



# HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A' GRADE

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 18<sup>th</sup> April 2022

The departmental meeting of Business Administration, Holy Cross College, Agartala took place on 18-04-2022 in presence of the Faculty Members of the department to arrive to the common consensus to the agendas. The meeting was chaired by the Head of the Department. Meeting started with a welcoming address by the chair. Minutes of the last meeting was read and confirmed by the members:

### Members Present:

- i. Dr. Sushobhan Sengupta, Assistant Professor & Head, Department of Business Administration, HCC.
- ii. Mrs. Sharmili Chakraborty, Assistant Professor, Department of Business Administration.
- iii. Ms. Mandrita Saha Assistant Professor, Department of Business Administration.
- iv. Mrs. Sriparna Roy Assistant Professor, Department of Business Administration.
- v. Mr. Subhajit Paul Assistant Professor, Department of Business Administration.
- vi. Mr. Achintya Bhattacharjee Assistant Professor, Department of Business Administration.

### Agenda For the Meeting:

- i. Collection of feedback from Students regarding their syllabus.
- ii. Collection of feedback for faculties from the students of all semesters
- iii. Collection of Peer Feedback from all the faculty members of the department.
- iv. Preparation of Student Activity List
- v. Decision regarding industrial visit for the students of the department
- vi. Preparation of Monthly attendance Record
- vii. Discussion regarding Seminar/Workshop/EDP
- viii. Assigning Project guide to the students of BBA 6<sup>th</sup> semester.

### The following decisions were taken:

- i. It was decided in the meeting that the preparation of google form to collect feedback from students regarding their syllabus structure will be prepared by Dr. Sushobhan Sengupta and Mr. Subhajit Paul.
- ii. It was decided by the faculty members that preparation of google form to collect feedback on faculties from students of all semesters will be prepared by Dr. Sushobhan Sengupta and Mr. Subhajit Paul.
- iii. It was unanimously decided that a Google form will be created to collect peer feedback from all faculty members, designing of the form will be taken care by Dr. Sushobhan Sengupta and Mr. Subhajit Paul.
- iv. It was decided in the meeting that an Activity list for the session 2022 will be prepared by Ms. Mandrita Saha and Mrs. Sriparna Roy.

- v. All the members proposed to conduct an industrial visit at OTPC, Gomati district of Tripura in the month of May/June 2022 for all the students of Department of Business Administration and the same will be dealt by Mrs. Sharmili Chakraborty and Mr. Subhajit Paul.
- vi. The Monthly Attendance Record will be prepared and displayed in the notice board for ready reference for students; the matter will be dealt by Mrs. Sriparna Roy, Mr. Subhajit Paul and Mr. Achintya Bhattacharjee.
- vii. It was decided that the seminar will be rescheduled in the month of May 2022.
- viii. It was decided in the meeting that Project guide will be assigned to the students of 6<sup>th</sup> semester, and a list will be prepared by Mrs Sriparna Roy.

Minutes prepared by: Mr. Subhajit Paul





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## Minutes of Departmental Meeting Held on 4<sup>th</sup> May 2022

The departmental meeting of Department of Business Administration, Holy Cross College, Agartala took place on 04-05-2022 in presence of the Faculty Members of the department to discuss the following agenda:

### Agenda For the Meeting:

- i) Time-Table Revision for all the current semester.
- ii) Status of Syllabus Completion by the faculty members.
- iii) Inclusion of Presentation/Group Discussion Period in the time table.
- iv) Maintaining Documentation and filling them in the new almirah.
- v) Status or Action taken report based on Previous Meeting.
- vi) To conduct Parents-Teacher Meeting.
- vii) Requisition for Computer for the Department of Business Administration.

The following decisions were taken:

- i) It was decided by the members of faculty to reschedule the class time table for all the semesters. It was also suggested to include presentation of the group discussion session in the time table which will be monitored by the faculty members.
- ii) It was decided to submit the status of Completion of Syllabus till date in hard copy.
- iii) It was decided to maintain all departmental documents and to submit a copy of the same to IQAC.
- iv) Parents-Teacher meeting to be conducted in the month of May 2022.
- v) Requisition for departmental computer to be submitted to the college authority.

