

2017.

18. 01. 17

A short departmental meeting was held to begin the New Year. After greeting each other, and faculty had to engage themselves for Semester Practical exams that began on 18th itself. Zoo lions. practicals for 5th Semester was arranged.

Ur
18/1/17

Chakraborty
18/1/17

Ur

18/1/17

2. 02. 17.

Departmental meeting was held to begin new session. Time table was finalised. Invitations & finalisation of Students' Project Program was the other agenda for of the meeting.

Chakraborty
2/2/17

Ur
2/2/17

goses

2-2-17

1.3.2017.

Meeting was held to update each member regarding the responsibilities during Student's Project Program. Student's volunteer's list and Student's project form the department were discussed.

Ur
1/3/17

Chakraborty
1/3/17

20/17

20/17

1.3.17

16.03.2017.

Final meeting before Student's Project Program on 17th March was held to appraise the faculty regarding the latest developments, changes etc. which had to be incorporated for the program. Judges panel, Criteria for

judgement of the best project was all assessed out worked out and kept ready for the next days program.

Whakaranga
16/8/17

16/8/17

16/8/17

20, 3, 17
Evaluation of Students Project Program was done with the faculty members.
Next two programs like 'World Water Day' and 'World Earth Day' was planned at Dept. of Science, Technology and Environment.

agreed to provide financial support for the same.

Madam Shyamali Das was made the convener of 'World Water Day' and Madam Dr. Dipanwita Choudhury Shil was made the convener of World Earth Day.

Chakraborty
20/3/17

Ch
20/3/17

Ch
20/3/17

Ch
20.3.17

21. 03. 17.

A meeting was held to discuss duties and responsibilities of faculty and students for World Water Day Program.

Ch
21/3/17

Chakraborty
21.3.17
Ch
21.3.17

31. 03. 17

A review meeting was organised after World Water Day Program. Teachers were freshly assigned for World Earth Day Program.

Chakraborty
31. 3. 17

U
10/4/17

900

U
31. 3. 17

10. 04. 17.

Meeting was held to finalise sessional exams, submission of question papers and a discussion was held regarding completion of theory and practical courses of different semesters.

Chakraborty
10/4/17

U
10/4/17

900

U
10. 4. 17

17.04.2017

A meeting was held in the dept. to plan the Earth Day Program. Madam Dipanwita Choudhury (SG) is made the convenor of the program. Dr. Dilip Nath is asked to speak on the topic on behalf of the dept. and students are assigned for making posters.

Ch
18/4/17

18/4/17

18/4/17

Shakravarthy
18.4.17

17/04/17

17/04/17

30. 4. 17.

A faculty meeting was held to finalise the program of World Earth Day.

Dr. Sukanta Barik, Professor of Dept. of Zoology, Triपुरa University was decided to become the chief guest for the program.

Dr. Proney Saha of DST, and Environment was decided as the special guest.

The program list was finalised.

Dr
30/4/17

Saha 30/4/17

Chakraverty
30-4-17

30-4-17

30/4/17

30/4/17

11.05.2017

A meeting was held to finalise the practical exam routine for 2nd, 4th and 6th Semester exams.

Ch
11/5/17

Photography
11/5/17

gagan
11/5/17

Shikha
11/05/17

V
11.5.17

Om
11/05/17

Disha
11/05/17

11.07.17

A faculty meeting was organized to finalise the program of Varomohetsau to be held on 12th July 2017. Mr. Prasad Rao, IFS, Chief Executive Officer of Medicinal Plant Board, Govt. of Tripura, to be the chief guest of the program. Medicinal plants will be planted on the pits prepared.

Mr. Prasad Rao
11/7/17

Z. Gammametr
11/7/17

PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA

22.9.17.

A departmental meeting was held today to decide on the assignments and to be given to the students.

He also made plans for the time period between September 2017 to September 2018 as to the activities of the department during that period.

R. Chakravarty
22/9/17.

Z. Immanuel
22/9/2017

PRINCIPAL
HOLY CROSS COLLEGE
JUBATARA, LEMBUCHERRA, P.O.
AGARTALA, W. TRIPURA - 799 210

29. 01. 18

A ~~st.~~ faculty meeting was held to discuss the following agenda.

1. Students' Project Program: - It has been decided that Dept. of Botany and Dept. of Physiology will send teams for the SPP.

2. Projects for 6th Semester: - Tripura Biodiversity Board is approached for a survey work as a part of the project. Students of 6th Semester are divided amongst 3 teachers of Zoology, and it is decided that the students will be given the projects by respective teachers if TBDB fails to accommodate and support the dept.

3. Laboratory requirements by each teacher must be submitted at the earliest to be followed up by Dipanka, Lab Asst. for processing them.

