



HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A+' GRADE (CYCLE:2)

Tripura University Reg. Code: 17

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

Phone: 0381-2915930, +91 9402315672

email- principalhccagt@gmail.com

Web: www.holycrosscollege.in

"Educating hearts and minds"

Minutes of Departmental Meeting Held on 24-07-2023

The departmental meeting of Business Administration, Holy Cross College, Agartala took place on 24-07-2023 in presence of the Faculty Members of the department to arrive to the common consensus to the agendas. The meeting was chaired by the department Head. Meeting started with a welcoming address by the chair. Minutes of the last meeting was read and confirmed by the members:

Members Present:

- Mrs. Sharmili Chakraborty, Assistant Professor & Head, Department of Business Administration, HCC.
- Dr. Sushobhan Sengupta, Assistant Professor, Department of Business Administration, HCC.
- Mr. Subhajit Paul, Assistant Professor, Department of Business Administration, HCC.
- Mrs. Rupa Saha, Assistant Professor, Department of Business Administration, HCC.
- Mr. Achintya Bhattacharjee, Assistant Professor, Department of Business Administration, HCC.
- Dr. Rakesh Debroy, Assistant Professor, Department of Business Administration, HCC.

Agenda For the Meeting:

- 1) Proposal of New Course Structure for BBA batch (2023-24) under NEP.
- 2) Proposal of 3rd and 4th Semester Syllabus for existing batch.

The following decisions were taken in the meeting based on the discussion held during the BUGS meeting (Management) on 21st July 2023, in relation to BBA syllabus as per NEP:-

- 1) It was unanimously decided that we will propose the new syllabus to Tripura University for upcoming BBA Batch.
- 2) It was decided in the meeting that we will make new syllabus for 3rd and 4th semester by matching the credit points and specialized paper and will propose the same to Tripura University.

Minutes prepared by: Mrs. Rupa Saha

Dr. Sushobhan Sengupta 28.07.23
Mr. Subhajit Paul 28/07/23
Mr. Achintya Bhattacharjee 28/07/23
Mrs. Rupa Saha 28/07/23
Dr. Rakesh Debroy 28/7/23



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Minutes of Departmental Meeting Held on 26-09-2023

The departmental meeting of Business Administration, Holy Cross College, Agartala took place on 26-09-2023 in presence of the Faculty Members of the department to arrive to the common consensus to the agendas. The meeting was chaired by the department Head. Meeting started with a welcoming address by the chair. Minutes of the last meeting was read and confirmed by the members:

Members Present:

- i. Mrs. Sharmili Chakraborty, Assistant Professor & Head, Department of Business Administration, HCC.
- ii. Dr. Sushobhan Sengupta, Assistant Professor, Department of Business Administration, HCC.
- iii. Mr. Subhajit Paul Assistant Professor, Department of Business Administration, HCC.
- iv. Mrs. Rupa Saha Assistant Professor, Department of Business Administration, HCC.
- v. Mr. Achintya Bhattacharjee Assistant Professor, Department of Business Administration, HCC.
- vi. Dr. Rakesh Debroy, Assistant Professor, Department of Business Administration, HCC.
- vii. Mrs. Sayanika Sengupata, Assistant Professor, Department of Business Administration, HCC.
- viii. Mr. Somdeb Roy Barman, Assistant Professor, Department of Business Administration, HCC.

Agenda For the Meeting:


- i) Making the new faculty members familiar with various departmental activities.
- ii) Division of different departmental responsibilities among the members.
- iii) Planning for students Internship of 3rd and 5th Semester.
- iv) Planning for next Industrial Visit.
- v) Submission of Lesson Plan and Study Plan.
- vi) Preparation of Student Progression Report and Students Related Activity

The following decisions were taken in the meeting:

- i) In the meeting new Faculty Members were discussed about their experience with students and get to know about their role and responsibility towards the department.
- ii) It was unanimously decided that the following departmental responsibilities were distributed (Refers to Annexure I) among us:

- iii) It was discussed in the meeting that for Internship of 3rd and 5th Semester students Dr.Sushobhan Sengupta and Dr. Rakesh Debroy will take two sessions to guide them.
- iv) It was discussed that in the month of November Department will arrange Industrial Visit of for BBA 3rd and 5th semester students.
- v) It was unanimously decided that all the faculties of the BBA will submit Lesson Plan and Study Plan to Head of Department by 09/10/2023.
- vi) It was discussed that we will prepare Student Progression Report and Student Activity Report and for that following teachers were responsible: -
 - a. Student Progression Report (Information about Higher Studies and Job) and Scholarship: - Dr. Rakesh Debroy & Mr. Somdeb Roy Barman.
 - b. Students Related Activity (Information about Sports and Cultural Activity): - Mrs. Rupa Saha & Mrs. Sayanika Sengupta.

