Department of Computer Science
Assam University
Silchar

Date: 10/12/2020

Minutes of the Departmental Affairs Committee (DAC) and Departmental Admission Committee meeting held on 10/12/2020 (offline) in the office of the Department of Computer Science.

Agenda Items:
1. Confirmation of minutes of previous Departmental meetings
2. Matter related to action taken on students' feedback on classes
3. Matter related to IQAC, NIRF and NAAC peer team visit.
4. Allocation of supervisors for Ph.D. /M. Phill. Students admitted in the year 2020-21 (August 2020) and constitution of RACs
5. Teaching of Ph. D Course Work paper 503 and 504 (Term Paper) and allocation of teaching load.
6. Conducting sessional examinations for the current semester July – December 2020.
7. Purchase of writing tabs, speakers for conducting online classes.
8. Allocation of one desktop machine of each faculty for conducting classes and relevant works.
9. Any other item.

Members Present:
1. Dr. Pankaj Kumar Deva Sarma, HoD
2. Prof. K. Hemachandran
3. Dr. Arindam Roy
4. Dr. Indrani Das
5. Dr. Rakesh Kumar
6. Dr. Pradipto Das
7. Mr. Saptarshi Paul
7. Dr. Purnendu Das
9. Mr. Bishwa Ranjan Roy
10. Dr. S. Sinha
11. Mr. Alik Malakar
12. Mr. Buddha Paul

Resolutions:
1. The minutes of the Departmental Affairs Committee (DAC) and Departmental Admission Committee meeting held on 05/12/2020 (through online on Google Meet) of 05/12/2020 are confirmed.

2. Members discussed the feedback received from IQAC regarding classes conducted during the current odd semester of 2020-21 and appraised that classes are being conducted as per the time table. In spite of having technical issues regarding network connectivity members informed that various means of communication and tools namely, Google Class Room, Google Meet, Whats App, Emails and SMS are used to conduct online classes. Members informed that the syllabus will be completed in time. Faculties have agreed to conduct extra classes also if required.

3. **Matters related to IQAC, NIRF and NAAC peer team visit**.

Keeping in mind the documentation and preparation required for NIRF and NAAC peer team visit to be taken place during the next 2/3 months, a team is constituted with the following members to assist the Departmental IQAC coordinator Mr. Saptarshi Paul so that the required level of preparation is accomplished.

1. Mr. Saptarshi Paul – Departmental IQAC Coordinator
2. Mr. Biswa Ranjan Roy – Member
3. Mr. B. S. Meena – Member
4. Dr. Rakesh Kumar – Member
5. Dr. Indrani Das – Member
6. Dr. Purnendu Das – Member
7. Dr. Prodipto Das – Member
8. Dr. Sanju Das – Member
9. Mr. Nayan Jyoti Mazumdar – Member

All the team members are requested to undertake and complete the works required and discuss among themselves as well as with the rest of the members of the Department as and when required for completion of the tasks in hand as per the directives of the IQAC, Assam University. The office staff are requested to help the team members to complete the work in time.

The following are some of the tasks to be completed at the earliest as per the 14 point requirements communicated by IQAC, AUS:

(i) All the faculty members are required to upload their most recent profile in the Department portal of the Assam University website. Members are requested to submit their profile to the concerned team member (s) for this purpose.

