

Department of English  
Assam University

Emergent meeting of the DAC held on 14.02.2019 at 1:00 pm in the office of the Head, Dept. of English.

Members Present:

1. Baby Pushpa Sinha
2. Anindya Sen
3. Lalthakim Hmar
4. Sib Sankar Majumder
5. Sumana Chakraborty
6. Rama Prasad Biswas
7. Saugata Kumar Nath

Resolutions:

1. With reference to the purchase manual for departmental purchase, the earlier DPC formed on 5.02.19 vide resolution no.9 stands cancelled. According to the Regulations, a new Departmental Purchase Committee is constituted with the following members:
  - i. Dr. Baby Pushpa Sinha (Head/Chair)
  - ii. Professor Dipendu Das (Professor)
  - iii. Dr. Anindya Shyam Choudhury (Associate Professor)
  - iv. Anindya Sen (Assistant Professor)
2. The DAC also resolves that until the rearrangement of the cubicles in the Dept, one cubicle adjacent to Sib Sankar Majumder's cubicle will be temporarily designated as the Departmental IQAC office. Later, the properties of the IQAC office will be shifted to the Library room until better arrangements can be made.
3. Letter no. AUF/804/2018-19/ dated 13<sup>th</sup> February, 2019 (Sub: Allocation of fund for creation of assets for the year 2018-19) where Rs 2,00,000/- has been allocated to the department for the purchase of Furniture/Equipments, was placed in the DAC meeting. The DAC, after discussion, suggested that the department should go for the purchase of the following items and the newly constituted DPC should do the needful for the matter:
  - i. Lectern-01
  - ii. Inverter-03 (with battery)
  - iii. Class room chair-30
  - iv. Curtains with rods/brackets-for class rooms and faculty cubicles
  - v. Printer with copier/scanner-01(for NAAC office)
  - vi. Faculty chair-02(one for NAAC office)
  - vii. Almira 3 to7 (as budget permits)
  - viii. Filing cabinet/drawer-01 (for documents)
  - ix. Book shelf (as budget permits)
  - x. Faculty table-01 (for NAAC office)
4. Approval of the competent authority to be sought regarding DPC and purchase.

*B. P. Sinha*  
19/2/19  
(B.P.Sinha)  
HoD / English, AUS.