Minutes prepared by: Mrs. Rupa Saha & Mr. Somdeb Roy Barman.


09.10.23

HEAD
Dept. of Business Administration
HOLY CROSS COLLEGE, AGARTALA

Annexure I:-**Department of Business Administration
Duties and Responsibility**

1. Discipline Committee:-	Mr. Subhajit Paul & Mr. Achintya Bhattacharjee
2. Attendance Monitoring	Mr. Subhajit Paul & Mr. Achintya Bhattacharjee
3. Website Responsibility:-	Dr. Rakesh Debroy & Mr. Achintya Bhattacharjee
4. ERP Responsibility	Mrs. Sharmili Chakraborty & Mr. Subhajit Paul
5. NAAC Responsibility	Mrs. Rupa Saha & Mr. Subhajit Paul
6. NEP Responsibility:-	Mrs. Rupa Saha
7.Meeting Minutes/Activity List:-	Mrs. Rupa Saha & Mr. Somdeb Roy Barman
8. Industrial Visit:-	Mrs. Sharmili Chakraborty, Mr. Subhajit Paul, Dr. Rakesh Debroy and Mr. Somdeb Roy Barman.
9. Nexus Board:-	Mrs. Rupa Saha
10 Filling and Documentation	Dr. Sushobhan Sengupta and Mr. Achintya Bhattacharjee
11.Mentor –Mentee / Project Guide List:-	Mrs. Rupa Saha
12. Class Supervisor:-	
• BBA 1 st Sem:-	Mrs. Sharmili Chakraborty, Mr. Subhajit Paul & Mr. Somdeb Roy Barman
• BBA 3 rd Sem:-	Dr. Rakesh Debroy and Mrs. Rupa Saha
• BBA 5 th Sem(F):-	Mr. Achintya Bhattacharjee
• BBA 5 th Sem(M)	Mrs. Sayanika Sengupta
• MBA 1 st Sem:-	Dr. Sushobhan Sengupta
• Time Table:-	Mr. Subhajit Paul

M 09.10.27
HEAD
Dept. of Business Administration
HOLY CROSS COLLEGE, AGARTALA



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Minutes of Departmental Meeting

Held on 08-02-2024

The Departmental meeting of Business Administration, Holy Cross College, Agartala took place on 08-02-2024 in presence of the Faculty Members of the department to arrive to the common consensus to the agendas. The meeting was chaired by the Department Head. Meeting started with a welcoming address by the Head of BBA Programme. Minutes of the last meeting was read and confirmed by the members:

Members Present:

- i. Mrs. Sharmili Chakraborty, Assistant Professor & Head of BBA Programme, HCC.
- ii. Dr. Sushobhan Sengupta, Assistant Professor & Head of MBA Programme, HCC.
- iii. Mr. Subhajit Paul, Assistant Professor, Department of Business Administration, HCC.
- iv. Mrs. Rupa Saha, Assistant Professor, Department of Business Administration, HCC.
- v. Mr. Achintya Bhattacharjee, Assistant Professor, Department of Business Administration, HCC.
- vi. Dr. Rakesh Debroy, Assistant Professor, Department of Business Administration, HCC.
- vii. Mrs. Sayanika Sengupta, Assistant Professor, Department of Business Administration, HCC.
- viii. Mr. Somdeb Roy Burman, Assistant Professor, Department of Business Administration, HCC.

Agenda For the Meeting:

- 1) Subject allocation of Even Semester.
- 2) Preparing Even Semester Time Table.
- 3) Preparation and planning for Departmental Programme.
- 4) Any other...

