

# Center for Animal Sciences

Date: 03-08-2015

Subject: Re. Constitution of Academic and Administration Committee (AAC) of the Center for Animal Sciences.

As per the notification no. CUPB/15/Notification/14 (23-07-2015) here with permission being sought for the constitution of Academic and Administration Committee (AAC) for the Center for Animal Sciences. The objectives and duties of this AAC shall be as per the notification issued.

The proposed members are:

Sr. No.	Name of the Faculty	Designation	Role
1	Dr. Anil K. Mantha	OIC & Assistant Professor	Chairperson
2	Dr. Jyoti Prakash	Assistant Professor	Convener
3	Dr. Krishna Chaitanya	Assistant Professor	Member
4	Dr. Ajay Kumar	Assistant Professor	Member

Submitted for approval please.

Thanking you.

*M. Anil Kumar*  
3/8/15

(Anil K. Mantha)  
OIC, Animal Sciences

DAA

*Pradip Das*  
3/8/15

*g*  
*g*  
3/8/15

Copy to  
To: NAAC Direct  
OIC, Animal Science.

*Pradip Das*  
3/8/2015

*file*  
*Ashok*  
*14/10/15*  
*NAAC*

Ashok Dhura

## Center for Animal Sciences

Date: 05.08.2015

To,

office copy.

The DAA  
CUPB

**Subject:** Minutes of the 1<sup>st</sup> Academic and Administrative Committee (AAC) held on 05-08-2015 of Center for Animal Sciences.

The Center for Animal Sciences held its 1<sup>st</sup> Academic and Administrative Committee (AAC) meeting today 05-08-2015.

The chairman proposed the welcome note and the all members proposed the agenda as it was a first meeting.

The agenda items proposed and discussed are:

1. It is proposed and agreed to convene the AAC meeting on **every first** Wednesday of the month and report the minutes to DAA for kind information.
2. As the Center for Animal Sciences offering two programs one at master's and one at Ph.D. level, required Time Table, and yearly Calendar of the Center to be made at the earliest and reviewed in the 2<sup>nd</sup> AAC meeting to be held next month. **Responsibility has been taken up by OIC to do so.**
3. A revision of the course structure of M.Sc. program and Ph.D. program is required. **All faculty members took the responsibility to work collectively and report to the Chairman before 2<sup>nd</sup> AAC to be held next month.**
4. Constitution of Board of Studies (BoS). **Responsibility has been taken up by OIC to do so.**



(Anil K. Mantha)  
OIC: Animal Sciences

Submitted for your kind information please: DAA

Copy to: All members of AAC.

## Center for Animal Sciences

Dated: 03.9.2015

To,

The DAA  
CUPBoffice copy.

**Subject:** Minutes of the 2<sup>nd</sup> Academic and Administrative Committee (AAC) held on 04-09-2015 of Center for Animal Sciences.

The Center for Animal Sciences held its 2<sup>st</sup> Academic and Administrative Committee (AAC) meeting today 03-08-2015 instead of 02-09-2015 as the chairman was busy with NAAC meeting.

The chairman proposed the welcome note and also circulated the agenda to the members including the circulated agenda by email and few additions items as required are:

1. Re. constitution of Board of Studies (BoS). It has been proposed and waiting for the notification.
2. Required modifications for the Syllabi for M.Sc. and Ph.D. courses offered by the center to update them as per CBCS. All members reviewed the course structure of M.Sc. Life Sciences (sp. Animal Sciences) and proposed the amendments and additions as per the enclosure Annexure – 1.
3. Discussion on when to conduct the BOS meeting. It is decided that all the members to update the course contents at the earliest and report to OIC for scheduling the BOS at the earliest.
4. Re. faculty work load: once both courses contents and structures are modified, in next AAC it will be reviewed and will be submitted to DAA for further information.
5. Time table: master's program time table is working well (Annexure - 2) and all issues have been resolved. The Ph.D. program time table has to be made on priority basis and submitted to the time table committee and DAA for information.
6. Curriculum Development Committee (CDC) has been constituted (Annexure – 3) and notified to DAA for information.
7. Re. non-credit seminars of M.Sc. students: Dr. Ajay Kumar has been given the in-charge for conducting the seminars for the master's program. Dr. Ajay will compile the list of students and their topics and shall submit the report to OIC for further notification by 08-09-2015.
8. All members reviewed the activities and progress of the students and expressed their satisfaction about the overall progress till date.
9. Implementation of Gender Championship Scheme: A meeting with the students has been fixed for the same on 15-09-2015 for selection of best student of the center (male & female).
10. Re. creation of Center for Animal Sciences web profile on CUPB website as per the information received from the computer center: It is decided that by 11-09-2015 the required information has to be put together and submitted to the concerned department on priority note.

