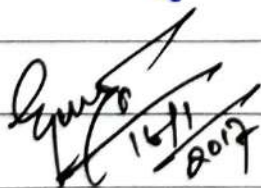


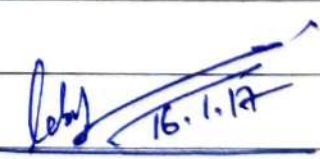
Date: 16.01.2017

The departmental meeting of B.Com(H) Holy Cross College, Jubatara campus, took place at Dean. of studies office; to discuss the following:

1. Allotment of subject & units of each subject among the teachers.
2. Formation of class routine & distribution of classes.
3. Various class activities were designed & discussed for the meeting.
4. Proposal were kept to take the students for a field trip for a day.


Head, Dept. of Com.
(in charge).


16/1/2017


Dean of Studies

DEAN
HOLY CROSS COLLEGE
AGARTALA

Date: 26.04.2017

The departmental meeting of B.Com (Hons.), Holy Cross College, Jubatara took place at Dean's office; to discuss the following:

1. Concerns & needs of syllabus were discussed, such as: (a) how many more classes are required for Cost Accounting, Corporate Law & Business Mathematics.
2. Concerns over second sessional exam results were discussed.
3. Need for some special classes for upcoming exam.

26/4/17

Head (C/A).

25/4/2017

26/4/17

26.04.17

Dean of studies

DEAN
HOLY CROSS COLLEGE
AGARTALA

Date: 17/7/2017

The departmental meeting of B.Com (Hons.), Holy Cross College, Jubalāra campus took place at board room in presence of Dean of studies; to discuss the following:

1. Distribution of various class activities 3rd to 1st semester B.Com students.
2. Requisition of few books to the library were made; for current as well as for upcoming semester.

Dr. [Signature]

Head, Dept. of B.Com

[Signature] 17.07.17

Dean of studies

HOLY CROSS COLLEGE
JUBALARA

Samir Bhawmik. 17/07/17

[Signature]

[Signature]
24/7/17

[Signature]

Date: 4/8/17.

The departmental meeting of B. Com (Hons.), Holy Cross College, Jubatara Campus took place at Board Room in presence of Dean of Studies, to discuss the following:

1. Assignments to the students were to be given to the students for Puja vacation.
2. Completion of syllabus by the teachers were discussed.

4/8/17

Head, Dept. of Commerce

Dean of Studies

Samir Bhoomik
24.08.17

Date: 8/11/2017.

The departmental meeting of B. Com (Hons), Holy Cross College, Jubalāra campus took place at Room 13, to discuss the following:

1. Completion of syllabus were discussed
2. Queries of students were resolved regarding few subjects.
3. Some suggestion regarding exams were discussed with students.


8/11/17

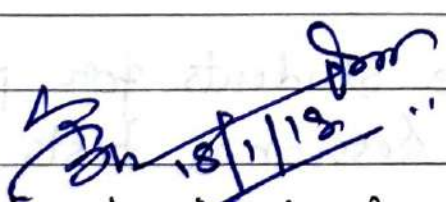
Head, Dept of
Commerce

Samir Bhowmik

Date : 18.01.18

The departmental meeting of the Department of Commerce, Holycross College Jubatara, took place in the board room to discuss on the following areas :

- (i) Allotment of Subject units among teachers.
- (ii) Preparation of class routine.
- (iii) Preparation of various class activities were discussed.
- (iv) Proposal was kept to take the students for a field visit (Single day).


18/1/18
Head, Dept. of
Commerce

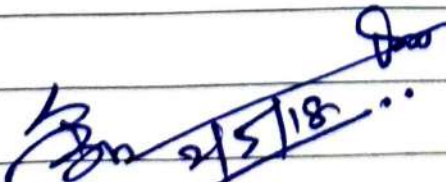
Semir Bhowmik


18/1/18

Date: 2nd May, 2018.

The Department of Commerce, Holycross College Jubatara conducted a departmental meeting to discuss on the following areas:

- ① Discussions were made on how many extra classes were required to be taken for few Subjects.
- ② Planning & discussions done on upcoming Sessional exams.
- ③ To what extent Syllabus were completed & what else could be done to enhance teaching quality.
- ④ Concerns were put forward regarding the Sessional examinations.
- ⑤ Special emphasis on the Students for preparing them for the upcoming Sessional tests were also discussed.

