



**Assam University  
Silchar**



**Action Taken Report  
on Feedback on  
Curriculum  
2020**

**Internal Quality Assurance Cell  
Assam University**

**Action Taken Report**  
**on**  
**Feedback on Curriculum**  
**2020**



**Assam University**  
Silchar and Diphu Campus



## Assam University :: Silchar

### Action Taken Report on Feedback on Curriculum

2020

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## Department of Mass Communication

### Assam University :: Silchar

#### Extract of the DAC Minute:

The Chairman appraised the member about Feedback report on curriculum given by the students course wise in detailed and also pointed out the performance of the teacher evaluated by the students through feedback. After details discussion the following corrective measures have been taken for the smooth teaching of online classes and also improvement of faculty regarding better understanding of the students about their courses.

#### The following Members were present:

1. Prof (Dr.). G. P. Pandey, Chairman
2. Dr. Partha Sarkar, Member
3. Dr. Paromita Das, Member
4. Mr. Swagata Das, Secretary cum Convenor

#### Member participated in the meeting through virtual mode:

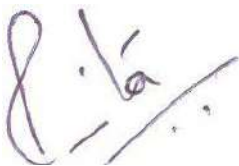
5. Dr. Charvak, Member
  6. Dr. S. M. Alfarid Hussain, Member
  7. Dr. Ayesha T. Rashid, Member
- a) The online class needs to conduct on regular basis and a report needs to be submitted to the HOD on the last week of the every month.
  - b) The faculties need to intimate on urgent basis the students name in case of irregularities or absenteeism in the class or other issues like poor Internet connectivity or technical issues for conducting the online classes for further necessary action in this regard.
  - c) The department will ensure to conduct few extra Iremedial classes for the weak and deprived students for better performance in the examination.
  - d) The teachers should go with full preparation into the class and also use innovative method of teaching for better understanding in order to inculcate more knowledge of the subject.
  - e) The question answer method should be introduced during the course of teaching on the topic to improve teaching and knowledge.
  - f) It was also resolved that each and every teacher of the department will submit the monthly attendance of students regarding online teaching classes in respect of his /her respective course to the HOD and also have to submit internal test marks out of 30 (Thirty) on or before 8<sup>th</sup> February, 2021 or date fixed by the Controller of



Examinations in this respect whichever is earlier. It has been further decided that PG ODD Semester Examination 2021 will be held from 17<sup>th</sup> February 2021 onwards.

### Report

- I. The online class needs to be conducted on regular basis and a report is needed to be submitted to the HOD on the last week of the every month.
2. The faculties need to intimate on urgent basis the students name in case of irregularities or absenteeism in the class or other issues like poor Internet connectivity or technical issues for conducting the online classes for further necessary action in this regard.
3. The department will ensure to conduct few extra remedial classes for the weak and deprived students for better performance in the examination.
- 4.. The teachers should go with full preparation into the class and also use an innovative method of teaching for better understanding in order to inculcate more knowledge of the subject.
5. The question answer method should be introduced during the course of teaching on the topic to improve teaching and knowledge.



Signature of the IQAC Coordinator



Signature of the Head

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(December 2020)

Feedback	Action Taken
<p><b>Ability:</b> Students have given less than seven essay questions for the subject.</p> <p>2500-201-BPA-CC</p>	<p>Due to a lack of performance faculty in the class, the paper have been given less than 14. These papers have been corrected by class faculty.</p> <p>The subject will be covered by class faculty for these papers. The subject will be covered by class faculty for these papers.</p>
<p><b>Coverage:</b> Faculty have provided less than 100% coverage of the subject.</p>	<p>Since the subject with practical component has been provided, faculty have provided more than 100% coverage of the subject.</p>
<p><b>Uniformity:</b> The papers are not uniform.</p>	<p>The papers are not uniform. The papers are not uniform. The papers are not uniform.</p>

Department of Performing Arts, Assam University, Silchar, Assam 788011.



## Introduction

The institution collected the feedback from the students of the Department of performing arts on online teaching and Curriculum from different discipline students. The students are having honor subjects in Music, Dance and Drama/Theatre. The feedback discussed in a DAC meeting dated 19th December 2020( saturday) and the following suggestions made by the committee members, and the actions have been taken accordingly. The members have expressed their views.

**Table 1: Student feedback and action taken report**

Based on the feedback provided, appropriate actions made, as mentioned in the table.

S · N o	Feedback	Action Taken
1	<b>Ability:</b> Students have given less than seven as an average for the subjects AECC 201, BPA CC 501	Due to a lack of permanent faculty in the dept, the classes for these courses have been conducted by guest faculty. The courses will be invited by able faculty for these courses. Whereas the ability score provided for GE paper is less, because the students from other discipline students, these students need to have a bridge course. The syllabus may take some. changes to create a bridge course before they opt for GE papers.
2	<b>Coverage:</b> students provided feedback on coverage less in courses 501 to 505	Since the papers with practical mentioned fewer scores, the practice of courses provided in the Dept for online mode is highly not possible and considerable, Committee members have suggested methodological video lectures and continuous practical approaches were suggested. A separate video lab should be set up in the dept, and teachers can use the lab for a suitable class.
3	<b>Uniformity:</b> Uniformity is less in the practical papers.	The practical parts of teaching online should take different methodological approaches to reach this goal. Committee members suggested a video lecture room set up in the dept. And find an online space to promote the classes to



		teach the students through social network platforms like Youtube, Vimeo, and university websites.
4	<b>Clarity:</b> Students provided feedback good in clarity.	The students gave a good feedback score on the clarity, and teachers were highly appreciated this. Committee members have suggested using online sites like <i>sodhganga</i> , <i>e pathshala</i> , and other resources as much as possible.
5	<b>Interaction:</b> students have highly appreciated the feedback	The teachers with low point scores in the feedback suggested using blending technology in their classroom, and different apps can be recommended to drive them to use participatory lecture methods.
6	<b>Material:</b> Students have provided less score BPA 204, BPA 501 to 504	The committee members consider the flaws in organizing online classes for practical classes but. In contrast, the concerned teacher suggested using the online library sources provided by the library, and the dept also planned to subscribe to online journals for this purpose.
7	<b>Online Evaluation:</b> BPA 501 to BPA 505 courses, students provided lower scores	The committee suggested imparting different evolution methods. And provide training to students on how they can engage more in the evolution process. The committee proposed to concern teachers to derive and execute different methodological approaches using computerized or mobile-based apps.
8	<b>Network:</b> Students with papers BPA 201 and 501 and 204 provided less score.	The network anytime fluctuates in the Northeast region. In such a case, the committee suggested using different streamlines software to record the video lecture and put them in an online stream. The committee is also looking for standard software provided by the university, and all other faculty can use that to maintain uniformity.
9	<b>Comparison</b> students provided a good score in this section.	Students have good scores for comparison, hence teachers who taught all these courses appreciated by committee members. And suggested them to maintain that for interacting with the students.
10	<b>Total Classes</b> Students provided fewer classes for papers 101 to 105 and 301 and 305.	It's observed that the feedback column was not accepting the number provided by the students as per the classes conducted by the teacher. The committee will make a mechanism to. Make sure the number of classes will be provided to the students before they submit their feedback. The committee members also discussed that the teacher should make proper attendance and should be communicated to students monthly.



As per the comments made by the concerned subject teacher as follows, these comments have been made for a consideration by the members, and the following actions have taken place as per the suggestion.

**Music (HMV & Tabla)**

**Dance (Manipuri)**

**Drama/Theatre:**

Since the students were asked to use technological blending apps and provided a proper training using them, students have a quintet with the submission of assignments and rather than taking a direct assessment test, the online mode provided to evaluate the students to use such bending technology and suggests to participate in continuous evolution through organizing continuous tests, quiz and learning through other apps.

Students were sent advanced mail and classroom links to attend the class. And multiple reminders to emails have been initiated. This student can participate in regular courses—some students who were not able. To access through a network, such students were provided lectures from youtube and other video material in the classroom. The practical classes were difficult to organize online. But whereas students were suggested and allowed to do the practical work as per the resources available. Students graded as per their submission.

The committee members have found that the practical classes were highly impossible. Yet, teachers have tried their best to communicate and suggested the students and engaged them in the experimental session. As above, the feedback was analyzed, and suitable actions were taken as to satisfy and meet the UGC guidelines and to satisfy the actions of both students and faculty. This further lead to construct a useful curriculum as per the expectations of stakeholders, parents, faculty and Students.

*Basman*  
20/12/2020

अध्यक्ष, अभिनय कला विभाग  
Head, Department of Performing Arts (I/C)  
असम विश्वविद्यालय, सिलचर-788011  
Assam University, Silchar-788011



Department of Visual Arts  
Assam University, Silchar

## Action Taken Report for the “online feedback report on curriculum”

The online **DAC** was held on 12th Dec, 2020, Saturday 2020 at 10.30 am in Google meet to discuss and resolve the issues relating to “online feedback report on curriculum”

The following Members were present in the meeting;

1. Dr. Saday Chandra Das Head in Charge,
2. Prof. Sivan G,
3. Prof. Ruma Sharma
4. Dr. Narendra.T
5. Dr. Nirmal Kanti Roy
6. Dr. Rajkumar Mazinder
7. Dr. Nilam Kumari
8. Dr. Debasish Chakraborty
9. Dr. Rajan Kumar Vaidhya
10. Dr. Ganesh Nandi
11. Mr. Gautam Dutta

1. Discuss and resolved the **mechanism** on the online “feedback report on curriculum” submitted by the students of the department.

HOD (I/C) has discussed the matter with all the faculty members and point out the issues like irregularities of the student attendance in the online classes, difficulties in the understanding/demonstration of the subject in the online classes. Issues discussed relating to the completion of the syllabus.

Following steps are adopted by the department as a **mechanism for smooth and effective implementation of the curriculum.**

- a. The online class needs to conduct on regular basis and a report needs to submit to the HOD on the last week of the month.

- b. Faculties need to intimate on urgent basis the students name in case of regularly absent in the class or issues like internet connectivity or technical issues for conducting the online classes for further necessary action.
- c. Department will conduct few extra classes for the weak students (Those who have back paper) for better result of the students



**Dr. Saday Chandra Das**  
HOD (I/C), Assistant Professor  
Department of Visual Arts  
Assam University, Silchar



**DEPARTMENT OF EDUCATION**  
**ASSAM UNIVERSITY: SILCHAR**

**Minutes of the Departmental Affairs Committee meeting held on 07.01.2021 through google meet (<https://meet.google.com/ydi-yebn-jvu>)**

**Members present:-**

1. Prof. R. Balakrishnan	Chairperson
2. Prof. Geetika Bagchi	Member
3. Dr. A.K. Singh	Member
4. Dr. S. Pal	Member
5. Dr. S.K. Dutta	Member
6. Dr. R.K. Mahto	Member
7. Dr. S. Bhattacharjee	Member
8. Dr. A.K. Jena	Member
9. Dr. R.G. Carri	Member
10. Dr. S.K. Mandal	Member
11. Dr. Kh. Shantakumar Singh	Member
12. Dr. C. Zorammuana	Member
13. Dr. R. Amin	Member
14. Dr. S. Mandal	Member
15. Dr. Swarnakamal Mukherjee	Member
16. Dr. S.K. Panja	Member
17. Bhaskar Nath	Member
18. Dr. Naresh Kumar	Member

The discussion held on the various issues as per the agenda of the notification and the resolutions passed are enlisted as below.

Agenda-I: Revision of syllabus

Agenda II: Action Report on the feedback of online classes

## **Action Report of Feedback on Online Classes**

### **Abstract of the DAC Meeting held on 06.01.2021 through virtual mode**

An online DAC meeting has been conducted to discuss the feedback received on online classes for the session July- December 2020.

The Feedback Report is based on the data received from students of three different courses i.e. M.Ed.( 3<sup>rd</sup> sem),M.A( odd, even sem.) and Bsc.B.Ed ( odd, even sem) .

The Report suggests that in M.Ed. students have faced certain constraints as far as the **study material** that were made available relating to the content of the paper especially in **course No 305** . Network connectivity has also been an issue in course **no 301 and 305**.

