DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGG

ASSAM UNIVERSITY SILCHAR

DAC MINUTES

An urgent Departmental Affairs Committee (DAC) meeting was held on 09/01/2021 with the following members.

1. Mariam JabaliLaskar, Head(i/c) : Chairman
2. Prof. Debaprasad Das : Member
3. Dr.RichikKashyap : Member
4. Dr.RinkuRabidas : Member
5. Anirban Banerjee : Member
6. NirupamShome : Member
7. AdwitiDeoghare : Member
8. VelloreeKhuraijam : Member

The chairperson apprised the members about the application received from Dr. Rinku Rabidas, Exam co-ordinator of the department to exempt him from the responsibility of exam co-ordinator till his recovery from fracture. The members discussed about the matter. After a detailed discussion the following resolution is adopted.

**Resolution 1:** All class coordinator will perform the all the exam related works such as subject allocation, exam form collection and verification etc of the respective classes (Nirupam Shome🡪 5th semester B.Tech & 1st semester M.Tech; Adwiti Deoghare🡪 3rd semester B. Tech & 3rd semester M.Tech; Velloree Khuraijam🡪 1st &7th semester B.Tech ). Anirban Banerjee will look after the matter of time table preparation, invigilation duty list preparation etc and with consultation with the other department’s exam coordinators for common papers. During the examination if any problem arises then it will be handled by the invigilator on duty and the class co-rdinators.

As there were no other items to be discussed, the meeting ended with thanks from and to the chair.

Chairman, DAC