

**Agenda of Curriculum Development and Design Committee of Department of Microbiology**  
**held on 09 January, 2020 at 2:30 PM**

The meeting of Curriculum Development and Design Committee of Department of Microbiology was held on 09-01-2020 in Committee Room (Academic Block). The following committee members were present:

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

**The following agenda was discussed in the meeting:**

1. Revision of curriculum for MSc Microbiology for academic session 2020-2022.
2. To review and revise the course structure and syllabus for the PhD program in Microbiology (2020-22).

**The members discussed and unanimously resolved:**

The faculty members after critically going through the syllabus of M.Sc. Microbiology for academic session 2020-2022 and the course structure and syllabus for the PhD, Microbiology are proposing following changes in the curriculum:

**MSc. Microbiology**

**Semester I**

1. The Biochemistry course content will be modified and renamed as Microbial Metabolism.
2. Basics of Microbiology will be offered as IDC.

**Semester II**

3. Microbial Physiology and Metabolism course will be modified and renamed as Microbial physiology.
4. Clinical Microbiology will be divided into Bacteriology, Virology and Mycology & Parasitology.

**Semester III**

5. Introduction to Immune System will be offered as new IDC.
6. Biochemical and Biophysical Methods/ Advance Techniques in Microbiology will be introduced as elective courses in place of Principles of Ecology, Evolution and Developmental Biology.

**Semester IV**

7. The course content of the course content of Genetic engineering and Microbial Biotechnology will be modified and Genetic Engineering will be renamed as Advances in Genomics, Transcriptomics and Proteomics.
8. Host Pathogen Interaction and Microbial Diagnostics will be introduced as new elective courses.
9. The DEC1 & DECII will be also modified.

10. PhD course will be modified

*Monisha*  
**Prof. Monisha Dhiman**  
 HOD, Chairperson

*Somesh Baranwal*  
**Dr. Somesh Baranwal**  
 Assistant Professor

*Pramod K. Kushawaha*  
**Dr. Pramod K. Kushawaha**  
 Assistant Professor

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**Proceedings of Academic and Administrative Committee of Department of Microbiology  
on April, 27<sup>th</sup> 2020 at 3:00 PM**

The monthly meeting of Academic and Administrative Committee (AAC) of the Department of Microbiology was conducted online with the following faculty members:

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

**The following agenda was discussed in our monthly meeting:**

1. Co-opting the newly joined faculty Dr Nasir Salam as member of AAC.
2. Plan to complete the syllabus online for II and IV semester students.
3. Conduct the credit seminars and submission of seminar reports for IV semester students.
4. Progress of online teaching
5. Progress of the project reports of IV semester students.

**The members discussed and unanimously resolved:**

**Item No. 1.** Dr. Nasir Salam is welcomed in the department and is now a co-opted member of AAC of the department.

**Item No. 2.** The theory and practical classes of the II and IV semester student will be conducted using online resources. Faculty member will complete the syllabus including assignment, term paper and surprise test before May 15<sup>th</sup> 2020.

**Items No.3.** Few of the credit seminars of IV semester were completed before the lockdown. Remaining students have submitted the powerpoint presentation and seminar report to the faculty members so that they can be evaluated and graded.

**Item No. 4.** The faculty member are sharing all the study material using various electronic/online modes to complete the syllabus and the components of the internal assessments. The faculty members will evaluate and compile the results of second and fourth semester students as per the university guidelines.

**Items No. 5.** The fourth semester dissertation students are regularly in touch with their respective supervisors and most of them are working on their project report. The presentations (Skype/ any other electronic mode) will be held as per the directions from the university. The report will be evaluated by Project Committee (HOD and VC nominee) during the presentations. The submission of hard copies of the project will be done as per the guidelines from the university.

