

Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on January 03, 2019 at 12:00 Noon

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 03-01-2019 in the HoD office (AF094).

The following committee members were present:

1. Prof. Ramakrishna Wusirika, Head of the Department: Chairperson
2. Dr. Monisha Dhiman, Associate Professor, Convenor
3. Dr. Malkhey Verma, Associate Professor
4. Dr. Shashank Kumar, Assistant Professor, Member
5. Dr. Pramod Kushwaha, Assistant Professor, Member
6. Dr. Somesh Baranwal, Assistant Professor, Member
7. Dr Manju Jain, Assistant Professor, Member
8. Dr. Rajan Vyas, DBT Ramalingaswami Fellow, Co-opted Member

Following agenda was discussed in the meeting:

1. Departmental equipment purchase
2. Time Table

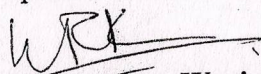
The members discussed and unanimously resolved:

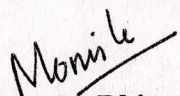
Item No. 1. The instruments such as probe sonicator, Gel Doc system, Inverted Florescent Microscope, pH meter, Biosafety Cabinet, microplate reader, -80°C deep freezer, Ice Flake Machine, CO2 incubators and refrigerated shaker are either in process or will be processed at the earliest from the departmental budget. In addition, it was decided that from the department budget some additional equipment will be purchased subject to availability of funds. These equipments are:

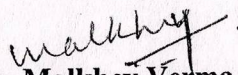
1. Refrigerated centrifuge (Nos. 1)
2. Fluorescent filters for microscope
3. Liquid Nitrogen Tank (Nos. 1)

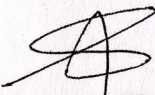
The faculty will initiate the process of purchase of these equipments and prepare the specifications.

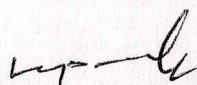
Item No. 2. The faculty members discussed the time table and various adjustments were done to reduce the discrepancies.

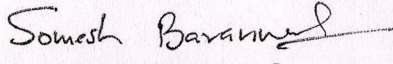

Dr. Ramakrishna Wusirika
 Chairperson and HOD

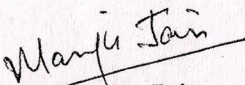

Dr. Monisha Dhiman
 Associate Professor

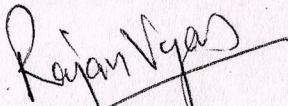

Dr. Malkhey Verma
 Associate Professor


Dr. Shashank Kumar
 Assistant Professor


Dr. Pramod Kushawaha
 Assistant Professor


Dr. Somesh Baranwal
 Assistant Professor


Dr. Manju Jain
 Assistant Professor


Dr. Rajan Vyas
 DBT Ramalingaswami Fellow

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Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on February 07, 2019 at 12:40 PM

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 07-02-2019 in Prof. Wusirika's office (AF094).

The following committee members were present:

1. Prof. Ramakrishna Wusirika, Member
2. Dr. Monisha Dhiman, Head of the Department, Chairperson
3. Dr. Malkhey Verma, Associate Professor, Member
4. Dr. Shashank Kumar, Assistant Professor, Member
5. Dr. Pramod Kushwaha, Assistant Professor, Member
6. Dr. Somesh Baranwal, Assistant Professor, Member
7. Dr Manju Jain, Assistant Professor, Member
8. Dr. Rajan Vyas, DBT Ramalingaswami Fellow, Co-opted Member

Following agenda was discussed in the meeting:

1. AAC and CDDC re-constitution
2. Purchases
3. Syllabus and BOS
4. Academic Audit
5. M.Sc. projects report submission and project seminar presentation
6. Guest Lecture by Prof. S. K. Alahari.

The members discussed and unanimously resolved:

Item No. 1. The Academic and Administrative Committee (AAC) and CDDC of the department has to be re-constituted where Dr Monisha Dhiman will be the Chairperson and Dr Malkhey Verma will be the convener.

