



"Educating hearts and minds"

HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A+' GRADE (CYCLE

Tripura University Reg. Code:

Jubatara, P.O. Lembucherra, Tripura West Pin-7992

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email- principalhccagt@gmail.com

Web: www.holycrosscollege

DEPARTMENT OF BOTANY

No.F.2/HCC/BOT/Fclt./Aug./2023/01

Date:01.08.2023

NOTICE

This is to inform all the Faculty Members of Department of Botany that, there will be a Departmental meeting on 02.08.2023 at 11:00 am in the Room No. F2-3A to discuss the following agenda-

Agenda:

- 1) Planning for upcoming TDPH/ TDP Even Semester Practical Examination which will start from 07.08.2023.
- 2) Planning for arrangement of Laboratory for the upcoming even semester practical examination.
- 3) Planning for the preparation of answer key, specimens and samples for the upcoming practical examination as per the instructions and guidelines given by Tripura University.
- 4) Distribution of responsibilities for the evaluation of answer scripts of even semester practical examinations.
- 5) Planning for distribution of syllabus among faculty members for the upcoming odd semester.
- 6) Planning for lesson plan, study plan for the upcoming odd semester.
- 7) Planning for remedial class for 2nd, 4th and 6th semester students.

All the faculty members of Department of Botany are requested to be present on time.


01/08/23

Dr. Debasree Lodh
Head, Department of Botany
Holy Cross College, Agartala

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

DEPARTMENT OF BOTANY

Minutes of the Departmental Meeting

Date: 02.08.2023

Time: 11:00 AM

Venue: Room No. F2-3A

Attendees: Dr Debasree Lodh

Dr. Somnath kar

Dr. Dipanwita Chaudhuri Sil

Dr. Sudipta Sinha Nag

Agenda:

1. Planning for upcoming TDPH/ TDP Even Semester Practical Examination starting from 07.08.2023.
2. Planning for arrangement of Laboratory for the upcoming even semester practical examination.
3. Preparation of answer key, specimens, and samples as per Tripura University guidelines.
4. Distribution of responsibilities for evaluation of even semester practical exam answer scripts.
5. Distribution of syllabus for the upcoming odd semester.
6. Planning for lesson plan and study plan for the upcoming odd semester.
7. Planning for remedial classes for 2nd, 4th, and 6th semester students.

Meeting Minutes

1. Planning for the Even Semester Practical Examination (07.08.2023):

- The Department members discussed and finalized the scheduling of the upcoming TDPH/ TDP Even Semester Practical Examinations. It was agreed that the exams will commence from 07.08.2023 and will be conducted in coordination with the university's guidelines.
- Dr. Sudipta Sinha Nag and Dr. Debasree Lodh will coordinate with the examination department to ensure timely communication to students.

2. Arrangement of Laboratory for Practical Examinations:

- It was decided that laboratory facilities need to be arranged and prepared for the upcoming practical exams. This includes making sure the required equipment and materials are in place.
- Dr. Somnath Kar and the laboratory assistant will oversee the arrangement of the laboratory. The setup should be completed by 05.08.2023.

3. Preparation of Answer Keys, Specimens, and Samples:

- Faculty members agreed to prepare answer keys, specimens, and samples as per the guidelines issued by Tripura University. Proper coordination will be maintained to ensure the materials are in line with university requirements.
- Dr. Dipanwita Chaudhuri Sil and Dr. Somnath Kar are responsible for compiling the answer keys. They will collaborate with other faculty members to finalize them by 06.08.2023.

4. Distribution of Responsibilities for Evaluation of Answer Scripts:

- Responsibilities for evaluating answer scripts were distributed among the faculty members based on subject expertise.
- Dr. Dipanwita Chaudhuri Sil will evaluate papers for Botany I, Dr. Debosree Lodh for Botany II, and Dr. Sudipta Sinha for Botany III. Evaluation will start immediately after the examination and is expected to be completed by 20.08.2023.

5. Distribution of Syllabus for Upcoming Odd Semester:

- The syllabus distribution for the odd semester was discussed. Each faculty member was assigned topics according to their expertise and previous teaching experience. Teachers will prepare and distribute the syllabus to the students by 15.08.23.


6. Lesson Plan and Study Plan for Odd Semester:

- It was decided that each faculty member will create a lesson plan and study plan for their respective subjects in the upcoming odd semester. These plans should align with the overall departmental goals for student success.
- All faculty members are required to submit their lesson plans by 12.08.2023.

7. Remedial Classes for 2nd, 4th, and 6th Semester Students:

- Remedial classes were planned for students requiring additional assistance in the 2nd, 4th, and 6th semesters. These sessions aim to cover difficult topics and prepare students for their upcoming exams.
- Of remedial class. A schedule will be communicated by 10.08.2023.

Prepared by
 Dr. Dipanwita Chaudhuri Sil
 Asst. Professor
 Dept. of Botany
 2.8.23


 02/08/23
 HEAD
 Department of Botany,
 HOLY CROSS COLLEGE, AGARTALA

DEPARTMENT OF BOTANY

Action Taken Report

10.08.23

1. Planning for the Even Semester Practical Examination:

- Faculty has coordinated with the examination department. The date for the start of exams has been confirmed as 07.08.2023.

2. Laboratory Arrangements:

- The laboratory is fully equipped and ready for the practical examinations. Arrangements have been completed by 05.08.2023.

3. Answer Key and Sample Preparation:

- Answer keys and specimens have been prepared by Dr. [Name] and their team, and have been reviewed as per the guidelines of Tripura University.

