



"Educating hearts and minds"

NAAC ACCREDITED WITH 'A' GRADE (2017)

HOLY CROSS COLLEGE

(An ISO 9001:2015 certified institution)

Tripura Central University Reg. Code: 17

Jubatara, P.O. Lembucherra, Mohanpur Road, Tripura (W) Pin - 799210

Phone: (0381) 286 5222 / 09402315672, Fax: (0381) 2342572

E-mail: principalhccagt@gmail.com

Web: www.holycrosscollege.in

Date: 13/09/2018

MINUTES OF MEETING

The Exam Committee Meeting took place in Academic Dean's office, Holy Cross College, Jubatara on 13/09/2018 in the presence of Dr. Pankaj Chakraborty along with the members of the Committee to discuss:

1. The Honours and BBA exam will be conducted from 24th Sept, 2018 to 27th Sept, 2018.
2. Two General Papers (**25+25 marks**) of each dept. will be combined (TDP) together – for the exam. For details please see the exam schedule.
3. Total marks of the exam will be **50 marks for 2 hours**.
4. Important dates:
 - **24th Sept, 2018-14th Nov, 2018:** Online form fill-up for 3rd and 5th semester on will begin.
 - **12th Oct. 2018:** Last date of submission of attendance for the students
 - **6th Nov. 2018:** Last date of uploading forms of eligible students for writing semester exam.
 - **12th Nov, 2018:** Last date of submission of Internal Marks for all the students.
 - **13th – 17th Nov. 2018:** Pre-semester exam for all the students.
5. Internal marks need to be checked by HoDs and will forward to Dean, Holy Cross College, and then will be forwarded to the Principal, Holy Cross College.
6. Before final submission all the HoDs need to recheck the internal marks with the help of Madam Mandrita (excluding BBA).
7. Internal marks can be provided to the students taking attendance, assignments, conduct, participation and sessional exam components.
8. **All the question papers need to be send at [shankha009@gmail.com] latest by 17th Sept. 2018.**
9. **After the exam students will go home and teachers will stay back for correction.**

Following members were present:

1. Dr. Pankaj Chakraborty, Dean, Holy Cross College *[Signature]* 13/9/21
2. Dr. Reba Chakraborty, HoD, Zoology, Holy Cross College *[Signature]* 13/9/21
3. Dr. Sandip Roy Sarkar, HoD, Human Physiology, Holy Cross College *[Signature]* 13/09/2018
4. Dr. Dipanwita Choudhury, HoD, Botany, Holy Cross College *[Signature]* 13/9/2018
5. Ms. Barnita Majumder, Dept. of English, Holy Cross College *[Signature]* 13/9/2021
6. Ms. Sharmistha Rakshit, HoD, Political Science, Holy Cross College *[Signature]* 13/9/21
7. Mr. Sushobhan Sengupta, HoD, Dept. of Business Administration, Holy Cross College
8. Dr. Shankha S. Bhadra, HoD, Dept of Commerce, Holy Cross College *[Signature]* 13/9/2021



HOLY CROSS COLLEGE

(An ISO 9001:2015 certified institution)

Tripura Central University Reg. Code: 17

Jubatara, P.O. Lembucherra, Mohanpur Road, Tripura (W) Pin - 799210

Phone: (0381) 286 5222 / 09402315672, Fax: (0381) 2342572

E-mail: principalhccagt@gmail.com

Web: www.holycrosscollege.in

"Educating hearts and minds"

NAAC ACCREDITED WITH 'A' GRADE (2017)

Exam Committee Meeting Minute

Date: 26th February, 2020

The Exam Committee meeting of Holy Cross College, Jubatara took place in Board Room in the presence of the Academic Dean, Dr. Pankaj Chakraborty along with the following members:

1. Dr. Reba Chakravarty *Reba Chakravarty 26/2/2020*
2. Dr. Sushobhan Sengupta *Sushobhan Sengupta 26/2/2020*
3. Dr. Moumita Dey *Moumita Dey 26/2/2020*
4. Dr. Sandeep Roy Sarkar *Sandeep Roy Sarkar 26/2/2020*
5. Dr. Sharmistha Chakraborty *Sharmistha Chakraborty 26/2/2020*
6. Dr. Nirmalya Karmakar *Nirmalya Karmakar 26/2/2020*
7. Mr. Rajesh Kr. Nath *Rajesh Kr. Nath 26.2.20 26/2/2020*
8. Dr. Shankha Shubhra Bhadra *Shankha Shubhra Bhadra 26.2.2020*

Following points were discussed:

- i. The submission of the 6th semester project papers across departments would be on or before the **13th of April, 2020.**
- ii. The pre-semester examination will be conducted: **16th – 24th April, 2020.**
- iii. The total marks of the pre-semester exam will be of 40 marks (Hons) and for elective 40 marks [30 broad questions and 10 MCQ]
- iv. The exam will be conducted in two shifts i.e., Morning [9:30-11:30am] and Afternoon [1:15-3:15pm]
- v. The dates for conducting science practical are: **30th March-3rd April, 2020.**
- vi. The submission of question papers in the requisite format for the pre-semester exam should be done by all the departments latest by **31st of March, 2020.**
- vii. The department of Business Administration will conduct viva for 6th semester (Finance & Marketing), for which an Appointment Letter and Honorarium have to given.
- viii. The attendance of students should be marked on the days of pre-semester examinations.
- ix. The committee proposes that minimum cut-off for the attendance should be 60%, which will be calculated for 6th semester till **13th April, 2020** and for 2nd and 4th semester as per the notification of the Tripura University.
- x. The committee proposes that if any leave(s) is/are applied and duly granted by the concern authority, it should be intimated to the exam committee members **15 days** prior to the commencement of the concern examination, except in cases of emergency.

