Department of Library and Information Science
(Swami Vivekananda School of Library Sciences)
Assam University, Silchar
Notice

Minutes of 58th Departmental Affairs Committee Meeting of the Department of Library and Information Science under Swami Vivekananda School of Library Sciences held on 27/08/2020 at 12.10 P M through Microsoft MS Teams Platform.

Members Present:

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. Aldarthi, 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:

58: DAC: DLIS: 27-08-2020: 1   *Confirmation of Minutes of the 57th DAC Meeting held on 01/08/2020*

The Chairman, DAC placed the Minutes of 57th DAC Meeting held on 01/08/2020 for consideration. As there was no any suggestions , modification in the Minutes, the Minutes of the 57th Departmental Affair Committee Meeting held on 01/08/2020 stands confirmed.

58: DAC: DLIS: 27-08-2020: 2   *Matter related to reporting of successful completion of One Week Dr. S R Ranganathan Online Lecture Series on the Eve of National Librarians Day Celebration from 8-14 August 2020;*

The Head of the Department and Chairman, Convener and Organizing Secretary of the One Week Dr. S.R. Ranganathan Online Lecture Series, 2020 informed the house about the One Week Long Dr. S.R. Ranganathan Online Lecture Series on Research Methodology and Emerging Technologies for Managing Libraries, Online Teaching-Learning and Research which was organized in collaboration with Rabindra Library, Assam University, Silchar during 8-14 August 2020. The report of the workshop was placed by the Chairman, Convener and Organizing Secretary of the Lecture Programme for kind perusal and consideration by the Committee Members.

The Dep.t Affairs Committee Members have discussed on the final report and expressed their happiness on successfully completion of the Online Lecture Programme. The Committee Members Congratulates all the Organising Committee Members for successfully organizing the event. The Committee Members extend the sincere thanks to the Hon'ble Vice-Chancellor **Prof. Dilip Chandra Nath** for kindly consented to grace the Inaugural Programme as the Chief Guest and also act as the Chief Patron of the Event and extending all support for organizing the event.

The Committee Members also placed on the record the kind help received from all the Organising Committee Members and from all the Chairpersons and Resource persons who have kindly agreed to deliver the Invited Lectures in the Event. The Departmental Affairs Committee Members extend thanks to all the Invited Members and the Committee Members. The Committee Members expressed their satisfaction over the outcome of the Online Lecture Programme which was well appreciated by all and the Faculty Members, LIS Professionals, Research Scholars and Students for having benefitted immensely to all the stakeholders who attended this event (Annexure-1).

58: DAC: DLIS: 27-08-2020: 3   *Matter related to Reporting of status of admission of C-RET Examination 2020 for admission in M. Phil. / Ph.D. Courses;*

The Head of the Dept. and the Chairman of the DAC requested to Dr. Mukut Sarmah , the Dept. Coordinator of the C-RET 2020-21 to inform the house regarding successfully conducting the C-RET 2020 Examination and also abut the status of admission.

Dr. Mukut Samah informed the house regarding the successful completion of C-RET Exam -2020-21. Altogether 03 Ph.D. and 03 M.Phil. candidates have successfully qualified the C-RET Online Written Exam and Personal Interview and all of them have taken admission in the respective course. Following is the List of Successful candidates:

Sr. No.	Name of Candidates	Category in which Selected	Courses in which Admitted	States from where they belong	Institutions last attended
1.	Rajesh Chutia (OBC)	GEN	Ph.D.	Assam	DLIS, AUS
2.	Nilanjana Purkayastha (GEN)	GEN	Ph.D.	Assam	DLIS, AUS
3.	Pranjal Deka (GEN)	EWS	Ph.D.	Assam	DLIS, Gauhati University
4.	Shahityanjali Chnadra (SC)	GEN	M.Phil.	U P	DLIS, AUS
5.	Puja Paul (GEN)	GEN	M.Phil.	Assam	DLIS, AUS
6.	Rupshikha Kasyap (OBC)	OBC	M.Phil.	Assam	DLIS, AUS

The Committee Members Congratulated the C-RET Exam Coordinator Dr. Mukut Sarmah and all the Faculty Members for successfully conducting Online C-RET Written Exam and Personal Interview in prescribed time frame.

58: DAC: DLIS: 27-08-2020: 4   *Matter related to nomination of P G Entrance Examination Coordinator for forthcoming P G Admission 2020-21;*

The Head of the Department has asked the faculty members to volunteer their name for the Departmental P G Entrance Examination Coordinator for the Session 2020-21.

