

Proceedings of Academic and Administrative Committee of Department of Microbiology, held on August 21, 2019 at 11:30 AM

The meeting of Academic and Administrative Committee of Department of Microbiology was held on 21-08-2019 in Committee Room (Academic Block).

The following committee members were present:

1. Dr. Monisha Dhiman, Head of the Department, Chairperson
2. Dr. Pramod Kushwaha, Assistant Professor, Member
3. Dr. Somesh Baranwal, Assistant Professor, Member

Following agenda was discussed in the meeting:

1. Constituting new AAC and CDDC for the Department.
2. Purchases of the department
3. Organising workshop

The members discussed and unanimously resolved:

Item No. 1. The Department of Microbiology was recently bifurcated into an independent department. The AAC and CDDC are reconstituted where Dr. Monisha Dhiman, will be the Chairperson for both the committees. Dr. Somesh Baranwal will be the convener of AAC and Dr. Pramod Kushwaha, will be the convener of CDDC.

Item No. 2. The purchases from the department budget was reviewed and it was decided that some funds will be used to purchase small foldscopes and autoclave, in addition an amount of Rs.50,000/- will be kept for the purchases associated with MSc teaching and practicals. It was also decided that Rs. 50,000/- will be allotted to the three faculty for their day to day research work and MSc project work.

Item No. 3. Department is planning to organise a two day awareness workshop for the Biology students which will give them industrial exposure in collaboration with IIT-Madras (details enclosed) on 6 and 7 September, 2019. A budget of Rs.5500/- will be utilised to provide refreshment to the participants for two days.

Dr. Monisha Dhiman
Chairperson and HoD

Dr. Somesh Baranwal
Assistant Professor

Dr. Pramod Kushawaha
Assistant Professor

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Proceedings of Academic and Administrative Committee of Department of Microbiology, held on September 27, 2019 at 2:00 Pm

The meeting of Academic and Administrative Committee of Department of Microbiology was held on 27-09-2019 in Committee Room (Academic Block).

The following committee members were present:

1. Dr. Monisha Dhiman, Head of the Department, Chairperson
2. Dr. Pramod Kushwaha, Assistant Professor, Member
3. Dr. Somesh Baranwal, Assistant Professor, Convener

Following agenda was discussed in the meeting:

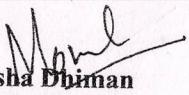
1. To review the purchases done from the departmental budget.
2. Industrial visit for the students
3. Guest lectures

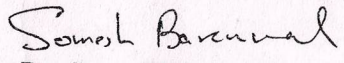
The members discussed and unanimously resolved:

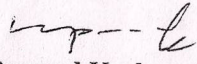
Item No. 1. The purchases from the department budget was reviewed and it was observed that the details of all the departmental expenditure was documented in excel file all clarifications and accuracy.

Item No. 2. Dr Somesh will discuss with local authorities about the industry visit of the department students.

Item No. 3. Faculty will discuss and coordinate with experts from the field of Microbiology to invite them for guest lectures.


Dr. Monisha Dhiman
Chairperson and HoD


Dr. Somesh Baranwal
Convener, Assistant Professor


Dr. Pramod Kushwaha
Assistant Professor

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Proceedings of Academic and Administrative Committee of Department of Microbiology held on October 16th, 2019 at 2:30 PM

The monthly meeting of Academic and Administrative Committee (AAC) of Department of Microbiology was conducted on 16-10-2019 in Committee Room (Academic Block) in the presence of following faculty member

1. Dr. Monisha Dhiman, Head of the Department, Chairperson
2. Dr. Pramod Kushawaha, Assistant Professor, Member
3. Dr. Somesh Baranwal, Assistant Professor, Convener

The following agenda was discussed in the monthly meeting:

1. Selection of Class Representative, Department Representative for Master and Ph.D. students
2. Nomenclature of Master program
3. Workshop for undergraduate students
4. Reorganization of Board of Studies (BoS) of Department of Microbiology
5. Purchase of Instrument for Microbiology Department

The members discussed and unanimously resolved:

Item No. 1. Following student were elected as a member of Academic Council either on consensus basis or after voting:

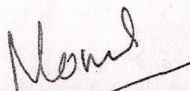
1. Ph.D. (Microbiology) – **Umesh Chand**
2. Department Representative – **Richa Prakash**
3. First Semester Class representative – **Suruchi Rani Mandal**
4. Third Semester Class Representative - **Tushar Midha**

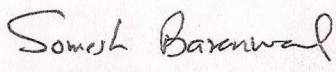
Item No. 2. From next Academic year, Department will offer MSc in Microbiology after replacing its current nomenclature of MSc in Life Science with specialization in Microbial Sciences

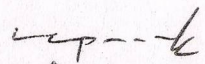
Item No. 3. Department will offer one/two day workshop in the month of November for the nearby college students to develop their laboratory skills in microbiology on nominal registration charges.