**Minutes shared digitally to all the member**

**Dr Monisha Dhiman**  
Professor and HoD

**Dr Somesh Baranwal**  
Convener, Assistant Professor

**Dr Pramod Kushawaha**  
Assistant Professor

**Dr. Nasir Salam**  
Assistant Professor

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**Proceedings of Academic and Administrative Committee of Department of Microbiology  
May, 28<sup>th</sup> 2020 at 3:00 PM**

The monthly meeting of Academic and Administrative Committee (AAC) of the Department of Microbiology was conducted online with the following faculty members:

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

**The following agenda was discussed in the meeting:**

1. Project reports and presentation of fourth semester students
2. Adoption of MOOC Courses to be offered on SWAYAM portal by CUPB for its students in odd semester
3. Nomination of MOOC Coordinator
4. PhD coursework for session January to June 2020

**The members discussed and unanimously resolved:**

**Item No. 1.** Fourth Semester Student will submit their final report to their supervisor by 30<sup>th</sup> May 2020. Presentation will be conducted via online mode on 10, 11 and 12 June, 2020

**Item No. 2.** Based on the curriculum students can opt for following MOOC courses

- (a) Biostatistics and Mathematical Biology (3 credit course)
- (b) Solid and Hazardous Waste Management (4 credit course)
- (c) Functional Foods and Nutraceuticals (4 credit course)
- (d) Digital Library (4 credit course)
- (e) Academic Writing (4 credit course)
- (f) Food Microbiology and food safety (4 credit course)

**Item No. 3.** Dr. Pramod Kushawaha will be the MOOC coordinator for First and third semester students in the forthcoming session.

**Items No. 4.** Course work of PhD to be completed via online mode and exam will be conducted when the students are called back as per university directives and guidelines.

**Minutes shared digitally with all the members**

**Dr Monisha Dhiman**  
Professor and HoD

**Dr Somesh Baranwal**  
Convener, Assistant Professor

**Dr Pramod Kushawaha**  
Assistant Professor

**Dr. Nasir Salam**  
Assistant Professor

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**Proceedings of Academic and Administrative Committee of Department of Microbiology  
on June, 1<sup>st</sup> 2020 at 4:00 PM**

An online meeting of Academic and Administrative Committee (AAC) of the Department of Microbiology was conducted with the following faculty members

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

**The following agenda was discussed in our monthly meeting:**

1. Distribution of second semester students for projects so that they can start reading and utilize this time.
2. Recent updates on departmental purchases.
3. Plan for department as we move to new campus in August.
4. Equipment sharing and transfer from Biochemistry Department or vice-versa.

**The members discussed and unanimously resolved:**

**Item No. 1.** Random allotment of thirteen students were conducted among four faculty member as follows

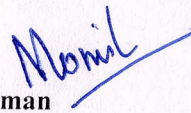
- **Monisha Dhiman, PhD** - Gulnaj Khatoon, Manav Jindal, Rakesh Padhan
- **Somesh Baranwal, PhD** – Chahak Singhal, Mubashira Shahid, Izu Chhalria , Gyana Ranjan Nayak
- **Pramod Kushawaha, PhD** – Suruchi Mandal, Sanu Diwakar, Megha Shakya
- **Nasir Salam, PhD** – Khushi Jain, Palak Gupta , Ashutosh Balodhi

**Item No. 2.** In the financial year 2019-2020, University has allotted Rs 20 Lakhs non-recurring grant to purchase essential instrument to the Department. We were able to process and purchase instruments of Rupees 18.3 lakhs (Annexure I). We request University to forward this money to the next financial year so that we can procure the remaining non-consumable items.

**Items No.3** – Faculty member will prepare list of the non-consumable items and number of boxes (both room temperature and perishable items) required for smooth shifting to the permanent campus.

**Item No. 4** – A meeting of HoDs of Biochemistry and Microbiology was conducted in the Prof Ramakrishna Wusirika office (Dean, School of Basic and Applied Science) on June 28<sup>th</sup> 2020. Both Biochemistry HoD and Dean agreed to transfer the duplicate instruments to Department of Microbiology and share the instruments which were procured jointly by Department of Biochemistry and Microbial Science from the university budget since its inception in July 2015. Both also agreed to use the DST-FIST instrument jointly procured by Biochemistry and Microbial Sciences.

Minutes shared digitally with all the members

  
**Dr Monisha Dhiman**

Professor and HoD

**Dr Somesh Baranwal**

Convener, Assistant Professor

**Dr Pramod Kushawaha**

Assistant Professor

**Dr. Nasir Salam**

Assistant Professor

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**Department of Microbiology**

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**Proceedings of Academic and Administrative Committee of Department of Microbiology  
(July, 9<sup>th</sup> 2020 at 4:00 PM)**

An online meeting of Academic and Administrative Committee (AAC) of the Department of Microbiology was conducted with the following faculty members

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

**The following agenda was discussed in our monthly meeting:**

1. To conduct the final semester examination at department level
2. To conduct the practical exams for II semester students.

