

1/7/2021

Gmail - Dac meeting on 15.12. 2020 at 11:30 am



Sunita Sarkar <sarkarsunita2601@gmail.com>

Dac meeting on 15.12. 2020 at 11:30 am

1 message

Sunita Sarkar <sarkarsunita2601@gmail.com>

Sun, Dec 13, 2020 at 9:54 AM

To: Sudipta Roy <sudipta.it@gmail.com>, Tapodhir Acharjee <tapacharjee@gmail.com>, dharsourish <dharsourish@gmail.com>, "Dr. Somnath Mukhopadhyay" <som.cse@live.com>, Abhijit Biswas <abhi.021983@gmail.com>, "arnab.itaus" <arnab.itaus@gmail.com>, Mousum Handique <mousum.smit@gmail.com>, Niranjan Wangjam <niranwang@gmail.com>, Bhagaban Swain <1980bhagaban@gmail.com>, navajyoti.cse@gmail.com, sanghitadeb@yahoo.com, amit deb <amitmcs@gmail.com>, Jagannath Nath <jagannath.nath@gmail.com>, kunal roy <roy.kunal20@gmail.com>

Dear all,

A DAC meeting will be held on 15.12. 2020 at 11:30 am in the chamber of the Head to discuss NAAC visit related activities.

All are requested to make it convenient to attend the meeting.

With regards

Sunita Sarkar

Head, Department of cse

12th DAC meeting held on 15.12.2020 at 12.30 pm in the chamber of head, Department of CSE,

Members present

- 1. Sunita Sarkar
- 2. Tapshi Acharya

Sarkar
Acharya

Members present

- 3. M. Handique
- 4. A. Biswas

Handique

Abhijit Biswas
15.12.20

The Departmental Affairs Committee meeting (**DAC-12/2020**) of Department of Computer Science & Engineering, Assam University was held on 15th December, 2020 in the chamber of the Head, department of CSE at 11:30 am. The following members were present:

- | | |
|--------------------------|----------|
| 1. Dr. Sunita Sarkar | Chairman |
| 2. Dr. Mousum Handique | Member |
| 3. Dr. Tapodhir Acharjee | Member |
| 4. Dr. Sourish Dhar | Member |
| 5. Dr. Arnab Paul | Member |
| 6. Dr. Abhijit Biswas | Member |

Agenda Items:

1. Confirmation of the minutes of the previous DAC meeting
2. NAAC visit related matters
3. Any Other matters

RES/CSE/DAC/2020-12/ITEM-01:

The members confirmed the minutes of the last Departmental Affairs Committee meeting.

RES/CSE/DAC/2020-12/ITEM-02:

a) All Members have discussed at length about the preparation of NAAC peer team visit related matters. After discussion following responsibilities are assigned to the teaching and non teaching members of the department for the preparation of NAAC peer team visit.

Sl. No	Responsibility	Responsibility assigned to
1	Records of Student related data e.g. number of students from outside the state	Dr. Mousum Handique
2	Departmental Webpage Management	Dr. Sourish Dhar And Dr. Arnab Pal
	Mechanism to identify weak students and arrangement of remedial classes	Dr. Abhijit Biswas
3.	Collection of project/internship completion certificates from students and send list of students successfully completed project/ internship to IQAC Report about events/achievements of Department/Student/Teacher/etc with photographs	Dr. Somnath Mukhopadhyay
4.	Report of Induction programme	Dr. Sunita Sarkar/Mr. W. Niranjan Singh
5.	Assigning students under mentors . Responsibilities of Mentors	Dr. Sourish Dhar
6.	Revision of curriculum with clear-cut objective and course outcome and programme outcome DAC resolution of a clear-cut mechanism about how to assess the impact of curriculum	Dr. Tapodhir Acarjee
7.	Clear-cut mechanism about how to analyze the "feedback report on curriculum" received from the students and how to take follow up action on that	Prof. Sudipta Roy and Dr. Tapodhir Acarjee

8.	Departmental Library with proper records,	Bhagawan Swain, Sanghita Deb and Jagannath Nath
9.	Update records of all academic and administrative matters	Head and Dr. Mousum Handique
10	Beautification of the Department	Mousum Handique And Arnab Pal
11.	Arrangement of sitting arrangement for research scholars	W. Nirajan Singh
12	Computer Lab	Navajyoti Nath and Amit Kumar Deb
13	Smart Class Room	Jagannath Nath and W. Niranjan Singh
14	Power point Preparation	Dr Somnath Mukhopadhyay

RES/CSE/DAC/2020-11/ITEM-03:

- a. The members have decided to conduct Parent Teacher meeting in online mode in the month of February. Dr. Abhijit Biswas is the coordinator of the Parent Teacher meeting.
- b. The members have decided to conduct Alumni meeting in online mode in the month of March.
- c. For the preparation of NAAC peer team visit, an estimated budget of 2,00,000/- has been prepared from the course fee fund of department of CSE. Detail list is given in Annexure I.



Chairperson

Departmental Affair Committee