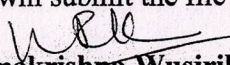
Item No. 2. The faculty members discussed the department urgently need a BOD incubator, additional filters for the fluorescent microscope and a refrigerated centrifuge for which the approval will be taken from competent authority.

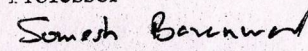
Item No. 3. As per the curriculum audit which was held on 05 February, 2019 the learning outcomes and mode of transaction for each course has to be added in both MSc Life Sciences (Specialization: Microbial Sciences) & M.Sc. Life Sciences (Specialization: Biochemistry). The faculty members discussed the syllabus and assured to give the detailed feedback by February 09, 2019 so that it can be sent to the external experts. The BOS of the department is scheduled for **15 February 2019** and Prof. Javed Agrewala has agreed to attend the BOS and deliver a guest lecture before the BOS.

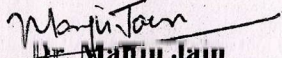
Item No. 4. The Academic Audit of the department is scheduled for 18 February, 2019 and the faculty will submit the required information for the departmental presentation.

Item No. 5. For the M.Sc. projects report submission and project presentation. It was decided that the students will submit the report to the supervisor by April 15, 2019, followed by submission to the Committee by May 01, 2019 and from May 10, 2019 onwards final seminars will start followed by submission of three hard bound copies.

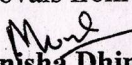
Item No. 6. Dr Somesh proposed inviting Prof. S. K. Alahari, Professor of Biochemistry, School of Medicine, Louisiana State University Health Sciences Center New Orleans, for a seminar in July, 2019 for which he will submit the file for various approvals from competent authority.

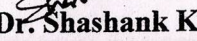

Prof. Ramakrishna Wusirika
Professor

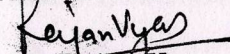

Dr. Somesh Baranwal
Assistant Professor

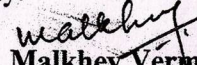

Dr. Manju Jain
Assistant Professor

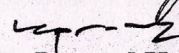
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Dr. Monisha Dhiman
Chairperson and HoD


Dr. Shashank Kumar
Assistant Professor


Dr. Rajan Vyas
DBT Ramalingaswami Fellow


Dr. Malkhey Verma
Associate Professor


Dr. Pramod Kushawaha
Assistant Professor

Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on March 11, 2019

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 11-03-2019 in Prof. Wusirika's office (AF094).

The following committee members were present:

1. Prof. Ramakrishna Wusirika, Member
2. Dr. Monisha Dhiman, Head of the Department, Chairperson
3. Dr. Malkhey Verma, Associate Professor, Member
4. Dr. Shashank Kumar, Assistant Professor, Member
5. Dr. Pramod Kushwaha, Assistant Professor, Member
6. Dr. Somesh Baranwal, Assistant Professor, Member
7. Dr. Manju Jain, Assistant Professor, Member
8. Dr. Rajan Vyas, DBT Ramalingaswami Fellow, Co-opted Member

Following agenda was discussed in the meeting:

1. Localization of instruments procured using DST-FIST grant.
2. Fulltime MTS/Technician for the Department of BMS.

Committee resolutions:

Item No. 1. The Academic and Administrative Committee (AAC) has resolved that instruments procured using DST-FIST grant will be localized as per DST-FIST grant rules

Item No. 2. The Academic and Administrative Committee (AAC) feel that one multitasking staff (MST) is required for smooth and timely preparing and processing of departmental files and assist HOD and faculties for other clerical work other administrative. Committee has resolved that department should demand/request from the administration for the same.

