



Department of Library and Information Science
Assam University, Silchar

Minutes of **63rd Departmental Affairs Committee** Meeting held on 05/02/2021 in HoD's Chamber at 1.30 P.M. to discuss the following agenda items:

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:

63: DAC: DLIS: 05-02-2021: 1 *Confirmation of Minutes of the 62nd DAC Meeting held on 05/01/2021*

The HoD & Chairman, DAC, placed the Minutes of 62nd DAC Meeting held on 05/01/2021 for consideration. As there were no suggestions or modifications received from the member, the Minutes of the 62nd Departmental Affairs Committee Meeting held on 05/01/2021 stands confirmed.

63: DAC: DLIS: 05-02-2021: 2 *Matter related to Review of M.Phil. / Ph.D. classes and Course Work Examination;*

The HoD informed the house about conducting classes for M. Phil./ Ph.D. Course work Scholars through Online Mode. The HoD also informed the house that 501: Research and Publication Ethics will be held through Online Mode for all the M. Phil./ Ph.D. Course Work Scholars.

The Committee Member discussed with all the Course Teachers and requested all the concerned Course Teachers to finish the Course Work Paper as early as possible. The Course Work examination may be held sometime in the month of April 2021.

63: DAC: DLIS: 05-02-2021: 3 *Matter related to the preparation of Power Point Presentation for ensuing NAAC Visit tentatively scheduled to be held in March 2021;*

As the NAAC Visit has been tentatively scheduled in the month of March 2021, the HoD informed the house to prepare PPT for NAAC Visit.

The Committee Members discussed the forthcoming NAAC Visit and reviewed the preparations for NAAC Visit. Prof. Manoj Kumar Sinha and Dr. Mukut Sarmah, Associate Professor & NAAC Coordinator have been authorized to prepare PPT in consultation with all the Teachers of the Dept. Dr. Nabin Chandra Dey has been requested to make Computer Laboratory ready and Sri Rajesh Rangappa Aldarhi has been requested to keep Departmental Library well organized for the presentation before the NAAC Peer Team Members.

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*Matter related to submission of application for the approval of **Rs.50,000/-** for Departmental Expenditure (Stationery items ,computer stationery items toiletries , sanitizers , thermal scanner , Masks etc.) and NAAC related expenditure;*

The Head of the Department placed the proposal for submission of application for the approval of **Rs.50,000/- for Departmental Expenditure** (Stationery items ,computer stationery items toiletries , sanitizers , thermal scanner , Masks etc.) and NAAC related expenditures (List Enclosed in Annexure –I).

The DAC Members assess the requirements for the Department and recommended for submission of an Application for the **approval of Rs.50,000/- from the Annual Course Fee of the Department for the departmental expenditure** in view of NAAC visit (List of Items to be procured is enclosed in Annexure –I).

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Matter related to the procurement of furniture for Seminar Hall Dias , Departmental Library , Computer Tables and Chairs , Visiting Chairs for HoD & Deans Chamber , Godrej Almirah and Book Case , Sofa for HoD & deans Chamber , Name Plates , Painting of HoD's , Dean's Staff and Project Board, UPS for Deans Room ;

The HoD placed the proposal for the procurement of furniture for Seminar Hall Dias , Departmental Library , Computer Tables and Chairs , Visiting Chairs for HoD & Deans Chamber , Godrej Almirah and Book Case , Sofa for HoD & deans Chamber , Name Plates , Painting of HoD's , Dean's Staff and Project Board, UPS for Deans Chamber (List of Items to be procured is placed at Annexure –II).

The Committee Members discussed the matter and recommended the proposed List of Items at Annexure –II for procurement from the Annual Course Fee of the Department and also from School Development Fee.

63: DAC: DLIS: 05-02-2021: 6

Any other matters from the Members with the permission from the Chair/ or items from the Chair.

As there is 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

Dated 05/02/ 2021

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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