

Proceedings of Academic and Administrative Committee of
Centre for Human Genetics & Molecular Medicine
Held on 03-01-2018 at 3:00 PM

Ref no: CUPB/HGMM/18/638

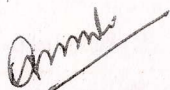
Date: 03/01/2018

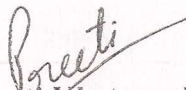
The meeting of Academic and Administrative Committee of Centre for Human Genetics & Molecular Medicine was held on 03-01-2018 at 3:00 PM at HoD Office. The following members were present:


1. Prof. Anjana Munshi, HoD, 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

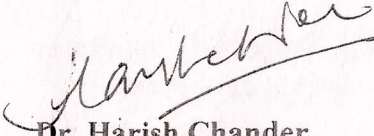
Following agenda was discussed in the meeting:

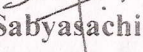
1. Members discussed and finalized time table for M.Sc Life Science with Specialization in Human Genetics and M.Sc Life Science with Specialization in Molecular Medicine.
2. Examination schedule for PhD coursework for PhD Human Genetics and PhD Molecular Medicine was finalized.
3. As per the guideline laid down by the University, course codes for M.Sc and PhD coursework were changed and final copy was sent to BOS for approval.
4. Members discussed the syllabus of M.Sc and PhD and required changes were made. Final syllabi were sent for BOS for approval.


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

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Department of Human Genetics and Molecular Medicine

Central University of Punjab

Established vide Act No. 25(2009) of Parliament

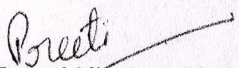
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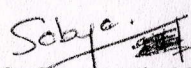
February 23, 2018

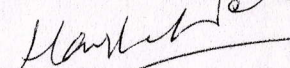
Subject: Minutes of AAC meeting held on 23/02/2018.


Meeting of Academic and Administrative Committee of HGMM was held on 23/02/2018 in office of the HoD. Following issues were discussed in the meeting:

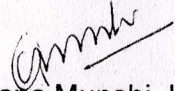
1. Dr. Sandeep Singh will now be the coordinator for conducting AAC meetings.
2. Examination schedule for MST-1 as well as duties was finalized.
3. HGMM in collaboration with Sigma-Aldrich is planning to organize one road show cum expert talks for which approval has been given by the competent authority will be organized in 1/2 week of March after consulting Sigma experts.
4. Department in collaboration with Max Hospital is also planning to organize one day conference on Diabetes in April for which Prof. Anjana Munshi is overseeing all the arrangements towards necessary permissions, funding etc.
5. Dr. Preeti Khetarpal will organize expert talk series for students of HGMM as well as other departments. Dr. Preeti will coordinate the dates of talks with experts and oversee all the necessary arrangements (approval, budget sanction, hospitality and accommodation etc.).
6. Credit seminars for M.Sc. 2nd semester students for both Molecular Medicine as well as Human Genetics schedules were discussed and it has been decided that the timings will be 2:30-3:30 PM for Molecular Medicine and 3:30-4:30 PM for Human Genetics on every Friday.
7. It has been discussed that for collaborative research and student guidance, a special policy may be proposed to competent authority for consideration so that national/international Institution/University can be approached for the same.


Dr. Preeti Khetarpal, AP


Dr. S. Senapati, AP


Dr. Harish Chander, AP


Dr. Sandeep Singh, AP


Dr. Anjana Munshi, HoD

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27.2.2018



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Ref. No. : CUPB/HGMM/18/769

April 10, 2018

Subject: Minutes of AAC meeting held on 10/04/2018.

Meeting of Academic and Administrative Committee of HGMM was held on 10/04/2018 in the office of the HoD. The following issues were discussed in the meeting:

1. Date-sheet as well as the duty list for MST-II was finalized for both M.Sc. Programs.
2. Practical exam for Human Physiology (II semester) will be held on May 7, 2018 for both the M.Sc. Programs in respective laboratories.
3. Final presentations for M.Sc. Project students (IV semester) will be held on May 10 and 11, 2018 for both the M.Sc. Programs.
4. Lectures organized by Dr. Preeti Khetarpal were discussed and all the preparations were finalized for the same.
5. It has been decided that syllabus for both the M.Sc. Programs in the department will be scrutinized and modified after completion of the current semester.
6. Since the upcoming semesters (I and III) involve very heavy teaching load, it has been decided that a request will be made to competent authority to provide with a contractual faculty for sharing the teaching burden.
7. It has been decided that Dr. Sandeep Singh will prepare a checklist to keep all the records and follow proper procedures as per NAAC guidelines at the departmental level.