The following decisions were taken in the meeting:

- 1) BBA and MBA even semester subjects and its units were distributed among the teachers to get the ready reference and proper management of the time table and syllabus.
- 2) It was decided in the meeting that Mr. Subhajit Paul will prepare even semester class routine.
- 3) It was discussed in the meeting that as a part of IIC we have to follow and organize 7 to 8 different programmes in each quarter as per the IIC 6.0 Calendar, for that approval will be taken from the college administration for organizing different events. The president of IIC of Holy Cross College will be Mrs. Rupa Saha and Other designated members of IIC was also nominated and being approved by college administration.

Minutes prepared by: Mrs. Rupa Saha

Rupa Saha
6/03/24.

Subhajit Paul
09/02/2024

S. Sengupta
09/02/24

Subhajit Paul
9/2/24

Rupa Saha
9/03/24

Sayanika Sengupta
09/02/24



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Minutes of Departmental Meeting Held on 04-03-2024

The Departmental meeting of Business Administration, Holy Cross College, Agartala took place on 04-03-2024 at Andrew Building in presence of all the Faculty Members of the department to arrive to the common consensus to the agendas. The meeting was chaired by the Head of BBA Programme. Meeting started with a welcoming address by the chair. Minutes of the last meeting was read and confirmed by the members:

Members Present:

- i. Mrs. Sharmili Chakraborty, Assistant Professor & Head of BBA Programme, HCC.
- ii. Dr. Sushobhan Sengupta, Assistant Professor, & Head of MBA Programme, HCC.
- iii. Mr. Subhajit Paul, Assistant Professor, Department of Business Administration, HCC.
- iv. Mrs. Rupa Saha, Assistant Professor, Department of Business Administration, HCC.
- v. Mr. Achintya Bhattacharjee, Assistant Professor, Department of Business Administration, HCC.
- vi. Dr. Rakesh Debroy, Assistant Professor, Department of Business Administration, HCC.
- vii. Mrs. Sayanika Sengupta, Assistant Professor, Department of Business Administration, HCC.
- viii. Mr. Somdeb Roy Burman, Assistant Professor, Department of Business Administration, HCC.

Agenda For the Meeting:

- 1) Preparation of evaluation test for knowing about the Slow Learners Students.
- 2) Discussion regarding discipline of Students and Teachers.
- 3) Preparation and planning for workshop on IPR.
- 4) Preparation of new timetable for online classes.
- 5) Arrangement of all the files and documents.
- 6) Any other...

The following decisions were taken in the meeting:

- 1) It was discussed in the meeting that the department will conduct a class test for assessing our students of all semester including MBA students, this will help us to identify the slow learners and arrange requisite amounts of sessions for them to improve their learning levels. Apart from that focus will also be given to the advanced and average learners, so as to increase their individual learning levels.
- 2) It was discussed in the meeting that both the teachers and student will be reminded to maintain the punctuality in both class and working time.
- 3) For Institutional Innovation Council 6.0, as per AICTE requirement, the first programme will be organized on Intellectual Property Rights during the last week of March and for that the department will contact Dr. Abhishek Chakraborty, Assistant Professor of Christ College, Bengaluru, to deliver a lecture as a resource person.
- 4) It was decided in the meeting that Mr. Subhajit Paul will prepare new time table for online classes as directed by the college administration.
- 5) It was discussed in the meeting that Dr. Rakesh Debroy, Mrs. Sayanika Sengupta and Mr. Achintya Bhattacharjee will arrange all the documents of the department in soft copy and hardcopy.

Minutes prepared by: Mrs. Rupa Saha

Handwritten signatures and dates:
Maha 6/03/24
Rupa 06/03/24
Sub 06.03.24
Paul 06/03/2024
Haha 9/3/24
S. Sengupta 9/3/24



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Minutes of Departmental Meeting

Held on 17-04-2024

The Departmental Meeting of Business Administration, Holy Cross College, Agartala took place on 17-04-2024 at 1.00 pm in BBA and MBA Faculty Room in presence of all the Faculty Members of the department, Academic coordinator, NEP Coordinator and In-charge, Examination Committee of Holy Cross College, to arrive to the common consensus to the agendas. The meeting was chaired by the Head of BBA Programme. Meeting started with a welcoming address by the chair. Minutes of the last meeting was read and confirmed by the members:

Members Present:

- i. Mrs. Sharmili Chakraborty, Assistant Professor & Head of BBA Programme, HCC.
- ii. Dr. Sushobhan Sengupta, Assistant Professor, & Head of MBA Programme, HCC.
- iii. Mr. Subhajit Paul, Assistant Professor, Department of Business Administration, HCC.
- iv. Mrs. Rupa Saha, Assistant Professor, Department of Business Administration, HCC.
- v. Mr. Achintya Bhattacharjee, Assistant Professor, Department of Business Administration, HCC.
- vi. Dr. Rakesh Debroy, Assistant Professor, Department of Business Administration, HCC.
- vii. Mrs. Sayanika Sengupta, Assistant Professor, Department of Business Administration, HCC.
- viii. Mr. Somdeb Roy Burman, Assistant Professor, Department of Business Administration, HCC.

Special Invitee:-

- I. Dr. Moumita Dey, Academic Coordinator, Holy Cross College. *Moumita Dey 24/5/24*
- II. Mr. Rajesh Nath, In-charge, Examination Committee of Holy Cross College. *Rajesh Nath 21.5.24*
- III. Dr. Somnath Kar, Coordinator, NEP Implementation Committee, Holy Cross College. *Somnath Kar 24/5/24*

Agenda For the Meeting:

- 1) Preparation of Internal Evaluation Schedule for AEC, SEC, VAC and VOC Papers.
- 2) Preparation of Internal Marks of BBA 2nd, 4th and 6th Semester and MBA 2nd Semester.
- 3) Sending Attendance List (Duly Signed) of Even semester to Principal, IQAC and Academic Coordinator.
- 4) Schedule of Project and Viva (BBA & MBA).
- 5) Discussion of Classes / Papers/ Regularities for Teachers and Students.
- 6) AICTE & IIC related works.
- 7) Miscellaneous.

The following decisions were taken in the meeting:

- 1) It was discussed in the meeting that for evaluation of AEC, SEC, VAC and VOC courses a draft schedule will be prepared by the members and will be reviewed. Regarding this, a draft schedule will be prepared by Sri Achintya Bhattacharjee (refer Annexure-I).
- 2) It was discussed in the meeting that the importance of timely submission of internal marks was emphasized, a standardized format for mark submission will be used. It was instructed to faculty members to finalize and submit internal marks and Mr. Achintya Bhattacharjee to oversee the compilation of marks.



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- 3) It was decided in the meeting that the department will prepare the attendance and will be reviewed before their examination. The final copy of attendance will be submitted to the Principal, IQAC, and Academic Coordinator.
- 4) The schedule for project submissions and viva exams of BBA 6th Semester was discussed, with an emphasis on avoiding overlap with other major deadlines. Regarding this matter Mr. Subhajit Paul will draft a date for project viva and submit the same to the Head of BBA Programme for approval. As per discussion dates were fixed like this: -
3rd June 2024 (Monday) :- Project Submission.
5th June 2024 (Wednesday) :- Viva
- 5) Smt. Chakraborty highlighted the importance of regularity, attendance and adherence to the syllabus completion. New strategies to enhance engagement and compliance were proposed. Members of faculty were requested to monitor and report class attendance and participation of students to the Head of the respective programmes. Parents Teacher meeting may be organized in every semester.
- 6) Various requirements and deadline for AICTE and IIC events were discussed and the responsibility of IIC related work was vested upon Mrs. Rupa Saha and Mr. Achintya Bhattacharjee.
- 7) Smt. Sharmili Chakraborty and Dr. Sushobhan Sengupta informed all members about the recent resolution passed by the Board of Undergraduate Studies (BUGS) of Management at Tripura University. This resolution entails modifications in the examination process for the NEW NEP batch of the BBA program. After discussing the various implications, the members collectively agreed that the department will handle the evaluation for AEC, SEC, VAC, and VOC papers for both the 2nd and 4th semesters of the BBA program. Additionally, starting from the next semester, these courses will be taught by the department's faculty.

Minutes prepared by: Dr. Sushobhan Sengupta and Mrs. Rupa Saha

[Signature]
17/5/24

Resolution of the meeting seen and approved by:

[Signature]
17.05.24

[Signature]
17-05-24

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17/5/24

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17/5/24

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17-05-24

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17/05/24