

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
CENTRAL UNIVERSITY OF PUNJAB, BATHINDA**

22

Proceedings of the Meeting of the Academic and Administrative Committee held on
4th January, 2021 at 12:30 PM.

A meeting of the Academic and Administrative Committee was held on 4th January, 2021 at 12:30 PM in the office of the Head, Department of Library and Information Science.

The following faculty members were present:

Dr Sandeep Kaur, Head of the Department

Dr Florence Guite, Assistant Professor

Dr. Sukhdev Singh, Assistant Professor

Dr. Rishabh Shrivastava, Assistant Professor


Mr. Somesh Rai, Assistant Professor

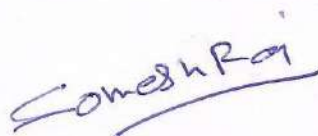
The following decisions were taken in them meeting:


Agenda:

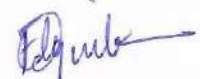
1. Discussion of Time-Table of First Semester and Third Semester. *Various courses have been allotted to the course - coordinators as per Annexure I & II.*
2. Various responsibilities have been given to various faculty member as per following:
 - Dr Florence Guite -Examination Coordinator
 - Dr Rishabh Shrivastava -Convener AAC.
 - Dr Sukhdev Sigh and Mr. Somesh Rai - Coordinator of the Alumni and Placement Cell.
 - Dr Rishabh Shrivastava - Time Table Coordinator.

The meeting ended with a vote of thanks to the Head of the Department.


Dr. Rishabh Shrivastava
(Assistant Professor)


SOMESHRAI
(Asst. Professor)


(SUKHDEV SINGH)
(Assistant Prof)


(FLORENCE GUTE)
Assistant Professor

(5)

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCES

Minutes of the Meeting of the Curriculum Design and Development Committee (CDDC) of Library and Information Sciences held on 28-01-2022.

A meeting of the Curriculum Design and Development Committee (CDDC) of Library and Information Sciences was held in the office of the Head of the Department on 28-01-2022. The following faculty members attended the meeting:

Dr. Sandeep Kaur, Head of the Department
Dr. Sukhdev Singh, Assistant Professor
Dr. Florence Guite, Assistant Professor
Dr. Rishabh Shrivastava, Assistant Professor
Mr. Somesh Rai, Assistant Professor

Following points were discussed during the meeting:


1. The syllabus of M.Lib.I.Sc was discussed and it was decided to include various IDC and VAC in the syllabus.
2. The Pre-Ph.D. course work syllabus was discussed and it was decided to include more elective courses in the syllabus as per the specialization available in the department.
3. More placement-oriented courses were decided to be included in the syllabus of M.Lib.I.Sc.
4. References need to be updated for all the courses in the syllabus.
5. Courses necessary for NAAC accreditation are also required to be added in the syllabus.


Dr. Florence Guite

(Assistant Professor)


Dr. Sukhdev Singh

(Assistant Professor)


Dr. Rishabh Shrivastava

(Assistant Professor)


Mr. Somesh Rai

(Assistant Professor)


Dr. Sandeep Kaur

(Associate Professor and Head)

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Proceedings of the Meeting of the Academic and Administrative Committee held on
7th February, 2022 at 10:00 AM.





A meeting of the Academic and Administrative Committee was held on 7th February, 2022 at 10:AM in the office of the Head, Department of Library and Information Science. The following faculty members were present:

- Dr. Sandeep Kaur, Head of the Department
- Dr. Florence Guite, Assisatant Professor
- Dr. Sukhdev Singh, Assisatant Professor
- Dr. Rishabh Shrivastava, Assistant Professor
- Mr. Somesh Rai, Assistant Professor


At the outset the Head of the Department welcomed all the members. The following agenda items were discussed and resolved in the meeting:

Agenda Item No. 07/02/2022	Two students informed that they could not choose any IDC course and now all seats in the IDC courses have been filled up.	RESOLVED- It was resolved in the meeting that those students who could not opt for any IDC Course and informed after MSTs have been conducted shall complete the requirement by doing the IDC course in the next semester with First year students.
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The meeting ended with a vote of thanks to the Head of the Department.

Dr. Florence Guite Dr. Sukhdev Singh Dr. Rishabh Shrivastava Mr. Somesh Rai
 (Assistant Professor) (Assistant Professor) (Assistant Professor) (Assistant Professor)


 Dr. Sandeep Kaur
 (Associate Professor and Head of the Department)

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Minutes of the Meeting of the Faculty Members of Library and Information Science held on 22-02-2022.