### Members Present:

- i) Dr. Sushobhan Sengupta
- ii) Mrs Sharmili Chakraborty
- iii) Mrs Sriparna Roy
- iv) Mr. Subhajit Paul
- v) Ms. Mandrita Saha
- vi) Mr. Achintya Bhattacharjee
- vii) Mrs. Rupa Saha

Minutes prepared by: Mrs Sriparna Roy



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## Minutes of Departmental Meeting Held on 24-05-2022

The departmental meeting of Department of Business Administration, Holy Cross College, Agartala took place on 24-05-2022 in presence of the Faculty Members of the department to discuss the following agenda:

### Agenda For the Meeting:

- i) Status of syllabus completion of various subjects
- ii) Submission of Project Work
- iii) Program Schedule for the National Seminar
- iv) Decision regarding Industrial Visit for the students of the Department of Business Administration
- v) Preparation of Monthly attendance Record
- vi) Discussion regarding organizing an EDP

### The following decisions were taken:

- i) It was discussed in the meeting regarding the status of completion of syllabus from the respective faculty members and it was found that almost 80% of the syllabus is completed.
- ii) It was unanimously decided that the submission of project work for 6<sup>th</sup> semester students should be sent in soft copy latest by 25<sup>th</sup> May to the Head of the Department.
- iii) A program schedule for seminar has been prepared by the members of faculty and responsibilities that were allotted are as follows:
  - a) Introduction of the seminar on the first day will be presented by Dr. Sushobhan Sengupta
  - b) Mr Subhajit Paul will propose the vote of thanks for the first day (27<sup>th</sup> May, 2022) and will give an introduction at the beginning of the second day (28<sup>th</sup> May, 2022) as well as will welcome the speakers of the second day (28<sup>th</sup> May, 2022).
  - c) Mrs Rupa Saha will welcome the speakers and carry forward the programme as MC of the first day (27<sup>th</sup> May, 2022).
  - d) Ms Mandrita Saha will propose the vote of thanks for the second day (28<sup>th</sup> May, 2022).
- iv) It was decided by the members of faculty to conduct an industrial visit for all the students of Department of Business Administration.
- v) Monthly Attendance Record to be made by the assigned faculties.
- vi) It was unanimously proposed and decided to have an EDP in the month of June if all the official documents get processed.

### Members Present:

- i) Dr. Sushobhan Sengupta
- ii) Mrs Sharmili Chakraborty
- iii) Ms. Mandrita Saha
- iv) Mrs Sriparna Roy
- v) Mr. Subhajit Paul
- vi) Mrs Rupa Saha
- vii) Mr. Achintya Bhattacharjee

Minutes prepared by: Mrs Sriparna Roy



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## Minutes of Departmental Meeting

Held on 17-06-2022

The departmental meeting of Business Administration, Holy Cross College, Agartala took place on 17-06-2022 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. Dr. Sushobhan Sengupta, Head of Department of Business Administration, HCC.
- ii. Mrs. Sharmili Chakraborty, Assistant Professor, Department of Business Administration.
- iii. Ms. Mandrita Saha Assistant Professor, Department of Business Administration.
- iv. Mrs. Sriparna Roy Assistant Professor, Department of Business Administration.
- v. Mr. Subhajit Paul Assistant Professor, Department of Business Administration.
- vi. Mrs. Rupa Saha Assistant Professor, Department of Business Administration.
- vii. Mr. Achintya Bhattacharjee Assistant Professor, Department of Business Administration.

### Agenda For the Meeting:

- i) Allotment of papers / subjects for the next academic session (2022-23).
- ii) Revision of class time table for the month of July.
- iii) Finalization of date for presentation and viva-voce of the external project for 6<sup>th</sup> semester students (Marketing and Finance).
- iv) Departmental responsibilities for respective teachers for the next academic session.

### The following decisions were taken in the meeting:

- i) The subjects of BBA (1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester) for the next academic session (as per old syllabus) were allotted to each faculty member through a brainstorming session, which was then finalized and recorded by the Head of the Department.
- ii) The class time-table for BBA was revised based on the status of syllabus completion and as per the necessity for revision / remedial classes.
- iii) It was unanimously decided that the presentation and viva-voce of the external project for 6<sup>th</sup> semester students (Marketing and Finance) will be conducted on 6<sup>th</sup> July, 2022 (Wednesday), notice for the same will be issued by the Department Head.
- iv) Various departmental responsibilities were discussed collectively and hence were distributed among the respective faculty members for the upcoming academic session (refer Annexure-1).

