



"Educating hearts and minds"

HOLY CROSS COLLEGE

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

DEPARTMENT OF HISTORY

Dated: 04/12/2023

Minutes of the Departmental meeting

A Departmental meeting was held at staffroom (G-2) of the Department of History, Holy Cross College Agartala, on December 4th, 2023 (Monday) in the presence of all the faculty members of the Department.

Following members were present in the meeting:

Sl. No.

- 1 Debasish Datta (HoD), Department of History, HCCA
- 2 Susmita Banerjee (Assistant Professor & Asst. HoD), Department of History, HCCA
- 3 Ms. Smita Debnath, (Assistant Professor), Department of History, HCCA
- 4 Dr. Subhash Debnath, (Assistant Professor), Department of History, HCCA

Minutes of the meeting:

Sl No	Agendas	Resolutions/Minutes
1.	Preparing a departmental standpoint regarding the issue of the attendance percentage of the students.	<ul style="list-style-type: none">• Department will publish the attendance until November.• Department will put a request to the administration for giving a notification regarding the less attendance and its consequences.• To coordinate with Madam Academic Coordinator about the correct time of publishing the attendance, to finally publish the same.
2.	Preparation of the preliminary 'Plan of Execution' for the pending mandatory Tripura State Museum visit (for the new batch, primarily), Educational Tour-2024 and the Departmental celebration of the 'Kokborok day', 19 th January, 2024.	<ul style="list-style-type: none">• A Departmental general meeting will be conducted for the students on 5/12/2023 regarding the indigenous day celebration.• 20th of December 2023 will be the tentative date for the Museum visit. The visit is mandatory for the 1st semester students and 3rd & 5th semester students can also join the same if they wish to.• A Departmental Educational tour will also be conducted by the Department in the month of March 2024 (tentative).
3.	Nominating a Coordinator and Co-Coordinator [if	<ul style="list-style-type: none">• It was proposed and decided that Ms. Smita Debnath, Assistant Professor, Department of



"Educating hearts and minds"

HOLY CROSS COLLEGE

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

	<p><i>nominated coordinator wishes]</i> among the faculty members of the Department, in connection with organizing a Five (5) day Workshop/FDP under the joint initiative of the Central Sanskrit University, Ekalavya Campus and the Department of History, Holy Cross College, Agartala [<i>subject to the approval of the respected Father Principal]</i></p>	<p>History, Holy Cross College will be the Coordinator and Dr. Subhash Debnath, Assistant Professor, Department of History, Holy Cross College will be the Co-coordinator for the Five (5) day Workshop/FDP under the joint initiative of the Central Sanskrit University, Ekalavya Campus and the Department of History, Holy Cross College.</p>
<p>4.</p>	<p>Discussion on the preparatory aspects of the upcoming departmental Internal Assessment-1, (4th to 22nd December 2023), in connection with the examination routine for all three (3) current semesters of the department [<i>1st (both Major papers, Minor, Interdisciplinary, Value-Added Course) semester, 3rd (Hons and Elective) Semester and 5th (both Honors paper) semester]</i>, Question Paper preparation [<i>1st (both Major papers, Minor, Interdisciplinary, Value-Added Course) semester, 3rd (Hons and Elective) Semester and 5th (both Honors paper) semester]</i>, Examination halls, number of answer scripts, invigilation duty list etc.</p>	<ul style="list-style-type: none"> • It was decided that proper documentation of the Class tests and Assignment presentation will be maintained by each Faculty member. • Notification of the Internal Assessment will be published for the students of all the semesters [<i>1st (both Major papers, Minor, Interdisciplinary, Value-Added Course) semester, 3rd (Hons and Elective) Semester and 5th (both Honors paper) semester]</i>, of History Department. • The syllabus of the Internal Assessment for all the semesters was decided are as follows: <ul style="list-style-type: none"> ➤ 1st Sem Major paper 1: Unit 1 & 2 ➤ 1st Sem Major paper 2: Unit 3 & 4 ➤ 1st Sem Minor Paper – Unit A & D ➤ 1st Sem Interdisciplinary- Unit B & C ➤ 3rd Sem Honors Paper- Unit 1 & 3 ➤ 3rd Sem Elective Paper- Unit 1 & 4 ➤ 5th Sem Honors Paper- V- Unit 1 & 4 ➤ 5th Sem Honors Paper- VI- Unit 2 & 4 • For conducting the 1st internal exam 300 pieces of answer sheet will be collected from the Exam Call of HCCA.
<p>5.</p>	<p>The issue of the submission of at least one (1) paper to coordinator of the Research and Development Cell, HCCA on or before 28th</p>	<ul style="list-style-type: none"> • It was discussed and decided that collectively the faculty members will write one paper and that will be submitted for publication in the college Journal.