**The members discussed and unanimously resolved:**

Item No. 1. Following Faculty member will conduct the End Term Examinations for fourth semester student using google form (MCQs based)

1. Microbial Biotechnology – Dr Pramod Kushawaha
2. Genetic Engineering – Dr Manju Jain (Biochemistry Department)
3. Recent Advances in Life Science (I) – Prof Wusirika (Biochemistry Department) – Question from Cell Biology and Microbiology will be prepared by Dr Somesh and Dr Pramod respectively
4. Recent Advances in Life Science (II) – Prof Dhiman

Item No. 2. Following faculty member will conduct the Practical Examination for second Semester Student using google form and viva voce

1. Microbiology Practical I – Dr Somesh and Dr Pramod (Microbial Physiology and Clinical Microbiology)
2. Life Science Practical II – Prof Dhiman and Dr Manju Jain (Molecular Biology and Immunology)

Minutes shared digitally with all members.

**Dr Monisha Dhiman**

*Monisha*

Professor and HoD

**Dr Somesh Baranwal**

Convener, Assistant Professor

**Dr Pramod Kushawaha**

Assistant Professor

**Dr. Nasir Salam**

Assistant Professor

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**Department of Microbiology**

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**Proceedings of Academic and Administrative Committee of Department of Microbiology  
(August 05<sup>th</sup> 2020 at 4:00 PM)**

An online meeting of Academic and Administrative Committee (AAC) of the Department of Microbiology was conducted with the following faculty members

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

**The following agenda was discussed in our monthly meeting:**

1. Plan for the commencement of online Classes from 17<sup>th</sup> August 2020
2. Time table for 3<sup>rd</sup> semester classes and teaching load of the teacher
3. Full time Research technician for Department of Microbiology

**The members discussed and unanimously resolved:**

Item No. 1. HoD will prepare the time-table for smoothly running theory and Practical classes for third semester student from August, 17<sup>th</sup> 2020 (online mode)

Item No. 2. Teaching load for third semester students will be distributed in the following manner

1. Prof Monisha – Evolutionary and Developmental Biology (Theory) (4 credit)
2. Dr Somesh – Industrial and Environmental Microbiology (Theory) (2 credit) and Microbiology Practical II (3 hr per week)
3. Dr Pramod – Food Microbiology (3 credit course), Microbiology Practical II (3 hr per week)
4. Dr Nasir - Industrial and Environmental Microbiology (Theory) (2 credit) and Seminar (1 credit)

Item No. 3. We request competent authority to provide a full time research technician. Presently, we have only one Research technician who is jointly working with Department of Biochemistry and Department of Microbiology.

Minutes shared digitally with all members.

**Dr Monisha Dhiman**

Professor and HoD

**Dr Somesh Baranwal**

Convener, Assistant Professor

**Dr Pramod Kushawaha**

Assistant Professor

**Dr. Nasir Salam**

Assistant Professor

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**Department of Microbiology**

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**Proceedings of Academic and Administrative Committee of Department of Microbiology  
(September, 16<sup>th</sup> 2020 at 4:00 PM)**

An online meeting of Academic and Administrative Committee (AAC) of the Department of Microbiology was conducted with the following faculty members

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

**The following agenda was discussed in our monthly meeting:**

1. Progress seminar of Department of Microbiology PhD students
2. Email received from Prof Wusirika, Dean In-charge Academic (DIA) Central University of Punjab, Bathinda about the tasks to be performed at department level:
  - a) Make WhatsApp group and list email of Alumni of the department for getting information regarding career progression of students
  - b) Assign a faculty member the task of collecting data for NAAC and NIRF. This faculty member will also collect data about publications and projects of the department and submit it to IQAC on a quarterly basis.
  - c) Assign specific faculty member(s) in the department the task of placement of students at the department level. All placement information should be shared with the University Placement cell.
  - d) Visiting faculty: Each department has to propose a few visiting faculty through HoD. School-wise panel has to be approved by the competent authority. After approval, Dean will invite the visiting faculty on recommendation of HoD (8 to 10 lectures) –

**The members discussed and unanimously resolved**

**Item no. 1:** The PhD progress seminars of most of the students are over, the students admitted in January 2020 will be conducted at department level and Ravindra Kumar (Dr. Pramod's student) within two weeks.