4. Evaluation of Answer Scripts:

- Responsibilities have been distributed, and faculty members have begun the evaluation process.

5. Distribution of Syllabus:

- The syllabus has been assigned and distributed to faculty members. Students have also received the syllabus for the upcoming odd semester.

6. Lesson and Study Plans:

- All faculty members submitted their lesson plans by 12.08.2023, and these have been approved by the head of the department.

7. Remedial Classes:

- A schedule for remedial classes has been finalized and shared with the students. Sessions will commence from 15.08.2023.

Prepared by

Dr. Dipanwita Choudhury

Asst. Professor

Dept. of Botany

10.8.23


10/08/23

HEAD

Department of Botany,
HOLY CROSS COLLEGE, AGARTALA



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DEPARTMENT OF BOTANY

No.F.2/HCC/BOT/Fclt./Aug./2023/02

Date:25.08.2023

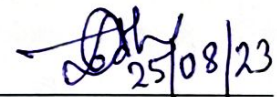
NOTICE

This is to inform all the Faculty Members of Department of Botany that, there will be a Departmental meeting on 29.08.2023 at 10:30 am in the Room No. F2-3A to discuss the following agenda-

Agenda:

- 1) Planning for orientation programme for 1st semester (NEP) students.
- 2) Update about answer script evaluation for TU practical examinations.

All the faculty members of Department of Botany are requested to be present on time.


25/08/23

Dr. Debasree Lodh
Head, Department of Botany
Holy Cross College, Agartala

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

DEPARTMENT OF BOTANY

Holy Cross College

Minutes of the Departmental Meeting

Date: 29.08.2023

Time: 10:30 AM

Venue: Room No. F2-3A

Attendees: Dr Debasree Lodh.

Dr Somnath Kar

Dr. Dipanwita Chaudhuri Sil

Dr. Sudipta Sinha Nag

Agendas:

1. Planning for the orientation programme for 1st semester (NEP) students.
2. Update about answer script evaluation for TU practical examinations.

Proceedings:

1. Planning for Orientation Programme for 1st Semester (NEP) Students:

- The department discussed the need to organize an orientation programme for the 1st semester students under the National Education Policy (NEP). The objective is to familiarize the new students with the curriculum, departmental resources, and expectations.
- Dr. Dipanwita Chaudhuri Sil, Dr. Sudipta Sinha Nag was assigned the responsibility to organize the programme.
- It was decided that the orientation will be held on 7.9.23 to 9.9.23, and the topics covered will include an overview of the NEP curriculum, introduction to faculty members, laboratory orientation, and student welfare activities.
- Each faculty member will take a session to introduce their respective subjects and their future

2. Update on Answer Script Evaluation for TU Practical Examinations:


- The progress of the ongoing evaluation of the Tripura University practical exam answer scripts was discussed. Faculty members involved in the evaluation shared updates on their progress.

Faculty members who have completed their evaluations will submit the Answer script to the examination department by due date

- Those still evaluating are requested to complete the process by the final deadline, ensuring that all answer scripts are submitted on time.

Prepared by

Dr. Dipanwita Chaudhuri Sil -
29.8.23.


29/08/23
HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

DEPARTMENT OF BOTANY

Holy Cross College

Date: 04.10.2023

Action Taken Report

1. Planning for the Orientation Programme:

- Dr. Dipanwita and Dr. Sudipta has begun the necessary arrangements for the orientation programme scheduled on 7.9.23. The session structure has been finalized, and invitations to students have been sent. Each faculty member has prepared their introduction and subject overview presentations.

2. Update on Answer Script Evaluation:

- Faculty members have submitted completed evaluations to the examination department. The remaining evaluations are on track to be completed by Final Deadline, and timely submission has been ensured.

Prepared by

Dr. Dipanwita Choudhury Sil

Asst. Professor :

4.10.23


04/10/23
HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA



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DEPARTMENT OF BOTANY

No.F.2/HCC/BOT/Fclt./Oct./2023/01

Date:03.10.2023

NOTICE

This is to inform all the Faculty Members of Department of Botany that, there will be a Departmental meeting on 03.10.2023 at 01:00 pm in the Room No. F2-3A to discuss the following agenda-

Agenda:

- 1) Distribution of responsibilities for data collection and documentation for AQAR report submission.
- 2) Conduction of brainstorming session for advance and slow learner for 1st (NEP), 3rd and 5th Semester.
- 3) Mentor- mentee list preparation.

All the faculty members of Department of Botany are requested to be present on time.


03/10/23

Dr. Debasree Lodh
Head, Department of Botany
Holy Cross College, Agartala

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

Minutes of the Departmental Meeting

Date: 03.10.2023

Time: 01:00 PM

Venue: Room No. F2-3A

Attendees: Dr. Debasree Lodh

Dr. Somnath Kar

Dr. Dipanwita Chaudhuri

Dr. Sudipta Sinha Nag

Agenda:

1. Distribution of responsibilities for data collection and documentation for AQAR report submission.
2. Conduction of brainstorming session for advanced and slow learners for 1st (NEP), 3rd, and 5th Semesters.
3. Mentor-mentee list preparation.

1. Distribution of Responsibilities for AQAR Report Submission:

- The department discussed the importance of data collection and documentation required for the Annual Quality Assurance Report (AQAR) submission.
- Responsibilities for gathering data on various departmental activities, student achievements, faculty involvement, and research contributions were assigned to faculty members.

- Dr. Debasree Lodh was appointed as the overall coordinator for the AQAR submission.
- Dr. Lodh distributed work among the members.
- The deadline for the submission of individual data is set for 10.10.23

2. Brainstorming Session for Advanced and Slow Learners:

- A brainstorming session was planned for identifying advanced and slow learners in the 1st (NEP), 3rd and 5th semesters. Strategies for assisting slow learners and providing additional challenges to advanced learners were discussed.