Preeti
Dr. Preeti Khetarpal, AP

Sabyo 11/4/18
Dr. S. Senapati, AP

Harish
Dr. Harish Chander, AP

Sandeep Singh
Dr. Sandeep Singh, AP

Anjana Munshi
Dr. Anjana Munshi, HoD

1. Copy to:

- a) DAA for kind information
- b) IAAC



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Ref. No. : CUPB/HGMM/18/864

May 23, 2018

Subject: Minutes of AAC meeting held on 23/05/2018.

Meeting of Academic and Administrative Committee of HGMM was held in office of the HoD. The following issues were discussed in the meeting:

Agenda 1: Preparation for the Ph.D. end semester examinations.

Resolution: Preparations for PhD end semester examination were discussed and it was decided that Dr. Sandeep Singh will be the invigilate during the examination.

Agenda 2: Incorporation of modifications suggested during the curriculum audit by IQAC.

Resolution: Various issues discussed during the curriculum audit by IQAC were discussed and minor modifications suggested were incorporated in the syllabus.

Agenda 3: Preparations for School Board meeting.

Resolution: Preparations for School Board meeting were discussed and it was decided that Prof. Anjana Munshi will take care of responsibilities regarding invitation letters to the experts and booking of the guest house.

Agenda 4: End semester examination and results of M.Sc. IV semester.

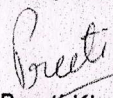
Resolution: It was resolved that final semester, students must meet the deadline regarding submission of their project reports. Presentations for all the students have been already conducted.

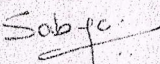
Agenda 5: Coordinator for MOOC courses.

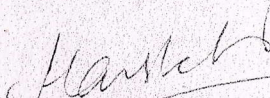
Resolution: It was decided that Dr. Harish Chander will be coordinator for the MOOC courses to be taken up by our students in the upcoming session.

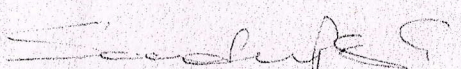
Agenda 5: Implementation of CBCS guidelines.


Resolution: The examination pattern in CBCS may be reassessed at the university level as per the guidelines issued by the UGC.


Dr. Preeti Khetarpal, AP


Dr. S. Senapati, AP


Dr. Harish Chander, AP


Dr. Sandeep Singh, AP


Dr. Anjana Munshi, HoD



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Ref. No.: CUPB/HGMM/18/990

Subject: Minutes of AAC meeting held on 06/07/2018.

Meeting of Academic and Administrative Committee of HGMM for the month of July was held in the office of the HoD. Following agenda items were discussed in the meeting:

Agenda 1: Regarding timetable for the upcoming semester.

Resolution: The timetable for M.Sc. I as well as III semester was discussed and finalized. It was decided that HoD will seek permission to conduct classes in classroom AC-40 (capacity 60) and AC102 (capacity 45).

Agenda 2: Planning regarding M.Sc. III semester classes and research.

Resolution: The upcoming schedule for M.Sc. III semester was discussed and it was decided that students should be given ample continuous lab time to perform various experiments as per their research project plans.

Agenda 3: Course distribution for upcoming syllabus.

Resolution: Based on previous year teachings, the course content of each course was distributed amongst the teacher with mutual consent and course coordinators were designated.

Agenda 4: To discuss about the hands on workshop scheduled for the 31st of July-1st August

Resolution: The preparations to conduct the hands on workshop on qPCR and Western Blotting were discussed and duties were assigned to faculty and staff members

for
Dr. Preeti Khetarpal, AP

Dr. S. Senapati, AP

Dr. Harish Chander, AP

Dr. Sandeep Singh, AP

Dr. Anjana Munshi, HoD

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Ref. No.: CUPB/HGMM/18/991

Subject: Minutes of AAC meeting held on 06/08/2018.

Meeting of Academic and Administrative Committee of HGMM for the month of August was held in the office of HoD. Following agenda items were discussed in the meeting:

Agenda 1: Regarding timetable for the upcoming semester.

Resolution: Since the timetable was provided by IQAC and there were some clashes in timings, certain changes were made in the timetable and some of the classes were shifted to laboratories as per the allotment of the rooms and availability of teachers. The revised timetable has already been submitted to IQAC.

Agenda 2: Regarding separate lunch timings for I and III semester.

Resolution: As per the instructions of DSW, the timetable was further revised to accommodate alternative lunch timing for I & III semester students. For MSc III semester, students free time between 2-3pm for lunch except one day for Molecular Medicine was notified by HoD.

