

Minutes of the meeting of the Departmental Affairs Committee (DAC) held on 29.10.2020 at 6:30 pm online via Google Meet with the participation of the following members:

Prof. Baby Pushpa Sinha
Dr Anindya Syam Choudhury
Dr. Saugata Kumar Nath
Dr. Jaydeep Chakrabarty
Dr. Sumana Chakraborty
Dr. Lalthakim Hmar
Mr. Anindya Sen

Minutes:

1. All the members of the Department will form part of the Departmental Admission Committee for PG Admissions 2020. The entire process will be online, due to the pandemic situation.

The members of the Admission committee are:

Prof. Rama Prasad Biswas
Prof. Dipendu Das
Prof. Baby Pushpa Sinha (Chairperson)
Dr. Anindya Syam Choudhury
Dr. Saugata Kumar Nath
Dr. Jaydeep Chakrabarty (Co-Ordinators)
Dr. Sumana Chakraborty (Co-Ordinators)
Dr. Lalthakim Hmar (Co-Ordinators)
Dr. Sib Sankar Majumder
Mr. Anindya Sen (Co-Ordinators)

2. The PG Entrance Test shall be held online on 11th November, 2020 from 11 am. The duration of the test will be one hour. The questions will be mailed to the candidates 15 minutes prior to the commencement of the test, i.e., at 10.45 am. The answers shall have to be handwritten by the candidates. They will have to take clear/ legible photographs of the answered pages and compile them to **one pdf file** and send the same to the email id from which they will be sent the Question Paper. The answers sent to any other email id or in any other mode will not be accepted.
3. a) On the **1st page** of the answer script, the candidates would write their **Application Number** and **Name** as follows:

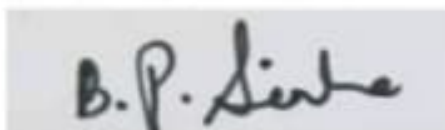
Department of English
Assam University, Silchar
P G Admission Test 2020

Application No.:

Name of the Candidate:

Date of Admission Test:

- b) On each subsequent page, candidates will write their **Application Number** on the top-left side of the page.
- c) Each **page will be serially numbered** by the candidates on the top-right hand side of the answer sheets.
4. The List containing composite scores of all candidates will have to be prepared by 16th November, 2020.
 5. The faculty members will scrutinise 25 Admission forms each, as per the criteria provided in the *PG/UG/IG Admission Committee Guidelines 2020* to be read in conjunction with the Prospectus for PG Admissions 2020.
 6. The coordinators along with joint coordinators (DR LH and DR SC) will prepare a detailed template for the purpose, which will be mailed to the colleagues along with the forms. All the relevant information as per the PG/UG/IG Admission Committee Guidelines 2020 and the prospectus will have to be recorded against each candidate, including remarks.
 7. The forms mentioned in Pt. 4 above will be mailed to the colleagues latest by 2nd November 2020 which they will return on or before 4th November 2020.
 8. The candidates shall be allowed to submit their documents latest by 10 am of 11th November, 2020 as per the PG/UG/IG Admission Committee Guidelines 2020.
 9. As per the prospectus, applicants with honours in English shall only be considered for admission, provided they fulfil all other criteria.
 10. In keeping with the options given in the PG/UG/IG Admission Committee Guidelines 2020, PI (Personal Interview) will not form part of the Entrance Test. Written test of 25 marks will be held. The pattern of the test will be 5 questions of 5 marks each, i.e., 5x5=25. The candidates will be given 10 questions out of which they will have to attempt five. The maximum word limit for each answer will be 150 words.
 11. Each faculty member shall mail 2/3 questions to the Head by 3rd November, 2020 for preparing the Entrance Test 2020 Question Paper.
 12. A common mail id will be created for the purpose of the Online Entrance Test and allied activities, viz., official communication with the candidates.
 13. In view of the Admission workload, the scrutiny of PG final Semester Answer scripts 2020 has been deferred to 9th November 2020.



(Prof. Baby Pushpa Sinha)
Head of the department