(ii) The following are required to be uploaded and displayed in the Departmental web portal at the earliest
  (a) Present and the past syllabi of the courses of the Department:
      These are of M. Sc. (Integrated 5 year course) <Current and the previous>
                  M. Sc. (2 year course) <Current and the previous>
                  Ph. D./ M. Phill. <Current and the previous>
  (b) List of students currently enrolled in various courses of the Department < M. Sc. (Integrated 5 year course), M. Sc. (2 year course), Ph. D./ M. Phill.> along with their phone numbers and e mail ids.
  (c) List of currently enrolled Ph. D./M. phill. Scholars along with the names of their supervisors.
  (d) List of faculty members and Ph. D./M. phill. Scholars currently enrolled under them
  (e) Names of all the Ph. D./ M. Phill. Scholars of the Department of Computer Science who have been awarded Ph. D. in Computer Science with the names of their supervisors.
  (f) Number of students who have passed B. Sc., M. Sc. (Integrated 5 year course), M. Sc. (2 year course) in the last 10 years with visualization and graphics.
  (g) Number of students who have qualified NET, NET-JRF, SLET, SET, GATE or any other such exams in the last 5 years
  (h) Number of students who have got different scholarships/fellowships in the last 5 years.
  (i) Soft copies of all the research papers published by each faculty and others in the Department.
  (j) Details of students data as per IQAC format and submitted before in SSR report with visualization and graphics.
  (k) Information about Departmental Laboratory facilities and others (class room, seminar room, library etc.)
  (l) Number of equipments as per the stock and details about their maintenance and upkeeping.
  (m) All the other relevant data/ documents required for NAAC peer team visit are to be uploaded and to be arranged in files systematically.
  (n) Numbering of equipments as per stock. verification of stock.

(iii) In view of the various works required to be undertaken and also keeping in mind the 14 point requirements communicated by IQAC, AUS the various responsibilities are entrusted as below:

1. **Mr. Saptarshi Paul:** Departmental IQAC Coordinator (overall responsibility)

2. **Dr. Purnendu Das, Mr. B. S. Meena, Mr. Biswa Ranjan Roy, Sanju Das, Mr. Nayan Jyoti Mazumdar and Buddha Paul**: Uploading of all the DAC resolutions, profile of faculty members, details of M. Sc., M. Phill./Ph.D students, scholarships availed by students, students' email ids, phone numbers and other relevant tasks:

3. **Respective faculty members:** Uploading of publications of individual faculties in the Departmental and faculty page of the annual report portal (wef. 10/11/2020):

4. **Dr. Prodipto Das**:
    (i) DAC resolution on mechanism to identify weak students and arrange remedial classes for them
   (ii) DAC resolution regarding classes/activities for advanced learners
        Implementation and documentation BY respective faculty members
        Preparation of report in this regard: Dr. Prodipto Das

5 and 6. B. S. Meena and Dr. Sanju Das: Placement and Participation in Internship programmes by students in industry/media/elsewhere:

7. **Dr. Prodipto Das:** Departmental Report in IQAC Face Book page.

8. **Biswa Ranjan Roy:** Report on conducting induction programme for newly admitted students in 2020 – 21 and of previous years: [M. Sc. (Int). M. Sc. Ph.D./M.Phill.]

9. **Dr. Rakesh Kumar**: Report on assigning mentors to students:

10. **Dr. Purnendu Das:** Report on curriculum revision:
                    (i) Statements of objectives, course outcome and programme Outcome
                    (ii) Mechanism for accessing impact of curriculum

11. **Mr. Saptarshi Paul**: Report on analyzing feedback report on curriculum from students and follow up action on that <DAC conducted on 10/12/2020) and beyond

12. **Dr. Prodipto Das and Dr. Sanju Das:** Conducting extension activities by Department
                             <DAC resolution and record maintenance>

13. **Dr. Rakesh Kumar, B. S. Meena, Dr. Sanju Das, and Dr. S. Sinha**: Matters related to Departmental Library, Computer Labs, Smart Class Rooms and sitting arrangements for research scholars

14. **Dr. Indrani Das, Mr. B. R. Roy, Mr. Alik Malakar and Mr. Buddha Paul**: Updating and upkeeping of records of all academic and administrative matters and uploading

(iv) Members have taken note of the number of students admitted from outside the states in 2020 -21 as under:
        (a) M. Sc. (integrated) UG: NIL
        (b) M. Sc. (2 Year) PG: 01
        (c) Ph. D. / M. Phill: 06/12

4. Allocation of Supervisors to the Students admitted to Ph. D./ M. Phill. in the 2020-21 (August – September 2020) academic session and constitution of the Research Advisory Committees (RAC)

