

DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING  
ASSAM UNIVERSITY, SILCHAR

DAC MINUTES

A DAC (Departmental Affairs Committee) meeting was held on 06/01/2021 at 6.30pm online 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. VelloreeKhurajam : Member

The DAC meeting was called to discuss about the action to be taken on feedback report. After discussing the matter in detail, the members has taken the following resolution....

Resolution: Action to be taken on feedback

The interaction with all students' (semester wise) held on 06-01-2021 to know the problems they are facing in online classes. The class co-ordinator arrange the interaction meeting with student, class coordinator, senior faculty member and HOD.

The members discussed problems student's (semester wise) facing in online classes and follow up action are taken:

For 3<sup>rd</sup> semester:

- 1) Depending upon subject's requirement interactive session, notes regarding subjects or both shared with students.
- 2) More number of live sessions arranged for laboratory class.

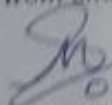
For 5<sup>th</sup> semester:

- 1) According to requirement of students speed of teaching should be slow down.
- 2) More laboratory sessions should be taken.
- 3) Concept based assignment should be provided.

For 7<sup>th</sup> semester:

- 1) As per subject's requirement more interactive session engaged with students.

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

  
06/01/2021  
DAC, Chairman

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.

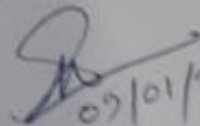
1. Mariam JabaliLaskar, Head(i/c) : Chairman
2. Prof. Debaprasad Das : Member
3. Dr.RichikKashyap : Member
4. Dr.RinkuRabidas : Member
5. Anirban Banerjee : Member
6. NirupamShome : Member
7. AdwitiDeoghare : Member
8. VelloreeKhuraijam : Member

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 → 5<sup>th</sup> semester B.Tech & 1<sup>st</sup> semester M.Tech; Adwiti Deoghare → 3<sup>rd</sup> semester B. Tech & 3<sup>rd</sup> semester M.Tech; Velloree Khuraijam → 1<sup>st</sup> & 7<sup>th</sup> 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-ordinators.

**Resolution 2:** As Special supplementary (Mid Sem) Examination 2019-20 was conducted in January 2020, for that an expenditure of Rs. 12000/- as remuneration still to be paid to faculties and staffs. Out of which Rs. 3000/- has been approved from Centre Fee. The members decided that the remaining amount of Rs 9000/- may be adjusted from Departmental Annual Course Fee Fund 2020-21.

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

  
09/01/2021  
Chairman, DAC


### DAC MINUTES

A Departmental Affairs Committee (DAC) meeting was held on 06/04/2021 to discuss various agendas with the following members.

1. Dr. Sunita Sarkar, Head (i/c) : Chairman
2. Prof. Debaprasad Das : Member
3. Dr. Richik Kashyap : Member
4. Dr. Rinku Rabidas : Member
5. Mariam J. Laskar : Member
6. Prof. L. N. Sethi : Special Invitee
7. Nirupam Shome : Member
8. Adwiti Deoghare : Member
9. Velloree Khuraijam : Member

**Resolution 1:** The Chairman appraised the members about the smooth functioning of the activities of the Department of Electronics and Communication Engineering and headship from the Department. The members noted the consent of each faculty and unanimously decided that Department shall propose the name of Prof. Debaprasad Das as head of the Department of Electronics and Communication Engineering with immediate effect.

**Resolution 2:** The Chairman also discussed the requirement of an office staff to execute office activities in absence of Existing office Assistance (Mrs. Babli Deb)/the replacement of any one by the administration. The members resolved that Department shall request to the Dean, Triguna Sen School of Technology/Authority to depute one staff from office of the Dean, TSSOT (Mr.





Department Of Electronics and Communication Engineering  
Triguna Sen School of Technology  
Assam University, Silchar

Suranjan Das/other) to the Department of Electronics and Communication Engineering to serve as an office staff.

As there were no more points to be discussed, hence the meeting is concluded with vote of thanks to and from the chairman.

*S. Saha*  
06.04.21

Chairman, DAC  
ECE Department

Copy to

1. Dean, TSSGT, AUS PIS
2. Registrar, AUS for using information.








*S. Saha*



Department Of Electronics and Communication Engineering  
Triguna Sen School of Technology  
Assam University, Silchar

**DAC MINUTES**

A Departmental Affairs Committee (DAC) meeting was held on 12/04/2021 to discuss various agendas with the following members.

1. Prof. L. N. Sethi, Dean, TSSOT : Chairman  12/04/2021
2. Dr. Sunita Sarkar, Head (i/c) : Member 
3. Prof. Debaprasad Das : Member 
4. Dr. Richik Kashyap : Member 
5. Mrs. Mariam J. Laskar : Member 
6. Nirupam Shome : Member 
7. ~~Adwiti Deoghare~~ : ~~Member~~
8. Velloree Khuraijam : Member 

In continuation of the DAC meeting held on 06/04/2021 in the Dept. of ECE, the members discussed different issues of the department and following resolutions are adopted unanimously.

