



# Department of Library & Information Science

## Faculty of Arts & Social Science

Web: subharti.org, e-mail: libraryscience@subharti.org, Ph.:0121-2439043/52 (Extn: 2835,2836), Telefax: 0121-3058030, 2439067

### SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)



Office of the HOD


Ref. No.: FASS/DLIS/2020/ 325

Dated: 20/07/2020

#### Board of Studies Meeting Notice

A meeting of Board of Studies has been scheduled on 31/07/2020 at 02:00 PM in the office of the undersigned. Following are agenda items for the same.

1. **Agenda Item No. 1:** To confirm the minutes of the Board of Studies meeting held on 30/12/2019. (Annexure-1)
2. **Agenda Item No. 2:** To report action taken on the minutes of Board of Studies held on 30/12/2019. (Annexure-2)
3. **Agenda Item No. 3:** To consider departmental academic calendar for the session 2020-21. (Annexure-3)
4. **Agenda Item No. 4:** To ratify the time table for online classes and allocation of the course/subjects to the faculty members. (Annexure-4)
5. **Agenda Item No. 5:** To approve the plan of academic activities for the odd semester. (Annexure-5).
6. **Agenda Item No. 6:** To allocate the mentors to mentee to assist the mentee in solving their personal & educational problems. (Annexure-6)
7. **Agenda Item No. 7:** To consider the list of external examiners for the theory & practical examinations. (Annexure-7)
8. **Agenda Item No. 8:** To consider the list of examiners for evaluation of thesis and conduct the viva voce exam of Ph.D. Scholars. (Annexure-8)
9. **Agenda Item No. 9:** To conduct training programme for non teaching staff. (Annexure-9)
10. **Agenda Item No. 10:** Review of feedback analysis based on stakeholder's feedback of the year 2019-20. (Annexure-10)
11. **Agenda Item No. 11:** Procurement of books as recommended in new curriculum for BLIS & MLIS. (Annexure-11)
12. Any other items with the permission of the chairman.

  
(Dr. Sudhir Tyagi)  
Head,  
Deptt. of Library and Inf. Sc.  
S. V. Subharti University,  
Meerut

Copy to:

1. Dr. Javed Khan – Member  
Associate Professor, Department of Library & Information Science
2. Dr. Sapna Sharma – Member  
Assistant Professor, Department of Library & Information Science
3. Dr. J. A. Siddiqui – External Expert  
Coordinator, Dept. of Library & Info. Sci./Deputy Librarian, CCS University, Meerut
4. Dr. Deepak Sharma – External Expert  
Asst. Professor, Dept. of Library & Info. Sci., M.M. College, Modinagar
5. Dr. Shiva Kannoja – External Expert  
Deputy Librarian, JNU, New Delhi

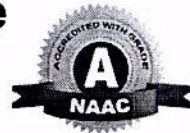


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Office of the HOD

Ref. No.: FASS/DLIS/2020/ 329

Dated: 01/08/2020

## Minutes for Meeting of Board of Studies

A meeting of Board of Studies was held on 31/07/2020 at 02:00 PM in the office of the undersigned.

Following members attended the meeting

1. Dr. Sudhir Tyagi – Chairman  
Head, Department of Library & Information Science
2. Dr. Javed Khan – Member  
Associate Professor, Department of Library & Information Science
3. Dr. Sapna Sharma – Member  
Assistant Professor, Department of Library & Information Science
4. Dr. J. A. Siddiqui – External Expert  
Coordinator, Dept. of Library & Info. Sci./Deputy Librarian, CCS University, Meerut
5. Dr. Deepak Sharma – External Expert  
Asst. Professor, Dept. of Library & Info. Sci., M.M. College, Modinagar
6. Dr. Shiva Kannoja – External Expert  
Deputy Librarian, JNU, New Delhi

At the onset, the Chairperson BoS welcomed all the members and thanked outside experts for sparing their time. The items were taken up as per agenda.

1. **Agenda Item No. 1:** *To confirm the minutes of the Board of Studies meeting held on 30/12/2019. (Annexure-1)*

**Discussion and Resolution:** The member confirmed the minutes.

2. **Agenda Item No. 2:** *To report action taken on the minutes of Board of Studies held on 30/12/2019. (Annexure-2)*

**Discussion and Resolution:** The members noted the action taken.

3. **Agenda Item No. 3:** *To consider departmental academic calendar for the session 2020-21. (Annexure-3)*

**Discussion and Resolution:** The board approved the plan for academic calendar for the session 2020-21.

4. **Agenda Item No. 4:** *To ratify the time table for online classes and allocation of the course/subjects to the faculty members. (Annexure-4)*

**Discussion and Resolution:** The board prepared time table and considered allotment of course/subjects as per specialization of available faculty members.



