

Center for Animal Sciences

CUPB/CAS/2016/11

Dated: 06.01.2016

To,

The DAA
CUPB

Subject: Minutes of the 6th Academic and Administrative Committee (AAC) held on 06-01-2016 of Center for Animal Sciences.

The Center for Animal Sciences held its 6th Academic and Administrative Committee (AAC) meeting on 06-01-2016.

The chairman proposed the welcome note to all faculty members and introduced the current members to the newly joined faculty member, and also circulated the agenda to the members and the proceedings are:

1. Re. the 1st BoS conducted on 5th Dec. 2015: **As per the recommendations and suggestions made by the external experts, the courses and syllabi of M.Sc. and Ph.D. programs to be offered during 2016-17 by the center have to be revised at the earliest.**
2. Re. the vision and mission statement for the programs offered to be prepared: **Dr. Chaitanya has taken up the task and will report to the chairman at the earliest for further action.**
3. Re. the 2nd CDDC meeting held on 6th January 2016: **The members agreed and passed the 2nd CDDC minutes (Annexure-A).**
4. List of books required for the 2nd semester teaching: **All members agreed and proposed to do an immediate work out and prepare the list of required books to be purchased from the remaining Library budget of the Center. Dr. Chaitanya will coordinate this activity and submit the report and the book list to the chairman.**
5. Re. the results declared and progress of the M.Sc. students of the Center: **All members reviewed the declared results (Annexure-B) and progress of the students. Three students failed in one or more subjects. It has been discussed and agreed that they will be given special mentoring by one faculty member each. However, all members expressed their satisfaction about the overall progress till date, and commitment for better performance by the students in the ongoing semester.**
6. Re. the funds to be spent for the teaching and research activity of the center: **A resolution has been taken that a collective list of chemicals/reagents/plastic ware/ glass ware and small equipments to be procured will be made and discussed in the presence of Dean, School of Basic and Applied Sciences for further approvals at the earliest.**
7. Re. the vacant Asst. Professor positions (two) of the Center: **It has been agreed and a resolution has been taken/passed to request the competent authority for advertising the two vacant Asst. Professor positions in the Center as per the reservation policy of the University.**
8. Re. allocation of non-teaching staff to the Center: **It has been agreed and a resolution has been taken/passed to request the competent authority for necessary arrangements so that non-teaching personnel to be deputed/given to the Center.**

[Signature]
6/1/16

AS

P. Sharma

R.K.

M. Anand

Dr. Phani

PAN
13/1

9. Re. organizing one day symposia: It has been agreed and a resolution has been taken/ passed to conduct one day symposia in First week of March 2016. Dr. Aklank Jain will coordinate the activity and prepare a proposal for further approval.
10. Re. organizing two – three days field trip for M.Sc. students of the Center: It has been agreed and a resolution has been taken/ passed to organize two-three days field trip for M.Sc. students of the Center in March 2016. Dr. Jyoti Parkash and Dr. Krishna Chaitanya will coordinate the activity and prepare a draft proposal for further approval.

M. Anil Kumar
6/1/16
(Anil K. Mantha)
Chairperson & COC

A. Jain
(Aklank Jain)
Associate Professor

J. Parkash
(Jyoti Parkash)
Assistant Professor

K. Chaitanya
(Krishna Chaitanya)
Assistant Professor

DAA

D. Rao
6/1/16

Copy to:

Members of AAC / faculty members of Center for Animal Sciences

IQAC-office

③ CUPB/CAS/2016/31

Center for Animal Sciences

Dated: 25.01.2016
AD

To,

The DAA
CUPB

Subject: Minutes of the 7th Academic and Administrative Committee (AAC) Meeting held on 22-01-2016 of Center for Animal Sciences.

The Center for Animal Sciences held its 7th Academic and Administrative Committee (AAC) meeting (as per requirement on priority basis) on 22-01-2016.

The chairman proposed the welcome note to all faculty members and also circulated the agenda prepared by the convener to the members and the proceedings are:

1. Re. purchase of books (2nd list) required for the 2nd semester teaching: **All faculty members collectively prepared the list (Attached as Annexure-I). The members agreed and approved for the purchase of the books from the Library budget of the Center (2015-16) through the library.**
2. Re. the purchase of small equipments for the Center: **All faculty members collectively prepared the list of small equipments to be purchased (Attached as Annexure-II). The members agreed and approved for the purchase of the small equipments at the earliest from the small equipments budget head of the Center (2015-16). All these equipments shall be a part of the common pool of equipments of the center in future.**
3. Re. the 1st school board meeting held on 20-01-2016: **The chairman briefed the faculty members about the outcomes of the 1st school board meeting which was held on 20-01-2016. The Chairman specially thanked Dr. Chaitanya for his timely help in editing and compilation of the syllabus of the M.Sc. and Ph.D. programs being offered and to be offered by the center.**
4. Re. the funds to be spent for the teaching and research activity of the center: **A resolution has been taken that a list of chemicals/ reagents/ plastic ware/ glass ware (under the head: Purchase of consumables, chemicals & glassware / testing with Rs. 2 lakhs) required for the structured practicals of the center will be compiled at the earliest for further approval.**

In addition, the research and teaching grant (Rs. 6 lakhs) allocated to the center will be shared equally by the faculty (Rs. 1.5 lakhs each by the four faculty members) as per their requirements of M.Sc. and Ph.D. students allotted for the research work.

M. Anil Kumar
(Anil K. Mantha) 25/01/2016
Chairperson & COC

(ON Leave)
(Aklank Jain)
Associate Professor

R. Sharma
(Jyoti Parkash)
Assistant Professor

R. K. Chaitanya
25/1/16
(Krishna Chaitanya)
Assistant Professor

Draft of the minutes
and Annexure - I & II
were already approved by
Dr. Jain. Anil
25/1/16.

