



**DEPARTMENT OF STATISTICS  
ASSAM UNIVERSITY, SILCHAR**

MINUTES OF THE **TWENTY FIFTH** MEETING OF DEPARTMENTAL AFFAIRS COMMITTEE (DAC) HELD ON 7<sup>th</sup> DECEMBER 2020 AT 5.30 P.M CONDUCTED ONLINE OVER GOOGLE MEET

**Following members were present:**

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|-----------------------------------|----------|
| 1. Dr. Rama Shanker               | Chairman |
| 2. Prof. Dibyojyoti Bhattacharjee | Member   |
| 3. Dr. Tanusree Deb Roy           | Member   |
| 4. Dr. Jonali Gogoi               | Member   |

At the very outset the Chairman welcomed all the members to the meeting. The agenda of the discussion circulated before the meeting. The discussions were held on all the agenda items one after another. After discussion the following resolutions were taken.

**Agenda 1: Starting of Classes of First Semester and Subject Allocation**

**Resolution:** The Chairman apprised the house that the first list of Admission was generated on 4.12.2020 and till date, 7 students have already taken admission to First Semester. As per the instruction of the University the classes of First Semester is to start online from 9.12.2020. The house decided to start the class from that day. After discussion in the house the subject allocation to the teachers are decided as follows:

<b>Paper no.</b>	<b>Name of the paper</b>	<b>Course Teacher(s)</b>	<b>Course Coordinator</b>
101	Real Analysis	Rama Shanker & Dibyojyoti Bhattacharjee	Rama Shanker
102	Linear Algebra	Rama Shanker & Tanusree Deb Roy	Tanusree Deb Roy
103	Probability Theory	Jonali Gogoi	Jonali Gogoi
104	Distribution Theory	Tanusree Deb Roy & Rama Shanker	Tanusree Deb Roy
105	Statistical Computing	Dibyojyoti Bhattacharjee	Dibyojyoti Bhattacharjee

Research Scholars of the department accepting fellowship from the university may assist in the academic activities of the program.

**Agenda 2: Arranging an Induction Program on the First Day of the Class of Semester I**

**Resolution:** As directed by Director IQAC, an induction program is to be conducted on the first day of the Class of Semester I. The matter was placed before the house.

The house appreciated the suggestion and added that in the program the Third Semester students shall also be included. In the induction program a formal introduction shall take place between the students and teachers and the new comers shall be apprised of the process of teaching and evaluation in the department, the curriculum, discipline and decorum of the department. In addition to that the third semester students may also share their experience in the department. The house requested Dr. Jonali Gogoi to arrange the event online. She is also requested to prepare a report of the event and submit it in the department along with the list of attendees and screenshots of the event. To which Dr. Gogoi agreed. The report of the event shall later be uploaded in the university website. The induction program shall be conducted on the 12<sup>th</sup> of December, 2020 online at 5:30 pm.

### **Agenda 3: Finalization of Mechanism to Identify Weak and Advanced Learner**

**Resolution:** Member of the DAC Prof. Bhattacharjee, placed before the house a mechanism which can enable a department to identify the weak and advanced learner. He opined that, for successfully grooming of the weak students, the department needs to identify them at an early stage of the program. For this purpose, the performance of students in the First Internal Assessment Examination of the First Semester shall be considered. Accordingly, a student of the M.A/M.Sc program of the department is identified as the weak student in the following manner:

- Based on the performance of the students in the first internal assessment the percentile of each student shall be determined with the highest marks to be taken as 100.
- If the percentile of a given student in a paper is less than 50 then he/she is identified as weak student in that paper.
- If a teacher feels that a student is not regularly responding to the questions (or assignments) raised (or given) in the class the teacher has the option to consider the student as weak student, if he/she (the course teacher) deems fit.

### **Follow up Action on Identifying Weak Students:**

- At the very outset, for a weak student a counselling is arranged with the coordinator of the concerned course and his/her mentor.
- The course coordinator tries to find out the problem area of the student in that course. Mostly, this happens because the student lacks in understanding the basic concept on which the course is built. In such a case special tutorials/ remedial classes shall be arranged for them, beyond class hours, mostly online.
- The course teacher needs to invest time in evaluating the assignments and tasks given to the students with necessary remarks for improvement.
- The links of such tutorial classes shall be emailed to all students of the class so that anyone who has the requirement is free to join the tutorial class.
- Sometimes, it is found that the student is unable to cope up as he/she does not have the pre-requisite knowledge of the course which he/she is expected to acquire during the under-graduate program. In such a case, the course coordinator provides the student with some additional study material of UG level and follow his/her progress.

