

ASSAM UNIVERSITY: SILCHAR  
DEPARTMENT OF MATHEMATICS

No. AU/MS/HO/301/2017-18

Date: 09/08/2018

Minutes of the departmental meeting held on 9<sup>th</sup> August, 2018 at 2.30 PM in the departmental NBHM library room of the department of Mathematics.

Members Present:

1. Prof. Karabi Dutta Choudhury	Chairperson
2. Dr. Sanjib Sengupta	Member
3. Dr. Nabendu Sen	"
4. Dr. Sumit Saha	"
5. Dr. Uday Shankar Chakraborty	"
6. Mr. Naba Kanta Sharma	"

The Chairperson welcome all the members and discussed regarding different departmental issues and the following resolutions were taken:

**Resolution 1.**

As one of the faculty member is on long leave, Chairperson is authorized to make necessary alternative arrangement for the course M-104 as per university rule which was assigned to that faculty member. Till then Mr. Naba Kanta Sharma will take two(02) units of M-104.

**Resolution 2.**

The Chairperson discussed about the different important departmental issues such as:

- i) **Departmental Research activities:** the house unanimously decided that Dr. Nabendu Sen may act as Research Co-ordinator to look after the matters related to Research such as attendance of the Research scholars (both part-time and full time), progress seminar, final registration, provisional registration, pre-submission seminar etc as per University guide lines.
- ii) **NBHM Cell:** The Chairperson apprised the house that in the last DAC meeting, Dr. N. Jiban Singh has been given the responsibility as Convener, NBHM cell but till date he has not taken the charge of Convener, of NBHM library. The house decided that Dr. Sanjib Sengupta will act as Convener and Dr. N. Jiban Singha as Dy. Convener.
- iii) **Departmental Examination cell:** The house unanimously decided that Mr. Naba Kanta Sharma will act as convener of the said cell and Dr. Uday Shankar Chakraborty will be with Mr. Sharma.
- iv) **Career Counselling cell of the department:** The house unanimously decided that Dr. Uday Shankar Chakraborty will act as Convener of Career Counselling cell of the department and Mr. Naba Kanta Sharma will be with Dr. Chakraborty.

v) IQAC cell of the department: Dr. Sumit Saha will act as co-ordinator of the IQAC cell of the department.

**Resolution 3:**

SAP: Regarding the SAP Grant of the Department, the Chairperson placed the matter before the house to know at which phase the SAP is now and what about the completion of the project as there was no information available in the office of the department. But the house could not provide any information in this regard.

Under this circumstance, the house decided to provide the responsibility to Dr. Sanjib Sengupta for collecting the information regarding SAP and work accordingly. In this matter Mr. N.K. Sharma will assist Dr. Sengupta.

**Resolution 4:**

FIST: Regarding DST-FIST, the coordinator Prof. Karabi Dutta Choudhury apprised the house that, the 1<sup>st</sup> phase of DST-FIST grant is in conclusive state. The final UC/SE is being prepared for final submission.

The house gave the responsibility to Dr. Sumit Saha to prepare the project proposal for 2<sup>nd</sup> phase and in this matter Dr. Nabendu Sen and Dr. Sanjib Sengupta will help him.

**Resolution 5:** Members requested the Chairperson to purchase office consumable/software/ for the department of Mathematics out of the consumable grants.



(Professor Karabi Dutta Choudhury)  
Head, Dept. of Mathematics, AUS