

ST. XAVIER'S COLLEGE, SIMDEGA

Department of Commerce

Minutes of the Meeting

Date: 26/04/2025

Time: 11:50 AM

Venue: Vice-Principal's Office

Members Present: 4

Agenda and Discussion:

In today's departmental meeting, the following matters were discussed:

1. **Academic Calendar (July 2025 – June 2026):** The academic calendar for the Commerce Department will be finalised after receiving inputs from students and staff. Further discussions will take place on 28th April 2025.
2. **Planning for Dissertation/Project/Internship:** Planning regarding dissertation, project, and internship for P.G. Semester IV and U.G. Semester VI students will also be discussed in the meeting scheduled for 28th April 2025.
3. **Finalisation of Syllabus for Certificate Course:** The syllabus for the Certificate Course in Office Management and Secretarial Practice (a Value-Added Course for Students) will be finalised. This course is to be launched by the Department of Commerce. Discussions will be held on 28th April 2025.
4. **Date for Commencement of Certificate Course:** The date for commencement of the Certificate Course will also be decided during the meeting on 28th April 2025.
5. **Educational Trip/Field Visit for M.Com 2023–25 Batch:** It was proposed that the students of M.Com 2023–25 batch will prepare a draft plan for an educational trip or field visit to Mainpat, Chhattisgarh and submit the same for approval.

Note: Sir Ankit Kumar Agarwal could not attend the meeting as he is on leave.

Members Present

1. Amit Kr. Gupta
2. Dr. Gaurav Srivastava
3. Fr. Bruno Toppo
4. Fr. Dr. Samir Xavier Bhawnra, SJ

(Amit Kr. Gupta)

Head of Department (Commerce)

St. Xavier's College, Simdega

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Signature: Amit Kr. Gupta, 26/04/2025
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