With regard to M.A. the Feedback Report discerned that there are certain issues related to the **clarity of the content** in the online mode as well as **online course coverage in 301 , 302. Poor network** is also an issue in all the courses.

In **Bsc.B.Ed** course there are some issues related to coverage in online teaching in **303 BSBP, 303 BSCP. In 501BSPH, 502BSMP**, there are certain issues related to uniformity and clarity in online teaching. In **702BSCH** **poor network** connectivity is a major constraint as pointed out in the report

### **Action report on the basis of the aforesaid feedback.**

1. It is resolved in the DAC that some mechanisms need to be formulated to deal with the poor connectivity issue related to online teaching in almost all the courses.
2. With regard to study material in the online teaching the concerned teachers were advised to facilitate e-content related to the specific course. It has also been pointed out that teachers should provide web links and take help from **e-learning platform** of the government of India such as **SWAYAM,SWAYAM PRABHA, National Academic Depository ( NAD), National Digital Library Of India, Virtual Labs ( MHRD)**
3. In M.A. as clarity and coverage has been a matter of concern. The course teachers were appraised about the lacunas in the online teaching and were urged to take necessary steps to fortify the online teaching learning process.
4. It has also been resolved in the DAC that **remedial classes** should be conducted in some of the courses where there is scarcity of study material.

5. **For B.Sc., B.Ed. the DAC** reconciled that more emphasis should be laid on practical inputs in teaching of sciences and provide more documentary evidences to fill in the vacuum of face to face learning in the science subjects.
6. The DAC also fathom out the need for **appointing faculties (part time/fulltime)** to mitigate the learning gap in some of the specific papers in the B.Sc., B. Ed course.
7. Further the DAC also decided to conduct **online special lecture series** by experts from Institutions of eminence for all the courses.
8. To interact with the learners periodically and to enquire about their study related issues as well as other constraints, **faculties were assigned as Academic Mentors for different courses.**

The meeting ended with vote of thanks from the chair.

  
Head  
DEPARTMENT OF EDUCATION  
A.U. SILCHAR

Prof. R. Balakrishnan

Head, Dept. of Education

Assam University, Silchar

Department of Law  
Assam University, Silchar

Dated: -19<sup>th</sup> January, 2021

Action Taken Report on Feedback given by students of BA.LL.B.(H)

Following measures have been taken as per the recommendation of the Departmental Affairs Committee on the Feedback received from IQAC: -

1. All the faculty members shall be provided laptops by the department for facilitating online teaching. Purchase of laptops has been made by the department.
2. All the faculty members are to give equal weightage to all the units to cover the syllabus. Minimum 10 lectures shall be devoted to each unit to maintain uniformity in completion of course content.
3. In addition to the regular classes through online mode all concerned teachers shall take additional classes to cover the course content. Teachers have taken additional classes for the same.
4. Course no. 706 is a clinical course which includes the court visit and other outdoor activities which could not be effectively done due to lockdown and resultant limited work in the courts. In order to complete the course content and other activities of course no 706 students have attended special classes taken by DLSA Secretary, Cachar on the request of HOD alongwith Miss Pompita Paul and Prof. M.D. Sarkar to acquaint the students about the working of courts. *The awareness camp has been conducted with extra classes and the course has been completed.*
5. Remedial classes shall be conducted for other courses as per the requirement of the students.
6. Compulsory assignment shall be given to the students (who are not interactive) for presentation in the class to encourage the students for their participation in the class. Faculty members shall specially take care about the interaction with the students.
7. All the faculty members who have experienced poor network during work from home are to take online classes from the department to counter the issue of poor network and facilitate the students.
8. To enrich the students with study material teachers are advised to access the online resources activated for Assam University and also encourage the students to access the same. Faculty members are to prepare a list of online books for procurement by Central library to facilitate the students.
9. Monthly report shall be submitted to HOD regarding completion of course content through online mode by the faculty members. Office shall keep the record of the same.

*HOD*  
19/02/2021

Head

Department of Law,  
Assam University, Silchar  
HEAD  
Dept. of Law  
Assam University, Silchar





**Department of History**  
**Assam University: Diphu Campus**

**Extract of the DAC Minutes:**

**Resolution No. 1:** The members in the meeting perused the semester wise Feedback on online teaching sent from IQAC, AUS, and noted the following:

- a) In case of Semester-2, the score on each of the parameters are on an average above 60 percent except for score on 'Comparison' which has an average of 5.73 which indicated that students found online classes less effective than direct classroom teaching.
- b) In case of Semester-3,
  - a. the score on 'Coverage' was only 3.33 on course no. 304 indicating inadequate coverage on the course by the teacher;
  - b. the score on 'Clarity' was only 3.33 on course no. 304 indicating poor clarity on the teaching;
  - c. the score on 'Interaction' were only 3.33 on course nos. 301 and 303, indicating poor students interaction with the teachers;
  - d. the score on 'Material' were only 3.33 on course Nos. 301 and 305, indicating inadequate supply of reading materials provided to students by the teachers;
  - e. the score on 'Online Evaluation' was only 3.33 on course No. 303, indicating that the process of online evaluation (internal exams) in this paper was not adequate;
  - f. the score on 'Network' were only 3.33 on course nos. 301, 304 and 305, indicating poor network on the part of the teachers;
  - g. the score on 'Comparison' was only 3.33 on course No. 301.

The meeting, while highlighting the poor attendance of many of the students and the possibility of lack of clear understanding of the parameters on the Feedback on the part of the students, resolved that the shortfalls shall be addressed to as far as practicable in the days to come.

**Report**

Each of the teachers of the department of History, AUDC in the meeting on 05-01-2021 agreed to address the shortfalls on the part of the teachers positively, in such parameters as **coverage of syllabus, clarity in teaching, less interaction, material supply, online evaluation, network problems** (this appears to be misunderstanding on the part of the students!) and make up the shortfalls in the days to come on all classes (online or offline). In case of low score on 'Comparison', the students are made to understand the situations, and persuade them to be more regular in attending online classes and try to be more serious in the assignment given to them which in turn will boost up the online classroom atmosphere.

  
Signature of the IQAC Coordinator

Date: 18/1/2021

  
Signature of the Head

Head  
Department of History  
Assam University, Diphu Campus




**Department of History**  
**Assam University: Diphu Campus**

**Extract of the DAC Minute regarding holding of Induction Program for newly Admitted Students:**


**Resolution No. 2:** Even though proposal for Drive-1, list-3 is being submitted to PVC, since 40 students have already taken admission, it is decided that online induction service for the newly admitted students in PG course in the department of History, AUDC shall be held on 21-12-2020 at 10:30 AM.

**Report of the Induction Programme**

Induction Program for newly admitted students in PG course in the department of History, AUDC was held online on 21-12-2020 at 10:30 AM. 35 students and all the five faculty members of the department attended the meeting. In the meeting the students were informed about internal assessment processes consisting of three tests and one assignment in semester 1 to 3 and that there will be one Dissertation on the fourth semester which will carry 100 marks for which mentors shall be allotted to each student. Some of the teachers told the students that they will be taking class from the next day.

  
Signature of the IQAC Coordinator

Date: 18/1/2021

  
Signature of the Head  
Head  
Department of History  
Assam University, Diphu Campus

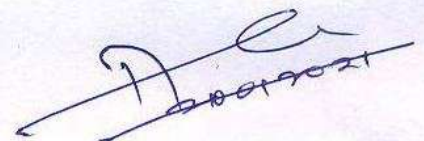


DEPARTMENT OF HISTORY  
ASSAM UNIVERSITY, SILCHAR

Resolution:

A meeting of the Departmental Affairs Committee of the Department of History was held on 18<sup>th</sup> December 2020 at 10. AM Online.

The Head of the Department raised the issue of student feedback on online classes sent by the IQAC on which there was requirement of Action Taken Report. After an analysis of the same it was found that the feedback was faulty as most of the students who sent the feedback did not really attend the classes and their information regarding the courses and classes were fabricated. However the valid feedback were taken seriously and it was resolved that corrective measures like supply of reading materials, bettering the techniques of online teaching, individual care to needy students who were from far-flung areas with poor network connectivity would be taken on urgent basis to improve the online teaching. Accordingly faculty members have been instructed to look into the grievances of the students and take corrective action immediately before the next examination.



Head(i/c) ✓

**Head i/c**

**Department of History**  
**Assam University, Silchar**



**ASSAM UNIVERSITY, SILCHAR**  
**DEPARTMENT OF SOCIOLOGY**

Minutes of the online Departmental Affairs Committee (DAC) meeting of Department of Sociology held on 09<sup>th</sup> december.2020 at 10.30 AM through Google meet platform.

The members present in the meeting.

01. Prof. G Ram	Member
02. Prof B.K.Behera,	Member
03. Dr. Nirakar Mallick	Member
04. Dr. Jhimli Bhattacharjee	Member
05. Dr. Ruma Deb Nath	Member
06. Dr. Rajiya Shahani	Member
07. Prof. Humayun Bokth	Chairperson

At the beginning, the chairperson welcomed the members present.

After detailed discussion the following resolution were adopted.

**Item No. I. Confirmation of the minutes of last DAC meeting held on 28.11.2020**

As no comments were received from the members, the committee confirmed the minutes of the last meeting without any discussion.

**Item No. II. Approval of course fee budget, 2019-20**

It is resolved to approve the course fee budget for 2019-20 for an amount of Rs.60, 000.00 (Rupees Sixty thousand only) as detailed below.

01.	Repairing of Godrej chairs of library cum reading room of the department (27 Nos), Locks of table drawer(02) , Almirah(02),Hardware(01) including service charge	Rs. 43,100.00
02.	Office Consumables (A-4 size, legal size papers/ copier, cartridge for printer etc.)	Rs. 8,000.00
03.	Wall Clock-03 Nos	Rs. 1,000.00
04.	Crockery ( Tea set, Quarter plate etc)	Rs. 2,000.00
05.	Godrej MBTC Erizo folding student writing pad chair in Black @ Rs. 2,199.00/ per piece 03-nos	Rs. 6,600.00
	Total	Rs. 60,700.00

(Rupees Sixty thousand seven hundred only)

**Item No. III. Approval of report to be submitted to IQAC regarding remedial classes and mentoring of students.**

Prof. B. K. Behera , departmental co-ordinator of committee for remedial classes and mentorship prepared detail list of students on the basis of their performance in the

Contd. P/2



1<sup>st</sup> semester examination of 2019 for remedial classes. He also presented the list of mentors for 3<sup>rd</sup> semester students who will also act as supervisor for MA dissertation. The committee approved both the lists.

✓ **Resolution number (IV) Action taken report on the feedback report of department on "online teaching" 2020 conducted by IQAC.** ✓

The feedback report received from IQAC was discussed in the meeting in detail and it was found that the report was satisfactory to a large extent. It is also resolved that as per decision of last DAC held on 28.11.2020 the concerned teacher, who is teaching a particular course should analyse the feedback report received from IQAC and take follow up action & report the same to the IQAC with intimation to the head of the department.

✓ **Item No. V. Extension activities by the department** ✓

Dr. Jhimli Bhattacharjee, the departmental co-ordinator for organising extension activities was advised to prepare a report of previous extension activities and propose future activities so that the same may be presented during NAAC peer team visit.


✓ **Item No. VI. IQAC/ NAAC visit relating matters.**

✓ It is resolved that all the faculties should submit revised syllabi of courses to Prof. G Ram for further action

All the co-ordinators of the departmental committees constituted during last DAC meeting should prepare themselves with updated records and reports for the coming NAAC visit. ✓

Members were urged to follow the IQAC request for updating personal data for NAAC visit & NIRF

The meeting ended with thanks to and from the chair.

  
Prof. Humayun Bokth  
Head & Chairperson DAC

No. AUA/SOC/2020/24/DAC/1109  
Copy to,

Date.17.12.2020

1. PS to V.C for kind information of the Vice - Chancellor
2. Dean, Jadunath Sarkar School of Social Sciences
3. All members of the DAC \_\_\_\_\_
4. The Director, IQAC for information
5. File.