The Committee Members discussed the matter and unanimously recommended the name of Sri Rajesh Rangappa Aldarthi to take the charge of the Coordinator for P G Entrance Examination for the year 2020-21and the name has been accepted by the Chairman, DAC and all the Committee Members.

58: DAC: DLIS: 27-08-2020: 5   *Matter related to submission of application for an advance for conducting P G Entrance Examination 2020-21;*

The HoD requested Sri Rajesh Rangappa Aldarthi to apply for an advance calculated (amount (on the basis of Rs.50/- X No. of Candidates applied for the course) in the prescribed format to be forwarded to the Hon'ble Vice-Chancellor for approval and sanction.

58: DAC: DLIS: 27-08-2020: 6   *Matter related to Setting of Objective Question Paper for P G Entrance Examination 2020-21;*

The HoD requested the Faculty Members to set the 25 no of Objective Questions and which needs to be handed over to the Exam Coordinator for final compilation and conducting the Online Examination.

The Committee Members after discussion approved the proposal and requested all the Faculty Members to cooperate in preparation of question papers to make Entrance Examination successful.

58: DAC: DLIS: 27-08-2020: 7   *Matter related to formulate Department Level Guidelines to conduct End Semester Examinations and proposal of tentative date of theory and practical examinations for Even Semester Examination, 2020;*

In view of Minutes of the 4th Standing Academic Council Meeting decisions circulated vide   F. No. AUR/21-1/2020/41 Dated: 25.08.2020, in which it has been mentioned that the department may go for conducting Online Examination , if feasible in existing infrastructure and the concerned department should prepare the modalities of the online exam and notify after obtaining vetting of the Controller of Examinations.

Accordingly, the HoD has prepared the draft guidelines to conduct End Semester Examination, 2020 in Online Mode .

The Committee Members discussed the matter at length and unanimously resolved to conduct Final Semester examinations in the month of September, 2020. The Committee Members also finalise the date of Theory and Practical Examinations which has been proposed to be organise exam from 16-30 September 2020.

The Committee members resolved to submit the draft proposal to the Controller of Examinations for onward forwarding to the Hon'ble Vice-Chancellor for taking kind approval and issuance of Final Circular for said examinations. (Draft Proposal is placed at Annexure -2)

58: DAC: DLIS: 27-08-2020: 8   *Any other matters with permission from the Chair.*

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

(Prof. Manoj Kumar Sinha)
HOD & Chairman,
Departmental Affairs Committee , DLISc, AUS

AU/DLIS/ 107/ 2010/   Dated   August 26, 2020

Copy to

1. P.S. to V.C. for kind information of the Hon'ble Vice-Chancellor
2. Dean, Swami Vivekananda School of Library Sciences , AUS
3. All the Concerned Members for information and necessary action
4. Notice Board
5. File

HOD & Chairman,
Departmental Affairs Committee , DLISc, AUS

Report on One Week Dr. S. R. Ranganathan Online Lecture Series

On

Research Methodology and Emerging Technology for Managing Libraries, Online Teaching –Learning and Research

Day -1: Dr. S R Ranganathan Online Lecture Series

Successfully completed Day -1 Dr. S R Ranganathan Online Lecture Programme on Research Methodology and Emerging Technologies for Managing Libraries, Online - Teaching Learning and Research today. One Keynote and three Invited Lecture were presented. The programme was started by giving Welcome Address by Prof. Manoj Kumar Sinha, Chairman, Convener and Organising Secretary followed by speech by Dr. Angshu Maan Sen, Director, Computer Centre, AUS. Dr. Mukut Sarmah, Joint Organising Secretary introduce all the Speakers. Prof. N Laxman Rao Nagubandi . Prof. Sanjay Kumar Singh and Prof. P G Tadasad given Invited Lecture. The Inaugural Speech was delivered by the Hon'ble Vice-Chancellor & Chief Guest of today programme Prof. Dilip Chandra Nath. After question-answer session , Vote of Thanks was offered by Dr. Nabin Chandra Dey, Rapporteur General of the Programme. At the end the Inaugural Programme was concluded by Prof. Manoj Kumar Sinha with a message to join Day 2 programme on 9th August 2020.

Thanks to all members of the Organising Committee especially, Mr. Tusshar Manish Sinha , Sri Manjit Singha and Sri Rajesh Rangappa, Aldarthi for extending Technical Support. Thanks are also to all the participants and guests.