- It may sometimes be observed that some students might still not be able to cope up because of their insincerity or irregularity. The guardian of such students shall be informed about their absenteeism or insincerity as the case may be.

This strategy shall be repeated in all the semesters of a particular batch of students. Thus, a student who is identified as weak student in the department in the first semester may not remain so in the next or any subsequent semester and vice versa. As the identification shall be done course wise so a student who is identified as weak student in paper 101 (say) may not be a weak student in paper 103 (say). However, if any student feels the need they are free to join such special tutorial class.

**Identifying Advanced Learners of the Department:** In connection to this Prof. Bhattacharjee further opined that it is necessary to groom the advanced learners in the department so that they can in due course of time, take more interest in the subject. This shall benefit the department in particular and the discipline of Statistics in general.

- The students who secure 90 percentile or above in the First Internal Examination are identified as advanced learners of the department.

**Follow up Action on identifying Advanced Learner:**

- The advanced learners shall be allowed to join different workshops and seminars that are conducted in the department for research scholars and faculty from other disciplines. Their joining is kept free and no registration fees shall be charged from them.
- Such learners shall also be invited to remain present in the different progress seminars, final registration seminars and the pre-submission seminars of the Ph. D scholars of the department.

According to Prof. Bhattacharjee, such activities shall help the advanced learners to grow stronger in the subject and also learn about the application areas of the subject. In addition to all this, they also get a chance to mix and interact with their seniors who are currently in the field of research. It can be expected that this shall boost their morale and increase their interest in the research domain.

This strategy shall be repeated in all the semesters of a particular batch of students. Thus, a student who is identified as advanced learner in the department in the first semester may not remain so in the next semester. As losing of the status of “advanced learner” in the subsequent semesters is not exemplary, so students who once attain the status of “advanced learner” are expected to try hard not to lose that status. This shall encourage the competitive mind of the student.

The house accepted the suggestion and decided to implement it for each of the upcoming semesters.

#### **Agenda 4: Mentorship of Students**

**Resolution:** Members of the DAC were apprised about the need of mentorship by the chairman. It was further apprised that already the third semester students are assigned to teachers as mentors for their project work. However, the current agenda of mentorship is more holistic and not restricted to project supervision; rather it shall be somewhat like parental guidance. The student shall now approach the respective mentor with any type of problem which may be academic as well as non-academic issues like health, psychological, career counseling etc. The house appreciated it and opined that the current process of addressing student's related issues be upgraded to the mentorship program. The mentors to the students of current Third Semester batch shall follow the supervisorship notification for the project issued earlier.

#### **Allocation of Third Semester Students to their Mentor**

<b>Prof. Dibyojyoti Bhattacharjee</b>	<b>Dr. Rama Shanker</b>	<b>Dr. Tanusree Deb Roy</b>	<b>Dr. Zonali Gogoi</b>
1. Akashdeep Roy 2. Simanta Deka 3. Abdul Mannan Chowdhary	1. Ronodeep Das 2. Hritika Das 3. Hosenuur Rahman Pradhani 4. Reshama Upadhaya	1. Dipanjali Roy 2. Injamul Haque 3. Subhona Nath	1. Gitanjali Pradhani 2. Supriya Nath 3. Absanur Hussain

After the admission process of the first semester, the allocation of students for their mentorship should be done on the similar basis.

#### **Agenda 5: Analysis of Feedback Report of students on Online Teaching and Corresponding Actions Planned**

**Resolution:** The Chairman of the DAC placed before the house the Feedback Report obtained from the students of Second Semester and Third Semester on Online teaching. The survey was conducted by Internal Quality Assurance Cell (IQAC) of the University and the report of which was sent to the Department. The feedback on online teaching was collected on the following parameters i.e.

- Ability = The ability of teacher to reach out to students through online mode
- Coverage = The extent of coverage of the course through online teaching in this paper
- Uniformity = Extent of uniformity in teaching the various units of the paper in online mode
- Clarity = Extent of clarity in teaching of the paper in online mode
- Interaction = The extent of interaction with the teacher in the online mode of teaching for the paper

- Material = The extent of study material that were made available relating to the content of the paper
- Evaluation = The process of online evaluation (internal exams) in this paper
- Network = The network at the end of the teacher during online teaching in this paper
- Comparison = Your assessment about online teaching in comparison to direct classroom teaching

While the average performance of the department in Second Semester was more than 80 per cent in all the parameters in case of Third Semester there are scope of improvement in several dimensions. A brainstorming session followed and the following Actions are decided to be implemented based on the opinion expressed by the students through the survey.