WPK

Prof. Ramakrishna Wusirika
Professor

Monish

Dr. Monisha Dhiman
Chairperson and HoD

malkhey

Dr. Malkhey Verma
Associate Professor

Somesh Baranwal

Dr. Somesh Baranwal
Assistant Professor

Sh

Dr. Shashank Kumar
Assistant Professor

pramod

Dr. Pramod Kushawaha
Assistant Professor

Manju Jain

Dr. Manju Jain
Assistant Professor

Rajan Vyas

Dr. Rajan Vyas
DBT Ramalingaswami Fellow

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Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Science held on ~~March 12, 2019~~ 11 April, 2019

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 11-04-2019 in Prof. Wusirika's office (AF094) at 12.00-1.00 pm. The following committee members were present:

1. Prof. Ramakrishna Wusirika, Member
2. Dr. Monisha Dhiman, Head of the Department, Chairperson
3. Dr. Malkhey Verma, Associate Professor, Member
4. Dr. Shashank Kumar, Assistant Professor, Member
5. Dr. Pramod Kushwaha, Assistant Professor, Member
6. Dr. Somesh Baranwal, Assistant Professor, Member
7. Dr Manju Jain, Assistant Professor, Member
8. Dr. Rajan Vyas, DBT Ramalingaswami Fellow, Co-opted Member

Following the agenda was discussed in the meeting:

Agenda items:

1. Review the equipment purchases.
2. Space for instruments which will be coming shortly.
3. MSc students project progress
4. Student representative in the BOS
5. World Immunology Day: April 29th, Masters Examination scheduled to be synchronized
6. Maintenance of online repository for AAC related Minutes and ATRs.
7. Information/Directions from the higher authority for the stakeholders of the department.

Committee resolutions:

Item No. 1: It was discussed and committee members were satisfied with the pace of the procurement process.

Item No. 2: Suitable place will be allocated after moving to the new campus.

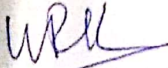
Item No. 3: Committee decided that M Sc. Projects will be evaluated by committees as per university rules between 20-25 May 2019.

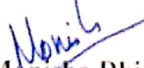
Item No. 4: Committee has decided that students representatives will be included in the new BOS based on their elections by students.

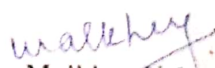
Item No. 5: Committee decided not to schedule any MST-2 exam on 29/04/2019 for the World Immunology Day celebration.

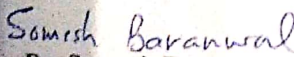
Item No. 6: Committee decided that minutes of AAC will stored in the Google drive for the frequent access of all the faculty members


Item No. 7: Non-confidential and suitable information received by ^{me} will be circulated by ^{HOD} HOD on regular basis

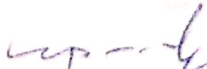

Prof. Ramakrishna Wusirika
Professor

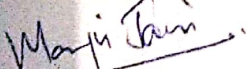

Dr. Monisha Dhiman
Chairperson and HoD

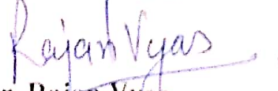

Dr. Malkhey Verma
Associate Professor


Dr. Somesh Baranwal
Assistant Professor


Dr. Shashank Kumar
Assistant Professor


Dr. Pramod Kushwaha
Assistant Professor


Dr. Manju Jain
Assistant Professor


Dr. Rajan Vyas
DBT Ramalingaswami Fellow

Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on 7 May, 2019

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 11-03-2019 in Prof. Wusirika's office (AF094).

The following committee members were present:

1. Prof. Ramakrishna Wusirika, Member
2. Dr. Monisha Dhiman, Head of the Department, Chairperson
3. Dr. Malkhey Verma, Associate Professor, Member, Convenor of AAC.
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7. Dr Manju Jain, Assistant Professor, Member
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Following agenda was discussed in the meeting:

Agenda items:

1. Supervisor allotment for MSc. Projects for 2018 batch.
2. Schedule for final project presentation & evaluation (4th Semester).
3. Proper discussion prior to finalization of date sheet of the MSTs or other examinations with the stakeholders of the department.
4. Student representative in the BOS
5. Discussion related to departmental bifurcation in the recent EC meeting.