"Educating hearts and minds"

HOLY CROSS COLLEGE

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

	February 2024, for publishing in a college journal [as shared on 23 rd November, 2023 in the "History Dept faculty" entitled WhatsApp Group, followed by the 1 st and last reminder on 2 nd December 2023.			
6.	Adoption of the latest 'Mentor-Mentee list' and the 'Syllabus Distribution sheet among the faculty members' in the Departmental meeting minutes.	<ul style="list-style-type: none"> Unanimously, the 'Mentor-Mentee list' and the Syllabus Distribution sheet are adopted by the faculty members of the Department. 		
7.	Streamlining the Documentation aspects of the Department.	<ul style="list-style-type: none"> For all kinds of communications through letter, in & out, the Departmental Receive and Dispatch Register will be used from now onwards. 		
8	<p>Discussion on the agendas of the 'Attachment-1' of this notice.</p> <p>Agenda no. 2- {Preparing the list of the 'advance' and 'slow' learners, [in line with the college guidelines on the same matter] based on the departmental evaluation and assessment process, in the form of assignments, presentations, class tests, and essay writing from 11th September 2023 to 10th October 2023 and the participation of the first (1st) semester History in the same.}</p>	<ul style="list-style-type: none"> A list of Advance learner and slow learner from 1st semester Major paper is prepared. <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"> <p>Advance learner: Roll no: 402, 404, 05, 07, 08, 10, 11, 18, 20, 21, 22, 23, 23, 26, 27, 28, 30, 32.</p> </td> </tr> <tr> <td style="text-align: center;"> <p>Slow learner: Roll no: 401, 403, 06, 09, 12, 13, 14, 15, 16, 17, 19, 25, 29, 31, 33.</p> </td> </tr> </table> At the end of the semester additional remedial classes will be conducted especially for the slow learners. 	<p>Advance learner: Roll no: 402, 404, 05, 07, 08, 10, 11, 18, 20, 21, 22, 23, 23, 26, 27, 28, 30, 32.</p>	<p>Slow learner: Roll no: 401, 403, 06, 09, 12, 13, 14, 15, 16, 17, 19, 25, 29, 31, 33.</p>
<p>Advance learner: Roll no: 402, 404, 05, 07, 08, 10, 11, 18, 20, 21, 22, 23, 23, 26, 27, 28, 30, 32.</p>				
<p>Slow learner: Roll no: 401, 403, 06, 09, 12, 13, 14, 15, 16, 17, 19, 25, 29, 31, 33.</p>				



"Educating hearts and minds"

HOLY CROSS COLLEGE

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- principalhccag1@gmail.com

Web: www.holycrosscollege.in

Date: - 22.12.2023

Action Taken Report

Initiative – 1 - The department has published the attendance report for all students until November. A formal request was sent to the administration to notify students with low attendance regarding the consequences. The Academic Coordinator has been consulted, and a timeline for publishing the final attendance report was agreed upon.

Initiative – 2 - The meeting for Indigenous Day celebration has been scheduled for 5th December 2023. Arrangements for the museum visit on 20th December 2023 have been finalized, and notifications have been sent to students. Preliminary planning for the educational tour in March 2024 is underway.

Initiative – 3 - The nominations of Ms. Smita Debnath and Dr. Subhash Debnath have been confirmed and submitted for the Principal's approval. Preparations for the workshop/FDP have begun.

Initiative – 4 - Faculty members have started documenting class tests and assignments. The Internal Assessment notification has been published, and the exam syllabus was shared with students. The request for 300 answer sheets has been made, and arrangements for invigilation and exam halls are in progress.

Initiative – 5 - Faculty members have begun collaborating on a paper for submission. The work is on track for completion by the deadline.

Initiative – 6 - The Mentor-Mentee list and syllabus distribution sheet have been incorporated into the departmental meeting minutes and distributed among the faculty members.

Initiative – 7 - The Receive and Dispatch Register has been introduced and is being used for all departmental communications going forward.

Initiative – 8 - The list of advanced and slow learners has been finalized. Plans for remedial classes for slow learners have been scheduled for the end of the semester.

Prepared by:

Susmita Banerjee

Susmita Banerjee

Certified by:

Debasish Datta

Department of History
Holy Cross College
Jubata, Tripura



"Educating hearts and minds"

Asst. Professor & Asst. HoD
Department of History
Holy Cross College Agartala.

HOLY CROSS COLLEGE

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

HEAD

Department of History
Holy Cross College Agartala.

Seen by:

Subhojit Nath
S. Nath