

Date: 22nd June, 2017.

The Departmental meeting of the Department of Business Administration, Holy Cross College, Jubabara took place on 22nd June, 2017 to discuss the following:-

1. Faculty Requirement (Guest)
2. Attendance Register
3. Preparation of Routine
4. Preparation of Activity list and Marky distribution Sheet.
5. Certificate Course in H.R.M.
6. Preparation of Draft rules for 5th & 6th Semester Project.

The following decisions were taken :-

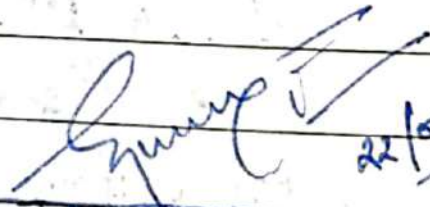
1. Mr. Immanuel Debbarma will take Managerial Economics of BBA 1st semester and Financial Statement Analysis of BBA 5th semester (Finance).
2. Ms. Sriparna Roy will take Organizational Behaviour of BBA 3rd semester and Indian financial System of BBA 5th semester (Finance).
3. One Guest faculty will be required for taking Marketing papers as Mrs. Pujithipa will discontinue from the upcoming semester. Guest faculty will be called from pannel or New advertisement will made.
4. One New Attendance Register will be required for the BBA 1st semester.
5. Routine will be prepared by Sushobhan Sengupta, Head
i/c

Department of Business Administration.

6. Mrs. Scharmiti Chakraborty, Assistant Professor, Department of Business Administration will prepare the Activity list and Marks Distribution Sheet for the upcoming semester.

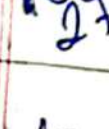
7. It was decided that the Department of Business Administration will offer Certificate course in H.R.M. (Human Resource Management) for the 5th & 6th Semester students of the Department. The Syllabus will be prepared by the Head (i.e), Business Administration.

8. It was also decided that a draft rules will be prepared by Sri Sushobhan Sengupta and Sri Ranjiv Singh for BBA 5th & 6th Semester project paper [BBA 504C & 504D]

 22/06/2017

Head (i.e), Department of Business Administration
Holy Cross, College, Jubatwala.

 27.06.17

 27/6/17

 27/6/17

The Departmental meeting of the Department of Business Administration, Holy Cross College, Subiaco took place on 20th November, 2017.

- 1) Faculty Requirements (Guest)
- 2) Tentative Schedule (No of classes to be taken by + faculty)
- 3) Department coming semester plan
- 4) NC (Non-Collegiate) & DC (Dis-Collegiate) Student Attendance Register

The following decisions (tentative) were taken:-

a) As Mr. Immanuel Dehanna will not be available next semester so there is an urgent need of a faculty. In this regard panel list will be taken into consideration and recruitment will be conducted in the month of December.

A mathematics faculty will be invited either from Holy Cross School or ICFAI. And if not, PA (Public Advertisement) will be held.

b) A tentative schedule will be prepared by the respective HOD in terms - numbers of papers taken by a faculty in the coming semester.

c) In the coming semester, Department of Business Administration is planning student seminar & National Seminar in collaboration with department of Commerce.

d) Total number of students (NC & OC) semester wise.

[Signature] 20.11.17

Head of Department of Business Administration
Holy Cross College, Jubbulpore

[Signature]
20/11/2017

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Date:- 6th February, 2018

The Departmental meeting of the Department of Business Administration, Holy Cross College, Jubatara took place on 6th February, 2018 to discuss the following:-

1. Update regarding completion of syllabus.
2. To discuss when and where to organize next industrial visit.
3. To discuss the new system of Mentoring.
4. To discuss when and for what period the students will go for external project (6th semester).
5. Miscellaneous issues.

The decisions taken are:—

i) All the members of the department said that the respective syllabus of ~~the~~ all the three semesters are on track and the teachers will be able to complete the syllabus on time.

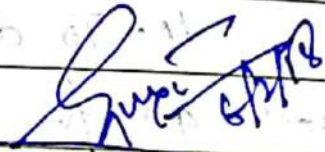
ii) It was suggested by the members of the faculty to organize the industrial visit to Fipora Ispat or Prandeep Industries Ltd.

iii) As discussed in the HOD's Meeting (on 5th Feb, 2018), the department head of Business Administration demonstrate the new Mentor-Mentee booklet in front of all the faculty members.

iv) As directed by the vice-principal, HEC, students will be given a maximum 30 days period to complete the external project and the students ~~will~~ are supposed

to maintain daily log book which is to be submitted to the Department head after the completion of the project.

