



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

Minutes of 60th Departmental Affairs Committee Meeting of the Department of Library and Information Science under Swami Vivekananda School of Library Sciences held on 03/12/2020 at 12.30 P M in HoD.'s Chamber of the Department.

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 about the agenda items and resolved to take following resolutions / decisions:

60: DAC: DLIS: 03-12-2020: 1 *Confirmation of Minutes of the 59th DAC Meeting held on 20/10 /2020*

The Chairman, DAC placed the Minutes of 59th DAC Meeting held on 20/10/2020 for consideration. As there were no any suggestions, modification in the Minutes, the Minutes of the 59th Departmental Affair Committee Meeting held on 20/10/2020 stands confirmed.

60: DAC: DLIS: 03-12-2020: 2 *Matter related to finalization of Composite Score for uploading to A U Admission Portal for P G Admission 2020-21*

The Head of the Dept. placed the marks obtained in the Admission Test and requested the member to finalise the Composite Marks for uploading to the A U Admission Portal.

The members gone through all the marks awarded by the Teachers and marks obtained in the Written Examination. As per guidelines received from the Central Admission Committee, the Composite Marks have been finalised to be placed before the Dean, SVSLSc for approval and uploading on the A U Admission Portal.

60: DAC: DLIS: 03-12-2020: 3 *Matter related to Fianlisation of Class Routine for P G 1st Semester, 3rd Semester (Revised) and M. Phil./ Ph.D. Course Work;*

The Head of the Department placed the Draft Class Routine for *Routine for P G 1st Semester, 3rd Semester (Revised) and M. Phil./ Ph.D. Course Work for perusal and invite suggestions, if any for finalizing the Class Routine for Odd Semesters and M. Phil./ Ph.D. Course Work;*

The Committee Members after discussion finalised the *Class Routine for P G 1st Semester, 3rd Semester (Revised) (Odd Semester) and M. Phil./ Ph.D. Course Work.*

60: DAC: DLIS: 03-12-2020: 4

Matter related to approval for the provision to pay pending Examination bills of Honorarium and refreshment/ lunch of approx. 12,000/- from Dept. Course Fee

There are some pending Examination bills of **Rs.12,000/-** which needs to be paid from the Course Fee. The matter has been placed before the Committee Members for consideration and recommendation.

The Committee Members after discussion considered and recommended the same to process pending bills worth **Rs.12,000/-** for payment from Course Fee.

60: DAC: DLIS: 03-12-2020: 5

Matter related to the preparation of Department Profile and Presentations for ensuing NAAC Visit and approval of an advance of Rs. 20,000/- to Prof. M K Sinha, Head of the Dept. for the preparation of NAAC Visit;

The HoD has submitted the proposal for an advance of Rs.20,000/- for the preparation of Department Profile and Presentations for ensuing NAAC Visit and approval of an advance of Rs. 20,000/- to Prof. M K Sinha, Head of the Dept. for the preparation of NAAC Visit.

The Committee Members after discussion considered and recommended the same for applying for an *an advance of Rs. 20,000/- to Prof. M K Sinha, Head of the Dept. for the preparation of NAAC Visit.*

60: DAC: DLIS: 03-12-2020: 6

Matter related to Revision of P G Syllabus to design Outcome Based Curriculum

The HoD placed the Matter related to Revision of P G Syllabus to design Outcome Based Curriculum.

The Committee Members discussed the matter and advised to place the matter in Syllabus Revision Committee and also by inventing all the BPGS and School Board Members for wider discussion on revision of syllabus based on the NEP -2020 to design syllabus with the Learning Objectives and Outcome Based Curriculum.

60: DAC: DLIS: 03-12-2020: 7

Matter related to consideration of the Report of Students Evaluation and remedial measures to improve the Teaching-Learning;

The Head of the Department placed the matter before the members to discuss the Feedback Report of student's evaluation and to take remedial measures to improve the Online Teaching –Learning.

The Committee Members have gone through the Feedback Report thoroughly and after threadbare discussion, it was resolved that the concerned Course Teachers would take extra efforts to improve the experience of Online Teaching –Learning for the students. The Teachers have been requested to collect course related materials and provide them to the students. All Teacher have agreed for doing so to support the

students with relevant course materials and conduct the tutorial classes and also arrange Remedial Classes for Weak and Advanced Learners besides the normal class hours.

60: DAC: DLIS: 03-12-2020: 8

*Matter related to finalisation of
Date for Online Meeting with
Parents and Teachers;*

The HoD placed the proposal to conduct Online Meeting with the Parents and Teachers after admission of 1st Semester Students and also for 3rd Semester students.

The Committee Members discussed and welcomed the steps taken by the HoD and Faculty Members to have an Online Session for Parents –Teachers Meet on suitable date (say 22/01/2021). The Committee Members considered the proposal and approved the same.

60: DAC: DLIS: 03-12-2020: 9

*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 December 1, 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