DAA

Copy to:

Members of AAC / faculty members of Center for Animal Sciences

✓ IQAC-office

DAA
680
25.1

Dr. Anil Kumar

Center for Animal Sciences

AP
12/2/2016

Dated: 5.02.2016

To,

The DAA
CUPB**Subject:** Minutes of the 8th Academic and Administrative Committee (AAC) Meeting held on 3-02-2016 of Center for Animal Sciences.The Center for Animal Sciences held its 8th Academic and Administrative Committee (AAC) meeting on 3-02-2016.

The chairman proposed the welcome note to all faculty members (except Dr. Jyoti Parkash, who is on professional leave) and also circulated the agenda prepared by the convener to the members and the proceedings are:

1. Re. the book list submitted to the library: **The chairman briefed about the status that library contacted various suppliers for the same to the members.**
2. Re. the purchase of small equipments for the Center: **All the members present agreed to prepare the proposals and be ready to review on 12-02-2016 for further n.a. to be taken in the next AAC (9th) meeting.**
3. Re. the funds to be spent for the teaching and research activity of the center: **As per the resolution passed in the 7th AAC, a list of chemicals/ reagents/ plastic ware/ glass ware (under the head: Purchase of consumables, chemicals & glassware / testing with Rs. 2 lakhs) will be prepared by Dr. Mantha and Dr. Jain by 12-02-2016 for further n.a. to be taken in the next AAC (9th) meeting.**
4. Re. insect breeding facility required by Dr. Chaitanya: **The members approved the facility (to be created) and Dr. Chaitanya shall draft the blue print and bring it to the next AAC for approval.**
5. Re. the research and teaching grant (Rs. 6 lakhs): **As per the resolution passed in the 7th AAC, each faculty (Rs. 1.5 lakhs) shall make their own requirements and bring it to the next AAC for approval.**

M. Anilkumar
(Anil K. Mantha) 5/2/2016
Chairperson & COC

Aklank Jain
(Aklank Jain)
Associate Professor

(on-leave)
(Jyoti Parkash)
Assistant Professor

R.K. Chaitanya
(Krishna Chaitanya) 5/2/16
Assistant Professor

DAA

H. Pr.
18/2/16

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

✓ IQAC-office

DAA
12/2/16
12-2-16

Dr Mantha

Center for Animal Sciences

CUPB/CAS/2016/

To,

Dated: 29.02.2016

The DAA
CUPB

3

Subject: Minutes of the 9th Academic and Administrative Committee (AAC) Meeting held on 16-02-2016 of Center for Animal Sciences.

The Center for Animal Sciences held its 9th Academic and Administrative Committee (AAC) meeting on 16-02-2016 at 12.30 pm in the COC office.

The chairman proposed the welcome note to all faculty members and also circulated the agenda (as per the urgent requirement for the purchases) prepared by the convener to the members and the proceedings are:

1. Re. the book purchase from New Delhi: **All the members approved the list of books (Annexure-A) to be procured from the New Delhi visit (CUPB/CC/16/00/315 dt. 15-02-2016). It has been decided that list will be provided to Dr. Bhupinder Singh, library CUPB for procurement.**
2. Re. the approval towards purchase from the heads: small equipments / research and teaching grant / consumables, chemicals & glassware and testing of the Center as per 7th & 8th AAC recommendations: **All the members unanimously approved the purchase in principle as required as per the enclosed Annexure-B. All faculty members have been assigned the work and the list made by them (as an indenter) shall be directly submitted for the purchase with the approval of COC.**

M. Anil Kumar
29/2/16
(Anil K. Mantha)
Chairperson & COC

ON Leave
(Aklank Jain)
Associate Professor

Jyoti Parkash
29/02/16
(Jyoti Parkash)
Assistant Professor

R. Krishna Chaitanya
29/2/16
(Krishna Chaitanya)
Assistant Professor

DAA

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

✓ IQAC-office

PKA

Dr Mantha
29/2/16

Centre for Animal Sciences

Budget booked to be done under various heads

S.No.	Equipment/chemical/ Plastic ware/Glassware	Grant Head	Amount (in Rs.)	Name of the Indenter
1.	Laminar Air Hood	Small equipment	3,00,000/-	Dr. Anil Mantha
2.	Refrigerators 4C (2 in No.)	Small equipment	98,000/-	Dr. Anil Mantha
3.	Ultrafreezer 20C	Small equipment	1,00,000/-	Dr. Anil Mantha
4.	Pipettes	Small equipment	1,00,450/-	Dr. Anil Mantha
5.	Genetix Chemicals	Research and Teaching	1,14,311/-	Dr. R.K. Chaitanya
6.	Genaxy	Research and Teaching	1,28,990/-	Dr. R.K. Chaitanya
7.	Imperial	Research and Teaching	16,152/-	Dr. R.K. Chaitanya
8.	Agilent	Research and Teaching	12,970/-	Dr. R.K. Chaitanya
9.	Genaxy (plasticware)	Research and Teaching	74,830/-	Dr Jyoti Parkash
10.	Genaxy	Consumables, chemicals grant	36,260/-	Dr. Anil Mantha
11.	Biorad powerpack	Small equipment	70,000/-	Dr. Aklank Jain
12.	Biorad Gel units	Small equipment	1 lakh	Dr. Aklank Jain
13.	Storage tanks with Box	Small equipment	1 lakh	Dr. Aklank Jain
14.	Purchase of Pipettes (3 sets)	Research and Teaching	1 lakh	Dr Jyoti Parkash
15.	Purchase of Sigma Chemicals	Research and Teaching	1 lakh	Dr. R.K. Chaitanya


M. Anil Kumar
(Anil K. Mantha) 29/2/16
Chairperson & COC

ON leave
(Aklank Jain)
Associate Professor

Sharma
(Jyoti Parkash) 29/02/16
Assistant Professor

Rk Chaitanya
(Krishna Chaitanya) 29/2/16
Assistant Professor

Above budget need to be spend on or before
31st March 2016 including the bill submission


29/2/2016

Center for Animal Sciences

CUPB/CAS/2016/7

To,

Dated: 29.02.2016

The DAA
CUPB

3

Subject: Minutes of the 9th Academic and Administrative Committee (AAC) Meeting held on 16-02-2016 of Center for Animal Sciences.

