



"Educating hearts and minds"

HOLY CROSS COLLEGE

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

Tripura University Reg. Code: 17

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

Phone: 0381-2915930, +91 9402315672

email- principalhccagt@gmail.com

Web: www.holycrosscollege.in

Date: 09.07.2024


Minutes of Meeting

The departmental meeting of Commerce took place in Andre Block Commerce Staff room at 1 pm on 09th July 2024. The following were discussed and agreed upon:

- 1) List of responsibilities that were distributed among faculty members regarding Departmental Orientation program of 1st Semester students.
 - On 18.07.2024, the first session to be taken by Dr. Shankha Shubhra Bhadra on "Rules & Regulations" and the 2nd session to be taken by Rajesh Kumar Das on "Examinations and Career options".
 - On 19.07.2024, the first session to be taken by Mrs. Nazmun Nahar Begam on "Academic curriculum, NDLI and Gender Sensitization" and the 2nd session to be taken by Samir Kumar Bhowmik on "NSS, NCC, Use of Library & Ice-breaking".


9.7.2024
Signature of HOD

HEAD
Department of Commerce,
HOLY CROSS COLLEGE, AGARTALA


9/7/24
Maha
09.07.24
Seen
for
10/7/24



"Educating hearts and minds"

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

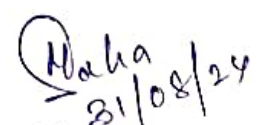
Date: 29.08.2024

Minutes of Meeting

The departmental meeting of Commerce took place in Andre Block Commerce Staff room at 2:15 pm on 29th August 2024. The following were discussed and agreed upon:

- 1) List of responsibilities that were distributed among faculty members regarding Documentation of Criteria I:
 - i. Syllabus of the particular subject for the particular session (e.g.- 1st, 3rd, 5th Sem & 2nd, 4th, 6th Sem) – Sir Rajesh Kumar Das
 - ii. Syllabus Distribution among the faculty members - Sir Rajesh Kumar Das
 - iii. Lesson Plan – Individual Teacher
 - iv. Study Plan – Individual Teacher
 - v. Departmental Internal Exam Routine, Notice - Sir Rajesh Kumar Das
 - vi. Notices - Sir Rajesh Kumar Das
 - vii. Meeting Minutes – Madam Mandrita Saha & Action Taken Report – Dr. Shankha Shubhra Bhadra Sir
 - viii. Library activities (e.g. INFLIBNET information etc.) – Madam Nazmun Nahar Begam
 - ix. Scholarships achieved by the students – Sir Samir Bhowmik
 - x. Admission in Higher education (Department wise student list) - Sir Samir Bhowmik
 - xi. Workshop Seminar Special Lecture Invited Lecture Training/Field Trip Excursion or any other activities done by the Department - Dr. Shankha Shubhra Bhadra Sir
 - xii. Departmental Class Routine - Sir Rajesh Kumar Das
 - xiii. 6th Semester Project or any other Internship Course Report - Sir Samir Bhowmik
 - xiv. Assignments given to the students - Madam Mandrita Saha & Sir Samir Bhowmik
 - xv. Remedial Classes - Madam Nazmun Nahar Begam
 - xvi. Mentor Mentee Report - Sir Rajesh Kumar Das
 - xvii. Teachers' Activity Diary – Individual Teacher and Collection by Sir Samir Bhowmik
 - xviii. Add-on Course Report - Sir Samir Bhowmik
 - xix. Activities done by NSS - Sir Rajesh Kumar Das
 - xx. Job recruitment Placement of students - Madam Nazmun Nahar Begam
- 2) Donation related to recent Flood situation in Tripura.
- 3) Summer Routine preparation for all semesters to be done by Sir Rajesh Kumar Das.
- 4) Students who are absent consecutively for 3 days will be contacted by Mentor who is in charge of that particular student.


30.08.24
Signature of HoD


31/08/24
Signature of other faculties

Holy Cross College, Agartala
Department of Commerce

Date: 26.11.2024

Minutes of Meeting

The departmental meeting of Commerce took place in Andre Block Commerce Staff room at 1:00 pm on 26th November 2024. The following were discussed and agreed upon:

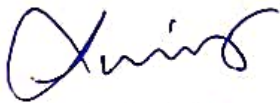
- 1) Distribution of syllabi for the 1st, 3rd, and 5th semesters.
- 2) List of subjects for 5th Semester that were distributed among following faculty members:
 - Direct Tax
 - i. Unit 1,2 – Dr. Shankha Shubhra Bhadra
 - ii. Unit 3,4 – Mr. Samir Bhowmik
 - Human Resource Management – Mr. Suraj Das
 - Accounting Theory and Management Accounting
 - i. Unit 1 – Dr. Shankha Shubhra Bhadra
 - ii. Unit 2 – Mr. Tanmoy Deb
 - iii. Unit 3, 4 – Mr. Samir Bhowmik
 - Information Technology & E-Commerce – Ms. Mandrita Saha
- 3) List of subjects for 3rd Semester that were distributed among following faculty members:
 - Direct Tax
 - i. Unit 1 – Mr. Tanmoy Deb
 - ii. Unit 2 – Dr. Shankha Shubhra Bhadra
 - iii. Unit 3, 4 – Mr. Samir Bhowmik
 - Human Resource Management – Mr. Suraj Das
 - Financial Literacy
 - i. Unit 1,2 – Mr. Tanmoy Deb
 - ii. Unit 3, 4 – Mr. Suraj Das
 - Financial Literacy (Interdisciplinary)
 - i. Unit 1 – Mr. Tanmoy Deb
 - ii. Unit 2 – Dr. Shankha Shubhra Bhadra
 - iii. Unit 3 – Mr. Samir Bhowmik
 - iv. Unit 4 – Mr. Suraj Das
- 4) List of subjects for 1st Semester that were distributed among following faculty members:
 - Financial Accountancy
 - i. Unit 1,2,3 – Dr. Shankha Shubhra Bhadra
 - ii. Unit 2,3,4 – Mr. Samir Bhowmik
 - Business Management
 - i. Unit 1,2,3 – Mr. Suraj Das
 - ii. Unit 4 – Mr. Tanmoy Deb
 - Financial Literacy
 - i. Unit 1,2 – Mr. Tanmoy Deb
 - ii. Unit 3,4 – Mr. Suraj Das

Holy Cross College, Agartala
Department of Commerce

- Entrepreneurship Development
 - i. Unit 1 – Mr. Tanmoy Deb
 - ii. Unit 2 – Mr. Samir Bhowmik
 - iii. Unit 3 – Mr. Suraj Das
 - iv. Unit 4 – Dr. Shankha Shubhra Bhadra
- 5) Syllabus of 1st Semester and 5th Semester to be completed by 20th December 2024.
- 6) Syllabus of 3rd Semester to be completed by 31st January 2025.
- 7) The next departmental meeting is scheduled for 16th December 2024.
- 8) The timetable for classes was prepared and presented by Samir Sir and the no. of classes allotted to Sir Tanmoy Deb is 8 per week and 12 classes per week is allotted to Sir Suraj Das.
- 9) An awareness program to be conducted on 11th December 2024 in collaboration with RBI.
- 10) The proposed date for the industrial visit to Longthorai was discussed. It was decided that the visit would be conducted on either 6th December 2024 or 13th December 2024 depending on final arrangements.
- 11) Industrial visit to Longthorai will be supervised by Sir Tanmoy.


Prepared by

Mandrita Saha
Mandrita Saha


Signature of HoD

27.11.2024

HEAD
Department of Commerce,
HOLY CROSS COLLEGE, AGARTALA


26.11.24

Suraj Das

Tanmoy Deb
Signature of other faculties

Holy Cross College, Agartala
Department of Commerce

Date: 27.01.2025

Minutes of Meeting

The Departmental meeting of Commerce took place in Andre Block Commerce Staff room at 1:30 pm on 27th January 2025. The following were discussed and agreed upon:

- 1) Modification of timetable due to late beginning of 3rd Semester classes.
- 2) Status of the syllabus of the odd semesters.
 - 1st Semester - Syllabus has been completed and Revision is going on.
 - 3rd Semester - Approx 40% left.
 - 5th Semester - Almost completed.
- 3) Education tour to 35th Industry & Commerce Fair in Hapania on 05th February 2025.
- 4) A program to be conducted on Investment Awareness in collaboration with NSE/SEBI and the proposal to be made by Samir Bhowmik Sir.
- 5) To organise an awareness program on Digital Banking Awareness and the proposal to be created by Mandrita Saha.
- 6) The department decided to send 15 to 20 Girl Students to be participated in Financial Literacy program conducted by RBI.
- 7) Report of the Campus Bazar to be prepared by Tanmoy Deb Sir.
- 8) Proper guidelines to be prepared for opening of stalls for Campus Bazar 4.O.
- 9) An activity to be conducted implementing a MoU with Mangal Murti.
- 10) Next Departmental meeting to be conducted on 3rd week of February 2025.

Prepared By

Mandrita Saha

Mandrita Saha

[Signature]
27-01-2025

Signature of HoD

[Signature]
27.1.25

Sway Das

Tanmoy Deb

Signature of other faculties

HEAD
Department of Commerce,
HOLY CROSS COLLEGE, AGARTALA