

Date: 03.12.2021

Time: 11:30 AM

Venue: Science (Zoology) laboratory

Agenda:

- * Syllabus update
- * Preparation for internal exam
- * Preparedness of the department for the exam.

Members present:

1. Dr. Shubhi Nath Sen
2. Dr. S.K.S. Tanalia
3. Ms. Nandini Kar.

Minutes:

- * An update of the syllabus was given by the faculty members of the department of Zoology.
- * Discussion regarding the question pattern of the internal exam and total marks allotted for each paper, both theory and practical was done.
- * HOD enquired about the preparedness of the department for conducting the internal examinations.

Arinash Dey

Rathorey
03/12/2021

Action taken report:

- * Accordingly the remaining portion of the syllabus was covered by the members of the department.
- * Decision regarding the question pattern and assigned marks was taken.
- * The department conducted the internal exams successfully.

Date: 17th January 2022.

Time: 11:30 AM

Venue: Science faculty room.

Agenda:

- * Blended class routine comprising both online and offline classes
- * Departmental preparations
- * Miscellaneous.

Members present:

1. Dr. Runki Nath Sen
2. Mr. Nanku Kar

Minutes:

- * It was decided in the meeting that a blended class routine having both online and offline classes to be prepared after consultation with other Science departments.
- * Departmental preparations for the upcoming class were analysed.
- * Mr Nanku Kar, lab assistant of Zoology Dept. gave an update about the status of the lab and requirements to be procured.

Amish D J Nathun
17/01/2022

Action Taken report:

- * Accordingly class routine was prepared and sent to the College authority for approval.
- * Accordingly the requirement for the department were placed before the authority verbally.

Date: 1st February 2022

Time: 11:30 AM

Venue: Zoology laboratory.

Agenda:

- * Practical exam routine (Winter session)
- * Departmental and laboratory preparation for the exam.
- * Participation in student project program.

Members present:

1. Dr. Runki Nath Sen
2. Dr. Animesh Jy
3. Ms. Nantu Kar.

Minutes:

- * It was decided in the meeting that a practical examination time schedule would be prepared after consultation with other science departments of HEC.
- * Status of the laboratory was reviewed and requirements for upcoming practical examinations were noted. All the members of the department were asked to be prepared for conducting the practical examinations smoothly.
- * It was decided that two students from the dept. would participate in student project program.

Animesh Jy

Dr. Runki Nath Sen
01/02/2022

Action taken report:

- * Accordingly a routine for practical examinations was prepared, approved by the authority and then sent to the University for consideration.
- * Accordingly the practical examination was conducted successfully by the department and our students received the 2nd prize in Students' Project Program.

Date: 22nd March 2022

Time: 1:00 PM

Venue: Zoology laboratory, Holy Cross College, Tubalara

Agenda:

- * Even semester class routine.
- * Participation in Agastala Book Fair, 2022.

Members present:

1. Dr. Runki Nath Sen.
2. Dr. Subhalaxmi Bhattacharjee
3. Ms. Nantia Kar

Minutes:

* A departmental meeting was held in the Zoology laboratory to discuss about the class routine of even semester. It was decided that a common routine for all the science departments would be prepared after consulting with the respective HODs.

* For faculty wise participation in the Agastala book fair, a proposed time schedule to be prepared and sent to the College Authority for approval.

Primesh Dey

Primesh Dey
22/03/2022

Action Taken report:

- * A common routine for all the science departments was prepared and sent to the Academic Co-ordinator.
- * A duty schedule was prepared and approved by the College Authority.

Date : 4th April, 2022

Time : 11:35 AM

Venue : Science Faculty Room, Holy Cross College, Tatabara

Agenda:

- * Distribution of syllabus amongst the faculty members
- * 6th Semester students' project

Members present:

1. Dr. Runki Nath Sen
2. Dr. Animesh Dey
3. Dr. Subhalaxmi Bhattacharjee

Minutes:

* A departmental meeting was held in the faculty room at 11:35 pm, in which syllabus for the each semester was equally distributed amongst all the faculty members.

* Discussion on how to proceed with the project of 6th semester students was done and accordingly it was decided that all the students of 6th semester (Total number - 38) will be distributed under the guidance of different supervisors based on lottery.

Animesh Dey
04/04/22

Runki Nath Sen
04/04/22

Dr. S. Bhattacharjee
04/04/2022

Action Taken report

- * Accordingly syllabus was distributed among the faculty members
- * Accordingly students were distributed under the respective supervisors for their 6th semester project.

