

A Departmental Affairs Committee (DAC) meeting was held on 20/01/2020 at 2.00 PM in the Conference Hall.

Members present:

1. Prof. Mithra Dey — M.Dey 20/01/2020
2. D.C. Ray — D.C.Ray 20/01/20
3. Jayashree Rout — J.Rout 20/01/2020
4. Ashik Gupta — A.Gupta 20/01/2020
5. Parthasar Choudhury — P.Choudhury 20/01/2020
6. Tapali Das. — T.Das 20/01/2020
7. Anuraj K. Neri — A.K.Neri 20/01/2020
8. Laxmi Deb — L.Deb 20/01/2020
9. Aparajita De — A.De 20/01/2020
10. Susmita Gupta — S.Gupta 20/01/2020
11. Prof. Ajit K. Das — A.K.Das 20/01/2020

Resolutions:

- ① The minutes of the earlier meeting of DAC held on 20-12-2019 was read and confirmed.
- ② Special Paper Allocation: - Five Special Papers will be offered. The list has been prepared by Prof. P. Choudhury and presented for 29 students. 14 students got their first preference. 4 students, who did not qualify in the 1<sup>st</sup> and 2<sup>nd</sup> semester, were given Special Paper according to vacancy overlooking their preferences.

The allocation was as follows:—

B-5, C-6, D-6, F-6, & G-6.

③ Finalisation of Purchase List:- Quotation for furniture and fixture was done (obtained). Quotation for equipments has been received except one i.e. Drone. The slab will be constructed by the Engineering Section under capital asset. Consumables list was to be submitted by all faculty to Mr. Sagnik Choudhary for compilation. Prof. P. Choudhary and Dr. Aparajita De have not submitted as of now and will submit it soon.

The Drone according to our specification is not available in Gem Portal. This has to be intimated to the Vice-Chancellor after DPC to obtain approval/permission to procure the Drone.

A Drone has been procured by Forest Department which may be procured by Department of Ecology & Environmental Science. However, it is not available in Gem. This needs to be communicated to the Vice-Chancellor for his approval. The specification will be furnished by Prof. P. Choudhary.

All the equipments that are not

iii Grem needs to be communicated to the Vice-Chancellor for approval after conducting DPC. The minutes will be forwarded to the GEM Portal Official. The information will have to be submitted to the Vice-Chancellor for obtaining permission for purchase.

Prof. H. J. Singha submitted application with request for allotment of Co-Supervisor to two PhD students working under his supervision. The Co-Supervisors assigned were Dr. Aparajita De for Durbor Jyoti Kalita and Dr. Pama Deb for Mohd. Miraj Hussain. This matter was placed in DAC. It has been forwarded to DRC for final approval.

Regarding the students from FRI to work under Dr. Arun Jyoti Nath, the letter has been obtained through proper channel. Also, the student from Bharti Desan University has obtained permission through proper channel. Both the students have been instructed to submit their joining letter for record keeping.

Application for UGC Chair (Amrita Devi Benual Chair) in forestry and wild life conservation was prepared.

and submitted to UGC.

Dr. Shreya Bhattacharyei, IUCN Specialist Group, has expressed desire to hold Workshop for Awareness in Monitor Lizard in July to August. The matter was discussed and approved by all.

Taxonomy Workshop by ATREE and Centre for Biodiversity and Natural Resources Conservation, Department of Ecology & Environmental Science, will be conducted from 27<sup>th</sup> to 31<sup>st</sup> January, 2020. The Venue has been tentatively decided as Conference Hall, Department of Ecology & Environmental Science.

Issue: — The Tap outside the Department Building is being misused. The water is being taken from the Departmental Tank, to stop the misuse, it was suggested that a valve needs to be attached to stop use of water by other people.

The meeting ended with Vote of Thanks to and from the Chair.

M. Q. A.  
20/01/2020.

DAC meeting minute held on 12/3/2020

A departmental affairs committee meeting was held on 12/3/2020 in the conference hall of Dept. of Ecology & Evol. Science at 2:30 pm to discuss the time schedule for the upcoming even-semester exam, 2020.

Members present in the meeting:

- (1) Prof. Mithra Dey.
- (2) Prof. D.C. Ray
- (3) Prof. P. Choudhury
- (4) Prof. Ajit Kumar Das.
- (5) Prof. Sushmita Gupta
- (6) Dr. Aparajita De
- (7) Dr. Tapati Das.
- (8) Dr. Arun Tejoti Nath
- (9) Dr. Parina Deb.

1. In the meeting it was unanimously decided that the theory papers would be conducted as per the following schedule

Papers	Dates
203	12/5/2020
401	13/5/2020
201	14/5/2020
402	15/5/2020
202	16/5/2020
403 (special papers)	18/5/2020
204	19/5/2020

2. The examinations related to practical and projects will be on 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> & 29<sup>th</sup> May, 2020.

3. Matters related to the external examiners will be discussed later.

4. Prof. ~~A.K.~~ A.K. Das & Dr. A. ~~Das~~ <sup>are</sup> De v to prepare the minute of 53<sup>rd</sup> ~~to~~ BPGS. ~~in the BPGS register.~~

The meeting ended with vote of thanks from the chairperson.

