

**Department of Library and Information Sciences
Central University of Punjab**

Minutes of the AAC Meeting Held on January 12, 2021


A meeting of Academic and Administrative Committee (AAC) was held online on January 12, 2021, at 2.30 p.m. Following members of the Department of Library and Information Sciences attended the meeting:

1. Professor S.K.Bawa - Head of the Department
2. Dr Raj Kumar - Assistant Professor
3. Dr Syamili C - Guest Faculty

Head of the Department welcomed the members of the committee and discussed the agenda of the meeting. The committee discussed the papers to be taught in the IV semester and did the allocation. Time table to be prepared accordingly. The committee discussed the various agenda items and the following decisions were made:

- ❖ The MST exams of I semester scheduled to be held on January 20 onwards should be conducted as per the University guidelines. HOD informed that date sheet has already been prepared for the same.
- ❖ Committee decided that Dr V.K Anand will be invited as external for the viva-voce of online internship of 3rd-semester students hosted at IIT Delhi.
- ❖ Committee decided that students should be communicated to give their title of the project as per part of semester IV curriculum within a week of commencing the semester. In case any student not able to decide the title of the project within the time the committee will assign the title of the project to such students. Furthermore, decided an equal number of students will be guided by both the faculty members.

Syamili C
Dr. Syamili C
Guest Faculty


Dr Raj Kumar
Assistant Professor & Secretary AAC

S.K. Bawa
Prof. S.K.Bawa
Head of the Department

DIA work

Ref. No. WPB/LIS/20-21/39

CENTRAL UNIVERSITY OF PUNJAB
Department of Library and Information Sciences

Minutes of AAC Meeting held on February 11, 2021

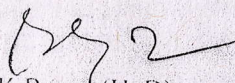
A meeting of the Academic and Administrative Committee (AAC) was held online on February 11, 2021. Following members of the Department of Library and Information Sciences attended the meeting:

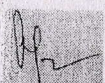
1. Professor S.K. Bawa - Head of the Department
2. Dr Raj Kumar - Assistant Professor

The committee deliberated upon various agenda items and the following decisions were made:

Item No.	Description
Agenda 11/02/2021-01	Class Rooms for the Students of DLISc RESOLVE The committee discussed the availability of the class room for the students of the Department. Minimum two classrooms are required so that classes can be conducted smoothly. Each classroom should have an LCD and other smart classroom facilities.
Agenda 11/02/2021-02	Online Internship of Students RESOLVE Committee recommended that Dr. V.K. Anand will be invited as external for the viva-voce of online internship of 3 rd -semester students hosted at IIT, Delhi.
Agenda 11/02/2021-03	Students Project in the Semester-IV RESOLVE Committee recommended the titles of the projects of Semester-IV students. The details of the project titles are enclosed as Annexure A. Students shall be communicated to present the progress report in the 7 th week of the semester.
Agenda 11/02/2021-04	Constitution of Debating Society RESOLVE Committee recommended constituting a Debating Society in the Department. The society shall have one Staff representative. Dr Raj Kumar has been nominated as staff advisor of the society. The society shall have one President, One Secretary, One Treasurer, and two members from students of the Department. The purpose of debating society is to inculcate debating skills among students. Any student of the Department can take the membership of the society. Office Representative shall organize debates and discussion of emerging areas from time to time with the permission of Staff Advisor and Head. Students Office Representative of the Society shall be elected by students in every academic year within 30 days of starting the semester.

<p>Agenda 11/02/2021-05</p>	<p>Constitution of Informal Discussion Group RESOLVE Committee recommended constituting the Informal Discussion Group in the Department. The society shall have one Staff representative. Dr Raj Kumar has been nominated as staff advisor of the society. The society shall have one President, One Secretary, One Treasurer, and two members. Office representative shall be elected by students every academic year. Students Office Representative of the Society shall be elected by students in every academic year within 30 days of starting the semester.</p>
<p>Agenda 11/02/2021-06</p>	<p>Notice Board of the Department RESOLVE Committee decided to have a separate notice board of the Department. The requisition of two notice board shall be sent to 'Store Section' to provide the same.</p>


Prof. S.K. Bawa (HoD)


