

**Central University of Punjab**  
**Department of Education**  
**Minutes of Meeting of AAC**

The Academic & Administrative Committee (AAC) meeting of Dept. of Education for the month of Feb. 2018 was held in the office of HOD on 09/02/2018 at 2:30 PM. The following members were present in the meeting;

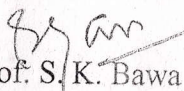
1. Prof. S.K.Bawa (Chairperson)
2. Dr. Shamshir Singh Dhillon, Member
3. Dr. Jubilee Padmanabhan, Member
4. Dr. Biswajit Behera, Member
5. Dr. Shiva Shukla, Member
6. Dr. Rajesh Kumar
7. Dr. Sesadeba Pany (Secretary)

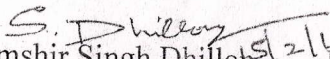
The following recommendations were made;

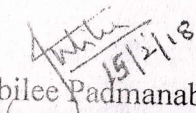
1. The faculty members were advised to make the Ph. D scholars aware about their leave rules
2. During the field internship programme, the Ph. D scholars will be given one college of education independently to supervise the internship programme
3. The committee recommended to invite Prof. U. C. Vashistha, Department of Education, Lucknow University and Prof. Nityananda Pradhan, Principal, Regional Institute of Education, NCERT, Bhopal to deliver a lecture on 'How to become a Good Teacher' and 'Constructivism and Teaching Learning Process' respectively
4. The course coordinators for different courses of MA(Education) and M. Ed were proposed as given below;

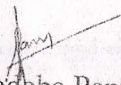
Course Code	Course Title	Name of the Coordinator
MED 509	History and Political Economy of Education	Dr. S. Pany
MED 510	Educational Technology and ICT	Dr. S. Dhillon
MED 512	Educational Statistics	Dr.S.Pany
MED 515	Guidance and Counselling for Secondary Education	Dr. B. Behera
MED 609	Teacher Development and Empowerment	Dr. S. Pany
MED 610	Educational Administration, Management and Leadership	Dr. S. Dhillon
MED 613	Inclusive Education at Secondary Level	Dr. Rajesh
MED 517	Assessment of Learning	Dr. J. Padmanabhan
MAE 511	Sociological Bases of Education	Dr. S. Shukla
MAE 512	Contemporary Issues of Education	Dr. Rajesh
MAE 513	Statistical Methods in Education	Dr. S. Shukla
MAE 514	Cognition and Learning	Dr. B. Behera
MAE 515	Educational Testing	Dr. J. Padmanabhan
MAE 608	Educational Administration, Management and Leadership	Dr. S. Dhillon
MAE 609	Organizing School Guidance Programmes	Dr. Rajesh
MAE 610	Environmental Education	Dr. J. Padmanabhan
MAE 612	Mental Health, Yoga and Physical Well being	Dr. S. Shukla

- 2
5. To arrange a field trip for M.Ed students of IV semester as a part of their course requirement and Dr. Jubilee Padmanabhan will prepare its detailed programme schedule
  6. The committee suggested to organize workshop on curriculum design and development for two weeks (10 working days) i.e. 14<sup>th</sup> May to 25<sup>th</sup> May 2018
  7. Dr. Shamshir Singh Dhillon will prepare detailed schedule for seminar presentation of Ph. D scholars
  8. One interdisciplinary action research on one of the adopted villages of the university for PMMMNMTT has been planned to be conducted within six months
  9. To finalize and initiating process to procure the instruments for psychology laboratory.
  10. The committee recommended to nominate Dr. S. Pany, to attend National Seminar on 'Governance, Regulation and Quality Assurance in Teacher Education', 15-16 March, 2018, NIEPA, New Delhi.

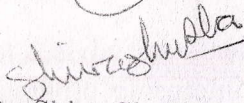
  
Prof. S. K. Bawa

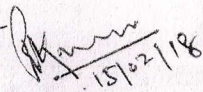
  
Dr. Shamshir Singh Dhillon 15/2/18

  
Dr. Jubilee Padmanabhan 15/2/18

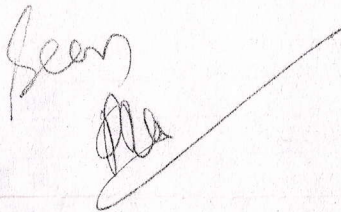
  
Dr. Sesadeba Pany

*on leave*  
Dr. Biswajit Behera

  
Dr. Shiva Shukla

  
Dr. Rajesh Kumar 15/2/18

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**Central University of Punjab  
Department of Education  
Minutes of Meeting of AAC**

The Academic & Administrative Committee (AAC) meeting of Dept. of Education for the month of March 2018 was held in the office of HOD on 14/03/2018 at 3:30 PM. The following members were present in the meeting;

1. Prof. S.K.Bawa (Chairperson)
2. Dr. Shamshir Singh Dhillon, Member
3. Dr. Jubilee Padmanabhan, Member
4. Dr. Biswajit Behera, Member
5. Dr. Shiva Shukla, Member
6. Dr. Rajesh Kumar
7. Dr. Sesadeba Pany (Secretary)

