Minutes of the Faculty Meeting
held on 29th October, 2021
Venue: Conference Hall, Holy Cross College

The meeting was presided by Principal of Holy Cross College, Dr. Fr. Benny K. John, CSC in presence of Vice-Principal, HCC, Dr. Fr. Shaji M.L., CSC and Academic Dean, Dr. Pankaj Chakraborty, to discuss the following agenda:

1. Organization of Graduation Day, Farewell Day for outgoing students and Fresher's Day .
2. Selection of Class representatives (1st, 3rd and 5th semester).
3. Formation of new students' council.
4. Add on courses.
5. Miscellaneous.

The following decisions were taken unanimously:

a. It was decided that the fresher's day will be celebrated on 12th of November, 2021, the Department of Business Administration and Department of Commerce will be in charge of overall management.

b. The farewell and Graduation Day will be celebrated on 20th of November, 2021 and in view of that, cultural committee will plan the programme and report the same to vice-principal and principal in due course.

c. It was further decided that brochures of the add-on-courses will be prepared and circulated among the students and also a registration form will be given to the students.

d. Principal, HCC directs the department heads to nominate the class representatives and submit the list to the academic dean for further action. Furthermore, the departments will also submit the nominees for student's council latest by 2nd of November, 2021 to academic dean.

e. Vice-Principal, HCC informed all the members present that the two science laboratories are now fully functional.

f. It was requested to the administration to install few more computers and projectors in the class rooms, which was duly accepted.

The meeting ended with a vote of thanks.

(Dr. Fr. Benny K. John, CSC)
Principal, HCC

Prepared by,

(Dr. S. Sengupta)

Seen by:

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