

**Assam University : Silchar**

**Department of Mathematics**

No. AU/MS/HOD/DM/09/2011/

Date: 24.02.2021

The Departmental meeting held on 24.2.2021 at 12.30 PM in the meeting room of the Dept. of mathematics with the following members:

**The following members were present in the said meeting:**

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|---|--------------|
| 1. Prof. Karabi Dutta Choudhury, Head, Dept. of Mathematics         | :Chairperson |
| 2. Prof. Samira Behera,   | :Member      |
| 3. Dr. Nabendu Sen, Assistant Professor, Dept. Of Mathematics:      | : Member     |
| 4. Dr. Sumit Saha, Assistant Professor, Dept. of Mathematics:       | : Member     |
| 5. Dr. Naba Kanta Sharma, Assistant Professor, Dept. of Mathematics | : Member     |
| 6. Dr.Venkatarao Chukka, Assistant Professor, Dept. of Mathematics  | : Member     |

At the outset Chairperson welcomed all the members present in DAC meeting which was held in offline mode almost after a year gap.

14 points to be justified as circulated by IQAC for the upcoming NAAC Visit, discussion took place in DAC meeting and accordingly resolutions were taken.

Resolutions of the said 14 points are as below:

**Points. No. 1 Number of students from outside the state is an important parameter of our NIRF Ranking .Hence data related to it is important for the IQAC for onward submission in NIRF form. HODs are therefore requested to report back the details of students, if any, admitted from outside state to the IQAC immediately after the admission process of PG/UG/IC is over.**

**Resolution No. 1 :** Office of the department is instructed to prepared the same as follows and submit the same within 26<sup>th</sup> February, 2021.

2016-2017

2017-2018

2018-2019

2019-2020

2020-2021

**2. Departments are requested to upload all the DAC resolutions, details of M.Phil/Ph.D Scholars, updating of bio-data of teachers, scholarship availed by the students, details of students with email id address and cell nos, etc. In the departmental web portal and should keep on uploading it on regular basis. Departments may please complete the task by December.**

i) DAC Resolution ii) M.phil/Ph.D scholars details iii) **updating of bio-data of teachers**

iv) Scholarship availed by the students (v) Details of students along with their email id and address and cell no.

**Resolution :** Office of the department is instructed to prepare the same and submit the same to Dr. Sumit Saha for n.a.

iii) Updated Bio-data of teachers.

**Resolution :** The teachers are requested to provide this updated Bio-data to Dr. Sumit Saha for uploading in university website

**3. Within 30<sup>th</sup> November, all faculties are requested to upload their publication and other academic and related activities of the current year in the annual report portal. Both the Departmental page and faculty page of Annual report Portal are open since Tuesday, i.e 10.11.2020**

**Resolution :** It has already been done and uploaded in Departmental page and faculty page of Annual report Portal

**4. All departments are requested to decide upon a mechanism to identify weak students and arrange remedial classes for them and also arrange some classes/activities to promote advanced learners. In this regard, Departments will make precise resolution in the DAC and implement the same from this session itself. A report in this regard may please be sent to the IQAC before December, 10, 2020**

**Resolution :** It has been resolved that there will be 4 remedial classes at a time in four different rooms from 4.00PM to 5.00PM from Monday to Friday and accordingly the group of remedial students and the students with advanced learning, may be divided as per courses.

**5. Departments may please ensure that students take up internship programs in industries/media/etc where ever there is opportunity. In this regard, Departments of Science stream, Law, Mass Com, Social work, Philosophy etc are requested to take active and immediate initiative.**

**Resolution :** It is normally distributed to the students, the flyer of workshop/training programme/internship by other universities/institutions. Students were continuously informed regarding this issue as and when required from other universities/institutions. From now onwards there will be fixed programme for the students and they will be encouraged to attend internship/workshop/training programme as and when they will be selected.

**6. All departments are requested to issue project/internship completion certificate to students and send list of students successfully completed project/internship with copies of the duly signed**

**certificate by the Head and Supervisor/mentor of the last end semester examination to the IQAC by December 6, 2020**

**Resolution :** The members resolved that Name of students of 4<sup>th</sup> Semester along with the names of their project supervisor for (2016-2017,2017-2018,2018-2019,2019-2020,2020-21 will be prepared by the office of Department and duly signed by HOD shall be submitted to IQAC.