5. It was informed to all the members that the college library will remain open on Saturdays from 10 am to 2 pm.



Head, Department of Business Admin
Holy Cross College, Tubatarza

Members :-

1. Shonika Shubha Bhadga : -
2. Sharmila Chakraborty : - 18.6.2.18
3. Ravi K. Singh : - 18.6.2.18
4. Samir K. Bhowmik : - 18.6.2.18
5. Jipanna Ray : -
6. Subhrajit Paul : -
7. Aparna Rani Shil : -

2nd May, 2018

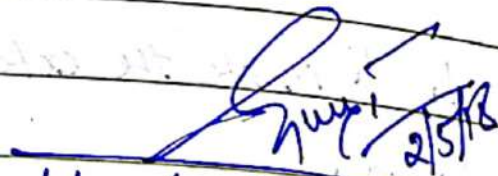
The departmental meeting of the Department of Business Administration, Holy Cross College, Jubalota took place on 2nd May, 2018 in presence of the members of the department to discuss the following:-

1. To invite the external expert for 6th semester project and viva.
2. To plan for different academic events for the academic year 2018-19.
3. To discuss the faculty requirement.
4. To conduct and finalize the dates of HR Centric course examination.
5. Miscellaneous issues.

The following decisions were taken:-

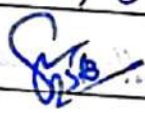
1. The members proposed to invite Sri. Rajesh Das, Faculty, BBM College, Agartala or Ms. Monalisa Chanda, Faculty, Dept of Business Management, Tripura University as External Expert.
2. Plan for the different academic events was formulated and was sent to the principal for approval.
3. One faculty having former background ~~will~~ will be required for the upcoming semester.
4. It was proposed to conduct the HR Centric Exam from 1st June, 2018.

5. The members of the faculty proposed to the department head the requirement of a computer and an internet for the department, which was further communicated to the Principal and V. Principal, H.C.

 2/5/18

Head, Department of Business Admin
Holy Cross College, H.C.C

Members present :-

1. Shankha Shukha Bhadse.
2. Sharmila Chakraborty. 2.5.18
3. Ravi K. Singh. 
4. Dipana Ray.
5. Sakshi Paul.
6. Arpana K. Shil.

Minutes of Departmental Meeting Held on 5th March 2019.

The meeting was chaired by Principal/ Dean/Head, started with a welcome address. The departmental meeting of Department of Business Administration, Holy Cross College, Agartala, took place in the board room/ Dean's office/ Principals office on 05-03-2019 to discuss on the following:

Agenda for Meeting:

- i) Plan for different academic events such as Special Lecture/ Motivational Lecture/ MDP for BBA students
- ii) To discuss the various issues to conduct online classes
- iii) Preparation of Time-Table for the next session
- iv) Proposal for inviting resource person

The following decisions were taken:

- i) Plan for different academic events will be formulated and sent to the principal for approval.
- ii) Few faculty members shared some of the issues related to online classes using MS Teams, which was then discussed to resolve the growing issues.
- iii) Preparation of class routine of BBA and B.Com for the next session.
- iv) The faculty members proposed to invite two resource persons for an extended lecture session for the final year students.

Members Present:

- i) Dr.Sushobhan Sengupta
- ii) Mrs Sharmili Chakraborty
- iii) Miss Sriparna Roy
- iv) Mr. Ravi Kumar Singh
- v) Miss Arpana Rani Shil

Dr. G.03.2019
Dr. 05.03.2019

June 6/3/2019

Head, Department of Business Administration

Minutes of Online Departmental Meeting Held on 12th March 2020.

The departmental meeting of Department of Business Administration, Holy Cross College, Agartala, took place on 12-03-2020 to discuss on the following:

Agenda for Meeting:

- i) Department plan for the next session
- ii) Update from all the teachers regarding completion of syllabus
- iii) To discuss the possibilities to conduct/ organize industrial visit for BBA students.

