

Centre for Plant Sciences

Subject: Minutes of the 5th AAC meeting, Dated : 06.01.16

AAC meeting was conducted on 03.01.16 at 4:00PM. Following were the agenda items

- i) Restructuring the committee (AAC)
- ii) M.Sc. Student allotment approval
- iii) Small Instrument budget

Following members were present in the meeting

- Prof. A.K. Dhawan
- Dr. Sanjeev Kumar
- Dr. Felix Bast
- Dr. Pankaj Bhardwaj
- Dr. Vinay Kumar

The members of the committee unanimously resolved the agenda items

Item No.1: Restructuring the AAC

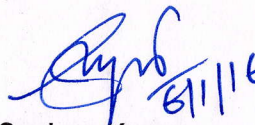
Dr. Sanjeev Kumar has been elected as Chairman AAC (*Ex-officio*), and Dr. Felix Bast is elected as Convener

Item No2. M.Sc. Plant Sciences Student allotment
'approved'

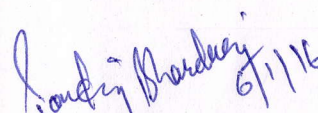
Item No3. Small Instrument budget

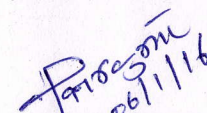
It was decided to purchase High speed Cold centrifuge for the centre out of Small equipment budget

A.K. Dhawan
Professor


Sanjeev Kumar
Associate Professor
(Chairman and COC)


Felix Bast
Assistant Professor
Convener


Pankaj Bhardwaj
Assistant Professor


Vinay Kumar
Assistant Professor

Forwarded to DAA

Centre for Plant Sciences

Subject: Minutes of the 6th AAC meeting, Dated : 03.02.16

AAC meeting was conducted on **03.02.16** at 4:00PM. Following were the agenda items

- i) Centre Budget
- ii) Small Instrument budget
- iii) Running repair
- iv) Guest Lectures
- v) Research Grant redistribution

Following members were present in the meeting

Dr. Sanjeev Kumar

Dr. Pankaj Bhardwaj

Dr. Vinay Kumar

The members of the committee unanimously resolved the agenda items

Item No.1: Centre Budget

It was discussed and distributed.

Item No2. Small Equipment

It was decided to purchase High speed Cold centrifuge for the centre out of Small equipment budget, Dr. Pankaj will peruse the case.

Item No3. Running Repair Budget

It was discussed to repair the instruments and purchase / refill the printer cartridges

Printer cartridges : HP laserjet P1007 (88A)

Vinay printer Cartridge

Felix printer cartridge AAC already approved

Remi refrigerator repair

Circulatory water bath repair

Cold room 25 °C chamber repair and servicing

Item No4. Guest Lectures

It was decided to invite eminent scientist for guest lectures in coming two months

Item No5. Research Grant redistribution

The unused research grant of Rs. One lac was redistributed in faculty.

Purchase of consumables chemicals and glassware 2 lac was distributed equally between Dr. Sanjeev and Dr. Pankaj since they are handling the practical's LSS. 514, LSS. 563.

On leave

A.K. Dhawan
Professor

Sanjeev
4/2/16

Sanjeev Kumar
Associate Professor
(Chairman and COC)

On leave

Felix Bast
Assistant Professor
Convener

Pankaj Bhardwaj
04/02/16

Pankaj Bhardwaj
Assistant Professor

Vinay Kumar
04/02/16

Vinay Kumar
Assistant Professor

DAA.

Rame Rao
5/2/16

Dr. Felix for further process.
Sanjeev
4/2/16

Dr Sanjeev
DAA
987
4.2.16

Centre for Plant Sciences**Proceedings of Academic and Administrative Committee held on 28-02-2016 at 4.30 PM**

Date: 29/02/2016

Ref no:

The meeting of Academic and Administrative Committee of Centre for Plant Sciences was held on 28-02-2016 at 4.30 PM in the office of Prof. Ashok K. Dhawan. The following members were present:

1. Dr. Sanjeev Kumar Thakur, Coordinator of the Centre: Chairperson/Convenor
2. Prof. Ashok K. Dhawan, Member
3. Dr. Pankaj Bhardwaj, Assistant Professor, Member
4. Dr. Vinay Kumar, Assistant Professor, Member,

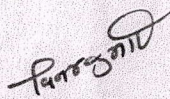
Following agenda was discussed in the meeting:

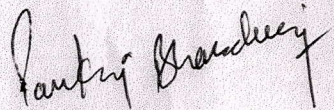
1. Discussion on allotment of funds for Modulation of PTC Lab
2. Discussion on the allotment of Project Head to reimburse the bills (Dr. Vinay Kumar) related with attended workshop.

