

Centre for Geography and Geology Central University of Punjab, Bathinda

Subject: Minutes of the 5th Academic & Administration Committee (AAC) meeting held on 06th January, 2016

Various issues of the centre (listed below) were discussed in the AAC meeting with the attendees: Dr. Kiran K. Singh, Dr. Jitendra Kumar Pattanaik and Dr. L. T. Sasang Guite.

- 1. Progress after the last AAC meeting:** Approval of lab equipments for teaching, research laboratory and infrastructural facility was obtained from competent authority for running the Geology program.
- 2. Modification of the Time Table:** Time table for the current semester was modified suitably and same will be submitted for the approval.
- 3. To take a stock of allotted budget of the Centre, to initiate the remaining purchase and purchase related issues:** It has been decided that one DGPS, four stereoscopes, satellite images and aerial photographs will be procured from the "Equipment", "Small equipment", "Research and Teaching grant" budget head of the centre. Multi license (4 users) antivirus and printer cartridge may be purchased from the "running, repair and maintenance of equipment etc." and "office and general expenses" budget head of the centre after discussing with the computer centre and store.
- 4. Preparation for NAAC visit:** It has been decided that all the faculty member will assist Dr. Kiran K. Singh to prepare presentation for the NAAC visit.
- 5. Immediate requirements for the class room and laboratory:** Dr. Kiran K Singh and Dr. Milan Kumar Sharma will prepare the list of the immediate requirements for the class room and laboratory.
- 6. Arranging one day training program on Auto Cad:** It has been decided that a training program on GPS for data collection, data transfer to computer for Auto cad and other software will be arranged. All MA/MSc and PhD students of the centre will participate in the training program.
- 7. Allotment of supervisor to Ph.D. Students:** Dr. Kiran K. Singh (OIC) will initiate the file for supervisor allotment.
- 8. Meeting with the student:** A meeting with the student will be organized to discuss arrangement of lab, their seating place, and distribution of responsibility to maintain lab.
- 9. Lab rules:** rules for various labs will be prepared.

Kiran K. Singh
28/1/16
Dr. Kiran K. Singh
AP & OIC

Jitendra K. Pattanaik
28/1/16
Dr. Jitendra K. Pattanaik
AP

L. T. Sasang Guite
28/1/16
Dr. L. T. Sasang Guite
AP

(On Leave)
Dr. K. Milan Sharma
AP

Dean of School
28/1/16
Dean of School

DAA

Prameela
28/1/16

TO: VC for information

seen

TO COC / OIC Centre for Geography / Geology

कुलपति कार्यालय / VCO
रज./सं. 982/1
दिनांक/Dt. 29/1/16

DAA-796
28/1/16
P2-KICS/A

Centre for Geography and Geology
Central University of Punjab, Bathinda

Subject: Minutes of the 6th Academic & Administration Committee (AAC) meeting held on 02nd February, 2016

Various issues of the centre (listed below) were discussed in the AAC meeting with the attendees: Dr. Kiran K. Singh, Dr. Jitendra Kumar Pattanaik, Dr. L. T. Sasang Guite and Dr. K. Milankumar Sharma

1. **Progress after the last AAC meeting:** Indent forms were submitted for various equipments. One day training program was organized on GPS for data collection and data transfer for AUTO cad and other software.
2. **MST I Exam for Semester II:** We discussed that the dates of MST I exam is coinciding with the workshop duration. Therefore a request letter will be submitted to controller of examination to start MST I exam from 8th February for our centre.
3. **Invigilation duty:** As the MST examinations are conducted by the individual centre, we decided that an invigilation duty list will be prepared for our centre and same may be forwarded to Dean of school, DAA and COE.
4. **Organizing one day acquaintance programme of Inter University Accelerator Centre, New Delhi:** Dr. Jitendra K. Pattanaik is interested to organize one day acquaintance programme of IUAC, New Delhi at our university. We discussed about this programme. We decided that this programme will be very helpful for students of our centre as well as other centre. Faculty members from Centre for Physical Science will be part of the organizing committee and this programme will be helpful for their students.
5. **Electric fittings in the Lab:** After partition in the lab additional illumination and power points are required. Dr. Kiran K. Singh agreed to move the file requesting electric fittings and lights in the lab.
6. **Special Lecture:** As per the approval from the competent authority regarding of conducting special lecture discussed in the 3rd CDC meeting the necessary actions may be carried out by the concerned faculty.

Kiran K. Singh
2/2/16
Dr. Kiran K. Singh
AP & OIC

Jitendra K. Pattanaik
2/2/16
Dr. Jitendra K. Pattanaik
AP

L. T. Sasang Guite
2/2/16
Dr. L. T. Sasang Guite
AP

K. Milankumar Sharma
2/2/16
Dr. K. Milan Sharma
AP

Dean of School
2/2/16
Dean of School

DAA

Dr. Kiran K. Singh
16/2/16

M. K. K. Singh

ORA 18
12-50
12-16

Centre for Geography and Geology
Central University of Punjab, Bathinda

Subject: Minutes of the 7th Academic & Administration Committee (AAC) meeting held on 09th March, 2016

Various issues of the centre (listed below) were discussed in the AAC meeting with the attendees: Dr. Kiran K. Singh, Dr. Jitendra Kumar Pattanaik, Dr. L. T. Sasang Guite and Dr. K. Milankumar Sharma.

1. **Class room Requirement:** As our student strength will double in the next academic session two parallel classes (1st and 2nd year) will be running simultaneously for M.A./M.Sc. Geography and M.Sc. Earth and Geological Sciences. In addition to that Pre-Ph.D. courses will also be running in the coming semester. Currently we are managing all the lab and theory classes for both the programme with one class room and one lab. Hence we need to have another two class room in addition to present one.
2. **Lab Space Requirement:** We also need additional lab space (300 sq. feet) for running lab classes and for the research work. For running geochemistry lab and research (150 sq. feet) we need a separate space where we can install one or two fume hood for teaching and research work. It was decided that OIC will move a request letter for additional class room and lab space.
3. **Increasing Field Trip Budget allotment to the Centre:** Field work is an indivisible part of M.A. and M.Sc. program run by our centre. M.A. /M.Sc. Geography students need to go for the field survey as well as field work for fulfillment of their various theory and lab courses. For M.Sc. Earth and Geological Sciences students two field works (2nd semester and 4th Semester) are two different credit courses and part of their syllabus. Hence we required more allotment of grant under this head. In the current budget head it is around Rs. 50,000/-. We decided that centre will propose for Rs. 2 lacs under this head as next academic year total number of student will increase and two different batches will be present in the centre.
4. **Lab Rule:** It was decided that Dr. L. T. S. Guite will prepare lab guide/rule for GIS & Remote Sensing lab and Dr. Milan Kumar Sharma will prepare for the geology lab. All will contribute to prepare this guide/rule.
5. **Purchase of DGPS:** As the price of DGPS with better configuration make is higher than the initially proposed instrument, hence we decided to procure in the next financial year and approval will be taken for purchase. Budget booked for the DGPS may be utilized for some other procurement in the current financial year.
6. Unutilized budget may be processed for purchase of various items required for the centre.
7. **Air condition and other electric fittings in the Lab:** The false ceiling and partition of the lab have been completed. In the summer it will be difficult to work inside the lab without A/C as the ventilation is blocked. We decided that request letter may be moved for installation of 5 A/C (or required number as per the room volume) inside the lab. Electric fittings and fan installation is not completed so, engineering section may be informed for the completion of the work.

K. Kiran K. Singh
9/3/16
Dr. Kiran K. Singh
AP & OIC

Jitendra K. Pattanaik
9/3/16
Dr. Jitendra K. Pattanaik
AP (Convener of AAC)

L. T. Sasang Guite
9/3/16
Dr. L. T. Sasang Guite
AP

K. Milankumar Sharma
9/3/16
Dr. K. Milan Sharma
AP

M. Sharma
11/3/16
Dean of School

DAA

Dr. Kiran K. Singh
12/3/16
19
2/24/16
11.3.16
K. K. 87974

Centre for Geography and Geology
Central University of Punjab, Bathinda

Subject: Minutes of the 8th Academic & Administration Committee (AAC) meeting held on 06th April, 2016

Various issues of the centre (listed below) were discussed in the AAC meeting with the attendees: Dr. Kiran K. Singh, Dr. Jitendra Kumar Pattanaik and Dr. K. Milankumar Sharma.

1. **Preparation for NAAC visit:** It was decided that documentation for all files as per the instruction needs to be completed prior to the internal visit of the authority. For arranging centre related files and documents additional almirah/ bookshelf needs to be issued from the store. As per the prepared duty listed all the faculty member and research scholar should complete their assigned job urgently. Mentor list and new poster for the lab needs to be prepared. Dr. K. Milankumar Sharma agreed to process and to get approval for purchase of various items required for the lab and office.
2. **Duty list for invigilation of MST II:** Dr. Kiran K. Singh agreed to prepare the invigilation roaster for conducting MST II exam of our centre.
3. **Requirement of Centre budget for this finance year:** Major and minor equipment lists needs to be prepared for this financial year. We decided that this discussion we will continue in the next AAC meeting as one of the member was absent.
4. **Discussion for attending refresher and orientation course during semester break:** We decided that mutually we have to plan for attending the refresher and orientation program. All faculty members will try to plan their program without impeding the centre activity.

K. Singh
6/4/16
Dr. Kiran K. Singh
AP & OIC

J. Pattanaik
6/4/16
Dr. Jitendra K. Pattanaik
AP (Convener of AAC)

(On Leave)
Dr. L. T. Sasang Guite
AP

K. Milankumar Sharma
6/4/16
Dr. K. Milan Sharma
AP

Vice
6/4/2016
Dean of School

DAA

P. Ram Rao
26/4/2016

Centre for Geography and Geology

Central University of Punjab, Bathinda

Subject: Minutes of the 9th Academic & Administration Committee (AAC) meeting held on 11th May, 2016

Various issues of the centre (listed below) were discussed in the AAC meeting with the attendees: Dr. Kiran K. Singh, Dr. Jitendra Kumar Pattanaik and Dr. K. Milankumar Sharma.

1. **Requirement of one additional classroom:** At present the centre has one classroom with 20 sitting capacity. One additional classroom will be required from the academic session 2016-17.
2. **Requirement of Guest Faculty for Geology and Geography:** Two M.Sc./M.A. programmes are running in the Centre with two faculty members each for Geography and Geology. In the coming academic session 2nd batch of the student will join the centre in these programs. Average workload of the faculty member will be of 24 teaching hours (excluding tutorial). It will be requested to competent authority to appoint two guest faculty in the Centre in both the subjects (one each).
3. **Establishment of lab for Biostratigraphy and Sedimentology lab:** For running biostratigraphy and sedimentology teaching and research work the existing lab space will not be sufficient. Therefore Dr. K. Milankumar Sharma is interested to establish the Biostratigraphy and Sedimentology lab and he will be the in charge of that lab.
4. **Purchase of various lab equipments:**
 - i) As per the list of equipment approved by the competent authority from additional budget to the Centre following equipments are pending for the procurement. It was decided that the Dr. Jitendra K. Pattanaik and Dr. K. Milankumar Sharma will pursue the pending purchases procedure and to initiate the new purchase.

Name of the equipments/consumables/labwares: a) Pulverizer (Disc Mill, Tungsten carbide and Agate), b) Platform for chipping, c) Acid Digestion Chamber, d) Air blast and Pneumatic tools, e) Molding and Casting preparation materials, f) Metal free vertical Laminar flow Fume hoods, g) PFA/PTFE lab wares, g) Glass and plastic lab wares, h) Quartz wares i) Pipettes, Chromatography column resin, j) Chemicals and Reagents, k) Elemental standards and spike.

 - ii) Purchase procedure for sophisticated instruments (from additional budget, listed in the priority II) may be initiated soon. *
 - iii) Purchase procedure for earlier approved (from centre budget) field gears such as handheld GPS and field camera may be initiated soon. ?

* some are Univ. level purchases like XRD which goes to CIL and over all needs of the diff centres needs to be take

Dr. Kiran K. Singh *KKS* 11/5/16 AP & OIC
 Dr. Jitendra K. Pattanaik *JKP* 11/5/16 AP (Convener of AAC)
 Dr. L. T. S. Guite *LTS* 11/5/16 AP
 Dr. K. Milankumar Sharma *KMS* 11/5/16 AP

VIP
Dean of School 11/5/16

Seen
DAA

AP Amar Rao
17/5/16

0652
19/5/16
18/5/16

DAA office

Copy of this be sent to Hble VC for information / advice.

Amar Rao 17/5/16

Seen
18/5/16

DAM
3572
17.5.16
19.5.16

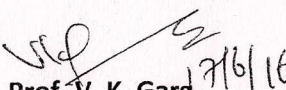
in the air. GC through Dean of the School.

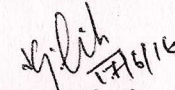
Centre for Geography and Geology
Central University of Punjab, Bathinda

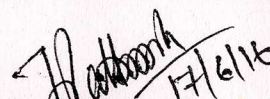
Subject: Minutes of the 10th Academic & Administration Committee (AAC) meeting held on 17th June, 2016

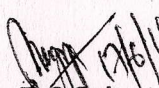
Various issues of the centre (listed below) were discussed in the AAC meeting with the attendees: Prof. V. K. Garg, Dr. Kiran K. Singh, Dr. Jitendra Kumar Pattanaik, Dr. L. T. S. Guite and Dr. K. Milankumar Sharma.

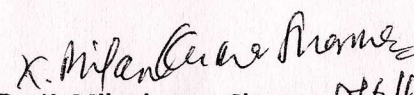
1. **Modification in composition of BOS of the Centre:** The Dean of the School has changed so a separate letter will be moved by the OIC for inclusion of name of new Dean, Prof. V. K. Garg as BOS chairman. The letter will also address the correction in affiliation of one of the experts, inclusion of new student members in place of pass out students. As per the rule BOS will be reconstituted during 2017-18 academic year.
2. **Finalizing the dates of BOS meeting:** It was decided that all the experts and members will be contacted soon for finalizing a suitable date for conducting BOS meeting. As the semester will start in the 1st week of August, BOS meeting needs to be conducted soon. For BOS meeting finalizing agenda, required modification in the syllabus and sending circular to all BOS members' needs to be carried out quickly.
3. **Request for recruitment of guest/contractual faculty for the centre:** Dean of school suggested that centre should prepare its requirement on the basis of specialization and needs to discuss this issue with DAA for further necessary action.
4. **Request for inclusion of field work budget in the allotted centre grant:** Both geology and geography program have field work component as a course in their syllabus and it is an indispensable module of the program. Hence, committee decided that a request letter with justification may be moved to the competent authority for sanction of additional budget to the centre under a separate budget head as field work.
5. **Planning for utilization of allotted centre budget:** Following items were planned to procure from the centre budget. a) Stereoscope (15 nos.), b) Aerial photographs and satellite imageries (15 sets each), c) Water filtration assembly with vacuum pump (2 nos.), d) Sieve sets, e) pH-EC-TDS-salinity-temp pocket meter, f) hot air oven (~100 liter) g) Handheld GPS, h) Field camera, i) Desiccator, j) Chemicals and reagents, k) pH-EC-salinity standard, l) Thermometer, m) table top pH-EC-TDS-salinity-DO meter, n) Glass and plastic lab wares, o) Fossil hand specimens, p) UPS for desktop computers of Lab (12 nos.).
6. **Preparation of time table for forthcoming semester:** It was decided that the time table for forthcoming semester needs to be finalized soon.
7. **Any other issue with permission from chairperson:** Dean of school suggested that centre should expedite the purchase process, so that the purchase procedure will complete within this financial year.


Prof. V. K. Garg
Dean of School
(Chairperson AAC)

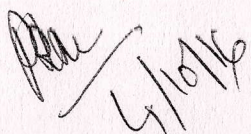

Dr. Kiran K. Singh
Asst. Prof. & OIC


Dr. Jitendra K. Pattanaik
Asst. Prof. (Convener of AAC)


Dr. L. T. S. Guite
Asst. Prof.


Dr. K. Milankumar Sharma
Asst. Prof.

DAA


4/10/16

Centre for Geography and Geology
Central University of Punjab, Bathinda

Subject: Minutes of the 11th Academic & Administration Committee (AAC) meeting held on

12th August, 2016

Various issues of the centre (listed below) were discussed in the AAC meeting with the attendees: Prof. V. K. Garg, Dr. Kiran K. Singh, Dr. Jitendra Kumar Pattanaik, Dr. L. T. S. Guite and Dr. K. Milankumar Sharma.

1. **Recruitment of Guest/contractual faculty and guest lecture:** It was decided that for appointment of guest/contractual faculty for Geography and geology separately, request letter may be submitted to the competent authority. The remuneration may be given from the salary head of the Centre budget. Besides this eminent professor/scientist/retired professors may be invited for the guest lecture for 4-5 days at a stretch during different period of the semester. The expenditure towards arranging the guest lecture may be incurred from workshop/training/lecture budget head of the Centre. *
2. **Purchase of cartridge for printer from centre budget:** It was decided that two cartridges will be purchased from the centre budget.
3. **Purchase of LCD projector and Screen:** It was decided that only two screens will be purchased from the centre budget or if it is available with the store then it may be issued to the centre.
4. **Requirement of revolving stool for teaching laboratory:** All the members agreed that 30 revolving stool is required for the lab. OIC of the centre will move a request letter for issuing 30 revolving ~~chair~~ ^{stool} from the store. If it is not available with the store then purchase procedure may be initiated with consulting Store.
5. **Lamination of the toposheets:** During lab classes toposheets are being used regularly. Hence it is essential to laminate these topo sheets. It was decided that all the topo sheets may be laminated from the centre budget.

Prof. V. K. Garg

Dean of School
(Chairperson AAC)

Dr. Kiran K. Singh

Asst. Prof. & OIC

Dr. L. T. S. Guite
Asst. Prof.

Dr. Jitendra K. Pattanaik

Asst. Prof. (Convener of AAC)

Dr. K. Milankumar Sharma
Asst. Prof.

DAA

(*) Detailed proposal submitted

Rana
23/8/16

DAA
5911
22.8.16
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Centre for Geography and Geology
Central University of Punjab, Bathinda

Subject: Minutes of the 12th Academic & Administration Committee (AAC) meeting held on 19th September, 2016

AAC meeting of the Centre for Geography and Geology was conducted on 19.09.2016 at 12 pm in the office of Dean of the School with the attendees: Prof. V. K. Garg, Dr. Kiran K. Singh, Dr. L. T. S. Guite and Dr. K. Milankumar Sharma. The followings were discussed during the meeting:

1. **Organization of one day workshop on the occasion of the International Day for Natural Disaster Reduction:** The Centre offers the courses on Disaster related themes at master level programmes. The International Day for Natural Disaster Reduction is celebrated on October 13th but in anticipation of less number of students due to holidays it was decided that the day may be celebrated on 18th October, 2016. Permission will be taken from the competent authority for organizing the workshop and all the faculty members of the centre and Dean of the School will act as members of the organizing committee.
2. **Organization of field trip for third semester students of M.A./M.Sc. geography programmes:** M.A./M.Sc. geography programmes have a compulsory course on Field visit (Max. ten days) and report writing (GEO.604) in third semester. The centre is planning to conduct the educational field trip after End semester Examination-2016. A detailed plan of and budget for the field trip will be prepared and submitted by the course coordinator Dr. Kiran K Singh and permission will be obtained from the competent authority.
3. **Organization of Seminar during semester break in year 2017:** The centre is planning to organize a seminar in the month of June-July, 2017. Dr. LT Sasang Guite will prepare the detailed plan and obtain the approval. He will also apply for the financial assistance from various funding agencies. All the faculty members of the centre and Dean of the School will act as member of the organizing committee.
4. **Organization of one week workshop during semester break in year 2017:** The centre is planning to organize one week workshop on '*Statistical Techniques in Geospatial Studies*' (tentative title) in the month of June-July, 2017. Dr. Kiran K Singh will prepare the detailed plan and obtain the approval. She will also apply for the financial assistance from various

V.K.G. 19/9/2016
L.T.S. Guite 19/9/16

K. Milankumar Sharma 19/9/16

Centre for Geography and Geology
Central University of Punjab, Bathinda

funding agencies. All the faculty members of the centre and Dean of the School will act as member of the organizing committee.

- The committee also discussed few purchase related matters and inconveniences being faced by the faculty and students of the centre. The centre discusses to expedite the purchase of lab equipments, computers and remote sensing softwares with the permission from the competent authority.
- Reprocessing of purchase files of financial year 2015-16 (related to purchase of equipment).** Dr. K. Milankumar Sharma will reprocess new purchase file for polarizing and stereozoom microscopes.

VK
19/9/2016
Prof. V. K. Garg, Dean of School
(Chairperson AAC)

KKS
19/9/16
Dr. Kiran K. Singh
Asst. Prof. & OIC

out leave
Dr. Jitendra K. Pattanaik
Asst. Prof. (Convener of AAC)

LSG
19/9/16
Dr. L. T. S. Guite
Asst. Prof.

KMS
19/9/16
Dr. K. Milankumar Sharma
Asst. Prof.

DAA

Amela
20/9/2016

DAA
663
20.9.16
34

**Centre for Geography and Geology
Central University of Punjab, Bathinda**

**Subject: Minutes of the 13th Academic & Administration Committee (AAC) meeting held on
27th September, 2016**

Various issues of the centre (listed below) were discussed in the AAC meeting with the attendees: Prof. V. K. Garg, Dr. Kiran K. Singh, Dr. Jitendra Kumar Pattanaik, Dr. L. T. S. Guite and Dr. K. Milankumar Sharma.

1. Verification of PhD coursework of Mr. Prem Chand Kisku as per the directive of equivalency committee:

As per the directive of equivalency committee PhD coursework of Mr. Prem Chand Kisku, CSIR- SRF, was verified and compared with the PhD Course structure and syllabus of PhD Geology program of Centre for Geography and Geology, CUPB.

Observations are as follows.

a. Course wise comparison:

Sl. No.	PhD Course Structure at CUPB			PhD Coursework Undertaken at IISER Kolkata			Remarks	
	Course Code	Course Name	Credits	Course Code	Course Name	Credits		
1	EGS.701	Research Methodology	04	ES5103	PhD Research Methodology	03	Fulfilled	
2	EGS.704	Remote Sensing and GIS	04	ES5102	GIS and Remote Sensing	03	Fulfilled	
3	EGS.713	Project work, Laboratory Components, report writing and presentation	04	ES3106	IPhD Laboratory Rotation	03	Fulfilled	
4	EGS.702	Computer Application and Statistical Techniques	04		-		Deficient	
5	EGS.703	Analytical Techniques in Geology	04		-		Deficient	
6	EGS.705 to EGS.712	Any one Elective course on any specialized subject	04		-		Deficient	
Total Credit			24				09	

Syllabus for above courses are enclosed for reference.

b. Mr. Prem Chand Kisku was registered for PhD at IISER Kolkata in the year of 2013. As per the UGC guidelines (2009) for PhD Degree prevalent that time, he has undertaken 9 credits of PhD course work. As per the 2009 UGC guideline no credit limit was defined for PhD course work. Currently he is a CSIR-SRF and completed 6 semesters (4 Semesters under the supervision of Dr. Jitendra Kumar Pattanaik and 2 semesters with Dr. Tarun Dalai) of his research at

VICP
27/9/2016

[Signature]

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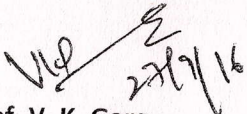
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Central University of Punjab, Bathinda**

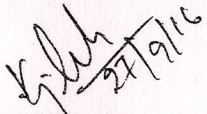
IISER Kolkata. Now he transferred his registration from IISER Kolkata to CUPB. The PhD course structure at CUPB was prepared based on the new UGC rule, where minimum credit for PhD course work is 08. However, he has completed 9 credits course.

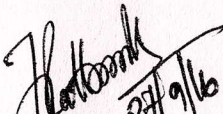
As Mr. Prem Chand Kisku, CSIR-SRF, completed his 3 year of PhD and fulfil the minimum credit for PhD course work as per the new UGC rule, he may be waved from the additional course work.

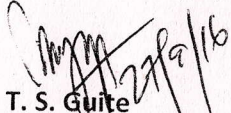
c. He has successfully completed 6 semester of Phd at IISER Kolkata (Letter from his supervisor is enclosed for reference). He may be admitted to the 7th semester at CUPB.

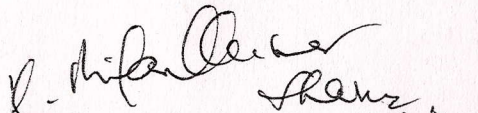
2. Purchase of Stereoscope, Arial photographs and satellite imageries: Due to insufficient quotation purchase of stereoscope was not completed. Hence, it was decided that new indent may be raised for purchase of Stereoscope (8 nos.) and 8 sets of Arial photographs and satellite imageries (each). These items are essential for following teaching course of geography and geology: GEO 629: Fundamental of Photogrammetry (Theory), GEO. 630: Fundamental of Photogrammetry (Lab), EGS.603: Remote Sensing and GIS in Geology (Theory), EGS 606: Lab. Now student strength in the 1st semester is increased (~15), so 8 nos of stereoscope will be required for conducting practical classes where two students can share one of the stereoscope.


Prof. V. K. Garg
Dean of School
(Chairperson AAC)

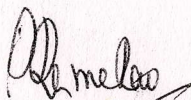

Dr. Kiran K. Singh
Asst. Prof. & OIC


Dr. Jitendra K. Pattanaik
Asst. Prof. (Convener of AAC)


Dr. L. T. S. Guite
Asst. Prof.


Dr. K. Milankumar Sharma
Asst. Prof.

DAA


4/10/2016

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**Centre for Geography and Geology
Central University of Punjab, Bathinda**

**Subject: Minutes of the 14th Academic & Administration Committee (AAC) meeting
held on 26th October, 2016**

Various issues of the centre (listed below) were discussed in the AAC meeting with the attendees: Prof. V. K. Garg, Dr. Kiran K. Singh, Dr. Jitendra Kumar Pattanaik, Dr. L. T. S. Guite and Dr. K. Milankumar Sharma.

1. Recruitment of contractual faculty for the centre: It was decided that for appointment of contractual faculty for geology, a request letter may be submitted to the competent authority. As two M.Sc./M.A. and two Phd programs are running in the center, the teaching load on each faculty members of the centre is high. Also keeping in the view of Dr. Jitendra Kumar Pattanaik's participation in the 36th Indian Scientific Expedition to Antarctica (ISEA) it is necessary to recruit a contractual faculty in the centre.

2. Curriculum Field Trip: For curriculum field work the students of MA/MSc Geography 3rd semester accompanied by two faculty members will visit Gujarat (Bhuj and adjoining areas) for maximum 10 days.

3. Purchase of books for the Library: It was decided that the amount of Rs. 1,42,046/- may be utilized from Books and Journal (Library) head of the Centre budget towards purchase of books. List of the books were submitted earlier to the library and quotation from different publishers were also received by the library.

4. Utilization of Centre Budget: Following points were discussed:

a) Each faculty members of the centre is allowed to purchase up to Rs. 1.25 lakhs from the Teaching and research head of the centre budget as per the university rule. Remaining Rs. 1 lakh may be utilized by the OIC as and when requirement arises for the centre.

b) Purchase of various items will be initiated by the faculty members as per the list given below:

Sl. No.	Item Details	Faculty Name	Budget Head
1	Cartridge (2nos)	Dr. J. K. Pattanaik	Running, Repair & maintenance of equipment
2	VGA Cable for LCD projector (2nos)	Dr. J. K. Pattanaik	
3	Lamination of Topo Sheet and Map	Dr. Kiran K. Singh	
4	Tracing paper roles and graph sheet (2nos. each)	Dr. Kiran K. Singh	Purchase of consumables, chemicals & glass wares/ testing
5	Chemicals and Reagents	Dr. K. Milankumar Sharma & Dr. J. K. Pattanaik	
6	Glassware and Plastic wares	Dr. L.T.S. Guite	Small Equipment + Teaching and Research grant
7	Stereoscope (8nos.)		
8	Field Camera		
9	GPS		
10	Work station	Dr. Kiran K. Singh	Small Equipment + Teaching and Research grant
11	Sieve shaker and sieve set	Dr. K. Milankumar Sharma	
12	Centrifuge Machine		
13	Magnetic stirrer		
14	Hotplate (2 nos)		
15	Vacuum pump/compressor		

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[Handwritten signatures]
K. Milankumar Sharma

**Centre for Geography and Geology
Central University of Punjab, Bathinda**

16	Hot air oven			
17	Field gears			
18	Hand drill machine (Motorized)			
19	Handheld cutter (Motorized)			
20	Clamping gear			
21	Motorized micro jack tools (Import)			
22	Reciprocating Shaker			Dr. J. K. Pattanaik & Dr. K. Milankumar Sharma
23	Stainless Steel Mortar (Heavy bottom)			
24	Agate mortar (2 nos)			
25	Pocket pH, EC, TDS, Salinity meter			
26	Table top pH, EC, TDS, Salinity, temp, DO, TOC/TIC meter			
27	Screen for projector (2 nos)			
28	Rock, mineral and fossil specimen, crystal model, thin and thick section, specimen tray	Dr. J. K. Pattanaik & Dr. K. Milankumar Sharma	Teaching and research grant	
30	Satellite imagery and aerial photograph	Dr. Kiran K. Singh		

5. Additional Grant for purchase of GIS software: As part of the curriculum of MA/MSc geography in the coming semester GIS practical needs to be conducted. So it is necessary to procure GIS software for smooth running of the Lab course. As the price of the software ~~is~~ cannot be accommodated in the allotted budget for the current financial year. It was decided that a request may be submitted to competent authority for sanctioning additional grant of Rs. 20 lakhs (approx.) for procurement of GIS software.

6. Nomination of faculty member for the PhD interview committee/board: A committee/board for conducting interview and checking of the documents of the candidates for Ph.D. programme has been constituted by the competent authority. The committee comprises of: 1. Dean of the School or his/ her nominee as Coordinator/ Chairman, 2. COC/OIC of the Centre and 3. Two senior faculty members of the Centre (In consultation with the COC and Dean of the School). It was decided that all the faculty members will be asked to attend the meeting.

V.K.G.
26/10/16
Prof. V. K. Garg
Dean of School
(Chairperson AAC)

K.S.
26/10/16
Dr. Kiran K. Singh
Asst. Prof. & OIC

K.P.
26/10/16
Dr. Jitendra K. Pattanaik
Asst. Prof. (Convener of AAC)

L.T.S.
26/10/16
Dr. L. T. S. Gulre
Asst. Prof.

M.S.
26/10/16
Dr. K. Milankumar Sharma
Asst. Prof.

DAA

for information received

P.S.
5/11/16

D.A.
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4-11-16

Ref no : CGG/16/261
Date : 21/12/2016

**Centre for Geography and Geology
Central University of Punjab, Bathinda**

Subject: Minutes of the Academic & Administration Committee (AAC) meeting held on 21st December, 2016

Various matters of the centre (listed below) were discussed in the AAC meeting with the attendees: Prof. V. K. Garg, Dr. Kiran K. Singh and Dr. K. Milankumar Sharma.

- 1. Curriculum Field Trip:** The file for curriculum field work for the students of MA/MSc Geography 3rd semester to Bhuj and adjoining area is closed because concession could not be obtained from Railway. It was decided in the meeting that a fresh approval will be taken from competent authority to conduct the field trip in Punjab or neighboring state. The trip will be conducted in first or second week of January 2017.
- 2. BOS meeting of the center:** It was discussed and decided that BOS meeting of the centre will be conducted in the month of January, 2017 and so the OIC may communicate all the expert members of the BOS regarding its meeting.
- 3. Purchase of computer tables (workstation):** It was discussed and decided that total 15 computer tables (workstation) are required urgently. Approval will be taken to purchase 15 computer tables from the centre budget (Small equipments). Dr. Kiran K Singh will initiate the process to purchase computer table.
- 4. Purchase of lab stools:** It was decided that total 30 lab stools are required for the lab. Approval will be taken to purchase 30 lab stools from the centre budget (Small equipments). Dr. Kiran K Singh will initiate the process to purchase lab stools.
- 5. Purchase of high end microscope:** It was discussed and decided that the files for high end trinocular stereo zoom and polarizing microscope are required to be reprocessed. Dr. K Milankumar Sharma will reprocess the file.
- 6. Timetable of the next semester (January 2017):** Dr. Kiran K Singh and Dr. K Milankumar Sharma will prepare the timetable of 2nd and 4th semester of Geography and Geology programmes and submit it before the beginning of semester.
- 7. Workshop** The centre is planning to conduct a **workshop –cum training programe on field techniques of Geological and Geomorphological mapping** during the last week February, 2017. The committee decided that a detailed proposal may be prepared and submitted for approval. Dr. K Milankumar Sharma will prepare the proposal and seek for approval.

on leave
Dr. P.K. Pattanain
Convener

on leave
Dr. LTS Girdle

K. Milankumar Sharma
Dr. K. Milankumar Sharma

D.A.A. for approval, please

[Signature]
Dr. Kiran K. Singh

VICP
21/12/16
Prof. V.K. Garg
(Chairperson)

[Signature]

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22/12/16