A meeting of the Faculty of Library and Information Science was held in the office of the Head of the Department on 22-02-2022 at 1 PM. The following faculty members attended the meeting:

Dr. Sandeep Kaur, Head of the Department

Dr. Sukhdev Singh, Assistant Professor

Dr. Florence Guite, Assistant Professor

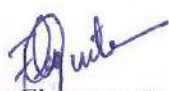


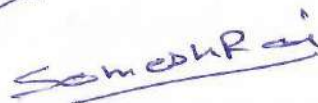
Dr. Rishabh Shrivastava, Assistant Professor

Mr. Somesh Rai, Assistant Professor

At the onset the Head of the Department welcomed the members to the meeting. Following points were discussed:

1. The teaching work of the department and various ways of improving and making it more efficient were discussed.
2. The syllabus for the session 2022-2024 was discussed so that the meeting of the Curriculum Design and Development Committee can be arranged shortly.
3. The requirements for conducting viva-voce of Project of M.Lib.I.Sc.-IV Semester students were discussed so that necessary arrangements can be made for the same.
4. It was decided by the faculty members to organise a conference on the theme "Academic Libraries and Higher Education" and all faculty members are required to give inputs on the sub-themes for the conference..

The meeting ended with a vote of thanks to the Head of the Department.


(Dr. Florence Guite) 
(Dr. Sukhdev Singh) 
(Dr. Rishabh Shrivastava) 
(Mr. Somesh Rai)


Dr. Sandeep Kaur

(Associate Professor and Head of the Department)

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

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Minutes of the Meeting of AAC Department of Library and Information Science held on 06-04-2022.

A meeting of the AAC Department of Library and Information Science held on 06-04-2022 at 2 PM. The following faculty members attended the meeting:

- Dr. Sandeep Kaur, Head of the Department
- Dr. Sukhdev Singh, Assistant Professor
- Dr. Florence Guite, Assistant Professor
- Dr. Rishabh Shrivastava, Assistant Professor
- Mr. Somesh Rai, Assistant Professor

At the onset the Head of the Department welcomed the members to the meeting. Following points were discussed during the meeting:

Agenda Item No. 1 dated 06/04/2022	One student of M.Lib.I.Sc II Semester, namely Mr. Archisman Ray via e-mail dated 4 th April has requested for relaxation in attendance for one month till 10 th May 2022 stating he is currently working and has resigned from his service but needs one month's time to serve the notice period at his place of work.	<p><u>RESOLVED-</u> It was resolved in the meeting that M.Lib.I.Sc Programme at Central University of Punjab is a regular programme and those in any kind of employment are not allowed to take admission in it. Further, it was noted by the members of the committee that all the students were informed about conduct of classes of IInd Semester in physical mode by the Dy. Registrar through e-mail dated 22th February 2022. The student had ample time to settle the matter at his place of employment. The committee unanimously recommended that the matter be brought to the notice of the Dean-Incharge Academics for taking the final decision.</p>
Agenda Item No. 2 dated	Requirement of Classification and Cataloguing tools for conducting Practical Classes.	<p><u>RESOLVED:-</u> The committee recommends that the following tools are required immediately</p>



Somesh Rai

06/04/2022		<p>for conducting classes of practical courses of LIS. 523 Knowledge Organisation – Classification (Practical) and LIS.524- Knowledge Organisation-Cataloguing- (Practical).</p> <ol style="list-style-type: none"> 1. Dewey Decimal Classification (DDC- 23rd Edition) - 13 Sets 2. Universal Decimal Classification (Abridged Edition) – 13 sets 3. Anglo American Cataloguing Rules (AACR-2): 4 Sets 4. Sears List of Subject Heading- 7 sets 5. Two almirahs to keep the above mentioned tools in safe custody. <p>It was recommended by the committee that in the meanwhile the above mentioned tools be issued to the Department by the Central Library as per availability for meeting the requirement of the currently running courses.</p>
<p>Agenda Item No. 3 dated 06/04/2022</p>	<p>Requirement of Computer Lab for conducting practical classes of LIS. 509 Foundation of Computer & Information Technology in Libraries (Practical)</p>	<p>RESOLVED:- The committee unanimously recommended setting up a computer lab of 15 computers.</p> <p>It was recommended by the committee that in the meanwhile a suitable arrangement be made in the computer lab for conducting the practical classes in the meanwhile.</p>

The meeting ended with a vote of thanks to the Head of the Department.



