

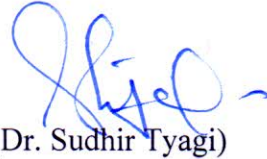
Ref. No.: FASS/DLIS/2023/ 742

Date: 10/02/2023

**Board of Studies Meeting Notice**

A meeting of Board of Studies has been scheduled on 14/02/2023 at 10:00 AM in the office of the undersigned. Following are agenda items for the same:

1. **Agenda Item No. 1:** To confirm minutes of the Board of Studies meeting held on 11/07/2022. (Annexure-1)
2. **Agenda Item No. 2:** To report action taken on the minutes of Board of Studies held on 11/07/2022. (Annexure-2)
3. **Agenda Item No. 3:** To ratify the time table and allocation of course/subjects to the faculty members. (Annexure-3)
4. **Agenda Item No. 4:** To consider the list of external examiners for theory & practical examinations of the second semester BLIS & MLIS programme. (Annexure-4)
5. **Agenda Item No. 5:** To approve the plan of academic activities for the second semester 2022-23. (Annexure-5)
6. **Agenda Item No. 6:** To consider the subscription of print journals for the year 2023. (Annexure-6)
7. **Agenda Item No. 7:** To purchase new books specific to BLIS & MLIS programme curricula. (Annexure-7)
8. **Agenda Item No. 8:** To organize workshop on Integrate Library Management Software to train students and staff members. (Annexure-8).
9. Any other items with the permission of the chairman.

  
(Dr. Sudhir Tyagi)

Head

Copy to:

1. Dr. Javed Khan – Member (Associate Professor, DLIS, SVSU)
2. Dr. Sapna Sharma – Member (Assistant Professor, DLIS, SVSU)
3. Dr. Alpana – Member (Assistant Professor, DLIS, SVSU)
4. Dr. J. A. Siddiqui – External Expert  
Coordinator, DLIS/Deputy Librarian, CCS University, Meerut
5. Dr. Deepak Sharma – External Expert  
Asst. Professor, DLIS, M.M. College, Modinagar
6. Dr. Shiva Kanojia – External Expert (Deputy Librarian, JNU, New Delhi)

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Deptt. of Library and Inf.Sc.  
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Ref. No.: FASS/DLIS/2023/749

Date: 15/02/2023

**Minutes of Board of Studies (BoS) Meeting held on 14/02/2023 Academic Year 2022-23**

The meeting of the Board of Studies was held on 14.02.2023 at 10:00 AM in the Department of Library and Information Science, Swami Vivekanand Subharti University, Meerut.

The following members were present during the meeting:

1	Dr. Sudhir Tyagi, Professor & Head	Chairman
2	Dr. Javed Khan, Associate Professor	Member
3	Dr. Sapna Sharma, Assistant Professor	Member
4	Dr. Alpana, Assistant Professor	Member
5	Dr. Deepak Sharma, Assistant Professor, Dept. of Library & Info. Sci., M.M. College, Modinagar, Ghaziabad	External Expert

Following members were not able to mark their presence for meeting:

1	Dr. J. A. Siddiqui, Coordinator, Dept. of Library & Info. Sci./Deputy Librarian, CCS University, Meerut	External Expert
2	Dr. Shiva Kannoja, Deputy Librarian, Jawaharlal Nehru University, New Delhi	External Expert

Prof (Dr.) Sudhir Tyagi, Chairman of the Board of Studies Committee (BoS) welcomed all the present members and thereafter put all the agenda points for discussion by the members.