Date: 13th April 2022

Time: 11:35 AM

Venue: Zoology Laboratory

- Agenda:
- * Syllabus review
 - * Finalization of project titles
 - * Class test

Minutes:

- * A departmental meeting was held in the Zoology laboratory to discuss the progress of syllabus covered by different faculty members.
- * The project title of 6th semester students were finalised and a tentative date of submission of project and viva was decided.
- * Discussion on conducting class tests for different semesters was done to assess the progress of students.

Members present:

1. Dr Runki Nath Sen (HOD)
2. Dr Arinshi Dey (Asst. HOD)
3. Dr Subhalaxmi Bhattacharjee
4. Dr Biplab Debbarma.

B. Debbarma 13/4/22

Arinshi Dey
12/04/22

Dr. S. Bhattacharjee
13/04/2022

Arinshi Dey
13/4/22

Action taken report:

- * Review of the syllabus was done and uncovered portions were completed.
- * Students were assigned with their project along with the tentative date of submission.
- * Accordingly class tests were conducted for students' assessment.

Date: 5th May 2022

Time: 01:10 PM

Venue: Science Faculty Room

- Agenda:
- * Study plan and class-plan submission.
 - * Maintenance of mentor-mentee records.
 - * Science exhibition.

Members present:

1. Dr Runki Nath Sen
2. Dr Animesh Dey
3. Dr Subhalaxmi Bhattacharjee
4. Dr Biplab Debbarma

B. Debbarma 5/5/22

Minutes:

- * A departmental meeting was held at 1:10 PM to discuss about the preparation and submission of study-plan and class-plan of the current semester for NAAC documentation.
- * A discussion on the maintenance and submission of mentor-mentee record (book) was done.
- * Discussion on how to prepare and guide the students of 2nd and 4th semester for the upcoming inter-departmental science exhibition (as a part of Tejas 9.0) was done.

Dr. Subhalaxmi Bhattacharjee
05/05/2022

Animesh Dey
05/05/2022

B. Debbarma
5/5/22

Action Taken report:

- * Accordingly study plan and class plan was prepared and submitted to the HOD
- * Accordingly mentor mentee records were maintained and submitted.
- * Accordingly students were prepared for the exhibition.

Date : 20th May 2022

Time : 1.15 PM

Venue : Science Faculty Room no. F1-6

Agenda : ① Submission of report on project work of 6th sem students
② Discussion on completion of syllabus

Members present : Dr. Animesh Dey
Dr. Rumki Nath Sen
Dr. Seelhalarni Bhattacharyee
Dr. Biplab Debbarman.

Minutes :

- 1) Discussion of project activities of students of 6th semester
- 2) Discussion on completion of syllabus of all even semesters

✓
✓ Wahiduzz 20/05/2022
✓ Dr. S. Bhattacharyee
20/05/2022

✓ B. Debbarma 20/5/22
Animesh Dey
20/5/22

Action Taken report :

- * Accordingly updates were asked from the students by the respective project supervisors.
- * Accordingly syllabus was completed for the even semesters.

Date : 2nd June 2022.

Time : 11.30 AM

Venue : Science Faculty Room

Agenda : *

- * Discussion on class test schedule
- * Discussion on finalising project work
- * Discussion on syllabus coverage.

Members present :

1. Dr. Runki Nath Sen.
2. Dr. Animesh Dey.
3. Dr. Subhalaxmi Bhattacharjee
4. Dr. Biplab Debbarma.

Minutes :-

1) Class tests to be conducted for each semester.
Test to be taken on individual topics.
Test Marks secured in class tests to be considered during internal marking.

2) Discussion held on preparation of final project report of 6th semester students.
Subpoints to be included.
Presentation of top sheets.

3) Portions of syllabus covered for each semester.

Discussions held on topic covered & practicals remaining. Practise session to be held after completion.

Action Taken report:

- * Accordingly tests were conducted.
- * Date of project presentation was decided.
- * Accordingly revision/remedial classes were taken.

Runki Nath Sen 02/06/22
Animesh Dey 02/06/22
Dr. S. Bhattacharjee 02/06/22
Dr. Biplab Debbarma 02/06/22

Date: 20th June 2022
Time: 12.20 AM pm
Venue: Science Faculty Room

Agenda: * Schedule for Internal examination 2022
* Syllabus for Internal examination 2022
* Miscellaneous

Members Present:

1. Dr. Rumki Nath Sen
2. Dr. Animesh Dey.
3. Dr. Sulekarni Bhattacharyee
4. Dr. Biplab Debbarman.

Minutes: -

1) Detailed discussion on assigning dates of internal examination, both theory & practical for all semesters.

