

Ref. No.: FASS/DLIS/2024/1093

Date: 02/02/2024

Board of Studies Meeting Notice

A meeting of Board of Studies has been scheduled on 05/02/2024 at 10:00 AM in the office of the undersigned. Following are agenda items for the same:

1. **Agenda - 1:** To confirm minutes of the Board of Studies meeting held on 17/08/2023. (Annexure-1)
2. **Agenda - 2:** To report action taken on the minutes of Board of Studies held on 17/08/2023. (Annexure-2)
3. **Agenda - 3:** To ratify the time table and allocation of course/subjects to the faculty members. (Annexure-3)
4. **Agenda - 4:** To consider the list of external examiners for theory & practical examinations of the second semester BLIS & MLIS programme. (Annexure-4)
5. **Agenda - 5:** To review BLIS & MLIS syllabus from the session 2024-25. (Annexure-5)
6. **Agenda - 6:** To approve the plan of academic activities for the second semester 2023-24. (Annexure-6)
7. **Agenda - 7:** To organize workshop on library automation software to train students and staff members. (Annexure-7).
8. **Agenda - 8:** To purchase journals and books specific to BLIS & MLIS programme curricula. (Annexure-8)
9. Any other items with the permission of the chairman.

(Dr. Sudhir Tyagi)

Head

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

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 Kannoja – External Expert (Deputy Librarian, JNU, New Delhi)



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Ref. No.: FASS/DLIS/2024/1102

Date: 06/02/2024

Minutes of Board of Studies (BoS) Meeting held on 05/02/2024 Academic Year 2023-24

The meeting of the Board of Studies was held on 05.02.2024 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:

Agenda - 1	To confirm minutes of the Board of Studies meeting held on 17/08/2023
Agenda	The minutes of Board of Studies meeting dated 17/08/2023 were circulated to all the members.
Discussion	No suggestion were received
Resolution	Noted and approved.
Agenda - 2	To report action taken on the minutes of Board of Studies held on 17/08/2023.
Agenda	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.
Discussion	The members noted the action taken
Resolution	Action Taken Report of the minutes of Board of Studies committee meeting held on 17.08.2023 was ratified.



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Agenda - 3	To ratify the time table and allocation of course/subjects to the faculty members.
Discussion & Resolution	<p>It was decided that the core subject will be taught in the first half & after that timing for library training is allocated.</p> <p>All members unanimously agreed with the proposed time table. Chairman, BoS advised all concern to follow time table strictly.</p> <p>Noted by all the members.</p> <p>Action to be taken by:</p> <p>All Faculty Members: To follow approved time table.</p> <p>Time Line to complete the assigned task: From 15th February to May 2024</p>
Agenda - 4	To consider the list of external examiners for theory & practical examinations of the second semester BLIS & MLIS programme.
Discussion & Resolution	<p>List of examiner for the even semester examination discussed & all members unanimously agreed with the proposed list of examiner.</p> <p>The chairman recommended the list of external examiners of BLIS & MLIS programme for theory and practical examinations.</p> <p>Action to be taken by:</p> <p>The COE: To utilize examiners as per need.</p> <p>Time Line to complete the assigned task: 31st May, 2023</p>
Agenda - 5	To review BLIS & MLIS syllabus from the session 2024-25.
Discussion & Resolution	<p>Dr. Sapna Sharma proposed the revision of syllabus of BLIS & MLIS programs from the session 2024-25.</p> <p>All members agreed with the need of revision of syllabus.</p> <p>The Chairman agreed with the members and agenda forwarded to academic council for ratification.</p>
Agenda - 6	To approve the plan of academic activities for the second semester 2023-24
Discussion & Resolution	<p>The members discussed all proposed/planned academic activities one by one for the second semester session 2023-24 & finalized the activities.</p> <p>The chairman, BoS approved the list/plan of departmental academic activities for second semester 2023-24.</p> <p>Action to be taken by:</p> <p>All Faculty Members: To conduct activities as assigned.</p> <p>Time Line to complete the assigned task: 31st May, 2024</p>



