

**DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING
ASSAM UNIVERSITY, SILCHAR**

DAC MINUTES

A DAC(Departmental Affairs Committee) meeting was held on 15/12/2020 to discuss about NAAC related activities with the following members...

1. Mariam J. Laskar, 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
9. Rima Barua : Member

Resolution 1: Identification of weak students and action to improve their ability

The members discussed about how to identify the week students in various semesters and necessary steps that should be taken to improve their ability.

After detailed discussions, members of the DAC are agreed that the performance evaluation can be done in two different ways, viz.

- (i) For newly admitted and existing students, after completion of few topics, faculty will assess understanding of the students by some review parameters. Said parameters will be Assignments, quizzes, viva and other techniques as and when required.
- (ii) For existing students, depending on the performance in the previous semesters weak students will be identified. For that, those who are having backlog in three and more papers will be considered to be weak students.

The members of DAC proposed to the following measures to address this issue.

To identify the problem of students, class teacher will individually discuss with them and try to understand their problems. Depending on the problem,

- (i) Separate doubt clearing sessions will be organized.
- (ii) Non-conventional mode of teaching will be adopted.
- (iii)Refer online material like NPTEL video lectures and other.

Resolution 2: Identification of Advance students/quick learner and action to enhance their skill

The members discussed the matter to identify the Advance students/quick learner in various semesters and steps that should be taken to improve their capability.

After detailed discussions, members of the DAC are agreed that the performance assessment can be done by assigning some optional assignments and mini-projects for a stipulated time. Depending on their response, interested and bright students can be identified.

The members of DAC proposed to the following measures for the enhancement of student's ability.

- (i) For lower semester students, practical application of their subject knowledge will be discussed and hands-on training/simulation on software, advance topic related to the subject will be discussed
- (ii) For higher semester and PG students, along with the measures taken for lower semester students, research topic will be assigned to implement them. Moreover, students will be motivated and guide to write term paper or review paper.

Resolution 3: Assessment of the impact of curriculum

The members discussed the matter of how to assess the impact of curriculum on students.

After detailed discussions, members of the DAC has decided that grand viva for each subject should be conducted once in a month or presentation should be given by the students on the topics related with the subject or they will be given mini project so that they can utilize their concepts while doing the same.

Resolution 4: Mechanism to analyze the feedback report on curriculum and follow up action to be taken

The members discussed the matter of feedback report received from IQAC and follow up action regarding.

After detailed discussions, members of the DAC has decided that

- i) IQAC coordinator will update paper codes of B.Tech 3rd sem and 7th sem as the course structure has already changed. And feedback is not taken for all subjects of 3rd and 7th semester. So the feedback analysis cannot be completed.
- ii) For M.Tech Students, Feedback report has not been sent to the department till date. So analysis cannot done.
- iii) There will be interaction with all students' (semester wise) to know the problems they are facing in online classes. The class co-ordinator will arrange the interaction meeting with student, class coordinator, one faculty member and HOD.

Resolution 5: Extension activities in a systematic manner _ regarding

The members discussed the matter of feedback report analysis and follow up action regarding.

After detailed discussions, members of the DAC have decided that seminar, workshop, conference and lecture series can be organised provided there is sufficient fund in the department annual course fee fund.

Chairman, DAC