Day -2: Dr. S R Ranganathan Online Lecture Series

We have successfully finished Day-2 Dr. S R Ranganathan Online Lecture Series on Research Methodology and Emerging Technologies... Today four Eminent Speakers Dr. R K Rabindra Kumar Mahapatra from Tripura ; Dr. Manish Maneesh Bajpai from NLU, Lucknow; Dr. Sandeep K Pathak from ISSER, Bhopal and Dr. Shantadevi T. from Akkamahadevi Women's University spoke on Citation, Referencing and Bibliography; Zotero ; Mendeley Reference Management Software and Research

Design respectively. All sessions were very informative and interesting. Participants enjoyed attending the session.

Thanks to all the Speakers for sparing their valuable time ; all Committee Members for helping successfully organising the event.

Programme started with Welcome address by Prof. Manoj Kumar Sinha, followed introducing the Speakers by Dr. Nabin Chandra Dey; by Invited Speech by the experts, Question & Answer session & offer of Vote of Thanks by Sri Rajesh Aldarthi . The Session Chairman Dr. R K Mahapatra concluded the session. Special thanks to Mr. Tusshar Manish Sinha for extending continuous Technical Support. Chairman , Organising Committee Prof. Manoj Kumar Sinha finally concluded the Day-2 programme.

Day -3: Dr. S R Ranganathan Online Lecture Series

Happy to share that we have successfully completed Day-3 Lecture Programme. The online event on One Week Dr. S R Ranganathan Lecture series was started with Welcome address given by Prof. Manoj Kumar Sinha, the Chairman, Convener and Organising Secretary which was followed by introducing the Chairman of the Session Prof. Ramesh Chandra Gaur, all the Eminent Speakers by Sri Kallol Das Talukdar, Information Scientist, Ravindra Library. Prof. R C Gaur introduced the session and Prof. M K Sinha invited the speakers one by one to deliver Lecture. Prof. Narendra Lahkar of Gauhati University spoke on Academic Writing, Referencing and Plagiarism which was followed by Invited Lecture by Dr. Sanjay Kataria on Research Data Management using Figshare and Dr. Angshu Maan Sen, Director Computer Centre has spoken on Online - Teaching Learning : Tools and Techniques. At the end of the session, Question and Answer Session and Vote of thanks were conducted by Sri Amit Uraon. At the end of the Programme, the session was concluded by Prof. Manoj Kumar Sinha. Thanks to the Hon'ble Vice-Chancellor Prof. Dilip Chandra Nath; Session Chairman, Prof. R C Gaur and all the Invited Speakers, Committee Members and Technical Support Team Sri Manjit Singha , Tusshar Manish Sinha and also to Abhishek Sinha who supported us in this programme. A big thanks to all the valuable participants for attending this.

Day -4: Dr. S R Ranganathan Online Lecture Series

We successfully completed Day -4 Lecture Programme.The programme was commenced with Welcome Speech by Prof. Manoj Kumar Sinha followed by introduction of Chairman and Invited Speakers, delivery of Invited Speech , Q&A session and Vote of thanks.For details, please see YouTube video.

Thanks to all Committee Members, Chairman of the Session Prof. Goverdhan Ram and Speakers Prof. Ranjit Kumar Choudhary, Prof. M Madhusudan, and Prof. S N Singh. Thanks to Dr. Apurba Jyoti Majumder for introducing the Chairman and Speakers. Thanks are also due to Sri Rajesh Aldarthi for conducting Q& A session and to Offer Vote of Thanks. Special thnks to Sri Manjit Singha,, Tusshar Manish Sinha and Abhishek Sinha for looking after technical support.

Day -5: Dr. S R Ranganathan Online Lecture Series

We have Successfully completed Day -5 Online Lecture Programme on Research Methodology and Emerging Technologies for Managing Libraries, Online-Teaching Learning and Research. The programme was initiated by Welcome Address by Prof. Manoj Kumar Sinha and Special Lecture on the Biography of Dr. S R Ranganathan by Prof. Manoj Kumar Sinha.

The Invited Speakers and Chairman of the Session was introduced by Sri Kallol Das Talukdar. Invited Speakers Prof. Subarna Kumar Das spoke on Historical Research Method : It's, Relevance in 21st Century which was followed by Invited Lecture by Prof. Shilpi Verma from BBAU, Lucknow on the topic, Social Media for Higher Education ; another Invited Prof. R.K. Ngurtinkhuma spoke on Research Process : It's Importance and Steps and finally Dr. Kishor Chandra Satpathy spoke on Varients of Five Laws of Library Science. The Session Chairman Prof. Narendra Pandey concluded the Session with his concluding remarks. Question -Answer Session was take up by Sri Rajesh Rangappa Aldarthi. Finally the Vote of Thanks was offered by Prof. Manoj Kumar Sinha, Chairman, Convener and Organizing Secretary of the event.