The Center for Animal Sciences held its 9th Academic and Administrative Committee (AAC) meeting on 16-02-2016 at 12.30 pm in the COC office.

The chairman proposed the welcome note to all faculty members and also circulated the agenda (as per the urgent requirement for the purchases) prepared by the convener to the members and the proceedings are:

1. Re. the book purchase from New Delhi: **All the members approved the list of books (Annexure-A) to be procured from the New Delhi visit (CUPB/CC/16/00/315 dt. 15-02-2016). It has been decided that list will be provided to Dr. Bhupinder Singh, library CUPB for procurement.**
2. Re. the approval towards purchase from the heads: small equipments / research and teaching grant / consumables, chemicals & glassware and testing of the Center as per 7th & 8th AAC recommendations: **All the members unanimously approved the purchase in principle as required as per the enclosed Annexure-B. All faculty members have been assigned the work and the list made by them (as an indenter) shall be directly submitted for the purchase with the approval of COC.**

M. Anil Kumar
(Anil K. Mantha) *29/2/16*
Chairperson & COC

ON Leave
(Aklank Jain)
Associate Professor

Jyoti Parkash
(Jyoti Parkash)
Assistant Professor

R. Krishna Chaitanya
(Krishna Chaitanya)
Assistant Professor

DAA

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

✓ IQAC-office

PKA

DBI
167
Dr Mantha 29.2.16

Center for Animal Sciences

CUPB/CAS/2016/9

Dated: 21.03.2016

To,

The DAA
CUPB

Subject: Minutes of the 10th Academic and Administrative Committee (AAC) Meeting held on 3-03-2016 and 8-03-2016 (supplementary) of Center for Animal Sciences.

The Center for Animal Sciences held its 10th Academic and Administrative Committee (AAC) meeting on 3-03-2016 and 8-03-2016 (as a supplementary meeting as Dr. Aklank Jain was on duty leave on 3-03-2016).

The chairman proposed the welcome note to all faculty members and also circulated the agenda prepared by the convener to the members and the proceedings are:

1. Re. the status of the budgets: **All members looked at the status of the budget bookings made so far and found that all budgetary heads have been booked/to be utilized except student's tour. Members are also hopeful that raised files will be cleared as per procedure by the concerned departments/sections at the earliest.**
2. Re. the one day Symposium to be held on 29.03.2016: **As per the 6th AAC, Dr. Jain will coordinate the activity; all faculty members of the center shall be the organizing team and submit the proposal for approval from the competent authority.**
3. Repair and maintenance of equipment of the center from the concerned budgetary head: **All members approved for the repair and purchase of non-functional equipment/toner cartridge of the center. Dr. Mantha will look after the issues (a & b), and Dr. Chaitanya will look after the issue "c" and get the things done at the earliest.**
 - a. Repair & service of S2030-300-B-230V Labnet orbital shaker (Invoice estimate – Rs.16,030/-).
 - b. Repair estimate for REMI ultra low deep-freezer UDF-85D (Invoice estimate – Rs. 13,618/-).
 - c. Repair of toner cartridge (RICOH No.: NA274ZOO239) of the centre, and also to purchase an additional toner cartridge for the same (total tentative cost would be less than Rs. 10,000/-).
4. Re. the MCQs to be submitted before 31-03-2016: **The chairman discussed the issue with the faculty members to coordinate with the respective course coordinators and work accordingly to complete the task before the deadline. All members are positive in accomplishing the task.**
5. Re. the syllabus of 3rd semester teaching and new academic session 2016-17: **All members discussed the issue and will conduct another meeting in near future regarding the faculty to be associated with the teaching of various courses to be offered.**
6. Re. establishment of insect breeding and maintenance facility as Centre facility: **It has been discussed in the meeting and a tentative budget allocation of Rs. 50,000/- (under Research & Teaching / Equipment Head of the Centre's budget) was allotted as per the approval accorded by the competent authority.**

Copy to: IAAC office.

M. Anil Kumar

R.K. Chaitanya
22/3/16

A. Jain



P.T.C

7. Allotment of M.Sc. students for research/dissertation: As per the exercise done, student's interest/choice has been received. The methodology to be adopted for final allotment will be prepared soon and will be brought to the next AAC for further approval and implementation here after for the M.Sc. students of the center. Chairman has assigned this task to Dr. Aklank Jain for n.a. and bringing it to the next AAC.

M. Anil Kumar
(Anil K. Mantha) 22/3/2016.
Chairperson & COC

Again
(Aklank Jain)
Associate Professor

ON Leave
(Jyoti Parkash)
Assistant Professor

R.K. Chaitanya
22/3/16
(Krishna Chaitanya)
Assistant Professor

DAA



Copy to: Members of AAC (faculty members of Center for Animal Sciences).

✓ IQAC-office

DAA
22/3
2016

Center for Animal Sciences

To,

Dated: 25.04.2016

The DAA
CUPB

Subject: Minutes of the 11th Academic and Administrative Committee (AAC) Meeting held on 22-04-2016 of Center for Animal Sciences.

The Center for Animal Sciences held its 11th Academic and Administrative Committee (AAC) meeting on 22-04-2016 instead of 1st Wednesday of the month due to pre-occupied work schedule and unavoidable circumstances for the members.