Committee resolutions:

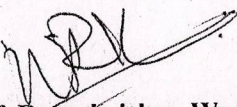
Item No. 1. Committee has decided the supervisor allotment will be done in May 2019 as per the rules of the previous year.

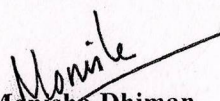
Item No. 2. The committee has resolved that projects report submission to supervisor by 10 May 2019 and evaluation by a presentation from 21-24 May 2019.

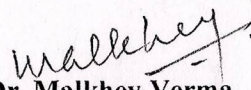
Item No. 3. The committee has resolved that before finalization of time table and exam date sheets will be circulated to faculty members and any inconvenience will be resolved by the discussion of the concerned faculty member(s) with HOD.

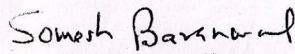
Item No. 4. The committee has resolved that students' representatives will be added at the time of the construction new BOS after completion of tenure of current BOS.

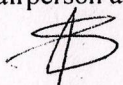
Item No. 5. The committee has resolved that we can't discuss any issue related to the bifurcation of departments until proper notification from the administration with approval of competent authority of university issued.

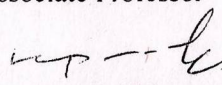

Prof. Ramakrishna Wusirika
Professor

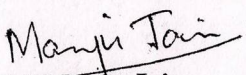

Dr. Monisha Dhiman
Chairperson and HoD

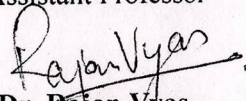

Dr. Malkhey Verma
Associate Professor


Dr. Somesh Baranwal
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Committee resolutions:

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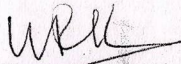
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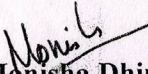
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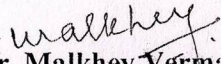
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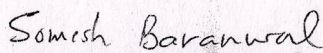
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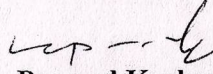

Prof. Ramakrishna Wusirika
Professor

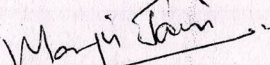

Dr. Monisha Dhiman
Chairperson and HoD

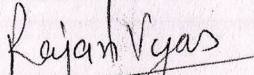

Dr. Malkhey Verma
Associate Professor


Dr. Somesh Baranwal
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Dr. Pramod Kushwaha
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Dr. Manju Jain
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Dr. Rajan Vyas
DBT Ramalingaswami Fellow

Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on 7 May, 2019

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 11-05-2019 in Prof. Wusirika's office (AF094).

The following committee members were present:

1. Prof. Ramakrishna Wusirika, Member
2. Dr. Monisha Dhiman, Head of the Department, Chairperson
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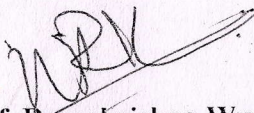
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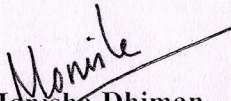
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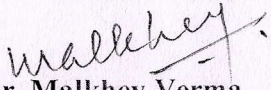
Item No. 3. The committee has resolved that before finalization of time table and exam date sheets will be circulated to faculty members and any inconvenience will be resolved by the discussion of the concerned faculty member(s) with HOD.

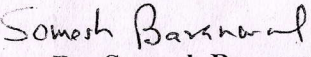
Item No. 4. The committee has resolved that students' representatives will be added at the time of the construction new BOS after completion of tenure of current BOS.

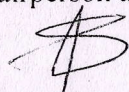
Item No. 5. The committee has resolved that we can't discuss any issue related to the bifurcation of departments until proper notification from the administration with approval of competent authority of university issued.