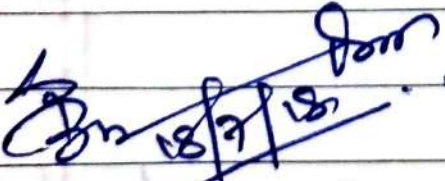

Head, Dept. of Commerce

Somvir Bhowmik.

Date: 18.07.18

The departmental meeting of B.com(H) HolyCross College, Jubatara Campus, took place in presence of Dean of Studies to discuss the following:

- (a) Allotment of Subjects & units among faculties.
- (b) Monitoring Students attendance regularly.
- (c) The results of Sessional exam-I were discussed & decided that, few more class tests & activity need to be conducted.
- (d) Planning were made to make a field trip to Polymer Industries, Bodhjungnagar Agartala Tripura.

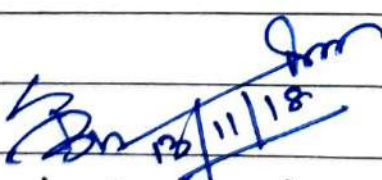

18/7/18
Head, Dept. of
Commerce

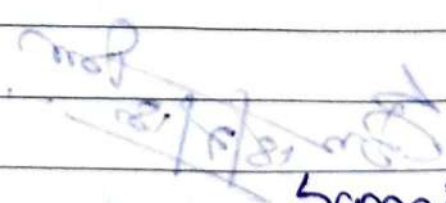
Samir Bhowmik.

Date : 13.11.18

The departmental meeting of B.com(H) Holycross College, Jobatara Campus, took place in presence of Dean of Studies to discuss the following :

- (a) Completion of Syllabus by faculties were discussed.
- (b) Discussions were made so as to ~~resolve~~ resolve any student queries that might come up.
- (c) Suggestions regarding exam should be discussed with students was also part of the meeting agenda.

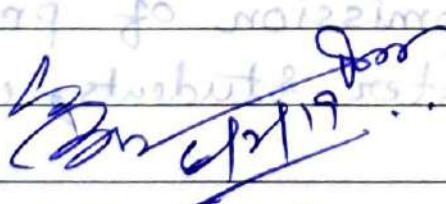

Head, Dept. of
Commerce.


Samir Bhawnik

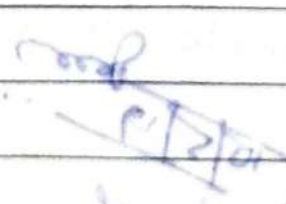
Date - 06.02.19

The departmental meeting of the Department Of Commerce, Holycross college took place in the board room for discussing the following matters :

- (a) Allocation of Subjects to different faculty members.
- (b) Preparation of class routine.
- (c) Discussion regarding Project preparation by Students, helping them in selecting project topic, segregating students into groups & allotting Supervisors for evaluating them.


Head Dept. of
Commerce.

Samir Bhowmik


Nazmun Nahar Bagan

Date: 10.05.19

The departmental meeting of B.Com(H) Holy Cross College, Jubatara Campus, took place in the board room to discuss on the following:

- (a) Unit test for each Subject was discussed to be evaluated & communicated to the Student for their better understanding.
- (b) Discussion on upcoming Sessional exam was focused on.
- (c) Extra classes if needed was discussed to be imparted.
- (d) Date & time for Submission of project & Viva report by 6th Semester Students, was finalised.
- (e) Internal marks calculation as well as how it was to be allotted, was discussed.
- (f) Plans were made for an extended lecture in the month of August.

[Signature]
10/5/19

Head, Dept. of
Commerce.

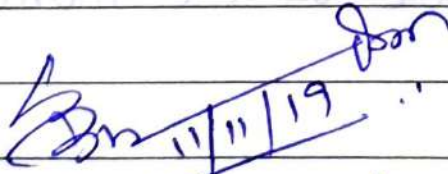
Samin Bhaomik

Nazmun Nahar Begum

Date: 11/11/2019

The departmental meeting for department of Commerce took place in the board room for discussing the following aspects:

- (a) Syllabus completion were discussed.
- (b) Pre-planning regarding Subject allocation were discussed.
- (c) Proposal for inviting a resource person for an extended lecture session.