The following agenda points were discussed in the meeting:

<b>Agenda Item No. - 1</b>	To confirm minutes of the Board of Studies meeting held on 11/07/2022
<b>Agenda</b>	The minutes of Board of Studies meeting dated 11/07/2022 were circulated to all the members.
<b>Discussion</b>	No suggestion were received
<b>Resolution</b>	<b>Noted and approved.</b>
<b>Agenda Item No. - 2</b>	To report action taken on the minutes of Board of Studies held on 11/07/2022.
<b>Agenda</b>	Information sent to all the BoS members regarding the submission of action taken on the previous meeting agendas, on which action was required at their end.
<b>Discussion</b>	The members noted the action taken
<b>Resolution</b>	<b>Action Taken Report of the minutes of Board of Studies committee meeting held on 11.07.2022 was ratified.</b>



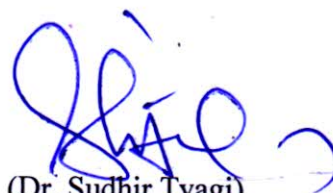
<b>Agenda Item No. - 3</b>	To ratify the time table and allocation of course/subjects to the faculty members.
<b>Agenda</b>	Academic co-ordinator repaired the time table of BLIS & MLIS programme with the consultation of HOD for the even semester session 2022-23
<b>Discussion</b>	It was decided that the core subject will be taught in the first half & after that timing for library training is allocated.
<b>Resolution</b>	<b>All members unanimously agreed with the proposed time table. Chairman, BoS advised all concern to follow time table strictly. Noted by all the members.</b> <b>Action to be taken by:</b> <b>All Faculty Members:</b> To follow approved time table. <i>Time Line to complete the assigned task: From 15<sup>th</sup> February to May 2023</i>
<b>Agenda Item No. - 4</b>	To consider the list of external examiners for theory & practical examinations of the second semester BLIS & MLIS programme.
<b>Agenda</b>	List of external examiner prepared by the concern faculty member for the even semester theory & practical examinations.
<b>Discussion</b>	<b>List of examiner for the even semester examination discussed &amp; all members unanimously agreed with the proposed list of examiner.</b>
<b>Resolution</b>	<b>The chairman recommended the list of external examiners of BLIS &amp; MLIS programme for theory and practical examinations.</b> <b>Action to be taken by:</b> <b>The COE:</b> To utilize examiners as per need. <i>Time Line to complete the assigned task: 31<sup>st</sup> May, 2023</i>
<b>Agenda Item No. - 5</b>	To approve the plan of academic activities for the second semester 2022-23
<b>Agenda</b>	The list of academic activities planed for the second semester 2022-23.
<b>Discussion</b>	<b>The members discussed all proposed/planned academic activities one by one for the second semester session 2022-23 &amp; finalized the activities.</b>
<b>Resolution</b>	<b>The chairman, BoS approved the list/plan of departmental academic activities for second semester 2022-23</b> <b>Action to be taken by:</b> <b>All Faculty Members:</b> To conduct activities as assigned. <i>Time Line to complete the assigned task: 31<sup>st</sup> May, 2023</i>
<b>Agenda Item No. - 6</b>	To consider the subscription of print journals for the year 2023
<b>Agenda</b>	The renewal of LIS print journals subscription for the year 2023.





<b>Discussion</b>	All member agreed to continue/renew all journals for the year 2023 which was subscribed for the year 2022.
<b>Resolution</b>	It was decided that the demand of journals renewal will be forwarded to the University Library Committee for consideration. <b>Action to be taken by:</b> <b>HOD:</b> To send proposal to ULC for renewal of journals. <b>Time Line to complete the assigned task:</b> 20 <sup>th</sup> February, 2023
<b>Agenda Item No. - 7</b>	To purchase new books specific to BLIS & MLIS programme curricula.
<b>Agenda</b>	As per new curriculum/NEP recommended books should be procured for the library
<b>Discussion</b>	Members discussed in details and recommended for procurement of books so that students can utilize the books timely.
<b>Resolution</b>	<b>Chairman, BoS agreed for procurement of book well in time. The matter/list of books required and forwarded to departmental library committee for further action.</b> <b>Action to be taken by:</b> <b>HOD:</b> To send proposal for books purchase. <b>Time Line to complete the assigned task:</b> 30 <sup>th</sup> June, 2023
<b>Agenda Item No. - 8</b>	To organize workshop on Integrate Library Management Software to train students and staff members
<b>Agenda</b>	To train students and staff workshop on ILMS should organize.
<b>Discussion</b>	The members agreed to conduct one week workshop on library automation software for library science students and library professionals/staff to enrich their professional skills.
<b>Resolution</b>	<b>It was decided that the proposal of workshop should send to the Hon'ble Vice Chancellor for approval.</b> <b>Action to be taken by:</b> <b>HOD:</b> To plan workshop. <b>Time Line to complete the assigned task:</b> 15 <sup>th</sup> May, 2023

