

**Department of Applied Agriculture
Central University of Punjab**

Minutes of the Departmental Meeting held on 03-10-2018 at 4-5pm onwards

Present

Prof. Anjana Munshi (officiating HoD) Chairman
Dr. Chidanand Patil (Duty leave)
Dr. Khetan Shevkani
Dr. Yashi Srivastava
Mrs. Anupam (Leave)

While welcoming the members Prof. Anjana Munshi briefed the members about the agenda items.

Agenda Item 1: Requirement for nomination of external member for Departmental Purchase Committee.

Resolution: It was finalized that a request letter should be forwarded to higher authorities for providing nomination of external member for Departmental Purchase Committee as Prof. Anjana Munshi (Previous external member of DPC) is presently acting as officiating HoD for Department of Applied Agriculture.

Agenda Item 2: Allotment of Supervisor for guiding project of M.Sc (FST).

Resolution: Supervisor Allotment was approved for guiding project of of M.Sc (FST) Sem IV as per Annexure I.

Agenda Item 3: Adjustment for Microbiology Practical classes (Course code: FST.508; title: Lab - Food Chemistry and Technology) M.Sc. FST Sem I students.

Resolution: It was resolved that Microbiology Practical (Course code: FST.508; title: Lab - Food Chemistry and Technology) will be scheduled on Tuesday and Thursday as per the letter forwarded by DAA and therefore class for M.Sc (FST) Sem I shall be adjusted accordingly.

Agenda Item 4: Finalization for requirements of Lab Audit.

Resolution: The expected evaluation criteria was explained by HoD and instructions provided to Dr. Yashi & Dr. Khetan to get the lab ready for audit which is supposed to conduct on 11.10.2018.

o/l
Dr. Chidanand Patil
(Duty Leave)

Khetan
4/10/18
Dr. Khetan Shevkani

Yashi
4/10/18
Dr. Yashi Srivastava

o/l
Mrs. Anupam
(Leave)

Ammk
4/10/18
Officiating HoD, Dept. Applied Agriculture