Thanks to all the members of the Organizing Committee and Speakers of the Programme.

Special Thanks to Tusshar Manish Sinha and Abhishek Sinha for extending Technical Support and helping me handling the event successfully.

Day -6 Dr. S R Ranganathan Online Lecture Series

We have Successfully completed **Day -6 Online Lecture Programme on Research Methodology and Emerging Technologies** for Managing Libraries, Online-Teaching Learning and Research. The programme was initiated by Welcome Address by Prof. Manoj Kumar Sinha.

The Invited Speakers and Chairman of the Session was introduced by Dr. Sumana Chakaborty Sarmah , Deputy Librarian & Joint Organising Secretary of the event.

Invited Speakers **Dr. B Sanjay** spoke on 21st Century Digital Library Services which was followed by Invited Lecture by **Dr. Priya Rai** , Deputy Librarian , National Law University , New Delhi on the topic, *Intellectual Property Rights and Copyright Issues* ; another Invited **Dr. Akash Singh** , Assistant Librarian, National Law Library , New Delhi spoke on *Virtual Spaces for Scholarly Literature: Role of Open Educational Resources and Institutional Repositories in Education and Research* and finally **Dr. Anupam Chanda** deliberated upon *RFID Technology : Installation and its Benefits for Library.*

The Session Chairman **Prof. Sumanash Dutta** , Dean , MGSEC , & HoD, Dept. of Economics , Assam University, Silchar concluded the Session with his concluding remarks. Question -Answer Session was conducted by **Sri Amit Uraon** and Vote of Thanks was also offered by Sri Amit Uraon, Asst. Librarian and Asst. Organising Secretary of the event.

Finally **Prof. Manoj Kumar Sinha**, Chairman, Convener and Organizing Secretary of the event extended his sincere thanks to the Hon'ble Vice-Chancellor, **Prof. Dilip Chandra Nath** , all the members of the Organizing Committee and Speakers of the Programme. Special Thanks to **Sri Manjit Singha , Mr. Tusshar Manish Sinha and Mr. Abhishek Sinha** for extending Technical Support and helping me handling the event successfully.

Day -7 Dr. S R Ranganathan Online Lecture Series

I feel pleasure in informing you all that we have successfully completed One Week Long Dr. S R Ranganathan Online Lecture Series on Research Methodology and Emerging Technologies.... have been concluded today (14/08/2020). The Valedictory Address was given by Prof. Roshan Raina, Hon'ble Vice-Chancellor, JKLU, Jaipur. He also chaired the Session.

The programme initiated with Welcome address and introduction of the Chief Guest, Key Note Speaker Prof. Roshan Lal Raina and other Speakers. The Invited Speaker Dr. ManojKumar Verma spoke on Webometric Studies, which was followed by talk on Big Data by DrSudip Bhattacharjee and Screen Casting Application by Sri Rajesh R Aldarthi. Report on the Lecture Programme was given by the Rapporteur General, Dr. Nabin Chandra Dey. Feedback on Lecture Programme was given by DrSucheta Bhattacharjee, Mr. Latifur A Ahmed and Ms Sangita Yadav.

The Vote of thanks was offered by Sri Rajesh R Aldarthi.

Thanks to **Prof. Dilip Chandra Nath, the Hon'ble Vice-Chancellor** , all Committee Members all the Chairman of the Sessions and all the Speakers for supporting us in making this programme a fruitful one and a grand success. A big thanks and **Congratulations** to all the valuable participants for participating in this event. Special thanks to the Technical Support Team members Sri Manjit Singha,, Mr. Tusshar Manish Sinha and Mr. Abhishek Sinha for working hard in back end for making this programme a grand success.

**Draft Proposal to Conduct Online Final Semester / Back Papers (2nd Semester)
Examinations for the Department of Library and Information Science , AUS**

In view of Minutes of the 4th Standing Academic Council Meeting decisions circulated vide   F. No. AUR/21-1/2020/41 Dated: 25.08.2020, in which it has been mentioned that the department may go for conducting Online Examination, if feasible in existing infrastructure and the concerned department should prepare the modalities of the online exam and notify after obtaining vetting from the Controller of Examinations.

