Department of English

Assam University Silchar

Minutes of DAC held on 25th Feb., 2019

Members present:

1. Dr. Baby Pushpa Sinha
2. Mr. Anindya Sen
3. Dr. Sumana Chakraborty
4. Dr. Lalthakim Hmar
5. Dr. Dipendu Das
6. Dr. Saugata Kumar Nath
7. Dr. Jaydeep Chakrabarty

Resolutions:

1. Items for purchase are finalized:

1. A4 Size Paper JK- 30 reams
2. Legal Size paper- 15 reams
3. Pen- 15 (blue), 10 (red), 10 (black)
4. White Board Markers- 40
5. Fevicol- 5
6. Stapler 24/6- 15 & 1 mm Pin- 15
7. 12 A Toner- 2
8. 88A Toner- 2
9. Alpin- 2 boxes
10. Gum Tube- 10
11. Eraser- 10 pieces
12. Tag- 10 Bundles
13. Handwash (Savlon)- 10
14. Harpic- 10
15. Room Freshener- 15 (10 +5)
16. HP 678 Ink Cartridge- 20
17. LCD Projector- 1
18. Camera/ Recorder- 1
19. Pedestal Fans- 2
20. Twenty thousand rupees should be kept apart for conducting Meetings, BPGS etc.

2. Two boards for displaying the names of Heads, Faculty & Staff till date to be purchased.

3. The Library Committee is authorized to look into the List of Pick & Choose books with feedback from teachers.

4. 2nd IAT to be held on the 18th, 19th & 20th of March, 2019.

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| --- | --- | --- | --- | --- |
|  | 10: 30 | 11: 30 | 12: 30 | 1:30 |
| 18/3/2019 | - | 401 | - | 402 & 203 |
| 19/3/2019 | 201 | 403 | 202 | 404 (A) & (C) |
| 20/3/2019 | 204 | 405 | 205 | - |

201= RPB 401= BPS

202= SC 402= DD

203= AS 403= ASC

204= JC 404 (A) = AS & (C) = SSM

205= LH 405= JC

5. H.A topics be given to the respective classes by the C.C by 11th of March, ’19 positively. The same is to be submitted by students latest by 5th of April, ’19 (in 800 words).

6. Moderation of 1st IAT Marks will be held on 8th March, ’19 @ 1 p.m.