



*Department of Library and Information Science  
Assam University, Silchar*

Minutes of 59<sup>th</sup> Departmental Affairs Committee Meeting of the Department of Library and Information Science under Swami Vivekananda School of Library Sciences held on 20/10/2020 at 12.10 PM 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. Aldarhi, Asst. Professor, AUS           | : | Member   |

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

**59: DAC: DLIS: 20-10-2020: 1**

*Confirmation of Minutes of the 58<sup>th</sup> DAC Meeting held on 27/08/2020*

The Chairman, DAC, placed the Minutes of 58<sup>th</sup> DAC Meeting held on 27/08/2020 for consideration. As there were no suggestions or modifications in the Minutes, the Minutes of the 58<sup>th</sup> Departmental Affairs Committee Meeting held on 27/08/2020 stands confirmed.

**59: DAC: DLIS: 20-10-2020: 2**

*Matter related to consideration and approval of the Proposal to be submitted to the Hon'ble Vice-Chancellor for the Procurement of Computers, Equipments and Computer Peripheral for developing ICT Enabled Classroom from the Asset Creation Fund for the year 2020-21 (Appendix-1);*

The HoD informed the house regarding the availability of funds under Asset Creation for 2020-21. The Proposal for ICT Enabled Classroom has been invited from the Department to submit at the earliest.

In view of the above notice, the Committee Members discussed the Department's requirement for procurement of Computers and Equipment and Computer Peripheral for developing ICT Based Classroom. Dr. N.C. Dey and Sri Rajesh Rangappa Aldarhi have been authorized to prepare the List of items to be submitted to the Hon'ble Vice-Chancellor with a tentative Budget Estimate. The List was prepared and placed before the Committee Members for consideration and approval for submission to the Hon'ble Vice-Chancellor.

After scrutiny of configuration and tentative prices of the item, the Committee Members approved the same to submit the List of Items to the Hon'ble Vice-Chancellor for consideration. The List of Items to be procured has been placed in *Appendix-1*

**59: DAC: DLIS: 20-10-2020: 3**

*Matter related to consideration and approval of the Proposal for the procurement of Computers , Furniture , Godrej Almirah and Book Case, Equipment's, Battery and Inverter, Three 2.0 Ton Air-Conditioners for ICT Enabled Classroom ( Appendix-II) from Course Fee of Session2020-21*

The HoD also placed the Proposal for the procurement of Computers, Furniture, Godrej Almirah, and Book Case, Equipment's, Battery and Inverter, Three 2.0 Ton Air-Conditioners for ICT Enabled Classroom ( Appendix-II) from Course Fee of Sessionb2020-21 for consideration and approval.

After scrutiny of the Proposal for the procurement of Computers, Furniture, Godrej Almirah and Book Case, Equipment's, Battery and Inverter, Three 2.0 Ton Air-Conditioners for ICT Enabled Classroom ( Appendix-II), the Committee Members considered and approved the same for procurement from the Department Course Fee of 2020-21.

**59: DAC: DLIS: 20-10-2020: 4**

*Matter related to an advance of Rs.25,000/- to Dr. Nabin Chandra Dey , Assistant Professor for Dept expenditure from Course Fee 2020-21*

As P.G. Classes for 3<sup>rd</sup> Semester through Online Mode is being carried out and Practical Examination is approaching, we need to procure an Online Platform for the Department of Library and Information Science for 60 users some money earmarked for that purpose. The HoD proposed the name of Dr. N.C. Dey to submit the application form and advance of Rs.25,000/- for the said purpose.

After discussion, the Committee Members considered the same and allowed Dr. N. C. Dey to apply to the Hon'ble Vice-Chancellor for an advance of Rs.25,000/- for Course Fee for the said purpose for approval and sanction.

**59: DAC: DLIS: 20-10-2020: 5**

*Matter related to Finalization for Class Routine for M. Phil/ Ph.D. Course Work*

The Head of the Dept. placed the Draft Class Routine for M.Phil./ Ph.D. Course Work for consideration and approval to conduct Online Classes for admitted M.Phil./ Ph.D. Course Work Scholars.

The Committee Members, after particular modification, considered the Class Routine and approved the same for Notification.

**59: DAC: DLIS: 20-10-2020: 6**

*Any other matters with permission from the Chair.*

As there were no other agenda items to discuss, the meeting ended with a Vote of Thanks to and from the Chair.

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

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