



"Educating hearts and minds"

# HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A' GRADE

Tripura University Reg. Code: 17

Jubalara, P.O. Lembucherra, Tripura West Pin-799210

Phone: 0381-2915930, +91 9402315672

email- principalhccagt@gmail.com

Web: www.holycrosscollege.in

## DEPARTMENT OF HUMAN PHYSIOLOGY

### Notice

Date: 02.09.2022

This is to notify all the Faculty members of the Department that a Departmental Meeting will be held on **Monday, 5<sup>th</sup> September, 2022 at 1.00 pm** in room no. F1-4 Lab to discuss the following agenda:

#### Agenda:

1. Planning of 'Orientation Programme' on 13.09 for new 1<sup>st</sup> semester students.
2. Planning for starting of classes for new academic session.
3. Lab arrangements for starting of pract. classes for new academic session.
4. Distribution of syllabus among faculty members.
5. Preparation of new 'class schedule' and 'student activity list' for new academic session.
6. Starting of admission for certificate course (CLT).
7. Planning of classes for certificate course.
8. Action taken report on the Compliance report submitted to TU on 29.06.2022.
9. Preparation of requisition list for the Department.
10. List out points/requisitions for the upcoming Departmental meeting with College administration.
11. Distribution of responsibilities among faculty members.
12. Misc.

  
2/9/22

HoD, Human Physiology



# Departmental Meeting Held on 05-09-2022

## Meeting Minutes.

- ✓ After discussion on planning of "Orientation Programme" for 1<sup>st</sup> Semester students - a decision was taken that the faculty members from dept. of Human Physiology will take three different sessions for new students as a part of orientation programme on 13.09.22.
- ✓ According to the notice from authority - the department of Physiology decided that the 1<sup>st</sup> Semester classes will be started from 15.09.2022. Before starting of the Semester classes we wanted to ensure ~~about~~ all the available facilities for our students.
- ✓ Our lab assistant was instructed to arrange ~~the~~ all the laboratory for smooth running of practical classes for 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester students.
- ✓ The full syllabus of three different semesters was divided into four different parts for four different faculty members. The syllabus was distributed to each faculty members.
- ✓ A new class schedule and student activity list was prepared. The soft copy of the same is shared ~~in~~ in the google classroom.



- ✓ A decision was made for the <sup>initiation of</sup> admission process of 2<sup>nd</sup> batch of certificate course (CLT). Regarding admission and syllabus of CLT was briefed to our new faculty member for smooth running of the certificate course.
- ✓ Regarding the complaince report, - The report was submitted to University. Question are invited and received. We are in the process of procurement.
- ✓ After discussions a requisition list was prepared ~~to~~ for submission to the college authority.
- ✓ The responsibilities for departmental activities was distributed to different faculty members. The members are agreed to take the responsibilities assigned by HOD.
  - Dr. Asish K. Singh - Laboratory
  - Dr. Balaram Suftrachar - Meeting document sec
  - Dr. Sandeep Roy Sarker - Students issue and admisi
- ✓ A preliminary discussion on various other issues was made. Which will be placed to college administration during faculty meeting with college administration.

Minutes prepared by :-

3/5/24

Dr. Balaram Suftrachar.

5-9-22

Ashish

Dr. Asish K. Singh





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## DEPARTMENT OF HUMAN PHYSIOLOGY

### Action taken report of the meeting held on 5<sup>th</sup> September, 2022:

#### Initiative 1:

An orientation programme was organized on 13.09.2022 for 1<sup>st</sup> semester students.

#### Initiative 2:

According to planning the odd semester classes were started timely.

#### Initiative 3:

Both biochemistry and hematology lab were arranged before starting of practical classes.

#### Initiative 4:

Syllabus is divided in parts and distributed to each faculty members. The same is shared in google classroom.

#### Initiative 5:

Class schedule and student activity list was prepared and shared in Google classroom.

#### Initiative 6:

Forms for CLT course is distributed for second batch of course.

#### Initiative 7:

Regarding compliance report – the report was submitted to university. quotation is invited and received. We are in the process of procurement.

#### Initiative 8:

All the faculty members has taken their respective responsibilities for Departmental activities, as assigned in the meeting and started working on them.

*Handwritten signature*  
19/12/22

*Handwritten signature*  
3/2/22

*Handwritten signature*  
19/12/22