



"Educating hearts and minds"

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

Date: 06.02.2023

Minutes of Meeting

The departmental meeting of Commerce took place in G-14 at 1pm on 6th February 2023. The following were discussed and agreed upon:

- 1) Discussions were made regarding the arrangement of the departmental documents for the preparedness of NAAC visit.
- 2) Distribution of responsibilities of departmental documentation:
 - Internal Marks: Samir Bhowmik & Mandrita Saha
 - Attendance & Mentor - Mentee list: Dr. Shankha Shubhra Bhadra
 - Activities & Seminar: Rajesh Kumar Das
 - Syllabus & others: Nazmun Nahar Begam
- 3) Discussions were also made on the completion status of the Departmental profile Presentation.

Signature of HOD

HEAD

Department of Commerce,
HOLY CROSS COLLEGE, AGARTALA

Signature of other faculties



"Educating hearts and minds"

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

Date: 22.11.2022

Minutes of Meeting

The departmental meeting of Commerce took place in FI-II at 12.30 pm on 22nd November 2022. The following were discussed and agreed upon:

- 1) Discussions were made so as to decide the exam pattern for GST certificate course. Also, decisions were taken on the number of seats to be made available for the course.
- 2) Discussions were made on the completion status of the syllabus for all the faculties of the department and following which a target was set to complete the syllabus within 15th December 2022.
- 3) Internal test was decided to be conducted on the discussed syllabus by the respective faculties in the month of December.
- 4) Decision was also taken to analyse the program and course outcome of all the three semesters.
- 5) It was also decided that monthly IQAC report to be prepared by Nazmun Nahar Begam and a mail to be sent to IQAC Coordinator requesting for providing the new format of IQAC.
- 6) Decision was made to transfer the responsibility for preparing Meeting minutes from Nazmun Nahar Begam to Mandrita Saha.

Signature *Mandrita Saha* 22/11/22
HEAD
Department of Commerce,
HOLY CROSS COLLEGE, AGARTALA

Signature *Nazmun Nahar Begam* 22/11/22
Signature of other faculties
Nazmun Nahar Begam 22/11/22



"Educating hearts and minds"

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

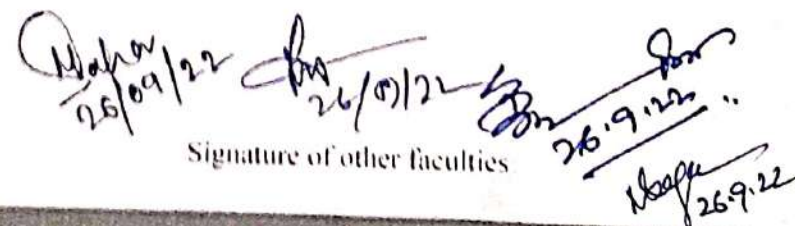
Date: 26.09.2022

Minutes of Meeting

The departmental meeting of commerce took place in the board room at 1pm on 26th September 2022. The following were discussed and agreed upon:

- 1) Plannings were made regarding the upcoming seminar so as to decide upon the budget, number of dignitaries to be invited, scholars and universities to be targeted to attract papers.
- 2) Decisions were made to give assignments to students for preparation during puja vacation
- 3) Monthly test was decided to be conducted on the discussed syllabus by the respective faculties.
- 4) After vacation an industrial tour to Mangal Murti Industry was planned along with the students of commerce to give them an industry exposure.
- 5) Attendance calculation to be completed by the end of October 2022.


Head of Department,
Department of Commerce,
HOLY CROSS COLLEGE, AGARTALA


Signature of other faculties



"Educating hearts and minds"

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

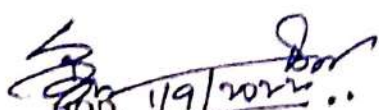
Web: www.holycrosscollege.in

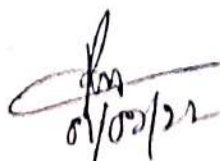
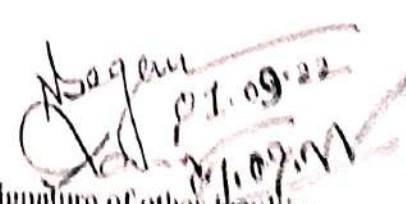
Date: 31.08.2022

Minutes of Meeting

The departmental meeting of Commerce took place in the staff room at 2 pm on 31st August 2022. The following topics were discussed and agreed upon:

- 1) A to-do list was planned to be prepared where faculties will be assigned following tasks:
 - Mr. Samir Bhowmik: Student activity report and field visit.
 - Mr. Rajesh Kumar Das: Preparation of notice and documentation of program, etc.
 - Nazmun N. Begam: Minutes of Meeting preparation (signed and circulation)
- 2) It is also decided that preparation of Time Table for the session September-December, 2022 and draft syllabus distribution to be done by Mr. Rajesh Kumar Das.
- 3) It is also decided that supervisor for Semester I will be Mr. Rajesh Kumar Das, supervisor for Semester III will be Mrs. Nazmun Nahar Begam, Supervisor for semester V will be Dr. Shankha Shubhra Bhadra and for GST add-on course it will be Mr. Samir Bhowmik.
- 4) It is also decided that Mentor-Mentee list will be prepared by Dr. Shankha Shubhra Bhadra.
- 5) All the faculty members of the Department agreed to take a session on the second day by conducting an hour class with the Freshers' on 13th Sept, 2022. The program schedule and a report will be prepared by Mr. Rajesh Kumar Das.
- 6) It was decided that few activities will be conducted with the organization with whom the department has Memorandum of Understanding in the upcoming months.
- 7) The faculty members put across the requisition for stationeries of the department along with preparation of new book list for the Department.
- 8) The faculty members also felt the need of Guest faculty for the subject of Business Laws.