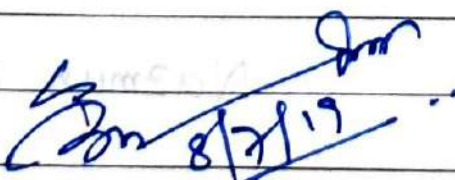

11/11/19
Head, Dept. of
Commerce.

Samir Bhowmik
Nazmun Nahar Begam

Date: 08.07.19

The departmental meeting of the dept. of Commerce, Holycross College took place for discussion on the following areas:

- (a) Planning were made to arrange for an extended lecture session in the month of August.
- (b) Planning were made to organise a field visit to Pran Industries in the beginning of August.
- (c) Semesterwise Supervisor was allotted to have a smooth & proper functioning of the department.
- (d) Organising a debate in the month of November were planned.


8/7/19
Head, Dept. of
Commerce

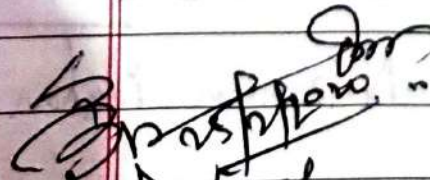
Sarmita Bhowmik
Nazmun Nalar Begum

Time of Meeting :- 2:30pm to 3:30pm.

Date _____
Page _____

The departmental meeting for department of Commerce took place in the Staff room for discussing the following aspect:

- (a) Plans made on completion of Syllabus by 20th April, 2020.
- (b) confusion clearance on allotted Subjects to individual faculties.
- (c) update to be given by each individual faculty on stock of Syllabus by 2nd March.
- (d) Assigning of ~~project~~ book list preparation coordinator, NNB & SB & also fetching them from book fair.
- (e) Attendance Preparation & publishing by 1st week of March.
- (f) Routine rearrangement for 27th & 28th Feb.
- (g) Discussion on National Seminar.


Head, Dept. of
Commerce

Nazmun N. Begum
Samir Bhawmik.

Time of meeting :- 2:30pm

classmate

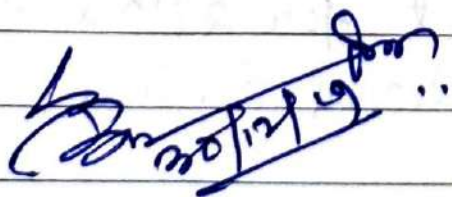
Date _____

Page _____

Date: 30.12.19

The departmental meeting for department of Commerce took place in the board room for discussing the following:

- (a) Accumulating alumni data.
- (b) Provisional planning done for planting herbal plants on behalf of Dept. of Commerce.
(Approval by Father Principal being awaited).
- (c) Planning made for arranging educational tour & Industrial tour.
- (d) Planning made for inviting a resource person for delivering lecture session as well as felicitating renowned Commerce faculties from Agartala thus making promotions for Holy Cross College.

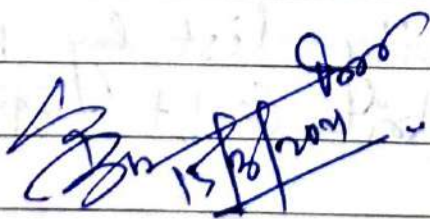


Head, Dept. of
Commerce.

Samin Bhawmik

Nazmun Nahar Bora

- (h) Submission of all workshop / FDP / Webinar Certificates to office.
- (i) Next Sem onwards preparation of attendance & documenting it within 2nd week of following month.
- (j) ~~Allocation~~ Allocation of Supervisors
B.com 2nd → Samir Bhowmik (SB)
B.com 6th → NNB (Nazmun N. Begam)
B.com 4th → SSB (Shankhasubhra Bhadra).
- (k) Internal Marks to be prepared by Sir Achinta Bhattacharjee.


15/6/2021

Head, Dept. of Commerce

Samir Bhowmik
Nazmun Naha Begam
Rajesh Kumar Das

Time of
meeting: 12:15 pm
to 1:15 pm

(gap due to corona
Since 2020 March - Dec 20)

Date: 15.03.2021

classmate

Date _____

Page _____

The departmental meeting of commerce took place in the board room for discussing the following:

⑧ Re-initiating the following

(a) Industrial visit for next Semester to be taken care by Mam Sharmili & Sir Samir. A tentative date which was May/June.

