

Department of English
Assam University, Silchar

Dated:10.12.2020

Minutes of the meeting of the Departmental Affairs Committee (DAC) held on 10.12.2020 with the participation of the following members:

Prof. Ramaprasad Biswas
Prof. Dipendu Das
Prof. Baby Pushpa Sinha (Chairperson)
Dr Anindya Syam Choudhury
Dr. Saugata Kumar Nath
Dr. Jaydeep Chakrabarty
Dr. Lalthakim Hmar
Dr. Sib Sankar Majumder
Mr. Anindya Sen

Resolutions adopted:

1. Program Outcome and Course Outcome draft submitted by Dr. J. Chakrabarty and Dr. L. Hmar has been received and accepted.
2. Regarding departmental page (within AU website), it was resolved that HoD, Prof. Sinha would contact/write to the Director, Computer Centre and find out if there is any staff who could come to the department for extending help in this regard.
3. It is decided that a log-book/ register in the department library be maintained where students can record their impression.
4. Colleagues are requested to kindly respond to the mail sent by the Coordinator, Dr. Majumder for submitting Individual Annual Report to IQAC on or before 15/12/2020. A hardcopy of the same may be submitted to Dr. Majumder.
5. Regarding resolution no 3 of the minutes of the IQAC meeting held on 02/12/2020, the IQAC discussed and resolved that the department will do the needful, as and when information is sought.
6. In view of the urgent facelift that the department needs in view of the ensuing NAAC visit, the department resolves to request competent authority to release a grant of Rs. 50,000/- (fifty thousand only). In this context, the department would immediately approach the competent authority with a proposal.
7. Presentation of SSR before NAAC Peer Team would take place in the Library cum Seminar Hall of the department.

8. Course-wise feedback provided by IQAC was thoroughly discussed. However, DAC has taken note of the fact that there are certain errors in the course-wise feedback report sent by AU, IQAC to department.
9. It was resolved to organize certain online programs of the Alumni Association of the department.
10. HoD, Prof Sinha is authorized to take up the matter of improvement/repair of Smart Classroom of the department with Registrar, AUS.
11. Considering the insufficient number of new computers and desks (5 each) at the disposal of the department at present, Prof. Biwas, Prof. Das, Prof. Sinha, Dr. J. Chakrabarty and Dr. S. Chakrabarty have opted out from their claim. These items would presently be allotted to Dr. Choudhury, Dr. Nath, Dr. Hmar, Dr. Majumder and Mr. Anindya Sen. Anindya Sen would look after the distribution of the items among the faculty members mentioned above.

Sd/-

Prof. Baby Pushpa Sinha
HOD,English
Assam University,Silchar