The meeting was concluded with a vote of thanks to the Chair.

  
(Dr. Sudhir Tyagi)  
Chairman  
Board of Studies  
HEAD  
Dept. of Library and Inf.Sc.  
S. V. Subharti University  
MEERUT





Ref. No.: FASS/DLIS/2023/869

Date: 25/07/2023

**Action Taken Report of the meeting of Board of Studies held on 14/02/2023**

The meeting of the Board of Studies was held on 14.02.2023 at 10:00 AM in the Department of Library and Information Science, Swami Vivekanand Subharti University, Meerut.

The detail of the action taken on the agendas of meeting is as follows:

Agenda Item No.	Agenda	Resolution	Assigned Task and timeline	Task Completed on	Remark
1	To confirm the minutes of the Board of Studies meeting held on 11/07/2022	<b>Noted and approved by all Board of Studies Committee (BoS) members.</b>			No Action Required
2	To report action taken on the minutes of Board of Studies held on 11/07/2022.	<b>Action Taken Report of the minutes of Board of Studies committee meeting held on 11.07.2022 was ratified.</b>			Report Prepared and Submitted
3	To ratify the time table and allocation of the course/subjects to the faculty members	<b>Noted by all the members.</b>	<b>All Faculty Members:</b> To follow approved time table. <i>Time Line to complete the assigned task:</i> From 15 <sup>th</sup> February to May 2023		Implemented



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4	To consider the list of external examiners for theory & practical examinations of the second semester BLIS & MLIS programme.	The chairman recommended the list of external examiners of BLIS & MLIS programme for theory and practical examinations.	The COE: To utilize examiners as per need. <i>Time Line to complete the assigned task: 31<sup>st</sup> May, 2023</i>	No Action Required
5	To approve the plan of academic activities for the second semester 2022-23	The chairman, BoS approved the list/plan of departmental academic activities for second semester 2022-23.	Action to be taken by: All Faculty Members: To conduct activities as assigned. <i>Time Line to complete the assigned task: 31<sup>st</sup> May, 2023</i>	-
6	To consider the subscription of print journals for the year 2023	It was decided that the demand of journals renewal will be forwarded to the University Library Committee for consideration.	Action to be taken by: HOD: To send proposal to ULC for renewal of journals. <i>Time Line to complete the assigned task: 20<sup>th</sup> February, 2023</i>	Completed





7	To purchase new books specific to BLIS & MLIS programme curricula.	<p><b>Chairman, BoS agreed for procurement of book well in time.</b></p> <p><b>The matter/list of books required and forwarded to departmental library committee for further action.</b></p>	<p><b>HOD:</b> To send proposal for books purchase.</p> <p><i>Time Line to complete the assigned task: 30<sup>th</sup> June, 2023</i></p>		Completed
8	To organize workshop on Integrate Library Management Software to train students and staff members	<p><b>It was decided that the proposal of workshop should send to the Hon'ble Vice Chancellor for approval.</b></p>	<p><b>Action to be taken by:</b></p> <p><b>HOD:</b> To plan workshop.</p> <p><i>Time Line to complete the assigned task: 15<sup>th</sup> May, 2023</i></p>		Completed

  
 (Dr. Sudhir Tyagi)  
 Head

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