



**DEPARTMENT OF STATISTICS
ASSAM UNIVERSITY, SILCHAR**

AU/STAT/DAC/Minutes/48

Date: 14th August, 2023

**MINUTES OF THE 48th MEETING OF DEPARTMENTAL AFFAIRS
COMMITTEE (DAC) HELD ON 14th AUGUST, 2023 AT 12.30 P.M.**

Following members were present:

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

The Chairman welcomed all the members to the 48th meeting of the Departmental Affairs Committee (DAC) of the Department of Statistics, Assam University.

The agenda of the discussion was circulated before the meeting. The discussions were held as per the agenda items. After discussion the following resolutions were taken.

Agenda1: Discussion regarding purchase of steel almirah for Dr. Vivek Verma

Resolution:

Dr. Vivek Verma informed the house about the need to purchase an Almirah to keep necessary belongings and also exam related materials. As per his specification Godrej Interio Almirah Steel shelving cabinets' (Product Id: 5116877-50910076860) suitable for the incumbent was available in the GEM portal at a price of Rs. 17,829/-+ GST (relevant document placed in the meeting). The members of the house agreed to purchase the almirah and adjoined that the money required for the purchase may be met from the Annual Course Fee fund of the department.

Agenda 2: Purchase of Office Stationery

Resolution:

A thread bearing discussion took place about the office requirements of the department. As per the nature and usage of the items, the list of item was prepared by the Office Staff Ms. Rajlaxmi Bhattacharjee. An amount of Rs. 6320/- would be required to purchase the stationeries as per rate provided in the GEM portal. The members of the house decided to purchase the stationeries from the Annual Course Fee fund of the department.

Sl. No.	Items	Quantity	Tentative Price	amount
1.	A4 paper	5	300/-	1500/-
2.	Register	5	50/-	250/-
3.	Register big No.12	1	150/-	150/-
4.	Envelope Small	30	100/-	100/-
5.	sanitizer	2	250/-	500/-
6.	Room freshener	5	160/-	800/-
7.	paperweight	5	20/-	200/-
8.	White board marker(Blue+ Black)	5+5	20/-	200/-
9.	White board marker Refill	5	30/-	150/-
10.	Office organizer	5	500/-	500/-
11.	Gem clips	4	30/-	120/-
12.	Printer cartridge 88A (Prodot/ combatable)	1	1200/-	1200/-
13.	Tray	2	150/-	300/-
14.	Lock & key (3key)	1	350/-	350/-
	Total			6320/-

Agenda 3: AC Maintenance

Resolution:

Two Air Conditioners of the department have not been repaired since its installation in 2016. The AC's are not functioning properly now. The matter was informed to the Engineering section. In this regard, the AMC (AC) technician visited the department and noted the defects. An estimate of Rs. 24,750/- would be required to repair the two AC's which was proposed by the section (relevant file placed in the meeting). The file was sent by the Engineering section to the Department seeking the source of financial concurrence. The house decided to spend the amount of Rs. 24,750/- from the Annual Course Fee fund of the department.

Agenda 4: Fixing of black paper in Research Scholar's room

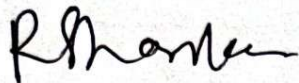
Resolution:

The Research Scholar of the Department expressed their need to paste black paper in the glass partitioning as it creates disturbance from the adjoining PG class. In this regard, a quotation for glass repairing was sought to which the local vendor provided an estimate of Rs. 3500/- (relevant document placed in the meeting). The members of the house opined that the amount could be met from the Annual Course Fee fund of the Department.

Agenda 5: Any Other Matter

In 'Any Other Matter' the Chairman of DAC informed all the members to decide about the Project Submission date of Fourth Semester students. All the members of the house decided that the last date of submission of the project will be on 11th of September, 2023.

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



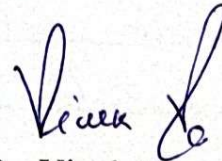
(Dr. Rama Shanker)



(Prof. Dibyoyoti Bhattacharjee)



(Dr. Tanusree Deb Roy)



(Dr. Vivek Verma)



DEPARTMENT OF STATISTICS
ASSAM UNIVERSITY :: SILCHAR

04.9.2023

AU/STAT-DAC/NOTICE/48

This is for kind information to all faculty members that Department Affairs Committee (DAC) meeting of Department of Statistics will held on 05.9.2023 at 2.30 P.M in the Chamber of the HoD (Statistics) to discuss the following agenda.

1. Change of Account Holder of the Head, Department of Statistics
2. Decision of the Online Post Graduate Diploma on Data Science
3. PG Admission M.A./M.Sc (Statistics) 2023
4. Any other matter

All members of the DAC are kindly requested to attend the meeting

Bhattacharjee

(Dibyoyoti Bhattacharjee)
HOD, Statistics

Copy to:

1. All the DAC members
2. File