- A session will be organized by Dr. Debasree lodh and Drsomnath Kar Dr. Dipanwita Chaudhuri sil and Dr. Sudipta Sinha Nag to assess student performance and categorize them into advanced or slow learners.
- The session will take place on 8.10.23 and the strategies include remedial classes for slow learners and special projects for advanced learners.

3. Mentor-Mentee List Preparation:

- Faculty members discussed the preparation of the mentor-mentee list, which aims to assign each student to a faculty member for personalized guidance and support throughout their academic journey.

- Dr. . Sudipta Sinha Nag was given the responsibility of finalizing the mentor-mentee list by 9.10.23
- Each faculty member will mentor a group of students, ensuring a balanced distribution across all semesters.

Prepared by
Dr. Dipanwita Choudhuri' sil
3.10.23
Asst. Professor .


03/10/23
HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

DEPARTMENT OF BOTANY

Date: 12.10.23

Action Taken Report

Action Taken Report

1. Distribution of Responsibilities for AQAR Submission:

The data collection process for the AQAR report has been initiated. Faculty members are in the process of gathering the necessary documentation, and the submission is expected to be completed by the deadline of

2. Brainstorming Session for Learners:

The brainstorming session was conducted on [Date]. Students have been categorized based on their performance, and a plan for remedial classes and special projects has been implemented.

3. Mentor-Mentee List Preparation:

The mentor-mentee list has been prepared by Dr. Sudipta Sinha Nag and distributed to faculty members. Mentorship activities will commence according to the routine throughout the semester.

Prepared by

Dr. Dipanwita Chaudhuri Sill.
12.10.23

Asst. Professor

Dept. of Botany


12/10/2023
HEAD

Department of Botany,
HOLY CROSS COLLEGE, AGARTALA



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DEPARTMENT OF BOTANY

No.F.2/HCC/BOT/Fclt./Oct./2023/02

Date: 04.10.2023

NOTICE

This is to notify that the Department of Botany, Holy Cross College, Agartala will arrange class test as brainstorming sessions for the students of 1st, 3rd and 5th semester Botany (Major) students within 13.10.2023 to evaluate the slow and advanced learner for the academic year 2023-2024. In connection with this, all the faculty members of the Department are requested to submit the questions on their concerned topics that has been discussed till date.


04/10/23

Dr. Debasree Lodh
Head, Department of Botany
Holy Cross College, Agartala

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

Minutes of the Departmental Meeting

Date: 04.10.2023

Time: 12.00 a. m

Venue: Department of Botany, Holy Cross College, Agartala

Attendees: [List all Faculty Members present]

Agenda:

1. Planning and arrangement for class tests as brainstorming sessions for 1st, 3rd, and 5th semester Botany (Major) students.
2. Evaluation and categorization of slow and advanced learners for the academic year 2023-2024.
3. Submission of test questions by faculty members for their respective topics.

Proceedings:

1. Planning and Arrangement for Class Tests:

- The department discussed the arrangement of class tests as brainstorming sessions for 1st, 3rd, and 5th semester students. The objective is to evaluate the students' current knowledge and identify slow and advanced learners.
- It was decided that the tests would be conducted between **13.10.2023** and **17.10.23**.
- Dr. Debasree Lodh will coordinate the scheduling of the tests, ensuring that each class is assigned an appropriate test date.
- Tests will cover all topics discussed up to this point in the semester.

2. Evaluation and Categorization of Learners:

- The faculty discussed the method of evaluation for identifying slow and advanced learners based on their performance in the class tests.
- It was agreed that test results will be analyzed collectively by the department to categorize the students.
- Dr Debasree Lodh will lead the evaluation process.

3. Submission of Test Questions by Faculty Members:

- Faculty members were requested to submit test questions from the topics they have covered so far in their respective courses.
- A deadline for submission of questions was set for **08.10.2023**.
- Each faculty member will prepare and submit their set of test questions by the due date to Dr. [Name], who will compile them for use during the brainstorming sessions.
- Question papers will be finalized by **10.10.2023**.

04/10/23
HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

Prepared by
Dr. Dipanwita Chaudhuri S11
Asst Professor 4.10.23

DEPARTMENT OF BOTANY

Date: 11.10.23

Action Taken Report

1. **Class Test Arrangement:**
 - The test schedule has been finalized, and class tests will be conducted between **13.10.2023** and [final date]. All logistical arrangements have been made.
2. **Evaluation Process:**
 - The evaluation strategy has been outlined, and performance-based categorization of students into slow and advanced learners will take place post-testing.
3. **Submission of Questions:**
 - Faculty members have submitted their test questions by **08.10.2023**, and the final question papers have been compiled and reviewed.

Prepared by

Dr. Dipannita Chaudhuri Sil

Asst Professor -

Dept. of Botany.

11.10.23.

[Signature]
11/10/23

HEAD

Department of Botany,
HOLY CROSS COLLEGE, AGARTALA



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DEPARTMENT OF BOTANY

No.F.2/HCC/BOT/Fcft./Nov./2023/01

Date:06.11.2023

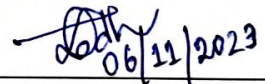
NOTICE

This is to inform all the Faculty Members of Department of Botany that, there will be a Departmental meeting on 07.11.2023 at 02:30 pm in the Room No. F2-3A to discuss the following agenda-

Agenda:

- 1) Assignment submission by the 1st, 3rd and 5th semester students.
- 2) Review of the syllabus covered by the faculty members.
- 3) Planning for upcoming internal exam for odd semester students.
- 4) Syllabus and question pattern for the internal examination.
- 5) Submission date of question papers to the HOD for the internal examination.