2) Syllabus, ~~to~~ for the aforesaid purpose, to include two portions from each faculty member.

3) Decision taken regarding showing answerscripts of internal examination to students. Any grievances regarding the issue will be dealt accordingly.

/ Mathur 20/06/22
/ Animesh 20/6/22
/ Dr. S. Bhattacharyee
/ Dr. Biplab Debbarman

Action taken report:

- * Accordingly dates of internal examination were decided for all the semesters.
- * Accordingly syllabus was decided and declared for the examination.

Date : 06th July 2022.

Time : 12.30 AM pm

Venue : Science Faculty Room

Agenda : *

- * Discussion about preparation of Practical Routine.
- * distribution of responsibilities within Dept.

Members Present :

1. Dr. Rumki Nath Sen.
2. Dr. Animesh Dey.
3. Dr. Reba Chakrabarty.
4. Dr. Subhalaxmi Bhattacharyee

Minutes :-

1) Detailed discussion held on allotment of dates for Practical Examination.

2) Discussion were held about distribution of various duties & responsibilities among the different members of the Dept.

Notice regarding this to be issued by Head of Dept.

— Dr. Rumki Nath Sen

— Dr. Animesh Dey

— Dr. Reba Chakrabarty

— Dr. S. Bhattacharyee

Action Taken report :

1. Accordingly date for semester wise practical examination was decided.
2. Duties and responsibilities were distributed among the members of the department.

Date : 15.07.2022.

Time : 1.50 pm

Venue : College Library (Reading Room)

Agenda: ① Discussion on various aspects of the upcoming Webinar to be organized on 18.07.2022 by dept. of Zoology, NCC.

Members present: Dr. Reba Chakrabarty
Dr. Rumki Nath Sen
Dr. Animesh Das
Dr. Subhalaxmi Bhattacharyya

Minutes:

- ① A departmental meeting was held in the reading room of the College Library to discuss the progress of preparations of the International Webinar on "Climate Change Resilience, Need of the hour".
- * The timing of the session was fixed between 10.30 am to 12.00 pm.
- * Distribution of responsibilities was also done.

✓ Dr. Reba

✓ Animesh Das

✓ Dr. S. Bhattacharyya

15/7/22

Action taken report:

- * Accordingly the faculty members carried out their responsibilities related to organizing the International webinar.
- * The webinar was organized successfully starting from 10:30 AM to 12 noon.

Date : 22.07.2022.

Time : 9.30 am

Venue : Zoology Laboratory F-1-4C

Agenda : ① Discussion on summarized Annual Report of Holy Cross College (2021-22)

② Allotment of Examination Duties of Faculty Members.

③ Review on online International Seminar held by the Dept. of Zoology, HCC Agartala on 18/07/2022.

Members present : Dr. Heba Chakravarty.

Dr. Rumki Nath Sen.

Dr. Animesh Dey

Dr. Seelabaxmi Bhattacharjee

Mr. Nantu Kar, Laboratory Assistant, Zoology

Minutes :

A departmental meeting was held in the Zoology Laboratory F-1-4C to discuss on

1) Summarized Annual Report of HCC (2021-22). to be submitted to College IGAC by 26/7/2022.

2) Discussions were held regarding allotment of examination duties to faculty members of the Department.

3) Detailed review was carried out by Faculty member on the recent International Seminar organised by the Department. Following analysis was made :-

④ The preparation time for arrangement of the seminar

was considerably short.

Ⓐ Thanks & Mail of appreciation has been forwarded to all the speakers.

Ⓑ 90% 92% of participants gave feedbacks.

Ⓒ Distribution of participation Certificates are currently going on.

✓ Dhishan

✓ Animesh D J
✓ Dr. S. Dutta Chatterjee
22/04/22

Action Taken next :

• Initiative I : The summarized annual report was submitted to IQAC.

Initiative II : Faculty members were assigned with duties for conducting the practical examinations.

Initiative III : Mail of appreciation were sent to the speakers and participation certificates were distributed among the participants.

Date : 18.08.2022

Time : 11:30 AM

Venue : Reading room of Library.

Agenda : Discussion regarding checking of Practical Examination
answerscripts.