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5. **Agenda Item No. 5:** *To approve the plan of academic activities for the odd semester. (Annexure-5).*  
**Discussion and Resolution:** The board approved the plan for academic activities for the odd semester 2020-21.
6. **Agenda Item No. 6:** *To allocate the mentors to mentee to assist the mentee in solving their personal & educational problems. (Annexure-6)*  
**Discussion and Resolution:** The board allocated the faculty members as mentors to the students of BLIS & MLIS for the session 2020-21.
7. **Agenda Item No. 7:** *To consider the list of external examiners for the theory & practical examinations. (Annexure-7)*  
**Discussion and Resolution:** The board consider the proposed list of external examiners of BLIS & MLIS programme for theory and practical examinations.
8. **Agenda Item No. 8:** *To consider the list of examiners for evaluation of thesis and conduct the Viva-voce exam of Ph.D. Scholars. (Annexure-8)*  
**Discussion and Resolution:** The Board considered and approved the list of examiners for evaluation of thesis and conduct the viva voce exam of Ph.D. Scholars, as recommended by the DRC.
9. **Agenda Item No. 9:** *To conduct training programme for non teaching staff. (Annexure-9)*  
**Discussion and Resolution:** The members agreed to conduct one week training programme for library staff to enreach their professional skills.
10. **Agenda Item No. 10:** *Review of feedback analysis based on stakeholder's feedback of the year 2019-20. (Annexure-10)*  
**Discussion and Resolution:** The members noted the feedback analysis and approved the action taken on the feedback of the year 2019-20.
11. **Agenda Item No. 11:** *Procurement of books as recommended in new curriculum for BLIS & MLIS. (Annexure-11)*  
**Discussion and Resolution:** List prepared & process to approval for purchase.

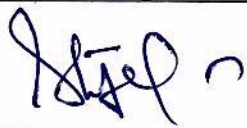



  
(Dr. Sudhir Tyagi)  
HEAD  
Deptt. of Library and Inf.Sc.  
S. V. Subharti University  
MEERUT

**Attendance Sheet**

**Meeting of Board of Study**

**Date: 31/07/2020 (Friday)**

**Venue: Department of Library & Information Science**

<b>S. No.</b>	<b>Name</b>		<b>Signature</b>
1.	Dr. Sudhir Tyagi, Head	Chairman	
2.	Dr. Javed Khan, Associate Professor	Member	
3.	Dr. Sapna Sharma, Assistant Professor	Member	
4.	Dr. J. A. Siddiqui, Coordinator, Dept. of Library & Information Science, CCS University, Meerut	External Expert	-
5.	Dr. Deepak Sharma, Assistant Professor, Dept. of Library & Information Science, MM College, Modinagar, Ghaziabad	External Expert	
6.	Dr. Shiva Kannoja, Deputy Librarian, JNU, Delhi	External Expert	-

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Office of the HOD

Ref. No.: FASS/DLIS/2020/375

Date: 30/10/2020

## Action Taken Report

The meeting of Board of studies was held on 31/07/2020. The Action taken on the agendas discussed are given below:

Agenda Item	Decision/Recommendation	Action Taken
To confirm the minutes of the Board of Studies meeting held on 30/12/2019	Minutes confirmed	No action required
To report action taken on the minutes of Board of Studies held on 30/12/2019	Members present noted the action taken	Report prepared and submitted
To consider departmental academic calendar for the session 2020-21.	Departmental academic calendar prepared	-
To ratify the time table for online classes and allocation of the course/subjects to the faculty members	List of courses/subjects are distributed among the faculty members	Implemented
To approve the plan of academic activities for the odd semester	List of academic activities prepared	-
To allocate the mentors to mentee to assist the mentee in solving their personal & educational problems	Mentors are appointed	Implemented
To consider the list of external examiners for the theory & practical examinations	List forwarded to COE	No action required
To consider the list of examiners for evaluation of thesis and conduct the Viva-voce exam of Ph.D. Scholars	List forwarded to COE	No action required
To conduct training programme for non teaching staff	One week Staff Development Programme conducted on 19/09/2020 to 26/09/2020	Implemented
Review of feedback analysis based on stakeholder's feedback of the year 2019-20.	Members noted approved the action taken on the feedback	No new suggestions
Procurement of books as recommended in new curriculum for BLIS & MLIS	List prepared & process to approval for purchase	-

  
(Dr. Sudhir Tyagi)

Head  
HEAD  
Deptt. of Library and Inf.Sc.  
S. V. Subharti University  
MEERUT