



**Department of Statistics
Assam University: : Silchar**

**MINUTES OF THE FOURTH MEETING OF DEPARTMENTAL AFFIARS
COMMITTEE (DAC) HELD ON 11th DECEMBER, 2015 AT 1.00 PM**

Following members were present:

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| 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 Purchase of Lab Consumables

The Chairman appraised the house about the availability of the fund of **2,00,000/- (Rupees Two Lakhs only)** allocated for Lab Consumables

In addition to that, a thread bearing discussion took place about the other requirements of the department. As per the nature and usage of the items, the items were categorized in various groups.

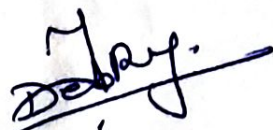
The following budget is finalized at the end of the discussion.

Sl No	Groups	Description of items	Quantity	Rate	Estimated Cost (Approx)	Group wise Total
1	Group A	Antivirus (5 User)	6	2,000	12,000	35,600
2		Laser Printer Cartridge	4	3,400	13,600	
3		Computer Stationery			5,000	
4		Portable slide changer			5,000	
5	Group B	Floor Mat for Seminar Hall	310	180	55,800	55,800
6	Group C	Inverter Battery	2	14,500	29,000	29,000
7	Group D	Fixing of floor mat and Fevicol			12,000	26,000
8		Curtains			14,000	
9	Group E	Stationery			14,500	53,600
10		White Board Repairing			2,000	
11		Repairing of Visitor Chair			6,000	
12		Posters and Chart Printing for Lab & Classroom			15,000	
13		Printing & Framing of Timeline			6,000	
14		Printing & Binding of Statitcal tables			7,600	
15		Tubs & Plants for Lab			2,500	
Grand Total						200,000

Meeting ended with thanks from and to the chair.



(Prof. Dibyojyoti
Bhattacharjee)



(Dr. Tanusree Deb Roy)



(Dr. Jonali Gogoi)