



A Departmental Affairs Committee (DAC) meeting was held on 22/2/2018 in the office chamber of HOD, Life Sci. & Bioinformatics, AUS.

Members Present

1. Prof. Sanjib Kumar Panda — *Sanjib* → Head 22/2/18
2. Mr. M. Barua — *M. Barua* 22/2/18
3. Dr. S. Das — *Sas* 22/2/18
4. Dr. A. Borah — *Borah*
5. Dr. Anirekha Goni — *Anirekha*
6. Dr. S. Roychowdhury — *S. Roychowdhury*
7. Dr. H. K. Prasad — *H. K. Prasad* 22-2-18
8. Dr. Anpan Das Patra — *Anpan Das Patra* 22-2-18
9. Prof. Sarbani Gini — *Sarbani Gini* 22/2/18
10. Dr. Debjyoti Bhattacharyya — *Bhattacharyya* 22/2/18
11. Dr. Sanjay Kumar — *Sanjay Kumar* 22/02/18

The chairperson welcomed the matter related to purchase of consumables out of the anticipated grant for the year 2018. The meeting was adjourned following preliminary discussions on the development of a policy with decision to continue the meeting on 26/2/2018 at 12 noon to further discuss and finalize the policy.

Continuation of the adjourned meeting
 of 22/2/2018.

Members Present:

1. Prof. S.K. Panda - Jorhanda 26/2/18
2. Prof. S. Gini - ^{Sgiz} 26/2/18
3. M. Dutta Choudhury
4. Dr. A. Gini
5. Dr. S. Das
6. Pr. Sanjeev Kumar - Sajew
- 7.
8. Dr. A. Boruah - Boruah
9. Anjan Dutta Choudhury - Anjan
10. Dr. H.K. Prasad - Prasad
11. Dr. S. Rychandhury - Rychandhury

The members discussed further on the matter of utilization of consumable grant for the year 2018 and unanimously resolved the following:

1. Out of the total grant 33% will be utilized for M.Sc. practical general requirements as per the following:
 - a) 60% of the ~~total~~ general grant (33% of total grant) will be divided equally among the 9 special papers and the concerned teachers will give the requirement.
 - b) the remaining 40% will be used for common general consumables, the list to be prepared by Manidipa Roy.
2. 67% of the total grant will be equally distributed among the 13 faculty members to utilize for research and project works.
3. The chairperson offered to contribute the share allotted to his lab for utilization for M.Sc. general consumables which the members appreciated. (4) The further course of action to be initiated after the amount of actual grant is communicated to the department. The meeting ended with thanks to all from the chair.

Jorhanda 26/2/18

Sajew Sgiz Boruah Anjan Prasad Rychandhury