP VOC and VAC courses has been instituted, ensuring adherence to academic integrity standards.
- Specific figures were noted:
  - VOC: 173 projects for the 1st Semester and 31 projects for the 3rd Semester.
  - VAC: 182 projects for the 1st Semester and 304 projects for the 3rd Semester.
- Faculty concerns regarding logistical constraints and manpower shortages for conducting Project Viva presentations, particularly for the VAC course, will be addressed in consultation with the College Administration.
- The final decision for the VOC Project Viva presentations will be made after appropriate consultation with the Head of the Department of Geography.
- Timely issuance of notices regarding presentation dates and expectations to the students has been prioritized.

**4. Departmental Calendar for Academic Year 2025–2026**



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- Dr. Subhash Debnath, assisted by Miss Smita Debnath, has been tasked with the preparation of the draft departmental calendar.
- The initial draft is scheduled for completion by the last week of March 2025.
- The new calendar will be developed with precision, ensuring minimal scheduling conflicts with other institutional events and examinations, and will incorporate feedback from the previous academic cycle as well as innovative academic practices.

**5. Miscellaneous Initiatives**

- **Movie Club Reactivation:**
  - Miss Smita Debnath has been assigned the responsibility of re-activating the Department's Movie Club at the earliest convenience.
- **Mentor-Mentee Programme:**
  - The satisfactory outcomes of the 1st Semester Mentor-Mentee sessions have been acknowledged, with advanced and slow learner lists being finalized.
  - Streamlining efforts are underway for the 3rd and 5th Semester Mentor-Mentee sessions to improve engagement and outcomes.
- **Attendance Monitoring:**
  - Persistent concerns over unsatisfactory attendance levels have been addressed through the monthly dissemination of attendance records to students (with copies to College Administration) and weekly reminders on the importance of attendance.
  - Ongoing measures to rectify attendance issues are in progress.
- **Academic Performance Review:**
  - The recent 4th Semester University results have highlighted performance issues, including back papers and suboptimal overall SGPA; remedial actions to address these academic challenges are being considered.
- **SWOT Analysis Implementation:**
  - Strengths, such as a highly qualified faculty and robust library resources, have been documented.
  - Areas for improvement include faculty engagement in research, leadership renewal, alumni activities, and regularity in faculty availability.
  - Opportunities such as launching a Master's Degree Programme, initiating a VAC course on Gandhi and Non-violence, and offering specialized Bridge Courses have been identified.
  - Threats, including declining admissions and the diversion of senior faculty to administrative duties, are under review for strategic mitigation.
- **Future Agenda Items:**
  - The Head (I/C) has invited suggestions for future agenda items, reinforcing the commitment to continuous departmental improvement.

Annexure - 1

**Department of History**  
**Holy Cross College, Agartala**  
**Details of the Syllabus Completion and Revision/Remedial/Tutorial**  
**Classes, as of 19<sup>th</sup> February, 2025**

1 <sup>st</sup> Semester					
Major		Minor	Interdisciplinary	VOC [Tourism, Travel and Transport Management]	VAC [Indian Knowledge System]
Paper 1	Paper 2				
SD – Unit – C, Syllabus and Revision over and currently taking Tutorial Classes	SD – Unit – A, Syllabus and Revision over and currently taking Tutorial Classes	SD – Unit – C, Syllabus over and Revision is going on	SD – Unit – 2, Syllabus and Revision over	Unit 2 & 4 – Taught by – DD, SDN & SDB – Syllabus over	SD – Unit – 3 – Syllabus over
SDN – Unit – A, Syllabus over, and one topic is left for Revision	SDN – Unit – D, Syllabus over and Revision is going on	SDN – Unit – A, Syllabus and Revision over	SDN & SDB – Unit – D, one topic is yet to be taught		SDB – Unit – 4, Syllabus Over
DD – Unit – 4, Syllabus and Revision over	DD – Unit – 2, Syllabus and Revision over	DD, Unit – D, Syllabus over and Revision is going on	DD – Unit – A, Syllabus and Revision over		DD, Unit – 2, last two (2) topics left
MD – Unit – B, Syllabus and Revision over	SDB – Unit – C, Syllabus and Revision over	MD – Unit – B, Syllabus and Revision over	MD – Unit – C, Syllabus and Revision is going on		SDB – Unit 3 - last two (2) topics left