The chairman proposed the welcome note to all faculty members and also circulated the agenda prepared by the convener to the members and the proceedings are:

- Center's Preparations for the upcoming NAAC visit:** All members reviewed the power point presentation of the center; posters prepared for the center and requested Dr. Jyoti Parkash to highlight his research contributions made in the journal Nature Neuroscience and Nature Communications.
- Re. the ongoing projects involving animals:** COC informed the members about the MoU with the Adesh University on 18-04-2016 and Dr. Aklank Jain and Dr. Jyoti Parkash are requested to take the lead for further necessary actions to be take at Adesh University in consultation with Prof. R.G. Saini over there.
- Re. the purchase of "Digi Frog" software:** As per the information received from the VC/DAA office, the committee reviewed the software details and desired to have it for the students. The committee recommends for the purchase of "Digi Frog" software for multi user for 3 years license (for six animals) @ Rs. 9,790/- inclusive of all taxes from the Health Education Bureau from the center budget for the year 2016-17 upon release of funds from the university. (Annexure - B).
Ad
- Re. Allotment of M.Sc. students for dissertation research:** The center has 11 no. of M.Sc. students for dissertation research. It has been unanimously decided that Dr. Mantha, Dr. Jain, and Dr. Parkash will supervise three students each and Dr. Chaitanya will supervise two students for the current batch.

As per the student's interest/choice received, the final allotment has been done by giving preference to the student choice. Where supervisor is not available, student's second choice was considered. The list of students and allotted supervisors are enclosed as Annexure-A.

M. Anil Kumar
(Anil K. Mantha) 25/4/16
Chairperson & COC

A Jain
(Aklank Jain)
Associate Professor

Jyoti Parkash
(Jyoti Parkash) 25/4/16
Assistant Professor

R.K. Chaitanya
(Krishna Chaitanya) 25/4/16
Assistant Professor

DAA

[Signature]
26/4/16

Copy to: Members of AAC (faculty members of Center for Animal Sciences).

✓ IQAC-office

Mantha
DAA
3029
22/4/16

Center for Animal Sciences

To,

The DAA,
CUPB

11/5/2016

Subject: Minutes of the 12th Academic and Administrative Committee (AAC) Meeting of Center for Animal Sciences held on 5-05-2016


The Center for Animal Sciences held its 12th Academic and Administrative Committee (AAC) meeting on 5-05-2016. The chairman proposed the welcome note to all faculty members and also circulated the agenda prepared by the convener to the members. The meetings was presided by the chairman and the minutes of the meeting were kept by the convener. The minutes of the proceedings are as follows:

1. **M.Sc. Animal Sciences examination results:** The end semester examination results of the M.Sc. Animal Sciences students were reviewed. All the members expressed satisfaction regarding the performance of students and agreed that there is further scope for improvement. All the faculty members were requested to submit the results to the examination cell on or before 9.5.2016.
2. **M.Sc. syllabus and teaching for the academic year 2016-17:** All the members discussed the M.Sc. syllabus (Animal Sciences) for the 1st and 3rd semester to be taught in the next academic year in detail. All the members shared the syllabus equally for teaching. Subjects common with other centres will be mutually allotted after consultation with the respective faculty.
3. **Guest faculty appointment:** Specialized subjects, in which the centre's faculty is lacking expertise, will be taught with the help of guest faculty. In this regard, all the members were requested to identify the guest faculty to be invited. The request for the same will be put up to the administration before the start of the next academic session.
4. **Student participation in AAC:** All the members of AAC have expressed willingness to co-opt a student to be a part of the AAC. The student will be nominated based on his/her merit each semester.
5. **Faculty recruitment:** Keeping in view the current and future teaching requirements for the renewed centre syllabus, the members have collectively identified the specialized areas in which the new faculty needs to be recruited. All the members are of the view that the following area: Animal Systematics and Taxonomy / Animal Nutrition / Parasitology and Virology / Ecology, Environment and Biodiversity may be considered for the posts of Assistant Professor over the earlier proposed specialization (04-04-2016). The members request the administration to review it and take further necessary action.
6. **New Purchase Rules:** All the members reviewed the new purchase policy and expressed their happiness of the renewed system. The members have agreed in principle, to opt a common external member for all the projects which are operational in the centre.

Copy to IRAC

M. Anil
16/6/16

M. Anil Kumar

Approved 

M. Anil
Kumar

7. **Convener duties on rotation basis:** All the members have agreed to take up the convener duties on rotation basis once in six months. The convener will chalk out the agenda items to be placed before the committee (both AAC and CDDC) for discussion and keep up the minutes of the meetings.
8. **Lab attendant requirement for the Centre:** All the members agreed that there is an urgent need of a permanently appointed laboratory attendant for the centre and requested the administration to take necessary steps in this direction as early as possible.
9. **Centre's annual report:** The CoC informed the faculty about the annual report of the centre to be compiled for the year 2015-16 and requested the participation of all the faculty members. All the faculty members agreed to submit the report within the stipulated time.

M. Anil Kumar
11/05/2016
(Anil K. Mantha)

A Jain
(Akank Jain)

P Sharma
11/12/2016
(Jyoti Parkash)

ON leave
(Krishna Chaitanya)

Chairperson & COC

Associate Professor

Assistant Professor

Assistant Professor

⊗ E-mail consent
received.

