



Department of Statistics
Assam University: : Silchar

MINUTES OF THE THIRD MEETING OF DEPARTMENTAL AFFIARS
COMMITTEE (DAC) HELD ON 19th AUGUST, 2015 AT 1.00 PM

Following members were present:

- | | |
|-----------------------------------|----------|
| 1. Prof. Dibyojyoti Bhattacharjee | Chairman |
| 2. Dr. Tanusree Deb Roy | Member |
| 3. Dr. Jonali Gogoi | Member |

The Chairman welcomed all the members.

The agenda of the discussion circulated before the meeting. The discussions were held on all the agenda. After discussion the following resolutions were taken.

Agenda 1: Preparation of Budget for Annual Course fee

The Chairman appraised the house about the availability of the Annual Course fees collected from the students for the academic session 2015-16 as reported by the Finance Section. The Amount totals to Rs.55,000/-

The earlier imprest of HOD was over in June 2015, after which no imprest was taken for non-availability of funds. Some money was spent in between because of shifting of department. Accordingly imprest @Rs.5000 each shall be required thrice i.e- $3 \times 5000 = 15000/-$

In addition to that, a thread bearing discussion took place about the other requirements of the department.

The following budget is finalized at the end of the discussion.

Sl No	Description of items	Amount
1.	Imprest (HOD) @ Rs.5000/- (3times)	15,000/-
2.	Inverter for Seminar hall	20,000/-
3.	Plug points in seminar halls for conducting software training session	7000/-
4.	2 Workshop on data analysis@ Rs. 3000/-	6,000/-
5.	2 nos of table (local made)	4,000/-
6.	A tool for Printer	800/-
TOTAL		52,800/-

Meeting ended with thanks from and to the chair.

Bhattacharjee
19.8.15
(Prof. Dibyojyoti Bhattacharjee)

Tanusree Deb Roy
19.8.15
(Dr. Tanusree Deb Roy)

Jonali Gogoi
19/8/15
(Dr. Jonali Gogoi)