



Department of Human Genetics and Molecular Medicine
Central University of Punjab
Established vide Act No. 25(2009) of Parliament

Ref. No. :

June 19, 2020

(July 2020)
Subject: Minutes of Special AAC meeting regarding campus shifting held on 19/06/2020.

Special meeting of the Academic and Administrative Committee of HGMM was held on June 19, 2020 to discuss various issues related to shifting to new campus. Following issues were discussed and resolved in the meeting:

Agenda 1: Shifting of instruments.

Resolution: large equipment like refrigerators, incubators etc. shall be shifted separately while other small and sensitive equipment should be packed properly before shifting. Departmental faculty shall oversee the packing as well as transportation to ensure that all the equipment are shifted without any damage. Furthermore, insurance of various instruments may be procured before shifting for added security against damage.

Agenda 2: Shifting of consumables.

Resolution: Plasticware consumables can be shifted by packing in boxes. Glassware should be transported with special care to avoid damage. Temperature sensitive chemicals should be packed with cold packs/dry-ice by respective faculty and shifted using refrigerated vans. For shifting of acids/bases it is proposed that special container filled with sand shall be used to transport any such chemicals. Department also propose to acquire small trolleys to shift the materials to and fro from labs.

Agenda 3: Cell culture chambers.

Resolution: Since departmental faculty used cell culture regularly, it is proposed that request shall be made to engineer department to establish the culture chambers in HGMM labs in main campus before shifting of the campus.

Agenda 4: Transportation and manpower requirements for shifting.

Resolution: The details of cardboard boxes and packaging materials is provided with the excel sheet from the department. However, there will be requirement of atleast 8 manpower for packaging and shifting the materials from both the labs of the department to the new labs in the Guddha campus. Moreover 02 truckload of furniture, 02 for instruments and 01 for consumable is the minimum calculated requirement for transportation.

Preeti
Dr. Preeti Khetarpal, AP

Sabya
Dr. S. Senapati, AP

Narender
Dr. Narender Dhania (Given consent on phone)

Sandeep Singh
Dr. Sandeep Singh, AP

Anjana
Prof. Anjana Munshi

Jaswinder Singh Bhatti
Dr. Jaswinder Singh Bhatti, HoD