

Dept of Computer Science  
Assam University  
Silchar

Venue: HOD office

Date: 06/5/19 <sup>(W)</sup>

DAC Meeting

Agenda

1. Confirmation of the minutes of the previous meetings
2. Allocation of duties and responsibilities
3. Academic and laboratory matters
4. Any other item

Members Present:

1. P.K. Siva Sarma
2. A. Roy
3. \_\_\_\_\_
4. SAPTARSHI PAUL — Paul 6/5/19
5. Purnendu DAS — DAS 6/5/19
6. Indrani Roy
7. Rakarkumar — Rakar 6/5/19
8. K. Hemachandran — Hemachandran 6/5/19
9. Sanjay Das — Sanjay 6/5/19
10. Bipul Syam Purohastin — Purohastin 6/5/19

Resolution:

1. Members confirmed the minutes of the DAC meeting 12/4/19 and 25/4/19 after discussion.
2. Members discussed matters related to smooth running of the activities of the department and resolved to allocate various duties and responsibilities of the department as per the detail below.

(i) Admission of in PG/UG/Ph.D./M.Phil courses:-

- (ii) Admission Coordinator: Biswa Ranjan Roy
- Co-coordinator: sbr Purnendu das
- Assistant: Nayansyoti Majumdar.

## (ii) Examination (PG/UG/Ph.D./MPhil - course work)

Coordinator: Mr. Purnendu Das  
 Co-coordinator: Mr. Rakesh Kumar  
 Office Worker/Assistant: OLIK Malakar

## (iii) Purchase [Equipment/Furniture/Consumables etc.]

Coordinator: Mr. Arindam Roy  
 Co-coordinator: B. S. Meena  
 Technical Assistant: Mr. Sanjay Das

## (iv) Examination TDE

Coordinator: Mr. Indrani Das  
 Co-coordinator: Biswa Ranjan Roy

(v) Time Table incharge: Mr. Indrani Das

(vi) Placement Coordinator: B. S. Meena

(vii) IQAC: Coordinator: Saptrishi Paul

(viii) Departmental Library: Mr. Rakesh Kumar

## (ix) Incharge Student Affairs:

Coordinator: Mr. Prodyoto Das

Co-coordinator: Mr. S. A. Begum

## (x) FIST, SAP etc.

Coordinator: Mr. S. A. Begum

Co-coordinator: Mr. Prodyoto Das

## (xi) Repairing &amp; Maintenance incharge:

Mr. S. Sinha, STA.

(3.) Members after discussion resolved that the marksheets and certificates of semester exam shall be handed over to the parents/guardians of the students from now onwards.

(4) The meeting ended with thanks to & from the chair.