All the faculty members of Department of Botany are requested to be present on time.


06/11/2023

Dr. Debasree Lodh
Head, Department of Botany
Holy Cross College, Agartala

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

Date:06.11.2023

NOTICE

This is to inform all the Faculty Members of Department of Botany that, there will be a Departmental meeting on 07.11.2023 at 02:30 pm in the Room No. F2-3A to discuss the following agenda-

Agenda:

- 6) Assignment submission by the 1st, 3rd and 5th semester students.
- 7) Review of the syllabus covered by the faculty members.
- 8) Planning for upcoming internal exam for odd semester students.
- 9) Syllabus and question pattern for the internal examination.
- 10) Submission date of question papers to the HOD for the internal examination.

Minutes of the Departmental Meeting

Date: 07.11.2023

Time: 02:30 PM

Venue: Room No. F2-3A

Attendees:

Dr Debasree lodh

Dr. Dipanwita Chaudhuri Sil

Dr Somnath Kar

Dr.Sudipta Sinha

Agenda:

1. Assignment submission by the 1st, 3rd, and 5th semester students.
2. Review of the syllabus covered by the faculty members.
3. Planning for the upcoming internal exam for odd semester students.
4. Syllabus and question pattern for the internal examination.
5. Submission date of question papers to the HOD for the internal examination.

Meeting Minutes:

1. Assignment Submission by the 1st, 3rd, and 5th Semester Students:

- Faculty members discussed the status of assignment submissions by students of the 1st, 3rd, and 5th semesters. It was noted that the submission deadline has already been communicated, but a few students are pending.
- Faculty members will follow up with students who haven't submitted their assignments.
- DrSudipta Sinha Nag will monitor the submission status, and the final deadline for pending submissions is **10.11.2023**.

2. Review of the Syllabus Covered:

- Each faculty member provided an update on the syllabus coverage for their respective subjects.
- It was determined that most courses are progressing as planned, but some areas may require additional classes to meet the syllabus deadlines.
- Faculty members are encouraged to ensure syllabus completion by **the 30.11.23**
- **Planning for the Upcoming Internal Exam:**
 - The department discussed the logistics of the upcoming internal exam for the odd semester students.
 - It was agreed that the internal exams will be conducted between **[exam start date]** and **[exam end date]**.
 - Dr. Debasree Lodh will prepare a detailed exam schedule and share it with students
 - The exams will be held in accordance with the college guidelines, with a duration of 1 hour for each paper.

4. Syllabus and Question Pattern for the Internal Examination:

- The faculty discussed the syllabus to be included in the internal exams and the appropriate question pattern. It was decided that the internal exams would cover all topics covered in the class
- A common question pattern was agreed upon: [e.g., short-answer questions, long-answer questions, MCQs.
- Each faculty member will prepare their question paper following the agreed pattern.

5. Submission Date of Question Papers:


- The submission of internal exam question papers to the Head of Department (HOD) was discussed. It was agreed that all papers must be submitted on time to allow for review.
- Faculty members will submit their question papers to the HOD by **[final date for submission of question papers]**
- Dr. Debasree Lodh will compile and review the question papers to ensure consistency.

Prepared by .

Dr. Dipanwita Choudhuri S'it .

Dept. of Botany .

10.11.23


10/11/23
HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

DEPARTMENT OF BOTANY

Action Taken Report

Date: 12.12.23

1. **Assignment Submission:**
 - Faculty members have followed up with students who hadn't submitted their assignments. All pending assignments were submitted by **10.11.2023**.
2. **Syllabus Review:**
 - Extra classes were conducted by Dr. [Name] to ensure that all syllabus content was covered. Faculty members have confirmed that the syllabus for each subject will be completed by **[syllabus completion date]**.
3. **Internal Exam Planning:**
 - The internal exam schedule has been finalized and communicated to the students. Exams will be held between **4.12.23** and **8.12.23**
4. **Syllabus and Question Pattern:**
 - The syllabus to be covered for the internal exams has been clearly defined. The question paper pattern has been standardized across subjects.
5. **Question Paper Submission:**
 - All question papers were submitted to the HOD by **2.12.23** for review.

Prepared by .

Dr. Dipanwita Chaudhuri Sil

Dept. of Botany .

12.12.23 .


12/12/23

HEAD

Department of Botany,
HOLY CROSS COLLEGE, AGARTALA



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DEPARTMENT OF BOTANY

No.F.2/HCC/BOT/Fclt./Nov./2023/02

Date:07.11.2023

NOTICE

This is to inform all the Faculty Members that, Department of Botany, Holy Cross College, Agartala is going to conduct Class Test as a part of Internal Examination for 1st (Major, Minor, Interdisciplinary), 3rd and 5th semester (Honours and General) students, during the month of December, 2023. All are hereby requested to (i) share the topics for assignment submission, class presentation, syllabus for internal examination within 12.11.2023; (ii) send the questions for the internal examination from the assigned topics for both theory and practical papers to the HOD within 28.11.2023 and (iii) complete the answer-script evaluation process by seven days from the last date of internal examination.

Dr. Debasree Lodh
Head, Department of Botany
Holy Cross College, Agartala

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

Meeting Minutes

Date: 07 November 2023

Venue: Department of Botany

Chairperson: HOD, Department of Botany

Agenda:

1. Conduct of Class Test as part of the Internal Examination for 1st (Major, Minor, Interdisciplinary), 3rd, and 5th semester (Honours and General) students in December 2023.
2. Assignment topics, class presentations, and internal exam syllabus submission.
3. Submission of exam questions.
4. Evaluation of answer scripts.