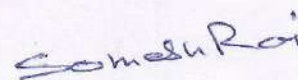
(Dr. Florence Guite)



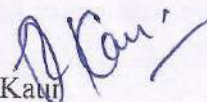
(Dr. Sukhdev Singh)



(Dr. Rishabh Shrivastava)



(Mr. Somesh Rai)



Dr. Sandeep Kaur

(Head of the Department)

**CENTRAL UNIVERSITY OF PUNJAB, BATHINDA
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

**Minutes of the Meeting of AAC of the Department of Library and
Information Science held on 02-05-2022.**

A meeting of the AAC, Department of Library and Information Science was held on 02-05-2022 at 1 PM. The following faculty members attended the meeting:

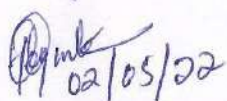
- Dr. Sandeep Kaur, Head of the Department
- Dr. Sukhdev Singh, Assistant Professor
- Dr. Florence Guite, Assistant Professor
- Mr. Somesh Rai, Assistant Professor

At the onset the Head of the Department welcomed the members to the meeting. Following points were discussed during the meeting:

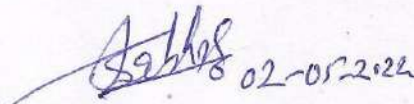
1. It was discussed and resolved regarding one international PhD candidate who is not Eligible for the following reason.

“The candidate has claimed PG percentage as 70.5% in application form but, As per the CGPA mentioned in candidate's Masters mark-sheet, percentage is 55.71 (Converted as per the candidate's university percentage conversion norms). Candidate is in second class as per his university's degree classification. For admission in CUPB in PhD programs one must have 60% (which is equivalent to first class) in post-graduation. An Equivalence Certificate from the Association of Indian Universities is also required for foreign degrees.”

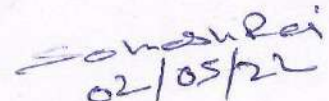
The meeting ended with a vote of thanks to the Head of the Department.


02/05/22

(Dr. Florence Guite)


02-05-2022

(Dr. Sukhdev Singh)


02/05/22

(Mr. Somesh Rai)



Dr. Sandeep Kaur
(Head of the Department)

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCES

Minutes of the Meeting of AAC of Department of Library and Information Sciences held on 02-06-2022.

A meeting of the AAC Department of Library and Information Science was fixed on 02-06-2022 at 3 PM. The following faculty members reached at 3:30 pm and attended the meeting:

Dr. Sandeep Kaur, Head of the Department

Dr. Sukhdev Singh, Assistant Professor

Mr. Somesh Rai, Assistant Professor

Dr. Florence Guite, Assistant Professor


Dr. Rishabh Shrivastava, Assistant Professor

At the onset the Head of the Department welcomed the members to the meeting. Following points were discussed during the meeting:

Agenda Item No. 1 dated 03/06/2022	Eligibility of Mr. Nihad Mc for appearing in Fourth Semester Examinations due to shortage of attendance.	<u>RESOLVED-</u> The shortage of attendance of Mr. Nihad Mc in all the courses was discussed in the meeting. The student has not appeared for classes in physical mode even after repeated e-mails sent to him by the HoD. It was resolved that the matter be brought to the notice of the Dean-Incharge Academics for taking the final decision regarding his eligibility for appearing in the fourth semester examinations, since the candidate has already filled the examination form online.
Agenda Item No. 2 dated 03/06/2022	Regarding preparation for NAAC Team visit	<u>RESOLVED:-</u> The committee unanimously recommended that the budget allocated to the department for the department be spent according to the proposal as per Annexure-I.
Agenda Item No. 3 dated 03/06/2022	Regarding decision on the date of Seminar/Presentation date of Project of Fourth Semester students.	<u>RESOLVED:-</u> The committee unanimously recommended that 24 th June, 2022 shall be fixed as the date for Seminar/Presentation of Project work of Fourth Semester students

Agenda Item No. 4 dated 03/06/2022	Regarding conducting extension lecture of Prof. Jagtar Singh (Retd), Punjabi University, Patiala	RESOLVED:- The committee decided that the extension lecture be conducted on a suitable date after the completion of fourth semester examinations. A budget of Rs. 6000 has been proposed for the hospitality of the students/faculty/ resource person apart from the honorarium and T.A./ D.A. to be paid to the Resource Persons.
Agenda Item No.5 dated 03/06/2022	Regarding data on inputs on placement	RESOLVED:- The inputs on placement are required to submit to the office through placement coordinators.

