



Department of Statistics  
Assam University: : Silchar

MINUTES OF THE TWENTY EIGHTH MEETING OF DEPARTMENTAL  
AFFAIRS COMMITTEE (DAC) HELD ON 5<sup>th</sup> AUGUST, 2021 AT 7.00 PM

Following members were present:

1. Dr. Rama Shanker, Chairman
2. Prof. Dibyojyoti Bhattacharjee, Member
3. Dr. Tanusree Deb Roy, Member
4. Dr. Jonali Gogoi, Member
5. Dr. Vivek Verma, Member

At the very outset the Chairman welcomed all the members to the meeting. The agenda of the discussion was circulated before the meeting. The discussions were held on all the agenda items. 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 2020-21 as reported by the Finance Section. The amount totals to **Rs.99, 000/-**

A thread bearing discussion took place about the requirements of the department.

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

SI No	Description of items	Amount
1.	2 No's of Laser Printer	30,000
2.	Curtains	16,000
3.	Floor Matting	25,700
4.	Antivirus Software	16,000
5.	Cartridge for laser printers	1,800
6.	Stationaries	9,500
<b>TOTAL</b>		<b>99,000/-</b>

## **Agenda 2: University declaration of Ph.D Intake for 2021**

The chairman appraised the house about declaration to be given by the teachers for Ph.D intake during the session 2021. The house discussed that as per guidelines the teachers' shall submit the data related to the availability of vacant seats under them for the upcoming session and the number of vacancies they need to fill up.

## **Agenda 3: Students' feedback report on Curriculum for second and fourth semester obtained from IQAC**

The Chairman read out the report of Feedback as obtained from IQAC dated 04.08.2021 for the different papers taught during the 2nd and 4th semester. It is found that though the feedback is good in all papers of the second semester but for the fourth semester paper some of the parameters need special attention.

The details of the Action Taken Report based on the feedback given by the students are provided in the Annexure, which was forwarded to IQAC.

## **Agenda 4: Criteria for answering questions in second semester final examination**

The Chairman appraised the house that as per the instructions provided by the Controller of Examinations the pattern of Questions will be finalized in due course of time for second semester. As per the mails given by the Dean of AESPS regarding pattern of examination, the house agreed that students have to answer five questions selecting one from each unit so that the standard and the quality of the examination be maintained.

## **Agenda 5: Any Other Matter**

The Chairman appraised the house that as the Course on Data Science is going to be started in the Department through online mode for which necessary permission has been granted. Coordinator and Deputy Coordinator needs to be assigned for the smooth functioning of the Course.

The Coordinator of the Program will be the Head of the Department and the name of Dr. Jonali Gogoi as Deputy Coordinator was proposed by Prof. Bhattacharjee and seconded by Dr. Rama Shanker which was subsequently approved by the house.

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

R. Shanker

(Dr. Rama Shanker)

Bhattacharjee

(Prof. Dibyojyoti Bhattacharjee)

T. Deb Roy

(Dr. Tanusree Deb Roy)

Gogoi

(Dr. Jonali Gogoi)

Vivek Verma

(Dr. Vivek Verma)

#### ANNEXURE

#### Action Taken Report on Feedback on Curriculum for Even Semester of 2021

The Department of Statistics was in receipt of a compiled Feedback report on Curriculum which is basically a accumulated report of the feedback analysis of the even semester students of the PG Program run by the department for the year 2021. The Department wants to put into record the efforts of IQAC for taking the pain of conducting the survey and compiling the report for each of the semesters for all the programs across all departments and sending the same to all the departments.

To discuss the report with an aim to improve the teaching learning process of the department, the matter was placed in the 28<sup>th</sup> meeting of the Department Affairs Committee (DAC) held online on 05-08-2021. A tread bearing discussion followed in the DAC meeting and the following actions were taken:

The Feedback Report was for the even semester students so the opinion of the Second and Fourth Semester Students of the Department about academic matters was available in the report.

The values under different parameters related to Curriculum and the aggregate values for each of the papers both for the Second Semester and the Fourth Semester were provided in a 10 point scale.

The house decided that- if score for any of the parameter (or aggregate) in the feedback report is less than six (6) then the concerned parameter (or paper) shall be put to review.

Analysing the report of the second semester students of the Department it was found that the scores in each of the parameter and aggregate for all the papers is greater than 6. The students also expressed satisfaction in the overall conduction of the second semester classes held in online mode.

Analyzing the feedback report of the fourth semester students it was found that:

- a. In paper 402 the parameter "Materials" had an average value of 5. As the paper concerned was shared by two of the teachers of the Department, it was reciprocated to the concerned teachers to improve the quality and content of the materials shared by them with the students.
- b. In papers 403 and 404 in the parameter "Comparison" the average value was 5. This meant that in comparison to Offline teaching, the online process of imparting education in the two papers required improvement. The matter was communicated to the concerned teachers. The teachers were requested to consider this in subsequent classes. It may be noted that while taking classes in online mode as there is no one to one correspondence with the students and the duration of student-teacher interaction is minimum students might feel constrained. The matter can be improved if time for feedback and interaction in online classes be enhanced.

The teachers of the Department expressed their contentment regarding the feedback report submitted by the students and thanked IQAC for accomplishing the job in such a sincere manner.

*R. Shanker*

(Dr. Rama Shanker)  
Head and Associate Professor  
Department of Statistics  
Assam University, Silchar