

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

**Subject: Minutes of the 16th Academic & Administration Committee (AAC) meeting held on
04th April, 2017**

Various matters 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 two contractual faculties for the centre: It was decided that for appointment of two contractual faculties for the centre, a request letter may be submitted to the competent authority. In the coming autumn semester total credited course for both Geography and Geology programs (Tabulated below) are too high to be taught by four faculty members. Similar credit load is in the spring semester. Hence it was decided that two contractual faculties, one each in Geography and Geology, may be appointed from coming semester onwards.

<u>Sl. No.</u>	<u>Program Name</u>	<u>Semesters</u>	<u>Credits</u>
1.	MA/MSc Geography	1 st	23
2.	MA/MSc Geography	3 rd	22
3.	M.Sc. Geology	1 st	24
4.	M.Sc. Geology	3 rd	23
5.	PhD Geography course work	1 st / 2 nd	16
6.	PhD. Geology course work	1 st / 2 nd	16
Total:			124

Contractual faculty willing to teach or having specialization on the following areas may be given priority.

Geology: Structural Geology, Geodynamics, Geophysics, Igneous and metamorphic petrology, Hydrogeology, Engineering Geology, Remote Sensing and GIS

Geography: Regional Planning Geography, Economic Geography, Physical Geography

However a suitable candidates having specialization other than the above areas or overlapping with the specialization of existing faculty's may be appointed for smooth running of the program.

2. Geological field work for 1st and 2nd year M.Sc. Geology students: In the meeting it was decided that for curriculum geological field work around Thosam, Harayana, will be conducted during last week of April and 1st week of May, 2017. Both 1st and year students will participate in the field work. The duration of the field work will be 7-10 days. The expenses towards field work may be incurred from the Centre budget of the current financial year. Though the Centre budget for the current financial year is yet to be allocated, this expense may be deducted from the allocated budget. Two faculty members will accompany the students. The travel itinerary and anticipated expenditure will be submitted to competent authority for approval.

3. One day field work for Geography students around Bathinda: One day field work around Bathinda will be carried out by the 1st year MA/M.Sc. Geography student along with faculty

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 K. Milankumar Sharma
 Jitendra Kumar Pattanaik
 L. T. S. Guite
 V. K. Garg

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members. For this field work University vehicle may be used. During last week of April, 2017 a date will be fixed for the field work. Dr. Kiran K. Singh agreed to process the file for the approval.

4. Change of CDC and AAC convener: Change of CDC and AAC convener was discussed. Dr. K. Milankumar Sharma agreed to take charge of AAC convener and Dr. Jitendra Kumar Pattanaik agreed to take charge of CDC convener.

5. Regarding some of the external members of BOS who never attended BOS meeting: As external BOS members of the Geography neither attended the BOS meeting nor provided their input towards the syllabus. Hence it was decided in the meeting the new members for the BOS may be invited. Dr. Kiran K. Singh agreed to find out our university rule and the scope to change the composition of BOS.

One of the Student members of BOS, Mr. Abhimanyu, 4th sem MA Geography, will be completing his degree in the current semester. Hence, a new student member name may be purposed for the BOS.

6. PhD course work: In the PhD Geography and PhD Geology one student on each program was joined. Therefore in the current semester PhD course work was not offered in our Centre. In the coming semester (autumn, 2017) PhD course work will be offered in our Centre.

7. A/C repair for class room and office: Air conditioner (AC) of the Geography & Geology office (AF-021) is not working since February 2016. Repeated request letters were submitted to Engineering section but the issue was not resolved. Similarly AC installed in the class room (AC-024) is also not working. Hence, it was decided that a new request letter may be submitted to Registrar seeking permission to replace or repair the existing A/C.

8. Program coordinator for current semester and for the 2017-18 academic year: It was decided that following faculties will be the coordinator of different program.

Coordinator Name	Program	Coordinator Name	Program
Dr. Kiran K. Singh	MA/M.Sc. Geography	Dr. L. T. S. Guite	PhD Geography
Dr. Jitendra K. Pattanaik	M.Sc. Geology	Dr. K. Milankumar Sharma	PhD Geology

9. Preparing list of Journal and books from Centre budget: It was decided that Dr. Jitendra Kumar Pattanaik will prepare the list of books and journals for Geology and Dr. L. T. S. Guite will prepare a list of books and journals for Geography.

10. Separate budget for conducting field work: As field work is a part of the curriculum for both Geology and Geography program, a separate budget may be requested for the 2017-18 financial year. Importance of field work was also discussed in the BOS meeting and a

4/11/17
 Kiran K. Singh
 Jitendra K. Pattanaik
 L. T. S. Guite
 K. Milankumar Sharma

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purposed budget was also mentioned in the BOS minutes. Dr. Kiran K. Singh will submit a request letter for introduction of separate budget head for field work.

- 11. Student invitee in the departmental meeting:** It was decided that a student representative from MSc/MA/PhD program will be invited for attending the AAC/CDC/any other Centre meeting to present their opinion as and when required. As per the agenda students will be notified prior to the meeting and they may be allowed to take part in the discussion only a particular agenda for which they are invited.
- 12. Faculty-student meeting:** It was decided that every semester once / twice all faculty members and students will meet at a schedule time to discuss student related issue and activity of the Centre.
- 13. Regarding the old practical record/file:** Regarding old practical notebook/record/file no instruction / guidelines are provided from the examination cell. As students are requesting to take back their practical notebook/record/file for reference, it was decided that individual request may be forwarded to the examination cell for the necessary action and to give instruction to the Centre for ensuing any guidelines before returning the old practical record.
- 14. Space for Museum:** It was decided that in the permanent University campus, a separate space/building may be purposed for the Natural History/ Geological museum. This proposal may be submitted to competent authority for approval.

