



HOLY CROSS COLLEGE

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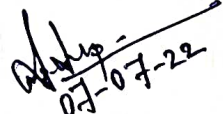
Notice

Date: 7th July, 2022

This is to notify all the Faculty members of the Department that a Departmental Meeting will be held on Tuesday, 8th July, 2022 at 10.15 am in room no. F1-11 to discuss the following agenda:

Agenda:

1. Achievements and learnings of last webinar on IPR.
- 2.. Review of syllabus completion and remedial classes for slow learners.
3. Semester Practical exam. preparations and lab arrangements.
4. Planning for next academic session.
5. Misc.


07-07-22
HoD, Human Physiology

HEAD
Department of Human Physiology,
HOLY CROSS COLLEGE, AGARTALA

Departmental Meeting held on 8th July - 2022

Members Present :-

1. Dr. Sandeep Roy Sarkar
2. Dr. Arish Kr. Singha
3. Mrs. Jahnabi Sahe
4. Dr. Balaram Subradhas.

Meeting minutes :-

A meeting of the dept. of Human Physiology was called by the HoD to order on 5th July 2022 at 10.15 am in the college room number FI-11.

Agenda -

- (i) Achievements and learning of last webinar on 5th
- (ii) Review of syllabus completion and remedial classes for slow learners.
- (iii) Semester practical exam preparations and lab arrangements.
- (iv) Planning for next academic session
- (v) Misc.

Approval of agenda :- The agenda was unanimously

approved by all the faculties of the department and distributed.

Approval of minutes :-

The minutes of previous meeting was read and unanimously approved by the faculty members.

The following matters were discussed in details:-

- i. A details discussion on the -
 * The achievements and learning outcome on recently conducted workshop on IPR was discussed.
- ii) A monthly ^{name} is proposed to conduct a training on molecular biological techniques (Gel electrophoresis) for last semester students or last year students from Life Sciences.
- ~~iii) A review of syllabus were made~~ ^{comp}
- iii) A detail discussion was done on the completion of semester syllabus. An initiative is taken for remedial ^{class} for slow learners. ~~The~~ The decision is also taken to repeat some of the practical experiments on need basis.
- iv) A details discussion was made regarding the advance preparation for practical exam. All the faculty members are instructed to how to conduct practical exam and also gives some tips regarding practical copy checking and result/marking of preparation.
- v) Regarding the various planning for next semester or next academic session also discussed. The decision has been taken to prepare for the preparation of list for upcoming semester activities.

Minutes prepared by - Dr. Balaram Subrahman

Dr. Arvind K. Singh

Date 08.07.22

Dr. Arvind K. Singh 8/7/22

Dr. Arvind K. Singh 8/7/22

Departmental Meeting held on 02-9-2022

Action taken report is

✓ Initiative 1 :-

Accordingly, the slow learner students were identified. The remedial class for ~~them~~ slow learners were arranged. Regarding practical classes — some of the experiments done repeatedly in favour of students.

✓ Initiative 2 :-

All the paper work related to practical exam was done in an advance. for smooth conduct of exam.

✓ A list ^{of activities} ~~of~~ prepared for upcoming year.