DAA

Seen
Rame Ra
12/5

Copy to: Members of AAC (Centre for Animal Sciences)
IQAC-office

Center for Animal Sciences

To,

23/5/2016

The DAA,
CUPB

Subject: Minutes of the 13th Academic and Administrative Committee (AAC) Meeting of Center for Animal Sciences held on 23-05-2016

The Center for Animal Sciences held its 13th Academic and Administrative Committee (AAC) meeting on 23-05-2016 as it was required on urgent basis. The chairman proposed the welcome note to all faculty members and also circulated the agenda to the members. The minutes of the proceeding are as follows:

1. **Space requirement for the Center for Animal Sciences at the main campus:** As per the notification (DAA/16/067, dt. 16/05/2016) the required infrastructure plan was prepared and discussed. All members present approved the lay out plan given as **Annexure-A** for the upcoming facility for the Center for Animal Sciences at the main campus.
2. **Facilities required for the Center for Animal Sciences at the main campus:** As per the notification (DAA/16/067, dt. 16/05/2016) the required infrastructure facilities for research and teaching are reviewed and discussed. All members present approved the facilities to be required given as **Annexure-B** for the upcoming facility for the Center for Animal Sciences at the main campus.
3. **Centre's annual report:** The CoC reminded the faculty about the annual report of the centre to be compiled for the year 2015-16. All the faculty members agreed to submit the report within the stipulated time.

M Anil Kumar
(Anil K. Mantha) 23/05/16

Chairperson & COC

A Jain
(Aklank Jain)

Associate Professor

P. Sharma
23/05/2016
(Jyoti Parkash)

Assistant Professor

ON Leave
(Krishna Chaitanya)

Assistant Professor

DAA

[Signature]

Copy to: Members of AAC (Centre for Animal Sciences)

✓ IQAC-office

M. A. K. Mantha

[Signature]
376
23.5

Center for Animal Sciences

13/6/2016

Subject: Minutes of the 14th Academic and Administrative Committee (AAC) Meeting of Center for Animal Sciences held on 13-06-2016

The Center for Animal Sciences held its 14th Academic and Administrative Committee (AAC) meeting on 13-06-2016. The chairman proposed the welcome note to all faculty members and also circulated the agenda prepared by the convener to the members. The meetings was presided by the chairman and the minutes of the meeting were kept by the convener. The minutes of the proceedings are as follows:

1. **Programs to be offered during 2016-17:**
 - a. **M.Sc. Life Sciences (sp. Animal Sciences):** As the academic session 2016-17 is approaching, the M.Sc. program to be offered by the center and its course structure and syllabus to be ratified by the CDDC and BOS has been discussed and required changes are reviewed. The relevant changes will be made at the earliest and the CDDC and BOS will be scheduled accordingly. All the members present agreed to the revised course structure in principle.
 - b. **Ph.D. Animal Sciences:** As the academic session 2016-17 is approaching, the Ph.D. program to be offered by the center and its course structure and syllabus to be ratified by the CDDC and BOS has been discussed and required changes are reviewed. The relevant changes will be made at the earliest and the CDDC and BOS will be scheduled accordingly. All the members present agreed to the revised course structure in principle.
2. **Scheduling of CDDC and BOS meetings:** A mutually convenient date will be finalized for the upcoming CDDC and BOS as per the availability of the members of the BOS. The BOS meeting will be scheduled soon and will be resolutions will be forwarded to the school board before the start of the academic session i.e. 1.08.2016.
3. **Centre's budget allocation:** The budget sanctioned by the university for the financial year 2016-17 for the centre was reviewed and discussed. All the members decided to utilize it in the best interest of the centre. All the members agreed that a request has to be made to the administration to allow procuring the already budget booked items of the centre from the previous year funds (i.e. 2015-16) and not to be accounted from the 2016-17 funds.
4. **Review of no. of Ph.D. vacancies of the Centre:** The number of Ph.D. vacancies available with each faculty of the centre has been reviewed and the faculty members interested in recruiting Ph.D. candidates have provided the required details to be submitted to the examination section.

M. Anil Kumar
14/6/2016

Again
14/6/2016

S. K. Chaitanya
14/6/16

- 5. **AAC's approval for project purchase:** All the members of AAC resolved that the purchase approvals under the individual projects will be spot approved by all the members which will be ratified in the subsequent AAC. In case, any one member is on leave for a longer duration, the remaining members would approve the project purchase.
- 6. **Students' results:** The results of the students of the centre has been reviewed and necessary action plan for students lagging behind in academics will be discussed in the next meeting.

M. Anilkumar
14/6/2016
(Anil K. Mantha)

Chairperson & COC

AJai
14/6/2016
(Aklank Jain)

Associate Professor

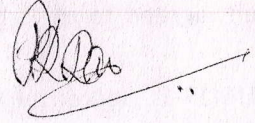
ON Leave
(Jyoti Parkash)

Assistant Professor

R. K. Chaturvedi
14/6/16
(Krishna Chaturvedi)

Assistant Professor

DAA



Copy to: Members of AAC (Centre for Animal Sciences)
IQAC-office

DAA/
7347
13.6.16

Center for Animal Sciences

21/7/2016

Subject: Minutes of the 15th Academic and Administrative Committee (AAC) Meeting of Center for Animal Sciences held on 19-07-2016

The Center for Animal Sciences held its 15th Academic and Administrative Committee (AAC) meeting on 19-07-2016. The chairman proposed the welcome note to all faculty members and also circulated the agenda prepared by the convener to the members. The meeting was presided by the chairman and the minutes of the meeting were made by the convener.

The minutes of the proceedings are as follows:

1. **Re. Second BOS and Second School Board Meetings held on 14th July, 2016:** CoC of the center informed all members about the outcome of the BOS and School Board meetings held on 14th July, 2016.
Amemndments were made to the syllabus as per the suggestions and recommendations made by the BoS.
Members were happy to know that School Board approved the minutes of 2nd BoS (course structures and syllabus of the M.Sc. and Ph.D. two programs being offered by the center for the session 2016-2017).
2. **Teaching Assignments:** Since BOS and School Board meetings were done, teaching of courses for the upcoming semester-I & III was discussed. All members put their views regarding the courses to be taken by them in the upcoming semester. It was recorded by the CoC and soon will be notified.
3. **Time table :** The time table of the teaching schedule of the semester-I & III was discussed. Since, we have many courses are in common with other Life Sciences course, It was felt that CoC should talk with other centers' CoC and finalize the time table.

