



# 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

"Educating hearts and minds"

## DEPARTMENT OF BOTANY

No. F2/HCC/BOT/Fclt./Oct./2023/03

Dated: 04.10.2023

### Notice

This is to notify that for the smooth functioning of the Department, the faculty members of the Department of Botany have been entrusted with the following responsibilities apart from their regular academic responsibilities.

Sl. No.	Area of Responsibility	Name of the Faculty In- Charge
1.	Meeting minutes	Dr. Dipanwita Chaudhuri Sil
2.	Permission Letter	
3.	Report writing for seminar/ workshop/ webinar etc.	
4.	Add-on / certificate course	
5.	MoU maintenance	
6.	Botanical garden	
7.	Instruments arrangement for Laboratory	
8.	Nexus	
9.	Notice	Dr. Debasree Lodh
10.	Students' profile including University Roll No. & Registration No.	
11.	Syllabus distribution	
12.	Internal marks entry	
13.	Mentor-mentee	
14.	Students' Result analysis	
15.	Departmental NAAC In-charge	
16.	Departmental website uploading	
17.	Back paper record maintenance	



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18.	Format for lesson plan, Study plan etc. (including monthly syllabus update)	Dr. Somnath Kar
19.	Teachers' academic dairy maintenance	
20.	Routine (class & examination) preparation	
21.	Remedial class (including maintenance of advanced and slow learners)	
22.	Study tour and field study	
23.	Herbarium	
24.	Glass goods arrangement for Laboratory	
25.	Departmental NEP In-charge	
26.	Students' achievement record maintenance	
27.	AQAR	
28.	SSR	Dr. Sudipta Sinha
29.	Departmental activities record	
30.	Chemical arrangement for Laboratory	
31.	ERP maintenance	
32.	Alumni record maintenance	
33.	Student's attendance	
34.	Internal examination question paper setting	
35.	Stock register record maintenance	Mr. Papan Datta
36.	Bill/ cash memo records maintenance	
37.	Laboratory management	
38.	Collection of plants	

## Signatures:

Dr. Dipanwita Chaudhuri Sil *Dr. Dipanwita Chaudhuri Sil* 04/10/23

Dr. Debasree Lodh *Dr. Debasree Lodh* 04/10/2023

Dr. Somnath Kar *Dr. Somnath Kar* 04/10/23

Dr. Sudipta Sinha *Dr. Sudipta Sinha* 04/10/23

Mr. Papan Datta *Papan Datta* 04/10/23

*Dr. Debasree Lodh*  
04/10/2023

**HEAD**  
Department of Botany,  
HOLY CROSS COLLEGE, AGARTALA