



Department of Library and Information Science
Assam University, Silchar

Minutes of 53rd Departmental Affairs Committee Meeting of the Department of Library and Information Science under Swami Vivekananda School of Library Sciences held on 20/11/2019 in the Office Chamber of Head of the Department at 4.0 P. M.

Members Present:

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|--|---|----------|
| 1. Head of the Department , DLISc, AUS | : | Chairman |
| 2. Prof. Manoj Kumar Sinha, Professor ,DLISc, AUS | : | Member |
| 3. Dr. Mukut Sarmah, Associate Professor, DLISc, AUS | : | Member |
| 4. Dr. N.C. Dey , Asst. Prof (Stage-II) . DLISc, AUS | : | Member |
| 5. Sri R. R. Aldarhi , Asst Professor , AUS | : | Member |

At the outset, Chairman, DAC, Department of Library and Science, Assam University, Silchar welcomed all the members and appraised about the agenda items and resolved to take following resolutions / decisions:

53: DAC: DLIS: 20-11-2019: 1

Confirmation of Minutes of the 52nd DAC Meeting held on 26/08/2019

The Chairman, DAC placed the Minutes of 52nd DAC Meeting held on 26/08/2019 for consideration. As there was no any modification in the Minutes, the Minutes of the 52nd Departmental Affair Committee Meeting held on 26/08/2019 stands confirmed.

53: DAC: DLIS: 20-11-2019: 2

Matter related to Nomination of Examination Coordinator for P G Examination of DLISc for one year to each Faculty Members on rotation Basis;

The Head of the Department proposed the name of Dr. Nabin Chandra Dey, Assistant Professor (Stage-II) for Examination Coordinator for P G Examinations for one year period (Odd Semester Examination, December 2019 and Even Semester Examination May 2020 on rotation basis.

The Committee Members discussed the matter and resolved to recommend the proposal to the Hon'ble Vice-Chancellor for approval.

53: DAC: DLIS: 20-11-2019: 3

Matter related to procurement of Equipments, Computers , Software ,Library Furniture, Seminar Hall Furniture and Class Room Table - Chairs out of Course Fee collected during 2019-20 and from Central fund allocation for the financial year 2019-20;

The Head of the Dept has placed the List of Furniture, Equipments , Computers , Software , software for consideration and recommendation to the DPC for procurement (Annexure-I)

The Committee Members after through scrutiny recommended the List of List of Furniture, Equipments , Computers , Software , software for approval in forthcoming DPC Meeting for procurement out of Course Fee 2019-20 and University allocated Fund for the year 2019-20.

53: DAC: DLIS: 20-11-2019: 4

Matter related to Advance of Rs.13,200/- from Course Fee to the Exam Coordinator for P G Odd Semester Examination , December 2019;

The HoD placed the proposal for an advance of Rs, 13, 200/- to Dr. Nabin Chandra Dey from Centre Fee for Examination Expenditure.

The DAC members discussed and approved the same. Dr. Nabin Chandra Dey has been requested to submit the application for advance of Rs.13,200/- which has been collected from Examination fee.

53: DAC: DLIS: 20-11-2019: 5

Matter related to Prospectus of M. Phil./ Ph.D. Course Work and to ascertain and confirm the number of vacant positions for M. Phil./ Ph.D. under each Supervisor;

As the Admission Notice for M.Phil/ Ph.D. Course Work is on the way , the HoD requested the Supervisor to intimate the number of vacancy for M.Phil/ Ph.D. Courses for onward communication to the Academic Section for advertisement.

The Committee Members discussed the matter and authorized the HoD to submit the draft matter for the prospectus indicating the number of seats available under each Supervisors for guiding MPhil./ Ph.D. students as per details given below:

Name of Supervisor	Seats Available for M.Phil.	Seats Available for Ph.D.
Prof. Manoj Kumar Sinha	03	01
Dr. Mukut Sarmah	01	03
Dr. N.C. Dey	0	01
Total	04	05

53: DAC: DLIS: 20-11-2019: 6

Matter related to invite applications for Open Course LSOC -203 and LSOC-204 from other Dept and nomination of Course Teacher

The Head of the Dept placed the proposal for inviting applications for Open Courses LSCC-203 (28 Seats) and LSCC- 204 (04 Seats)

The Committee Members approved the same to invite applications for Open Courses. Prof. Manoj Kumar Sinha has been nominated as Course Teachers and all other faculty members will be sharing Units as practiced earlier.


53: DAC: DLIS: 20-11-2019: 7

Finalisation of Class Routine and Course Teachers for P G 2nd and 4th Semester (Even Semester) and M. Phil/ Ph.D. Course Work from January to June 2020;

The HoD has placed the proposal for distribution of papers among the faculty members and to finalization of Class Routine for Pg and M.Phil./ Ph.D. Course Work.

The Committee Members discussed the matter at length and finalise the papers to be taken by the faculty members and authorized Dr. Nabin Chandra Dey and Sri Rajesh Rangappa Aldarathi to prepare the Class Routine for Even Semester commencing January 2020.

As there is nothing to discuss, the meeting ended with vote of thanks to and from the Chair.



(Prof. Manoj Kumar Sinha)
Chairman, DAC & Head of the Department
Department of Library and Information Science, AUS

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Dated 20/11/2019

Copy to

1. P.S.to the V.C. for kind information of the Hon'ble Vice-Chancellor
2. Dean , Swami Vivekananda School of Library Sciences for kind information
3. All concerned Members for information and record.
4. File.



Chairman DAC , & Head of the Department ,
Department of Library and Information Science , AUS