The following recommendations were made;

1. The field visit of M.A-IV semester students was proposed on 7<sup>th</sup> April 2018 to Bir Talab, Sewerage plant. The field visit will be organized by Dr. Jubilee Padmanabhan and Dr. Biswajit Behera
2. The dissertation titles of two students namely Varinder and Suranjan supervised by Dr. Jubilee Padmanabhan need be modified as suggested
3. The M.A. (Education) and M.Ed dissertation abstracts will be compiled and be given in the school of education website of the university. In this context the sample abstract will be prepared by Dr. Biswajit by 21<sup>st</sup> March 2018.
4. The internship report presentation and evaluation of M. Ed-IV semester students will be held on 2<sup>nd</sup> and 3<sup>rd</sup> April 2018. Dr.S.Pany Internship Coordinator will coordinate the programme.
5. The two days workshop on Curriculum Designing and Development will be held on 4<sup>th</sup> and 5<sup>th</sup> April 2018. The duties as proposed for different faculty members are as follows;

Sr. No	Duties	Name of Faculty Members
1	Venue and ICT related arrangement	Dr. Shamshir Singh Dhillon
2	Memento(Book) and Flex	Dr. Rajesh Kumar
3	Refreshment	Dr. Shiva Shukla
4	Stay	Dr. Jubilee Padmanabhan
5	Conveyance	Dr. Biswajit
6	TA/DA/Reception of Guests	Dr. S.Pany

Prof. S.K. Bawa  
19/3/18

Dr. Shamshir Singh Dhillon

Dr. Jubilee Padmanabhan

Dr. Sesadeba Pany

Dr. Biswajit Behera

Dr. Shiva Shukla

Dr. Rajesh Kumar

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**Central University of Punjab**  
**Department of Education**  
**Minutes of Meeting of AAC**

The Academic & Administrative Committee (AAC) meeting of Dept. of Education for the month of April 2018 was held in the office of HOD on 10/04/2018 at 3:30 PM. The following members were present in the meeting;

1. Prof. S.K.Bawa (Chairperson)
2. Dr. Shamshir Singh Dhillon, Member
3. Dr. Jubilee Padmanabhan, Member
4. Dr. Biswajit Behera, Member
5. Dr. Shiva Shukla, Member
6. Dr. Rajesh Kumar
7. Dr. Sesadeba Pany (Secretary)

The following recommendations were made;

1. The field visit report of M.A-IV semester students will be prepared and submitted by Dr. Jubilee Padmanabhan on or before 16<sup>th</sup> April 2018
2. The research proposal will be submitted by the M.Ed and M.A.Education students by 13<sup>th</sup> August 2018
3. The department will buy 10 name plates and two white sheets of standard size which are required for meetings and seminars. Dr. Rajesh Kumar will coordinate the work
4. The Internship-I for the M. Ed students of 2017-18 will be organized from 3<sup>rd</sup> July to 24<sup>th</sup> July 2018. Dr. Biswajit Behera will act as its coordinator
5. The dissertation abstracts of M. Ed & M.A. Education students will be prepared by Dr. Biswajit Behera by 15<sup>th</sup> May 2018
6. Approval to sign MOU with Nanyang Univ. Singapore & Univ. of Worcester, U.K. ~~Wawasan University, Malaysia~~ have been taken from AC. Further process is going on.
7. Approval to sign MOU with Wawasan University, Malaysia & The Earth Institute of Columbia Univ. U.S.A. are in process.
8. The dissertation titles of two students namely Varinder and Suranjan supervised by Dr. Jubilee Padmanabhan have already been modified as suggested.

Prof. S.K. Bawa

Dr. Shamshir Singh Dhillon

Dr. Jubilee Padmanabhan

Dr. Sesadeba Pany

Dr. Biswajit Behera

Dr. Shiva Shukla

Dr. Rajesh Kumar

DAA

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**Central University of Punjab**  
**Department of Education**  
**Minutes of Meeting of AAC**

The Academic & Administrative Committee (AAC) meeting of Dept. of Education for the month of April 2018 was held in the office of HOD on 10/04/2018 at 3:30 PM. The following members were present in the meeting;

1. Prof. S.K.Bawa (Chairperson)
2. Dr. Shamshir Singh Dhillon, Member
3. Dr. Jubilee Padmanabhan, Member
4. Dr. Biswajit Behera, Member
5. Dr. Shiva Shukla, Member
6. Dr. Rajesh Kumar
7. Dr. Sesadeba Pany (Secretary)

The following recommendations were made;

1. The field visit report of M.A-IV semester students will be prepared and submitted by Dr. Jubilee Padmanabhan on or before 16<sup>th</sup> April 2018
2. The research proposal will be submitted by the M.Ed and M.A.Education students by 13<sup>th</sup> August 2018
3. The department will buy 10 name plates and two white sheets of standard size which are required for meetings and seminars. Dr. Rajesh Kumar will coordinate the work
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5. The dissertation abstracts of M. Ed & M.A. Education students will be prepared by Dr. Biswajit Behera by 15<sup>th</sup> May 2018
6. Approval to sign MOU with Nanyang Univ. Singapore & Univ. of Worcester, U.K. ~~Wawasan University, Malaysia~~ have been taken from AC. Further process is going on.
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8. The dissertation titles of two students namely Varinder and Suranjan supervised by Dr. Jubilee Padmanabhan have already been modified as suggested.