Attendees:

- All Faculty Members of the Department of Botany.

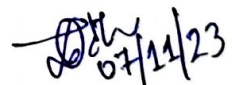
Key Discussions:

1. **Class Tests:** It was confirmed that the class tests would take place during the month of December 2023.
2. **Assignment Submission:** Faculty members were requested to share topics for assignment submission, class presentations, and the internal exam syllabus by **12 November 2023**.
3. **Question Submission:** Faculty members were instructed to submit both theory and practical exam questions to the HOD by **28 November 2023**.
4. **Answer Script Evaluation:** The evaluation of answer scripts must be completed within seven days from the last internal exam date.

Prepared by

Dr. Dipanwita Chaudhuri Sil .

7/11/23


07/11/23

HEAD

Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

Action Taken Report

Date: 13th November 2023

Venue: Department of Botany

Faculty members were requested to share topics for assignments, class presentations, and the syllabus for the internal examinations by **12 November 2023**. Additionally, they were instructed to send the questions for the internal examination (for both theory and practical papers) to the HOD by **28 November 2023**. Finally, all faculty members were reminded to complete the evaluation of answer scripts within seven days from the last internal examination date.

The HOD will monitor the process to ensure all deadlines are met, and the examination and evaluation process runs smoothly.

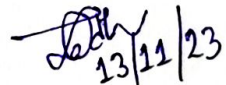
Next Steps:

- Faculty members will adhere to the given deadlines and submit all required materials on time.
- The HOD will ensure smooth coordination for the upcoming examinations and evaluation process.

Prepared by

Dr. Dipanwita Choudhury S'1

13/11/23


13/11/23

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA



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DEPARTMENT OF BOTANY

No.F.2/HCC/BOT/Fclt./Nov./2023/03

Date: 14.11.2023

NOTICE

This is to inform all the Faculty Members of Department of Botany that, there will be a Departmental meeting on 16.11.2023 at 02:30 pm in the Room No. F2-3A to discuss the following agenda-

Agenda:

- 1) Planning for the conduction of two days workshop on sampling of plant communities and Herbarium specimen preparation.
- 2) Distribution of responsibilities among the faculty members for the conduction of the workshop.

All the faculty members of Department of Botany are requested to be present on time.


14/11/23

Dr. Debasree Lodh
Head, Department of Botany
Holy Cross College, Agartala

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

DEPARTMENT OF BOTANY

Meeting Minutes

Date: 16 November 2023

Venue: Room No. F2-3A

Chairperson: HOD, Department of Botany

Time: 02:30 PM

Agenda:

1. Planning for the conduction of a two-day workshop on sampling of plant communities and herbarium specimen preparation.
2. Distribution of responsibilities among the faculty members for the conduction of the workshop.

Attendees:

- All Faculty Members of the Department of Botany.

Key Discussions:

1. Workshop Planning:

It was decided that the two-day workshop on "Sampling of Plant Communities and Herbarium Specimen Preparation" will be conducted on 22.11.23 and 23.11.23. The aim of the workshop is to provide students with practical experience in fieldwork and herbarium techniques.

2. Responsibilities Distribution:

The tasks and roles for the conduction of the workshop were discussed, and responsibilities were assigned to faculty members as follows:

- **Workshop Coordination:**
- **Field Sampling Supervision:**
- **Herbarium Specimen Handling:**
- **Logistics & Materials:**


Final adjustments to roles and responsibilities will be made in the follow-up meeting if required.

Prepared by .

Dr. Dipanwita Chaudhuri Sill
16.11.23.

Asst. Professor .

Dept. of Botany .


16/11/23
HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

DEPARTMENT OF BOTANY

Action Taken Report

Date: 17 November 2023

Venue: Room No. F2-3A

Actions Taken:

Faculty members agreed on the plan and dates for conducting the two-day workshop. Specific roles and responsibilities for the workshop, such as coordinating the sessions and supervising field sampling and herbarium specimen preparation were assigned.

The workshop is expected to be held during **22.11.23** and **23.11.23** depending on logistical preparations. A follow-up meeting will be scheduled closer to the date to finalize the workshop details.

Prepared by

Dr. Dipanwita Choudhury Sil

17.11.23

DCh
17/11/23

HEAD

Department of Botany,
HOLY CROSS COLLEGE, AGARTALA



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email- principalhccagt@gmail.com
Web: www.holycrosscollege.in

DEPARTMENT OF BOTANY

No.F.1/HCC/BOT/Fclt./Dec./2023/01

Date:04.12.2023

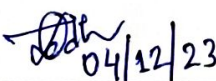
NOTICE

This is to inform all the Faculty Members of Department of Botany, Holy Cross College, Agartala that there will be a Departmental meeting on 05.12.2023 at 02:30 pm in the Room No. F2-3A to discuss the following agenda-

Agenda:

- 1) Review of syllabus covered by the faculty members.
- 2) Evaluation of answer script for the internal exam.
- 3) Attendance percentage of students.
- 4) Planning for visit to Mushroom Cultivation Unit in ICAR RC for NER Region, Lembucherra, Agartala with students.
- 5) Planning for visit to State Agriculture Research Station AD Nagar, Agartala.

All the faculty members of Department of Botany are requested to be present on time.


