

# पंजाब केन्द्रीय विश्वविद्यालय

संसदीय अधिनियम 25 (2009) के द्वारा स्थापित

## Central University of Punjab

Established vide Act No. 25 (2009) of Parliament

### Centre for Human Genetics and Molecular Medicine

Ref. No. *CUBB/HGMM/16/31*

15 January, 2016

**Subject: Minutes of AAC meeting of the Centre held on 07/01/2016.**

Meeting of Academic and Administrative Committee of HGMM was held on 07/01/2016 in the office of the COC. Following issues were discussed and resolved accordingly in the meeting:

1. A common list of the chemicals, plastic ware and glassware will be prepared for conducting the practical classes (As per the requirements given by the Faculty members) from the Budget allocated to the Centre.
2. In view the issue of falling cement pieces from roof of Molecular Medicine Lab, it has been decided that as per the requirement of engineering department, the lab will be vacated for the requisite repairs.
3. In view of fixation of false ceiling on all the laboratories, it has been felt that extra tube lights are required to increase the light in the both the laboratories of the Centre.
4. For DBT sponsored 15-days program, it has been decided that since DBT will release Rs. 1.2 lakhs after receiving the utilization certificate, this amount may be requested from university on Credit which will be reimbursed upon receiving the sanctioned amount from the funding agency.
5. The Centre has decided to organize a 2-days National Workshop and Conference in February 2016. The topic for workshop is 'Model Organisms for Research' whereas the title of the conference will be 'Trends in Molecular Medicine': Dr. Sandeep Singh and Dr. Sabyasachi Senapati will be the organizing secretaries. The Centre will utilize the budget allocated to the organization of conference etc.
6. Since most of the instruments in the Centre are currently new and under warranty period, it has been decided to request the competent authority to change the budget of 30000/- from maintenance budget to consumables so that more consumables can be purchased for the Centre laboratories.
7. The Centre also proposes to organize 1-day trip to suitable research/hospital institute in the nearby area (For example IMTECH/PGIMER/ IISER etc.) in the month of March. Dr. Sandeep Singh has been asked to make arrangements for the same.
8. Two days' workshop which was earlier scheduled to be in 1<sup>st</sup> week of January, 2016 but was postponed due to exams of Ph.D. scholars has now been postponed to 21-22 January 2016. Dr. Sandeep Singh who is coordinating this activity authorities regarding change in dates.
9. Syllabus for the new semester has been distributed amongst the teachers and all the faculty members have been requested to submit copy of distributed courses to CoC.
10. Since the files regarding the purchase of minor equipment could not be located, it was suggested to submit the same again.

*Preeti*  
Dr. Preeti Khetarpal, AP

*Sabyasachi*  
Dr. S. Senapati, AP

*Neeraj Kumar*  
15/01/16  
Dr. Neeraj kumar, AP

*Sandeep Singh*  
Dr. Sandeep Singh, AP

*o/c*  
Dr. Harish Chander, AP

*Anjana Munshi*  
15.1.2016  
Dr. Anjana Munshi, CoC

o/v

**Prof. A.K. Dhawan**  
**Dean School of Health Science**

**Copy to:**

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

10/10/2019  
Dr. S. S. S.

Copy to  
1. Vice  
2. DAA  
3. IQAC

(5)

# Centre for Human Genetics and Molecular Medicine

Ref. no. CUPB/HGMM/16/114

Date: 22-02-2016

## **Proceedings of Academic and Administrative Committee held on 16-02-2016 at 4:00 PM**

The meeting of Academic and Administrative Committee of Centre for Human Genetics and Molecular Medicine was held on 16-02-2016 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. Harish Chander, Assistant Professor, Member
5. Dr. Sabyasachi Senapati, Assistant Professor, Member

Following agenda was discussed in the meeting:

1. Discussion on the overall activities of the centre including teaching and research.
2. Discussion of the budget
3. Discussion on the preparations for One day workshop on "Model Organism" and 2nd Annual Symposium on "Recent Trends in Molecular Medicine" and DBT sponsored training programme.
4. Preparations in view of NAAC team visit
5. Best Student Voting.

The members discussed and unanimously resolved:

**Item No. 1:** Spending of the budget under different heads was assessed.

**Item No. 2:** Members felt concerned regarding the delay in the purchase of equipment (deep freezer and Laminar Airflow hood).

**Item No. 3:** Progress was assessed and duties were distributed to hold one day workshop on "Model Organism" and 2<sup>nd</sup> Annual Symposium on "Recent Trends in Molecular Medicine" to be held on 29<sup>th</sup> Feb, 2016. Distribution of duties and workload was assessed for DBT sponsored workshop to be held in the centre from 9<sup>th</sup> March 2016 to 23<sup>rd</sup> March, 2016.

**Item No. 4:** Action plan to get labs ready for the NAAC visit.

**Item No. 5:** Voting for best student from the centre will be done as per the guidelines and the result handed over to DSW

*Anmsh*  
**Dr. Anjana Munshi**  
Chairperson and Coordinator

*Preeti 22/2/16*  
**Dr. Preeti Khetarpal**  
Assistant Professor

*Sandeep Singh*  
**Dr. Sandeep Singh,**  
Assistant Professor

*Harish Ghander*  
**Dr. Harish Ghander,**  
Assistant Professor,

*E/L*  
**Dr. Sabyasachi Senapati,**  
Assistant Professor

*DL*  
**Dr. Neeraj Kumar**  
Assistant Professor

Copy to:

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

# Centre for Human Genetics and Molecular Medicine

Ref. No. *CUMM/HGMM/16/1170*

March 8, 2016

**Subject: Minutes of AAC meeting of the centre held on 08/03/2016.**

Meeting of Academic and Administrative Committee of HGMM was held on 08/03/2016 in office of the COC. Following issues were discussed in the meeting:

1. Work progress regarding DBT sponsored 15-days workshop was reviewed and all the duties were assigned to respective faculty members.
2. As earlier workshop on model organisms in research was postponed due to unavoidable reasons, the new dates have been fixed to be on 21-03-2016 for the same.
3. One day symposium on Trends in Molecular Medicine was also postponed earlier and it was decided that the symposium will be held later on as guest speakers could not agree upon the dates in last week of March.
4. Guide allotment for M.Sc. (Human Genetics as well as Molecular Medicine) was done by lottery system and the final list of guides has been decided.
5. Since the new batch for both M.Sc. programs will be commencing from August 2016 onwards, it was decided that a meeting of Board of Studies should be held in April/May, 2016. Dr. Sandeep Singh will be making necessary arrangements for the BOS meeting. The final date of the meeting shall be decided after consulting the external experts.

*Preeti*  
Dr. Preeti Khetarpal, AP

*Sabj 8/3/16*  
Dr. S. Senapati, AP

*Neeraj Kumar*  
Dr. Neeraj Kumar, AP

*Sandeep Singh*  
Dr. Sandeep Singh, AP

*Harish Chander*  
Dr. Harish Chander, AP

*Anjana*  
Dr. Anjana Munshi, CoC

*A S M*  
Dean, School of Health Sciences

# Centre for Human Genetics and Molecular Medicine

Ref. No. SUPD/HGMM/16/190

April 6, 2016

**Subject: Minutes of AAC meeting of the centre held on 06/04/2016.**

Meeting of Academic and Administrative Committee of HGMM was held at 03:00PM in office of the COC. Following issues were discussed in the meeting:

1. Preparations for NAAC visit were reviewed and duties were assigned for collecting various types of documents as per the requirements.
2. Power point presentation of the centre for NAAC visit was reviewed as well as updated and suggested changes were incorporated.
3. Duty list for MST-2 was discussed and prepared.
4. Course coordinators were asked to submit the question papers for MST-2.
5. As the competent authority has approved request for holding next BOS meeting, all the faculty members were requested to suggest changes within 2 weeks so that the modified syllabi can be sent to all the experts.

*Preeti*

Dr. Preeti Khetarpal, AP

*on D/L*

Dr. S. Senapati, AP

*Neeraj Kumar*  
*06/04/16*

Dr. Neeraj kumar, AP

*Sandeep Singh*  
*06/04/16*

Dr. Sandeep Singh, AP

*Harish Chander*

Dr. Harish Chander, AP

*Anjani Munshi*  
*06/04/2016*

Dr. Anjana Munshi, CoC

*ASWC*  
*06/04/16*

Dean, School of Health Sciences,

# Centre for Human Genetics and Molecular Medicine

Ref. No. *Cur13/216mm/16/244*

18<sup>th</sup> May, 2016

**Subject: Minutes of AAC meeting of the centre held on 18/05/2016.**

Meeting of Academic and Administrative Committee of HGMM was held at 12:00 noon in office of the COC. Following issues were discussed in the meeting:

1. Allotment of the supervisor for the dissertation work of students for the postgraduate programmes, semester III was discussed and finalized (Annex I)
2. Course distribution for the postgraduate courses of semester I (2016-17) and semester III (2015-16) and Ph.D course work was discussed and done.
3. As desired by the VC office, list of number of classes and practical held along with the pass percentage of the last semester was prepared.
4. Space allocation in the new campus-lab requirements-reassessments was discussed and proposed as in Annex II.
5. It was further discussed that since research work of all the faculty members involve cell culture and molecular biology, it is requested that ambient temperature must be maintained by fitting AC in each laboratory or providing central cooling facility.

*Preeti*  
Dr. Preeti Khetarpal, AP

*Sabya* 18/5/16  
Dr. S. Senapati, AP

*Neeraj Kumar*  
18/5/16  
Dr. Neeraj kumar, AP

*Sandeep Singh* 18/5/16  
Dr. Sandeep Singh, AP

012  
Dr. Harish Chander, AP

*Anjana Munshi*  
18/5/2016  
Dr. Anjana Munshi, CoC

*ASMC*  
18/5/16  
Dean, School of Health Sciences,

**Proceedings of Academic and Administrative Committee of Centre for**  
**Human Genetics & Molecular Medicine**  
**Held on 03-06-2016 at 2:30 PM**

Ref. no. CUPB/HGMM/16/265

Date: 03-06-2016

The meeting of Academic and Administrative Committee of Centre for Human Genetics & Molecular Medicine was held on 03-06-2016 at 02:30 PM in the office of Dr. Anjana Munshi (Hall no.6, Academic Block).

Following agenda was discussed in the meeting:

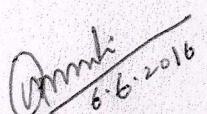
1. Distribution of the course content (1<sup>st</sup> & 3<sup>rd</sup>) among faculty members and preparation of the time table to the academic year 2016-17.
2. Layout of the Labs at new campus.
3. Booking of the budget at Centre level.

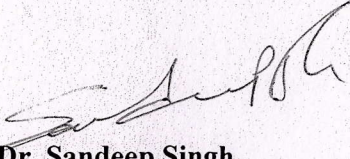
The members discussed and unanimously resolved:

**Item No. 1:** The course content was distributed among the faculty members. The tentative time table was also prepared.

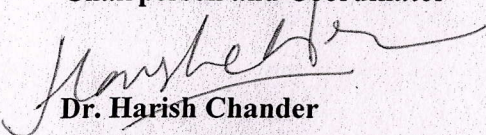
**Item No. 2:** All the faculty members suggested a layout of their labs as per their research requirements. The document was submitted to DAA's office.

**Item No. 3:** Since the purchase of items up to 2 Lakhs has to be initiated at the Centre level, it was decided that the budget booking should be done at the Centre level to avoid any confusion.

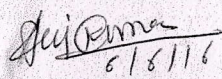
  
6.6.2016  
**Dr. Anjana Munshi**  
Chairperson and Coordinator

  
**Dr. Sandeep Singh**  
Assistant Professor

o/k  
**Dr. Preeti Khetarpal**  
Assistant Professor

  
**Dr. Harish Chander**  
Assistant Professor

o/k  
**Dr. Sabyasachi Senapati**  
Assistant Professor

  
6/6/16  
**Dr. Neeraj Kumar**  
Assistant Professor

Copy to:

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



**Centre for Human Genetics and Molecular Medicine  
School of Health Sciences**

Ref. No. CUPB/HGMM/16/323

11<sup>th</sup> July, 2016

**Subject: Minutes of AAC meeting of the centre held on 11/07/2016.**

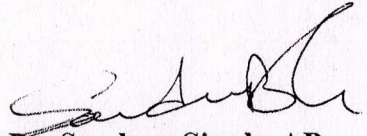
Meeting of Academic and Administrative Committee of HGMM was held at 12:00 noon in office of the COC. Following issues were discussed in the meeting:

1. Faculty members resolved to speed up purchase of the chemicals and other required instruments for the laboratories.
2. It was suggested that each faculty member must be allotted a Ph.D student.
3. All the preparations and procedures for BOS meeting (scheduled on 13<sup>th</sup> July 2016) were discussed. The members resolved that the modified syllabus will be implemented from August 2016.
4. Tentative timetable for the 2016-2017 is prepared and was discussed and members were told to submit any suggestions before finalization.
5. Dr. Preeti is on maternity leave and her part of the syllabus (M.Sc course and Ph.D course) was distributed among other faculty members.
6. Members also decided to conduct a conference/workshop in month of October 2016.

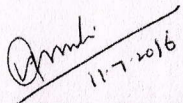
O/L  
**Dr. Preeti Khetarpal, AP**

Sabys 11/7/16  
**Dr. S. Senapati, AP**

O/L  
**Dr. Neeraj kumar, AP**

  
**Dr. Sandeep Singh, AP**

  
**Dr. Harish Chander, AP**

  
**Dr. Anjana Munshi, CoC**

**Copy to:**

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

# Centre for Human Genetics & Molecular Medicine

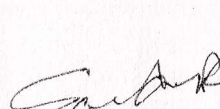
Ref. no. CUPB/HGMM/16/382


Date: 03-08-2016

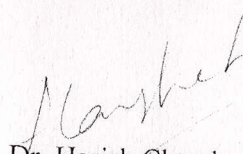
**Sub:** Minutes of AAC meeting of the Centre held on 03<sup>rd</sup> August, 2016.

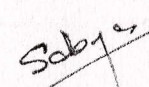
Meeting of Academic and Administrative Committee of HGMM was held at 4:00 PM in office of the CoC. Following issues were discussed in the meeting:

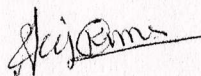
1. Allotment of the classrooms, time table for the current semester was discussed and approved by the members.
2. Members resolved to speed up the purchase process for the centre from approved budget.
3. Members resolved to request the university to provide more budget for the centre as the Centre is running two M.Sc. courses.
4. Required numbers of Ph.D. Students per faculty through university fellowship was discussed & submitted.

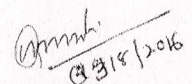
  
Dr. Sandeep Singh  
Assistant Professor

  
Dr. Preeti Khetarpal  
Assistant Professor

  
Dr. Harish Chander  
Assistant Professor

  
Dr. S. Senapati  
Assistant Professor

  
Dr. Neeraj Kumar  
Assistant Professor

  
Dr. Anjana Munshi, CoC  
Associate Professor

Copy to:

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

# Centre for Human Genetics and Molecular Medicine

Ref. No. *Cum3/HGMM/16/244*

18<sup>th</sup> May, 2016

**Subject: Minutes of AAC meeting of the centre held on 18/05/2016.**

Meeting of Academic and Administrative Committee of HGMM was held at 12:00 noon in office of the COC. Following issues were discussed in the meeting:

1. Allotment of the supervisor for the dissertation work of students for the postgraduate programmes, semester III was discussed and finalized (Annex I)
2. Course distribution for the postgraduate courses of semester I (2016-17) and semester III (2015-16) and Ph.D course work was discussed and done.
3. As desired by the VC office, list of number of classes and practical held along with the pass percentage of the last semester was prepared.
4. Space allocation in the new campus-lab requirements-reassessments was discussed and proposed as in Annex II.
5. It was further discussed that since research work of all the faculty members involve cell culture and molecular biology, it is requested that ambient temperature must be maintained by fitting AC in each laboratory or providing central cooling facility.

*Preeti*  
Dr. Preeti Khetarpal, AP

*Sabya* 18/5/16  
Dr. S. Senapati, AP

*Neeraj Kumar*  
18/5/16  
Dr. Neeraj kumar, AP

*Sandeep Singh* 18/5/16  
Dr. Sandeep Singh, AP

012  
Dr. Harish Chander, AP

*Anjana* 18/5/2016  
Dr. Anjana Munshi, CoC

*ASMC* 18/5/16  
Dean, School of Health Sciences,

# Centre for Human Genetics and Molecular Medicine

Ref. No. CUPB/HGMM/16/458

7<sup>th</sup> Sept, 2016

**Subject: Minutes of AAC meeting of the centre held on 07/09/2016.**

Meeting of Academic and Administrative Committee of HGMM was held at 4:00 PM in office of the COC. Following issues were discussed in the meeting:

1. Members resolved the requirement of contractual faculty against maternity leave of Dr. Preeti Khetarpal
2. Budget reallocation was done
3. Redistribution of the syllabus was done and for guest lectures COC will contact local universities.
4. Members resolved to request the university to expedite the purchase process as faculty of the centre has extramural research projects, so the progress reports and utilization certificates can be sent in time.
5. Members resolved to request the university to expedite the process of rate contract.

*o/k*  
Dr. Preeti Khetarpal, AP

*on Hospital visit*  
Dr. S. Senapati, AP

*o/k*  
Dr. Neeraj kumar, AP

*[Signature]*  
Dr. Sandeep Singh, AP

*[Signature]*  
Dr. Harish Chander, AP

*[Signature]*  
Dr. Anjana Munshi, CoC

Copy to:

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

# Centre for Human Genetics and Molecular Medicine

Ref. No. CUPB/HGMM/16/465

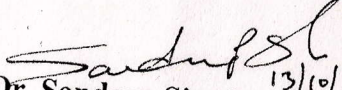
13<sup>th</sup> Oct, 2016

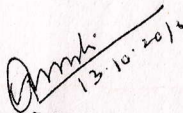
**Subject: Minutes of AAC meeting of the centre held on 13/10/2016.**

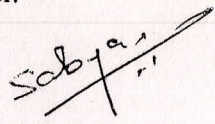
Meeting of Academic and Administrative Committee of HGMM was held at 4:00 PM in office of the COC. Following issues were discussed in the meeting:

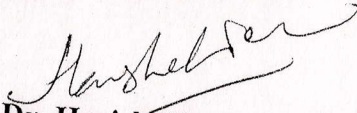
1. As per the request of AAC members, competent authority agreed to hire contractual faculty for the centre and the process is underway.
2. Members agreed to distribute the M.Sc students of Dr. Neeraj to Dr. Anjana and Dr. Sabyasachi for research project.
3. Members agreed to distribute the teaching load of Dr. Neeraj till the joining of the faculty on contract basis.
4. Members raised the concern about the budget allocated to the centre as the centre is running two M.Sc courses.
5. Dr. Neeraj handed over all the office records to Dr. Senapati.

o/l  
Dr. Preeti Khetarpal, AP

  
Dr. Sandeep Singh, AP 13/10/16

  
Dr. Anjana Munshi, CoC 13.10.2016

  
Dr. S. Senapati, AP

  
Dr. Harish Chander, AP

Copy to:

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

**Centre for Human Genetics and Molecular Medicine  
School of Health Sciences**

Ref. No. CUPB/HGMM/16/ 579

2<sup>nd</sup> Nov, 2016

**Subject: Minutes of AAC meeting of the centre held on 02/11/2016.**

Meeting of Academic and Administrative Committee of HGMM was held at 4:00 PM in office of the COC. Following issues were discussed in the meeting:

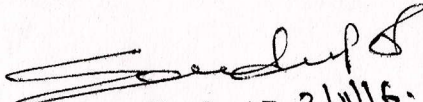
1. AAC members resolved to request competent authority to hire additional faculty on contract as Dr. Preeti is on maternity leave and Dr. Neeraj left last month.
2. The workload of Dr. Neeraj was shared among the faculty members to cover the syllabus and conduct examinations including evaluation.
3. Preparation of MCQs was discussed.

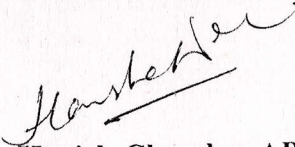
0/L

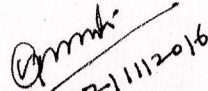
**Dr. Preeti Khetarpal, AP**

Sabya  
2/11/16

**Dr. S. Senapati, AP**

  
**Dr. Sandeep Singh, AP 2/11/16.**

  
**Dr. Harish Chander, AP**

  
**Dr. Anjana Munshi, CoC**

**Centre for Human Genetics and Molecular Medicine  
School of Health Sciences**

Ref. No. CUPB/HGMM/16/531

7<sup>th</sup> Dec, 2016

**Subject: Minutes of AAC meeting of the centre held on 07/12/2016.**

Meeting of Academic and Administrative Committee of HGMM was held at 4:00 PM in office of the COC. Following issues were discussed in the meeting:

1. Practical Examination schedule was discussed and displayed for students.
2. Date of BOS was fixed on 20/12/2016 and faculty was asked to suggest any necessary modifications in the syllabus
3. Faculty were requested to compile the results based on internal assessment, surprise tests and MSTs.

*2/6*  
Dr. Preeti Khetarpal, AP

*Subject*  
*7/12/16*  
Dr. S. Senapati, AP

*Sandeep Singh*  
Dr. Sandeep Singh, AP *7/12/16.*

*Harish Chander*  
Dr. Harish Chander, AP

*Anjali*  
*7/12/2016*  
Dr. Anjana Munshi, CoC