Agenda 3: Discussion to organize the conference.

Resolution: Prof. Anjana has proposed to organize conference in October 2018 with the help of internal as well as external funding. It was decided that PhD scholars as well as faculty will help her in preparing all the documents for conference and various duties were assigned in this regard.

Agenda 4: Distribution of PhD Coursework.

The PhD Course work for the newly admitted student in Human Genetics was distributed among the faculty.

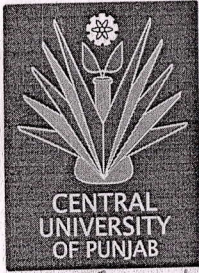
for
Anush
Dr. Preeti Khetarpal, AP

Subject
Dr. S. Senapati, AP

Member
Dr. Harish Chander, AP

Sandeep Singh
Dr. Sandeep Singh, AP

Anush
(Prof. Anjana Munshi)



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Ref. No. : CUPB/HGMM/18/1050

Dated: 18.09.18

Subject: Minutes of AAC meeting held on 05/09/2018.

Meeting of Academic and Administrative Committee of HGMM for the month of September was held in office of the HoD. Following agenda items were discussed in the meeting:

Agenda 1: Transfer of Projector (AC39 on name of Dr. P. Khetarpal, projector cords (AC39 and AC106 on name of Prof. A. Munshi), Podium (AC106 on name of Prof. A. Munshi), Classroom chairs, blackboards and furniture, etc., Lockers (02 on name of Dr. S. Singh; 02 on name of Prof. A. Munshi/Dr. P. Khetarpal).

Resolution: Since now the time table and classroom allotment is at university level, it has been resolved that all the above said items which were earlier issued on the names of individual faculty may be transferred to establishment department.

Agenda 2: Date sheet, duty list and question papers for MST-I.

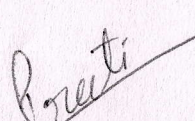
Resolution: It has been resolved that the MST-I examination will start from September 10, 2019 in the forenoon for an 1st semester (in room no. AC40) and in the afternoon for III semester students (in laboratory of Human Genetics and Laboratory of Molecular Medicine). It has been resolved that all the question papers must be submitted in HoD's office on or before 07/09/2018.

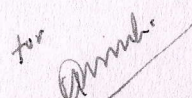
Agenda 3: Ph.D. coursework schedule.

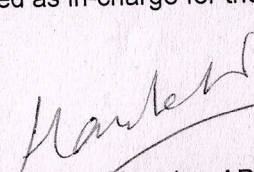
Resolution: It has been resolved that Ph.D. course work for Human Genetics will commence as per the timetable.

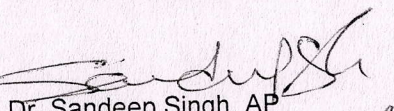
Agenda 4: Plan for invited talk.

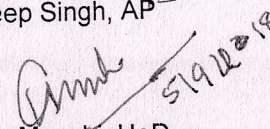
Resolution: It has been resolved that Department will host an invited talk by experts in genetics or cell biology field in September and Dr. Sandeep Singh has been assigned as in-charge for the activity.


Dr. Preeti Khetarpal, AP

for 
Dr. S. Senapati, AP


Dr. Harish Chander, AP


Dr. Sandeep Singh, AP


Dr. Anjana Munshi, HoD



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Ref. No. : CUPB/HGMM/18/1086

Subject: Minutes of AAC meeting held on 04/10/2018.

Meeting of Academic and Administrative Committee of HGMM in month October was held in the office of the HoD. Following agenda items were discussed in the meeting:

Agenda 1: Purchase of e-content through library.

Resolution: The department has already proposed purchase of e-content that was forwarded to the library. It was discussed again and all the members were satisfied with the requirements forwarded.

Agenda 2: Regarding academic activities in upcoming weeks.

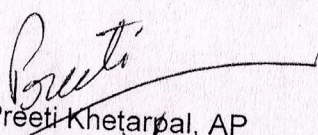
Resolution: It has been resolved that various academic activities like surprise test-2 may be conducted before the MST-2 examination. It was also decided that other academic activities like evaluation of term papers and assignments should be completed well before the end semester examination.

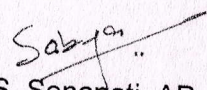
Agenda 3: Regarding upcoming lab audit.

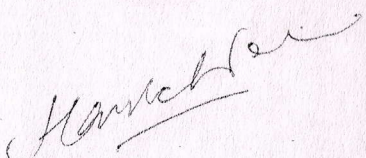
Resolution: It has been resolved that both the labs of the department as well as cell culture lab (central facility) meets most of the criteria proposed for upcoming lab audit. Any lacunae should be rectified.