04/12/23

Dr. Debasree Lodh
Head, Department of Botany
Holy Cross College, Agartala

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

Date: 05 December 2023

Venue: Room No. F2-3A

Chairperson: HOD, Department of Botany

Time: 02:30 PM

Agenda:

1. Review of syllabus covered by the faculty members.
2. Evaluation of answer scripts for the internal exam.
3. Discussion on student attendance percentage.
4. Planning for a visit to the Mushroom Cultivation Unit in ICAR RC for NER Region, Lembucherra, Agartala with students.
5. Planning for a visit to the State Agriculture Research Station, AD Nagar, Agartala.

Attendees:

Key Discussions:

1. Review of Syllabus:

Each faculty member gave a brief overview of the progress made in covering their assigned syllabus. Some sections are nearing completion, while a few need to speed up to complete on time.

2. Evaluation of Answer Scripts:

Faculty members were reminded to complete the evaluation of answer scripts for the internal exams within the stipulated time. The final date for submission of evaluated scripts was tentatively set as **12 December 2023**.

3. Student Attendance:

The overall attendance percentage of students was discussed. It was agreed that any student with attendance below 75% will be issued a notice and advised to improve their attendance before the final exams.

4. Mushroom Cultivation Unit Visit:

The visit to the Mushroom Cultivation Unit at ICAR RC for NER Region, Lembucherra, Agartala, was planned for (**Tentative Date: 15 December 2023**). A maximum of 30 students will be allowed to participate, and the logistics will be handled by faculty members.

5. State Agriculture Research Station Visit:

A visit to the State Agriculture Research Station, AD Nagar, Agartala, was tentatively planned for (**Tentative Date: 20 December 2023**). The visit will provide practical exposure to students about ongoing agricultural research in the region.

Prepared By:

Dr. Dipanwita Choudhury Sil.
5/12/23

Asst. Professor.

Dept. of Botany.


05/12/2023

HEAD

Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

DEPARTMENT OF BOTANY

Action Taken Report

Date: 10 December 2023

Venue: Room No. F2-3A

Actions Taken:

1. Faculty members have reviewed their syllabus coverage and agreed to complete the remaining portions by the end of **December 2023**.
2. The deadline for the evaluation of answer scripts for the internal exam has been set for **12 December 2023**.
3. A decision was made to issue notices to students with less than 75% attendance, encouraging them to improve their attendance.
4. The Mushroom Cultivation Unit visit at ICAR RC for NER Region, Lembucherra, Agartala, is tentatively scheduled for **15 December 2023**, pending confirmation of transportation arrangements.
5. The visit to the State Agriculture Research Station, AD Nagar, Agartala, is tentatively planned for **20 December 2023**, subject to approval.


A follow-up meeting may be scheduled to finalize any pending arrangements.

Prepared by:

Dr. Dipannita Chaudhuri Sill
10.12.23

Asst. Professor

Dept. of Botany


10/12/2023
HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA



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DEPARTMENT OF BOTANY

No.F.2/HCC/BOT/Fclt./Jan./2024/01

Date:08.01.2024

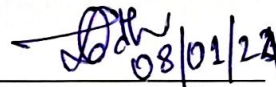
NOTICE

This is to inform all the Faculty Members of Department of Botany that, there will be a Departmental meeting on 09.01.2024 at 02:30 pm in the Room No. F2-3A to discuss the following agenda-

Agenda:

- 1) Planning for upcoming internal exam for 1st semester NEP Major, Minor and Interdisciplinary students.
- 2) Syllabus and question pattern for the internal examination.
- 3) Submission date of question papers to the HOD for the internal examination.
- 4) Answer scripts of the internal exam (held in December, 2023) checking by the students.

All the faculty members of Department of Botany are requested to be present on time.


08/01/24

Dr. Debasree Lodh
Head, Department of Botany
Holy Cross College, Agartala

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

DEPARTMENT OF BOTANY

Meeting Minutes

Date: 09.01.2024

Time: 02:30 pm

Venue: Room No. F2-3A

Attendees:

[List of faculty members present]

Agenda:

1. Planning for the upcoming internal exam for 1st semester NEP Major, Minor, and Interdisciplinary students.
2. Syllabus and question pattern for the internal examination.
3. Submission date of question papers to the HOD for the internal examination.
4. Answer scripts of the internal exam (held in December 2023) to be checked by the students.

Discussion Summary:

1. **Planning for the upcoming internal exam:**
 - o The faculty discussed the scheduling of the internal exam for 1st semester students.
 - o Tentative dates for the exam were considered, with the aim of conducting it during the 2nd week of February 2024.
2. **Syllabus and question pattern for the internal examination:**
 - o It was decided that the syllabus would be finalized by respective course coordinators and circulated by 15.01.2024.
 - o The question pattern would follow the university's prescribed guidelines. A mix of multiple-choice questions, short-answer questions, and long-answer questions was recommended.
3. **Submission date of Question papers to the HOD:**
 - o Faculty members are required to submit their question papers to the HOD by 25.01.2024. This will allow enough time for review and printing.
4. **Answer scripts of the internal exam (held in December 2023) to be checked by Teachers**
 - o Teachers will check the answer scripts by 12.01.2024. The answer scripts would be distributed during class hours.
 - o Faculty members will ensure that any discrepancies are addressed immediately.