Item No. 4. The faculty member will work toward reorganization of BoS committee to revise the syllabus from next academic year

Item No. 5. The faculty member will prepare a long term vision statement of department and make a list of Instruments which are immediately required and discuss with honourable Vice chancellor for allocating the budget


Dr. Monisha Dhiman
Chairperson and HoD


Dr. Somesh Baranwal
Convener, Assistant Professor


Dr. Pramod Kushawaha
Assistant Professor

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Proceedings of Academic and Administrative Committee of Department of Microbiology held on November 7th 2019 at 2:30 PM

The monthly meeting of Academic and Administrative Committee (AAC) of Department of Microbiology was conducted on 07-11-2019 in Committee Room (Academic Block) in the presence of following faculty members

1. Dr Monisha Dhiman, Head of the Department, Chairperson
2. Dr Pramod Kushawaha, Assistant Professor, Member
3. Dr Somesh Baranwal, Assistant Professor, Convener

The following agenda was discussed in the monthly meeting:

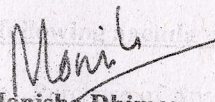
1. Purchase of Anaerobic chamber and foldscope
2. Conducting practical for First and third Semester practical exam
3. Result Submission for First and third semester students

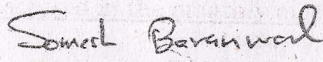
The members discussed and unanimously resolved:

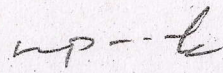
Item No. 1. Faculty members will start the process to purchase the anaerobic chamber (from local market) and foldscope as discussed in previous AAC.

Item No. 2. The practical and theory classes are shared with Biochemistry department so we will conduct the Microbiology, Cell Biology & Industrial and Environmental Microbiology practical for First and third semester students in the last week of November.

Items No.3 - Faculty members will prepare the result of the MST, credit seminar and practical examination and submit it before starting the final MST and end term examination.


 Dr Monisha Dhiman
 Chairperson and HoD


 Dr Somesh Baranwal
 Convener, Assistant Professor


 Dr Pramod Kushawaha
 Assistant Professor

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 Dr Monisha Dhiman
 Chairperson and HoD


 Dr Pramod Kushawaha
 Assistant Professor

Proceedings of Academic and Administrative Committee of Department of Microbiology held on December 3rd, 2019 at 2:30 PM

The monthly meeting of Academic and Administrative Committee (AAC) of Department of Microbiology was conducted on 03-12-2019 in Committee Room (Academic Block) in the presence of following faculty members

1. Dr Monisha Dhiman, Head of the Department, Chairperson
2. Dr Pramod Kushawaha, Assistant Professor, Member
3. Dr Somesh Baranwal, Assistant Professor, Convener

The following agenda was discussed in the monthly meeting:

1. Purchase of Instruments from non-recurring budget (Allocated to Department of Microbiology).
2. To constitute a new committee for Department of Microbiology Board of Studies.
3. Purchase of chemical for even semester (2nd and 4th practical)
4. Course distribution for Even Semester (2nd and 4th)

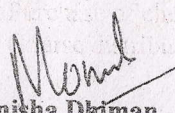
The members discussed and unanimously resolved:

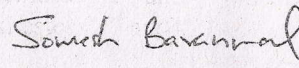
Item No. 1. Faculty members have prepared the list of the Instruments (Annexure I enclosed) to be purchased from Non-recurring grant budget allocated (2019-2020) to Department of Microbiology. Faculty members will initiate the purchase process in an expedite manner.

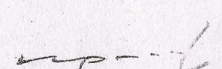
Item No. 2. Faculty members will move the file for reconstituting the BoS for Department of Microbiology. The proposal is submitted to include two faculty member from Department of Biochemistry and two external members (One from USA, distance mode only) to expand the horizon of the Department.

Item No. 3. Faculty members will initiate the purchase of consumable items for conducting the practical for even semester classes beginning in January 2020.

Item No. 4. Faculty member will meet with Department of Biochemistry colleagues and work toward distribution of theory and practical classes for even semester starting in January 2020.


Dr Monisha Dhiman
Chairperson and HoD


Dr Somesh Baranwal
Convener, Assistant Professor


Dr Pramod Kushawaha
Assistant Professor

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