  
Head & Chairperson DAC





**DEPARTMENT OF POLITICAL SCIENCE  
ASSAM UNIVERSITY, SILCHAR**

The Departmental Affairs Committee (DAC) met on the 15<sup>th</sup> January 2021 at 18.30 hours and thoroughly discussed the Online Teaching Feedback Report sent by the IQAC. The DAC has taken up discussion on each and every parameter of the report. After the prolonged discussion of the report, the meeting has unanimously adopted certain resolutions and it also decided to forward same to the IQAC. In addition the resolutions of the DAC meeting and the Action Taken Report also added in this report.

**Extract of the DAC Minutes:**

Sl. No.	Feed back	Action Taken
1	<b>Ability:</b> Students have given less than seven as an average for the subject 404C	The Department has taken up the issues with the concern course teacher and the teacher has agreed to upgrade his teaching pattern and to learn better teaching methods.
2	<b>Coverage:</b> students provided feedback on coverage less in course 404C	The concern teacher was asked by the department time to time to submit his lectures or class progress and he agreed to submit the same.
3	<b>Uniformity:</b> Uniformity is less than seven points in the courses of 301 and 404C	Both the course teachers were briefed about the student's feedback on their respective courses and they have ensured the DAC to correcting their teaching methods and learning practices from other teachers of the department and University.
4	<b>Clarity:</b> Students provided feedback good in clarity	The students gave a good feedback score on the clarity, and teachers were highly appreciated this. Only for 404C paper the student's feedback was below six points, the concern teacher was asked to correct his online connectivity and upgrade his equipments.
5	<b>Internation:</b> Students have highly appreciated the feedback	The teachers with low point scores in the feedback were suggested to use blending technology in their classroom and, different apps can be recommended to drive them to use participatory lecture methods.
6	<b>Material</b>	The students Feedback report has illustrates all the teachers in the Department have been providing relevant learning materials to the students. Even the student's feedback report also claims the same. The report identified problem with one course, that matter has been discussed and concern course teacher ensured sharing more and more learning materials.
7	<b>Online Evaluation:</b>	The report indicates overall very positive feedback of the students
8	<b>Network:</b>	The network anytime fluctuates in the Northeast region. In such a case, the committee suggested using different streamlines software to record the video lecture and put them in an online stream. The committee is also looking for standard software provided by the university, and all other faculty can use that to maintain uniformity. There is no power backup for internet in the department. University has not subscribed to online platform like Google Suit, DAC members urged the HOD to report to the authorities with regard to power backup and online platform.
9	<b>Comparison</b>	The report suggests overall good feedback on this aspect, in some selective courses the average points was less than six points. The department has taken note on this point.
10	<b>Total Classes</b>	The teachers have disapproved the number of classes the report has been claimed, they have covered more than the prescribed limit. Whereas in some courses 401, 402, 403 404C and 405 the number of classes were reported to be very less. The department will take all the necessary steps ensure all the teachers will take the prescribed limit.

Signature of the IQAC Corodinator

Date: 19<sup>th</sup> Jan, 2021

Signature of Dr. Tenepalli Hari

(Dr. Tenepalli Hari)  
HOD, Department of Political Science



**Department of Social Work**

**Assam University, Silchar**

**Extract of the DAC Minutes:**

DAC meeting was held on 8<sup>th</sup> December, 2020, in which the feedback reports were discussed with concerned faculties. Few concerns were raised relating to online teaching and learning processes, viz. interruption/ unavailability of internet services especially for the students staying in the remote villages; and unavailability of mobile handsets at all times to attend classes.

**Report:**

The respective teachers have been advised to take into account the feedback and accordingly other social media platforms such as instant online messaging to clear students doubts and help facilitate their uninterrupted learning have also been incorporated besides the routine classes. Such an interactive follow up practice will help slow learners too, in the absence of physical classroom learning. However, online learning process has had a fair share of constraints both for teachers and students especially in terms of accessibility of network as compared to normal classroom practices.

Nonetheless, as field work is a concurrent part of our curriculum; each student has been placed with a faculty for supervision, who in turn acts as a mentor for these students. This has helped tackling the challenges with regards to teaching and learning to an extent. The Department has also conducted online orientation programme for the newly enrolled students of BSW 1<sup>st</sup> semester, in which all the faculty members not only oriented them about the content of the syllabus and scope of social work profession, but also motivated the students to cope with the new challenges ensuing the pandemic. 55 students participated in the orientation programme.

**Signature of the IQAC Coordinator**

**Date: 12/01/2021**

**Signature of the Head**





**Name of the Department: Department of Business Administration**

**Assam University: Silchar**

**Extract of the DAC Minute:**

The feedback of the students on online teaching was discussed and it was found that, a sizeable number of students were facing the problem pertaining to slow/poor internet connectivity at the end of Faculty members and that of the students, which eventually hampered online classes.

**Report**

The Meeting unanimously decided and requested the teachers to use the departmental computer lab and existing campus connect wifi for smooth and seamless network connectivity at the teachers end.

The members in the meeting were also of the opinion to put more efforts to enhance the performance of the online teaching in those aspects where further improvement can be made.

*D. Choudhury.*

Signature of the IQAC Coordinator

Date: 07.01.2021

*H. Ramamande Singh*

Signature of the Head





**The 'Action Taken Report' on 'Feedback Report on Online Teaching' communicated to the Department of Commerce AUDC by IQAC, AU Silchar**

1. The Department of Commerce Assam University Diphu Campus, Diphu has seriously examined the '**Feedback Report on Online Teaching**' of students of our department that had been shared by the IQAC AUS on 22/12/2020. Immediately a meeting of DAC was convened at the department on 23<sup>rd</sup> December 2020 at 3.00 pm to discuss the above matter. The meeting was attended by Prof. Amalesh Bhowan, Dr. A. Ibemcha Chanu (Head i/c), Dr. Subit Dutta and Dr. Joyjit Sanyal. After a threadbare discussion, it was resolved that appropriate plan of action would be designed and implemented after having face to face interaction via-avis meeting with all the students and faculty members of the department either online/offline as early as possible.
2. A teacher- student meeting was convened for the existing 3<sup>rd</sup> Semester ( who were in 2<sup>nd</sup> semester) and 1<sup>st</sup> Semester separately on online platform ( google meet) and discussed the matter. Except for technical problems related to network availability in the remote/village areas, sometimes audio problem (this is also related to network problem), no other complaints were received from the students. The students requested for physical classes at the earliest.
3. Though the feedback report was based on the feedback submitted by the students of then 4<sup>th</sup> Semester students, any meeting with this group of students had not been conducted; because, when the report was circulated, the result of 4<sup>th</sup> semester had been declared and they have become ex-student of the university. However, the department has planned to organize a programme to discuss the issues related to online teaching.

Submitted on 9/1/21

Submitted by

Dr.A. Ibemcha Chanu

Head (i/c)

Department of Commerce, AUDC



NAME OF THE DEPARTMENT: COMMERCE  
ASSAM UNIVERSITY: SILCHAR

Extract of the DAC minute:

The minutes of the DAC meeting held on 15.01.2021 in the Department of Commerce, AUS.

The following faculty members were present in the meeting:

Prof.D.K.Pandiya-

Prof. Parag Shil-

Dr. K.Adhikari-

Dr. S.Bhattacharjee-

Dr. A.S.Yarso-

Dr. R.C.Das-

At the outset the chairman welcomed the members.

Item No.1:- In light of the NAAC visit , Matter relating to number of classes held and action taken by the department on the reported feedback had by IQAC

On the request of the chairman Dr. R.C.Das, the departmental coordinator, briefed the members about the matter.

The matter relating to number of on-line classes held by the teachers in the department during covid period was discussed in detail. The members were of the view that barring those days / hours and /or times when there was connectivity problem the classes were held as scheduled, and in order to compensate the loss of classes during connectivity problems extra classes were held.

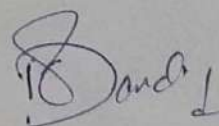
The members were of the view that there remains a possibility that out of the students having provided feed back some might not have been able to attend the classes owing to certain/ whatever reasons including link failure related matters.

**Report**

The matter was further discussed and it was hoped that in future all the teachers and the students will take care and keep their electronic devices and connectivity perfect so that in future such happening are not there.

With regards to the scores on the counts other than the <sup>number</sup>~~member~~ of classes held it was decided that the faculty members shall take care of the feedback provided by the IQAC on such counts.

Ram chandra Das  
Signature to the IQAC Coordinator  
Date: 18/01/2021

  
Signature to the Head



**Name of the Department: ECONOMICS**

**Assam University: Silchar**

A Departmental Affairs Committee (DAC) meeting held online on 9th Jan, 2021 to discuss and resolve on some agenda items including the IQAC conducted Feedback Report on online classes of the current session. The following members attended the meeting.

Members Present:

1. Prof.Sumanash Dutta ----- HOD & Chairman
2. prof.Niranjana Roy ----- Member
3. Prof.Alok Sen ----- Member
4. Prof.M.A.Ansari ----- Member
5. Dr.Ritwik Mazumder ----- Member
6. Dr.Raju Mandal ----- Member
7. Dr. Sagarika Dey ----- Member
8. Dr.Manash Roy ----- Member
9. Dr. Amrita Pramanick ----- Member

The Agenda items of the meeting included the following.

5. Discussion on feedback on online classes, report prepared by IQAC.
6. Misc

The excerpt of the discussion held and adopted in the said meeting on the above agenda item is submitted below.

**EXCERPT of the DAC meeting**

The Chairman informed the Members that IQAC, Assam University conducted a survey to obtain feedback from students of 3rd Semester PG course on online classes conducted and the Chairman had received the survey report from IQAC. He placed the report in the meeting and invited the views of the teachers on it. Teachers pointed out several errors/omissions in the report. Finally the following resolution is adopted. Resolution 4: HOD shall obtain the views of the course teachers by sending the report to them and finally he will prepare a consolidated report on the basis of teachers' observations which will be submitted by the department to IQAC. The report, such prepared, shall be department's observations as a whole prepared with the objective to help IQAC to improve the quality and standard of such IQAC survey reports that shall be prepared by them in future.

**Report**

With reference to your mail dated 10.1.2021, we wish to state that we have perused the feedback report on online classes enclosed by you (with your mail). Surprisingly, we found that paper 303 (Public Economics) which is taught in the third semester is missing from the report. Upon enquiring with the students regarding this issue, we came to know that the list of subjects on which feedback was collected by the IQAC was erroneous. **While Public Economics and Basic Econometrics were missing from the feedback form, subjects like Advanced Econometrics, Indian Economics and Computer Applications which are not taught in the third semester ( in the current syllabus) were included.** Thus, it is difficult to ascertain in which subjects students gave their feedback. These issues may kindly be taken into consideration by IQAC authorities while collecting feedback in future; otherwise, the entire process becomes a futile exercise.

We teach Basic Econometrics (Paper Code 302) in 3rd semester. But the feedback image as sent by IQAC is showing that 302 paper is Indian Economic Problems. It is to be noted that Indian Economic Problems was taught with paper code 302 in the old syllabus. There are some other irregularities in the IQAC report e.g in the new course syllabus we do not have any 307 paper but the report has mentioned about it. The feedback image shows 304 paper is Advanced Econometrics but in our new syllabus 304 paper is Mathematical Economics. In fact in 3rd semester we have only Basic Econometrics which is taught by me. Our department level ultimate impression about this report is that it is based on errors as students are asked to provide their feedback on some of the papers which were actually taught in the old syllabus.

Moreover, the report failed to reveal the actual picture of feedback on Paper 301 as feedback has been asked from students on Paper:301- Growth and Economics which was in Old Syllabus. The Paper being taught in this session is Paper 301: Development Economics.

The new course/paper codes table as per 2018-19 new syllabus structure is given below (page 3) for your kind perusal.

**The Report is also silent about the period covered by it and the time of conducting the survey. The Department request IQAC to carry out fresh survey covering the entire period of the current session after making necessary corrections on errors as pointed out above.**

#### **Actions Taken**

However according to the correct feedbacks in rest of the papers the department has decided to engage in further rounds of online teaching engagements with detailed explanatory lectures specifically focussed on meeting the demands of weaker and slower learners in all the current semester papers within limited infrastructural supports that the department has access to conduct online teaching.

