



Educating hearts and minds"

HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A' GRADE

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DEPARTMENT OF HUMAN PHYSIOLOGY

Notice

Date: 02.12.2022

This is to notify all the Faculty members of the Department that a Departmental Meeting will be held on **Monday, 5th December, 2022 at 12.45 pm** in room no. F1-4 Lab to discuss the following agenda:

Agenda:

1. Planning of classes for certificate course.
2. Planning for upcoming internal exam. & preparation of question papers.
3. Assessment of syllabus covered and pending till date.
4. Assessment of students' feedback on teaching-learning process, teachers.
5. Assessment of 'AAA Report 2021' and 'Compliance report submitted to TU on 29.06.2022'.
6. Preparation of 'lab requisition list' and action on the delay in items supply for the last 2 supply orders by TradeCo.
7. Proposal for repair of lab instruments, minor changes in lab & purchase of some items on emergency basis for upcoming semester exam., to be held in February.
8. Preparation of 'Departmental Plan for next 1 / 5 years' for submission to the authorities.
9. Planning and execution of upcoming departmental activities.
10. Updating of Departmental page in college website.
11. Updating of reports and documents w.e.f. August 2022 onwards.
12. Misc.


02-12-22

HoD, Human Physiology

HEAD

Department of Human Physiology,
HOLY CROSS COLLEGE, AGARTALA

Meeting Minutes 5th December, 2022

Opening:

A meeting of the Dept. of Human Physiology was called by the HoD to order on 5th December 2022 at 12.45 pm. in the college room no. F1-4.

Present:

Dr. Sandeep Roy Sarkar, Asst. Professor & HoD Human Physiology

Dr. Balaram Sutradhar, Asst. Professor, Human Physiology

Dr. Ashish Kumar Singha, Asst. Professor, Human Physiology

Mr. Ujjal Malakar, Lab Technician Human Physiology

Agenda:

1. Planning of classes for certificate course.
2. Planning for upcoming internal exam. & Preparation of question papers.
3. Assessment of syllabus covered and pending till date.
4. Assessment of students' feedback on teaching-learning process, teachers.
5. Assessment of 'AAA Report 2021' and 'Compliance report submitted to TU on 29.06.2022'.
6. Preparation of 'lab requisition list' and action on the delay in items supply for the last 2 supply orders by TradeCo.
7. Proposal for repair of lab instruments, minor changes in lab & purchase of some items on emergency basis for upcoming semester exam., to be held in February.
8. Preparation of 'Departmental Plan for next 1 / 5 years' for submission to the authorities.
9. Planning and execution of upcoming departmental activities.
10. Updating of Departmental page in college website.
11. Updating of reports and documents w.e.f. August 2022 onwards.
12. Misc.

Approval of agenda:

The agenda was unanimously approved by all the Faculties of the Department and distributed.

Approval of minutes:

The minutes of previous meeting was read and unanimously approved by all the faculty members.

The following matters were discussed in details:

1. Classes for Certificate course were already started on 2nd December 2022 as per agenda discussed on previous meeting and it was also approved that 3 number of classes in a week has been allotted for CLT classes and classes will taken by the faculty available at the time accordingly.
2. Discussions on upcoming internal exam was finalised and It was decided that questions for internal exam will be prepared by all the faculty members together.
3. Discussions was made about the syllabus assigned to each faculty was almost covered and it was also decided that the remaining topics will be finished after internal exam.

4. It was decided that accessing of students as advanced and slow learners according to their learning ability and feedback from students during regular classes and class test. It was decided to arranged to conduct remedial classes for advance and slow learners.
5. It was decided that Assessments of 'AAA Report 2021' and 'Compliance report submitted to TU on 29.06.2022' need to be finalised and submit.
6. Preparation of 'lab requisition list' was done and purchase procedure has been initiated. It was also decided that to make a final talk with TradeCo. regarding on the delay in items supply for the last 2 supply orders.
7. Proposal for repair of lab instruments, minor changes in lab & purchase of some items on emergency basis for upcoming semester exam., to be held in February was considered and unanimously decided.
8. Discussions were made for departmental plan for next 1 / 5 years.
9. Discussions for executing some the departmental activities were planned to execute accordingly.
10. It was decided that the Departmental page in college website need to be update.
11. It was also decided to update of reports and documents w.e.f. August 2022 onwards should be done in regular basis.
12. No gradience's from students were received.

Adjournment:

The meeting was adjourned by HoD at 3.00 pm

Meeting minutes submitted by Dr. Ashish Kumar Singha

Ashish
09-12-22

Ashish
09/12/22

Ashish
09.12.22

Action Taken Report of 05-12-22

Initiative 1: Classes for Certificate course were already started on 2nd December 2022 as per agenda discussed on the meeting

Initiative 2: Internal exam dates was finalised and question for internal exam was prepared and submitted to Exam cell.

Initiative 3: The syllabus assigned to each faculty was covered and class revision is also done.

Initiative 4: Students were assessed as advanced and slow learners according to their learning ability and feedback from students during regular classes and class test. It was decided to arranged to conduct remedial classes for advance and slow learners.

Initiative 5: Assessments of 'AAA Report 2021' and 'Compliance report submitted to TU on 29.06.2022' going on and proper action is taken accordingly.

Initiative 6: Preparation of 'lab requisition list' was done and purchase procedure has been initiated and TradeCo. has given the items supply for the last 2 supply orders.

Initiative 7: Repair of lab instruments, minor changes in lab & purchase of some items on emergency basis is done.

Initiative 8: Departmental Plan for next 1 / 5 years was already prepared and submitted to the authority.

Initiative 9: Some of the departmental activities was already done and some of the departmental activities were planned to execute accordingly.

Initiative 10: Updating of Departmental page in college website was done.

Initiative 11: Updating of reports and documents w.e.f. August 2022 onwards is going on.

[Handwritten Signature]
18-01-23