



# HOLY CROSS COLLEGE

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Jubatara Campus, Lembucherra, West Tripura, India  
Phone: (011-91) 2343555 Fax: (011-91) 2342572


## Notice

Date: 8 April, 2022

This is to notify all the faculty members of the Department that a Departmental Meeting will be held on Monday, 11<sup>th</sup> April, 2022 at 1 pm in room no. F1-4 Lab to discuss the following agenda:

### Agenda:

1. Welcoming and introduction of newly appointed Faculties.
2. Syllabus distribution for faculties.
3. 6<sup>th</sup> Semester students projects.

  
HoD, Human Physiology

**HEAD**  
Department of Human Physiology,  
HOLY CROSS COLLEGE, AGARTALA

Meeting 11<sup>th</sup> April, 2022

Members Present :-

- i) Dr. Sandeep Ray Sarkar
- ii) Dr. Susmita Saha (online)
- (iii) Dr. Balaram Surodhar
- iv) Dr. Ashish K. Singh
- v) Smt. Tahabi Saha
- vi) Ujjal Malakar

Agenda :-

- i) Discussion on syllabus distribution to new faculty members.
- ii) Discussion on distribution of students project
- iii) Welcoming new faculties.

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~~11/04/22~~

~~Ashish~~  
~~11/04/22~~

~~Saha~~  
~~11.04.22~~

~~Om~~  
~~11/04/22~~



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## Meeting Minutes

### **Opening:**

A meeting of the Dept. of Human Physiology was called by the HoD to order on 11<sup>th</sup> April, 2022 at 1 pm. in the college room no. F1-4 Lab.

### **Present:**

Dr. Sandeep Roy Sarkar, HoD Human Physiology  
Dr. Susmita Saha, Asst. Professor, Human Physiology (joined online)  
Dr. Balaram Sutradhar, Asst. Professor, Human Physiology  
Dr. Ashish Kr. Singha, Visiting Faculty, Human Physiology  
Ms. Jahnabi Saha, Visiting Faculty, Human Physiology  
Mr. Ujjal Malakar, Lab Technician, Human Physiology

### **Agenda:**

1. Welcoming and introduction of newly appointed Faculties.
2. Syllabus distribution for teachers.
3. 6<sup>th</sup> Semester students projects.

### **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. Two newly appointed Visiting Faculties, Dr. Ashish Kr. Singha and Ms. Jahnabi Saha were welcomed and introduced to other faculties and laboratories.
2. Syllabus were distribution to all the faculties (topic wise/semester) and planned how to proceed for new semester classes. Also Supervisors and Mentors are selected.
3. Discussion on the 'Projects' for 6<sup>th</sup> semester students. Students were distributed among guides using lottery and were decided to distribute them titles soon to enhance the work progression.

### **Adjournment:**

The meeting was adjourned by the HoD at 1.45 pm.

Minutes prepared & submitted by: Dr. Sandeep Roy Sarkar  
HoD, Human Physiology

  
**HEAD**  
Department of Human Physiology,  
HOLY CROSS COLLEGE, AGARTALA



## Action taken report :-

- ✓ The soft copy and hard copy of the syllabus was provided to new faculty members.
- ✓ Name of supervisor for "student project" was finalized for the academic year 2021-2022. Accordingly, the individual supervisor guided the students to complete their project work.