Date: 14<sup>th</sup> Jan, 2021



( Prof.Sumanash Dutta)

HEAD

Department of Economics, AUS

To

✓ Director, IQAC, Assam University



## M.A. (Economics)

### THE CURRENT COURSE STRUCTURE

(Choice Based Credit System with effect from Academic Session 2018-19)

First Semester	
Paper- Core 101	Microeconomic Analysis-I
Paper- Core 102	Macroeconomic Analysis-I
Paper- Core 103	Mathematics for Economics
Paper- Core 104	Indian Economy
Paper- Generic Elective 105	Economics of Social Sector
Second Semester	
Paper- Core 201	Microeconomic Analysis-II
Paper- Core 202	Macroeconomic Analysis-II
Paper- Open Elective 203 (For students of other departments only)	Fundamentals of Economics
Paper- Open Elective 204 (For both internal students and students of other departments)	Money, Banking & Finance
Paper- Generic Elective 205	Statistics for Economics
Third Semester	
Paper- Core 301	Development Economics
Paper- Core 302	Basic Econometrics
Paper- Generic Elective 303	Public Economics
<b>Electives(any two of the following)</b>	
Paper- 304	Mathematical Economics
Paper- 305	Agrarian Economic Theory
Paper- 306	Human Development
Fourth Semester	
Paper- Core 401	Environmental Economics
Paper- Core 402	Demography
Paper- Generic Elective 403	International Economics
<b>Electives(any two of the following)</b>	
Paper- 404	Advanced Econometrics
Paper- 405	State of Agriculture in India
Paper- 406	Economics of Gender and Development

Each course carries 100 marks with the breakup of External Assessment (70 Marks) and Internal Assessment (30 Marks). As part of Skill Enhancement, internal assessment is composed of following components: Class attendance- 5, Field work/Seminar /Home Assignment etc-10, Sessional Test- 15



Signature of the IQAC Coordinator

Date: 11/01.2021

Signature of the Head

**Department of Philosophy  
Assam University :: Silchar**

**Report on the Action Taken on the Students' Feedback on Online Teaching**

***Assessment and Observation***

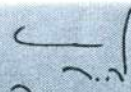
The DAC meeting discussed, assessed and analyzed the Students' feedback on online teaching, prepared and compiled by IQAC. The meeting is of the opinion that the feedback on online teaching categories such as 'ability, coverage, uniformity, clarity, interaction, material, online evaluation, comparison' were found fairly satisfactory and in most of the cases appreciable. However, the category of 'network' was found relatively wanting and needs more stability, which the meeting opined that was a regional and University level infrastructural issue.

***Action Taken***

The meeting proposed and initiated measures to improve the quality and outcome of the online teaching. It has taken the following action in this regard:

- Regarding the category of 'network', it has decided to increase the number of online classes/effective teaching hours in order to overcome the infrastructural gap that the students face
- It has decided to increase the volume of 'materials' shared as 'notes' and reading materials like 'e-books' etc.
- It has also decided to include multiple platforms like the Google Meet, Zoom, WhatsApp and YouTube Presentations in order to increase the shortages in 'interaction'.

Pius V Thomas  
Head I/C  
Department of Philosophy  
Assam University, Silchar



(Pius V. Thomas)  
Dr. Pius V. Thomas  
Head I/C  
Department of Philosophy  
Assam University, Silchar



DEPARTMENT OF ENGLISH  
ASSAM UNIVERSITY: DIPHU CAMPUS

**Departmental Affairs Committee (DAC) Meeting dated 30<sup>th</sup> December, 2020**

The meeting of the Departmental Affairs Committee (DAC) was virtually held on 30<sup>th</sup> December, 2020 with the Chairmanship of the Head of the Department together with the virtual presence of all the faculty members of the Department. The agenda of the meeting was to discuss and analyze the semester wise feedback on online teaching and also to plan further appropriate action to be taken so as to enhance the effectiveness of the online teaching.

At the very outset, an in-depth analysis of the feedback report in a 10 point scale which was generated by the online feedback system, IQAC, Assam University, Silchar was done. After thorough analysis the members unanimously agreed to the fact that the students remained well satisfied with the efforts taken by the faculty members of the Department and the feedback on online teaching received from the students justified the fact. Further, it was observed that in most of the areas of assessment like 'Ability', 'Coverage', 'Uniformity', 'Clarity', 'Interaction' and 'Online Evaluation' the score remained quite satisfactory. The only challenging area which gets reflected from the feedback report remains the issue of network. The following plan of action has been unanimously decided to be taken in connection with online teaching:

- To adopt Google Workplace for online teaching instead of Google Classroom as Google Workplace offers an integrated space having several benefits like unlimited storage space, improved team collaboration, enhanced data security and cost effective.
- To make use of 'Google Jamboard' if needed.
- Continuous and comprehensive evaluation will be followed in the form of objective type questions on a regular basis so as to identify the continuous learning progress of the students.

The meeting ended with thanks to and from the Chair.

বিভাগাধ্যক্ষ/ Head  
अंग्रेजी विभाग/English Department  
অসম বিশ্ববিদ্যালয়, দিফু কেম্পাস  
Assam University, Diphu Campus

Head  
Department of English  
Assam University: Diphu Campus  
08-01-2021





**Department of English**

**Assam University: Silchar**

**Action Taken Report On Student's Feedback**

**Extract of the DAC Minute (Item No. 5 of DAC resolution dated 20/01/2021):** The meeting discusses the matter of Action Taken Report on Students' Feedback and feels that the current practice of the use of various and more online platforms such as Google Meet, Zoom, Cisco Webex, Google Classroom, Whatsapp, and conversation on the phone would definitely address certain issues with connectivity faced by students as well by faculty. The meeting wishes that the students are in a position to use better devices and they have fewer issues with the network. All efforts have always been made by our faculty to reach out to the students and address their problems and this will be practised in the current semester as well.

**Report:** The Dept. of English, Assam University, Silchar has thoroughly discussed feedback report on 'online teaching' of different courses offered during 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> semester of 2020 in a DAC meeting conducted on 10/12/2020 and on 20/01/2021 and resolved that further efforts will be initiated by faculty members to reach out to students and address their problems during the ongoing and upcoming semesters.

A handwritten signature in black ink, appearing to read 'B.P. Sinha', on a light grey rectangular background.

**Signature of the Head**

**Date: 30/01/2021**



*Department of Library and Information Science  
Assam University, Silchar*

Minutes of 61<sup>st</sup> Departmental Affairs Committee Meeting of the Department of Library and Information Science under Swami Vivekananda School of Library Sciences held on 23/12/2020 at 1.30 P. M. in HoD's Chamber

Members Present:

- |  |   |          |
|--|---|----------|
| 1. Head of the Department, DLISc, AUS                | : | Chairman |
| 2. Prof. Manoj Kumar Sinha, Professor, DLISc, AUS    | : | Member   |
| 3. Dr. Mukut Sarmah, Associate Professor, DLISc, AUS | : | Member   |
| 4. Dr. N.C. Dey, Asst. Prof (Stage-II), DLISc, AUS   | : | Member   |
| 5. Sri R. R. Aldarhi, Asst. Professor, AUS           | : | Member   |

At the outset, Chairman, DAC, Department of Library and Science, Assam University, Silchar welcomed all the members and appraised about the agenda items, and resolved to take the following resolutions/decisions:

**61: DAC: DLIS: 23-12-2020: 1**

*Confirmation of Minutes of the 60<sup>th</sup>  
DAC Meeting held on 13/12/2020*

The HoD & Chairman, DAC, placed the Minutes of the 60<sup>th</sup> DAC Meeting held on 13/12/2020 for consideration. As there were no suggestions or modifications in the Minutes, the Minutes of the 60<sup>th</sup> Departmental Affairs Committee Meeting held on 13/12/2020 stands confirmed.

**61: DAC: DLIS: 23-12-2020:2**

*Matter related to consideration and  
approval of the Revised Proposal to be  
submitted to the Hon'ble Vice-  
Chancellor for the Procurement of  
Computers , Equipments and Computer  
Peripheral for developing ICT Enabled  
Classroom from the Asset Creation Fund  
for the year 2020-21 (Appendix-1) ;*

The HoD informed the house regarding the availability of funds under Asset Creation for 2020-21. The Proposal for ICT Enabled Classroom has been invited from the Department to submit at the earliest.

Because of the above notice, the Department's requirement for Computers and Equipment and Computer Peripheral procurement for developing ICT Based Classroom, the List of items has been prepared and submitted to the Hon'ble Vice-Chancellor with a tentative Budget Estimate for consideration. But due to an excess budget estimate, the proposal was sent back to us for indicating only required items for ICT enabled Classroom. Accordingly, the Revised List of Items for procurement for the ICT enabled Classroom has been prepared and submitted before the house for consideration and approval.

After scrutiny of the item's configuration and tentative prices, the Committee Members approved the same to submit the List of Items to the Hon'ble Vice-

Chancellor for consideration. The List of Items to be procured has been placed in *Appendix-I*

**61: DAC: DLIS: 23-12-2020:3**

*Matter related to consideration and approval of the Revised Proposal for the procurement of Computers , Furniture , Godrej Almirah and Book Case, Equipments, Battery and Inverter, Three 2.0 Ton Air-Conditioners for ICT Enabled Classroom ( Appendix-II) from Course Fee of Session2020-21;*

The HoD also placed the Revised Proposal for the procurement of Computers, Furniture, Godrej Almirah, and Book Case, Equipment's, Battery and Inverter, three 2.0 Ton Air-Conditioners for ICT Enabled Classroom (Appendix-II) from Course Fee of Session 2020-21 for consideration and approval. The Revised List also includes the items deleted from the List of Items to be procured from the Asset Creation Fund for consideration and approval of the Revised List.

After scrutiny of the Revised Proposal for the procurement of Computers, Furniture, Godrej Almirah and Book Case, Equipment's, Battery and Inverter, Three 2.0 Ton Air-Conditioners for ICT Enabled Classroom ( Appendix-II), the Committee Members considered and approved the same for procurement from the Department Course Fee of 2020-21.

**61: DAC: DLIS: 23-12-2020:4**

*Matter related to the recommendation of Draft Revised Syllabus for developing Outcome Based Curriculum for M.Lib.I.Sc. Course as per the recommendations of NEP-2020;*

The Head of the Department placed the matter before the members pertaining to Revision of M.Lib.I.Sc. The syllabus has to be revised based on New Education Policy NEP-2020 for developing the Outcome-Based Curriculum. The HoD informed the house that in 2015 the M. Lib. I. Sc. syllabus was revised, and many latest topics have been added to the syllabus. The syllabus is at par with the recommendations of NEP-2020.

The Course Teachers have been asked to look into the matter and suggest new emerging topics to be included in the syllabus. In view of the recommendations of NEP- 2020, the Dept. has organized Syllabus Revision Workshop on 23/12/2020 with Internal Faculty members only and revised the syllabus by incorporating more practical oriented and life skills/ soft skills for making the course more employability oriented. Accordingly, the Faculty Members finalized the Revised Draft Syllabus and discussed the same in the Dept. Syllabus Committee to be placed in the DAC for consideration and recommendations to the Higher Bodies for approval.

The Members discussed the matter at length. After threadbare discussion, the Committee Members finalized the Draft Revised Syllabus for M. Lib. I. Sc. Course. They recommended to BPGS for onward forwarding to the Higher Bodies through School Board for consideration and approval.

The Draft Revised Syllabus based on the recommendations of NEP-2020 for designing Outcome Based Curriculum has been placed at **Annexure -1** for ready reference, recommendations, and approval from the Higher Statutory Bodies for implementation from the next Academic Year.



The Head of the Department has placed the Students Feedback Report for Courses under 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Semester Students received from the Director, IQAC, before the house for discussion and measures to be taken to improve shortcomings.