Dr Raj Kumar
Assistant Professor & Secretary AAC

- DIA Sec
WRIL
DIA 4/3/21

DIA-2748
4/3/2021

CENTRAL UNIVERSITY OF PUNJAB
Department of Library and Information Sciences

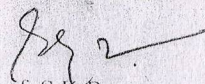
Minutes of AAC Meeting held on March 08, 2021

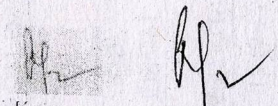
A meeting of the Academic and Administrative Committee (AAC) was held on March 11, 2021. Following members of the Department of Library and Information Sciences attended the meeting:

1. Professor S.K.Bawa - Head of the Department
2. Dr Raj Kumar - Assistant Professor

HOD initiated the proceedings of the AAC meeting. The committee discussed various agenda items and the following recommendation was made:

Item No.	Description
Agenda 08/03/2021-01	<p>Notification regarding DEC Courses wherein 15% marks given to surprise tests RESOLVE</p> <p>The committee discussed the notification CUPB/CC/20/11 dated March 2, 2020, which was sent by Dy. Registrar (Academic) on March 5, 2021. HOD deferred the agenda and recommended not to implement the same until further communication from the administration. The matter was deferred.</p>
Agenda 08/03/2021-03	<p>Time Table of the Semester IV RESOLVE</p> <p>Committee discussed the Time Table (TT) of Semester IV and decided TT shall be communicated to concerned faculty members.</p>


 Prof. S.K. Bawa
 HOD


 Dr Raj Kumar
 Assistant Professor & Secretary AAC

- DIA WPK
 6/4/21

DIA-67
 6/4/21

Ref No. CURB/LIS/21-22/005

8/4/21

CENTRAL UNIVERSITY OF PUNJAB
Department of Library and Information Sciences

Minutes of AAC Meeting held on April 07, 2021

A meeting of the Academic and Administrative Committee (AAC) was held on April 07, 2021. Following members of the Department attended the meeting:

1. Professor S.K.Bawa - Head of the Department
2. Dr Raj Kumar - Assistant Professor

The proceedings of the meeting started by HOD wherein agenda items were discussed. The committee recommended the following:

Item No.	Description
Agenda 07/04/2021-01	Time Table of the Semester IV and II RESOLVE The committee revised the Time Table (TT) of Semester IV and Semester II and decided TT shall be communicated to concerned faculty members.
Agenda 07/04/2021-02	E-Books to be procured for library RESOLVE The committee recommended that the electronic format of all the books mentioned in the curriculum should be procured. Furthermore, the committee recommended that the latest edition of books should be procured. List of books enclosed as Annexure - A
Agenda 07/04/2021-03	Encyclopedia of Library and Information Science RESOLVE The committee recommended that Encyclopedia of Library and Information Science (full set) be procured for the library. The library must procure the latest edition of the encyclopedia.
Agenda 07/04/2021-04	Library of Congress Subject Headings and Sears List of Subject Headings It is recommended that One set of Library of Congress Subject Headings and four sets of Sears's list of Subject Heading be procured by the library.
Agenda 07/04/2021-05	E-Journals to be subscribed RESOLVE The committee decided to procure e-journals in the Emerald Insight database relating to library studies and information science. List enclosed as Annexure B
Agenda 07/04/2021-06	Semester- II Paper LIS.524 Result Withheld The committee discussed the practical paper 'LIS.524: Knowledge Organisation - Cataloguing and Metadata (Practical)' (Credit - I) and recommended the result of this paper be withheld until face-to-face practical conducted.

Prof. S.K.Bawa
HOD

Dr Raj Kumar
Assistant Professor & Secretary AAC

- DIA. Sem
wru
- 8/4/21

005

DIA-126
8/4/21

Ref. No. CUPB/LIS/21-22/015

CENTRAL UNIVERSITY OF PUNJAB
Department of Library and Information Sciences

Minutes of AAC Meeting held on May 05, 2021


A meeting of the Academic and Administrative Committee (AAC) was held on May 05, 2021. Following members of the Department attended the meeting:

1. Professor S.K.Bawa - Head of the Department
2. Dr Raj Kumar - Assistant Professor
3. Dr. M. Natarajan - Guest Faculty

The proceedings of the meeting started by HOD wherein agenda items were discussed. The committee recommended the following:

Item No.	Description
Agenda 05/05/2021-01	Alumni Cell of the Department RESOLVE The committee recommended the Alumni Cell of the Department be created to maintain the record at Department level. Committee recommended the Name of Dr Raj Kumar as Convener of Alumni Cell w.e.f. May 5, 2021
Agenda 05/05/2021-02	E-Journals Subscription RESOLVE The committee recommended following e-journals be subscribed by the library at the earliest: (i) Journal of Academic Librarianship – Elsevier (ii) Journal of Library and Information Science – Sage publication (iii) Library & Information Science Research – Elsevier
Agenda 05/05/2021-03	Encyclopedia of Library and Information Science RESOLVE The committee recommended that Encyclopedia of Library and Information Science (full set) be procured at the earliest. The library should procure the latest edition of the encyclopedia at the earliest.
Agenda 05/05/2021-03	Dr M Natarajan (Guest Faculty) Teaching Workload RESOLVE The committee discussed the workload of Dr M.Natarjan in the 2 nd Semester and recommended his engagement should be renewed because he shall have workload of 10 hrs (Paper LIS.509 Credits-04 =8hrs; and LIS.508 Credits-02).

on line
Dr M. Natarajan
Guest Faculty


Dr Raj Kumar
Assistant Professor & Secretary AAC

Prof. S.K.Bawa
HOD

5/5/21

- DZA

Seen
WRU
15/6/21

1

DZA-600
15/6/21

30AC
042

Ref. No. CUPB/LIS/21-22/021

29/6/21

CENTRAL UNIVERSITY OF PUNJAB
Department of Library and Information Sciences

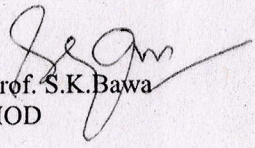
Minutes of AAC Meeting held on June 15, 2021

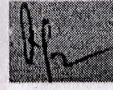
A meeting of the Academic and Administrative Committee (AAC) was held on June 15, 2021 in the HOD room. Following members of the Department attended the meeting:

1. Professor S.K.Bawa - Head of the Department
2. Dr Raj Kumar - Assistant Professor

The proceedings of the meeting started by HOD wherein agenda items were discussed. The committee recommended the following:

Item No.	Description
Agenda 15/06/2021-01	Internship of Students RESOLVE The committee recommended that Internship for 2 nd Semester students shall be arranged online because of the COVID19 situation. Therefore, Institutions interested to host the internship will be contacted so that students can join the Internship immediately after the EST
Agenda 15/06/2021-02	Students' Project Viva-Voce RESOLVE The committee recommended that Dr V.K. Anand shall be invited for examining the projects of 4 th Semester students.


Prof. S.K. Bawa
HOD


Dr Raj Kumar
Assistant Professor & Secretary AAC

- DIA

S. eam
NRK
29/6/21

DIA-813
29/6/2021

**Department of Library and Information Sciences
Central University of Punjab**

Minutes of AAC Meeting held on 8th July, 2021

A meeting of the Academic and Administrative Committee (AAC) was held on 8th July, 2021. The following members of the Department attended the meeting:

1. Dr. Sandeep Kaur - Head of the Department
2. Dr Raj Kumar - Assistant Professor
3. Dr. M. Natarajan - Guest Faculty

The committee recommended the following:

Item No.	Description
Agenda 08/07/21/01	Charge of Head of the Department RESOLVE Dr. Sandeep Kaur has taken the charge of the Head of the Department of Library and Information Sciences with effect from 01.07.2021
Agenda 08/07/21/02	Internship Programme RESOLVE The committee recommended that students will join online Internship and faculty will give the name of institutions for the same. Dr. Raj Kumar will prepare the schedule of Internship.

Dr. M. Natarajan
Guest Faculty *(online)*

[Signature]
Dr Raj Kumar
Assistant Professor & Secretary AAC

[Signature]
Dr. Sandeep Kaur
HOD

*- DIA WPK
23/7/21*

- Dr. Sandeep Kaur

*DTA-1082
23/7/21*