The following decisions were taken:

- i) In the coming semester, Department of Business Administration is planning student seminar for the final year students.
- ii) All the members of the department said that the respective syllabus of all the three semesters are on track and the teachers will be able to complete the syllabus on time. Madam Sharmili requested to conduct few remedial classes for slow learners and Sir Sushobhan requested to conduct few extra class for advanced learners, which was duly accepted the house.
- iii) It was suggested by the members of the faculty to organize at least two industrial visit in a semester and for the final semester students in the month of May/June.

Members Present:

- i) Dr.Sushobhan Sengupta
- ii) Mrs Sharmili Chakraborty *Shm 12.3.20*
- iii) Mrs Sriparna Roy *Sroy 12.3.20*
- iv) Mrs Rupa Saha *Raha 12/3/20*
- v) Mr, Achintya Bhattacharya

que 12/3/20

Head, Department of Business Administration

Holy Cross College, Agartala

Minutes of Online Departmental Meeting Held on 9th July 2020.

The departmental meeting of Department of Business Administration, Holy Cross College, Agartala, took place on 09-07-2020 to discuss on the following:

Agenda for Meeting:

- i) To discuss the new system of Mentoring
- ii) To discuss the possibilities to conduct/ organize national seminar.
- iii) To discuss the requirement of Guest/ Visiting lecturer.
- iv) Preparation of internal marks.

The following decisions were taken:

- i) As discussed in the meeting, Mr Samir Bhowmik, Assistant Professor, Department of Commerce, will demonstrate the new Mentor-Mentee list for all semester in front of the faculty members.
- ii) It was decided by the members to conduct or organize national seminar. A tentative date was assumed in the month of June.
- iii) Guest Faculty will be called from panel or new advertisement will be made for taking some papers of BBA.
- iv) The internal marks for all the semesters will be prepared by Mr. Achintya Bhattacharya, which will further be checked by the subject teachers

Members Present:

- i) Dr. Sushobhan Sengupta
- ii) Mrs Sharmili Chakraborty *Sharmili Chakraborty 9.7.2020*
- iii) Miss Sriparna Roy *Sriparna Roy 9.7.20*
- iv) Mrs Rupa Saha *Rupa Saha 9/07/20*

Tues 9/7/2020

Head, Department of Business Administration

Holy Cross College, Agartala

Minutes of Departmental Meeting Held on 15th March 2021.

The meeting was chaired by Principal/ Dean/Head, started with a welcome address. The departmental meeting of Department of Business Administration, Holy Cross College, Agartala, took place in the board room/ Dean's office/ Principals office on 15-03-2021 to discuss the following:

Agenda for Meeting:

- i) 6th semester project/ internship, sending formal letter to the collaborating organizations.
- ii) Pre-semester examination: preparation of question paper and submission of marks.
- iii) Preparation and submission of monthly IQAC report.
- iv) FDP/ seminar/ workshop etc.

The following decisions were taken:

- i) It was discussed when and for what period the students will go for external project
- ii) It was decided by the faculty members that the pre-semester exam will commence from 15th February to 20th February 2021.
- iii) As discussed in the meeting, it was decided that monthly IQAC report of Department of Business Administration will be prepared by Mrs Sriparna Roy Bhowmik, Assistant Professor as well as vice versa of Department of Commerce will be prepared by Mrs Nazmun Nahar Begum, Assistant Professor and Ms Mandrita Saha, Assistant Professor, Holy Cross College.
- iv) The chairman of the meeting motivated all the members to publish some articles or journals and also to regularly participate in different academic events to upgrade individual faculty profile.

Members Present:

- i) Dr. Sushobhan Sengupta
- ii) Mrs Sharmili Chakraborty *SC* 16.03.21
- iii) Mrs Sriparna Roy *SR* 16.03.21
- iv) Mrs Rupa Saha *RS* 16/03/21
- v) Mr, Achintya Bhattacharya

[Signature]
16/3/21

Head, Department of Business Administration

Holy Cross College, Agartala

Minutes of Online Departmental Meeting Held on 19th May 2021.

