

Assam University : Silchar
Department of Mathematics

AU/MS/01/2019-20/

Date: 11.03.2020

Minutes of the departmental meeting held on 7th March, 2020 at 11.30 AM in the meeting room of Department of Mathematics, Assam University, Silchar.

Members present:

1. Prof Karabi Dutta Choudhury
2. Dr. Sanjib Sengupta
3. Dr. Nabendu Sen
4. Dr. Sumit Saha
5. Dr. Naba kanta Sharma

The chairperson welcomes all the members and discussed regarding different departmental issues and the following resolutions were taken as per agenda items:

Confirmation of minutes of earlier departmental meeting: Minutes of the last meeting held on 10.12.2019 are hereby confirmed.

1. **Matter related to purchase of furniture's for newly extended mathematics Building:** The fund has been allocated vide page no.9/N, an amount of Rs. 10,77,644/-. So, furniture may be purchased out of the balance amount of Rs. 10,77,644 to furnish the class Room and conference room of the newly constructed Mathematics building as per plan given in page no C/3 SL.No./ 12.
2. **Utilization of NBHM Fund:** NBHM books which is uploaded in website and three numbers of supplier has submitted their quotation namely
 - 1.Tarun Books Pvt. Ltd, 4596, Prem Bhawan Street, New Delhi
 2. Sarat Book House, 18B, Shyama Charan De Street, Kolkata
 3. CBS Publishers and Distributors Pvt. Ltd, New Delhi

Out of which SL No. 1 & 3 is not complete in all respect and SL.No.2 Supplier provided the list as per uploaded list with 20% discount. The house decided to go for the highest discount which is vender No. 2. So it is decided that no. of copies which is given in the list may be increased and the responsibility has been given to Dr. N.K. Sharma and he is requested to submit the final list around the budget of Rs. 2,50,000/- within 13.3.2020.

Local purchase committee will complete the formalities for purchasing furnitures out of the NBHM fund within 14.3.2020.

3. **Matter related to boundary wall fencing and repairing of Mathematics Deptt:** Engineering Section may start their work and complete the same as early as possible.
4. **Matter related with purchase of inverter for the Dept. of Mathematics:** The house resolved that as the Inverter was committed to the **students demand** and the fund allocation for **capital assets** are two different matters, so one can't be combined with the other and more over the list prepared out of capital assets has already been placed for purchased. So, considering the necessity of the students, the inverter may be purchased from different fund.
5. **Class Routine for current Semester:** The Chairperson apprised the house, as in the DAC meeting dated 10.12.2019, the courses have been distributed and accordingly time table was prepared and circulated. But the students reported that Course No. M-205 has not yet been started (The matter was reported to the higher authority). Higher authority suggested for a DAC. But as regard to course distribution, the DAC has already resolved the issue in the earlier meeting, and the matter has been reported to the higher authority accordingly by the HOD, Mathematics.
Now for the benefits of the students, the classes for the course M-205 may be assigned to the guest faculty till the issue of non-compliance by the concerned faculty member is resolved by the higher authority.
The house also resolved that the HOD may issue a letter to the concerned faculty member asking him the reason for not taking the allotted classes as per the circulated time table for the current semester.
6. **A.O.B :**
 - i) The house resolved that as fund has been allocated as committed liabilities and the purchase is done and bill has been placed for payment completing all the formalities, the bill should be placed for payment from the **annual course fees 2018-19**.
 - ii) The house also resolved that from the current academic year, some academic programmes for the students such as seminar/observation of some important dates etc will be organised with the fund of Annual Course Fees as and when required.
 - iii) The chairperson apprised the house that the students has written an application for observation of **Pi day** on 14th March,2020. The chairperson requested the Academic Co-ordinator Dr. Sanjib Sengupta to look after the matter and Academic Coordinator may be authorised to take advance from Annual Course fees to meet up expenditure of **Pi day**.

- iv)** It is resolved that an official mail ID for department of Mathematics will be created and circulated to the concerned for doing all official communication through this mail only.

The meeting ended with thanks to and from the Chairperson

(Prof.Karabi Dutta Choudhury)
Head, Department of Mathematics

Copy to:-

- 1.PS to VC for kind information of Vice Chancellor
- 2.Dean, AESoPS, AUS
- 3.All faculty Members
- 4.Office copy

Head, Department of Mathematics