M. Anilkumar
21/7/16.

Alexis
21/7/16

R.K. Chaturvedi
21/7/16

P. Sharma
22/07/2016

4. **Utilization of Centre's budget (2016-17):** The budget sanctioned by the university for the financial year 2016-17 for the centre was reviewed and discussed. It was unanimously decided that each faculty shall use (not exceeding) **Rs. 2,00,000/-** (including taxes) under the research head for procuring chemicals/consumables for their research and master students' dissertation work.

It is also discussed that all members will bring tentative desired small equipment list to the next AAC meeting for further review and finalizing the list to be procured under small equipment head (2016-2017) of the center.

5. **Convener of AAC and CDDC:** As per the rotation policy earlier approved, it was decided that **Dr. Aklank Jain** will be serving as AAC and CDC convener till December 2016. Next convener will be **Dr. Jyoti Prakash**. The chairman and other members of AAC thanked the outgoing convener **Dr. Chaitanya** for his end less efforts made in the past six months.

6. **Animal house:** All members strongly felt that we should visit IISER Mohali, CCMB Hyderabad and NIPER Mohali to see their animal house and make a layout plan of Animal House which we are planning to have at the new Campus.

7. **Repair of Instruments:** It was discussed and recommended for repair of REMI make Ulta low deep freezer and REMI make incubator shaker. Dr. Mantha will take up the repair process. Funds will met from the repair and maintenance head (2016-2017).

M. Anil Kumar
21/7/16
(Anil K. Mantha)
Chairperson & COC

A Jain
21/7/16
(Aklank Jain)
Associate Professor

P. Sharma
22/07/2016
(Jyoti Parkash)
Assistant Professor

A.k. Chaitanya
21/7/16
(Krishna Chaitanya)
Assistant Professor

2 DAA 22/7/16

Copy to: Members of AAC (Centre for Animal Sciences)

✓ IQAC-office

Center for Animal Sciences

17/8/2016

Subject: Minutes of the 16th Academic and Administrative Committee (AAC) Meeting of Center for Animal Sciences held on 03-08-2016 and 9-08-2016.

The Center for Animal Sciences held its 16th Academic and Administrative Committee (AAC) meeting on 03-08-2016 and a supplementary meeting on 9-08-2016. The chairman proposed the welcome note to all members and also circulated the agenda prepared by the convener to the members. The meeting was presided by the chairman and the minutes of the meeting were made by the convener.

The minutes of the proceedings are as follows:

- 1. Re. Admission status to M.Sc. Life Sciences (sp. Animal Sciences) program being offered by the center:** CoC of the center informed all members about the admission taken by the students for the academic year 2016-2017.
- 2. Counting of workload as per UGC 4th amendments:** It has been discussed that all faculty members will make an excel sheet for the work done in hours by them in the center and at the university, including teaching assignments. At the end of the month, faculty will submit it to the CoC for the office and University record as per the draft model enclosed as Annexure-A.
- 3. Utilization of small equipment grant of the Center:** Unanimously, it has been decided that the budget allocated under the small equipment head (2016-2017) should be fully utilized to procure instruments exclusively for the teaching laboratories of the center. After discussion, it was decided that the center should procure following instruments:

Name of the Equipment	Quantity	Approx Price (Rs)	Mode of Purchase
pH meter	1	40,000	Tender/ARC
Weighing balance	1	90,000	
Autoclave (40 liters and above)	1	60,000	
Vortexer	1	20,000	
4 ^o C Refrigerator (400 liters and above)	1	60,000	
-20 ^o C freezer (400 liters and above)	1	90,000	
Water Bath	1	30,000	
Hot air oven	1	40,000	
Rocker	1	25,000	
UV-Vis Spectrophotometer (Plate reader as well as Cuvette holder)	1	5,00,000	Tender

M. Anil Kumar
17/8/16

A. Jain
17/8/16

R. K. Chaturvedi
17/8/16

P. Sharma
17/08/2016

It has been further decided that the Center will procure instruments through a single tender process or through the ARC to save time. All faculty members will take part in making specifications of the instruments to be procured.

4. **Participation of students in AAC and CDDC meetings:** As per the University norms, the members discussed and decided that top merit student evaluated by CUPB (including junior / senior M.Sc. students) shall be invited to the AAC and CDDC meetings as a co-opted member without a voting right.
5. **Credit seminar for 1st year students:** It has been decided that each faculty member will mentor 3 to 4 first year students for their credit seminar. It was also discussed that students will be asked to give a presentation on review articles of their choice within the scope of Life Sciences, so that they are nurtured with detailed knowledge of the subject.
6. **Status of purchases made during the last financial year:** All members updated the chemicals, supplies and plastic wares procured by them from the Center's budget and are recommended that they will be available for all students related research and lab work.
7. **Procurements of chemical for ongoing M.Sc. lab course:** It was discussed and decided that all faculty members will put forward their requirements for the lab course they are conducting, so items can be procured on an urgent basis from teaching head (Rs 2 lakhs) of the center's budget.
8. **Ph.D. course work:** CoC asked all faculty members to inform him about the course work they would like to float for this semester, so he can notify soon.