V.K.G.
4/4/17
Prof. V. K. Garg
Dean of School
(Chairperson AAC)

K.K.S.
4/4/17
Dr. Kiran K. Singh
Asst. Prof. & OIC

J.K.P.
4/4/17
Dr. Jitendra K. Pattanaik
Asst. Prof. (Convener of AAC)

L.T.S.G.
4/4/17
Dr. L. T. S. Guite
Asst. Prof.

M.K.S.
4/4/17
Dr. K. Milankumar Sharma
Asst. Prof.

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Central University of Punjab, Bathinda**

**Subject: Minutes of the 17th Academic & Administration Committee (AAC) meeting held on
13th September, 2017**

Various matters 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. Constitution of Research Advisory committee:** The committee discussed for the constitution of Research Advisory Committee for the newly joined Ph.D./ JRF scholar of the Centre. Dr. L.T.S. Guite and Dr. J.K. Patnaik will prepare the faculty list of the research Advisory Committee for each Ph.D. student and the same will be processed for kind approval for the higher Authority.
- 2. Reconstitution of BOS member:** The committee discussed to reconstitute the BOS members of the Centre for geography and Geology. Dr. Kiran K. Singh will submit a detailed list of newly proposed members to the higher authority for approval.
- 3. Assignment of Classes to the Ph.D. / JRF students:** The committee discussed for assigning tutorial and practical classes of MA/M.Sc. to Ph.D./ JRF scholars as per the requirements of the Centre.
- 4. Submission of new indents for the purchase of laboratory equipments:** The committee discussed for submitting revised indents for purchasing the laboratory equipments of the Centre from the additional grant sanctioned earlier. Dr. J.K. Patnaik and Dr. K. Milankumar Sharma will prepare the list of the items and take the responsibility to process the indents for purchasing of the items which could not purchase earlier.
- 5. Separate budget for conducting field work:** As field work is a part of the curriculum for both M.Sc. Geology (Second and Fourth Semester) and MA/M.Sc. Geography (Third Semester) programs, a separate budget for field work may be requested for the 2017-18 financial year. Importance of field work in Geology and Geography and purpose budget for field work was also discussed in the previous BOS minutes. Dr. Kiran K. Singh and Dr. J.K. Patnaik will prepare the budget requirement of field work for M.A. / M.Sc. Geography and M.Sc. Geology respectively and the same may kindly be requested for introduction to a separate budget head for field work in the Centre budget.
- 6. Preparation of Books list:** Dr. L.T.S. Guite and Ms. Savita Ahlawat will prepare list of books and journals of Geography and Dr. Dr. J.K. Patnaik and Dr. Archana Bohra will prepare the list of books and journals for Geology. The prepare list will also be submitted to the Librarian for further necessary action.
- 7. Revival of Geography and Geology Research Forum:** The committee discussed for reviving of the already approved "Geography and Geology Research Forum" of the Centre. The forum will provide a platform for sharing of ideas, knowledge and research findings besides

M. Garg

K. Patnaik

R. Milankumar Sharma
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L. T. S. Guite

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taking up an active role in the spreading awareness of Geography and Earth Science to the youngster. The forum will also discuss and assess the research work carried out by each Ph.D./ M.Sc. students and every student should present the progress of their research work from time to time and thereafter necessary advice and suggestion will be given to each student by the concern faculties and respective members of Research Advisory Committee. Dr. L.T.S. Guite and Dr. K. Milankumar Sharma will coordinate the organization of the meeting, arrangement of the program for the Research Forum in association with other office bearers amongst the students which will be decided later on.

V.K.G
13/10/17
Prof. V. K. Garg
Dean of School
(Chairperson AAC)

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

J.P.
Dr. Jitendra K. Pattanaik
Asst. Prof.

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

Milankumar Sharma
13/10/17
Dr. K. Milankumar Sharma
Asst. Prof. (AAC Convenor)

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**Department of Geography and Geology
Central University of Punjab, Bathinda**

**Subject: Minutes of the 18th Academic & Administration Committee (AAC) meeting held on
21st November, 2017**

Various matters of the Department (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. Requirement of Guest/contractual faculty in the Department:** The committee discussed the requirement of the Guest/Contractual faculties at the Department taking into consideration of the workload at the faculties for running the M.Sc. /M.A. Geography, M.Sc. Geology and Ph.D. in Geography and Geology course in the next semester. The Department will request to the higher authority for re-employment of the current contractual faculties in the next academic session which will be started from 3rd Jan., 2018.
- 2. Request for Separation of Department of Geography and Geology:** The committee discussed to request for the separation of Department of Geography and Geology into Department of Geography and Department of Geology taking into consideration with diversity in between these two subjects The Department will submit a request for kind consideration to separate the Department of Geography and Geology as Department of Geography and Department of Geology to the higher authority.
- 3. Requirement of Regular Faculties:** The committee discussed for the detailed requirement of the regular faculties at proposed Department of Geography and Department of Geology. The Department will submit a list faculty requirement at the Department of Geography and Department of Geology to the higher authority.

K. Milankumar Sharma
21/11/17
Dr. K. Milankumar Sharma
Asst. Prof.
(Convenor AAC)

L. T. S. Guite
21/11/17
Dr. L. T. S. Guite
Asst. Prof.
(AAC Member)

Jitendra K. Pattanaik
21/11/17
Dr. Jitendra K. Pattanaik
Asst. Prof.
(AAC Member)

Kiran K. Singh
21/11/17
Dr. Kiran K. Singh
Asst. Prof. & Officiating
HOD & AAC Member

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

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