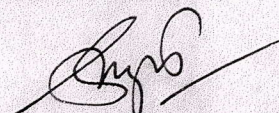
The members discussed and unanimously resolved:

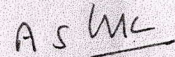
Item No. 1: The approximate cost 17,017 for modulation of PTC lab should be incurred from "Running, Repair & Maintenance of equipment etc."

Item No. 2: The total expenditure [registration fee (3000), accommodation charge (1000) and travelling expenses paid by Dr. Vinay Kumar for attending workshop that was held at Chandigarh (9-12 Feb, 2016) should be withdrawn from "Field work/Study tour/Educational Trip/Training/Internship etc." budget head.


Dr. Vinay Kumar,
Assistant Professor,

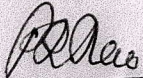

Dr. Pankaj Bhardwaj,
Assistant Professor,

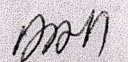

Dr. Sanjeev K. Thakur
Chairperson and Coordinator


Prof. Ashok K. Dhawan
Senior Faculty Member

Copy to:

1. Dean, School of Basic and Applied Sciences, for kind information.
2. DAA, for kind information.


29/2/16


Dr. Ashok K. Dhawan
1680
29.2.16

Subject: Minutes of 8th AAC meeting dated 3/3/2016

AAC meeting was held on 13/4/2016 at 11:00 AM with following agenda:

1. Budget position of the Centre
2. Equipment maintenance

Decisions:

1. Budget position of the Centre was discussed and was decided the following:
 - a. The allocated budget for the research component is extremely deficient. It is not possible to meet research expenses for PhD students with a budget ceiling of Rs. 6 Lakhs per annum for six faculties of the Centre. The AAC recommend a revision of Centre budget in the next allotment so that Rs. 2 lakh is allocated to each PhD student so that our students can pursue quality scientific research.
 - b. For the refill of liquid nitrogen, Rs. 9000 may be deducted from the Centre budget (consumables) in anticipation.
 - c. The Centre has a number of sophisticated scientific instrumentation. The current budget allocation in the head "Running, repair and maintenance of equipments", Rs. 50,000 per annum, is extremely deficient and this need to increase to Rs. 5 lakhs per annum.
 - d. For repairing of two SpinWin centrifuge machines in Molecular Genetics Lab, the actual expenses may be deducted from the head "Running, repair and maintenance of equipments".
 - e. For extending AMC of Millipore and Thermo water purifiers, the actual expenses may be deducted from the head "Running, repair and maintenance of equipments".

ASLK
19/4/16
Prof. A.K. Dhawan
Professor

Dr. Sanjeev Kumar
Associate Professor
(Chairman and COC)

Dr. Felix Bast,
Assistant Professor
(Convener)

Dr. Pankaj Bharwaj
Assistant Professor

Dr. Vinay Kumar
Assistant Professor

DAA for information:

Approved to VC for advise *
19/4/16

Saamir
19/4/16

on A.K. Dhawan

DAA 9908
19/4/16

To Chairman IQAC, To Coe, Plant Science

Subject: Minutes of 7th AAC meeting dated 3/3/2016

AAC meeting was held on 3/3/2016 at 12:15 PM with following agenda:

1. Centre budget
2. Planning an excursion
3. Planning for a national/international conference

Decisions:

1. Budget position of the centre was discussed and was decided the following:
 - a) Purchasing a trash machine/shredder for the centre (Office & General expenses head).
 - b) Purchasing stamp and business cards for all faculty members.
 - c) Purchasing tissue papers and glasswares for all labs utilizing the budget head under "purchase of consumable".
2. It was decided to undertake a study tour
3. It was decided that the centre will organize a national/international conference