M. Anil Kumar
(Anil K. Mantha) 17/8/16
Chairperson & COC

A. Jain
(Aklank Jain) 17/8/16
Associate Professor
Convenor

J. Sharma
(Jyoti Parkash) 17/08/2016
Assistant Professor

K. R. Chaitanya
(Krishna R. Chaitanya) 17/8/16
Assistant Professor

Submitted to DAA:

ASMC
17/8/16

Copy to: Members of AAC (Centre for Animal Sciences)
IQAC-office

DM
3816
17.8.16

Center for Animal Sciences

30/9/2016

Subject: Minutes of the 17th Academic and Administrative Committee (AAC) Meeting of Center for Animal Sciences held on 27-09-2016

The Center for Animal Sciences held its 17th Academic and Administrative Committee (AAC) meeting on 27-09-2016. The chairman proposed the welcome note to all members and also circulated the agenda prepared by the convener to the members. The meeting was presided by the chairman and the minutes of the meeting were made by the convener.

The minutes of the proceedings are as follows:

1. **Re. Credit seminar schedule of M.Sc. 1st semester students:** It has been discussed and decided that credit seminar for first semester students will be scheduled from October, 19, 2016 on wards.
2. **Class representative selection:** It was discussed and decided that students on first and third semester will be asked to select one-class representative among themselves and inform to CoC Animal Sciences. This will help them to convey their message to the faculty members in an effective manner.
3. **Calculation of Teaching and non-Teaching activity hours:** Since it is not very clear, how to calculate the hours we spent on a PhD students and M.Sc. dissertation students, it was decided that IQAC cell shall be contacted to get clarity on this regard. So in future it would be easier for the faculties to calculate correct teaching hours. Time to time, faculty also spent time on administrative duties; it was also seeking to get clarification on how to calculate hours on those duties from the IQAC cell.
4. **RICOH printer cartridge:** It was decided that the center will purchase original RICOH printer cartridge from the center's office supplies head (2016-2017).
5. **Procurement of Animal specimen slides:** It was discussed and felt that we should get Animal specimen slides as soon as possible. Unanimously decided to place order to the 'AIM Scientifics' as they have all the required Animal specimens slides. For this purpose, funds (Approximately Rs 7500/-) will be utilized from the research and teaching head 2016-2017.
6. **M.Sc. 3rd semester student's research project synopsis:** It was discussed and decided that all concerned students (3rd semester) will be asked to submit their synopsis and presentation in the last week of November, 2016.

Copy to: IQAC-cell.

A/3/10

M. Anilkumar
30/9/16A Jain
30/9/2016
R. K. Chastanya
30/09/2016

7. **Submission of Ph.D. Synopsis:** CoC informed all faculty members that all concerned students (PhD students) submit their synopsis on or before 31st October 2016. For the PhD synopsis, AAC members unanimously felt that we should not send PhD synopsis to the outside experts for their evaluation, as it delays PhD students work and sometime chances of theft of research ideas as well as conflicts of interest also come into picture.
8. **Purchase of Books:** Purchase of book issue was also discussed, and it has been decided that individual faculty will forward their list of Books to our librarian for the purchase.
9. **Submission of Ph.D. Synopsis of Ankur Jairath (PhD student of Dr. Jyoti Prakash):** All AAC members in principle agreed to accept Akur Jairath PhD synopsis in absentia. Currently he is working with Dr. Jyoti Prakash collaborator in France.

M. Anil Kumar
(Anil K. Mantha) 30/09/2016

Chairperson & COC

A. Jain
(Aklank Jain) 30/09/2016

Associate Professor
Convener

J. Sharma
(Jyoti Parkash) 30/09/2016

Assistant Professor

R. K. Chaitanya
(Krishna R. Chaitanya) 30/09/2016

Assistant Professor

Submitted to DAA:

ASMC
3/10/16

Copy to: Members of AAC (Centre for Animal Sciences)
IQAC-office

Center for Animal Sciences

8/11/2016

Subject: Minutes of the 18th Academic and Administrative Committee (AAC) Meeting of Center for Animal Sciences held on 17-10-2016

The Center for Animal Sciences held its 18th Academic and Administrative Committee (AAC) meeting on 17-10-2016. The chairman proposed the welcome note to all members and also circulated the agenda prepared by the convener to the members. The meeting was presided by the chairman. The minutes of the meeting were made by the convener upon return from the paternity leave.

The minutes of the proceedings are as follows:

1. **Re. Repair of REMI deep freezer (-60°C):** For more than a year the ultralow deep freezer REMI make available in the centre is not functioning. As per the technical inspection by the company, 10th AAC of the center approved its repaired for an amount of Rs. 13,618/-.

On 26th April 2016, a service engineer from REMI visited for the required repair. While repairing the engineer found that stage two compressor and its gas of the machine also being not functional and requires their replacement.

Later upon discussions and follow up for the repair, the company revised the quotation for an amount of **Rs.64,419/-** (Ref. no. REMI/CUP-692/16-17; dated 17-08-2016). Immediately they were contacted and pressed that due to REMI engineer's miss evaluation / reporting of the problem on the first evaluation, the machine is not able to be repaired in time. To compensate, the company has revised the repair charges to **Rs. 55,359.93/-**.

It was brought to the notice of the members about the same and it has been discussed as the center does not have any other alternative for storage and purchase of a new one requires a lot of funds, it was felt that the repair of the same is required.

The members have approved for the repair of the same from the funds available under the repair and maintenance head of the center ~~2015-16~~ **2016-17**.

M. Anil Kumar
(Anil K. Mantha) 8/11/16.
Chairperson & COC

AJ
8/11/16
(Aklank Jain)
Associate Professor
Convener

J. Sharma
08/11/2016
(Jyoti Parkash)
Assistant Professor

K. R. Chaitanya
(Krishna R. Chaitanya)
Assistant Professor

Submitted to DAA:

Received *PRD* Noted

8/11/16

Copy to: Members of AAC (Centre for Animal Sciences)

IQAC-office

DAM
7853
8.11.16

Center for Animal Sciences

05/12/2016

Subject: Minutes of the 19th Academic and Administrative Committee (AAC) Meeting of Center for Animal Sciences held on 17-11-2016

The Center for Animal Sciences held its 19th Academic and Administrative Committee (AAC) meeting on 17-11-2016. The chairman proposed the welcome note to all members and also circulated the agenda prepared by the convener to the members. The meeting was presided by the chairman and the minutes of the meeting were made by the convener.

