



**DEPARTMENT OF
MATHEMATICS & STATISTICS**

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☎ +919402315672

📍 Jubatara, Lembucherra, Agartala,
West Tripura, PIN: 799210, INDIA

Ref: HCC-MATH/ Notice/2025-05


Date: 23-04-2025

NOTICE

A Departmental meeting will be held on 24th April, 2025 at 2:30 PM in the Room No. F2-4 (Lab/ Library of Andre block) to discuss the following agendas:

1. Class distribution among the faculty members for the upcoming semester.
2. Distribution of the units of the syllabus in the Academic Year 2025-2026
3. Departmental Responsibility Distribution
4. Departmental Requisition
5. Other issues (If any)

All the faculty members of the Department are requested to present the said meeting.


Dr. Susanta Banik
HoD & Assistant Professor
Department of Maths. & Statistics
Holy Cross College Agartala

HEAD
Dept. of Maths & Statistics
Holy Cross College, Agartala.





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Meeting Minutes

A Departmental meeting was held on **24th April, 2025 at 2:30 PM** in the Room No. F2-4 (Lab/ Library of Andre block). All the faculty of the department was present in the meeting.

Presented members:

1. Dr. Susanta Banik (HoD)
2. Ms. Dridhiti Roy
3. Mr. Achintya Bhattacharjee
4. Sr. Erita

The agenda wise discussion of the meeting are as follows:

Discussion-1: The distribution of classes for the 2nd and 4th semester was discussed in detail. The workload for each faculty member was reviewed, and an equitable distribution of classes was proposed.


It was decided that faculty members would be assigned specific subjects based on their areas of expertise and availability.


Name of the Faculty	Math (Major)	Math (Minor)	Statistics (Minor)	Semester
Dr. Susanta Banik	5 period / Week	NIL	1 period /Week	2 nd
	5 period / Week	2 period / Week	1 period/ Week	4 th
Ms. Dridhiti Roy	5 period / Week	NIL	NIL	2 nd
	5 period / Week	3 period / Week	NIL	4 th
Sr. Erita	2 period / Week	NIL	NIL	2 nd
	2 period / Week	NIL	NIL	4 th
Mr. Achintya Bhattacharjee	NIL	NIL	2 period/Week	2 nd
	NIL	NIL	2 period/Week	4 th
Mr. Supratik De	NIL	NIL	2 period/Week	2 nd
	NIL	NIL	2 period/Week	4 th






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Discussion-2: The syllabus units for the NEP 2nd and 4th semesters were discussed. Faculty members were asked to share their preferences for the units they would like to teach. It was agreed that each faculty member would be responsible for specific units in their assigned subjects.

□ The Syllabus distribution (Unit-wise) was finalized as follows:

Name of the Faculty	MATH (Major-1)	MATH (Major-2)	MATH- (Minor)	Statistics (Minor)	SEM
Dr. Susanta Banik	UNIT-1 UNIT- 2	UNIT -3	-----	UNIT-1	2 nd Sem
	UNIT-3	UNIT- 2 UNIT -3 UNIT- 4	UNIT- 1 UNIT- 2	-----	4 th Sem
Ms. Dridhiti Roy	UNIT-3 UNIT- 4	UNIT -4	-----	-----	2 nd Sem
	UNIT-1 UNIT- 2	UNIT -1	UNIT- 3 UNIT- 4	-----	4 th Sem
Sr. Emita	UNIT -1 UNIT-2	2 nd Sem
	UNIT- 4			4 th Sem
Mr. Achintya Bhattacharjee	-----	-----	-----	UNIT-3	2 nd Sem
	-----	-----	-----	UNIT-1	4 th Sem
Mr. Supratik De	-----	-----	-----	UNIT- 2	2 nd Sem
	-----	-----	-----	UNIT-3	4 th Sem

Faculty members are expected to submit their lesson plans for the assigned units

3. Discussion-3:

The departmental responsibilities have been distributed among the faculties which is as follows:

- Attendance Monitoring (for Students) & report preparation --- **Ms. Dridhiti Roy**
- Departmental Website Monitoring --- **Dr. Susanta Banik**
- Departmental NAAC documentation --- **Dr. Susanta Banik**





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- Departmental Filing----- **Ms. Dridhiti Roy**
- Conduction of Internal Assessment—
 - i) Notice, Question preparation----- **Dr. Susanta Banik**
 - ii) Evaluation Record ----- **Ms. Dridhiti Roy**

4. Discussion-4:

- ☐ For upcoming Session, the department needs the followings
 - i) Total 3 rooms with smart board (Capacity Max. 40),
 - ii) One Statistics Lab with minimum of 20 computers facility.
 - iii) Separate room for Department of Mathematics & Statistics
 - iv) One Departmental System (Computer along with UPS facility)
 - v) Two Almirah
 - vi) Two new faculty members (one full time for mathematics & one guest for Statistics)
- ☐ Faculty members were requested to submit their requisitions for books by 30th April 2025.
- ☐ The consolidated requisition list will be forwarded to the administration.

[Signature]
24/04/25

[Signature]
24/04/2025

[Signature]
24-4-25

[Signature]
24/4/25