ASMC

Prof. A.K. Dhawan
Professor

[Signature]
4/3/16

Dr. Sanjeev Kumar
Associate Professor
(Chairman and COC)

[Signature]
4/3/16

Dr. Felix Bast,
Assistant Professor
(Convener)

[Signature]
4/3/16

Dr. Pankaj Bharwaj
Assistant Professor

[Signature]
4/3/16

Dr. Vinay Kumar
Assistant Professor

[Signature]

DAA for information:

ASMC
14/3/16

Dr. Felix /

[Signature]
1852
2.3.16

Dr. Ashok R

Subject: Minutes of 9th AAC meeting dated 13/5/2016

AAC meeting was held on 13/5/2016 at 9:30 AM with following agenda:

- 1. Centre Calendar
- 2. New Courses

Decisions:

1. An academic calendar for CPS will be formulated by Dr. Sanjeev Kumar as soon as possible with schedule of events including synopsis seminars, presubmission seminars, workshops, conferences, exams etc.
2. Each faculty member of the centre need to organize an academic function in the CPS. Dr. Felix has already organized Lecture Workshop supported by Science Academies.
3. It has been decided that ideally center presentations (synopsis, pre-submission, final viva-voce etc.) be held after 4PM to make sure of maximum participation. Notice of which may be circulated at least one day in advance through email.
4. AAC observed that sending PhD synopsis to external evaluaters is unnecessary and might violate intellectual property rights of the investigators. The committee recommend that synopsis may be evaluated at the centre-level.
5. AAC recommends resurrection of Centre for Biosciences as a virtual centre, as considerable difficulty is being faced with the students of the ongoing programmes of erstwhile Centre for Biosciences (M.Sc, M.Phil, and Ph.D.). The virtual centre should be functional up to 2019 to ensure completion of ongoing programmes. The centre should also have AAC constituted, and should have separate budget allocation.
6. List of courses for the next semester need to be finalized on an urgent basis. For this matter, a meeting will be scheduled with other faculties of life sciences next week.

"x" is beyond the purview of AAC

Prof. A.K. Dhawan
Professor

Dr. Sanjeev Kumar
Associate Professor
(Chairman and COC)

Dr. Felix Bast,
Assistant Professor
(Convener)

Dr. Pankaj Bhardwaj
Assistant Professor

Dr. Vinay Kumar
Assistant Professor

Dr. Anil Mantha
Associate Professor
Special Invitee

DAA for information: There are methods to overcome the IPR issues in writing.

This needs a separate discussion at an appropriate forum.

Put up for information to VC

कुलपते कार्यालय / VCO
क्र./Sr... 0685
दिनांक/Dt... 18/5/16

Dr. Sanjeev Do. Dhawan
DAA
18/5/16 533
16.5.16
9.5.16

Subject: Minutes of AAC meeting dated 3/8/2016

AAC meeting was held on 3/8/2016 at 11 AM with following agenda:

1. Centre budget

Decisions:

1. The committee recommends and approves the following:
 - a. Rs. 10,000 for Dr. Felix Bast for the purchase of consumables
 - b. Rs. 10,000 for Dr. Vinay Kumar for the purchase of consumables
 - c. Rs. 1450 for Dr. Felix Bast for UPS repair (from Running, Repair & Maintenance of equipment head)
 - d. Rs. 80,000 for Dr. Vinay Kumar for the purchase of Sigma chemicals from the research grant component of centre budget
 - e. 1 unit of workstation approximately Rs. 3 lakhs from the MoEF project of Dr. Pankaj Bharwaj
2. The committee decided that 10 lakhs research grant sanctioned to the centre will be utilized equally by all faculties, 2 lakhs each.
- ✓ 3. The committee decided that 10 lakhs small equipments sanctioned to the centre will be utilized equally by all faculties, 2 lakhs each.
4. The committee decided Dr. Vinay Kumar to be the programme coordinator for M.Sc 2nd batch, and Dr. Pankaj Bharwaj to be the programme coordinator for Ph.D. 2nd batch.
5. The committee approved purchase of 4 VGA cables from the consumables head.

