

(8)

Proceedings of Academic and Administrative Committee of Centre for
Human Genetics
Held on 22-07-2015 at 3:00 PM

Date: 22-07-2015

Ref no: CURA/1.0/12/23

The first meeting of Academic and Administrative Committee of Centre for Human Genetics was held on 22-07-2015 at 3:00 PM in the office of Dr. Anjana Munshi (Hall no.6, Academic Block). The following members were present:

1. Dr. Anjana Munshi, Coordinator of the Centre: Chairperson
2. Dr. Preeti Khetarpal, Assistant Professor, Centre for Human Genetics: Convenor

Following agenda was discussed in the meeting:

1. Distribution of the course content (3rd Semester) among faculty members.
2. Assigning topics for credit seminars to second year M.Sc. students.
3. To create a group of the faculty and students on social networking site.
4. Recording of class lectures and submission in the library.
5. Invited lectures from eminent resource persons in the field of Human Genetics.

The members discussed and unanimously resolved:

Item No. 1: The course content was distributed among the faculty members. Faculty from two other centres will be sharing some teaching load. The details have been given in Annexure-I.

Item No. 2: Topics for credit seminars have been distributed (Annexure-II)

Item No. 3: The groups on Face book and Gmail were created involving the students. All the members of the centre can share their views, resource material and interesting research papers through it. Students will submit their assignments in the drop box of the group and the corrected versions will be returned to the students online.

Item No. 4: The committee unanimously resolved that at the end of each month, ppts of the lectures delivered will be written in a CD and submitted in the library of Central University of Punjab for referral.

file
Ashw
15/10/15
Health Science

Item No. 5: It was decided that a list of eminent resource persons to deliver lectures in the field of Human Genetics will be prepared and put up for approval of the competent authority.

Anjali
23/7/2015

Dr. Anjana Munshi
Chairperson and Coordinator

Preeti
23/7/2015

Dr. Preeti Khetarpal
Asstt. Prof.

Copy should go to Deans of the School ✓

Alama Rao
23/7/2015

DAA (For information)

Alama Rao
23/7/2015

For information

Alama Rao
23/7/2015

Prof. Ashok Dhawan
Dean School of Health Sciences
for information

Anjali
28/7/2015

Centre for Human Genetics/ Molecular Medicine

Ref no: CUPB/HG/15/232

Dated: 4th August, 2015

Subject: Constitution of Academic and Administrative Committees of the Centre

The Academic and Administrative Committee of the centre has been constituted with the following members:

Human Genetics:

1. Dr. Anjana Munshi, Associate Professor and Chairperson
2. Dr. Preeti Khetarpal, Assistant Professor, Member
- 1.3. Dr. Sabyasachi Senapati, Assistant Professor, Member

Molecular Medicine:

1. Dr. Sandeep, Assistant Professor, Member
2. Dr. Monisha Dhiman, Assistant Professor, Member
3. Dr. Harish Chander, Assistant Professor, Member

Anjali
4/8/2015

Dr. Anjana Munshi, Associate Professor

5

Centre for Human Genetics and Molecular Medicine

Proceedings of Academic and Administrative Committee held on 05-08-2015 at 4:00 PM

Date: 5/8/2015

Ref no: CUPB/HG&MM/15/02

The meeting of Academic and Administrative Committee of Centre for Human Genetics and Molecular Medicine was held on 05-08-2015 at 4:00 PM in the office of Dr. Anjana Munshi (Hall no.6, Academic Block). The following members were present:

1. Dr. Anjana Munshi, Coordinator of the Centre: Chairperson
2. Dr. Preeti Khetarpal, Assistant Professor, Convenor
3. Dr. Sandeep Singh, Assistant Professor, Member
4. Dr. Monisha Dhiman,, Assistant Professor, Member,
5. Dr. Harish Chander, Assistant Professor, Member
6. Dr. Sabyasachi Senapati, Assistant Professor, Member

Following agenda was discussed in the meeting:

1. Discussion on the surrender of laboratories after merger of the two centres i.e. Centre for Human Genetics and Centre for Molecular Medicine.
2. Changes in the syllabus of postgraduate courses according to the CBCS system as per UGC norms.
3. Appointment of Convenor of the Academic and Administrative Committee.
4. Time table and work load to be discussed.
5. Preservation of old record of CGDMM.
6. Shifting of the laboratories.


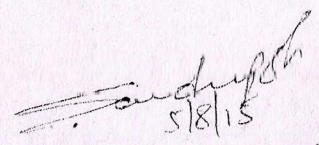
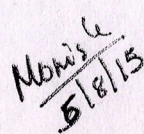
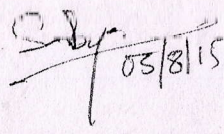
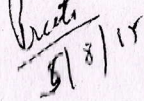
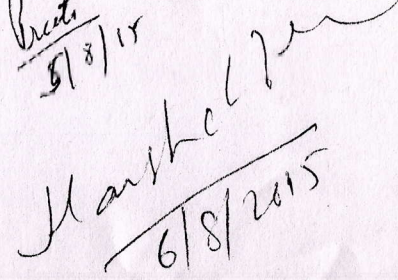
The members discussed and unanimously resolved:

Item No. 1: As per the requirement of the University two laboratories i.e. one teaching laboratory from the GDMM and research laboratory from HG will be surrendered.

Item No. 2: All members will reframe the course structure as per the UGC norms to fit in the choice based system. It has been resolved that all the members will meet again in shortly to discuss the same.

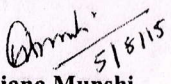
Item No. 3: It was decided that the convenor of the Academic and Administrative Committee will be made on rotation basis with the tenure of each convenor being six months.

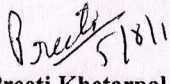
Item No. 5: The old record of GDMM and HG till 05/08/2015 forenoon is consolidated and

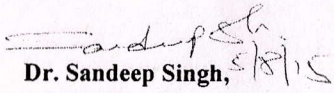







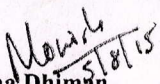
maintained in a drawer with Dr. Anjana Munshi.

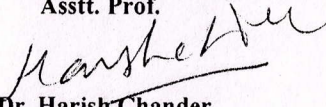
Item No. 6: It has been decided that shifting of the laboratories will be done as per the directions. The dates for shifting will be 11-13 August 2015 with help of 4 workers.

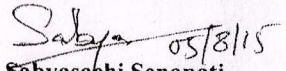

Dr. Anjana Munshi
Chairperson and Coordinator


Dr. Preeti Khetarpal
Asstt. Prof.


Dr. Sandeep Singh,
Asstt. Prof.


Dr. Monisha Dhiman,
Assistant Professor,


Dr. Harish Chander,
Assistant Professor


Dr. Sabyasachi Senapati,
Assistant/Professor

Copy to :

1. Prof Ashok Dhawan, Dean, School of Health Sciences, for kind information.
2. DAA, for kind information

3

Centre for Human Genetics and Molecular Medicine

Proceedings of Academic and Administrative Committee held on 02-09-2015 at 2:00 PM

Date: 2/9/2015

Ref no: CUPB/HGMM/15/52

The meeting of Academic and Administrative Committee of Centre for Human Genetics and Molecular Medicine was held on 02-09-2015 at 2:00 PM in the office of Dr. Anjana Munshi (Hall no.6, Academic Block). The following members were present:

1. Dr. Anjana Munshi, Coordinator of the Centre: Chairperson
2. Dr. Preeti Khetarpal, Assistant Professor, Convenor
3. Dr. Sandeep Singh, Assistant Professor, Member
4. Dr. Monisha Dhiman,, Assistant Professor, Member,
5. Dr. Harish Chander, Assistant Professor, Member
6. Dr. Sabyasachi Senapati, Assistant Professor, Member
7. Dr. Neeraj Kumar, Assistant Professor, Member

Following agenda was discussed in the meeting:

1. Discussion on the time table of postgraduate courses.
2. Discussion on the time table of the course work of Ph.D.
3. Discussion on the work load of each faculty of the centre.
4. Discussion on the topics of credit seminar of the students of M.Sc. Life sciences with specialization Molecular Medicine (first semester).
5. Changes in the syllabus of postgraduate courses according to the CBCS system as per UGC norms.

The members discussed and unanimously resolved:

Item No. 1: The time table of the first year postgraduate courses (M.Sc. with specialization Human Genetics and M.Sc. with specialization Molecular Medicine) and second year postgraduate courses (M.Sc. Human Genetics and M.Sc. Genetic Diseases and Molecular Medicine) run by the centre has been finalized as per Annex I.

Item No. 2: The time table of the course work of Ph.D. programme (Ph.D. Human Genetics and Ph.D. Molecular Medicine) has been finalized as per Annex II

Handwritten signature: Harish Chander
02/09/2015
Monisha

Handwritten signature: Preeti
2/9/2015

1

Handwritten signature: Sandeep Singh
2/9/15

Handwritten signature: Sabyasachi Senapati
02/9/2015

Handwritten signature: Anjana

Development Committee Meeting
21/9/15

Item No. 3: The work load of each faculty has been calculated as per Annex III.

Item No. 4: It was decided that the students of first semester of M.Sc. Life Sciences with specialization Molecular Medicine will be given relevant literature so that they could select topics of their own interest. Dr. Monisha Dhiman, seminar coordinator and other faculty members will guide the students.

Item No. 5: The Course Coordinators are working on the changes in the syllabus of postgraduate courses according to the CBCS system as per UGC norms. It was resolved that each member will bring in his/her own inputs and suggest the changes in Curriculum Development Committee meeting of the centre for discussion and finalization. ^{the meeting of}

Anjana
21/9/2015
Dr. Anjana Munshi
Chairperson and Coordinator

Preeti
Dr. Preeti Khetarpal
Asstt. Prof.

Sandeep Singh
21/9/15
Dr. Sandeep Singh,
Asstt. Prof.

Monisha
Dr. Monisha Dhiman,
Assistant Professor,

Harish Chander
02/11/2015
Dr. Harish Chander,
Assistant Professor

Sabyasachi Senapati
02/9/2015
Dr. Sabyasachi Senapati,
Assistant Professor

Neeraj Kumar
21/9/15
Dr. Neeraj Kumar,
Assistant Professor,

Copy to:

1. Prof Ashok Dhawan, Dean, School of Health Sciences, for kind information
2. DAA, for kind information

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(12)

Centre for Human Genetics and Molecular Medicine

Proceedings of Academic and Administrative Committee held on 07-10-2015 at 4:00 PM.

Following agenda was discussed in the meeting:

Date: 7/10/2015

Ref no: CUPB/AG/MA/15/105

The meeting of Academic and Administrative Committee of Centre for Human Genetics and Molecular Medicine was held on 07-10-2015 at PM in the office of Dr. Anjana Munshi (Hall no.6, Academic Block). The following members were present:

1. Dr. Anjana Munshi, Coordinator of the Centre: Chairperson
2. Dr. Preeti Khetarpal, Assistant Professor, Convenor
3. Dr. Sandeep Singh, Assistant Professor, Member
4. Dr. Monisha Dhiman,, Assistant Professor, Member,
5. Dr. Harish Chander, Assistant Professor, Member
6. Dr. Sabyasachi Senapati, Assistant Professor, Member
7. Dr. Neeraj Kumar, Assistant Professor, Member

Following agenda was discussed in the meeting:

- Item No. 1: 1. Discussion on the guide allotment to the students of M.Sc. Human Genetics (batch 2014-15) for their dissertation work.
 - Item No. 2: 2. Discussion on the guide allotment to the students of M.Sc. Genetic Diseases and Molecular Medicine (batch 2014-15) for their dissertation work.
 - Item No. 3: 3. Discussion on the topics of credit seminar of the students of M.Sc. Life sciences with specialization Molecular Medicine (batch 2015-16).
 4. Discussion on the topics of credit seminar of the students of M.Sc. Life sciences with specialization Human Genetics (batch 2015-16).
 5. Discussion on the purchase of equipments from the budget allotted to the centre vide ref no. CUPB/CC/15/:1024-1043 dated 22.09.2015
- Any other agenda with permission from chairperson.

The members discussed and unanimously resolved:

Item No. 1: The item resolved as per Annex I.

Item No. 2: The item resolved as per Annex II.

Item No. 3: The item resolved as per Annex III.

(Handwritten signatures)

Monish
Sabyasachi
Preeti

Item No. 4: Dr. Sabyasachi Senapati will be the coordinator for the credit seminar scheduled to be held in the second semester. The topics will be decided as per the interest of the student.

Item No. 5: Upon discussion, purchase of the following equipments was decided:

1. ELISA Reader and Washer (01)
2. Centrifuge machine with rotor of 15ml tubes. (02)
3. Microcentrifuge machine for 1.5 ml tubes. (01)
4. Microcentrifuge machine for PCR tubes. (01)
5. Phase contrast inverted microscope (01)
6. Stereo Microscope (01)

The unspent amount after purchasing the above equipment's will be utilized to purchase small equipment.

Anmsh
10/7/2015
Dr. Anjana Munshi
 Chairperson and Coordinator

Preeti
Dr. Preeti Khetarpal
 Asstt. Prof.

Sandeep Singh
Dr. Sandeep Singh,
 Asstt. Prof.

Monika
7/10/15
Dr. Monisha Dhiman,
 Assistant Professor,

on D/L
Dr. Harish Chander,
 Assistant Professor

Sabya 7/10/2015
Dr. Sabyasachi Senapati,
 Assistant Professor

Neeraj Kumar
Dr. Neeraj Kumar,
 Assistant Professor,

Copy to :

1. Prof Ashok Dhawan, Dean, School of Health Sciences, for kind information.
2. DAA, for kind information

5

Centre for Human Genetics and Molecular Medicine

Proceedings of Academic and Administrative Committee held on 04-11-2015 at
4:00 PM

Date: 4/11/2015

Ref no: CUPB/HGMM/15/16

The meeting of Academic and Administrative Committee of Centre for Human Genetics and Molecular Medicine was held on 4-11-2015 at 4:00 PM in the office of Dr. Anjana Munshi (Hall no.6, Academic Block). The following members were present:

1. Dr. Anjana Munshi, Coordinator of the Centre: Chairperson
2. Dr. Preeti Khetarpal, Assistant Professor, Convenor
3. Dr. Sandeep Singh, Assistant Professor, Member
4. Dr. Monisha Dhiman,, Assistant Professor, Member,
5. Dr. Harish Chander, Assistant Professor, Member
6. Dr. Sabyasachi Senapati, Assistant Professor, Member
7. Dr. Neeraj Kumar, Assistant Professor, Member

Following agenda was discussed in the meeting:

1. Discussion on the lack of technical support in the laboratories.
2. Discussion on the requirement of roofing of the laboratories.
3. Discussion on the problems being faced due to the power fluctuations in the laboratory.
4. Discussion on the purchase of equipment/consumables from the budget allocated to the centre vide ref no. CUPB/CC/15/:1024-1043 dated 22.09.2015
5. Discussion on the submission of proceedings of previous AAC held in the centre to IQAC.
6. Discussion on the purchase of quarterly requirement of stationary.
7. Discussion on the allotment of mentors to help and guide the students of M.Sc. Life sciences with specialization Human Genetics.
8. Discussion on the conduct of final practical examination of the post graduate courses.

Anjana

Sabya

Preeti

Monisha

Sandeep

Harish

9. Discussion on the failure of tenders eg. for the purchase of deep freezer and Laminar Flow.
10. Discussion on the request for an advance amount for conduction the training Programme out of the budget haed " Seminars/Symposia/ Workshop/ Specila Lecture

The members discussed and unanimously resolved.

- Item No. 1:** The centre is running two M.Sc and two Ph.D Programmes and hence technical support like laboratory attendants (2) and lab assistant (1) are urgently required in the centre.
- Item No. 2:** It was intimated that the tender has been already uploaded on the university website and the process of roofing is already in progress.
- Item No. 3:** The request to rectify the power fluctuation has already been made to the University Engineer. Emergency power supply in the laboratories has also been requested.
- Item No. 4:** The request for purchase of a Phase contrast microscope out of the allocated budget has been put forth.
- Item No. 5:** Copy of the proceedings of the previously held AAC meetings will be submitted to the IQAC.
- Item No. 6:** It was decided that Dr. Sandeep Singh will prepare the list of quarterly requirement of the stationary.
- Item No. 7:** Item resolved as in Annexure I.
- Item No. 8:** Upon discussion, it was decided that the practical examination of postgraduate classes will be conducted before the theory examination and the exact dates will be decided soon.
- Item No. 9:** The committee was informed that precious tenders failed as in some cases the vendors did not quote in foreign currency (in case of imported items) and one tender failed during the techno-commercial negotiations as the vendors did not agree upon the proposed discount.

Amr

Saby

Prati

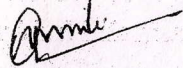
Mani

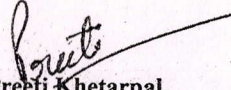
Sandeep Singh

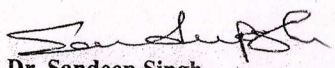
Devi

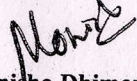
Harsh

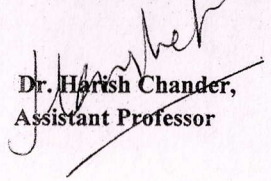
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1. Vice Chancellor
2. DAA, for
3. IQAC

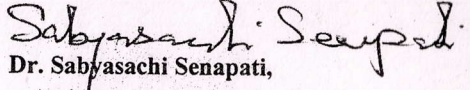

Dr. Anjana Munshi
Coordinator

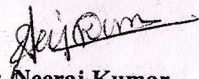

Dr. Preeti Khetarpal
Asstt. Prof.

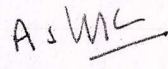

Dr. Sandeep Singh,
Asstt. Prof.


Dr. Monisha Dhiman,
Assistant Professor,


Dr. Harish Chander,
Assistant Professor


Dr. Sabyasachi Senapati,
Assistant Professor


Dr. Neeraj Kumar,
Assistant Professor,


Dr. Ashok Dhawan,
Dean, School of Health Sciences and Chairperson

- Copy to :
1. Vice Chancellor, for kind information
 2. DAA, for kind information
 3. IQAC

Centre for Human Genetics and Molecular Medicine

Proceedings of Academic and Administrative Committee held on 02-12-2015 at
2:00 PM

Date: 2/12/2015

Ref no: CUPB/HGMM/15/220

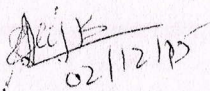
The meeting of Academic and Administrative Committee of Centre for Human Genetics and Molecular Medicine was held on 2-12-2015 at 2:00 PM in the office of Dr. Anjana Munshi (Hall no.6, Academic Block). The following members were present:

1. Dr. Anjana Munshi, Coordinator of the Centre: Chairperson
2. Dr. Preeti Khetarpal, Assistant Professor, Convenor
3. Dr. Monisha Dhiman,, Assistant Professor, Member,
4. Dr. Neeraj Kumar Assistant Professor, Member
5. Dr. Sabyasachi Senapati, Assistant Professor, Member

The following agenda was discussed:

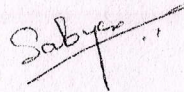
1. Discussion on the distribution of teaching load for the second semester of M.Sc. Life sciences with specialization Molecular Medicine and M.Sc. Life sciences with specialization Human Genetics.
2. Discussion on the topics of credit seminars of the students of M.Sc. Life sciences with specialization Molecular Medicine (second semester, batch 2015-16).
3. Discussion on the topics of credit seminars of the students of M.Sc. Life sciences with specialization Human Genetics (second semester, batch 2015-16).
4. Discussion on the request sent by the members for the purchase of minor equipment vide ref no CUPB/HGMM/15/138 dated 28.10.2015.
5. Discussion the purchases under the "Research and Teaching Head" from the budget allocated to the centre.
6. Discussion on the status of the files related to the purchase of Gel doc, laminar Flow hood and Ultra low deep freezer.

Any other agenda with permission from chairperson.


02/12/15









Item 1: It was discussed and the members unanimously resolved the agenda. It was decided that Dr. Sandeep and Dr. Preeti will finalize the time table with the consent of all other faculty members in the Centre.

Item 2: It was discussed and decided that the seminar coordinator Dr. Sandeep Singh will discuss with students and assign the topics accordingly.

Item 3: Dr. Sabyasachi, seminar coordinator has discussed with the students as decided in the previous meeting and the topics have been allotted to the students (Annex I).

Item 4: The members showed their concern about the purchase of the minor Equipment. The request was made to the Honourable Vice Chancellor not to include the amount of the equipment for which the purchase was initiated last year. A note was received from DAA that a meeting regarding this will be conducted with FO in the following week.

Item 5: The faculty members of the centre have submitted their requirements for various chemicals and other things required for teaching and research purpose to SPC. The supply order for most of these is still pending.

Item 6: The status of the files related to the purchase of Gel doc, laminar Flow hood and Ultra low deep freezer. The members showed their concern about the delay in purchase of the equipment for which the process was initiated last year

Ref. no.	Subject	Date
CUPB/HGMM/15/104	Comparative statement of financial bid of Gel Documentation system submitted to SPC	7-10-2015
CUPB/HGMM/15/150	Technical comparison statement for Vertical Laminar Air flow submitted to SPC	3-11-2015
CUPB/HGMM/15/195	Regarding Ultra Deep freezer.	24-11-2015

Preeti
2/12/15
Dr. Preeti Khetarpal
Assistant Professor

0/2
Dr. Harish Chander,
Assistant Professor,

dk
Dr. Sandeep Singh,
Assistant Professor

Sabya
Dr. Sabyasachi Senapati,
Assistant Professor

Monika
Dr. Monisha Dhiman
Assistant Professor

Neeraj Kumar
02/12/15
Dr. Neeraj Kumar,
Assistant Professor

Amk
2/12/2015

Dr. Anjana Munshi
Coordinator and Chairperson

AS

Dr. Ashok Dhawan,
Dean, School of Health Sciences

Copy to:

- 1. Vice Chancellor, for kind information**
- 2. DAA, for kind information**
- 3. IQAC**