(b) Two Special lecture either online/offline to be taken care of by SSB, MS & RS.

(c) Monthly IQAC report to be submitted by 5th of every month by NNB/MS.

(d) Maintenance of Minutes of Meeting (MOM) to be prepared by Nazmun. (22nd Mar 2021 Submission)

(e) Mentor Mentee list preparation by SB.

(f) Preparation of Activity list by Mam Sharmili & Mam Mandrita (soft copy).

(g) Remedial classes documentation & to be sent to principal with cc to Dean & HoD. (Only for this week)

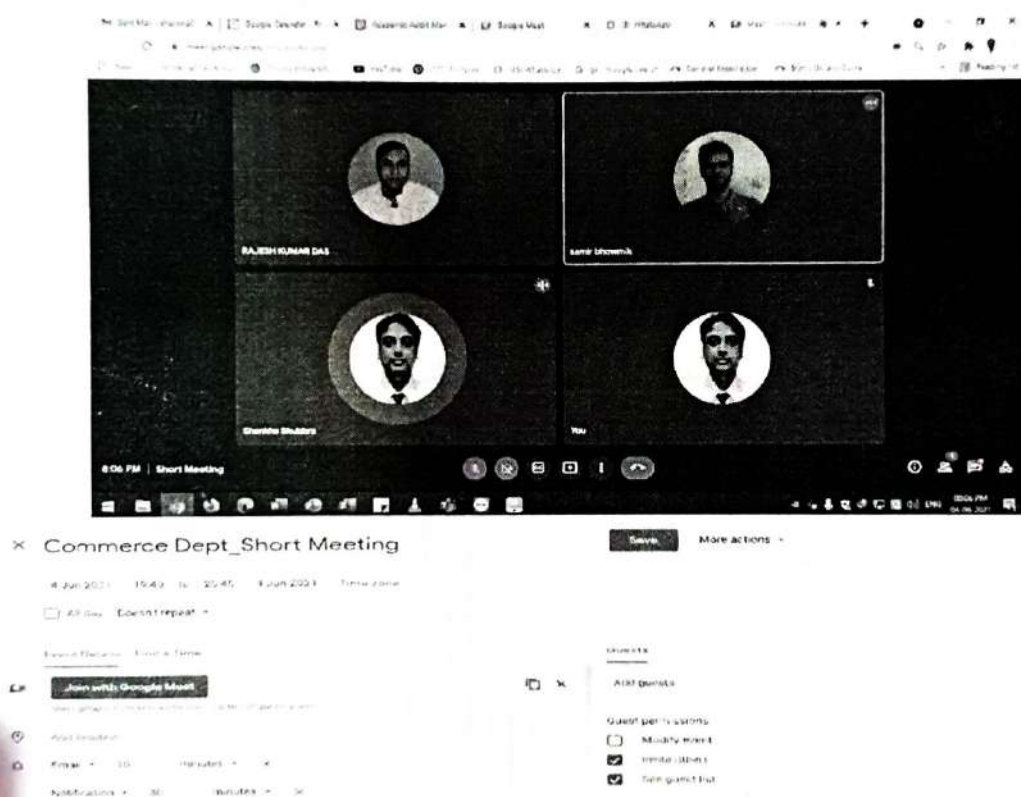
Department of Commerce, HCC

Online Meeting Report

An online departmental meeting was held on google meet today, i.e., 4th June 2021 at 7.40 pm to discuss about the Academic Audit Manual and online activities of commerce students.

Topics Discussed:

1. Completion of 'Academic Audit Manual' work on time after consulting the faculty members of the Department.
2. Initiative of conducting an extended lecture by Resource Persons of other college are finalized.
3. Online class of upcoming semester and its schedule were discussed.
4. Responsibility of recording and documenting all the events of the Dept. was taken by Mr. Rajesh Kumar Das.



Signature
4/6/2021

Signature
4.6.2021

Signature
04.06.2021

Signature
04/06/21

Report made by
Mr. Rajesh Kumar Das
Assistant Professor
Department of Commerce
4th June 2021

Department of Commerce, HCC

Online Meeting Report

An online departmental meeting was held on 'google meet' today, i.e., 19th July 2021 at 7.00 pm to discuss about various topics in presence of all the faculty members of the department.

