

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

Minutes of Departmental Meeting
Held on 09-07-2025

The departmental meeting of Business Administration, Holy cross College, Agartala took place on 09-07-2025 in presence of 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 welcome address by the chair. Minutes of the last meeting was read and confirmed by the members

Members present:

1. Sri Subhajit Paul, Assistant Professor & Head of BBA Program, Department of Business Administration, HCC
2. Dr. Sushobhan Sengupta, Assistant Professor & Head of MBA Program, Department of Business Administration, HCC
3. Smt. Sharmili Chakraborty, Assistant Professor, Department of Business Administration, HCC
4. Smt. Rupa Saha, Assistant Professor, Department of Business Administration, HCC
5. Sri Achintya Bhattacharjee, Assistant Professor, Department of Business Administration, HCC
6. Dr. Rakesh Debroy, Assistant Professor, Department of Business Administration, HCC
7. Smt. Sayanika Sengupta, Assistant Professor, Department of Business Administration, HCC
8. Sri Somdeb Roy Barman, Assistant Professor, Department of Business Administration, HCC
9. Sri Diptanu Das, Assistant Professor, Department of Business Administration, HCC
10. Sr. Geena Mathews, Guest Faculty, Department of Business Administration, HCC

Agenda for the meeting:

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 Updating in Departmental Files.
 - e) Meeting Minutes and Report Updating.
 - f) Discipline.
 - g) Student Progression and Placement Update
 - h) AQAR / SSR.
7. Miscellaneous (if any).

The following decision were taken in the meeting:

1. **Attendance Monitoring:** It was decided that attendance will be monitored daily by class supervisors and updated weekly on the departmental record.

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2. **Class Timings:** Faculty members were advised to adhere strictly to class timings and report deviations, if any, to the head of the department.
3. **Leave Protocol:** All leaves must be pre-approved and documented via email to the HOD. Emergency leaves must be informed with proper justification.
4. **Exam Documentation:** Exam-related documentation (marks, internal assessments, attendance) must be compiled and submitted in soft and hard copy within the deadline.
5. **Mentor-Mentee Role:** Class supervisors will take charge of the mentor-mentee process and ensure regular meetings. A report on each mentee's academic and behavioural progress will be submitted monthly.
6. **Responsibility Distribution (List):**

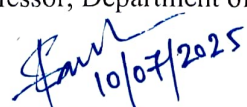
Departmental Responsibility	Assigned Faculty Members
1. Attendance Monitoring	1. Mr. Achintya Bhattacharjee 2. Mrs. Rupa Saha 3. Mr. Somdeb Roy Barman
2. Meeting Minutes / Activity List	1. Mrs. Rupa Saha 2. Mr. Somdeb Roy Barman 3. Mr. Diptanu Das
3. Monitoring the Class	1. Dr. Sushobhan Sengupta 2. Mr. Subhajit Paul 3. Dr. Rakesh Debroy
4. Class Supervisor and Leave Permission	1. BBA 1 st Sem – Mr. Achintya Bhattacharjee & Mrs. Sharmili Chakraborty 2. BBA 3 rd Sem – Mrs. Rupa Saha & Mr. Diptanu Das 3. BBA 5 th Sem (Finance) - Dr. Rakesh Debroy 4. BBA 5 th Sem (HR) - Mrs. Sayanika Sengupta 5. MBA 1 st Sem – Dr. Sushobhan Sengupta 6. MBA 3 rd Sem - Mr. Somdeb Roy Barman
5. Exam Related Documents (Result Summary, Back paper, Supplementary Exam)	1. Dr. Sushobhan Sengupta 2. Mrs. Sharmili Chakraborty 3. Mr. Achintya Bhattacharjee 4. Dr. Rakesh Debroy 5. Mrs. Sayanika Sengupta 6. Mr. Somdeb Roy Barman
6. Website Update	1. Mr. Subhajit Paul 2. Dr. Rakesh Debroy 3. Mr. Achintya Bhattacharjee 4. Mr. Diptanu Das
7. ERP	1. Dr. Sushobhan Sengupta 2. Mr. Subhajit Paul

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8. Industrial Visit and Excursion	3. Mr. Achintya Bhattacharjee 1. Mrs. Sharmili Chakraborty 2. Mrs. Rupa Saha 3. Mrs. Sayanika Sengupta 4. Mr. Diptanu Das
9. Departmental Documentation	1. Dr. Sushobhan Sengupta 2. Dr. Rakesh Debroy 3. Mr. Achintya Bhattacharjee 4. Mr. Somdeb Roy Barman 5. Mrs. Sayanika Sengupta
10. Departmental Report	1. Mr. Subhajit Paul 2. Dr. Rakesh Debroy
11. Departmental Discipline Committee	1. Dr. Sushobhan Sengupta 2. Mr. Subhajit Paul 3. Dr. Rakesh Debroy 4. Mr. Achintya Bhattacharjee 5. Sr. Geena
12. Student Progression or Placement Record	1. Dr. Rakesh Debroy 2. Mrs. Rupa Saha 3. Mr. Somdeb Roy Barman 4. Mrs. Sayanika Sengupta 5. Sr. Geena
13. AQAR & SSR	AQAR - Mrs. Rupa Saha & Mrs. Sayanika Sengupta SSR - Mr. Subhajit Paul & Dr. Rakesh Debroy
14. Orientation / Bridge Course	1. Mr. Somdeb Roy Barman 2. Mrs. Rupa Saha
15. Nexus Board	1. Mrs. Rupa Saha 2. Mrs. Sayanika Sengupta 3. Mr. Diptanu Das
16. Time Table	Mr. Subhajit Paul

Meeting Minutes prepared by:

Rupa Saha, Somdeb Roy Barman & Diptanu Das
 Assistant Professor, Department of Business Administration, HCC

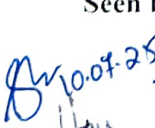

 Subhajit Paul

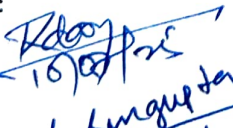
Assistant Professor & Head of BBA Program
 Department of Business Administration
 Holy Cross College, Agartala

HEAD

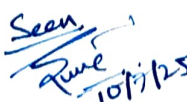
Dept. of Business Administration
HOLY CROSS COLLEGE, AGARTALA

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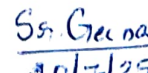

 Rupa Saha
 10/07/25


 S. Sengupta
 10/07/25


 Diptanu Das
 10/07/25


 Subhajit Paul
 10/07/25


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 Subhajit Paul
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