M. Anil Kumar  
(Anil K. Mantha) 3/09/2015  
OIC: Animal Sciences

Submitted for your kind information please: DAA

Copy to: members of AAC / faculty members of Center for Animal Sciences

CUPB/CAS/2015/46a. OK ✓

## Center for Animal Sciences

Dated: 07.10.2015

To,

O/C

The DAA  
CUPB

**Subject:** Minutes of the 3<sup>rd</sup> Academic and Administrative Committee (AAC) held on 06-10-2015 of Center for Animal Sciences.

The Center for Animal Sciences held its 3<sup>rd</sup> Academic and Administrative Committee (AAC) meeting today, 07-10-2015.

The chairman proposed the welcome note and also circulated the agenda to the members and the proceedings are:

1. Re. participation of all faculty members as a part of Board of Studies (BoS). **It has been proposed that Dr. Krishna Chaitanya, Asst. Prof. will be invited as a Co-opted member for the same; necessary office letter will be issued shortly.**
2. Required modifications for the Syllabi for M.Sc. and Ph.D. courses offered by the center to update them as per CBCS. **All members reviewed the course structure and syllabus of both M.Sc. Life Sciences (sp. Animal Sciences) and Ph.D. Animal Sciences and proposed few additions and deletions which will be incorporated at the earliest so as to conduct the BoS.**
3. Discussion on when to conduct the BoS meeting. **It is decided that all members will update the course contents at the earliest and report to OIC for scheduling the BOS at the earliest (tentatively last week of October 2015).**
4. Re. faculty work load: **once both courses contents and structures are modified, in next AAC it will be reviewed and will be submitted to DAA for further information.**
5. Time table: **master's program time table is working well (Annexure - 2) and all issues have been resolved.**
6. Re. the Ph.D. student Mr. Ankur Jairath's course work: **As per the request of the supervisor Dr. Jyoti Parkash, all members of the AAC recommended for opting the courses across Life Science programs during the current semester to facilitate his progress in addition to the one offered by the supervisor.**
7. Re. books required to be purchased for the main Library: **all members proposed that student feedback will be collected in this regard and a master list will be prepared at the earliest and submitted to the chairman.**

*M. Anil Kumar*  
(Anil K. Mantha) 7/10/2015  
OIC: Animal Sciences

Submitted for your kind information please: DAA

Copy to: Members of AAC / faculty members of Center for Animal Sciences  
IQAC-office

# Center for Animal Sciences

Dated: 05.11.2015

To,

The DAA  
CUPB

o/c

**Subject:** Minutes of the 4<sup>th</sup> Academic and Administrative Committee (AAC) held on 04-11-2015 of Center for Animal Sciences.

The Center for Animal Sciences held its 4<sup>th</sup> Academic and Administrative Committee (AAC) meeting yesterday, 04-11-2015.

The chairman proposed the welcome note and also circulated the agenda to the members and the proceedings are:

1. Re. the duties of Dr. Ajay Kumar, who left the Center: **It has been collectively agreed by the faculty members to share the work load of Dr. Ajay Kumar. Dr. Anil Mantha will look after the LSS.501 (Research Methodology); Dr. Jyoti Parkarsh and Dr. Krishna Chaitanya will look after the LSS.553 (Animal Biosystematics) course.**
2. Syllabi of M.Sc. and Ph.D. courses offered by the center to update them as per CBCS and conduction of BoS: **All members updated to chairperson about the status. The current status is the syllabi are revised and added new courses as per the requirement. The chairman will review the modified course structure and syllabi of both M.Sc. Life Sciences (sp. Animal Sciences) and Ph.D. Animal Sciences and will get the approval for conducting the BoS.**
3. Discussion on when to conduct the BoS meeting. **It is decided that BoS may be conducted as per the availability of the external experts during 3<sup>rd</sup> week of November 2015.**
4. Re. the list of books to be purchased from the Library budget of the Center: **As decided earlier all faculty members and students have combined a list (Annexure-I) and the same is recommended by the committee for purchase through the library.**
5. Re. the list of stationary to be submitted to the stores for procurement through the allocated stationary budget of the Center (requirement for the next quarter): **A tentative list of stationary was prepared and discussed about the quantities to be procured. All faculty members have combined a list (Annexure-II) and the same is recommended by the committee for procurement through the stores.**
6. **All members reviewed the activities and progress of the students and expressed their satisfaction about the overall progress till date.**
7. Implementation of Gender Championship Scheme: **A meeting with the students has been fixed for the same on 6-11-2015 for selection of best student of the center (male & female).**
8. Re. the Center for Animal Sciences web profile on CUPB website: **All faculty members expressed their happiness about the web site being created by the computer center.**

M. Anil Kumar  
(Anil K. Mantha) 6/11/15  
OIC: Animal Sciences

Submitted for your kind information please: DAA

Copy to: Members of AAC / faculty members of Center for Animal Sciences  
IQAC-office

CUPB/CAS/2015/22

## Center for Animal Sciences

Dated: 16.12.2015

To,

The DAA  
CUPB

O/C

**Subject:** Minutes of the 5<sup>th</sup> Academic and Administrative Committee (AAC) held on 02-12-2015 of Center for Animal Sciences.

The Center for Animal Sciences held its 5<sup>th</sup> Academic and Administrative Committee (AAC) meeting yesterday, 02-12-2015.

The chairman proposed the welcome note and also circulated the agenda to the members and the proceedings are:

- Re. the list of books to be purchased from the remaining Library budget of the Center: **After the first round of purchase (accounted close to 1 lakh) it is decided by the members to do one more exercise and make a list of books required for the 2<sup>nd</sup> semester teaching of the M.Sc. students of Center for Animal Sciences to be purchased through the library in this financial year.**
- Re. the 1<sup>st</sup> BoS to be conducted on 5<sup>th</sup> Dec. 2015: **All members reviewed the status of the courses and syllabi of M.Sc. and Ph.D. programs offered by the center to be discussed.**
- **All members reviewed the activities and progress of the students and expressed their satisfaction about the overall progress till date.**

*M. Anil Kumar*  
(Anil K. Mantha) 16/12/15  
OIC: Animal Sciences

Submitted for your kind information please: DAA

Copy to: Members of AAC / faculty members of Center for Animal Sciences

IQAC-office

# Center for Animal Sciences

CUPB/CAS/2015/22

Dated: 16.12.2015

To,

The DAA  
CUPB

**Subject:** Minutes of the 5<sup>th</sup> Academic and Administrative Committee (AAC) held on 02-12-2015 of Center for Animal Sciences.

The Center for Animal Sciences held its 5<sup>th</sup> Academic and Administrative Committee (AAC) meeting yesterday, 02-12-2015.

The chairman proposed the welcome note and also circulated the agenda to the members and the proceedings are:

- Re. the list of books to be purchased from the remaining Library budget of the Center: **After the first round of purchase (accounted close to 1 lakh) it is decided by the members to do one more exercise and make a list of books required for the 2<sup>nd</sup> semester teaching of the M.Sc. students of Center for Animal Sciences to be purchased through the library in this financial year.**
- Re. the 1<sup>st</sup> BoS to be conducted on 5<sup>th</sup> Dec. 2015: **All members reviewed the status of the courses and syllabi of M.Sc. and Ph.D. programs offered by the center to be discussed.**
- **All members reviewed the activities and progress of the students and expressed their satisfaction about the overall progress till date.**

*M. Anil Kumar*  
(Anil K. Mantha) 16/12/15  
OIC: Animal Sciences

Submitted for your kind information please: DAA

Copy to: Members of AAC / faculty members of Center for Animal Sciences

✓ IQAC-office