Minutes prepared by: Mrs. Sriparna Roy



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## **Minutes of Departmental Meeting** **Held on 05-09-2022**

The departmental meeting of Business Administration, Holy Cross College, Agartala took place on 05-09-2022 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. Dr. Sushobhan Sengupta, Head of Business Administration, HCC.
- ii. Mrs. Sharmili Chakraborty, Assistant Professor, Department of Business Administration.
- iii. Ms. Mandrita Saha Assistant Professor, Department of Business Administration.
- iv. Mrs. Sriparna Roy Assistant Professor, Department of Business Administration.
- v. Mr. Subhajit Paul Assistant Professor, Department of Business Administration.
- vi. Mrs. Rupa Saha Assistant Professor, Department of Business Administration.
- vii. Mr. Achintya Bhattacharjee Assistant Professor, Department of Business Administration.

### **Agenda For the Meeting:**

- i) Preparation of time table.
- ii) Induction of 1<sup>st</sup> semester students (schedule finalizing).
- iii) Preparation of activity list, before the commencement of classes.
- iv) Distribution of responsibilities among department members.
- v) Industrial visit
- vi) Mentor-Mentee list
- vii) Creation of 1<sup>st</sup> semester group
- viii) Entering the names of students in attendance register.
- ix) Record keeping and documentation
- x) Miscellaneous

**The following decisions were taken in the meeting:**

- i) It was decided in the meeting that the time table for this semester will be prepared by Mr. Subhajit Paul, where GD, PI, Presentation, Mentoring will be included in the time table.
- ii) As per the decision of college authority, classes for new semester will begin from 12<sup>th</sup> September, 2022 and for the same the schedule should be finalized by Mrs. Sharmili Chakraborty latest by 6<sup>th</sup> September, 2022.
- iii) It was decided unanimously that the activity list for the upcoming session will be prepared and submitted by Mrs. Sriparna Roy latest by 9<sup>th</sup> September, 2022 and the progress as per the activity list will be monitored by Mr. Achintya Bhattacharjee.
- iv) Various departmental responsibilities were discussed collectively and hence were distributed among the respective faculty members for the upcoming academic session (refer Annexure-1).
- v) It was decided by the faculty members to conduct an industrial visit in the month of November, 2022 for all the students of Department of Business Administration and the responsibility for the same will be taken by Mrs. Sharmili Chakraborty and Mr. Subhajit Paul.
- vi) It was decided in the meeting that the mentor-mentee list for this semester will be prepared by Ms. Mandrita Saha.
- vii) It was discussed collectively of creating a WhatsApp group for the students of 1<sup>st</sup> semester by the faculty members of the department.
- viii) Entry of student's details in attendance register will be done by Mr. Achintya Bhattacharjee.
- ix) It was decided unanimously that the records (hard copies and soft copies) will be maintained by Mrs. Sharmili Chakraborty, Mrs. Rupa Saha and Mr. Subhajit Paul.

Minutes prepared by: Mrs. Rupa Saha



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## **Minutes of Departmental Meeting** **Held on 08-09-2022**

The departmental meeting of Business Administration, Holy Cross College, Agartala took place on 08-09-2022 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. Dr. Sushobhan Sengupta, Head of Business Administration, HCC.
- ii. Mrs. Sharmili Chakraborty, Assistant Professor, Department of Business Administration.
- iii. Ms. Mandrita Saha Assistant Professor, Department of Business Administration.
- iv. Mrs. Sriparna Roy Assistant Professor, Department of Business Administration.
- v. Mr. Subhajit Paul Assistant Professor, Department of Business Administration.
- vi. Mrs. Rupa Saha Assistant Professor, Department of Business Administration.
- vii. Mr. Achintya Bhattacharjee Assistant Professor, Department of Business Administration.

### **Agenda For the Meeting:**

- i) Requirement of Projector.
- ii) Assessment Test for all Semester .
- iii) Mock NAAC Visit.
- iv) Making Study Plan & Lesson Plan.

### **The following decisions were taken in the meeting:**

1. It was decided that we will give requisition letter to Academic Coordinator for projector.



2. It was discussed that on 29 Sept. 2022, we will take assessment tests of the students of all semester.
3. Mrs Sharmili Chakraborty is entitled with the responsibility to give departmental presentation on the next MOCK Drill Visit to the college.
4. After Puja Vacation all the faculty members need to make individual Study Plan and Lesson Plan for the Present Semester Papers and submit it to HOD.

