



"Educating hearts and minds"

HOLY CROSS COLLEGE

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

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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.

7. Planning is done for taking a class test of 1st Sem Major students on the last week of September 2023.
8. Planning is done for the list preparation of different lab materials.
9. Initiative taken for MOU with TU keeping proposal like a. Lab exposure & visit b. Resource person c. Students training d. To avail the central instrumentation facility etc.

Adm
18/08/23


18/08/2023


18-08-23