4. Mentoring of students will be

as follows:—

Dr. Leba Chakraverty — 1st 20 students
of 2nd Sem Zoo (A)

Dr. Dilip Nath — 2nd set of 20 students
of 2nd sem (ZOOH).

Dr. Dipanwita Saha — Students of
4th Semester.

Dr. Sandeep. Loy — 2nd Sem Physiology (A)
Students.

as follows:—

Dr. Reba Chakraverty — 1st 20 students
of 2nd Sem Zoo (H)

Dr. Dilip Nath — 2nd set of 20 students
of 2nd sem (ZOO H).

Dr. Dipanwita Smit — Students of
4th Semester.

Dr. Sandeep. Loy — 2nd Sem Physiology (H)
Students.

Chakraverty

29. 07. 18.

Departmental Meeting

21.01.19

A departmental meeting was held at 11.30 am in the Zoology Laboratory.

Following points were discussed:-

1. Syllabus was uniformly distributed amongst all the teachers.
2. Project for 6th Semester was discussed. Dr. Katyari De and Dr. Leba Chakravarty will be responsible for the project. While 12 students are assigned to Katyari Sir, and remaining 13 students are assigned to Dr. Leba. Their topics are also assigned and informed the students.
3. Assignments are being given to the students regularly.
4. 6th Semester students will be attending a workshop on 24th and 25th Jan '2019 at Pragna Bhawan, organised by TBPB.

Departmental Meeting -

05.03.2020

1. IQAC report sent
2. Students of 4th and 6th sem will go to Tripura University for a study tour.
3. Plan for invited lecture.
- 4.

[Signature]
05/03/2020

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05/03

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05/03/2020

[Signature]
05/03/2020

12. 03. 2020

Minutes of the weekly meeting:—

1. Discussed the questions that can be set for unit test. Decided that each one of us will give 2 questions for each semester so that the students have 4 questions to answer out of 8.
2. Discussed if we can organise a student's seminar/presentation
3. Planned to call the parents of students having low attendance percentage.

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12/03/2020

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12/03/2020

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12/3/2020

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12/03/2020

2021.

11. 01. 2021.

Meeting was held to discuss offline classes and practicals. Routine preparation and distribution of classes were also settled.

5. 02. 2021.

Meeting was held to discuss the completion of syllabus, and special lectures to be conducted. Routine for practical exams were decided.

1. 03. 2021.

Discussion was held to finalise the special lecture by Sister Swapna of Sophia College, Ajmer, to be held on 04. 03. 2021.

5. 4. 2021.

Faculty meeting was held to discuss the progress of syllabus, online tests, assignments etc.

10. 5. 2021.

Meeting was held to rearrange the classes.

Lumbini
Nath Sen

A. Jey

While few teachers were appointed for checking papers in the university.

1. 6. 2021.

Meeting was held to organise intra and interdepartmental online cultural activities. Schedule was prepared to organise the singing, dancing, debate and quiz competition.

3. 6. 2021.

Online meeting was held to organise a webinar on World Environment Day i.e. 5th June 2021. Dr. Sabitri Boodoloi Choudhury, Professor and Scientist G (Retired), Institute of Advanced Studies in Science and Technology, Guwahati was invited as the resource person.

15. 6. 2021.

Meeting was held to organise a motivational talk by Mrs. Shona Mehta.

Dr. Kalpana
Sanyal
Dumki
Nath sen
A. K. Sanyal

1.6.2021.

Faculty meeting was held to begin online classes for even semesters. Routine and class schedule was prepared.

25.7.2021.

Meeting was held to organise webinars on "Keys to Defensive Driving and Road Safety" by Mr. Vikas P.V., official trainee of HONDA Motorcycles and Scooters, India Pvt. Ltd. The webinar was to be held on 29.07.2021.

3.08.2021.

Meeting was conducted to discuss the project submission, project viva and internal assessment of 6th semester students. Meeting with Exam. chair was held and thus the minutes were shared with the faculty.

16.08.2021.

Online meeting discussed the dates

Chakravarthy
Ajay

Ramkrishna
Nath
Sen

Ajay

for internal tests of 2nd, 4th & 8th semester students. Dates were fixed for both theory and practicals. While 19th August was the theory exams, we had project submission fixed for 19th as well. 28th and 30th Aug were fixed for project viva.

23.08.2021.

Meeting decided the criteria for marking the project viva and correction of tests conducted.

26.08.2021.

Meeting was held to discuss the timing and groups were made for conducting project viva. In the meeting we also discussed about offline classes to begin from 1st September. Routine was to be prepared for offline classes.

Shikhar
Ajay
Runki
Natt Sen
Ajay