Topics Discussed:

1. The internal marks of the students are arranged by Sir Shankha Shubhra Bhadra and he has taken the responsibility to submit these to the academic dean of the College.
2. For redraft of Academic Audit manual Sir Shankha and Sir Rajesh will meet on 21st July and sir Shankha, sir Rajesh and Sir Samir will meet again on 22nd July.
3. Discussed the class routine to set time for FNDC and it is not finalized as discussions with other departments are not done yet.
4. Discussions done about some out-reach program options. Again, this matter will be discussed on next meeting.
5. Sir Rajesh initiated to conduct a 'One-Day' program with 6th semester students on the topic "Professional and Higher studies options after B. Com(H)". All are agreed on this. The details of the program will draft by Sir Rajesh and will discuss on next meeting.
6. Classes/Guidance to 6th semester students for their project work will start by this week as per Mentor-mentee list.



Report made by

Mr. Rajesh Kumar Das

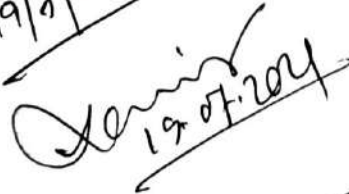
Assistant Professor

Department of Commerce

19th July 2021



19/7/2021



19.07.2021



19.07.2021

Date: 17/02/2024
classmate

Time:
1:15 pm to
2:15 pm

The departmental meeting ~~that~~ took place in the board room for discussing the following:

① Stock of Syllabus

— NNB (Completed Syllabus)

— SB : com(H) 3rd 1 chapter
 " 5th 1/2 chapter
 BBA 5th 1 chapter

— MS : Completed

— SRI : B.com (IFS) completed
 BBA 3rd (OM) 1 chapter

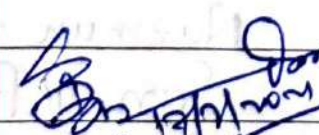
② SCH : B.com (1) PPM - 1 chapter
 BBA (1) — 2 chapter
 BBA (5)(M) — 1 chapter
 BBA (3) OB — 3 chapter

③ SSB : BBA (3) 2 chapter
 BBA (1) PA (Revision)

④ SSG : BBA (H) 3 unit (2 topic)
 BBA (3) Law (1 unit)
 BBA (5) Tax completed, FSA 1 unit

B.COM (1st) = Law Completed (Commerce Protection Act)

B.Com (5th) = 1 topic


Head of Dept. Commerce

Nazmun Wahid Bappa
Samir Bhawan

Time of meeting:
1pm - 2pm

Jan 2021

Date: 29/01/21

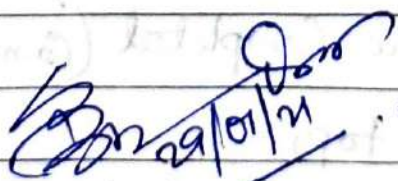
classmate

Date _____

Page _____

The departmental meeting of commerce dept. took place in the board room & the following things were discussed:

- ① Internal Marks for Sessional exams
- ② Attendance out of context.
- ③ Online class — Students didnot turn up.
— If students are not turning up send notes or materials. # students not comfortable with SIS Portal.
- ④ Deadline to complete the syllabus is 10th march, 2021 for 3rd & 5th Semester.
15 march 2020 for 1st Sem.
- ⑤ 3rd Semester BBA students need to be called.


29/01/21
Head of Dept. Commerce

Nazmun Nahan Begum
Samir Bhawanik



HOLY CROSS COLLEGE

Durjoynagar Post, Airport Road, Agartala - 799009, West Tripura, India
Tel: (011-91) 381-2342555 Fax: (011-91) 381-2342572

Department of Commerce & Business Administration, HCC Online Meeting Report

An online joint departmental meeting was held on 'google meet' today, i.e. 19th June 2021 at 7.30 pm to discuss about the remaining examinations of 1st, 3rd & 5th semester and online workshop & extended lecture.

Topics Discussed:

1. How the marks of unconducted examinations will be given? All are agreed to give marks based on internal marks and students' participation in various activities, subject to decision of higher authority/Exam Committee of the College.

2. Conducting of extended lecture by Resource Person Dr. Arjun Gope on the topic "GST and its impact on Indian economy" on 22nd June 2021.