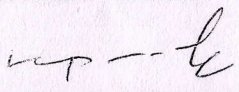

Prof. Ramakrishna Wusirika
Professor

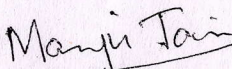

Dr. Monisha Dhiman
Chairperson and HoD

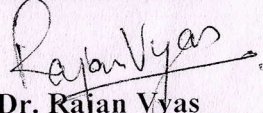

Dr. Malkhey Verma
Associate Professor


Dr. Somesh Baranwal
Assistant Professor


Dr. Shashank Kumar
Assistant Professor


Dr. Pramod Kushawaha
Assistant Professor


Dr. Manju Jain
Assistant Professor


Dr. Rajan Vyas
DBT Ramalingaswami Fellow

Copied to:
DAA Office
IQAC

COP/BSM/2019/MD/66

Proceedings of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences, held on July 08, 2019 at 10:30 AM

The meeting of Academic and Administrative Committee of Department of Biochemistry and Microbial Sciences was held on 08-07-2019 in Prof. Wusirika's office (AF094).

The following committee members were present:

1. Prof. Ramakrishna Wusirika, Member
2. Dr. Monisha Dhiman, Head of the Department, Chairperson
3. Dr. Malkhey Verma, Associate Professor, Convener
4. Dr. Shashank Kumar, Assistant Professor, Member
5. Dr. Pramod Kushwaha, Assistant Professor, Member
6. Dr. Somesh Baranwal, Assistant Professor, Member
7. Dr. Manju Jain, Assistant Professor, Member
8. Dr. Rajan Vyas, DBT Ramalingaswami Fellow, Co-opted Member

Following agenda was discussed in the meeting:

1. Adding MOOC courses the syllabus
2. PhD admission through CUCET
3. Time table for the current academic session
4. PhD student's progress seminars

The members discussed and unanimously resolved:

Item No. 1. As per the UGC guidelines, the curriculum for the Masters programme needs to have few MOOC courses. The members resolved that for 2019 academic session in First and Second semester the IDC courses (2 credits each) will be replaced by a MOOC (4 credits) to be chosen from the list of UG approved MOOCs (Approved by the Executive Council of the University). It was decided that Dr Shashank will be the SWAYAM Coordinator for Department of Biochemistry and for Department of Microbiology the SWAYAM coordinator will be Dr Somesh. The modification in the curriculum related to MOOC will be sent to the BOS members for the approval and will be further submitted to the Competent Authority for approval (Annexure-I)

Item No. 2. The faculty members reviewed the applications for PhD programmes provided by the examination section. The final list of applicants with financial assistance and NET qualified was submitted to examination section for further procedure.

Item No. 3. The time-table committee shared the template for time-table for the upcoming academic session. The department level time-table committee comprising Dr. Shashank, Dr. Manju, Dr. Somesh and Dr. Pramod volunteered to make the time-table.

Item No. 4. The six monthly PhD student's progress seminars will be conducted after 25, July, 2019 once the masters programme admissions are over.

WRK
Prof. Ramakrishna Wusirika
 Professor

Somesh Baranwal
Dr. Somesh Baranwal
 Assistant Professor

Manju Jain
Dr. Manju Jain
 Assistant Professor

Monisha
Dr. Monisha Dhiman
 Chairperson and HoD

Shashank
Dr. Shashank Kumar
 Assistant Professor

Rajan Vyas
Dr. Rajan Vyas
 DBT Ramalingaswami Fellow

Malkhey
Dr. Malkhey Verma
 Associate Professor, Convener

Pramod
Dr. Pramod Kushwaha
 Assistant Professor

Submitted to:
Vice-Chancellor for approval for Item no. 1

कुलपति कार्यालय/AC
क्र./Sr. 1502
दिनांक/Dt. 16/7/19

Copy:
DAA
IQAC
Dr. Somesh Baranwal
15/7/19

Filed to H'ble VC.
Praboo
16/7/19

Seen
K. S.
17/7/19

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