



# HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A+' GRADE (CYCLE:2)

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"Educating hearts and minds"

## Notice

Date: 06/11/2023

This is to notify all the faculty members of department of Sociology about an upcoming departmental meeting scheduled for 08/11/2023 at 10:00 AM in room F1-11 for the preparation and distribution of responsibilities for the 3-Day National Workshop on Research Methodology to be organized by Department of Sociology.

Best regards

*Sentienla*  
6/11/23

Sentienla

HOD, Department of Sociology

Department of Sociology

HOLY CROSS COLLEGE, AGARTALA

# Departmental Meeting Minutes

Department of Sociology  
Holy Cross College, Agartala

**Date: 8/11/2023**

## **Faculty members in the attendance**

1. Ms. Sentienla, Head of the Department & Assistant Professor, Department of Sociology
2. Dr. Sharmistha Chakraborty, Assistant Professor, Department of Sociology
3. Mr. Joel L. Darlong, Assistant Professor, Department of Sociology
4. Mr. Genesis Debbarma, Assistant Professor, Department of Sociology
5. Ms. Sara Debbarma, Assistant Professor, Department of Sociology
6. Ms. Lily Jamatia, Head of the Department & Assistant Professor, Department of Social Work

## **Resolution and Discussion**

Preparation and Distribution of Responsibilities for the 3-Day National Workshop on Research Methodology:

### **1. Workshop Attendance Management:**

Lily Jamatia and Genesis Debbarma have been assigned the responsibility of overseeing and managing the attendance process for the workshop. They will ensure accurate recording and documentation of participant attendance throughout the event.

### **2. Offline Registration Support:**

Recognizing potential challenges with online registration, offline registration options will be made available to students facing difficulties. This initiative aims to accommodate all interested participants, ensuring a seamless registration process.

### **3. Spot Registration Facilitation:**

To cater to last-minute interest, spot registration facilities will be provided on the day of the workshop. This allows students who decide to participate spontaneously to register and attend without prior online registration.

### **4. Transportation Arrangements for Speakers:**

Dr. Sharmistha Chakraborty is tasked with coordinating transportation arrangements for the workshop's esteemed speakers. Her role ensures that the logistics for their arrival and departure are well-organized, contributing to a smooth and timely schedule.

### **5. Distribution of Hard Copy Certificates:**

Participants will receive hard copies of their participation certificates. This initiative aims to provide tangible recognition for attendees, enhancing the overall experience and acknowledgment of their active involvement in the workshop.

### **6. Workshop Reporting Responsibility:**

Sara Debbarma has been designated the responsibility of reporting during the workshop. Her role involves capturing key moments, insights, and activities throughout the event, contributing to post-event documentation and summary reports.



## Inauguration Session

### 1. Inauguration Session Management:

Joel L. Darlong has been entrusted with the responsibility of overseeing the inauguration session of the workshop. His role includes ensuring the smooth flow and coordination of activities during this significant opening session, setting the tone for the entire event.

### 2. Prayer Song Performance Coordination:

Adding a touch of cultural richness to the inauguration session, students from the BSW program will be conducting a prayer song performance. This segment, managed under Joel L. Darlong's guidance, aims to create an uplifting and welcoming atmosphere for the participants, infusing a sense of unity and cultural diversity.

### 3. Welcome Speech and Concept Note Presentation:

Joel L. Darlong will take the stage to present both the welcome speech and the concept note during the inauguration session. His dual role in articulating a warm welcome and providing an insightful overview of the workshop's objectives sets the stage for a meaningful and purposeful commencement of the event.

Meeting Minutes prepared by  
Genesis Debbarma

Approved by  
Dr. Sharmistha Chakraborty  
8/11/23  
HEAD  
Department of Sociology,  
HOLY CROSS COLLEGE, AGARTALA

Dr. Sharmistha Chakraborty  
8-11-2023

Joel Kalenzhiana Darlong  
08-11-2023

Sara Debbarma  
08-11-2023

Genesis Debbarma  
08/11/2023

Yamada  
08/11/2023