On this regards the following plans had been done:

Time	Event	Responsibility
10:00am-10:05am	Introduction of the Theme	Dr. Shankha Shubhra Bhadra
10:05am-10:10	Introduction of Resource Person	Dr. Sushobhan Sengupta
10:10am-11:15am	Extended Lecture	Dr. Arjun Gope
11:15am-11:25am	Q&A	Mr. Rajesh Das
11:25am-11:30am	Vote of Thanks	Mr. Samir Bhowmik

#Participants can directly join the session using **Google Meet** app's following link:

Video call link: <https://meet.google.com/ymt-rcif-pcb>

3. Conducting online workshop on "Computer power point presentation" from 28th June to 1st July. There will be a competition between the students after the completion of workshop i.e. on 2nd July.

On this regards the following plan had been done:

Day	Time	Event	Responsibility
Day-1:	28 th June 11:00-12:00	Introduction of Power Point Presentation	Ms. Mandrita Saha
		Vote of Thanks	Mrs. Sharmili Chakraborty
Day-2:	29 th June 11:00-12:00	Introduction of Resource Person	Ms. Mandrita Saha
		Introduction of Importing Picture, Header, footer, etc.	Mrs. Sima Datta
		Vote of Thanks	Mr. Achintya Bhattacharjee
Day-3:	30 th June 11:00-12:00	Introduction of Resource Person	Ms. Mandrita Saha
		Introduction of Transition & Animation	Mrs. Puspa R. Hrangkhawl

[Signature]
19/06/2021

[Signature]
19/06/21

[Signature]
19.06.2021

[Signature]
19.07.2021

Department of Commerce, HCC

Online Meeting Report

An online departmental meeting was held on 'google meet' today, i.e. 7th July 2021 at 7.30 pm to discuss the following topics.

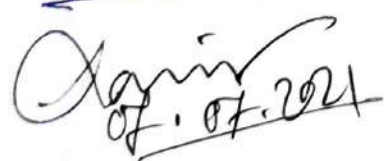
Topics Discussed:

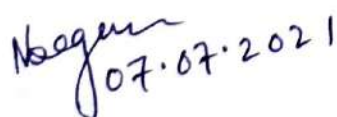
1. Conducting of extended lecture by Resource Person Dr. Basudeb Bhattacharya on the topic "Impact of covid-19 in Banking and Economy" on 10th July 2021.
2. On this regards the following plan had been done:

Time	Event	Responsibility
11:00 am-11:05 am	Introduction of the Theme	Mr. Rajesh Kumar Das
11:05 am-11:10 am	Welcome of Resource Person	Mr. Samir Bhowmik
11:10 am-12:10 pm	Extended Lecture	Dr. Basudeb Bhattacharya
12:10 pm-12:20 pm	Question-Answer Session	Ms. Mandrita Saha
12:20 pm-12:30 pm	Vote of Thanks	Ms. Nazmun Nahar Begam

Google Meet link creation and circulation: Rajesh Kumar Das


07/07/2021


07.07.2021


07.07.2021


Report made by
Mr. Rajesh Kumar Das
Assistant Professor
Department of Commerce
7th July, 2021



HOLY CROSS COLLEGE

Durjoynagar Post, Airport Road, Agartala - 799009, West Tripura, India
Tel: (011-91) 381-2342555 Fax: (011-91) 381-2342572

		Vote of Thanks	Mrs. Sriparna Bhowmik
Day-4:	1 st July 11:00-12:00	Introduction of Infographics & Submission of ppt	Dr. Shankha Shubhra Bhadra
		Vote of Thanks	Mrs. Rupa Saha
Day-5:	2 nd July 11:00-12:00	Presentation of Selected ppt. (10 ppt.)	Ms. Mandrita Saha, Dr. Sushobhan Sengupta, Mrs. Sharmili Chakraborty, Mr. Samir Bhowmik Mr. Rajesh Das

#Day 1 and 3: Creation of Link and circulation: Mr. Samir Bhowmik

#Day 2 and 5: Creation of Link and circulation: Mr. Rajesh Das

#Day 4: Creation of Link and circulation: Dr. Shankha Shubhra Bhadra

#Email for submission of presentation: hccitclub2021@gmail.com



[Signature] 19/06/21
Report made by

Mr. Rajesh Kumar Das
Assistant Professor
Department of Commerce
19th June 2021

[Signature] 19/6/2021

[Signature] 19-6-2021

[Signature] 19.06.2021