Members Present: Dr. Leba Chakrabarty
Dr. Kanki Nath Sen
Dr. Subhalaxmi Bhattacharyya

Minutes : 1) Discussion regarding checking & subsequent
preparation for sending answerscripts to
University of Tripura.

2) Requirements of Zoology laboratory were
discussed

- Dr. Leba
- Animesh Dey
- Dr. S. Bhattacharyya
18/08/22

Action Taken report :

* Initiative I : Accordingly answerscripts were checked
and sent to the university.

Initiative II : Requirement list was prepared
to submission to the college authority.

Date: 06/09/2022

Time: 02.p.m

Venue: F2- Botany Laboratory

Agenda: Preparation of programme schedule of departmental orientation for freshmen.

Members Present: Dr. Somnath Kar
Dr. Sandeep Roy Sarkar
Dr. Rinki Nath Sen
Dr. Subhalaxmi Bhattacharjee.

Minutes: 1) Preparation of programme schedule for department wise orientation of freshmen.

2) Orientation to be done commonly for all students of life science.

3) All faculty members to be allotted 20 min. each for interacting with students.

4) First session will be about meeting or introducing new students.

5) The prepared schedule for all the three departments was shared ~~in~~ in the faculty whatsapp group.

Action Taken report:

* Accordingly orientation program schedule was prepared and the orientation program was organised successfully.

✓ Dr. Subhalaxmi

✓

✓

✓ Dr. ~~Subhalaxmi~~ Subhalaxmi Bhattacharjee

6/9/22

Date : 14/09/2022.

Time : 09.30 am

Venue : Zoology Laboratory F1-4C

Agenda : 1) Departmental planning for new academic session.

2) Documentation for submission before NAAC visit

3) Miscellaneous.

Members Present : Dr. Rumki Nath Sen

Dr. Kelsa Chakravarty

Dr. Animesh Dey

Dr. Subhalaxmi Bhattacharyee

Mr. Nantu Kar.

Minutes :-

1) Detailed discussion on preparation of the five-year plan to be devised for upgrading the departmental facilities.

1a) Starting a certificate course on fishery, biodiversity or related topic or vermicomposting.

1b) Planning of departmental museum, butterfly park & mini zoo.

1c) Proposal for opening Post Graduation Courses in Zoology.

1d) Discussion on starting/continuing faculty exchange program, faculty development program,

1e) Enhancement of laboratory facilities.

2) For documents to be submitted as preparation for NAAC visit :-

2a) Mentor Mantee record for last 5 years.

2b) Documents for supporting the remedial classes

2c) Videos of practical & theory classes.

2d) Action taken reports for meeting minutes for last 5 years.

3) Distribution of responsibilities among the different faculty members to avoid any confusion & for smooth functioning of the department. One member shall respect the other's duty performed by others for maintenance of cordial working environment in the department.

Action taken report:

* Initiative I : Departmental plan was prepared and submitted to the college authority.

Initiative II : Accordingly the members of the department started working for the NAAC documentation.

Initiative III : Accordingly the faculty members were assigned with their duties and responsibilities for smooth functioning of the department.

✓
✓ Arimesh D. C.
✓ Lebu Chakraverty
✓ Dr. S. Chattopadhyay
✓

Date : 22/09/2022.

Time : 2.00 pm

Venue : Room no. F1-11.

Agenda : 1) Discussion on the proposed five-year plan of development for the department of Zoology, Holy Cross College, Agartala.

2) Discussion on allotment of rooms for regular classes.

3) Discussion on individual five-year plan for each faculty member.

Members Present : 1) Dr. Fr. Benny K. John, CSC

2) Dr. Rumki Nath Sen

3) Dr. Animesh Dey

4) Dr. Subhalaxmi Bhattacharjee

5) Mr. Nantu Kar.

Minutes :

1) Dr. Fr. Benny K. John, Principal, Holy Cross College, was presented with the detailed five-year plan for the development of the Department of Zoology.

1a) The need for departmental museum, developed laboratory facilities was discussed.

1b) Butterfly park to be added on campus, to be managed by department & supporting staff.

1c) A list to be prepared with the names of all available instruments in the Dept. of Life Sciences. Then a dedicated space for a Common Instrument Room can be allotted.

1d) Biotech Hub can be added to the College as well as Departmental resource list.

2) News letter from Dept. of Zoology to be published where all the departments of Zoology from all the Colleges of the state can contribute by publishing research papers.

