



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

Minutes of 62nd Departmental Affairs Committee Meeting of the Department of Library and Information Science under Swami Vivekananda School of Library Sciences held on 05/01/2021 at 1.30 P. M. in HoD's Chamber

Members Present:

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| 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:

62: DAC: DLIS: 05-01-2021: 1 *Confirmation of Minutes of the 61st DAC Meeting held on 23/12/2020*

The HoD & Chairman, DAC, placed the Minutes of 61st DAC Meeting held on 23/01/2021 for consideration. As there were no suggestions or modifications in the Minutes, the Minutes of the 61st Departmental Affair Committee Meeting held on 23/12/2020 stands confirmed.

62: DAC: DLIS: 05-01-2021: 2 *Matter related to Finalisation of the dates for P.G. Odd Semester Examinations, December 2020 in February 2021;*

The HoD has placed the proposal for the Finalisation of the dates for P.G. Odd Semester Examinations, which is tentatively held in February 2021. As per the 7th Meeting (Emergent) of Standing Committee of the Academic Council (SCAC) of Assam University held on 05/01/2021.

After the discussion, the members finalised the following dates for the P.G. Odd Semester Examination, which has been scheduled to be held in February 2021:

Date / Day	Name of Paper and No.	Sitting	Time
3rd Semester (Tentative Dates for Theory Examinations)			
08/02/2021 (Monday)	LISCC-301 : Management of Library and Information Centre –II	1 st Sitting	11.0 A M to 2.0 P M.
10/02/2021 (Wednesday)	LISCC-302 : Research Methodology	1 st Sitting	11.0 A M to 2.0 P M.
12/02/2021 (Friday)	LISCC-303 : Library Authomation (Theory)	1 st Sitting	11.0 A M to 2.0 P M.
Tentative Dates for Practical Examinations			

15/02/2021	LISCC-304: Library Automation Practice	1 st Sitting (Praccial and Viva-Voce)	11.0 A M to 2.0 P M.
19/02/2021	LISCC-305: Practical Librarianship (Part-A: Job Diary; Part-B: Library Visit/ Online / Virtual Tour of Select Libraries)	1 st Sitting (Praccial and Viva-Voce)	11.0 A M to 2.0 P M.
1st Semester (Tentative Dates for Theory Examinations)			
19/04/2021 (Monday)	LISCC-101 : Library , Information , Communciation and Society	1 st Sitting	11.0 A M to 2.0 P M.
22/04/2021 (Thursday)	Knowledge Organisations (Theory) : Part –A : Library Classification (CC and DDC) Part-B : Library Cataloguing (AACR-II R)	1 st Sitting	11.0 A M to 2.0 P M.
24/04/2021 (Satarday)	LISCC-103 : Information Communciation Technology (Theory)	1 st Sitting	11.0 A M to 2.0 P M.
Tentative Dates for Practical Examinations			
28/04/2021 (Wednesday)	LISCC-104: Knowledge Organisation –I: Library Classification Practice (DDC & CC)	1 st Sitting	11.0 A M to 2.0 P M.
30/04/2021 (Friday)	LISCC-105: Knowledge Organisation –I: Library Cataloguing Practice (AACR-II R)	1 st Sitting	11.0 A M to 2.0 P M.

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Matter related to M.Phil / Ph.D. classes and Course Work Examination ;

The HoD apprised the Committee Members; the decision was taken in the 7th Meeting (Emergent) of Standing Committee of the Academic Council (SCAC) of Assam University held on 05/01/2021 for Common Classes 501 paper: Research and Publications Ethics, which will be held from 2nd week of January 202. Prof. Manoj Kumar Sinha, HoD, DLISc and Dean, SVSLSc, AUS has been authorized to coordinate the 501 Common Class using Google Meet. The HoD also informed the house of the tentative date of the commencement of the examination, which is expected to be held in April-May 2021.

The Class routine for 502, 503, and 504 have already been finalised in the 60th DAC Meeting held on 23/12/2020.

After discussion, the Committee Members resolved that all the Course Teachers should complete the courses by 31st March 2021. The concerned Supervisors are also requested to allot topics for Term Paper 504, and work should be finalised by 31st march 2021. All the Course Teachers noted the instructions and tentative dates for examination and assured to complete the course in time.

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Matter related to the preparation of Powerpoint Presentation for ensuing NAAC Visit tentatively scheduled to be held in March 2021;

The Head of the Dept informed the NAAC Peer Team Visit's tentative dates and requested the members do all the preparatory works as per the 14- points guidelines received from the Director, Computer Centre e-mail.

The Committee Members requested the NAAC Coordinator Dr. Mukut Sarmah and Microsite Administrators (Dr. Mukut Sarmah and Sri Rajesh Rangappa Aldarhi) and other Teachers to help in the preparation of PowerPoint Presentation and all other necessary preparations in the Dept for the forthcoming NAAC Visit tentatively in March 2021.

All the members noted the guidelines and tentative dates and assured to complete the NAAC related works in time.

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Matter related to submission of application for the approval and sanction of Rs.20,000/- for Departmental Expenditure and NAAC related expenditure from the University Fund ;

The HoD placed the matter before the committee members to apply for the approval and sanction of **Rs.20,000/-** for NAAC related and other departmental expenditure from the University Fund.

After discussion, the Members authorised the HoD to submit an application to the Hon'ble Vice-Chancellor for grat of **Rs.20,000/-** for NAAC related preparations and other Dept expenditure.

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

(i) *Paper Setting and Moderation Work*

As per the guidelines received from the CoE to finalise the Question Setting and Moderation of Question Papers for Odd Semester Examinations, the HoD placed the matter to finalise the Paper Setting and Moderation by 11/01/2021.

All the members discussed the matter at length. Because of the Odd Semester Examinations in February 2021 (3rd Sem) and April 2021 (1st Semester), all the Course Teachers agreed to do paper setting and moderation by 11/01/2021.

(ii) *Induction Programme for Fresher (1st Semester) and for M.Phil/ Ph.D.Programme*

The HoD has placed the proposal to conduct an Induction Programme for the Freshers (1st Semester) and for M.Phil/ Ph.D.Programme on 09/01/2021 at 12.30 P.M. through Online Mode using Google Meet.

The Members discussed and agreed to conduct the Online Induction Programme on 09/01/2021 at 12.30 P M. using Google Meet. The newly admitted students will be informed accordingly.

All the concerned faculty members are requested to make it convenient to attend the Meeting on 05/01/2021 at 1.30 P.M. in HoD's Chamber.

(iii) *Parent Teachers Meet of 1st, 3rd Semester, and M.Phil/ Ph.D. Course Work students through Online Mode on 22/01/2021 at 12.30 P.M.*

The Head of the Department placed the proposal to hold Parent Teachers Meet through Online Mode on 22/01/2021 at 12.30 P.M. using the Google Meet platform.

The Committee Members discussed the matter and approved the Parent –Teachers Meet date through Online Mode using Google Meet. The HoD has been authorized to take the necessary steps to conduct the programme.

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/ **26005-26014**

Dated 05/01/ 2021

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