


Ref. No.: FASS/DLIS/2023/884

Date: 14/08/2023

Board of Studies Meeting Notice

A meeting of Board of Studies has been scheduled on 17/08/2023 at 10:30 am 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 14/02/2023. (Annexure-1)
2. **Agenda Item No. 2:** To report action taken on the minutes of Board of Studies held on 14/02/2023. (Annexure-2)
3. **Agenda Item No. 3:** To introduce vocational courses from the session 2023-24. (Annexure-3)
4. **Agenda Item No. 4:** To consider departmental academic calendar for the session 2023-24. (Annexure-4)
5. **Agenda Item No. 5:** To ratify the time table for classes and allocation of the course/subjects to the faculty members. (Annexure-5)
6. **Agenda Item No. 7:** To approve the plan of academic activities for the odd semester. (Annexure-7)
7. **Agenda Item No. 8:** To organized national conference on digital library. (Annexure-8)
8. **Agenda Item No. 9:** To allocate the mentors to mentee to assist the mentee in solving their personal & educational problems. (Annexure-9)
9. **Agenda Item No. 10:** Review of feedback analysis based on stakeholder's feedback of the year 2022-23. (Annexure-10)
10. **Agenda Item No. 11:** To consider the list of external examiners for the theory & practical examinations. (Annexure-11)
11. 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/2023/888

Date: 18/08/2023

**Minutes of Board of Studies (BoS) Meeting held on 17/08/2023 Academic
Year 2023-24**

The meeting of the Board of Studies was held on 17/08/2023 at 10:30 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 the minutes of the Board of Studies meeting held on 14/02/2023
Agenda	The minutes of Board of Studies meeting dated 14/02/2023 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 14/02/2023.
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 14/02/2023 was ratified.



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Agenda - 3	To continue vocational courses for the session 2023-24
Discussion & Resolution	The members unanimously agreed to continue following vocational courses for the session 2023-24. 1. Basics of Digital Library 2. Library Book Management & Preservation
Agenda - 4	To consider departmental academic calendar for the session 2023-24
Discussion & Resolution	The chairman, BoS approved the departmental academic calendar after discussion for the session 2023-24. Action to be taken by: HOD: To finalized the academic calendar. Time Line to complete the assigned task: 25 th August, 2023
Agenda - 5	To ratify the time table for classes and allocation of the course/subjects to the faculty members.
Discussion & Resolution	It was decided that the core subject will be taught in the first half & after that timing for library training is allocated. 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.
Agenda - 6	To approve the plan of academic activities for the odd semester.
Discussion & Resolution	The members discussed all proposed/planned academic activities for the first semester session 2023-24 & finalized the activities. The chairman, BoS approved the departmental academic activities for first semester 2023-24. Action to be taken by: All Faculty Members: To conduct activities as assigned. Time Line to complete the assigned task: 31 st December, 2023
Agenda - 7	To organized national conference on digital library
Discussion & Resolution	After detailed discussion members agreed to conduct national conference with the jointly collaboration of Society for Information Research & Studies (SIRs), New Delhi entitled "SVSU-NCDL 2023 Digital Transformation: Emerging Trends in Libraries". Action to be taken by: HOD: To conduct the conference. Time Line to complete the assigned task: 30 th November, 2023
Agenda - 8	To allocate the mentors to mentee to assist the mentee in solving their personal & educational problems.
Discussion & Resolution	The board unanimously allocated the faculty members as mentors to the students of BLIS & MLIS for the session 2023-24.



Agenda - 9	Review of feedback analysis based on stakeholder's feedback of the year 2022-23.
Discussion & Resolution	The members noted the feedback analysis and approved the action taken on the feedback of the year 2022-23.
Agenda - 10	To consider the list of external examiners for the theory & practical examinations.
Discussion & Resolution	List of examiner for the first semester examination discussed & all members unanimously agreed with the proposed list of examiners. The chairman recommended the list of external examiners of BLIS & MLIS programme for theory and practical examinations. Action to be taken by: The COE: To utilize examiners as per need. Time Line to complete the assigned task: 31 st December, 2023

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/2024/1072

Date: 13/01/2024

Action Taken Report of the meeting of Board of Studies held on 17/08/2023

The meeting of the Board of Studies was held on 17/08/2023 at 10:30 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 14/02/2023	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 14/02/2023.	Action Taken Report of the minutes of Board of Studies committee meeting held on 14/02/2023 was ratified.	-	-	Report Prepared and Submitted
3	To continue vocational courses for the session 2023-24	The members unanimously agreed to continue following vocational courses for the session 2023-24. 1. Basics of Digital Library 2. Library Book Management & Preservation	-	-	Implemented



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4	To consider departmental academic calendar for the session 2023-24	The chairman, BoS approved the departmental academic calendar after discussion for the session 2023-24.	Action to be taken by: HOD: To finalized the academic calendar. <i>Time Line to complete the assigned task:</i> 25 th August, 2023	-	No Action Required
5	To ratify the time table for classes and allocation of the 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.	-	Implemented
6	To approve the plan of academic activities for the odd semester.	The chairman, BoS approved the departmental academic activities for first semester 2023-24.	Action to be taken by: All Faculty Members: To conduct activities as assigned. <i>Time Line to complete the assigned task:</i> 31 st December, 2023	-	Completed
7	To organized national conference on digital library	All members agreed to conduct national conference entitled "Digital Transformation: Emerging Trends in Libraries".	Action to be taken by: HOD: To conduct the conference. <i>Time Line to complete the assigned task:</i> 30 th November, 2023	24 th -25 th November 2023	Completed



8	To allocate the mentors to mentee to assist the mentee in solving their personal & educational problems.	The board unanimously allocated the faculty members as mentors to the students of BLIS & MLIS for the session 2023-24.	-	15 th September 2023	Implemented
9	Review of feedback analysis based on stakeholder's feedback of the year 2022-23.	The members noted the feedback analysis and approved the action taken on the feedback of the year 2022-23.	-	-	Completed
10	To consider the list of external examiners for the theory & practical examinations.	The chairman recommended the list of external examiners of BLIS & MLIS programme for theory and practical examinations.	Action to be taken by: The COE: To utilize examiners as per need. Time Line to complete the assigned task: 31st December, 2023	-	No action required


 (Dr. Sudhir Tyagi)

Head

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