MD  
12/5/2020

Minutes of DAC meeting conducted on 8/7/2020 (online)

Agenda

UGC notification on Exam 2020 under the present Covid 19 Pandemic situation

Opinion of Students

Opinion of Faculty

Opinion of students was collected and is as follows

Students of Final Semester ie b4<sup>th</sup> Sem want exam in **offline mode** ie Paper and Pen method and have no objection if it is held in September,2020.

1. 79% want it in offline mode, 14% in online and 3% in mixed mode.
2. They are also worried about Covid 19 situation.
3. 100% want it to be held in August-September,2020

Students of 2<sup>nd</sup> semester was exam in offline mode. 86% in offline , 1% in online and 0% Mixed mode.

They don't want it in August September.

They want one month offline class as they had some difficulty in classes taken online.

Network connectivity is also a problem for many of them.

They are worried because many of them are in containment zones and movement is a problem.

The students are also worried as there is quarantine centres in the university campus which they feel is unsafe for them to return to.

Prof P Choudhury was of the opinion that student's interest and opinion should be priority. He also wanted to have one month class.

Prof Dulal Chandra Ray's opinion was that although UGC has issued guidelines it is bit too early to think of dates for examination. It may not be possible in August-September as situation is far from improving. Many college and university have been converted to quarantine centres.

However, he is in favour of offline exam and after holding offline classes. Practicals too have to be conducted before examination. Maybe September would be possible time for examination

Dr. Tapati Das , Prof Susmita Gupta were of the opinion to wait and then go for finalising dates. Dr Aparajita De said the university may follow the IITs and some other universities where intermediate semesters have promoted students on the basis of internal examination marks.

Prof Ajit Kumar Das wanted to follow the views of the students. Prof Abhik Gupta opined that it may be difficult to fulfil all the ideas of the students. Practical may be held in some alternate way and test conducted through viva voce.

In my opinion exam has to be taken in offline mode and only when situation becomes better. Students cannot come now from their homes in the present pandemic condition prevailing in all Northeastern states . Over and above sufficient time is also needed to upload marks for which the CoE has to extend the date of submission of internal marks.

The meeting ended with thanks from the HoD.



Minutes of Emergent DAC meeting held on 20/09/2020 online in Googlemeet at 4.30pm

Agenda:

- 1.End semester/ terminal exam 2020
- 2.AOB

The following resolutions were adopted:

The committee constituted for preparing the modalities after an online meeting on 19/09/2020 communicated the modality to Head of department which was placed in the emergent DAC meeting held online on 20/09/2020.

The following resolutions were taken.

1. It was unanimously decided that the Department will follow the notification issued by the Controller of Examination, A.U.S. regarding examination modalities/ conduction (No. AUE/PG/Even/103/2020 of exam dtd. 17.09.2020).

2. The examination will begin from 28th September 2020 as recommended by UGC.

3. The theory papers of fourth semester will be held first, followed by the arrear papers of second semester. After that the project dissertation of Special paper EESCC 403 will be conducted. The practical arrear papers of 2<sup>nd</sup> semester will be conducted after the project presentation, ie on 16<sup>th</sup> and 17<sup>th</sup> October 2020.

The date schedule of the end semester/terminal exam along with arrear papers was discussed and prepared and it was resolved that the schedule will be communicated to CoE , AUS for approval.

4. The project dissertation will be conducted by constituting an internal board of faculty members from the department. The students will be given fifteen minutes to present their work. They will also submit a soft copy of their dissertation to the concerned faculty in charge.

5.It was also resolved that a video conference/meet will be organised with the fourth semester students and the faculties to explain to the students about the modalities of the upcoming examination before commencement of the exam.

6. A separate email id will be made from which the question papers will be sent to the students and after completion of exam the students will upload their answer scripts in PDF form and send to the same email id. The answer scripts (soft form)will be sent to the respective examiners for evaluation .

7. The email id will be prepared by Dr Aparajita De and she will mail the question paper to the students using this email id.

8. The question paper will also be sent to the students via WhatsApp by the Head of the department, Prof. Mithra Dey.

9. The answer scripts will be downloaded by the office staff of the department. They will download it and save it in a separate folder. This will then be sent to the paper examiners for evaluation.

Also a CD of all the answer scripts etc will be prepared and submitted it to the examination branch as suggested in the modalities.

10. Prof. P. Choudhury has been requested to prepare the invigilation schedule and forward it to the Head of the department.

11. The officiating Dean for all exam related confidential matters will be Prof. Nagendra Pandey. This was intimated by the regular Dean, Prof. J Rout who has abstained from being involved in any examination related work as her daughter is one of the examinees.

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12. It was resolved that the modality as discussed in the meeting will be forwarded to CoE for vetting/ approval.

The meeting ended with thanks from the chair.

Members present:

1. Prof. Mithra Dey -HoD
2. Prof. Abhik Gupta -Member
3. Prof. D.C. Ray -Member
4. Prof. Parthankar Choudhury -Member

12. It was resolved that the modality as discussed in the meeting will be forwarded to CoE for vetting/ approval.

The meeting ended with thanks from the chair.

Members present:

1. Prof. Mithra Dey -HoD
2. Prof. Abhik Gupta -Member
3. Prof. D.C. Ray -Member
4. Prof. Parthankar Choudhury -Member
5. Prof. Ajit Kumar Das -Member
6. Prof. Susmita Gupta -Member
7. Dr. Aparajita De -Member
8. Dr. Tapati Das -Member
9. Dr. A J Nath-Member
10. Dr. Panna Deb –Member