The departmental meeting of Department of Business Administration, Holy Cross College, Agartala, took place with presence of Dean on 19-05-2021 to discuss on the following:

Agenda for Meeting:

i) Discussion on Completion of AAA

The following decisions were taken:

i) The responsibilities regarding completion of AAA were distributed among the faculty members.

ii) After detailed discussion, it was suggested by Sir Pankaj to go through with SSR of previous year of Holy Cross College so that we can get a detailed idea of which activity HCC had did till date. Also to browse through website of different colleges from where we can have an idea about the SSR which will help us to get a brief detail regarding completion of AAA.

ii) The tentative date of submission of AAA for the department was scheduled on 26th of May 2021.

Members Present:

i) Dr. Pankaj Chakraborty

ii) Dr. Sushobhan Sengupta

iii) Mrs Sharmili Chakraborty

iv) Mrs Sriparna Roy

v) Mrs Rupa Saha

15.05.2021

15.05.2021

15/05/21

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Head, Department of Business Administration

Holy Cross College, Agartala

Minutes of Online Departmental Meeting Held on 19th June 2021.

An online meeting of Department of Business Administration was held on 19th of June 2021 to discuss on the following:




Agenda for Meeting:

- i) Preparation of Activity List for fourth week of July.
- ii) Department plan for First Semester Students.
- iii) To discuss the various issues to conduct online classes of Fourth semester and sixth Semester.

The following decisions were taken:

- i) The final activities of Department of Business Administration has been prepared by Dr.Sushobhan Sengupta, Head, Department of Business Administration.
- ii) It was decided by Tripura University that the First Semester students should be promoted on the basis of internal Marks. Thus the department should take necessary steps in this regard.
- iii) As per the discussion of all members present, it was decided that the study materials will be provided to fourth and sixth semester students to get them involved.

Members Present:

- i) Dr.Sushobhan Sengupta
- ii) Mrs Sharmili Chakraborty 
- iii) Mrs Sriparna Roy 
- iv) Mrs Rupa Saha 
- v) Mr. Achintya Bhattacharya

Head, Department of Business Administration

Holy Cross College, Agartala

Minutes of Online Departmental Meeting Held on 9th August 2021.

The departmental meeting of Department of Business Administration, Holy Cross College, Agartala, took place on 09-08-2021 to discuss the following:

Agenda for Meeting:

- i) Update from all the teachers regarding completion of syllabus
- ii) Updated Syllabus for BBA 6th Semester
- iii) Preparation of model question paper of BBA 6th Semester Students

The following decisions were taken:

- i) All the members of the department said that the respective syllabus of all the three semesters are on track and the teachers will be able to complete the syllabus on time. The expected date for completion of syllabus was decided by the members on 20th of August 2021.
- ii) It was informed by the HOD that the 6th semester syllabus may be reduced by Tripura University.
- iii) All the subject teachers were informed to prepare model question paper for BBA 6th semester students and submit to HOD

Members Present:

- i) Dr.Sushobhan Sengupta
- ii) Mrs Sharmili Chakraborty *9.08.2021*
- iii) Mrs Sriparna Roy *9.08.2021*
- iv) Mrs Rupa Saha *Rupa 9/08/21*
- v) Mr.Achintya Bhattacharya

Mr. Achintya Bhattacharya
9/8/21

Head, Department of Business Administration

Holy Cross College, Agartala

Minutes of Online Departmental Meeting Held on 24th August 2021 with 6th Semester Students

The departmental meeting of Department of Business Administration, Holy Cross College, Agartala, took place with the students of BBA 6th semester on 24-08-2021 to discuss the following:

Agenda for Meeting:

- i) Instructions to BBA 6th Semester Students regarding online examination
- i) A brief session was taken in presence of all the teachers and BBA 6th Semester Students regarding online examination.
- ii) A mail Id was shared by HOD to the students for submission of answer scripts
- iii) All the students were informed to keep an ample amount of A4 size paper for writing the answers.
- iv) After completion of exam, the students were informed to send the answer sheets by scanning the required pages in the mail id which is provided to them.

Members Present:

- i) Dr. Sushobhan Sengupta
- ii) Mrs Sharmili Chakraborty *Sharmili 27.08.2021*
- iii) Mrs Sriparna Roy *Sriparna 27.08.2021*
- iv) Mrs Rupa Saha *Rupa 27/08/21*

[Signature]
27/8/21

Head, Department of Business Administration

Holy Cross College, Agartala