



"Educating hearts and minds"

HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH A+ GRADE

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DEPARTMENT OF HUMAN PHYSIOLOGY

Notice

Date: 04.04.2023

This is to notify all the faculty members of the Department that a Departmental Meeting will be held on **Wednesday, 5th April, 2023 at 9.00 am** in room no. F1-4 Lab to discuss the following agenda:

Agenda:

1. Planning of Workshop cum Hands on Training on "Bioinformatics" in the month of May, 2023.
2. Planning for starting of classes for new semester.
3. Lab arrangements for starting of practical classes for new semester.
4. Distribution of syllabus among faculty members.
5. Distribution of responsibilities among faculty members.
6. List down the requirements to start the PG courses.
7. Misc.

HoD, Human Physiology

HEAD

Department of Human Physiology,
HOLY CROSS COLLEGE, AGARTALA

Departmental Meeting Minutes

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Date :- 05/04/2023

Members Present:-

- 1) Dr. Sandeep Roy Sarkar
- 2) Dr. Ashish k. Singha
- 3) Mrs. Jahnabi Saha
- 4) Dr. Susmita Saha

Agenda:-

- 1) Planning of workshop cum Hands-on-Training on 'Bioinformatics' in the month of May, 2023.
- 2) Planning to start even semester classes.
- 3) Lab arrangements for starting of practical classes for new semester.
- 4) Distribution of syllabus among faculty members.
- 5) Distribution of responsibilities among faculty members.
- 6) List down of requirements to start the PCR courses.
- 7) Misc.

Minutes:-

- 1) Planning done for workshop; Resource person's need to be communicated; Proposal will be send to the authority for approval; Funding of Rs. 5000/- will be proposed for the same.
- 2) Discussion done on: Teacherwise topic distribution; Planning for student's activity (Model for 2nd Sem); Class time-table preparation.
- 3) Chemicals needs to be checked to arrange Lab for even semester practical class
- 4) Discussion on syllabus distribution and preparation of Lesson plan - study plan based on assigned topics, Rearrangements of 6th Sem project students as Dr. Balaram Sutradhar's students need to be managed by any one teacher.
- 5) Person assigned:-
Dr. Sandeep Roy Sarkar → Lab, All other responsibilities, not assigned.
JS Madam → Ms. Jahnabi Saha → Class management, students attendance, Feedback.
Dr. Ashis k. Singha → ERP, Report writing
Dr. Susmita Saha → NAAC person assigned

- 6. Work is going on, we are planning for preparing the Lab materials, instruments related to post graduate course.
- 7. According to instructions from the authority, we are planning to prepare departmental activities for the period of April, 2023 - July, 2023.
- 8. We are proposing the annual wall We are proposing to create and publish an annual wall-magazine as 'PHYSIOVERSE', as per the instructions by inspection committee, CDC, TU.
- 9. We are planning for workshop cum Hands-on-training on Molecular Biology that will be open for all including other institutes.

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* Action taken Report of meeting minutes held on 05/04/2023

Initiative 1: — International workshop on Bioinformatics was conducted on 8th May, 2023. Resource person was Dr. Belle Damodara Shenoy Principal Scientist, CSIR-NIO, Bishakhapattanam, India.

Initiative 2: — Topic distribution done, classes started from 17th April, 2023 for, Model preparation and wall magazine preparation topics are distributed and students already submitted their assigned task.

Initiative 3: — Practical classes already started and most of the topics are covered.

Initiative 4: — Study plan and lesson plan was prepared by assigned teachers and submitted to the department.
6th Sem project students of Dr. Balaram Sutrachar, were assigned to Ms. Tahabi Saha.

Initiative 5: — Assigned persons are taking care of all the responsibilities.

Initiative 6: — Lab materials required for PG courses preparation we are doing, few lists has been prepared by AKS Sir.

Initiative 7: — Departmental activity plan done & submitted to authority.

Initiative 8: — We are preparing the soft copy to publish the wall magazine as 'PHYSIOVERSE'.

Initiative 9: — Hands on training on Molecular Biology techniques was conducted on 19th June, 2023.

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27-06-23