**Item no. 2a:** The WhatsApp group of the Alumni is already there from the first batch of 2015. Prof Monisha will make a email group too for department Alumni to gather information about their career progress..

**Item no. 2b:** Dr Pramod and Dr Nasir will collect the department data for NAAC and NIRF on a quarterly basis and share with IQAC

**Item no. 2c:** Dr Somesh will collect the placement information from students every month and share it with the placement cell.

**Item no. 2d:** To expand the horizon of the department, we decided to invite faculty with expertise in Industrial Microbiology, Microbial Start-up, and Patent technology.

We propose to invite following Visiting faculty in the Second Semester (March, 2021)

- i. **Dr. D. K. Tuli** DBT-IOC Bio-Energy Chair
- ii. **Prof. Sujoy Kumar Das Gupta**, JC Bose Fellow, Department of Microbiology, Bose Institute Kolkata
- iii. **Prof. K. Natarajan**, Professor and former director of Dr. B.R. Ambedkar Centre for Biomedical Research (ACBR), University of Delhi
- iv. **Dr. Shahid Jameel**, Chief Executive Officer of the Wellcome Trust/DBT India Alliance.
- v. **Dr. Soumen Basak**, Scientist VI, Systems Immunology Lab, National institute of Immunology, New Delhi.

Minutes are shared digitally with all members.

*Mou*  
**Dr. Monisha Dhiman**  
Professor and HoD

**Dr. Somesh Baranwal**  
Convener, Assistant Professor

**Dr. Pramod Kushawaha**  
Assistant Professor

**Dr. Nasir Salam**  
Assistant Professor



## Department of Microbiology

### Proceedings of Academic and Administrative Committee of Department of Microbiology (November, 6<sup>th</sup> 2020 at 4:00 PM)

An online meeting of Academic and Administrative Committee (AAC) of the Department of Microbiology was conducted with the following faculty members:

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

**The following agenda was discussed in the monthly meeting:**

1. Plan for utilizing the recurring budget (Rupees 10 lakhs) of the department for Financial Year 2020-2021
2. Allotment of First Semester Practical
3. Purchase of instruments from Non-recurring fund (Four Lakhs) for the financial year 2020-2021

**The members discussed and unanimously resolved:**

**Item No. 1** – Faculty member will use recurring fund to purchase consumable items required for conducting practical and dissertation of Master students. We will distribute recurring fund as follows:

- a. Rupees 3.5 lakhs will be used to purchase Kits, Chemicals, Glassware and Plastic-ware to conduct the first and third semester practical. Funds from this head will also be used to minor repair and installation purpose.
- b. Rupees 1.5 Lakhs each for Prof Monisha, Dr. Somesh and Dr. Pramod and 2 Lakhs for Dr. Nasir for purchasing the chemical and Kits required for master student dissertation.

**Item No. 2** – Faculty member will be responsible for conducting the practical's for the first semester student. They will also be responsible to purchase the necessary chemical and kit for conducting the practical

- a. Prof Monisha – Cell Biology
- b. Dr. Somesh – Genetics
- c. Dr. Pramod – Microbiology
- d. Dr. Nasir - Biochemistry

**Item No. 3** – Four Lakhs non-recurring fund will be used to purchase following instrument. The tentative cost is mentioned in Indian Rupees (INR).

- a. Balance (INR 40,000)
- b. Basic Teaching Microscope (INR 40,000)
- c. Agarose gel apparatus (Horizontal) (INR 50,000)
- d. pH meter (INR 50,000)
- e. Water bath (INR 25,000)
- f. Trans illuminator (INR 75,000)
- g. Spectrophotometer (INR 1,11,000)
- h. Cart and small ladder for MSc lab (INR 10,000)

Minutes shared digitally to all members.

*Monisha*  
Dr Monisha Dhiman

*Somesh Baranwal*  
Dr Somesh Baranwal

*Pramod Kushawaha*  
Dr Pramod Kushawaha

*Nasir Salam*  
Dr. Nasir Salam

Professor and HoD

Convener, Assistant Professor

Assistant Professor

Assistant Professor

*Ms*