Departmental Admission Committee and the Departmental Research Committee considered the available vacancies and prospective supervisors and based on the performances in the admission/entrance test recommended the list of students to be provisionally admitted in the Ph. D./ M. Phill. in the 2020-21 (August – September 2020) academic session. Out of the 13 students (Ph. D. 12 and M. Phill. 1), 12 students (Ph. D. 11 and M. Phill. 1) have taken admission provisionally. The list of provisionally admitted students for Ph.D./M. Phill.-2020 along with their contact details is as below:

List of provisionally admitted students in Ph. D.-2020:

Sl.No.	Application No.	Name	Email Id.	Phone No.
1	806193	NILANJANA DAS	nilanjanad17@gmail.com	8876170250
2	804087	SUKHAM ROMEN SINGH	sukhamromen@yahoo.co.in	7005358708
3	806286	SUNANDA MISHRA	puja.sunanda1996@gmail.com	8338024545
4	804837	BITOPAN MAZUMDAR	bitu.mazumdar@gmail.com	8074200627
5	805294	SONITHOI NINGOMBAM	sonithoiningombam@gmail.com	7005437200
6	804349	LALJASEH KIPGEN	laljaseh.kipgen@gmail.com	9612838531
7	806370	SUMIT BISWAS	biswassumit812@gmail.com	9365202344
8	804260	BULBUL DAS	bulbuldas143@gmail.com	9859344065
9	804563	NURULLA MANSUR BARBHUIYA	nurullabarbhuiya@gmail.com	7002159591
10	805057	RAGHABENDRA SINHA	raghabendrain@gmail.com	9620796156
11	804946	AKSHAYA KUMAR MANDAL	akshayacs207@gmail.com	7978968019

List of provisionally admitted students in M. Phill.-2020:

Sl.No.	Application No.	Name	Email Id.	Phone No.
1	804027	BIKASH KALITA	bikax99@gmail.com	7002736261

Members of the Departmental Affairs Committee after discussion and also considering the recommendations of the Departmental Admission Committee and Departmental Research Committee have recommended the allocation of supervisors to the Ph. D. and M. Phill. Students admitted in the 2020-21 (August – September 2020) academic session as below:

Supervisors allocated for provisionally admitted students in Ph. D.-2020:

Sl.No.	Name	Email Id	Phone No.	Supervisor
1	NILANJANA DAS	nilanjanad17@gmail.com	8876170250	Dr. Shahin Ara Begum
2	SUKHAM ROMEN SINGH	sukhamromen@yahoo.co.in	7005358708	Dr. Arindam Roy
3	SUNANDA MISHRA	puja.sunanda1996@gmail.com	8338024545	Prof. B. S. Purkayastha
4	BITOPAN MAZUMDAR	bitu.mazumdar@gmail.com	8074200627	Dr. Pankaj Kumar Deva Sarma

5	SONITHOI NINGOMBAM	sonithoiningombam@gmail.com	7005437200	Dr. Arindam Roy
6	LALJASEH KIPGEN	laljaseh.kipgen@gmail.com	9612838531	Dr. Shahin Ara Begum
7	SUMIT BISWAS	biswassumit812@gmail.com	9365202344	Dr. Prodipto Das
8	BULBUL DAS	bulbuldas143@gmail.com	9859344065	Dr. Arindam Roy
9	NURULLA MANSUR BARBHUIYA	nurullabarbhuiya@gmail.com	7002159591	Dr. Purnendu Das
10	RAGHABENDRA SINHA	raghabendrain@gmail.com	9620796156	Dr. Purnendu Das
11	AKSHAYA KUMAR MANDAL	akshayacs207@gmail.com	7978968019	Dr. Pankaj Kumar Deva Sarma

Supervisor allocated for provisionally admitted students in M. Phill.-2020:

Sl.No.	Name	Email Id.	Phone No.	Supervisor
1	BIKASH KALITA	bikax99@gmail.com	7002736261	Dr. Pankaj Kumar Deva Sarma

Members have also recommended the following Research Advisory Committees (RAC) constituted for the above Ph. D. and M. Phill. students provisionally admitted during 2020-21 academic session:

RACs constituted for provisionally admitted students in Ph. D.-2020:

Sl.No.	Name	RACs Constituted
1	NILANJANA DAS	1. HoD, Chairman 2. Dr. Shahin Ara Begum, Supervisor, Convener 3. 4. 5.
2	SUKHAM ROMEN SINGH	1. HoD, Chairman 2. Dr. Arindam Roy, Supervisor, Convener 3. 4. 5.
3	SUNANDA MISHRA	1. HoD, Chairman 2.Prof. B. S. Purkayastha, Supervisor, Convener 3. 4. 5.
4	BITOPAN MAZUMDAR	1. HoD, Chairman 2.Dr. Pankaj Kumar Deva Sarma, Supervisor, Convener 3. 4. 5. 6.
5	SONITHOI NINGOMBAM	1. HoD, Chairman 2. Dr. Arindam Roy, Supervisor, Convener

		3.
		4.
		5.
6	LALJASEH KIPGEN	1. HoD, Chairman 2. Dr. Shahin Ara Begum, Supervisor, Convener 3. 4. 5.
7	SUMIT BISWAS	1. HoD, Chairman 2.Dr. Prodipto Das, , Supervisor, Convener 3. 4. 5.
8	BULBUL DAS	1. HoD, Chairman 2. Dr. Arindam Roy, Supervisor, Convener 3. 4. 5.
9	NURULLA MANSUR BARBHUIYA	1. HoD, Chairman 2.Dr. Purnendu Das, Supervisor, Convener 3. 4. 5.
10	RAGHABENDRA SINHA	1. HoD, Chairman 2.Dr. Purnendu Das, Supervisor, Convener 3. 4. 5.
11	AKSHAYA KUMAR MANDAL	1. HoD, Chairman 2.Dr. Pankaj Kumar Deva Sarma, Supervisor, Convener 3. 4. 5. 6.

RACs constituted for provisionally admitted students in M. Phill.-2020:

Sl.No.	Name	Supervisor
1	BIKASH KALITA	1. HoD, Chairman 2.Dr. Pankaj Kumar Deva Sarma, Supervisor, Convener 3. 4. 5. 6.

Ph.D.and M. Phill. supervisors are requested to communicate the members of the RACs of the concerned students for completion of the formation of the RACs.

5. Teaching of Departmental Level Ph. D Course Work paper 503 and 504 (Term Paper) and allocation of teaching load:

As resolved by the DAC, the course allocation for the teaching of the Departmental level papers of Ph.D./M. Phill. course work for the academic session 2020 -21 is as below:

(i) Course Code/Name of the Ph.D./M. Phill. **course work paper: 503**

UNIT	Name of the Teacher Allocated
Unit I	Dr. Purnendu Das
Unit II	Dr. Arindam Roy
Units III and IV	Corresponding supervisor (s) based on the option chosen by the students

(ii) Course Code/Name of the Ph.D./M. Phill. **course work paper: 504 (Term Paper)**

Students are required to carry out the Term Paper work under their respective supervisors.

6. Conducting sessional examinations for the current odd semester:

It resolved and noted that the sessional examinations for the current odd semester are conducted as per the prevailing UGC guidelines by using online mode.

7. Purchase of writing tabs, speakers and head phones for conducting online classes by using the facilities of the Department:

Members resolved to purchase 15 sets of writing tabs, speakers, head phones and web cameras for conducting online classes from the Department by using the facilities. For this a proposal is resolved to be prepared for submission to the higher authorities for approval. Dr. Sanju Das is entrusted with the responsibility to draft the proposal in this regard.

8. Allocation of one desktop machine of each faculty for conducting classes form the Department and relevant works.
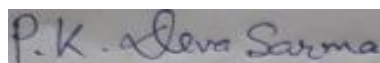
Members after discussion resolved to allocate one newly procured desktop computer to each faculty member to conduct online classes from the Department and do the relevant works of teaching and learning.

9. Any other item:

(i) Members decided to conduct extra/remedial classes for weak students and to conduct additional activities for advanced learners.
(ii) Assignment of mentors for students shall be carried out form the current semester onwards.

The meeting ended with thanks to and from the chair.

Dr. Pankaj Kumar Deva Sarma
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