The Committee Members have thoroughly gone through the Students Feedback Reports received from the Director, IQAC. They discussed the matter to look into the shortcomings in the various papers in the M.Lib.I.Sc. Course and the members suggested the following measure to improve the shortcomings of the Course Teachers and other infrastructural and online platform issues:

- (a) Need for the procurement of the Dedicated Online Platform at University Level/ or Dept. Level to ensure uninterrupted conduct of Online Classes. The Course Teachers have been using the Online Conferencing Platform's trial version to conduct the Online Classes, Assignments, Presentations, Attendance, Class Tests, and Final Examinations.
- (b) There is a frequent failure in the dedicated BSNL Internet Connectivity on the Campus, which results in disruption of classes. The network is also a problem. Jio and Airtel Network is not available in the Dept. premises. We have to conduct classes from home / Dept. We have to purchase a data pack as daily Online Teaching requires 5-6 G.B. Data daily.

Because of the above, the Committee Members suggested and recommended for provision of High-Speed Data Pack for all the Faculty Members of the Dept. and also Wi-Fi Connectivity should be provided in the Teachers residential Complex of the University

- (c ) The Concerned Course Teachers have noted down the Students Feedback Statistics given on the various papers and assured us to take necessary steps/measures to improve the scores. Simultaneously, the Competent Authority has also been requested to procure an Online Platform for the Online Teaching –Learning and Research and provide Wi-Fi Connectivity in the Residential complex in the Campus to improve Online Teaching-learning/ Offline Teaching after the opening of the University campus for students.

The HoD placed the matter before the Committee Members to pay pending bills of *Invigilation Duty Honorarium to the Faculty Members and Staff and other Dept. expenditure worth Rs.10,430/- from Course Fee 2020-21 for consideration and approval.*

The Members discussed the matter and considered the same for making payment of pending bills of Invigilation Duty Honorarium to the Faculty Members and Staff and other Dept. expenditure **worth Rs.10,430/-** from Course Fee 2020-21.

The HoD has placed the Draft Class Routine for Online Teaching-Learning of P.G. 1<sup>st</sup> Semester Students before the house for perusal and consideration.

After discussion, the Draft Class Routine for Online Teaching-Learning of P.G. 1<sup>st</sup> Semester Students has been considered and recommended to the Dean for approval.

**61: DAC: DLIS: 23-12-2020:8**Any other matters with permission from the Chair.

*As there was nothing to discuss more, the meeting ended with a Vote of Thanks to and from the Chair.*



(Prof. Manoj Kumar Sinha)  
HOD & Chairman,  
Departmental Affairs Committee, DLISc, AUS

AU/DLIS/ 107/ 2010/

Dated 23/12/ 2020

Copy to

1. P.S. to V.C. for kind information of the Hon'ble Vice-Chancellor
2. Dean, Swami Vivekananda School of Library Sciences, AUS
3. All the Concerned Members for information and necessary action
4. Notice Board
5. File



HOD & Chairman,  
Departmental Affairs Committee, DLISc, AUS

Department of Bengali  
Assam University :: Silchar



Name of the Department

Assam University: Silchar

Extract of the DAC Minute:

Semester wise feedback of online teaching has been discussed in DAC meeting held on 11-01-2021.

Report

Sufficient study materials has already been provided to the students of 3<sup>rd</sup> Semester. Some extra remedial classes have already been taken. Most of the students have actively interacted in the online classes.

 18.01.2021

Signature of the IQAC Coordinator

Date: 18.01.2021

 18.01.2021

Signature of the Head

Head  
Department of Bengali  
Assam University, Silchar-788011



DEPARTMENT OF HINDI  
ASSAM UNIVERSITY, SILCHAR


Action Taken Report on Feedback by the students

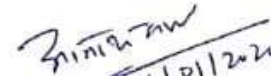
A meeting of Departmental Affairs Committee (DAC) was held today on 06.1.2021 to discuss the matter related to the feedback given by the students of the Department of Hindi. Following all the DAC Members were present in the meeting.

1. Prof. S.P. Singh Chauhan(HOD)
2. Dr. Akash Verma (IQAC-Coordinator)
3. Dr. Vedaparna Dey

The departmental IQAC Coordinator Dr. Akash Verma has informed the committee that all those students who have received the feedback form through email, have submitted the same to the IQAC, Assam University Silchar.

The Feedback given by the students of 2<sup>nd</sup> semester was very much satisfactory. Now these students who are in 3<sup>rd</sup> semester and their on line classes are ongoing. All teachers ensures that they will take care of all the aspects of teaching-learning process.

  
(Prof. S.P. Singh Chauhan)  
Head, Department of Hindi, AUS  
Assam University, Silchar, Assam

  
(Dr. Akash Verma)  
IQAC-Coordinator(Hindi)



**Department of Hindi**  
**Assam University, Diphu campus, Assam -782462-**

Date: 09/01/2021

**'Action Taken Report'**

An online meeting of Departmental Affairs committee (DAC) was held today on 09.01.2021 through Google meet at 3.00 PM to discuss the matter related to the feedback of 'Online Teaching' 2020 of the Department of Hindi, AUDC. The following members of DAC were present in the meeting

1. Prof. Jai Kaushal
2. Dr. Sheetanshu Kumar
3. Dr. Pramod Ranjan
4. Dr. Satyadeo Prasad
5. Mr. Aniruddha Kumar

The matter related to the feedback of Online Teaching was discussed by the Departmental Affairs committee (DAC). All the members have given their inputs of the online teaching. The departmental IQAC Coordinator has informed the committee that all those students who have received the feedback form through email, have submitted the same to the IQAC, Assam University, Silchar.

  
अध्यक्ष/ Head 09/01/2021

हिन्दी विभाग/ Department of Hindi  
असम विश्वविद्यालय/ Assam University  
दीफू परिसर/ Diphu Campus  
कार्बी आंगलोंग/ Karbi Anglong  
दीफू/ Diphu असम / Assam-782462

अध्यक्ष / Head  
हिन्दी विभाग/ Department of Hindi  
असम विश्वविद्यालय, दीफू परिसर  
Assam University, Diphu Campus

**ACTION TAKEN REPORT ON STUDENTS' FEEDBACK,**  
**DEPARTMENT OF SANSKRIT**

A DAC Meeting was organised on 16-01-2021, 1:00 PM in online-offline mode in the Department of Sanskrit, AUS to analyse the feedback reports of the PG Students received from IQAC. The report has been placed in the meeting and analysed. The following decision has been taken in the meeting -

1. More number of classes will be taken in the papers in which less classes were held in order to complete the course before the odd semester examinations of the Third Semester students as two Guest Faculties have joined the department this month.
2. Remedial classes will be taken to resolve the problems/issues faced by the students, if any.

*Shanti Pokhrel*  
16.01.2021

Prof. Shanti Pokhrel  
Head, Department of Sanskrit





**ASSAM UNIVERSITY SILCHAR**  
**Department of Linguistics**

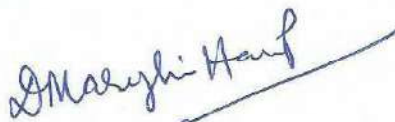
**Extract Of the DAC Minute:**

A DAC Meeting was held as 16-01-2021 (offline mode) all teachers were present the feedback reports were duly assessed and analysed.

**Report:**

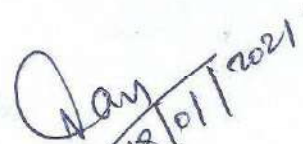
Based on the feedback report, the following actions were taken:

1. More interactive ~~serious~~ <sup>classes</sup> will be held using the available platform.
2. Some more online classes will be taken by the teachers.
3. E learning materials will be sent to the students in addition to the online class.



Signature of the IQAC Coordinator

Date: 18/01/2021



Signature of the Head

Head  
Department of Linguistics  
Assam University  
Silchar



**DEPARTMENT OF URDU**  
**ASSAM UNIVERSITY, SILCHAR**

**Extract of the DAC Minutes:**

The members thoroughly discussed the students feedback and found overall satisfactory except that some troubles were reported due to the newly opted online medium. The reason behind this sad state of affairs is that the workload in the department is at this point of time 60 hours per week. Since the department has only one faculty, It needs three more teachers for running the classes smoothly. However the meeting unanimously resolved to take all necessary action to improve the situation and ensure maximum and smooth classes through online medium. The meeting also proposed to request competent authority to set up a common online digital platform for smooth running of all academic and official works of the department.

**Report**

We are trying to do accordingly with our limited resources

Signature of the IQAC Coordinator

Signature of the Head

Date : 19-02-2021



DEPARTMENT OF GEOGRAPHY  
ARYABHATTA SCHOOL OF EARTH SCIENCES  
ASSAM UNIVERSITY, DIPHU CAMPUS  
DIST. KARBI ANGLONG, DIPHU-782 462, ASSAM (INDIA)

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**Minutes of the Departmental Affairs Committee Meeting held on 08<sup>th</sup> January 2021, at 05:00 PM (Virtual Mode = Google Meet).**

**Member's present-**

**Signatures**

1) Dr. Atur Kiri Ingti

2) Dr. Sahana Bose

**Agendas to be discussed:**

- Submission of the feedback form by the 3<sup>rd</sup> semester students of the Geography Department, which was supplied to them, by the IQAC, Team, Assam University, Silchar.

**Discussions:**

The members found that out of 35 students, 22 students of the 3<sup>rd</sup> semester batch have filled up as well as submitted the form in time, which was supplied to them by the IQAC Team, Assam University, Silchar. The members of the committee agreed to submit the documents showing the students' form submission to IQAC Team Silchar along with a copy of this DAC to the Director of IQAC, Assam University, Silchar.

The meeting ended with vote of thanks from and to the chair.

Dr. Sahana Bose

Head-in –charge, Department of Geography Assam University, Diphu Campus.





Department of Geography  
Assam University Diphu Campus

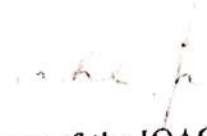
Extract of the DAC Minute:

**Minutes of the Departmental Affairs Committee Meeting held on 08<sup>th</sup> January 2021, at 05:00 PM (Virtual Mode = Google Meet).**

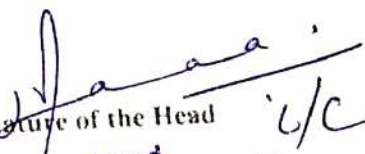
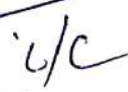
The members found that out of 35 students, 22 students of the 3<sup>rd</sup> semester batch have filled up as well as submitted the form in time, which was supplied to them by the IQAC Team, Assam University, Silchar. The members of the committee agreed to submit the documents showing the students' form submission to IQAC Team Silchar

Report:

This is to bring into light that the Department has conducted online classes both for theory and practical papers for the 3<sup>rd</sup> semester students. The total strength of the class is 35. It has been reported by the student that they have filled up and submitted the feedback form in time to the IQAC Team, Assam University Silchar

  
Signature of the IQAC Coordinator

Date: 

  
Signature of the Head   
Head  
Department of Geography  
Assam University, Diphu Campus



**DEPARTMENT OF EARTH SCIENCE  
ASSAM UNIVERSITY::SILCHAR**

No. AU/ESc/27/2013/2041

Date: 08/01/2021

**Action Taken Report on Students' Feed Back on 'Online Teaching' 2020  
of the Department, conducted by IQAC, AUS**

In the DAC meeting held on 08.01.2021 at 3.30 PM in the Department, the students Feed Back Report on 'Online Teaching' 2020 of the Department, conducted by IQAC, AUS was discussed and the followings are resolved:

1. All the faculty members of the Department felt the need of a (paid) common platform for a better virtual teaching.
2. A broadband internet connection with stronger network connectivity at home could have added a better impact on the quality of virtual teaching. On the Otherhand, the students who are at the receiving end of the exercise, a bigger chunk of whom hails from remote parts of the state, lacks in computer/laptop and stronger internet connectivity for an impactful outcome of the exercise.
3. The Faculty members expressed it as an exercise experienced for the first time under an extremely constrained situation during the outbreak of the COVID19 Pandemic, however, the experience gained so far has genuinely improved the quality and content of teaching currently being delivered under virtual mode.