Prof. S.K. Bawa

Dr. Shamshir Singh Dhillon

Dr. Jubilee Padmanabhan

Dr. Sesadeba Pany

Dr. Biswajit Behera

Dr. Shiva Shukla

Dr. Rajesh Kumar

DAA

Information received and seen

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**Central University of Punjab**  
**Department of Education**  
**Minutes of Meeting of AAC**

The Academic & Administrative Committee (AAC) meeting of Dept. of Education was held in the office of HOD on 18/04/2018 at 11:30 AM to discuss on two major points like to expedite the evaluation process of M. Ed dissertation and M.A. Education project; and organization of guest lecture by Prof. Rekha Kalia . The following members were present in the meeting;

1. Prof. S.K.Bawa (Chairperson)
2. Dr. Shamshir Singh Dhillon, Member
3. Dr. Jubilee Padmanabhan, Member
4. Dr. Biswajit Behera, Member
5. Dr. Shiva Shukla, Member
6. Dr. Rajesh Kumar, Member
7. Dr. Sesadeba Pany (Secretary)

The following recommendations were made;

1. A guest lecture will be organized by the department of education on 23<sup>rd</sup> April 2018 for all the faculty members. Prof. Rekha Kalia Bhardwaj, form DAV University will deliver the lecture on 'Quality Enhancement in Higher Education Institutions'.

The distribution of duty for the event is as follows;

Sr. No	Duties	Name of Faculty Members
1	Venue and ICT related arrangement	Dr. Shamshir Singh Dhillon
2	Memento(Book) and Flex	Dr. Rajesh Kumar
3	Refreshment	Dr. Shiva Shukla
4	Stay and Reception of Guests	Dr. Jubilee Padmanabhan
5	Conveyance	Dr. Biswajit
6	TA/DA	Dr. S.Pany

2. It is proposed that;

- Submission of spiral bound M. Ed dissertations with PDF (softcopy) for external evaluation to COE section on 20<sup>th</sup> May 2018. The MA education projects will also be submitted for internal evaluation by 20<sup>th</sup> May 2018.
- There will be total 08 M.Ed dissertations for external evaluation and 10 projects of M.A.Education for internal evaluation. It is proposed that the 08 dissertations may be evaluated by two external experts in the field.
- The experts may be called in the last week of May, 2018 for the conduct of Viva-Voce.
- The last date of submission of final dissertation could be 30<sup>th</sup> June 2018 after incorporating the suggestions/change/comments by the experts., 2018
- Commencement of results by COE section in the second week of June.

Prof. S. K. Bawa  
18/4/18

Dr. Shamshir Singh Dhillon  
18/4/18

Dr. Jubilee Padmanabhan

Dr. Sesadeba Pany  
18/4/18

Dr. Biswajit Behera  
18-4-18

Dr. Shiva Shukla

Dr. Rajesh Kumar

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**Central University of Punjab**  
**Department of Education**  
**Minutes of Meeting of AAC**

The Academic & Administrative Committee (AAC) meeting of Dept. of Education for the month of April 2018 was held in the office of HOD on 16/05/2018 at 3:00 PM. The following members were present in the meeting;

1. Prof. S.K.Bawa (Chairperson)
2. Dr. Shamshir Singh Dhillon, Member
3. Dr. Jubilee Padmanabhan, Member
4. Dr. Biswajit Behera, Member
5. Dr. Shiva Shukla, Member
6. Dr. Rajesh Kumar, Member
7. Dr. Sesadeba Pany (Secretary)

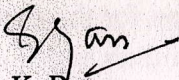
The following recommendations were made;

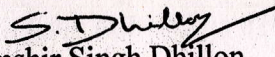
1. The M. Ed internship-I will start from 3<sup>rd</sup> July 2018 in three schools namely Dasmesh senior secondary public school, St. Xavier Public school and RBDVA senior secondary public school.
2. On 25<sup>th</sup> May 2018 the principals of the three secondary schools along with the mentors of the concerned schools will be invited to the university to have an orientation on the internship of the M. Ed students scheduled to start from 3<sup>rd</sup> July 2018. The meeting will be held from 10AM to 12 PM on the same day.
3. The different responsibilities of the department of education has been distributed for the academic session 2018-19 as follows;


Sr. No	Responsibilities	Name of Faculty Members
1	AAC secretary	Dr. Biswajit Behera
2	Ph. D coordinator	Dr. Jubilee Padmanabhan
3	M.A.(Education) coordinator	Dr. Sesadeba Pany
4	M. Ed coordinator	Dr. Biswajit Behera
5	Service learning coordinator	Dr. Rajesh
6	Internship coordinator	Dr. Biswajit Behera
7	Curriculum Development Committee coordinator	Dr. Shamshir Singh Dhillon
8	Time table incharge and Workload calculation	Dr. Shamshir Singh Dhillon

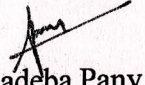
4. To buy crockery items for the department of education from the best price
5. The MOU process with Nanyang Univ. Singapore, Univ. of Worcester, U.K., Wawasan University, Malaysia & The Earth Institute of Columbia Univ. U.S.A. will be expedited by Dr. Jubilee Padmanabhan by 1<sup>st</sup> week of July 2018.
6. The faculty member Dr. Biswajit Behera will go for orientation programme from 4<sup>th</sup> June 2018 to 1<sup>st</sup> July 2018 to Ranchi University, Jharkhand.
7. The abstract compilation work of the M. Ed and M.A.(Education) students will be completed by 14<sup>th</sup> July 2018 by Dr. Biswajit Behera.
8. The UPS of the computer of Dr. S. Pany has been damaged and a new UPS will be bought from the department fund.
9. The responsibility of editorship of the e-news letter of department will be on rotation basis. Dr. S. Dhillon and Dr. S.Pany will be the editor of the 1<sup>st</sup> edition of the e-news letter of the session 2018-19.
10. The technical assistant Mr. Sachin will be asked to have photography of every programme of the department.

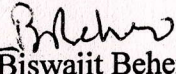
11. The charge of ICT and psychology Lab. has been handed over to Mr. Sachin and the list is attached in the proceeding.
12. The curriculum development committee suggested to buy books as per the list attached.

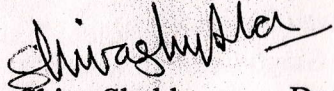
  
Prof. S. K. Bawa

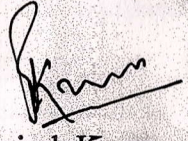
  
Dr. Shamshir Singh Dhillon

  
Dr. Jubilee Padmanabhan

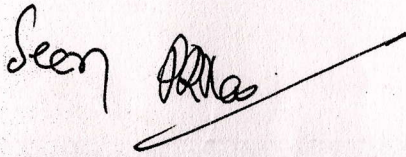
  
Dr. Sesadeba Pany

  
Dr. Biswajit Behera

  
Dr. Shiva Shukla

  
Dr. Rajesh Kumar

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Central University of Punjab, Bathinda

Department of Education

Minutes of AAC Meeting

Date: 01-06-2018

A Meeting was held on 01-06-2018 at 11:00 am with the following Agenda in the office of HOD, Education.

**Agenda**

- Participation in Orientation Programme at Guru Jambheshwar University of Science and Technology, Hisar by Dr. Biswajit Behera.

The following members were present in the meeting.

1. Prof. S.K.Bawa (Chairperson)
2. Dr. Shamshir Singh Dhillon, Member
3. Dr. Jubilee Padmanabhan, Member
4. Dr. Sesadeba Pany, Member
5. Dr. Biswajit Behera ( Secretary)

**Recommendation**

- The Faculty Member Dr. Biswajit Behera will join in orientation programme at Guru Jambheshwar University of Science and Technology, Hisar from 07-06-2018 to 04-07-2018

Prof. S.K.Bawa

Dr. Shamshir Singh Dhillon

Dr. Jubilee Padmanabhan

Dr. Sesadeba Pany

Dr. Biswajit Behera

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**Department of Education**

**Central University of Punjab, Bathinda**

**Minutes of AAC Meeting held on 05-07-2018**

A Meeting of Academic and Administrative Committee (AAC) of Department of Education was held on 05-07-2018 in the office of HOD at 2.30pm. The following Members were present in the meeting:

1. Prof. S.K.Bawa, Chairperson
2. Dr. Shamshir Singh Dhillon
3. Dr. Jubilee Padmanabhan
4. Dr. Sesadeba Pany
5. Dr. Aneet Thakur
6. Dr. Biswajit Behera, Secretary

The following suggestions were made:

**Agenda 1: Confirmation of minutes of the last meeting**

- Minutes of the last meeting were confirmed

**Agenda 2: Compilation of Abstract of Dissertations**

- The Abstract of Dissertations of MEd and MA in Education of 2016-17 Sessions will be compiled and soft copy will be prepared by Dr. Behera. The CDs of Dissertations of MA which were not available before now will be collected and the same will be compiled on or before 30-07-2018.

**Agenda 3: Edition of e-News Letter**

- The responsibility for editing e-News Letter of Academic Session 2018-19 of the department was entrusted to Dr. Shamshir S. Dhillon and Dr. Sesadeba pany. For this work, the data will be supplied by Dr. Pany and the technical work for its publication will be completed by Dr. Shamshir S. Dhillion. It was decided to be completed on or before 14-07-2018.

#### **Agenda 4: Preparation of List of Books**

- Dr. Jubilee Padmanabhan being the coordinator of Curriculum Design and Development Committee was requested to prepare a list of Books for the library. She ~~was~~ agreed to submit the list on or before 06-07-2018.

#### **Agenda 5: Preparation of Workload and Time Table**

- It was unanimously agreed by all to give responsibility of Time Table and workload Calculation for the Academic Session 2018-19 to Dr. Shamshir S. Dhillon. He was requested to prepare the same as early as possible before 06-07-2018.

#### **Agenda 6: Responsibility of Ph.D Course Coordinator**

- Dr. Jubilee Padmanabhan was chosen by all to be the Ph.D Course Coordinator for the Academic session 2018-19. So, Dr. Shamshir Singh Dhillon, who was coordinator of previous academic session, was requested to hand over the Files containing reports of seminar and the Papers of Research scholars to Dr. Jubilee immediately on or before 13-07-2018.

#### **Agenda 7: Organization of National Workshop**

- It was agreed by all that one National workshop will be organized in the current session by the department. In this regard, Both Prof. S.K.Bawa and Dr. Sesadeba Pany were requested to prepare proposal for procuring funds form ICSSR.

#### **Agenda 8: Organization of National / International Seminar/Conference**

- It was also unanimously decided that one National / International Seminar/Conference will be organized in the current session by the department. In this concern, Both Dr. Jubilee Padmanabhan and Dr. Shamshir Singh Dhillon were requested to prepare proposal for funding from ICSSR.

#### **Agenda 9: Title of Dissertations of MEd students**

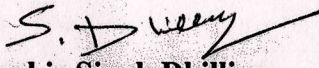
- It was planned that the Title of Dissertations of MEd students will be finalized with consultations of respective Faculties by 31-07-2018.

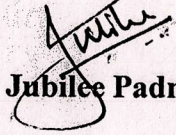
#### **Agenda 10: Distribution of Responsibilities for the CDD Workshop**


- The workshop on Curriculum Design and Development under PMMMNMTT Project is to be held from 16-07-2018 to 26-07-2018. Prof. Bawa sought involvement from all faculties and accordingly distribution among the faculty for collective wisdom session (10.00 to 11.00 am) was made. The responsibilities of all are shown in the following Table.

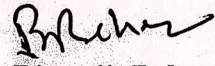
Date	Name of The Faculty
17-07-2018	Dr. Jubilee Padmanabhan
18-07-2018	Dr. Sesadeba Pany
19-07-2018	Dr. Shamshir Singh Dhillion
20-07-2018	Dr. Aneet Thakur
21-07-2018	Dr. Biswajit Behera
22-07-2018	Dr. Aneet Thakur
23-07-2018	Dr. Jubilee Padmanabhan
24-07-2018	Dr. Sesadeba Pany
25-07-2018	Dr. Biswajit Behera

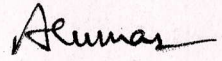
  
Prof. S.K. Bawa

  
Dr. Shamshir Singh Dhillion

  
Dr. Jubilee Padmanabhan

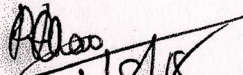
  
Dr. Sesadeba Pany


  
Dr. Biswajit Behera

  
~~Dr. Aneet Thakur~~

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**Department of Education  
Central University of Punjab, Bathinda  
Minutes of AAC Meeting held on 07-08-2018**

A Meeting of Academic and Administrative Committee (AAC) of Department of Education was held on 07-08-2018 in the office of HOD at 3.00pm. The following members were present in the meeting:

1. Prof. S.K.Bawa, Chairperson
2. Dr. Shamshir Singh Dhillon
3. Dr. Sesadeba Pany
4. Dr. Rajesh Kumar
5. Dr. Shiva Shukla
6. Dr. Aneet Kumar
7. Dr. Biswajit Behera, Secretary

The following suggestions were made:

**Agenda 1: Confirmation of Minutes of the last meeting**

The minutes of meeting were confirmed and following activities were suggested.

- Compiled Abstract of MEd Dissertations will be submitted for approval to upload on the website
- The list of books will be verified subject wise by the faculty on or before 13-08-2018 and be finalized for purchase.
- Dr. S.Pany will prepare proposal for ICSSR funded National Workshop on or before 10<sup>th</sup> September 2018
- Dr. S.S.Dhillon will prepare proposal for ICSSR funded National Seminar/Conference on or before 15th September 2018
- The titles for dissertations of MA/MEd will be finalized on or before 17-08-2018

**Agenda 2: Conduct of Academic Forum Seminar-2018-19**

- Academic Forum Seminar will be conducted from even semester – 2018-19

**Agenda 3: MEd-III Internship Evaluation**

- The evaluation of Internship of MEd-III students will be held on 13-08-2018 through individual presentation cum Viva-Voce.

**Agenda 4: Compilation of Abstracts of Dissertations of MA/MEd-2018**

- The compilation of Abstracts of Dissertations of MA/MEd-2018 will be jointly prepared by Dr. Biswajit Behera and Dr. Sesadeba Pany. This will be completed on or before 07-09-2018.

**Agenda 5: Purchase of toner for office and printer & UPS for Faculty Dr. Behera**

- It was suggested to purchase toner with the approval of the authority. Printer and UPS of the computer for the Faculty member may be purchased from the research grant of the project of the faculty.

**Agenda 6: Ph.D Time Table**

- Dr. Shamshir S. Dhillon. will prepare the same for the Academic Session 2018-19
- The distribution of course for teaching was made as per the table given below

Course Title	Faculty
Research Process in Education	Prof. Bawa and Dr. Pany
Computer and Digital Technology	Dr. Dhillon and Dr. Shukla
Research competencies	Dr. Jubilee and Dr. Behera
Thematic Paper	Dr. Jubilee
Extension Project	Prof. Bawa, Dr. Rajesh, Dr. Shukla and Dr. Aneet Kumar

**Agenda 7: Purchase of Crockery items**

- Dr. Rajesh Kumar will prepare the list of items with budget. After approval these will be purchased.

Prof. S.R. Bawa

Dr. Shamshir Singh Dhillon

Dr. Sesadeba pany

Dr. Rajesh Kumar

Dr. Shiva Shukla

Dr. Aneet Kumar

Dr. Biswajit Behera

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**Department of Education  
Central University of Punjab, Bathinda  
Minutes of AAC Meeting held on 12-09-2018**

A Meeting of Academic and Administrative Committee (AAC) of Department of Education was held on 12-09-2018 in the office of HOD at 3.00 pm. The following Members were present in the meeting:

1. Prof. S.K.Bawa, Chairperson
2. Dr. Shamshir Singh Dhillon
3. Dr. Sesadeba Pany
4. Dr. Rajesh Kumar
5. Dr. Shiva Shukla
6. Dr. Aneet Kumar
7. Dr. Sushil Kumar Singh
8. Ms. Harpreet Kaur
9. Dr. Biswajit Behera, Secretary

The following suggestions were made:

**Agenda 1: Confirmation of minutes of the last meeting**

- The Minutes of meeting were confirmed and the following activities were suggested.
- Time was extended till to 30-09-2018 to prepare proposal for ICSSR funded workshop/Seminar by Dr. Pany and Dr. Dhillon & Dr. Jubilee respectively

**Agenda 2: Information to MHRD on Academic activities of the Faculty**

- Prof Bawa informed to the house about the requirement of above information by MHRD. It was decided to send the information as per the given format by each Faculty. Each course coordinator will submit the same on or before 30-09-2018

**Agenda 3: Conduct of Re-MST-I for absentees**

- Absentees will be allowed to appear the examination. The respective course coordinators will conduct the retest on notified date and time

**Agenda 4: Uploading of Abstract of Dissertations of 2017/18 on University Web Site**

- Dr. Pany will submit compiled work of Abstract of MA Dissertation-2018 on or before 30-09-2018. A committee constituting Prof. S K Bawa, Dr. S Pany and Dr. B Behera will review the compiled Abstract of Dissertations of MEd and MA of 2017/18 before 10-10-2018 and then this will be placed for approval to upload on the web site.



**Agenda 5: Requirement of Stationary**

- Requisition for purchase of stationeries will be given to the store section

**Agenda 6: Procuring On line Journals of Sage Publications**

- The list of on line Journals of Sage Publications will be submitted before 14-09-2018.

**Agenda 7: Finalization of Titles of Dissertations of MA/MEd of 2018-19**

- The titles of Dissertations of MA/MEd of 2018-19 will be finalized before 24-09-2018.

**Agenda 8: Faculty Exchange Programme**

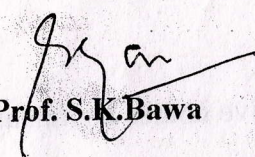
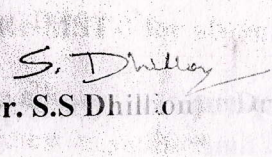
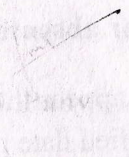
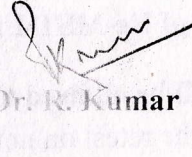
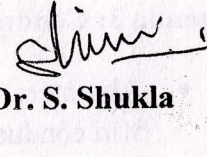
- The programme will comprise of Communication Skill course. This will be of 3-months duration. Faculty from Bangkok will attend this programme from 30<sup>th</sup> October to 27<sup>th</sup> December. Dr. Rajesh Kumar will prepare the course module and Academic Schedule will be prepared by Dr. Shiva Shukla.

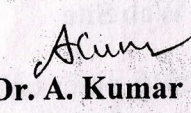
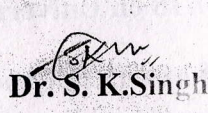
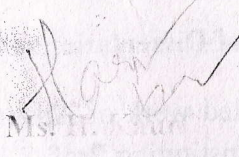
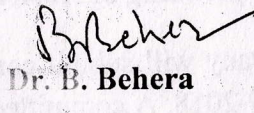
**Agenda 9: MOU with Central University of Jammu**

- The department of Education of CUJ has signed MOU with our department. Further, Dr. S Pany and Dr. S S Dhillon will extend communication to sign MOU with Department of Education of Mizoram Central University and Haryana Central University respectively.

**Agenda 10: Exploring Time Schedule of Educational Communication**

- Ms. Harpreet Kaur will prepare the list of programmes of EMRC, CEC of UGC, VYAS Channel of Higher education, IGNOU and CIET-NCERT. She will collect the schedule of these programme and place in the time table of the department with the supervision of HOD on or before 24-09-2018.

 Prof. S.K. Bawa       Dr. S.S Dhillon       Dr. S. Pany       Dr. R. Kumar       Dr. S. Shukla

 Dr. A. Kumar       Dr. S. K. Singh       Ms. H. Kaur       Dr. B. Behera

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Department of Education

Central University of Punjab, Bathinda

Minutes of AAC Meeting held on 02-11-2018

A Meeting of Academic and Administrative Committee (AAC) of Department of Education was held on 02-11-2018 in the office of HOD at 3.00 pm. The following Members were present in the meeting.

1. Prof. S.K. Bawa, Chairperson

2. Dr. Shamshir Singh Dhillon

3. Dr. Jubilee P

4. Dr. Sesadeba Pany

5. Dr. Rajesh Kumar

6. Dr. Shiva Shukla

7. Dr. Anet Kumar

8. Dr. Sushil Kumar Singh

9. Ms. Harpreet Kaur

10. Dr. Biswajit Behera, Secretary

The following suggestions were made:

Agenda 1: Confirmation of minutes of the last meeting

- The Minutes of last meeting were confirmed

Agenda 2: Feedback on curriculum

- It was decided to collect feedback from different stakeholders as per the given format by each Faculty on or before 26-11-2018.

1. Dr. S.S Dhillon-Parents

2. Dr. Jubilee-Alumni

3. Dr. Pany-Teachers

4. Dr. Rajesh-Stakeholders

5. Dr. S. Shukla-Students

- The same will be analysed by Dr. Behera and be completed by 01-12-2018

Agenda 3: Work Load of Even Semester

Dr. Dhillon was requested to prepare the work load of even semester and submit to HOD on or before 13-11-2018

**Agenda 4: Schedule of CDC Meeting, BOS and School Board**

- It was decided that CDC will be scheduled from 06-12-2018 to 13-12-2018. So, Dr. Dhillion, in-charge of CDC was requested to prepare the schedule of this meeting as per the paper of curriculum on or before 06-12-2018.
- Dr. Pany being the convener, was requested for schedule of BOS meeting

**Agenda 5: Service Learning**

- Dr. Rajesh was given the responsibility of service learning for the second semester session

**Agenda 6: Observation of National Education Day**

- Requested Dr. Jubilee, Dr. Shiva and Ms. Harpreet to organize the event on 11-11-2018 as per the instruction given by MHRD

**Agenda 7: Internship of MED students**

- Dr. Behera was requested to coordinate the internship programme to be held in Teacher Education Institutions from 16-01-2019 to 12-02-2019

**Agenda 7: Faculty Requirement**

- Due to Work load of Internship and Service learning along with theory classes of both courses the requirement of additional staff was felt needed. The request for faculty will be sent to authority along with justification of need.

Prof. S.K. Bawa 6/11/18  
Dr. S.S. Dhillion (on leave)  
Dr. Jubilee  
Dr. S. Pany  
Dr. R. Kumar  
Dr. S. Shukla  
Dr. A. Kumar  
Dr. S. K. Singh  
Ms. H. Kaur  
Dr. B. Behera

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**Department of Education  
Central University of Punjab, Bathinda  
Minutes of AAC Meeting held on 15-11-2018**

A Meeting of Academic and Administrative Committee (AAC) of the Department of Education was held on 15-11-2018 in the office of HOD at 2.00 pm. The following Members were present in the meeting.

1. Prof. S.K.Bawa, Chairperson
2. Dr. Shamsir Singh Dhillon
3. Dr. Jubilee P
4. Dr. Sesadeba Pany
5. Dr. Rajesh Kumar
6. Dr. Shiva Shukla
7. Dr. Aneet Kumar
8. Dr. Sushil Kumar Singh
9. Ms. Harpreet Kaur
10. Dr. Biswajit Behera, Secretary

The following suggestions were made:

**Agenda 1: Placement Committee**

- The following two students were selected as representatives for placement committee
  1. Karula Sharma, MEd Second Year
  2. Zamurad Ali, MEd First Year
- It was recommended to seek information about placement of candidates and pursuing of higher studies from Alumni.

**Agenda 2: Feedback**

The committee was recommended to collect feedback from different stakeholders as per the given format on or before 26-11-2018. The format was given to all faculty members for getting feedback.

1. Dr. S.S Dhillon-Parents
2. Dr. Jubilee-Alumni
3. Dr. Pany-Teachers
4. Dr. Rajesh-Stakeholders
5. Dr. S. Shukla-Students

**Agenda 3: Tutorial Classes by Ph. D. Scholars**


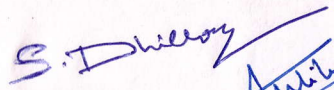
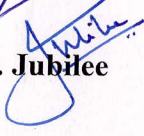

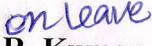
It was experienced from the previous tutorial classes that Ph.D. scholars were not able to handle the classes. So it was decided to give them training as teaching assistant.

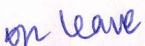
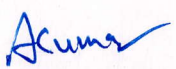

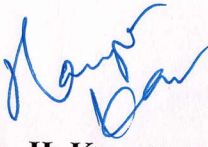
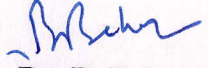
**Agenda 4: Work load**

Dr. Dhillon was asked to prepare the work load of even semester and submit to HOD immediately


Agenda 5: Finalization of titles of dissertations and projects of MEd and MA students

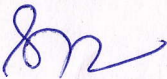
The detail is attached at Annexure - I

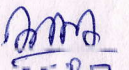
  
 Prof. S.K. Bawa
   
 Dr. S.S Dhillon
   
 Dr. Jubilee
   
 Dr. S. Pany
   
 Dr. R. Kumar

  
 Dr. S. Shukla
   
 Dr. A. Kumar
   
 Dr. S. K. Singh
   
 Ms. H. Kaur
   
 Dr. B. Behera

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AAC minutes are received and seen  
  
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**Department of Education  
Central University of Punjab, Bathinda  
Minutes of AAC Meeting held on 06-12-2018**

A Meeting of Academic and Administrative Committee (AAC) of Department of Education were held on **06-12-2018** in the office of HOD at 10.00 AM. The following Members were present in the meeting.

1. Prof. S.K.Bawa, Chairperson
2. Dr. Shamshir Singh Dhillon
3. Dr. Jubilee P.
4. Dr. Sesadeba Pany
5. Dr. Aneet Kumar
6. Dr. Sushil Kumar Singh
7. Dr. Biswajit Behera, Secretary

The following suggestions were made:

**Agenda 1: Confirmation of Minutes of last meeting**

- The minutes of the last meeting were confirmed

**Agenda 2: organization of Field Internship of MEd students during 16 th January to 12<sup>th</sup> February 2018**

- Following three institutions were confirmed for internship
  1. Guru Kashi University, Bathinda
  2. Punjabi University Regional Centre, Bathinda
  3. SSD College of Education, Bathinda
- Activities to be conducted by the interns are
  - ❖ Focus Group Discussion
  - ❖ Team Teaching
  - ❖ Seminar In Dialogue Mode
  - ❖ Panel Discussion
  - ❖ Teaching of 8 Lessons
- The distribution of students into three internship centers will be done randomly
- The distribution of supervisors will be planned according to activity and the internship institutions
- All the Faculty of Department of Education and Consultants of PMMMNMTT will supervise the interns as per the planned schedule

**Agenda 3: Follow up of CDC meeting 2018**

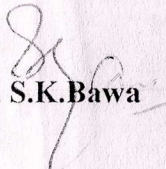
Dr. Dhillon, being the in charge was requested to prepare the minutes of CDC 2018 and submit the same to HOD.

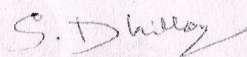
**Agenda 4: Progress of the PMMMNMTT project**

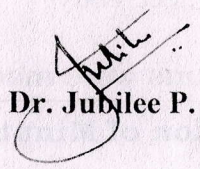
- The progress of the project was discussed by Prof. Bawa

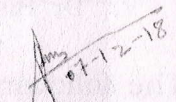
**Agenda 5: Virtual Session on 12-12-2018**

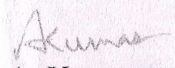
It was informed by Prof. Bawa that virtual Interactive session/teaching of KMUTT Faculty and Research Scholars with our Research Scholars and Staff will be held on 12-12-2018 at 9.30am. All were requested to participate on this event.

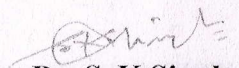
  
 Prof. S.K. Bawa

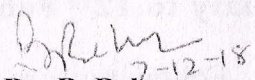
  
 Dr. S.S Dhillon

  
 Dr. Jubilee P.

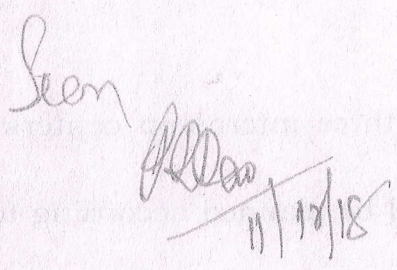
  
 Dr. S. Pany

  
 Dr. A. Kumar

  
 Dr. S. K. Singh

  
 Dr. B. Behera

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 - Dr Biswajit  
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