[Signature]
PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA



HOLY CROSS COLLEGE

(An ISO 9001:2015 certified institution)

Tripura Central University Reg. Code: 17

Jubatara, P.O. Lembucherra, Mohanpur Road, Tripura (W) Pin - 799210

Phone: (0381) 286 5222 / 09402315672, Fax: (0381) 2342572

E-mail: principalhccagt@gmail.com

Web: www.holycrosscollege.in

"Educating hearts and minds"

NAAC ACCREDITED WITH 'A' GRADE (2017)

HCC_Exam Committee Meeting

Members Present:

1. Dr. Fr. Benny K. John, CSC *BKJ*
2. Dr. Pankaj Chakraborty *PCh*
3. Dr. Sushobhan Sengupta *SS*
4. Dr. Reba Chakraborty *RC*
5. Dr. Moumita Dey *MD*
6. Dr. Sharmistha Chakraborty *SC*
7. Dr. Nirmalaya Karmakar *NK*
8. Mrs. Sharmistha Rakshit *SR*
9. Mr. Rajesh Kumar Nath *RKN*
10. Ms. Mandrita Saha *MS*
11. Dr. Shankha Shubhra Bhadra *SSB*

Following points were discussed:

1. The members discussed about the **1st Semester Exam** in length and came to the conclusion that due to the current pandemic situation it would be better to provide the marks **based on internal marks (50%) and online exam (50%) combined** for **Hons. Students** and for the **Elective Students**. However, college may also assess the students only on the basis of internal marks considering the situation.
2. The criteria for the internal marks will be as follows:
 - a. Last Pre-semester/Sessional Exam = 20
 - b. Last Assignments/Class Tests/Other Academic Works = 20
 - c. Overall conduct/participation in various activities = 10
3. Dr. Sengupta, proposes to conduct a survey on both students and parents to know their test and preference regarding the exam, which other members support whole heartedly. Adding to it, Dr. Bhadra said that once the survey questionnaire was prepared it should be approved by the Principal (internal expert) and external expert, if possible.
4. The survey will be conducted on **2nd July, 2021**, which will be done by the IQAC coordinator Dr. Pankaj Chakraborty after preparing the google form and requisites approval.
5. Dr. Reba Chakraborty raised an issue regarding 3rd and 5th Semester Hons. Practical of Zoology
 - Students which were not conducted. Moreover, she suggested that if TU permits, the practical exams can be easily conducted through online.



HOLY CROSS COLLEGE

(An ISO 9001:2015 certified Institution)

Tripura Central University Reg. Code: 17

Jubatara. PO. Lembucherra, Mohanpur Road, Tripura (W) Pin - 799210

Phone: (0381) 286 5222 / 09402315672, Fax: (0381) 2342572

E-mail: principalhccagt@gmail.com

Web: www.holycrosscollege.in

"Educating hearts and minds"

NAAC ACCREDITED WITH 'A' GRADE (2017)

Report Exam Committee Meeting

Date: 19/08/2021

A meeting was held online to discuss some points of agenda in the presence of the following members on Google meet:

01. Dr. Fr. Benny K John, CSC; Principal-HCC *B.K. John*
02. Dr. Fr. Shaji ML, CSC; Vice Principal & Administrator
03. Dr. Pankaj Chakraborty, Academic Dean *P. Chakraborty*
04. Dr. Shankha Shubhra Bhadra *S. Shubhra*
05. Dr. Reba Chakraborty *R. Chakraborty*
06. Ms. Sharmista Rakshit *S. Rakshit*
07. Dr. Sharmistha Chakraborty *S. Chakraborty*
08. Dr. Moumita Dey *M. Dey*
09. Dr. Nirmalya Karmakar *N. Karmakar*
10. Dr. Sushobhan Sengupta *S. Sengupta*
11. Mr. Rajesh Kr. Nath *R. Nath*

Discussed Points:

1. Regarding 6th semester, **Project** all the students need to submit it **online** latest by **25th August** and **viva** will be conducted (**online**) by **30th August, 2021**; thereafter marks of the same need to be compiled and send to Academic Dean latest by **31st August, 2021**
2. Regarding 6th Semester Internal Marks, minimum a test (online) on all the papers needs to be conducted and marks need to be compiled and submitted latest by **26th August 2021** to Academic Dean.
3. Regarding 2nd and 4th Semester students **Internal Assessment Marks (20 marks)**, minimum a written test on Honors paper and MCQ for Pass Papers or Assignment(s) need to be conducted latest by **3rd September 2021** and after evaluation of papers and compilation of marks need to be submitted latest by **8th September, 2021** to Academic Dean.
4. Regarding 2nd and 4th Semester students **Internal Marks (20 Marks)**, minimum a written test on Honors paper (20 marks) and MCQ for Pass Papers (20 Marks) or Assignment(s) need to be conducted latest by **3rd September 2021** and after evaluation of papers and compilation of marks need to be submitted latest by **8th September, 2021** to Academic Dean.

5. It is a humble request to all the HoDs to provide the internal marks not against name but against Tripura University Roll No. It is very difficult to sort the numbers against name, so it would be good if the marks are given against Roll No.
6. Dr. Reba Chakraborty asked for the project marks break up which was duly answered by Mr. Rajesh Kumar Nath, i.e. 80 marks for the project report and 20 marks for viva in case of TDP/TDPH, and for BBA it is 70 marks for project report + 30 marks viva-voce.
7. All the members agreed to follow the point 1-5 in principle.

Exam Committee Meeting_19/08/2021

Thursday, August 19 · 16:00 – 17:00

Google Meet joining info

Video call link: <https://meet.google.com/sky-bbnk-sfi>

Handwritten signature and date: 22/8/2021