**Materials:** The study materials supplied to the students for study required improvement. For that purpose it was decided that the course teacher is to download some e-books on the topics allotted to them and share it with the students in addition to the handouts that they are already supplying. The books chosen shall be such that it shall have sufficient number of solved problems and unsolved illustrations so that the students can practice them during the self-study hours.

**Interaction:** In online teaching during the interaction session often because of quality of network the students' voices are not always audible. It was resolve that the students may be encouraged to write their queries in the chat box of the portal that is used for online teaching. In addition to that the members resolved that during each online class some moments be kept very specific for the purpose of interaction. During those moments students shall be encouraged to interact with the teacher with whatever issues they have concerning the subject matter of discussion in the class.

**Clarity:** To improve the clarity of the students in the class, the house decided that the study materials of a given class shall be shared with the students at least one day ahead of the class. The students shall be asked to read the material properly before they attend the class. This is expected to improve the clarity of the students and also the level of interaction between the teacher and the students when the class is on.

The house also opined that with the identification of weak students in the department as resolved under Agenda 3 and the corresponding action of remedial classes, several other problems that the students are facing as reported shall be solved. Regarding matters like Network issues, comparison etc. the house felt that it is beyond the control of the teachers.

Hence, the house decided to take the aforementioned steps in connection to the feedback received and hopes that such steps shall improve the quality of online teaching in the department.

## **Agenda 6: Initiation of Some Extension Activity of the Department**

**Resolution:** The Chairman reported that the need of the hour for the department, as also reported by the IQAC is to initiate some extension activities. After some serious brain storming the house was unable to resolve an extension activity in the truest sense of the term for the department. The house asked Dr. Tanusree Deb Roy, to kindly find out what type of extension activities are done by the Statistics Departments of other universities of India and accordingly report them in the next DAC meeting. The department can then discuss and decide on the extension activity (or activities) which they can render based on the available resources in the department. To which, Dr. Deb Roy agreed.

However, Dr. Bhattacharjee placed before the house a proposal of an extension activity. He opined that Statistics being an Applied Subject finds its applications in several other subjects including- Commerce, Management, Life Science, Ecology, Economics etc. Thus, research scholars of such departments require to analyze the data using statistical tools and software. The PG students of the department of senior semesters (3<sup>rd</sup>/4<sup>th</sup>) are equipped to provide necessary data analysis assistance to such research scholars. This, in one hand shall help the research scholars in analyzing the data and making life for them easier and on the other hand it shall provide our students an exposure to live data analysis. Thus, service shall be free of cost and shall be an extension activity of the department beyond the stakeholders of the department. The members of the DAC appreciated the proposal and agreed to implement the activity once normal campus life starts.

## **Agenda 7: Purchase of Desktop Computers, Printer and Items for Digital Classroom**

**Resolution:** The Chairman of DAC apprised the house about the requirement that was sent from the department for the purchase of a Smart Board for smart classroom, a laser printer and a desktop computer for the HoD from the non-recurring expenditure. The price of Smart Board for smart classroom is Rs. 2,10,000/- and , a laser printer and a desktop computer is Rs. 55,800/-. The Finance Section noted the requirement and wanted that the matter be routed through the DAC and DPC. Accordingly the matter was placed in the DAC. The members dialogued on the issue and opined that the department is in need of the same and recommended that the Smart Board, a laser printer and a desktop computer is necessary for the department to enhance digitalization. The house requested the Chairman to go ahead with necessary steps leading to the procurement of the three items mentioned above.

## **Agenda 8: Any Other NAAC Related Matters**

**Resolution:** The Chairman asked the members to identify the best practices of the department. The NAAC Peer Team visit is in the offing and during the visit the

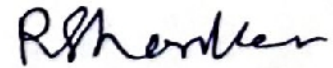
departments are generally asked to deliver on at least two best practices that they possess. The members discussed and debated on the issue and came up with two issues that can be identified as best practice of the department:

- Planting of sapling in every event in the department
- Conducting workshops on data analysis and statistical tools for different levels which are of benefit to scholars, students and faculty members of different departments both within and outside the university.

As there was no other matter to discuss so the meeting ended with thanks from and to the chair.



**(Prof. Dibyojyoti Bhattacharjee)**



**(Dr. Rama Shanker)**



**(Dr. Jonali Gogoi)**



**(Dr. Tanusree Deb Roy)**