HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A' GRADE
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"Educating hearts and minds"

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.

1/9/2022

HOD,
Dept of Commerce

HEAD
Department of Commerce,
HOLY CROSS COLLEGE, AGARTALA

01/09/22

01.09.22

Signature of other faculties