



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

Minutes of 61<sup>st</sup> Departmental Affairs Committee Meeting of the Department of Library and Information Science under Swami Vivekananda School of Library Sciences held on 23/12/2020 at 1.30 P. M. in HoD's Chamber

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 the following resolutions/decisions:

**61: DAC: DLIS: 23-12-2020: 1**

*Confirmation of Minutes of the 60<sup>th</sup>  
DAC Meeting held on 13/12/2020*

The HoD & Chairman, DAC, placed the Minutes of the 60<sup>th</sup> DAC Meeting held on 13/12/2020 for consideration. As there were no suggestions or modifications in the Minutes, the Minutes of the 60<sup>th</sup> Departmental Affairs Committee Meeting held on 13/12/2020 stands confirmed.

**61: DAC: DLIS: 23-12-2020:2**

*Matter related to consideration and approval of the Revised 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.

Because of the above notice, the Department's requirement for Computers and Equipment and Computer Peripheral procurement for developing ICT Based Classroom, the List of items has been prepared and submitted to the Hon'ble Vice-Chancellor with a tentative Budget Estimate for consideration. But due to an excess budget estimate, the proposal was sent back to us for indicating only required items for ICT enabled Classroom. Accordingly, the Revised List of Items for procurement for the ICT enabled Classroom has been prepared and submitted before the house for consideration and approval.

After scrutiny of the item's configuration and tentative prices, 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-I*

**61: DAC: DLIS: 23-12-2020:3**

*Matter related to consideration and approval of the Revised Proposal for the procurement of Computers , Furniture , Godrej Almirah and Book Case, Equipments, 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 Revised 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 Session 2020-21 for consideration and approval. The Revised List also includes the items deleted from the List of Items to be procured from the Asset Creation Fund for consideration and approval of the Revised List.

After scrutiny of the Revised 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.

**61: DAC: DLIS: 23-12-2020:4**

*Matter related to the recommendation of Draft Revised Syllabus for developing Outcome Based Curriculum for M.Lib.I.Sc. Course as per the recommendations of NEP-2020;*

The Head of the Department placed the matter before the members pertaining to Revision of M.Lib.I.Sc. The syllabus has to be revised based on New Education Policy NEP-2020 for developing the Outcome-Based Curriculum. The HoD informed the house that in 2015 the M. Lib. I. Sc. syllabus was revised, and many latest topics have been added to the syllabus. The syllabus is at par with the recommendations of NEP-2020.

The Course Teachers have been asked to look into the matter and suggest new emerging topics to be included in the syllabus. In view of the recommendations of NEP- 2020, the Dept. has organized Syllabus Revision Workshop on 23/12/2020 with Internal Faculty members only and revised the syllabus by incorporating more practical oriented and life skills/ soft skills for making the course more employability oriented. Accordingly, the Faculty Members finalized the Revised Draft Syllabus and discussed the same in the Dept. Syllabus Committee to be placed in the DAC for consideration and recommendations to the Higher Bodies for approval.

The Members discussed the matter at length. After threadbare discussion, the Committee Members finalized the Draft Revised Syllabus for M. Lib. I. Sc. Course. They recommended to BPGS for onward forwarding to the Higher Bodies through School Board for consideration and approval.

The Draft Revised Syllabus based on the recommendations of NEP-2020 for designing Outcome Based Curriculum has been placed at **Annexure -1** for ready reference, recommendations, and approval from the Higher Statutory Bodies for implementation from the next Academic Year.

**61: DAC: DLIS: 23-12-2020:5**

*Matter related to the Feedback of 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Semester Students on Courses and measures taken to improve the Classroom Teaching (Online / Offline Mode);*

The Head of the Department has placed the Students Feedback Report for Courses under 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Semester Students received from the Director, IQAC, before the house for discussion and measures to be taken to improve shortcomings.

The Committee Members have thoroughly gone through the Students Feedback Reports received from the Director, IQAC. They discussed the matter to look into the shortcomings in the various papers in the M.Lib.I.Sc. Course and the members suggested the following measure to improve the shortcomings of the Course Teachers and other infrastructural and online platform issues:

- (a) Need for the procurement of the Dedicated Online Platform at University Level/ or Dept. Level to ensure uninterrupted conduct of Online Classes. The Course Teachers have been using the Online Conferencing Platform's trial version to conduct the Online Classes, Assignments, Presentations, Attendance, Class Tests, and Final Examinations.
- (b) There is a frequent failure in the dedicated BSNL Internet Connectivity on the Campus, which results in disruption of classes. The network is also a problem. Jio and Airtel Network is not available in the Dept. premises. We have to conduct classes from home / Dept. We have to purchase a data pack as daily Online Teaching requires 5-6 G.B. Data daily.

Because of the above, the Committee Members suggested and recommended for provision of High-Speed Data Pack for all the Faculty Members of the Dept. and also Wi-Fi Connectivity should be provided in the Teachers residential Complex of the University

- (c) The Concerned Course Teachers have noted down the Students Feedback Statistics given on the various papers and assured us to take necessary steps/measures to improve the scores. Simultaneously, the Competent Authority has also been requested to procure an Online Platform for the Online Teaching –Learning and Research and provide Wi-Fi Connectivity in the Residential complex in the Campus to improve Online Teaching-learning/ Offline Teaching after the opening of the University campus for students.

**61: DAC: DLIS: 23-12-2020:6**

*Matter related to payment of Invigilation Duty Honorarium to the Faculty Members and Staff and other Dept expenditure worth Rs.10,430/- from Course Fee 2020-21;*

The HoD placed the matter before the Committee Members to pay pending bills of *Invigilation Duty Honorarium to the Faculty Members and Staff and other Dept. expenditure worth Rs.10,430/- from Course Fee 2020-21 for consideration and approval.*

The Members discussed the matter and considered the same for making payment of pending bills of Invigilation Duty Honorarium to the Faculty Members and Staff and other Dept. expenditure **worth Rs.10,430/-** from Course Fee 2020-21.

**61: DAC: DLIS: 23-12-2020:7**

*Matter related to Finalization for Class Routine for P.G. 1<sup>st</sup> Semester 2020-21*

The HoD has placed the Draft Class Routine for Online Teaching-Learning of P.G. 1<sup>st</sup> Semester Students before the house for perusal and consideration.

After discussion, the Draft Class Routine for Online Teaching-Learning of P.G. 1<sup>st</sup> Semester Students has been considered and recommended to the Dean for approval.

**61: DAC: DLIS: 23-12-2020:8**Any other matters with permission from the Chair.

*As there was nothing to discuss more, the meeting ended with a Vote of Thanks to and from the Chair.*



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

AU/DLIS/ 107/ 2010/

Dated 23/12/ 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