Prepared by

Dr. Dipanwita Choudhury Saha

Dept. of Botany

9.1.24


09/01/24

HEAD

Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

DEPARTMENT OF BOTANY

Date 13.01.24

Action Taken Report:

1. **Planning for the upcoming internal exam:**
 - Action: The internal exam is tentatively scheduled for the 2nd week of February 2024.
 - Responsible: Examination Coordinator and HOD.
 - Tentative Date: 12.02.2024 to 16.02.2024.
2. **Syllabus and question pattern for the internal examination:**
 - Action: Syllabus will be finalized and circulated by the course coordinators.
 - Responsible: Course Coordinators.
 - Tentative Date: 15.01.2024.
3. **Submission date of question papers:**
 - Action: Question papers to be submitted to the HOD.
 - Responsible: Faculty members.
 - Faculty members will submit question paper by 25.01.2024.
4. **Answer scripts of the internal exam (held in December 2023) to be checked by Teachers**
by 12.01.2024.

Prepared by

Dr. Dipanwita Choudhury SII

13.1.24


13/01/24
HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA



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DEPARTMENT OF BOTANY

No.F.2/HCC/BOT/Fclt./Jan./2024/03

Date:24.01.2024

NOTICE

This is to inform all the Faculty Members of Department of Botany that, there will be a Departmental meeting on 25.01.2024 at 02:00 pm in the Room No. F2-3A to discuss the following agenda-

Agenda:

- 1) Planning for upcoming 1st (NEP), 3rd and 5th (TDPH/ TDP) Semester Practical Examination which will start from 31.01.2024.
- 2) Planning for arrangement of Laboratory for the upcoming even semester practical examination.
- 3) Planning for the preparation of answer key, specimens and samples for the upcoming practical examination as per the instructions and guidelines given by Tripura University.
- 4) Distribution of responsibilities for the evaluation of answer scripts of even semester practical examinations.
- 5) Planning for engagement of 1st semester (NEP) students after finishing the semester examination.
- 6) Display of answer scripts of internal exam which are already evaluated for students.
- 7) Preparation of lesson plan, study plan and syllabus distribution among faculty members for the upcoming even semester.
- 8) Mentor- mentee list preparation for 2nd (NEP), 4th & 6th (TDPH) students.

All the faculty members of Department of Botany are requested to be present on time.


24/01/24

Dr. Debasree Lodh
Head, Department of Botany
Holy Cross College, Agartala

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

Meeting Minutes

Date: 25.01.2024

Time: 02:00 pm

Venue: Room No. F2-3A

Attendees:


[List of faculty members present]

Agenda Discussion:

1. **Planning for the upcoming 1st, 3rd, and 5th Semester Practical Examination:**
 - Dates for the practical exams starting from 31.01.2024 were confirmed.
 - Faculty members agreed to submit final preparations for the exams by 28.01.2024.
2. **Laboratory arrangement for the even semester practical examination:**
 - A list of required materials was discussed. The faculty agreed to ensure that all necessary equipment and resources are ready by 29.01.2024.
 - Lab assistants will be engaged to help with setup.
3. **Preparation of answer keys, specimens, and samples:**
 - Faculty members will be assigned specific tasks for preparing answer keys, specimens, and samples. All items should be finalized by 30.01.2024.
4. **Distribution of responsibilities for evaluation:**
 - Faculty members will be allocated responsibilities for evaluating practical exam answer scripts. The evaluation process is to be completed by 15.02.2024.
5. **Engagement of 1st semester students after exams:**
 - A plan for post-exam activities and projects for 1st semester NEP students was discussed. A list of activities will be shared by 05.02.2024.
6. **Display of answer scripts of internal exams:**
 - Internal exam answer scripts will be displayed to students by 27.01.2024 for review and discussion with faculty members.
7. **Preparation of lesson plans, study plans, and syllabus distribution:**
 - Faculty members agreed to prepare and distribute lesson and study plans for the upcoming even semester by 10.02.2024.
8. **Mentor-mentee list preparation:**
 - Faculty members will finalize the mentor-mentee lists for 2nd (NEP), 4th, and 6th semester students by 05.02.2024.

Prepared by .

Dr. Dipanwita Chaudhuri Sill
25.01.24
Asst. Professor .
Dept. of Botany .


25/01/24
HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

DEPARTMENT OF BOTANY

Action Taken Report

Date:

28.01.24

Action Taken Report:

The Department of Botany held a meeting on 25.01.2024 to discuss key matters related to the upcoming semester. It was decided that the final preparations for the 1st, 3rd, and 5th Semester Practical Examinations, set to begin on 31.01.2024, would be completed by 28.01.2024. Faculty members will ensure that all necessary laboratory arrangements are in place by 29.01.2024, with lab assistants assisting in setting up the required materials and resources. To comply with the guidelines from Tripura University, the preparation of answer keys, specimens, and samples will be finalized by 30.01.2024, with designated faculty members responsible for each task.

Furthermore, responsibilities for evaluating the answer scripts of these practical exams were allocated to faculty members, and the evaluation process is scheduled to be completed by 15.02.2024. In addition, plans were made to engage the 1st semester NEP students in post-exam activities, with a detailed list of activities to be shared by 05.02.2024.

The internal exam answer scripts, already evaluated, will be displayed for student review by 27.01.2024, allowing students to consult with faculty members regarding their performance. Faculty members are also tasked with preparing lesson plans, study plans, and distributing the syllabus for the upcoming even semester by 10.02.2024. Lastly, mentor-mentee lists for 2nd (NEP), 4th, and 6th semester students will be finalized and shared by 05.02.2024.


Prepared by

Dr. Dipanwita Chaudhuri Sil.

Asst. Professor.

Dept. of Botany.