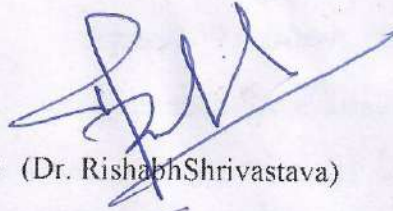
The meeting ended with a vote of thanks to the Head of the Department.



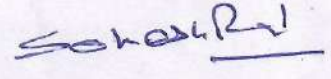
(Dr. Florence Guite)



(Dr. Sukhdev Singh)



(Dr. Rishabh Shrivastava)



(Mr. Somesh Rai)



Dr. Sandeep Kaur

(Head of the Department)

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCES

Minutes of the Meeting of AAC of Department of Library and Information Sciences held on 06-09-2022.

A meeting of the AAC of Department of Library and Information Sciences was held on 06-09-2022 at 12:30 PM. The following faculty members attended the meeting:

Dr. Sandeep Kaur, Head of the Department Dr. Sukhdev Singh, Assistant Professor


Mr. Somesh Rai, Assistant Professor Dr. Florence Guite, Assistant Professor

Dr. Rishabh Shrivastava, Assistant Professor

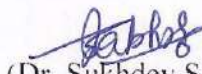
At the onset the Head of the Department welcomed the members to the meeting. Following agenda items were discussed during the meeting:

Agenda Item No. 1 dated 06-09-2022	Regarding meeting of Ph.D. research scholars once every month in the last week.	<u>RESOLVED-</u> It was decided that all the Ph.D. Scholars shall present their progress of research work in the last week of each month before all the faculty members of the Department. Dr. Rishabh Shrivastava shall be the Co-ordinator for conducting the meeting.
Agenda Item No. 2 dated 06-09-2022	Regarding submission of dissertations of M.Lib.I.Sc.-IV Semester students.	<u>RESOLVED:-</u> It was decided that the students should be given a deadline of 20 th September, 2022 for submitting their M.Lib.I.Sc dissertations.
Agenda Item No. 3 dated 06-09-2022	Regarding preparation of Time-Table of M.Lib.I.Sc. Third Semester	<u>RESOLVED:-</u> The Time-Table is attached as Annexure-1

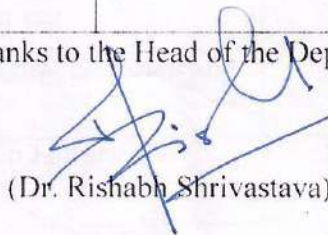
The meeting ended with a vote of thanks to the Head of the Department.



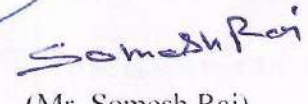
(Dr. Florence Guite)



(Dr. Sukhdev Singh)



(Dr. Rishabh Shrivastava)



(Mr. Somesh Rai)

Dr. Sandeep Kaur

(Head of the Department)



CENTRAL UNIVERSITY OF PUNJAB

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCES

MINUTES OF THE MEETING OF THE AAC HELD ON 07.10.2022


A meeting of the AAC of the Department of Library and Information Sciences was held on 07.10.2022 at 3 PM. At the onset, the Head of the Department welcomed all the members to the meeting. The following agenda items were discussed:

Agenda Item No. 01- 07/10/2022	Allocation of Supervisors for M.Lib.I.Sc. Proposal and Dissertation.	<u>RESOLVED:</u> The allocation of Supervisors as per merit-cum- preference for M.Lib.I.Sc -Proposal and Dissertation is as per Annexure-I. As previous dissertation of some students of batch 2020 is still pending, the allocation has been done accordingly
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The meeting ended with a vote of thanks to the Head of the Department.


(Dr. RISHABH SRIVASTAVA)

Somesh Rai
(SOMESH RAI)


(Dr. Subhdev Singh)


(Dr. Florence Gupta)


HOD 7/10/22