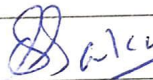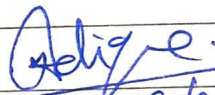02nd DAC meeting held on 02-03-2021 at 12.30 p.m

in the chamber of Head/meeting room in the department.

department of Computer Sc & Engg. Assam University

Silchar.

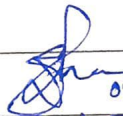The following members were presents :-

1) Dr. Sunita Sarkar

2) Dr. Mourram Handique

3) Dr. Tapodhir Acharjee
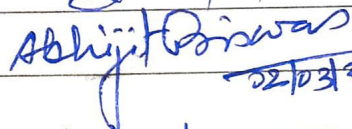
4) Dr. Sourish Dhar
5) Dr. Abhijit Biswas

6) Dr. Arnab Paul.

7) Bhajaban Dwari

8) W. Niragar Sigh
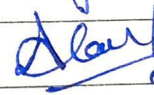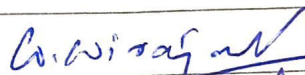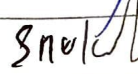
9) Somnath Mukhopadhyay

10. Prof. Sudipta Roy.

The Departmental Affairs Committee meeting (**DAC-02/2021**) of Department of Computer Science & Engineering. Assam University was held on 2nd March, 2021 in the department. The following members were present:

1.	Dr. Sunita Sarkar	Chairman
2.	Prof. Sudipta Roy	Member
3.	Dr. Mousum Handique	Member
4.	Dr. Tapodhir Acharjee	Member
5.	Dr. Sourish Dhar	Member
6.	Dr. Arnab Paul	Member
7.	Dr. Abhijit Biswas	Member
8.	Dr. Somnath Mukhopadhyay	Member
9.	Mr Bhagaban Swain	Member
10.	Mr. W. Niranjan Singh	Member
11.	Mr. Amit Kumar Deb	Member
12.	Mr. Jagannath Nath	Member

Agenda Items:

1. Confirmation of the minutes of the previous DAC meeting
2. Internal Academic Audit team visit regarding and SSR presentation
3. Purchase related matters
4. Extension Programme regarding
5. Any others matters

RES/CSE/DAC/2021-02/ITEM-01:

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

RES/CSE/DAC/2021-02/ITEM-02:

The Chairperson apprised the members that Internal Academic Audit team will visit the department on 12th March, 2021for discussion of preparation of NAAC peer team visit. All the members of the department have seen the presentation which has been prepared based on SSR for NAAC Peer Team Visit and Internal Academic Audit team visit. The members discussed all the 14-points of the presentation framework and suggested some corrections and alterations. It has also been decided that all those suggestions will be incorporated in the revised presentation before the Internal Academic Audit team visit to the Department.

RES/CSE/DAC/2021-02/ITEM-03:

Some items need to be purchased urgently for upcoming NAAC visit and beautification of the department. An estimated budget of Rs.8,15,040 has been prepared from the departmental development fund/ course fee fund . The matter is forwarded for Placing in DPC. The details in **Annexure "A"**

RES/CSE/DAC/2021-02/ITEM-04:

It is discussed that the department of Computer Science & Engineering in association with Department of Social Work will organize one extension programme "Awareness cum Distribution programme: COVID-19" Pandemic in Hatitilla village, Silchar on 14th March 2021.. The coordinator of the event will be Dr. Sunita Sarkar and Dr. Somnath Mukhopadhyay and Prof. M. Tineshwari Devi. An estimated budget of Rs. 35,000/- is placed for conducting the extension programme.

As there was no other items to discuss the meeting ended with thanks.

Chairperson
Departmental Affair Committee

Summary sheet

Sl. No.	Item	Quantity	Unit Price in Rs.	Total Price in Rs.
01	Visiting Chair (Non-Revolving)	50	5,390.00	2,69,500.00
02	Meeting Room Chair (Revolving)	20	4,800.00	96,000.00
03	Meeting Cum Conference Table (16 Seater)	01	91,800.00	91,800.00
04	Centre Table	05	10,800.00	54,000.00
05	Patient Bed for Sick room	01	39,600.00	39,600.00
06	Hand Held Digital Infrared medical thermometer	02	2,498.00	4,996.00
07	Automatic Hand Sanitizer Machine	03	3,098.00	9,294.00
08	Hearing protection headphone with mike	40	2000.00	80,000.00
09	Keyboard + Mouse (Combo pack)	30	900.00	27,000.00
10	Door Curtains	100	936.00	93,600.00
11	Fixing of Curtains	100	245.00	24,500.00
12	Carpet work in Virtual class Room	150 sq.mt	165.00	24,750.00
			Grand Total	**8,15,040.00**