



HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A' GRADE

Tripura University Reg. Code: 17

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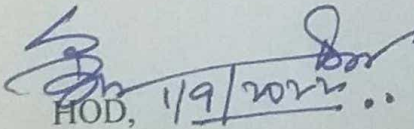
Web: www.holycrosscollege.in

Date: 31.08.2022

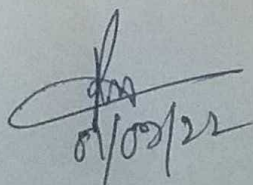
Minutes of Meeting

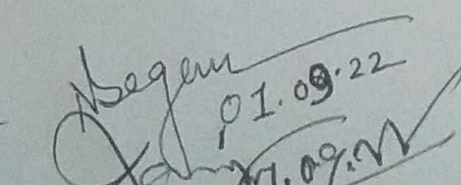
The departmental meeting of Commerce took place in the staff room at 2 pm on 31st August 2022. The following topics were discussed and agreed upon:

- 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, 11/9/2022...
Dept of Commerce
HEAD

Department of Commerce,
HOLY CROSS COLLEGE, AGARTALA


01/09/22


01.09.22
Signature of other faculties