

Department of English
Assam University, Silchar

Dated:1.12.2020

Minutes of the meeting of the Departmental Affairs Committee (DAC) held on 1.12.2020 with the participation of the following members:

Prof. Ramaprasad Biswas
Prof. Dipendu Das
Prof. Baby Pushpa Sinha (Chairperson)
Dr Anindya Syam Choudhury
Dr Anup Kumar Dey (HOD,English,AUDC)
Dr. Saugata Kumar Nath
Dr. Jaydeep Chakrabarty
Dr. Sumana Chakraborty
Dr. Lalthakim Hmar
Dr. Sib Sankar Majumder
Mr. Anindya Sen

1. In view of the communiqué from the AUS, IQAC through the director's email dated 17/11/2020, the matter of the syllabus revision vis a vis the upcoming NAAC visit suggested therein was thoroughly discussed. It was unanimously resolved that since the current MA English Syllabus was introduced in 2015 and was subsequently modified in 2016, as is also recorded in the 105th EC minutes of the University (vide Item no 46), it squarely addresses the requirement for syllabus revision that has been suggested by the IQAC. Hence, the need for syllabus revision/modification for NAAC visit has been already done in case of the Department of English. This was done, among other things, after incorporating feedbacks from the students.
2. Only programme outcome and course outcomes of the current syllabus will be added to cast the current syllabus in the LOCF pattern. The course coordinators may give their inputs in this regard by 3rd Dec,2020. The resultant syllabus will be finalised by Dr Sib sankar Majumder who will be helped by Dr Jaydeep Chakrabarty and Dr Lalthakim Hmar in this regard.
3. The Departmental Portal has to be made operational. Mr Anindya Sen and Dr Lalthakim Hmar will do the needful in this regard, by getting in touch with the University computer centre on behalf of the Department.
4. The issue of Remedial Coaching class and mechanism for identifying the weak students and the advanced learners were taken up. Mr Anindya Sen will update the records regarding remedial coaching class beyond March 2019.
5. Prof Dipendu Das is entrusted with the responsibility of issuing the ICSSR project certificate to Moumita Das, Anushka Chakraborty and Panna Paul (Debashree Chakraborty has already been issued this certificate).

6. Dr Sib sankar Majumder is entrusted to provide relevant information on behalf of the department to Director, IQAC for uploading in the Facebook page of IQAC,AUS.
7. A comprehensive report on the Induction programme of newly admitted students from Academic Session 2014-15 to 2019-20 should be prepared by Dr Sib Sankar Majumder in consultation with Prof Dipendu Das and Prof Baby Pushpa Sinha.
8. Prof Baby Pushpa Sinha is entrusted with the responsibility of attaching students with Mentors from April 2019.
9. Since IQAC, AUS is directly collecting feedback from stakeholders, it was resolved that the Dept should collect feedback report from IQAC for discussion in DAC. It was also resolved that Dept may devise a methodology to collect feedback from students on different courses from next Semester.
10. Anindya Sen is entrusted with the responsibility of submitting the Report on NET/SLET Coaching. Dr Saugata Kumar Nath is entrusted with the responsibility of submitting report on CCPC. Prof Dipendu Das, Dr Jaydeep Chakrabarty, Dr Lalthakim Hmar, Mr Anindya Sen and other colleagues are requested to provide inputs regarding their extension activities with documentary evidence/image of the same.
11. Coordinator(s) of Departmental Library is /are entrusted with the responsibility of maintaining updated records. The same may be shared with HOD,English and IQAC cell.
12. Requisitions for Smart Classrooms and Library books are to be sent to appropriate sanctioning authorities.
13. Asset/stock Register is to be updated.
14. The meeting ended with thanks to and from the chair.

Sd/-

Prof. Baby Pushpa Sinha

HOD,English

Assam University,Silchar