

Department of Business Administration
Holy Cross College, Agartala
Jubatara, Lembucherra, West Tripura, PIN: 799210
(Affiliated to Tripura University)
Accredited by NAAC with A+ Grade (2nd Cycle) and
Approved by AICTE

Ref. No. AA/DOBA/HCC/2025/06

Date: 08-07-2025

NOTICE

All faculty members of the BBA and MBA programs are hereby informed that a Departmental Meeting is scheduled to be held as per the details below:

Venue: BBA-MBA Staff Room, Andre Block

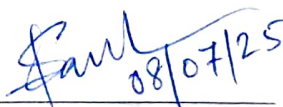
Time: 11:40 AM

Date: 09-07-2025 (Wednesday)

Agenda:

1. Attendance Monitoring Process
2. Class Timings and Monitoring
3. Leave Permission Protocol
4. Exam Related Documentation Process
5. Mentor-Mentee Process and Role of Class Supervisors
6. Distribution of Responsibilities in Various Aspects:
 - a) Website Update Process
 - b) ERP
 - c) Industrial Visits and Excursion Trips
 - d) Document Updation in Departmental Files
 - e) Meeting Minutes and Report Updation
 - f) Discipline
 - g) Student Progression and Placement Updates
 - h) AQAR / SSR
7. Miscellaneous (if any)

All faculty members are requested to be present on time and make necessary preparations to contribute effectively to the discussions. Your cooperation in ensuring the smooth functioning of the department is appreciated.


08/07/25

Subhajit Paul
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HEAD
Dept. of Business Administration
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