  
(Dr. M. F. Hussain)

Head of the Department

No. AU/ESc/27/2013/2041

Date: 08/01/2021

Copy To:

1. **Director, IQAC, AUS for kind information.**
2. Office File

  
(Dr. M. F. Hussain)

‘Action Taken Report on Students Feedback’

Classes were held online during the past several months of the current academic year. There were severe network problems during the online classes. Moreover, some of the students stay at remote locations; it was, indeed, impossible for them to attend the classes for the stipulated period of time. The students also expressed their unhappiness many a times not to feel comfortable with the online mode of classes. Also they were unable to access the library facilities of the department as well as university. Since, the Department always received higher grades from the students' feedback in the previous years for classes through offline mode; the Department considers that it is not indispensable to take any action in this regard.



Head  
Department of Chemistry





## **Department of Computer Science**

### **Assam University: Silchar**

#### **Extract of the DAC Minute:**

1. Members after discussion resolved to allocate one newly procured desktop computer to each faculty member to conduct online classes from the Department and do the relevant works of teaching and learning. (Point Number 8 in DAC resolution)
2. Members resolved to purchase 15 sets of writing tabs, speakers, head phones and web cameras for conducting online classes from the Department by using the facilities. For this a proposal is resolved to be prepared for submission to the higher authorities for approval. Dr. Sanju Das is entrusted with the responsibility to draft the proposal in this regard. (Point Number 7 in DAC resolution)

#### **Report**

Members discussed the feedback received from IQAC regarding classes conducted during the current odd semester of 2020-21 and appraised that classes are being conducted as per the time table. In spite of having technical issues regarding network connectivity members informed that various means of communication and tools namely, Google Class Room, Google Meet, Whats App, Emails and SMS are used to conduct online classes. Members informed that the syllabus will be completed in time. Faculties have agreed to conduct extra classes also if required. (Resolution as taken in the DAC meeting)

A handwritten signature in blue ink that reads 'Saptarshi Paul'.

**Signature of the IQAC Coordinator**

A handwritten signature in blue ink that reads 'P.K. Deva Sarma'.

**Signature of the Head**

**Date: 07/01/2021**



**Department of Mathematics**

**Assam University: Silchar**

**Extract of the DAC Minute:**

**Resolution No – 2**

DAC held on 18.01.2021 at 11-30 a.m. through virtual mode discussed the feed back report of 3<sup>rd</sup> semester and opined that the reports for the paper M-301, M-303, M-304, M-305 are satisfactory. However regarding poor feedback for M-302 (Linear Algebra), concerned course teacher has been communicated. Getting no response from the concerned teacher, HoD communicated the matter with the higher authorities and assigned this paper to other teacher of the Department.

**Report: As given above**

A handwritten signature in blue ink, appearing to read "D. D. D.", is written over a horizontal line.

**19.01.21**

**Signature of the Head**

**Date: 19.01.21**

**Department of Physics**  
**Assam University :: Diphu Campus**

Minutes of the DAC meeting held on 26.12.2020 at 11.00 A.M. over Google Meet

- Agenda: 1. To prepare an action taken report over students' feedback on online classes during covid-19 period  
2. Any other matter

Members present:

1. Prof. Ranjit Singha, Chairman
2. Dr. Subrata Hazarika, member
3. Dr. Abhijeet Das, member
4. Dr. Anirban Roy, member
5. Dr. Dulen Bora, member

At the outset, the chairman welcomes everyone and briefed members about the report received from IQAC, AUS regarding the feedback received from both the outgoing 4<sup>th</sup> semester and the current 3<sup>rd</sup> semester students on online classes held during the Covid-19 period. Based on a threadbare discussion, the following decision was made.

Decision 1.

The members opined that, clarity is missing from some data like calculation of uniformity, network, comparison given in the report sent by IQAC, AUS, generated from students' feedback. It is also observed that data provided against number of classes held in course 305B is arbitrary, as it is a laboratory course, no classes are held till date. There is absence of data for 404D and 405D courses for which online classes were held. Further discrepancy is observed in some theory courses with the data maintained by faculties to that of students feedback in total number of classes. The committee, thus unanimously decided that with these data, no course of action is required from the department side.

With no other items to discuss, the meeting ended with thanks from and to the chair.



Chairman  
DAC  
Department of Physics  
AUDC



**Physics Department**  
**Assam University: Silchar**

**Extract of the DAC Minute:**

Feed back reports received have been placed to DAC held on 17/12/2020 and 20/01/2021.

A Department meeting in connection to IQAC was held on 17/12/2020 on virtual platform.

The following members were present:

1. Prof. Atri Deshamukhya
2. Prof. B. Indrajit Sharma (HOD)
3. Dr. Himadri Sekhar Das
4. Dr. A. Senorita Devi
5. Mr. Swarnadeep Biswas.
6. Dr. Mahananda Baro

The meeting was conducted in google meet, the Feed Back report from the IQAC has been placed in the DAC meeting (point-9).

A Departmental Affairs Committee (DAC) meeting was held on 22/01/2021 at 1 PM on virtual platform.

The following members were present:

1. Prof. Atri Deshamukhya
2. Prof. B. Indrajit Sharma
3. Dr. Himadri Sekhar Das
4. Dr. A. Senorita Devi
5. Dr. P. K. Shukla
6. Dr. Bidhan Mohanta
7. Mr. Swarnadeep Biswas
8. Dr. Mahananda Baro

The meeting was conducted in google meet, the Feed Back report from the IQAC has been placed in the DAC meeting (point-2).

**Report**

Faculty members have examined the feed reports. Members noted for improvement whichever required with extra attention and classes.

Teachers have also examined their internal exams and submitted the marks.

The weak students were advised for contacting concern teachers on Saturday and Sunday through Google meet. They are also helped by giving extra study materials prepared specially for more easy and understandable.

**Signature of the Head**  
**Date: 20/01/2021**





**DEPARTMENT OF STATISTICS  
ASSAM UNIVERSITY, SILCHAR**

EXTRACT OF THE MINUTES OF THE **TWENTY FOURTH** MEETING OF  
DEPARTMENTAL AFFAIRS COMMITTEE (DAC) HELD ON 7<sup>th</sup> DECEMBER 2020 AT  
5.30 AM CONDUCTED ONLINE OVER GOOGLE MEET

**RESOLUTION RELATED TO ACTION TAKEN ON FEEDBACK REPORT**

**Following members were present:**

1. Dr. Rama Shanker	Chairman
2. Prof. Dibyojyoti Bhattacharjee	Member
3. Dr. Tanusree Deb Roy	Member
4. Dr. Jonali Gogoi	Member

In the said meeting the following resolution was taken concerning the mentorship of students.

**Agenda 5: Analysis of Feedback Report of students on Online Teaching and  
Corresponding Actions Planned**

**Resolution:** The Chairman of the DAC placed before the house the Feedback Report obtained from the students of Second Semester and Third Semester on Online teaching. The survey was conducted by Internal Quality Assurance Cell (IQAC) of the University and the report of which was sent to the Department. The feedback on online teaching was collected on the following parameters i.e.

- Ability = The ability of teacher to reach out to students through online mode
- Coverage = The extent of coverage of the course through online teaching in this paper
- Uniformity = Extent of uniformity in teaching the various units of the paper in online mode
- Clarity = Extent of clarity in teaching of the paper in online mode
- Interaction = The extent of interaction with the teacher in the online mode of teaching for the paper
- Material = The extent of study material that were made available relating to the content of the paper

- Evaluation = The process of online evaluation (internal exams) in this paper
- Network = The network at the end of the teacher during online teaching in this paper
- Comparison = Your assessment about online teaching in comparison to direct classroom teaching

While the average performance of the department in Second Semester was more than 80 per cent in all the parameters in case of Third Semester there are scope of improvement in several dimensions. A brainstorming session followed and the following Actions are decided to be implemented based on the opinion expressed by the students through the survey.

**Materials:** The study materials supplied to the students for study required improvement. For that purpose it was decided that the course teacher is to download some e-books on the topics allotted to them and share it with the students in addition to the handouts that they are already supplying. The books chosen shall be such that it shall have sufficient number of solved problems and unsolved illustrations so that the students can practice them during the self-study hours.

**Interaction:** In online teaching during the interaction session often because of quality of network the students' voices are not always audible. It was resolved that the students may be encouraged to write their queries in the chat box of the portal that is used for online teaching. In addition to that the members resolved that during each online class some moments be kept very specific for the purpose of interaction. During those moments students shall be encouraged to interact with the teacher with whatever issues they have concerning the subject matter of discussion in the class.

**Clarity:** To improve the clarity of the students in the class, the house decided that the study materials of a given class shall be shared with the students at least one day ahead of the class. The students shall be asked to read the material properly before they attend the class. This is expected to improve the clarity of the students and also the level of interaction between the teacher and the students when the class is on.

The house also opined that with the identification of weak students in the department as resolved under Agenda 3 and the corresponding action of remedial classes, several other problems that the students are facing as reported shall be solved. Regarding matters like Network issues, comparison etc. the house felt that it is beyond the control of the teachers.

Hence, the house decided to take the aforementioned steps in connection to the feedback received and hopes that such steps shall improve the quality of online teaching in the department.

Date: 24.12.2020

Certified by



(Dr. Rama Shanker)  
Head, Department of Statistics,  
Assam University, Silchar



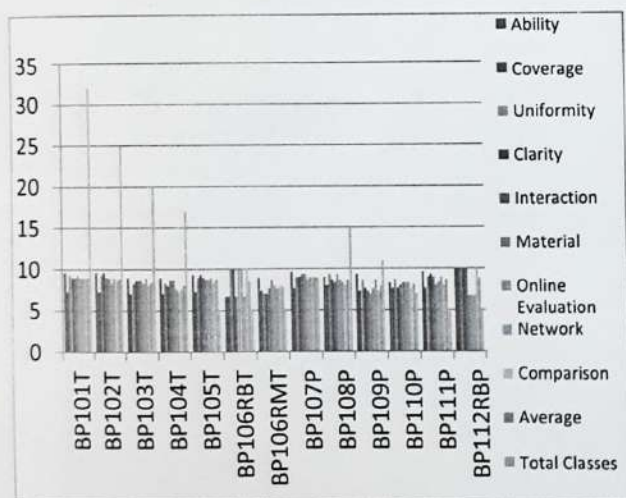
## Department of Pharmaceutical Sciences

Assam University: Silchar

**Extract of DAC minutes:** The DAC meeting held on 18.01.2021 analyses the feedback report of all eight semesters. The analysis of feedback report and scope of improvement is mentioned for a particular semester shown below the graph of a particular semester.