**7. A face book page is opened by the IQAC On 7.11.2020 to showcase all events of achievement by the university. Departments are, therefore, requested to report about events/achievements of Department/students/teacher/etc with photographs to the IQAC mentioning “ INFORMATION FOR FACEBOOK PAGE” IN THE SUBJECT OF THE EMAIL [aus.iqac@gmail.com](mailto:aus.iqac@gmail.com)**

**Resolution :** It has already been circulated and informed to the faculty members.

**8. All departments are requested to hold an induction programme for newly entered students on the first day of the initiation of the class. Please send a detail report about the same with the list of participants to the IQAC within an week after conducting the induction programme**

**Resolution :** It has already been done and the report has been sent to IQAC .

**9. All departments are requested to assign students under mentors. Department may please take a resolution in the DAC about assigning students under various mentors with clear specification of the role that the mentor should play. Departments are requested to send the DAC resolution and the list of mentors to the IQAC by 6<sup>th</sup> December, 2020.**

**Resolution :** 1<sup>st</sup> and 3<sup>rd</sup> Semesters Girl students will be under the mentorship of Prof. Karabi Dutta Choudhury and the boy students of 3<sup>rd</sup> semester will be under mentorship of Prof. Samira Behera & boy students of 1<sup>st</sup> semester will be under mentorship of Dr. V. Rao Chukka.

**10. Departments may please revise curriculum with clear-cut objective and course outcome and programme outcome. Departments are requested to resolve in the DAC a clear cut mechanism about how to assess the impact of curriculum and send a report in this regard to the IQAC by December 15, 2020**

**Resolution :** The syllabus in Mathematics has been revised recently in 2019 keeping in mind the requirements of the students. So that they can be placed in the job after completion of the course. And in today's DAC meeting it has also been resolved that the curriculum will be again re-designed as per UGC curriculum in due course of time

**11. Departments are requested to resolve in the DAC a clear-cut mechanism about how to analyze the “feedback report on curriculum”received from the students and how to take follow up action on that. A copy duly signed DAC minutes of the same may please be communicated to the IQAC by Nov,30, 2020**

**Resolution :** It has already been done and the report has already been communicated to IQAC .

**12. All departments are requested to initiate some extension activities in a systemic manner with proper maintenance of records and submission of the same to the IQAC. DAC resolution in this regard may please be communicated to the IQAC by Dec,10,2020**

**Resolution :** In the DAC it has been decided that dept. Will conduct extension activities such as sports, , mathematical speech for encouraging the students in different schools, Social work like distribution of mask, sanitizers etc. on need based.

Though Students are actively involved in organising programmes like National PI day, National Science day, Teachers' day etc.

**13. Departments need to take appropriate steps for the maintenance of the Departmental library with proper records,computer laboratory, smart Class Room,arrangement of sitting arrangement for research scholars etc by Dec 25, 2020.**

**Resolution :** The Dept. Of Mathematics keeps proper record of books of the departmental library which is funded by National Board for Higher Mathematics, FIST library and the deptt. also maintain two computer laboratories, smart class room with proper sitting arrangement for research scholars.

**14. Department also need to update records of all academic and administrative matters and keep it ready in the department. The Core team of the IQAC will visit the Department to facilitate and help the department to get ready for the upcoming NAAC visit.**

**Resolution :** The dept. has kept all the updated records of all academic and administrative matters.

#### **Agenda : 2**

As there is no ICT enable class room in the department right at this moment, in the DAC meeting held on 24<sup>th</sup> February, 2021 it has been approved to purchase the equipment for an ICT class room as approved and sanctioned the by the Vice Chancellor .Chairperson also apprises the house that the procurement of the equipment must be done within 31<sup>st</sup> March, 2021.It has also been discussed that the budget for ICT class room was given for Rs.328000.00. But, deducting the money for desktop, allotment of Rs.. 300000.00 has been sanctioned. The members opined that if desktop is not available out of the grant, then deptt. will provide existing Desktop for the set up of ICT class room. It has also been resolved in DAC that the office should complete all formalities within 31<sup>st</sup> March, 2021.

The meeting ended thanks to and from the Chairperson.



24.02.21

(Prof. Karabi Dutta Choudhury)

Head, Deptt. Of Mathematics,AUS