HOD, 1/9/2022..
Dept of Commerce
HEAD
Department of Commerce,
HOLY CROSS COLLEGE AGARTALA


01/09/22

31.09.22
Signature of other faculties



HOLY CROSS COLLEGE

Jubatara, Lembucherra, Agartala – 799009, West Tripura, India
Phone: (011-91) 234-2555/ Fax: 011-91) 234 2572

DEPARTMENTAL MEETING OF COMMERCE

Departmental Meeting of Commerce was held at Room F1-05 of the College Premises on Monday, 25th February 2022 at 11:15 a.m.

Members Present:

1. Dr. Shankha Shubhra Bhadra
2. Mr. Samir Bhowmik.
3. Mrs. Nazmun Nahar Begam
4. Mr. Rajesh Kumar Das

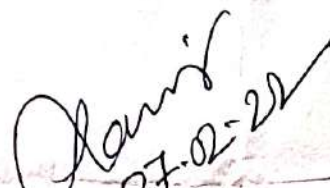
Points Discussed:

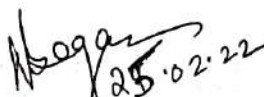
1. The faculty members after discussion prepared the list of **project supervisors** for the upcoming 6th semester students.
2. The faculty members also discussed upon the conducting a **National Level Seminar** in Association with 'Indian Accounting Association Research Foundation' and 'Global Publishing House's Associate Journals' along with couple of Govt. body and NGO.
3. The Faculty members discussed upon all the aspect and prepared a **detail proposal** (attached herewith).
4. The proposed dates of the Seminar **3rd-4th June, 2022.**
5. The faculty members discussed and finalized a proposed list of books for the Department.

Report by,

Nazmun Nahar Begam


28/02/22


27-02-22


25.02.22

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

[Signature]
27/7/2021

[Signature]
07.07.2021

[Signature]
07.07.2021

[Signature]
07/07/21

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

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 unconduted 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

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] 19/07/21
Report made by

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

[Signature]
19/07/21

[Signature]
19.6.2021

[Signature]
19.07.2021

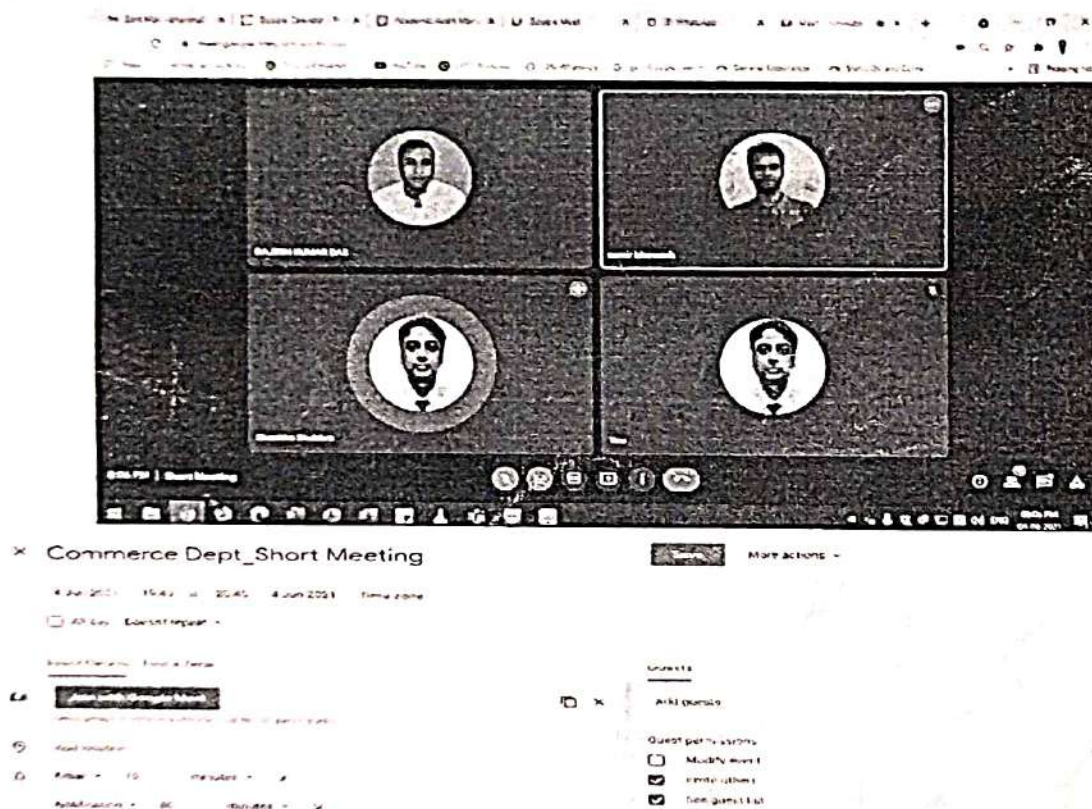
Department of Commerce, HCC

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