**Department of History**  
**Holy Cross College, Agartala**  
**Details of the Syllabus Completion and Revision/Remedial/Tutorial**  
**Classes, as of 19<sup>th</sup> February, 2025**

3 <sup>rd</sup> Semester					
Major		Minor	Interdisciplinary	VOC [Tourism, Travel and Transport Management]	VAC [Indian Knowledge System]
Paper 5	Paper 6				
SD – Unit – B, Syllabus over	SD – Unit – B – three topics left	DD – Unit – D – Two topics left	DD – Unit – A, Syllabus over	Unit – 2 – SD, Syllabus over	SD – Unit – 3 – Syllabus over
SDN – Unit A, Syllabus over	SDN – Unit – D – One topic left	SD – Unit – A – Syllabus over – Unit – C – two topics over, another two topics left	SD – Unit – B, Syllabus over	Unit – 4 – DD – two topics left	SDB – Unit – 4, Syllabus Over
DD – Unit – D – Syllabus over	MD – Unit – C – one topic left	SDB – Unit – B – Last topic is currently taught in the Class	SDN – Unit – D – Syllabus over		DD, Unit – 2, last two (2) topics left
SDB – Unit – C – one (1) topic left	DD – Unit A - three topics left		MD – Unit – C – Syllabus over		SDB – Unit 3 - last two (2) topics left

**Department of History**  
**Holy Cross College, Agartala**  
**Details of the Syllabus Completion and Revision/Remedial/Tutorial**  
**Classes, as of 19<sup>th</sup> February, 2025**

5 <sup>th</sup> Semester		
Honours		General
Paper 5	Paper 6	
SD – Unit – 2, Syllabus over	SD – Unit – 1 – two topics left	DD – Unit – 1, one topic left
SDN – Unit - 4, Syllabus over	SDN – Unit – 4 – two topics left	SD – Unit – 2 – Syllabus over
DD – Unit – 1 – Syllabus over	MD & SDB – Unit – 3 – one topic left	SDN – Unit – 4, Syllabus and Revision, both are over
MD – Unit – 3 – Syllabus & Revision both are over	DD & MD – Unit A – four topics left	Unit – 3 – Untouched till now – DD, SD & MD will start teaching this Unit very shortly

DD – Debasish Datta  
SDN – Smita Debnath  
SD – Dr Subhash Debnath  
SDB – Dr Soumitra Debbarma  
MD – Manideepa Debbarma

Seen by: - *Subhash Debnath*  
*Soumitra Debbarma*  
*Manideepa Debbarma*  
*Debnath*


*[Signature]*  
Department of History  
Holy Cross College  
Agartala.  
[Debasish Datta]  
Head (I/C)  
Department of History  
Holy Cross College, Agartala



**DEPARTMENT OF HISTORY  
HOLY CROSS COLLEGE, AGARTALA**

**List of Advance and Slow Learners -  
2024 Batch**

<b>Advance Learners</b>		<b>Slow Learners</b>	
<b>Name of the Student</b>		<b>Name of the Student</b>	
1	Sarman Jamatia	1	Radha Rani Jamatia
2	Josia Lalramchhana	2	Jiya Jamatia
3	Jhimika Nath	3	Bukhrwi Debbarma
4	Ajanta Choudhury	4	Tanuj Jamatia
5	Bindhiya Debbarma	5	Sumari Debbarma
6	Bindya Rudra Paul	6	Rashis Debbarma
7	Akhansha Reang	7	Samphari Devi Jamatia
8	Hamani Jamatia	8	Dhan Raj Jamatia
9	Diya Akhtar	9	Amit Kaipeng
10	Vanfeli Kuki	10	Lalruaikim Kaipeng
11	Maari Debbarma	11	Sayon Debbarma
12	Suhel Debbarma	12	Hamari Debbarma
13	Khusbu Jamatia	13	Jeny Darlong
14	Beauty Debbarma	14	Junan Chakma
15	Gourab Roy		
16	Kwsrang Jamatia		
17	Arena Debbarma		

  
Department of History  
Holy Cross College  
Agartala.

[Debasish Datta]

Head (I/C)

Department of History  
Holy Cross College, Agartala

Seen by: -