ASMC

Prof. A.K. Dhawan
Professor

Dr. Sanjeev Kumar
Associate Professor
(Chairman and COC)

Dr. Felix Bast,
Assistant Professor
(Convener)

Dr. Pankaj Bharwaj
Assistant Professor

Dr. Vinay Kumar
Assistant Professor

ASMC

DAA for information:

DAA
5484
4.8.16

Subject: Minutes of AAC meeting dated 3/11/2016

AAC meeting was held on 3/11/2016 at 12 PM with following agenda:

1. Student allotment
2. Synopsis of 3rd Semester M.Sc students

Decisions:

1. The committee recommends and approves the following:
 - a. Student allotment will be completed in one week by following CUPB's policy of taking student's choice in consideration. Dr. Pankaj Bhardwaj will coordinate this activity
 - b. Lab notebooks will be procured and disbursed to all research students of the centre for the curation and archival of research works carried out at the centre. The books will be paginated and issue register will be maintained at the centre. Books need to be submitted back to the centre before the student submit the dissertation/thesis. Budget: 50 units, Rs. ~~500~~^{200-300/-} per unit
 - c. Prof. A.K. Dhawan has authorized Dr. Vinay Kumar to utilize budget allocated to the former (2 lakhs each for research grant and instrument purchase, total=4 lakhs), as the allocated students of Prof. Dhawan are currently working under Dr. Vinay.
 - d. Synopsis for 3rd semester M.Sc students are scheduled on 11th November 2016, and the appropriate notice in this effect will be promulgated by the COC.
 - e. A notice to the effect that prior written permission from all authors of scholarly literature need to be sought before submission of manuscripts to any publication (journals or book chapters) will be promulgated by the COC. *
 - f. A study tour will soon be undertaken by the centre. Decision on this will be taken in next AAC meeting. Student willingness will be taken in consideration.

Ashw
Prof. A.K. Dhawan
Professor

Sanjeev
Dr. Sanjeev Kumar
Associate Professor
(Chairman and COC)

Felix
Dr. Felix Bast,
Assistant Professor
(Convener)

Pankaj
Dr. Pankaj Bharwaj
Assistant Professor

Vinay
Dr. Vinay Kumar
Assistant Professor

DAA for information:

Rama Rao
8/11/16
* against the policy of CA. ^{May} Needs approval.
Rama Rao
8/11/16
DAM
7840
7.11.16

Subject: Minutes of AAC Meeting dated 14/12/2016

AAC meeting was held on 14/12/2016 at 11 am with following agenda:

- 1. Course allotment for the semester starting on January 2017.
- 2. Delegation of duty of Dr. Felix Bast.
- 3. Student allotment finalization.

Decision:

- 1. Course allotment has been done by AAC (annexure attached).
- 2. In the absence of Dr. Felix Bast, Dr. Pankaj Bhardwaj will be the In-charge of his lab.
- 3. Dr. Felix Bast has handed over his external funded projects to respective Co-PI and students of Dr. Felix Bast will report to Dr. Pankaj Bhardwaj.
- 4. 10,000 Rs. towards purchasing of printer is issued in favor of Dr. Krishna Kumar Choudhary from office expenses budget.
- 5. Students allotment finalization done by Dr. Sanjeev Kumar.
- 6. Dr. Pankaj Bhardwaj will be the convener of AAC.
- 7. Rs 10,000 sanction /may be approved for routine lab accessories from chemicals and consumable budget in favor of Dr. Sanjeev Kumar.

As MC

Prof. AK Dhawan
Professor

[Signature]
14/12/16

Dr. Sanjeev Kumar
Associate Professor
(Chairman and COC)

Dr. Felix Bast
Assistant Professor
(Convener)

[Signature]
14/12/16

Dr. Pankaj Bhardwaj
Assistant Professor

[Signature]
14/12/2016

Dr. Vinay Kumar
Assistant Professor

On leave.

Dr. Krishna Kumar Choudhary
Assistant Professor

Dr. Felix left soon after the meeting for his Antarctica expedition.

DAA for Information

As MC
16/12/16

DAA
8784
15.12.16