Minutes prepared by: Mrs. Rupa Saha



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## **Minutes of Departmental Meeting** **Held on 19-09-2022**

The departmental meeting of Business Administration, Holy Cross College, Agartala took place on 19-09-2022 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. Dr. Sushobhan Sengupta, Head of Business Administration, HCC.
- ii. Mrs. Sharmili Chakraborty, Assistant Professor, Department of Business Administration.
- iii. Ms. Mandrita Saha Assistant Professor, Department of Business Administration.
- iv. Mrs. Sriparna Roy Assistant Professor, Department of Business Administration.
- v. Mr. Subhajit Paul Assistant Professor, Department of Business Administration.
- vi. Mrs. Rupa Saha Assistant Professor, Department of Business Administration.
- vii. Mr. Achintya Bhattacharjee Assistant Professor, Department of Business Administration.

### **Agenda For the Meeting:**

- i) Preparation of time table.
- ii) Induction of 1<sup>st</sup> semester students (schedule finalizing).
- iii) Preparation of activity list, before the commencement of classes.
- iv) Distribution of responsibilities among department members.
- v) Industrial visit
- vi) Mentor-Mentee list
- vii) Creation of 1<sup>st</sup> semester group
- viii) Entering the names of students in attendance register.
- ix) Record keeping and documentation
- x) Miscellaneous

**The following decisions were taken in the meeting:**

- i) It was decided in the meeting that the time table for this semester will be prepared by Mr. Subhajit Paul, where GD, PI, Presentation, Mentoring will be included in the time table.
- ii) As per the decision of college authority, classes for new semester will begin from 12<sup>th</sup> September, 2022 and for the same the schedule should be finalized by Mrs. Sharmili Chakraborty latest by 6<sup>th</sup> September, 2022.
- iii) It was decided unanimously that the activity list for the upcoming session will be prepared and submitted by Mrs. Sriparna Roy latest by 9<sup>th</sup> September, 2022 and the progress as per the activity list will be monitored by Mr. Achintya Bhattacharjee.
- iv) Various departmental responsibilities were discussed collectively and hence were distributed among the respective faculty members for the upcoming academic session .
- v) It was decided by the faculty members to conduct an industrial visit in the month of November, 2022 for all the students of Department of Business Administration and the responsibility for the same will be taken by Mrs. Sharmili Chakraborty and Mr. Subhajit Paul.
- vi) It was decided in the meeting that the mentor-mentee list for this semester will be prepared by Ms. Mandrita Saha.
- vii) It was discussed collectively of creating a WhatsApp group for the students of 1<sup>st</sup> semester by the faculty members of the department.
- viii) Entry of student's details in attendance register will be done by Mr. Achintya Bhattacharjee.
- ix) It was decided unanimously that the records (hard copies and soft copies) will be maintained by Mrs. Sharmili Chakraborty, Mrs. Rupa Saha and Mr. Subhajit Paul.

Minutes prepared by: Mrs. Rupa Saha



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## **Minutes of Departmental Meeting**

**Held on 01-12-2022**

The departmental meeting of Business Administration, Holy Cross College, Agartala took place on 01-12-2022 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. Mrs. Sriparna Roy Assistant Professor, Department of Business Administration, HCC.
- iv. Mr. Subhajit Paul Assistant Professor, Department of Business Administration, HCC.
- v. Mrs. Rupa Saha Assistant Professor, Department of Business Administration, HCC.
- vi. Mr. Achintya Bhattacharjee Assistant Professor, Department of Business Administration, HCC.
- vii. Mr. Rakesh Debroy Guest Faculty, Department of Business Administration, HCC.

### **Agenda For the Meeting:**

- i) Syllabus Completion.
- ii) Internal Exam.
- iii) Remedial classes for the students who have back paper/s.
- iv) Remedial classes for the slow learning students.
- v) Study Tour/ Industrial Tour/ Other Activities.
- vi) Miscellaneous

### **The following decisions were taken in the meeting:**

- i) It was decided in the meeting that the syllabus completion till date need to be submitted by all faculties to the Head of the Department.
- ii) As per the norms of university, BBA Internal marks will be given on the basis of Attendance, GD, PI, Class Presentation and Class Test.
- iii) It was decided unanimously that the faculties of the department will provide remedial classes for the students who have back paper/s in different subject/s as per the student's requirement.
- iv) It was decided unanimously that remedial classes will also be arranged for the slow learning students of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester.
- v) It was decided in the meeting about various tentative events/study tour/ Industrial Tour/ Other Activities to be conducted by the department in the upcoming days.

Minutes prepared by: Mrs. Rupa Saha