

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 01-07-2025

The departmental meeting of Business Administration, Holy cross College, Agartala took place on 01-07-2025 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. Smt. Sharmili Chakraborty, 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. Sri Subhajit Paul, 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
2. Mentor Mentee supervision.
3. Routine for odd semester.
4. Class supervisor list.
5. Class Punctuality
6. Documentation of Remedial Classes.
7. Certificate Course & Bridge Course.
8. At least 2 Research Paper from all the individual faculty.
9. Alumni Information.

The Following decision were taken in the meeting:

1. It was decided that attendance will be monitored daily by class supervisors and updated weekly on the departmental record and monthly update needs to be informed to Principal.
2. On a regular basis Mentor Mentee need to be done in mentoring book provided by the college to all the students of each semester in the period mention in Time -Table.
3. We have to Prepared odd semester Time table and take a permission from higher authority and for this Mr. Subhajit Paul will take the responsibility for preparing time- table.
4. It was decided in the meeting that there will be class supervisor who will take care of that

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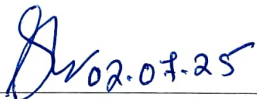
particular class responsibility, and for that following list has prepared:

- I. BBA 1st Semester – Sri. Achintya Bhattacharjee, Smt. Sharmili Chakraborty
- II. BBA 3rd Semester – Smt. Rupa Saha, Sri. Diptanu Das
- III. BBA 5th Semester (Finance) - Dr. Rakesh Debroy
- IV. BBA 5th Semester (HR) – Smt. Sayanika Sengupta
- V. MBA 1st Semester – Dr. Sushobhan Sengupta
- VI. MBA 3rd Semester – Sri. Somdeb Roy Barman

5. It was advised in the meeting that all the teachers have to maintain class timing i.e. in time and out time, and before morning prayer starts teachers must be there in the class room.
6. It was suggested to maintain documents of remedial classes for future references.
7. It was decided that Mrs. Rupa Saha & Mr. Somdeb Roy Barman will prepare Bridge course for 1st Semester and new certificate course to be prepared for BBA 3rd and 5th Semester students.
8. It was suggested that all the individual faculty members have to publish at least 2 research papers.
9. It was advised to follow up alumni information on a regular basis.

Meeting Minutes prepared by:


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


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

HEAD
Dept. of Business Administration
HOLY CROSS COLLEGE, AGARTALA


Seen by:

 02/07/2025


02/07/25


S. Sengupta


2/07/25


02.7.2025


02/07/25

K. Saha
27/7/25


02/07/25

Seen

27/7/2025


04/07/25