Draft Guidelines and Modalities to Conduct Online Examination of End Semester

Following is the draft guidelines and modalities to conduct Terminal Semester Examination as per the decision taken in the 58th Departmental Affairs Committee Meeting held on 28/08/2020 at 12.10 P M through Online mode using Microsoft MS-Teams platform :

- The Department of Library and Information Science decided to hold Terminal Semester Examination in Online Mode ;
- No candidates are available for back paper ;
- The students are required to keep their Laptop/ Mobile Phone ready with full charged battery and proper Internet connectivity ;
- The students should also make necessary arrangement of alternative power supply back up ;
- Students will be required to sit in front of camera in switch on mode using Microsoft MS Teams / Google Meet Platform and start writing the exam ;
- The students should write their answer in either one side of A4 size paper or purchase a long copy having good quality paper so that there will be no problem in scanning / taking photographs of the sheets;
- Students are advised to write their Roll No on each page of the answer scripts/ Answer Copy ;
- After completion of the examinations , the students are advised to send their all duly signed hand written answer scripts to the HoD by Speed Post for record and reference;
- In the Terminal Semester Examination , there will be 10 descriptive questions (long answer type) in traditional way as available in the printed question papers , out of which , the students have to attempt any five questions irrespective of the Units;
- The Examination Dept. will supply question papers to the Dean of School in advance as per usual practice;
- Before 10 minutes of the commencement of Examination, the Dean of School will show the question paper packet in front of camera and open the question paper in presence of the Faculty Members and students. After opening of question paper packet, one question will be taken out which will be scanned or photographs will be taken by the Dean through mobile;
- Then the scanned copy / photographs of question paper will be sent to the Final Semester Students either by e-mail or through WhatsApp Group immediately before the commencement of examination;
- After completion of exam at 1.00 P M , the candidates will be given 25 minutes extra time for scanning of all pages in continuous manner and make PDF file using the available technology;

- After making PDF , it is named after the Name / Roll No of the Candidate to be submitted by e-mail/ WhatsApp to the HoD.
- HoD , will later on forward this mail to the concerned examiner for evaluation of the scripts along with marks file and remuneration bill;
- The answer scripts after evaluation will be moderated and final marks will be submitted to the Exam branch for uploading of marks files and finalising the results.
- For the Practical examinations, the concerned Course Teacher has already given demonstration for hands on practice using Online Mode and each students are required to write Project Report and get it Spiral Bind if possible and the Scanned / PDF File should be submitted to the concerned Course Teacher through e-mail with a copy to the HoD (mksproject2020@gmail.com);
- For Practical Examinations for paper LISCC-402 and LISCC-404 (Dissertations) , one External Examiner will be invited as per the Panel Submitted by the HoD to the Chairman, Academic Council with a copy to the CoE. For which the appointment letters for External Examiners are to be issued by the CoE Office after the notification of the exam schedule.
- The students are required to present their practical paper through PPT and Viva-Voce in presence of External and Internal Examiners;
- The External Examiners will submit marks file to the HoD through e-mail and HoD will finalise the average marks taking marks files from the Internal and External Examiners as per existing exam guidelines;
- Dr. Nabin Chandra Dey , Assistant Professor of the Dept has been given the charge of Departmental P G Examination Coordinator who will coordinate all the work in consultation with HoD and Dean of the School;

- The proposed date of Theory and Practical Examinations would be from 16-30 September 2020 as per details given below :

Date	Time	Name & No. of Paper	Duration of Examination	Extra Time for Scanning and Sending the PDF file through e-mail to HoD	Remarks
16/09/2020	11.00 A M to 1.00 P M	LISCC-401 Digital Library and Web Technology (Theory)	3 hours	25 Minutes for Online submission by e-mail	Submission of PDF by 1.25 P M
18/09/2020 (Wednesday)	11.00 A M to 1.00 P M	LISCC-403	3 hours	25 Minutes for Online submission by e-mail	Submission of PDF by 1.25 P M
21/09/2020 (Monday)	11.00 A M to 1.00 P M	LISCC-405.E-4 Management of E-Resource	3 hours	25 Minutes for Online submission by e-mail	Submission of PDF by 1.25 P M
25/09/2020 (Friday)	11.00 A M to	LISCC-401 Digital	Practical Session +Viva Voce on Project Report by	Submission of PDF File

	1.00 P M	Library and Web Technology (Theory)	External and Internal Examiners	of Project Report and PPT for Online Viva-Voce of candidates by the External and Internal Examiners
29/09/2020	11.00 A M to 1.00 P M	LISCC-404 : Dissertations	Presentation followed by Viva –Voce By the Examiners From 11. 00 A M onwards	Submission of PDF File of Dissertations along with PPT for Online Viva-Voce of candidates by the External and Internal Examiners

(Prof. Manoj Kumar Sinha)
Chairman, DAC and HoD , DLISc,
Assam University, Silchar