The minutes of the proceedings are as follows:

1. Re. Amendment in the utilization of small equipment grant of the Center:

In the 16th AAC meeting dated 17/8/2016, the committee has decided to procure one -20^o C vertical 400 liters and above freezer, but due to funds limitation, now it has been decided to procure **one -20^o C horizontal (lesser capacity) freezer.**

In addition to the list approved (16th AAC meeting dated 17/8/2016) it is decided to add for purchase of **one 4^o C vertical 400 liters or above refrigerator.**

Members of the AAC also decided to buy the **UV-Vis Spectrophotometer (Plate reader and Cuvette holder as separate attachments).**

All faculty members were requested to contribute in making specifications of the instruments to be procured.

2. Purchase of Hard drive and UPS for Dr. Jyoti Parkash: Because of the frequent power disruption, it was requested by Dr. Jyoti to allow him to purchase Hard drive and UPS for his computer. Members of the AAC unanimously decided to allow him to purchase the same from the Consumables / Glassware / Chemicals / Testing head of the center's budget (2016-2017).

3. An issue regarding Insectary facility of Centre for Animal Sciences: It is brought to the notice of the AAC that the space which was allocated for the Insectary facility for Centre for Animal Sciences through proper approvals, a part of it has been allocated to Center for Chemical Sciences without intimation. This was strongly condemned by the AAC members. **Dr. Chaitanya who is actively pursuing in shaping of this facility** has already spent money from his DST-SERB grant overhead charges towards creation of the space / renovation and other works for the allocated. The AAC members opined that a lot of time, energy and money has been put up to generate the facility which cannot be ignored. The AAC members agreed to take up the issue with concerned authorities, if required.

M. Anilkumar
5/12/2016.

Anand
5/12/16

P. Jyoti
5/12/2016

DAN-8554
5/12/16

P.T.O.

4. **Workload documentation as per 4th amendment of UGC 2016:** All the members discussed indepth about of the periodically asked workload documentation by the administration. It has been decided to follow the 4th amendements of UGC 2016 and a standard format will de drfted and it will be maintained at the center level for each month including teaching / practicals / administrative and other various acitivities and duties performed by the faculty of the center (Dr. Chaitany will draft the format).

M. Anil Kumar
5/12/2016
(Anil K. Mantha)
Chairperson & COC

A. Jain
(Aklank Jain)
Associate Professor
Convener

J. Parkash
(Jyoti Parkash)
Assistant Professor

ON Leave
(Krishna R. Chaitanya)
Assistant Professor

Submitted to DAA:

AK

Copy to: Members of AAC (Centre for Animal Sciences)
IQAC-office

To
⊛ AE for giving the details.

P. Manjula

Center for Animal Sciences

20/12/2016

Subject: Minutes of the 20th Academic and Administrative Committee (AAC) Meeting of Center for Animal Sciences held on 7-12-2016.

The Center for Animal Sciences held its 20th Academic and Administrative Committee (AAC) meeting on 7-12-2016. The chairman proposed the welcome note to all members and also circulated the agenda prepared by the convener to the members. The meeting was presided by the chairman and the minutes of the meeting were made by the convener.

The minutes of the proceedings are as follows:

1. **Re. Intake of students in the M.Sc. Life Sciences (Sp. Animal Sciences) and Ph.D. Animal Sciences program for the academic year 2017-2018:** It was discussed regarding the student intake for M.Sc. program offered by the center for the Academic year 2017-2018. **It has been unanimously decided that the center should take maximum fifteen (15) students for the M.Sc. program.**

Regarding the admission/enrollment of the Ph.D. students, as the dead line for submitting the required information was 15th Dec. it was decided to submit the same to the concerned section to go with the current Ph.D. enrollment policy in place at CUPB.

However, it was felt to have more discussion on the issue keeping in view of the recent no. of applications received for the same in 2016 and also the interest of the faculty members. It will be discussed in the next AAC again and coming BoS, and send the recommendations to the school board and IQAC for further necessary action.

2. **Reconstitution of Board of Studies (BOS) committee:** Since one of the external BOS member Prof. Marwaha, has joined our University as a regular Professor, and with the addition of new faculty members at the center advocates for the reconstitution of the BOS committee. **It has been decided that CoC in consultation with the faculty (if any suggestions) and the Dean, Prof. P. Ramarao, shall formulate the new BOS committee and get the necessary approval for the same.**
3. **Procurement of Glasswares/Chemicals/Plasticwares for M.Sc lab:** Since the rough estimate price of procurement of Glasswares/Chemicals/Plasticwares for the M.Sc. laboratory and research purpose is coming around Rs 3.5 lakhs; **it has been discussed and decided that each faculty member (excluding Dr. Mani) will only use Rs 1.5 lakhs from the center's "Research and Teaching" head money (2016-2017).**

M. Anil Kumar
(Anil K. Mantha)
Chairperson & COC
20/12/16

A. Jain
(Aklank Jain)
Asso. Prof.
& Convener

P. Sharma
(Jyoti Parkash)
Asst. Prof.
26/12/2016

ON-Leave
(Krishna R. Chaitanya)
Asst. Prof.

S. Thamil
(S.T. Mani)
Asst. Prof.

e-mail-communication sent

Submitted to DAA:

Copy to: Members of AAC (Centre for Animal Sciences)

✓ IQAC-office

Seen

DRRao

21/12/16

DAA
8943
21.12.16