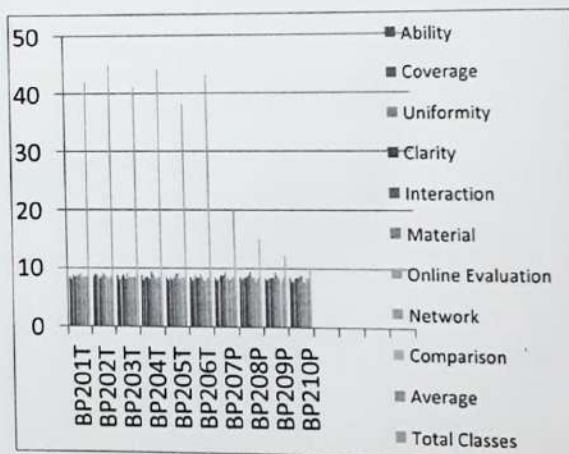
### Report:

#### 1<sup>st</sup> semester



**1<sup>st</sup> Semester:** The average of all parameter for subjects ranges from 7.82 to 8.96. The classes for this semester started from 19<sup>th</sup> October 2020 and classes are going on. All the parameters likely to be improve at the end of the session

#### 2<sup>nd</sup> semester

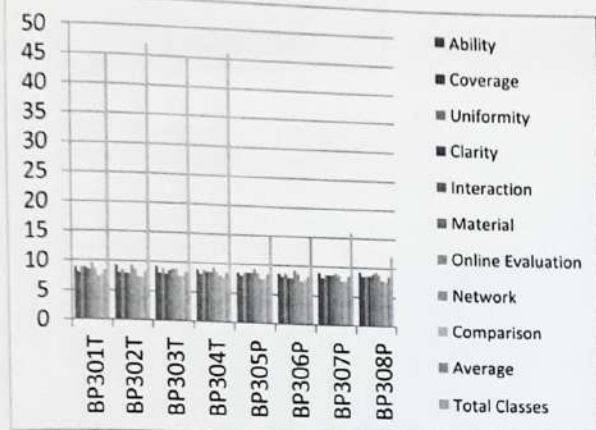


**2<sup>nd</sup> semester:** The average of all parameter for subjects ranges from 8.21 to 8.46. The online classes were first implemented in the even semester and as it were the initial stage and efforts are being taken for further improvement in the odd semester

*Signature*  
18/01/2021

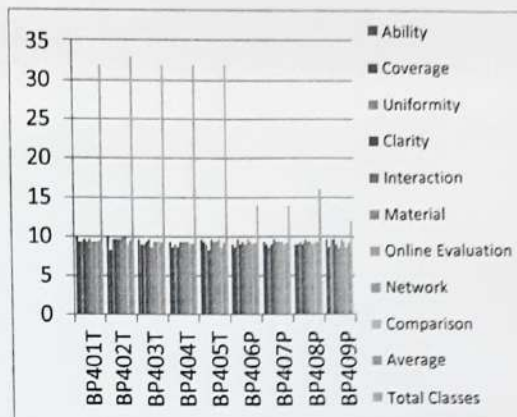
*Signature*  
18/01/2021

### 3<sup>rd</sup> semester



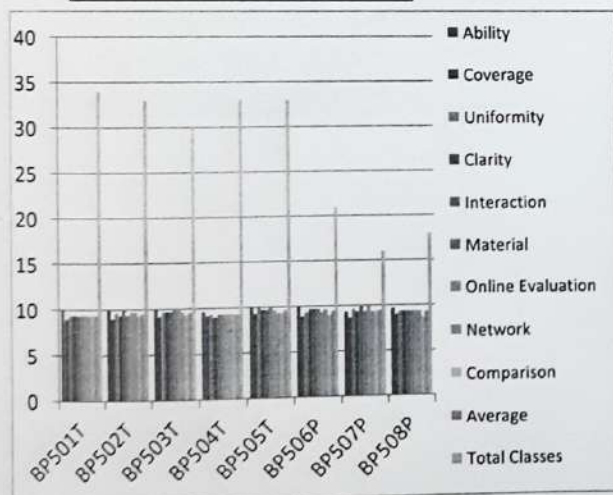
3<sup>rd</sup> semester: The average of all parameter for subjects ranges from 8.27 to 8.69. Efforts will be taken for further improvement

### 4<sup>th</sup> semester



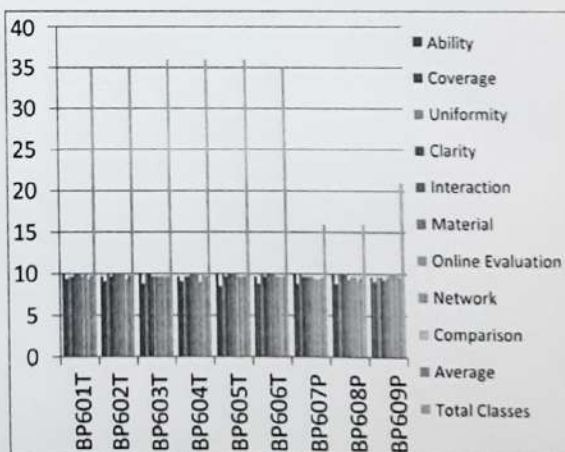
4<sup>th</sup> semester: The average of all parameter for subjects ranges from 9.11 to 9.55. Efforts will be taken for more number of classes in comparison to 2<sup>nd</sup> and 3<sup>rd</sup> semester.

### 5<sup>th</sup> semester



5<sup>th</sup> semester: The average of all parameter for subjects ranges from 9.26 to 9.68. Efforts will be taken for more number of classes in comparison to 2<sup>nd</sup> and 3<sup>rd</sup> semester

### 6<sup>th</sup> semester



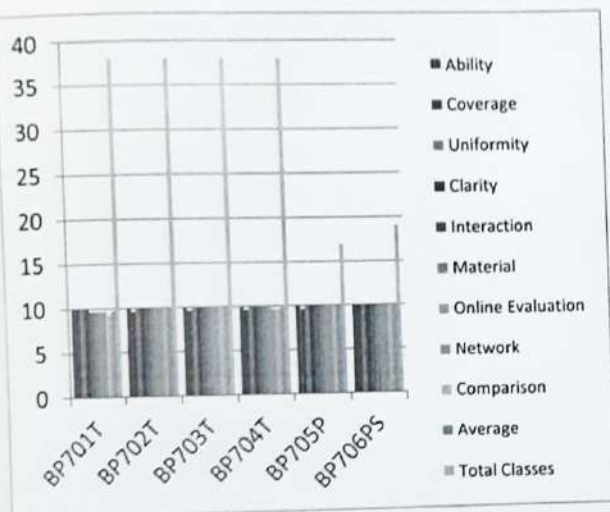
6<sup>th</sup> semester: The average of all parameter for subjects ranges from 9.64 to 9.75. Efforts will be taken for more number of classes in comparison to 2<sup>nd</sup> and 3<sup>rd</sup> semester

*Das*  
18/01/2021

*Ab*  
18/01/2021

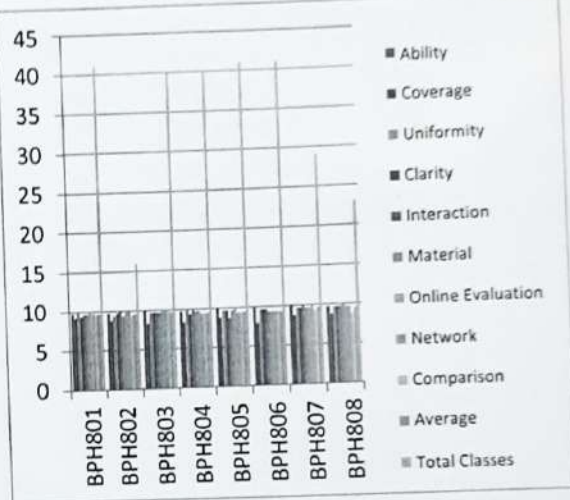


## 7<sup>th</sup> semester



7<sup>th</sup> semester: The average of all parameter for subjects ranges from 9.10 to 9.78. Efforts will be taken for more number of classes in comparison to 2<sup>nd</sup> and 3<sup>rd</sup> semester

## 8<sup>th</sup> semester



8<sup>th</sup> semester: The average of all parameter for subjects ranges from 9.45 to 9.65. The number of classes and average of parameters are satisfactory

Signature of the IQAC Coordinator

Date: 18.01.2021

Signature of the Head





## Department of Ecology and Environmental Science

### Assam University: Silchar

#### Extract of the DAC Minute regarding holding of Induction Program for newly Admitted Students:

It was decided to hold an induction program for the newly admitted student in the DAC held on 08/01/2021.

#### Report of the Induction Programme

An online induction programme was held in the Department of Ecology and Environmental Science, Assam University, Silchar on 20<sup>th</sup> January, 2021 in the Google meet platform at 11.00 A.M.

The main objectives of the programme was to provide the freshers with necessary information about the Department, course structure of the subject, and assessment and evaluation patterns of the learning outcome by the students. The possible outcome of the programme would be promotion of better communication between the teachers and the new batch of students for any matters related to their academic pursuance in the Department.

All the faculty members of the Department including the head and dean and the guest faculties and the newly admitted 1<sup>st</sup> semester M. Sc. Students (26 nos.) attended the meeting.

The meeting was convened by Prof. Mithra Dey and Dr. Tapati Das.

Prof. Mithra Dey initiated the meeting by introducing the Department and its academic and research activities and its networking with various research organizations and different institutes. The programme was further carried forward by Dr. Tapati Das. Dr. Tapati invited the faculty members one by one for their deliberations. Prof. Jayashree Rout, Dean, E.P. Odum School of Environmental Sciences, mentioned about the importance of the subject in the present-day scenario to the students. This was followed by a short briefing about the course structure of the M.Sc. Programme and assessment/evaluation patterns of the learning outcome of the students by the Head of the Department. This was followed by a short briefing by all the faculty members about the subject and its interdisciplinary nature in solving various socio-ecological and various environmental issues that we have been facing. The teachers assured the students in rendering any sort of help and guidance during their academic pursue in the Department. This was followed by introduction of the newcomers to the faculty members. Finally, the programme ended with vote of thanks by Dr. Tapati Das.

Signature of the IQAC Coordinator

Date:

22/01/2021



Signature of the Head

Head

Department of Ecology &  
Environmental Science

Assam University  
SILCHAR (Assam)  
INDIA



**DAC meeting of Life Science and Bioinformatics, Diphu Campus**  
held on 23/12/2020, at 2.45 pm, (Online/Offline)  
Venue: HoD's Chamber.

**Members present:**

1. Dr Ajit K Tamuli (HoD)	Chairman
2. Dr Ramie H Begum	Member
3. Dr Robindra Teron	Member
4. Dr N L Raju	Member
5. Dr P V B Reddy	Member

**Agenda:**

1. Discussion on Student feed back
2. Course distribution of 1<sup>st</sup> Semester course
3. Reallocation of responsibilities as i/c of various departmental activities
4. Course fee utilization
5. Miscellaneous

At the very outset Dr Ajit K Tamuli, HoD welcomed the members to the first DAC held after the Corona break and his assuming charge of department as Head. The above agenda items subsequently discussed sequentially.

**Resolution No. 1**

Upon thread bear discussions and deliberations on the feedback form received from IQAC cell AUS, members have opined that the above is incomplete and does not reflect accurate data pertaining to Diphu campus for the following:

- a) It is obvious that in the case of papers taught in 3<sup>rd</sup> semester reflect only Botany stream and not both Botany and Zoology streams of Life Science.
- b) Total number of classes shown in the table does not as match per records kept with faculties while taking online classes. Further, major part of 3<sup>rd</sup> semester syllabus has already been covered.
- c) As 3<sup>rd</sup> semester classes are still in progress, it is premature to have such record and seems not representing factual data.

Therefore, the members requested the HoD to communicate to IQAC regarding the above for IQAC's record and doing the needful.



HoD  
Life Science & Bioinformatics,  
AU, Diphu Campus



**Department of Biotechnology**

**Assam University: Silchar**

**Extract of the DAC Minute regarding holding of semester wise feedback on on-line teaching course, MSc 3<sup>rd</sup> Semester:**

The DAC meeting held on January 25, 2021 discussed about Semester wise feedback on on-line teaching course

The DAC resolution on feedback analysis of on-line teaching is given below:

**Report of the Semester wise feed back on on-line teaching course**

The DAC meeting held on January 25, 2021 in the Department of Biotechnology, AUS.

The following members were present:

1. Prof. P.B. Mazumder, Chairman
2. Prof. Supriyo Chakraborty, Member
3. Dr. Mahuya Sengupta, Member
4. Dr. Yashmin Choudhury, Member
5. Dr. Ravi Rajwanshi, Member

**Agenda Semester wise Feedback on online teaching course, MSc 3<sup>rd</sup> Semester**

The meeting started with welcome from the chair.

The members discussed about the feedback on the on-line teaching. All the course coordinators reviewed the scores of the individual papers in the “**Semester wise Feedback on on-line teaching**” provided by the IQAC, AUS. It was noted that in some of the papers, the average score was found to be below 40%, particularly the two practical papers namely BTYCC-305 and BTYCC-306. As due to lockdown proper practical classes could not be conducted so score of these two papers was a bit low. Moreover, while conducting the on-line teaching, the teachers and technical staff of the department always faced some problem due to network and other technical issues.

However, the members resolved to address all the issues related to the on-line teaching to the best possible extent for the welfare of the students in the on-going and coming semesters.

The meeting ended with thanks to and from the chair.