28.01.24


28/01/24
HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA



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DEPARTMENT OF BOTANY

No.F.2/HCC/BOT/Fclt./Feb./2024/01

Date:20.02.2024

NOTICE

This is to inform all the Faculty Members of Department of Botany that, there will be a Departmental meeting on 22.02.2024 at 11:30 am in the Room No. F2-3A to discuss the following agenda-

Agenda:

- 1) Planning for the conduction of two days hands on workshop for teachers on 'Karyotype- a teaching tool'.
- 2) Distribution of responsibilities among the faculty members for the conduction of the workshop.

All the faculty members of Department of Botany are requested to be present on time.


20/02/24

Dr. Debasree Lodh
Head, Department of Botany
Holy Cross College, Agartala

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

Department of Botany

No.F.2/HCC/BOT/Fclt./Feb./2024/01

Date: 20.02.2024

NOTICE

This is to inform all the Faculty Members of the Department of Botany that there will be a Departmental meeting on **22.02.2024 at 11:30 am** in Room No. F2-3A to discuss the following agenda:

Agenda:

1. Planning for the conduction of a two-day hands-on workshop for teachers on '**Karyotype - a teaching tool**'.
2. Distribution of responsibilities among the faculty members for the conduction of the workshop.

All the faculty members of the Department of Botany are requested to be present on time and prepare meeting minute along with an action taken report mentioning tentative dates.

Meeting Minutes

Date: 22.02.2024

Time: 11:30 am

Venue: Room No. F2-3A

Attendees:

[List of faculty members present]

Agenda Discussion:

1. **Planning for the two-day hands-on workshop on 'Karyotype - a teaching tool':**
 - o The workshop is scheduled to take place on **05.03.2024 and 06.03.2024**.
 - o A brief discussion on the format, activities, and topics to be covered during the workshop was held. The hand: on session will focus on demonstrating karyotyping techniques and their pedagogical applications.
2. **Distribution of responsibilities among faculty members:**
 - o Specific roles and duties for organizing the workshop were distributed among faculty members.
 - o Responsibilities such as equipment setup, participant registration, and managing different sessions were allocated.
 - o It was decided that preparations, including resource materials and workshop kits, will be completed by **03.03.2024**.

Prepared by

Dr. Dipanwita Choudhury'sil.

Asst Professor.

20.2.24


20/02/24
HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

DEPARTMENT OF BOTANY

Action taken report

3.3.24

During the departmental meeting on 22.02.2024, the faculty of the Department of Botany discussed the organization of a two-day hands-on workshop titled 'Karyotype - a teaching tool'. The workshop will be conducted on **05.03.2024** and **06.03.2024**. Faculty members were assigned various responsibilities, including the arrangement of equipment, preparation of materials, and registration of participants. Each faculty member will ensure that all arrangements, including workshop kits and instructional materials, are finalized by **03.03.2024** to ensure smooth execution of the event. Additionally, responsibilities for managing different sessions and participant engagement were distributed.

Prepared by
Dr. Dipankar Choudhuri
Asst. Professor
3.3.24


03/03/2024

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA



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DEPARTMENT OF BOTANY

No.F.2/HCC/BOT/Fclt./Apr./2024/01

Date:23.04.2024

NOTICE

This is to inform all the Faculty Members of Department of Botany that, there will be a Departmental meeting on 25.04.2024 at 02:00 pm in the Room No. F2-3A to discuss the following agenda-

Agenda:

- 1) Planning for the commencement of 2nd batch of Add-on Course "Mushroom Biology and Farming".
- 2) Update about the odd Semester answer script evaluation at Tripura University by the faculty members.

All the faculty members of Department of Botany are requested to be present on time.


23/04/24

Dr. Debasree Lodh
Head, Department of Botany
Holy Cross College, Agartala

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

Department of Botany

Date: 23.04.2024

NOTICE

Agenda:

1. Planning for the commencement of the 2nd batch of Add-on Course “Mushroom Biology and Farming”.
2. Update on the odd Semester answer script evaluation at Tripura University by faculty members.

All the faculty members of the Department of Botany are requested to be present on time and prepare meeting minutes along with an action taken report, including tentative dates.

Meeting Minutes

Date: 25.04.2024

Time: 02:00 pm

Venue: Room No. F2-3A

Attendees:


List of faculty members present

Agenda Discussion:

1. **Planning for the commencement of the 2nd batch of Add-on Course “Mushroom Biology and Farming”**
 - It was decided that the 2nd batch of the add-on course will begin on **15.05.2024**.
 - The course structure and schedule will remain the same as the previous batch, with minor improvements based on feedback from both students and faculty.
 - The registration process for the new batch will start on **01.05.2024**, and faculty members responsible for course coordination will ensure all necessary materials and resources are prepared by **10.05.2024**.
2. **Update on the odd Semester answer script evaluation at Tripura University:**
 - Faculty members provided updates on the current status of the odd semester answer script evaluation.
 - The remaining answer scripts will be evaluated and submitted to the university by **30.04.2024**.

Prepared by:

Dr. Dipanwita Choudhury'sil.
23.4.24
Dept. of Botany.


23/04/24
HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA

DEPARTMENT OF BOTANY

Date:

28.4.24


Action Taken Report

During the meeting held on 25.04.2024, the Department of Botany finalized the commencement date for the 2nd batch of the Add-on Course “**Mushroom Biology and Farming**”. The course will begin on **15.05.2024**, with registrations opening on **01.05.2024**. Faculty members responsible for coordinating the course will complete the preparatory tasks, including gathering materials and organizing resources, by **10.05.2024**.

Additionally, updates on the evaluation of odd Semester answer scripts at Tripura University were discussed. Faculty members will complete the remaining evaluations and submit the answer scripts by **30.04.2024**.

Prepared by .

Dr. Dipanwita Chaudhuri Sil
28.4.24
Dept. of Botany


HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA