



ਪੰਜਾਬ ਕੇਂਦਰੀ ਯੂਨੀਵਰਸਿਟੀ
Central University of Punjab

Established vide Act No. 25 (2009) of Parliament

Ref no :- CUPB/HGMM/19/43

Dated: 15.01.19

Subject: Minutes of the AAC meeting held on 9th Jan, 2019

Academic and Administrative committee meeting for the month of January was held in the office of the HoD. Following agenda items were discussed in the meeting:

Agenda 1

Schedule of meeting of Curriculum Development Committee (CDC) to discuss the syllabus of postgraduate courses.

Resolution

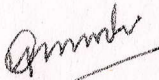
CDC meeting will be held on 10th Jan, 2019 in the office of HoD

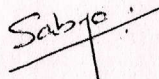
Agenda 2

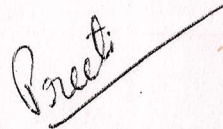
Time table prepared by IQAC

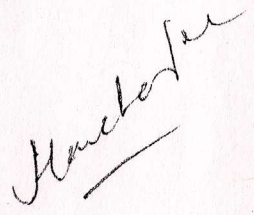
Resolution

It was discussed that despite the best efforts, faculty could not adjust with the time table prepared by IQAC. Hence, it was decided unanimously that modifications will be done accordingly and notified internally.


(Anjana Munshi)


(Sabyasachi Senapati)





**Proceedings of Academic and Administrative Committee of Centre for
Human Genetics & Molecular Medicine
Held on 11-01-2017 at 3:00 PM**

Ref no: CUPB/HGMM/17/31

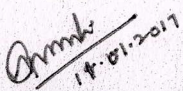
Date: 17-01-2017

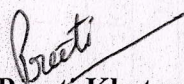
The meeting of Academic and Administrative Committee of Centre for Human Genetics & Molecular Medicine was held on 11-01-2017 at 3:00 PM in the office of Dr. Anjana Munshi (Hall no.6, Academic Block). The following members were present:

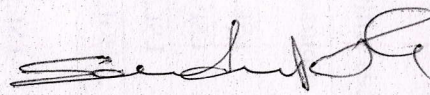
1. Dr. Anjana Munshi, Coordinator of the Centre: Chairperson
2. Dr. Preeti Khetarpal, Assistant Professor
3. Dr. Sandeep Singh, Assistant Professor
4. Dr. Harish Chander, Assistant Professor
5. Dr. Sabyasachi Senapati, Assistant Professor, Convenor

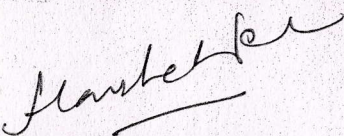
Following agenda was discussed in the meeting:

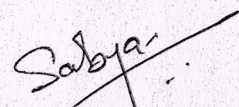
1. Distribution of teaching work-load for the next semester (Jan 17 to July 17)
2. Finalizing the time tables for Semester-II and Semester-IV of M.Sc in Life Sciences (Specialization in Human Genetics), M.Sc in Life Sciences (Specialization in Molecular Medicine), PhD coursework for Human Genetics, and Molecular Medicine.


Dr. Anjana Munshi
Chairperson and Coordinator


Dr. Preeti Khetarpal
Assistant Professor


Dr. Sandeep Singh
Assistant Professor


Dr. Harish Chander
Assistant Professor


Dr. Sabyasachi Senapati
Assistant Professor

**Proceedings of Academic and Administrative Committee of Centre for
Human Genetics & Molecular Medicine
Held on 10-03-2017 at 2:30 PM**

Ref no: *curg/uhmm/17/121*

Date: 10/3/2017

The meeting of Academic and Administrative Committee of Centre for Human Genetics & Molecular Medicine was held on 09-02-2017 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
3. Dr. Sandeep Singh, Assistant Professor
4. Dr. Harish Chander, Assistant Professor
5. Dr. Sabyasachi Senapati, Assistant Professor, Convenor

Following agenda was discussed in the meeting:

1. Discussed the current status of -80 freezer, installed at the Centre. Due to repeated functional breakdown, the freezer is not working.
2. We have finalized 2 days special lecture and workshop to be held on 24th and 25th March. It got delayed due to unavailability of experts. We have decided to call Prof. Vasudha Sambyal and Dr. Parvinder Sandhu for special lectures and Dr. Ashok Kumar, Dr. Surajit Sarkar and Dr. Kaustav Datta for workshop.

Anml.
10/3/2017
Dr. Anjana Munshi
Chairperson and Coordinator

Harish Chander
Dr. Harish Chander
Assistant Professor

Preeti
Dr. Preeti Khetarpal
Assistant Professor

Sabyo
Dr. Sabyasachi Senapati
Assistant Professor

Sandeep Singh
Dr. Sandeep Singh
Assistant Professor

**Proceedings of Academic and Administrative Committee of Centre for
Human Genetics & Molecular Medicine
Held on 10-03-2017 at 2:30 PM**

Ref no: CURB/HGMM/17/21

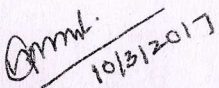
Date: 10/3/2017

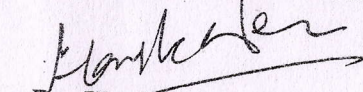
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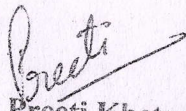
1. Dr. Anjana Munshi, Coordinator of the Centre: Chairperson
2. Dr. Preeti Khetarpal, Assistant Professor
3. Dr. Sandeep Singh, Assistant Professor
4. Dr. Harish Chander, Assistant Professor
5. Dr. Sabyasachi Senapati, Assistant Professor, Convenor

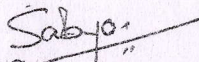
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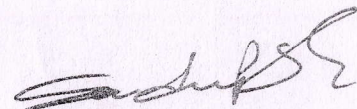
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Dr. Anjana Munshi
Chairperson and Coordinator


Dr. Harish Chander
Assistant Professor


Dr. Preeti Khetarpal
Assistant Professor


Dr. Sabyasachi Senapati
Assistant Professor


Dr. Sandeep Singh
Assistant Professor

**Proceedings of Academic and Administrative Committee of Centre for
Human Genetics & Molecular Medicine
Held on 09-01-2017 at 3:00 PM**

Ref no: *Ca 08/Um/mm/17/85*

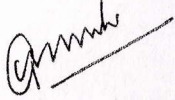
Date: 09/2/2017

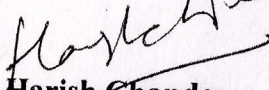
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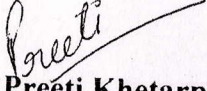
1. Dr. Anjana Munshi, Coordinator of the Centre: Chairperson
2. Dr. Preeti Khetarpal, Assistant Professor
3. Dr. Sandeep Singh, Assistant Professor
4. Dr. Harish Chander, Assistant Professor
5. Dr. Sabyasachi Senapati, Assistant Professor, Convenor

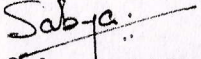
Following agenda was discussed in the meeting:

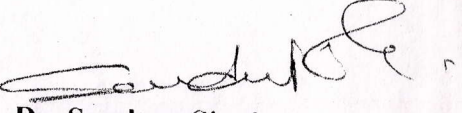
1. Discussion and approval of credit seminar topics to M.Sc II sem students for Human Genetics specialization (Notice attached)
2. Finalizing the dates for Workshop on Developmental Genetics scheduled to be held on 17th March 2017.


Dr. Anjana Munshi
Chairperson and Coordinator


Dr. Harish Chander
Assistant Professor


Dr. Preeti Khetarpal
Assistant Professor


Dr. Sabyasachi Senapati
Assistant Professor


Dr. Sandeep Singh
Assistant Professor

2

**Proceedings of Academic and Administrative Committee of Centre for
Human Genetics & Molecular Medicine**
Held on 11-04-2017 at 4:45 PM

Ref no: CUPB/HGMM/17/212

Date: 11/4/2017

The meeting of Academic and Administrative Committee of Centre for Human Genetics & Molecular Medicine was held on 11-4-2017 at 4:45 PM at the NAAC Cell. The following members were present:

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

Following agenda was discussed in the meeting:

1. Discussed the current status of -80 freezer, installed at the Centre. It has been repaired by the service engineer from Haier India. The freezer is currently under observation. AAC has decided, if this system breaks-down and does not work properly, legal compliant will be lodged through proper channel.
2. A projector from AC.025 classroom has been removed with out the permission from the indentor (Dr. Sandeep Singh), which was issued to the Centre. The issue has to be reported to the Registrar and Campus manager.
3. Air conditioner installed in the AC.025 classroom has been damaged beyond repair due to fire that broke out probably due to short circuit on 31st March 2017. Requirement for new AC installation to be forwarded to the office of the engineer.
4. AAC has discussed the timeline and organization for submission of MCQs for the final semester examination.
5. Scheduling and duty lists for MST2 has been prepared in the AAC meeting.

6. AAC discussed the budget proposal for the Centre (FY 2017-18). Resolution has been taken to demand Extra budget specially for equipment, keeping in the view that for shifting in the new campus, multiple items are required for each laboratory (research and teaching). Similarly extra budget for consumables will be required to accommodate increased number of seats (from 30 to 40) in both the MSc programs operational in the centre.
7. Keeping in view, about overwhelming response to admissions in centre and increased seats, it was discussed that since workload of the faculty will increase several fold, request should be forwarded to extend contract of Dr. Noor Alam for 1 year.

Anjuna
27/4/2017

Prof. Anjana Munshi
Chairperson and Coordinator

Preeti
27/4/17

Dr. Preeti Khetarpal
Assistant Professor

Sandeep Singh

Dr. Sandeep Singh
Assistant Professor

Harish Chander
27/4/17

Dr. Harish Chander
Assistant Professor

Sabyasachi
27/4/17

Dr. Sabyasachi Senapati
Assistant Professor

Noor Alam

Dr. Noor Alam
Assistant Professor

**Proceedings of Academic and Administrative Committee of Centre for
Human Genetics & Molecular Medicine
Held on 12-5-2017 at 4:45 PM**

Ref no: *CIPB/NAAC/17/269*

Date: 12/5/2017

The meeting of Academic and Administrative Committee of Centre for Human Genetics & Molecular Medicine was held on 12-05-2017 at 4:45 PM at the NAAC Cell. The following members were present:

1. Dr. Sandeep Singh, Assistant Professor
2. Dr. Preeti Khetarpal, Assistant Professor
3. Dr. Harish Chander, Assistant Professor
4. Dr. Sabyasachi Senapati, Assistant Professor, Convenor

Following agenda was discussed in the meeting:

1. Practical examination of the course of Human Physiology (LSP.522) will be held on 23rd May, 2017 from 9:30 to 12:30 PM . The venue for examination is as follows:
 - a. M.Sc. Life Sciences with specialization Human Genetics: Human Genetics Laboratory.
 - b. M.Sc. Life Sciences with specialization Molecular Medicine: Molecular Medicine Laboratory.

ok
Prof. Anjana Munshi
Chairperson and Coordinator

Preeti
12/5/17
Dr. Preeti Khetarpal
Assistant Professor

Sandeep
Dr. Sandeep Singh
Assistant Professor

Harish
Dr. Harish Chander
Assistant Professor

Sabyas
12/5/17
Dr. Sabyasachi Senapati
Assistant Professor

**Proceedings of Academic and Administrative Committee of Centre for
Human Genetics & Molecular Medicine**
Held on 2-6-2017 at 11:30 AM

Ref no: *C.A.B/M.M.M/17/284*

Date: 2/6/2017

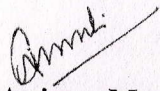
The meeting of Academic and Administrative Committee of Centre for Human Genetics & Molecular Medicine was held on 02-06-2017 at 11:30 AM at the NAAC Cell. The following members were present:

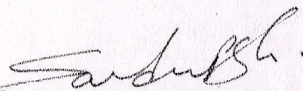
1. Prof. Anjana Munshi, Coordinator of the Centre: Chairperson
2. Dr. Sandeep Singh, Assistant Professor
3. Dr. Harish Chander, Assistant Professor
4. Dr. Sabyasachi Senapati, Assistant Professor, Convenor

Following agenda was discussed in the meeting:

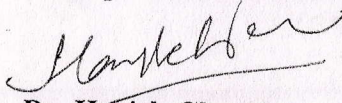
1. Viva-voce and project evaluation for M.Sc Research Project (HGD.600 & LMD.600) will be done on 05/6/2017, 12/6/2017 and 13/6/2017 at the AC.102 class room. A total of 26 students will be presenting their work. Their performance will be evaluated as per the guideline. Notice of the Viva-voce is attached herewith.

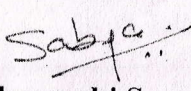
2. The faculty members expressed their concern regarding the budget allotment to the Centre. There is no intimation from the concerned authority on the same. The stock of even basic chemicals is over and the purchase of chemicals and equipment has to be initiated in advance so that we are ready for the next session for conducting practicals as well as the research work.


Prof. Anjana Munshi
Chairperson and Coordinator


Dr. Sandeep Singh
Assistant Professor

ON-LEAVE
Dr. Preeti Khetarpal
Assistant Professor


Dr. Harish Chander
Assistant Professor


Dr. Sabyasachi Senapati
Assistant Professor

Proceedings of Academic and Administrative Committee of Centre for
Human Genetics & Molecular Medicine
Held on 17-7-2017 at 02:30 PM

Ref no: *CoC/HGM/17/390*

Date: 17/7/2017

The meeting of Academic and Administrative Committee of Centre for Human Genetics & Molecular Medicine was held on 18-7-2017 at 2:30 PM at CoC Office. The following members were present:

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

Following agenda was discussed in the meeting:

1. The re-constitution of Board of Studies (BOS) for Centre for Human Genetics and Molecular Medicine and School Board for School of Health Sciences was discussed in detail. The suggested names have been forwarded to the competent authority for approval.

2. The faculty members expressed their concern regarding the budget allotment to the Centre. There is no intimation from the concerned authority on the same. The stock of even basic chemicals is over and the purchase of chemicals and equipment has to be initiated in advance so that we are ready for the next session for conducting practicals as well as the research work.

3. The admission duty allotment for the admission of students in M.Sc programmes offered by the Centre was done as per the instructions of the COE.

4. Members discussed about the time table for the July-December 2017 academic session. Subject distribution and finalization of time-table were done in accordance with the availability of the classrooms.

Anmsh
17/7/2017
Prof. Anjana Munshi
Chairperson and Coordinator

Preeti
17/7/2017
Dr. Preeti Khetarpal
Assistant Professor

Sandeep Singh
Dr. Sandeep Singh
Assistant Professor

Harish Chander
Dr. Harish Chander
Assistant Professor

Sabya
Dr. Sabyasachi Senapati
Assistant Professor and Convenor

Proceedings of Academic and Administrative Committee of
Centre for Human Genetics & Molecular Medicine
Held on 18-9-2017 at 03:30 PM

Ref no: CUPB/MGMM/17/487

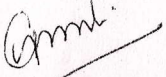
Date: 18/9/2017

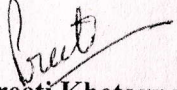
The meeting of Academic and Administrative Committee of Centre for Human Genetics & Molecular Medicine was held on 11-8-2017 at 3:30 PM at CoC Office. The following members were present:


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

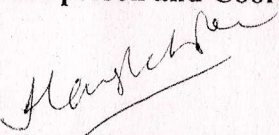
Following agenda was discussed in the meeting:

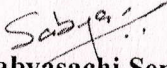
1. Centre had applied for DST-FIST grant and got shortlisted for the presentation at INSA, New Delhi on 9th-10th October 2017. All the faculty members discussed the project proposal in detail and contributed towards completion of the presentation.
2. The MSTI started on 11th of September, 2017. The members were allotted examination duties and arrangement for answer sheets etc. was made.


Prof. Anjana Munshi
Chairperson and Coordinator


Dr. Preeti Khetarpal
Assistant Professor


Dr. Sandeep Singh
Assistant Professor


Dr. Harish Chander
Assistant Professor


Dr. Sabyasachi Senapati
Assistant Professor and Convenor

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1. DAA
2. I & AC

Proceedings of Academic and Administrative Committee of
Centre for Human Genetics & Molecular Medicine
Held on 06-10-2017 at 02:30 PM

Ref no: *COPB/HGMM/17/488*

Date: 05/10/2017

The meeting of Academic and Administrative Committee of Centre for Human Genetics & Molecular Medicine was held on 11-8-2017 at 2:30 PM at CoC Office. The following members were present:

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

Following agenda was discussed in the meeting:

1. Final presentation for DST-FIST programme was finally discussed in length. Prof. Anjana Munshi, Dr. Sandeep Singh and Dr. Harish Chander were proposed to attend the meeting to defend the proposal at INSA, New Delhi on 9th-10th October 2017.
2. As fresh PhD students were admitted in September 2017, time-table and course distribution was done for the PhD course-work.
3. The topics of Seminars for PhD students were allotted as per the discussion with Honourable VC Sir during the academic audit.

Anmb.
Prof. Anjana Munshi
Chairperson and Coordinator

Preeti
Dr. Preeti Khetarpal
Assistant Professor

Sandeep Singh
Dr. Sandeep Singh
Assistant Professor

Harish Chander
Dr. Harish Chander
Assistant Professor

Sabya
Dr. Sabyasachi Senapati
Assistant Professor and Convenor

Copy to:

1. DAA
2. IQAC

Proceedings of Academic and Administrative Committee of
Centre for Human Genetics & Molecular Medicine
Held on 08-10-2017 at 3:00 PM

Ref no: *COPB/HGMM/17/513*

Date: 10/11/2017

The meeting of Academic and Administrative Committee of Centre for Human Genetics & Molecular Medicine was held on 08-10-2017 at 3:00 PM at HOD Office. The following members were present:

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

Following agenda was discussed and resolved in the meeting:

1. Committee finalized the date for the Research Project work progress presentation of M.Sc III Semester students. Students with Specialization in Human Genetics and Specialization in Molecular Medicine will present their progress and submit report on 23rd November and 24th November 2017 respectively. Specific presentation format has been approved for the presentation, which would consists Title page (1 pg), Introduction (2 pg), Project Objectives (1 pg), Methodology (1 pg), Work done till date (1 pg), and Future plans (1 pg).

	9.30 AM-12.30PM	2.00 PM-5.00 PM
M.Sc Human Genetics:	Batch-1	Batch-2
M.Sc Molecular Medicine	Batch-1	Batch-2

2. Ph.D Coursework time table has been finalized and scheduled as attached herewith.
3. Due to several personal and/or unavoidable circumstances often students miss the scheduled MSTs, Surprise test and Practical's). In view of the convenience of conducting exams and other essential requirements (exam deadlines, faculty availability), reschedule of exams are not possible. Committee decided that under such circumstances respective faculty will allow the student (s) to write that exam within a permissible time (as per the academic time table). Further, committee decided that the question paper given to him should be different one from the actual exam, to maintain the standard.

Anmb
10/11/2017
Prof. Anjana Munshi
Chairperson and Coordinator

Preeti
Dr. Preeti Khetarpal
Assistant Professor

Sandeep Singh
Dr. Sandeep Singh
Assistant Professor

Harish Chander
Dr. Harish Chander
Assistant Professor

Sabyasachi
Dr. Sabyasachi Senapati
Assistant Professor and Convenor

Copy to:
DAA for kind information.

Proceedings of Academic and Administrative Committee of
Centre for Human Genetics & Molecular Medicine
Held on 12-12-2017 at 3:00 PM

Ref no: CUPB/HGMM/18/8/18

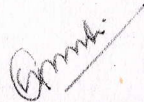
Date: 12/12/2017

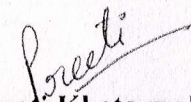
The meeting of Academic and Administrative Committee of Centre for Human Genetics & Molecular Medicine was held on 12-12-2017 at 3:00 PM at HoD Office. The following members were present:

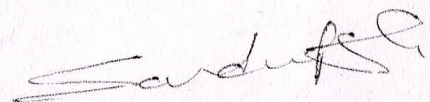
1. Prof. Anjana Munshi, Coordinator of the Centre: Chairperson
2. Dr. Sandeep Singh, Assistant Professor
3. Dr. Preeti Khetarpal, Assistant Professor
4. Dr. Harish Chander, Assistant Professor
5. Dr. Sabyasachi Senapati, Assistant Professor, (on leave)

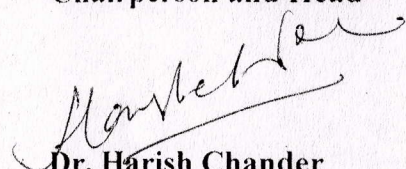
Following agenda was discussed in the meeting:


1. Members discussed and finalized the schedule for PhD credit seminar (HGS.700 and LMS.799).
2. Members discussed and finalized the schedule for PhD work progress seminar.
3. Purchase of required consumables for M.Sc project work was discussed.
4. Compilation and finalization of M.Sc end semester results were done. Results were reviewed by all the members before submission to the Examination section.


Dr. Anjana Munshi
Chairperson and Head


Dr. Preeti Khetarpal
Assistant Professor


Dr. Sandeep Singh
Assistant Professor


Dr. Harish Chander
Assistant Professor


Dr. Sabyasachi Senapati
Assistant Professor and Convenor

To IQAC: →