3) Faculty was directed to advise the students to use the Boys' Common Room for leisurely as well as curricular activities during ~~non~~ off periods.

4) Suggestions were made to use free rooms for Zoology Major classes until projector is made available in all assigned class rooms.

5) Faculty members were encouraged to donate time for research work.

✓
✓ Walkden 22/09/2022
✓ Animesh D J
✓ Lebo Chakravarty
✓ Dr. Subhasini Shattaraj
✓

Action Taken report :

- Initiative I : Accordingly the faculty members of the department requested the principal and the vice-principal of the college for arranging a space for the departmental museum.
- Initiative II : Land area for butterfly park to be decided by the college authority.
- Initiative III : Accordingly a list was prepared by the laboratory assistant which shows the details of the instruments present in the Zoology laboratory.
- Initiative IV : Newsletter from dept. of Zoology needs to be published for which collaboration from other science departments was sought verbally.
- Initiative V : Accordingly students were directed to use the boys common room and classrooms were arranged as per need.

Date: 21/10/2022

Time: 09:30 am

Venue: Room no. F1-6

Agenda: 1) Assessment of student's attendance.
2) NAAC documentation

Members Present: 1) Dr. Rumki Nath Sen
2) Dr. Reba Chakravorty
3) Dr. Animesh Aley
4) Dr. Subhalaxmi Bhattacharjee
5) Nandini Kar.

Minutes:

1) Assessment of attendance of students was done after consulting attendance register.

2) Percentage of attendance for individual students was done and recorded in the register itself.

3) Percentage of attendance to be done for students of all semesters every month.

4) Initiative to be taken to discuss with College Authority regarding notifying the parent of the irregular students.

Animesh Aley
Subhalaxmi Bhattacharjee
Reba Chakravorty
21/10/2022

Action taken report :

Initiative I : Attendance of the students of all semesters was done and students with low attendance were identified.

Initiative II : After discussion with the college authority text messages were sent to the guardians of the students to make them aware of the attendance status of the students.

Date : 09/11/2022

Time : 11.30 am

Venue : Room no. F1-6

- Agenda :
- 1) Discussion regarding completion of syllabus.
 - 2) Discussion regarding arrangement of field trip for students of fifth semester (Major)

- Members Present :
- 1) Dr. Rumki Nath Sen
 - 2) Dr. Reba Chakravorty
 - 3) Dr. Animesh Dey
 - 4) Dr. Subhalaxmi Bhattacharjee

Minutes :-

* A departmental meeting was held among the Zoology Faculty Members in the room F1-6 on 09/11/22 around 11.30 am.

* Discussion was held regarding the portion of syllabus completed by each Faculty member till date.

* It was ascertained that emphasis needs to be given to completion of syllabus portions of first semester students; both Major & General categories.

* Elaborate discussion was carried out regarding arrangement of field trip as per the Practical curriculum of the Syllabus of Fifth Semester.

* Allocation of study site was discussed as well.

Animesh Dey

✓ 09/11/2022
✓ Dr. Subhalaxmi Bhattacharjee
✓ Reba Chakravorty

Action taken report :

Initiative I : Syllabus update was given by each of the faculty members and accordingly classes were taken to cover the syllabus.

Initiative II : The students of the 5th semester along with the members of faculty of Dept of Zoology went for a field study to Upania Eco Park and Bivillage, Channarayana.

Date : 17/11/2022

Time : 11:30 AM

Venue : Zoology Laboratory, Room no. F1-4C

Agenda : Arrangement of field trip for students of Fifth Semester; Zoology (Major).

Members Present : 1) Dr. Rumki Nath Sen
2) Dr. Leba Chakravorty
3) Dr. Animesh Dey
4) Dr. Sulchalam Bhattacharjee

Minutes :

* Academic curriculum of Fifth Semester of Zoology; Major includes a field visit to any relevant location.

* Location for the current field trip was fixed to be Dashpara Bio-village, Charilam and Tepania Eco-park, Udaipur.

* Date of the visit was fixed on 19/11/22.

* Arrangement of transport was discussed.

* Students to be notified regarding the trip accordingly

- Mulhuran 17/11/2022
- Animesh Dey
- Leba Chakravorty
- Dr. Sulchalam Bhattacharjee

Action taken report : Accordingly the students of the 5th semester along with the faculty members of the Dept. went for the field visit to Tepania Eco Park, Udaipur

and Bayern College Charter on 19/1/01.