  
Signature of the IQAC Coordinator

Date: 25/01/2021

DR. RAVI RAJWANSHI  
Assistant Professor  
Department of Biotechnology  
Assam University, Silchar-788011  
Assam

  
Signature of the Head

Dr. P. B. Mazumder  
Professor & Head  
Department of Biotechnology  
Assam University, Silchar





**Department of Life Science and Bioinformatics**

**Assam University: Silchar**

Extract of the DAC Minute (Held on 11/01/2021 in Conference Hall of Dept. Life Science and Bioinformatics)-

**Members Present:**

1. Prof. Sarbani Giri (Head and Dean)
2. Prof. M. Dutta Choudhury
3. Dr. Anirudha Giri
4. Dr. Sanjeev Kumar
5. Dr. Meenakshi Bawari
6. Dr. Anupam Das Talukdar
7. Dr. Suchismita Das
8. Dr. Debjyoti Bhattacharyya
9. Dr. Anupam Borah
10. Dr. Himanshu K. Prasad
11. Dr. Subhodeep Roy Choudhury

The student's feedback from IQAC, AUS was circulated among the members and thoroughly analysed. The most important issues from the feedback are identified as follows:

- a) Practical
- b) Network and classes

Both the issues were addressed and resolved.

**Report**


The members have gone through the feedback report provided by the IQAC. The members felt that improvement has to be made on practical papers of all the semesters, in terms of classes, coverage, clarity, materials and online evaluations. This is to be mentioned here that due to Covid-19, practical classes could not be held after lockdown. The department is waiting for the University general notice for reopening and offline classes. Meanwhile, it was decided that students can kept busy with online assignments and presentations during practical classes. The respective course in-charge of the papers is therefore requested to get monthly feedback from the students about the completions of course, materials provided and classes being conducted.

The department will be in a better position to take classes using smart classroom, as sanctioned this year which is certainly going to improve the teaching quality with more accessibility of resources.

*A Borah*

Signature of the IQAC Coordinator

Date: 12-01-2021

  
12-01-2021  
(Prof. Sarbani Giri)

Signature of the Head



## **Department of Microbiology**

### **Minutes of DRC meeting:**

A meeting of DAC was held on 21.12.2020 at 11:30 am to discuss the following agenda item.

Agenda: 14 points agenda regarding NAAC visits.

### **Members present:**

1. Prof. Piyush Pandey (Head)
2. Dr. Indu Sharma
3. Dr. Amitabha Bhattacharjee
4. Dr. Diwakar Kumar

A thorough discussion was held on 14 points agenda regarding upcoming NAAC visits.

1. The members discussed point no one regarding the number of students from outside the state admitted in M.Sc Microbiology. A list of students will be provided to IQAC immediately after completing the admission process of M.Sc Microbiology 2020-21.
2. DAC resolutions, list of M. Phil/Ph. D scholars with email address, bio-data of teachers, scholarship availed by students will be uploaded in the departmental web portal at the earliest.
3. Publication and other academic activities by the department faculty for the current year have already been uploaded in the annual report portal.
4. Weak students will be identified via one to one interaction with all the faculties of the department, and remedial classes will be arranged after completing the admission process of M.Sc Microbiology 2020-21.
5. Department of Microbiology encourages students to take up internship programs in Industry. Every year some students take up internship programs in industries. Reports will be submitted to the IQAC.
6. Project completion certificates have already been issued to 4<sup>th</sup> Semester students (completed their Master degree), and a list will be submitted to IQAC at the earliest.
7. Department of Microbiology is aware of the Facebook page opened by the IQAC, and departmental achievement will be communicated to IQAC ([aus.iqac@gmail.com](mailto:aus.iqac@gmail.com)) for uploading the same on the Facebook page.
8. As per the Microbiology department's tradition, an induction program will be arranged after completing the admission process of M.Sc Microbiology 2020-21. A detailed report will be submitted to IQAC at the earliest.

9. Students will be assigned to mentors as soon as possible, and a list of mentors will be sent to IQAC.
10. We have recently revised our MB-503 paper (IPP program), and the same will be communicated to IQAC. Also, feedback will be invited from expert and alumni for the purpose of revision in syllabus.
11. A detailed feedback report on the curriculum will be submitted to IQAC at the earliest. As apprised by the members, the practical classes had not been conducted in covid situations and therefore the feed back from students are not good.  
  
Action taken: The concerned staff member (technical) was suggested to take up remedial measure and in consultation with the faculty members, take the online demonstrations.
12. Members discussed how to take up some extension activities in detail. As the department has only four faculties, it will be difficult for us to take up some extension activities.
13. Our departmental library does maintain the proper record. A computer lab will be functional within a week. Sitting arrangement for research scholar is arranged adequately in their respective laboratory with all the facilities.
14. The department is updating all academic and administrative affairs, and it will be ready before the upcoming IQAC core team visit.

The meeting has ended with a vote of thanks from the chair.



Prof. Piyush Pandey  
Head, Department of Microbiology  
Assam University, Silchar



**Electronics & Communication Engineering Deptt.**

**Assam University: Silchar**

**Extract of the DAC Minute:**

A DAC (Departmental Affairs Committee) meeting was held on 06/01/2021 at 6.30pm online with the following members..

1. Mariam Jabali Laskar, Head(i/c) : Chairman
2. Prof. Debaprasad Das : Member
3. Dr. Richik Kashyap : Member
4. Dr. Rinku Rabidas : Member
5. Anirban Banerjee : Member
6. Nirupam Shome : Member
7. Adwiti Deoghare : Member
8. Velloree Khuraijam : Member

The DAC meeting was called to discuss about the action to be taken on feedback report. After discussing the matter in detail, the members have taken the following resolution:

**Resolution Report: Action to be taken on feedback**

The interaction with all students' (semester wise) held on 06-01-2021 to know the problems they are facing in online classes. The class co-ordinator arrange the interaction meeting with student, class coordinator, senior faculty member and HOD.

The members discussed problems student's (semester wise) facing in online classes and follow up action are taken:

For 3<sup>rd</sup> semester:

- 1) Depending upon subject's requirement interactive session, notes regarding subjects or both shared with students.
- 2) More number of live sessions arranged for laboratory class.

For 5<sup>th</sup> semester:

- 1) According to requirement of students speed of teaching should be slow down.
- 2) More laboratory sessions should be taken.
- 3) Concept based assignment should be provided.

For 7<sup>th</sup> semester:

- 1) As per subject's requirement more interactive session engaged with students.

**Signature of the IQAC Coordinator**

**Signature of the Head**

**Date: 06/01/2021**





DEPARTMENT OF AGRICULTURAL ENGINEERING  
TRIGUNA SEN SCHOOL OF TECHNOLOGY  
ASSAM UNIVERSITY: SILCHAR

**DRAFT**

MINUTES OF THE EMERGENT MEETING OF THE DEPARTMENTAL AFFAIRS COMMITTEE (DAC) OF THE DEPARTMENT OF AGRICULTURAL ENGINEERING, TRIGUNA SEN SCHOOL OF TECHNOLOGY, ASSAM UNIVERSITY, SILCHAR HELD ON 6<sup>th</sup> JANUARY, 2021 (ONLINE/BLENDED MODE) AT 12:00 NOON TO DISCUSS MATTER RELATED TO IQAC.

Ref.: Intimation on 05/01/2021 vide e-mail

The members participated in the meeting and gave their valuable suggestions.

**Members Present:**

1.	Prof. L. N. Sethi, Head i/c and Chairperson	Chairperson
2.	Dr. Ajita Tiwari	Member
3.	Er. Mrutyunjay Padhiary	Member
4.	Dr. Avinash Kumar	Member
5.	Dr. C B Khobragade	Member
6.	Er. Saikat Roy	Member (Absent)
7.	Er. Gajendra Prasad	Member

**Resolution:**

At the outset, Prof. L N Sethi, Head i/c and Chairperson of the Meeting welcomed all the members in the meeting and after threadbare discussion, the following decisions on the matter related to IQAC were adopted:

In the meeting, it was appraised that –

- Very few number of students have participated and registered in Feed Back.
- The Course Code are also not matched with ongoing course structure and syllabus. Therefore, all the members opined that the process need to be rectify/revised afresh.

There being no item for discussion, the meeting was ended with a vote of thanks to and from the Chair at 12:30 p m.

(Prof. L N Sethi)  
Head i/c,  
Department of Agricultural Engineering,  
Triguna Sen School of Technology,  
Assam University, Silchar

**Department of Computer Science and Engineering**  
**Assam University, Silchar**

**Action taken report on the Feedback of Curriculum for online Teaching**

Feedback about	Action taken
Ability of teacher to reach out to students through online mode	It has been found that the teachers are mostly comfortable in online teaching. Sometimes the problems arise due to poor network connection on either end. So teachers are told to also record their class and share with the students.
Extent of coverage of the course through online teaching of the papers	The syllabus is covered extensively for each paper for each semester. In some papers the teachers are told to take some extra classes so that the whole syllabus could be covered.
Uniformity in teaching the various units of the paper	The units are uniformly distributed for each paper. Also the lecture hours for each unit are mentioned in the curriculum. The teachers are told to follow the lecture hours as per the curriculum.
Clarity in teaching of the paper in online mode	The teachers are trying their best to clarify the topics taught and doubt of the students, if any. But due to network issues on either ends the students may face problems sometimes to understand the topic. Therefore, the teachers are told to record their class explaining the topics with examples as far as possible.
Interaction with the teacher in the online mode of teaching for the paper	Interaction with teacher in online mode is a concern as the teacher is not sure about who is listening to him/her attentively. In this regard the teachers are told to devote part of their class time to interact with some of the students everyday so that in a week time he/she may be able to interact with all the students in a class. This is more required as in this time of pandemic many of the students might be feeling frustrated as they are not able to meet their friends and missing hostels and classrooms. In this scenario the teachers are told to know about the progress in subject matter as well as about their state of mind and take appropriate measure by discussing with Head or other teachers, if required.
Study material that were made available relating to the content of the paper	Study materials were provided by the concerned teachers for each paper. Also students are sent ebooks, research papers etc as they may not be available with them at home.
The process of online evaluation (internal exams) in this paper	The teachers are strictly told to conduct three sessional examinations online. If some student is not able to appear the test due to network issues, he/she may be given an extra opportunity if needed.
Network at the end of the teacher during online teaching in this paper	Network connectivity problem is a big issue in online teaching. The teachers are told to check their connectivity and if required they are also told to be prepared with another option of connectivity with another SIM or broadband. Also the teacher may come to the department to take online classes as network in the department is faster most of the time compared to 4G or home broadband connections.
Assessment about online teaching in comparison to direct classroom teaching	Of course online teaching cannot replace the direct classroom teaching, but time has come that we should be ready with all the required facilities of online teaching. Also blended mode of teaching may be practiced once the normal classroom teaching is started gradually.



Head  
Department of Computer Science & Engineering  
Jingma San School of Technology  
Assam University, Silchar

## **APPENDIX-I**

### **INTERNAL QUALITY ASSURANCE CELL** **ASSAM UNIVERSITY: SILCHAR**

#### **Feedback from Students on Online Teaching**

1. The extent of coverage of the course through online teaching in this paper till date is  
☐ Poor    ☐ Average    ☐ Good    ☐ Excellent
2. Extent of uniformity in teaching the various units of the paper in online mode is  
☐ Poor    ☐ Average    ☐ Good    ☐ Excellent
3. The ability of teacher to reach out to students through online mode is  
☐ Poor    ☐ Average    ☐ Good    ☐ Excellent
4. Extent of clarity in teaching of the paper in online mode is  
☐ Poor    ☐ Average    ☐ Good    ☐ Excellent
5. The extent of interaction with the teacher in the online mode of teaching for the paper is  
☐ Poor    ☐ Average    ☐ Good    ☐ Excellent
6. The extent of study material that were made available relating to the content of the paper is  
☐ Poor    ☐ Average    ☐ Good    ☐ Excellent
7. The process of online evaluation (internal exams) in this paper is  
☐ Poor    ☐ Average    ☐ Good    ☐ Excellent
8. The network at the end of the teacher during online teaching in this paper is  
☐ Poor    ☐ Average    ☐ Good    ☐ Excellent
9. Your assessment about online teaching in comparison to direct classroom teaching of the paper.  
☐ Poor    ☐ Average    ☐ Good    ☐ Excellent
10. Approximate number of classes held in this paper \_\_\_\_\_