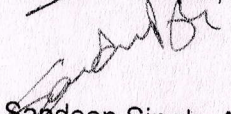
Agenda 4: Regarding purchase of various instruments sanctioned under DST-FIST.

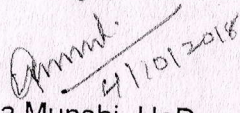
Resolution: It has been resolved that Project Implementation Group (P.I.G.) for DST-FIST should start the purchase process in anticipation of release of grant. This will help us save time once the funds are received.


Dr. Preeti Khetarpal, AP


Dr. S. Senapati, AP


Dr. Harish Chander, AP


Dr. Sandeep Singh, AP


Prof. Anjana Munshi, HoD

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Central University of Punjab
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Ref. No.: CUPB/HGMM/18/1157

Dated: 20.11.18.

Subject: Minutes of AAC meeting held on 20/11/2018.

Meeting of Academic and Administrative Committee of HGMM for the month of November was held in the office of the HoD. Following agenda items were discussed in the meeting:

Agenda 1: Purchase of instruments funded by DST-FIST grant.

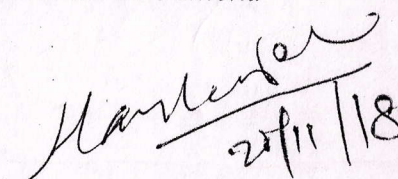
Resolution: The department has recently received grant of 78lakhs for purchase of instruments in DST-FIST scheme. It has been resolved that all the files concerned about purchase of various equipment should be initiated as per regulation. Project Implementation Group (PIG) has already been constituted as per DST-FIST guidelines.

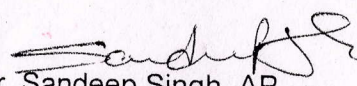
Agenda 2: Regarding digital droplet PCR file closure.

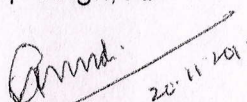
Resolution: The department had initiated a file for purchase of digital droplet PCR which was closed due to some technical issues and indenter (Dr. Sabyasachi Senapati) was asked to reinstate a fresh case file for which now has been returned with mention that non availability of funds. It should be noted that the earlier file was closed due to technical reasons, thus it is decided by faculty to request for reinstating of the purchase process for the instrument.


Dr. Preeti Khetarpal, AP

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Dr. S. Senapati, AP


20/11/18
Dr. Harish Chander, AP


Dr. Sandeep Singh, AP


20.11.2018
Dr. Anjana Munshi, HoD



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Ref. No.: CUPB/HGMM/18 /1197

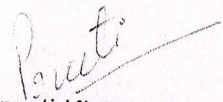
Subject: Minutes of AAC meeting held on 14/12/2018.

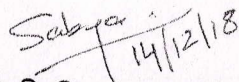
Meeting of Academic and Administrative Committee of HGMM for the month of December was held in the office of the HoD. Following agenda items were discussed in the meeting:

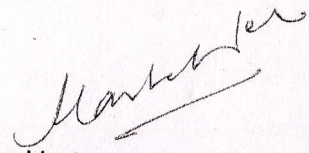
Agenda 1: Distribution of University grant.

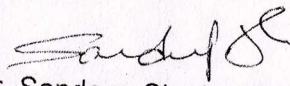
Resolution: The department has recently received grant of 81lakhs for purchase of instruments and other infrastructural need of the department. The funds were distributed as follows:

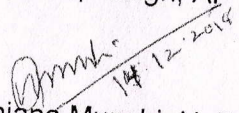
- Common fund = 6 lakhs** for purchase of 2LCD TVs for classrooms (3lakhs); 02PCs for teaching labs (1lakh) and maintenance of 3 water purification systems (2lakhs).
- Remaining 75 lakhs is equally distributed into two groups Human Genetics as well as Molecular Medicine (37.5 lakhs each group)
- Human Genetics budget:** Rs. 4.0 lakhs for teaching laboratory and remaining amount is equally divided between 3 faculty members (11.17lakhs each)
- Molecular Medicine budget:** Rs. 6.5 lakhs for teaching lab, 16lakhs for Dr. Harish Chander and 15lakhs for Dr. Sandeep Singh.


Dr. Preeti Khetarpal, AP


Dr. S. Senapati, AP


Dr. Harish Chander, AP


Dr. Sandeep Singh, AP


Dr. Anjana Munshi, HoD

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