Agenda - 7	To organize workshop on library automation software to train students and staff members.
Discussion & Resolution	<p>The members agreed to conduct workshop on library automation software for library science students and library professionals/staff to enrich their professional skills.</p> <p>It was decided that the proposal of workshop on "Open Source Integrated Library Software-Koha" should send to the Hon'ble Vice Chancellor for approval.</p> <p>Action to be taken by: HOD: To plan workshop. Time Line to complete the assigned task: 15th February, 2024</p>
Agenda - 8	To purchase journals and books specific to BLIS & MLIS programme curricula for the year 2024.
Discussion & Resolution	<p>Members discussed in details and recommended for subscribed journals and procurement of books so that students can utilize the books timely.</p> <p>Chairman, BoS agreed for subscription of journals and procurement of book for the year 2024 well in time. The list of required journals and books forwarded to departmental library committee for further action.</p> <p>Action to be taken by: HOD: To send proposal for subscription of journals and books purchase. Time Line to complete the assigned task: 28th February, 2024</p>

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


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

Ref. No.: FASS/DLIS/2024/1236

Date: 20/07/2024

Action Taken Report of the meeting of Board of Studies held on 05/02/2024

The meeting of the Board of Studies was held on 05.02.2024 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 minutes of the Board of Studies meeting held on 17/08/2023	Noted and approved by all Board of Studies Committee (BoS) members.	-	-	No Action Required
2	To report action taken on the minutes of Board of Studies held on 17/08/2023.	Action Taken Report of the minutes of Board of Studies committee meeting held on 17/08/2023 was ratified.	-	-	Report Prepared and Submitted
3	To ratify the time table and allocation of course/subjects to the faculty members.	All members unanimously agreed with the proposed time table. Chairman, BoS advised all concern to follow time table strictly.	Action to be taken by: All Faculty Members: To follow approved time table. <i>Time Line to complete the assigned task:</i> <i>From 15th February to May 2024</i>	-	Implemented



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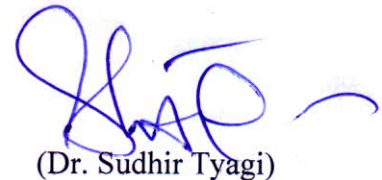
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4	To consider the list of external examiners for theory & practical examinations of the second semester BLIS & MLIS programme.	The chairman recommended the list of external examiners of BLIS & MLIS programme for theory and practical examinations.	The COE: To utilize examiners as per need. Time Line to complete the assigned task: 31 st May, 2023	-	No action required
5	To review BLIS & MLIS syllabus from the session 2024-25.	The Chairman agreed with the members and agenda forwarded to academic council for ratification.	-	-	-
6	To approve the plan of academic activities for the second semester 2023-24	The chairman, BoS approved the list/plan of departmental academic activities for second semester 2023-24.	All Faculty Members: To conduct activities as assigned. Time Line to complete the assigned task: 31 st May, 2024	-	Completed
7	To organize workshop on library automation software to train students and staff members.	It was decided that the proposal of workshop on "Open Source Integrated Library Software-Koha" should send to the Hon'ble Vice Chancellor for approval.	Action to be taken by: HOD: To plan workshop. Time Line to complete the assigned task: 15 th February, 2024	23 rd - 24 th February 2024	Completed



8	To purchase journals and books specific to BLIS & MLIS programme curricula for the year 2024.	Chairman, BoS agreed for subscription of journals and procurement of book for the year 2024 well in time. The list of required journals and books forwarded to departmental library committee for further action.	Action to be taken by: HOD: To send proposal for subscription of journals and books purchase. <i>Time Line to complete the assigned task:</i> 28 th February, 2024	-	Implemented
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(Dr. Sudhir Tyagi)

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