**Resolution 1:** The Chairman appraised the members about the smooth functioning of the activities of the Department of Electronics and Communication Engineering and headship from the Department. The members expressed their deep concern about the acute shortage of faculty and non-teaching staffs of the department. Accordingly, the members suggested to depute one LDC/office-staff/MTS with immediate effect to take care the day-to-day office work of the department. The members also raised their concern about the file receiving and dispatch. As there is no peon in the department, the members suggested to depute one person for the purpose of file receiving and dispatch.

After threadbare discussions, the members requested the Dean, TSSOT to raise the matter of concern to the competent authority for short term and long solution to the problem stated above. Finally, after threadbare discussions the chairperson proposed that the responsibility of headship may be taken on a rotation basis as per seniority for a period of one year by the faculty members available in the department as present. The list of faculty members as per seniority is given as follows.



Department Of Electronics and Communication Engineering  
Triguna Sen School of Technology  
Assam University, Silchar


1. Prof. Debaprasad Das
2. Mrs. Mariam Jabali Laskar
3. Dr. Richik Kashyap
4. Dr. Rinku Rabidas

Accordingly, the members consented the above proposal and proposed that the headship to be given as per seniority on a rotation basis and propose the name of Prof. Debaprasad Das as head <sup>at least</sup> of the Department of Electronics and Communication Engineering for a period of one year and authorized the chairperson to process the matter.

**Resolution 2:** The Chairman also discussed the requirement of an office staff to execute office activities in absence of Existing office Assistance (Mrs. Babli Deb)/the replacement of any one by the administration. The members resolved that Department shall request to the Dean, Triguna Sen School of Technology/Authority to depute one staff from office of the Dean, TSSOT (Mr. Suranjan Das) to the Department of Electronics and Communication Engineering to serve as an office staff.

**Resolution 3:** The members also requested to depute one peon for file receiving and dispatch of the department and requested Dean, TSSOT to look into the matter on urgent basis.

As there were no more points to be discussed, hence the meeting is concluded with vote of thanks to and from the chairman.

  
12/04/2024  
Chairman, DAC  
ECE Department



ASSAM UNIVERSITY, SILCHAR  
TRIGUNA SEN SCHOOL OF TECHNOLOGY  
DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Minutes of the meeting of the Departmental Affairs Committee in Electronics & Communication Engineering held on 8<sup>th</sup> March 2021 in the Department of Electronics & Communication Engineering under the TrigunaSen School of Technology, AUS at 2.30 P.M. in presence of the following members.

- |                          |            |
|--------------------------|------------|
| 1. Dr.Sunita Sarkar      | : Chairman |
| 2. Prof. Debaprasad Das  | : Member   |
| 3. Mariam Jabali Laskar  | : Member   |
| 4. Mr.Anirban Bannerjee  | : Member   |
| 5. Mrs.Adwiti Deoghare   | : Member   |
| 6. Ms.Velloree Khuraijam | : Member   |

After threadbare discussions the members have taken the following resolutions anonymously.

**RESOLUTION NO.1: Guest Faculty Requirement**

The chairman apprised the members that in the last walk-in interview held for recruitment of guest faculty in the department, no candidate appeared against the SC post. Therefore, the said post is lying vacant which requires further advertisement. The chairman also proposed that in conducting the theory and practical classes for B.Tech and M.Tech courses smoothly in the upcoming even semester, there is a need for additional one (01) guest faculties in the department. The members discussed the matter at length and authorized the chairman to process matter so that guest faculties may be appointed before commencement of even semester starting from April 2021.

**RESOLUTION No. 2: Re-engagement of Guest faculties**

The members discussed about re-engagement of guest faculties for the upcoming semester. At present out of seven (07) sanction posts, four (04) permanent teachers are in the department and three (03) teaching positions are vacant. For the ongoing semester department recruited three (03) guest faculties out of four (04) advertised posts and their term of appointment will be completed on 31/03/2021. As per faculty student ratio and contact hour/week for B. Tech and M.Tech program for the upcoming semester maximum eight (04) guest faculties can be engaged.

After detailed discussions, members are agreed that the performance of the existing guest faculties are highly satisfactory

The members of DAC proposed to re-engage three (03) guest faculties (Names are listed below) for the next six months (from 01/04/2021 to 30/09/2021) as per the resolution EC: 126-06-19:18 of 126<sup>th</sup> meeting of the Executive Council held on 27<sup>th</sup> June 2019 (copy enclosed). An extension of six month can be given as the guest faculties are appointed under the revised UGC guideline.

Sl. No.	Name of guest faculty
1	Nirupam Shome
2	Adwiti A Deoghare
3	Velloree Khuraijam

**RESOLUTION NO. 3: Re-engagement of Contractual JTA**

The chairman apprised the members about the re-engagement of one contractual laboratory assistant (Mrs. Rima Barua) in the present semester w.e.f. 20/12/2020 and their term of engagement is up to 20/03/2021.