

ਪੰਜਾਬੀ ਵਿਭਾਗ
(Department of Punjabi)

Subject: Minutes of the Academic and Administrative Committee (AAC) meeting

First meeting of the Academic and Administrative Committee (AAC) of the newly established Department of Punjabi was held on **20.07.2019** at 11 am in the office of the HoD. The following members were present in the meeting:

1. Dr. Zameerpal Kaur, HoD and Chairperson, AAC
2. Dr. Amandeep Singh, Assistant Professor
3. Dr. Ramanpreet Kaur, Assistant Professor

Following items were discussed in the meeting:

Item 2019:01:01

To appoint convener for AAC and coordinators for departmental activities

For smooth running of the department and to oversee day to day running of various activities, the matter regarding distribution of work was discussed in detail and the members of AAC resolved to approve the following:

Convener, Academic and Administrative Committee (AAC), Dept. of Punjabi (DPBI)	Dr. Amandeep Singh
Convener, Curriculum Development Committee (CDC), DPBI	Dr. Ramanpreet Kaur
Coordinator, Swayam/MOOC, DPBI	Dr. Zameerpal Kaur
Programme Coordinator – Ph.D. Punjabi	Dr. Zameerpal Kaur
Programme Coordinator – M.A. Punjabi, First Year	Dr. Ramanpreet Kaur
Programme Coordinator – M.A. Punjabi, Second Year	Dr. Amandeep Singh
Coordinator, Alumni Relations, DPBI	Dr. Ramanpreet Kaur
Coordinator, IQAC, DPBI	Dr. Amandeep Singh
Coordinator, Student Examinations, DPBI	Dr. Amandeep Singh
Coordinator, Time Table, DPBI	Dr. Amandeep Singh
Coordinator, Co-Curricular and Extra-Curricular Activities	Dr. Zameerpal Kaur

Above mentioned coordinators/convener will be primarily responsible for:

- i) Organizing/planning/coordinating any activities/meetings related to the assigned duty
- ii) Maintaining records pertaining to the duties allotted and providing information to the university as and when required
- iii) Any other initiative for the development of the department

Amr

hpt

2h

Amr

*DAA-1350
25/7/19*

Tenure of above coordinators/conveners will be till 10th July, 2020, when committees will be reorganized for the next academic session.

Item 2019:01:02

To ratify the Time-Table for First and Third Semester of M.A. Punjabi

M.A. Punjabi Time-table of 1st Semester of 2019-20 batch and 3rd Semester of 2018-19 batch was received from the IQAC (Annex. I) and after discussion, it was decided to ratify the time table with few minor changes in spellings. It was also decided that time table will be discussed and modified once again if Ph.D. coursework classes needs to be started after joining of new Ph.D. candidates.

Item 2019:01:03

To discuss and approve the Academic Calendar of the Department for Odd Semester

Academic Calendar detailing Curricular/Co-Curricular and Extra-Curricular activities were placed in the meeting and after discussion, calendar was finalized as attached at annex. II.

Item 2019:01:04

To discuss Seminar Coordinators for PBI.543 Seminar-1 (3rd Semester)

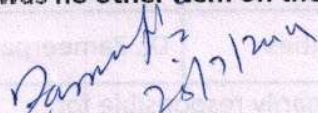
It was resolved that students of M.A. Punjabi, 3rd Semester will be asked to submit their preference regarding Seminar Coordinators by Friday, 26th July, 2019 and allotment will be finalized in the next AAC meeting.

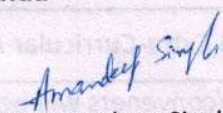
Item 2019:01:05

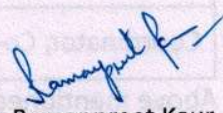
To discuss the proposal regarding Entrance Test for filling vacant seats in M.A. Punjabi

In the admissions 2019, only 09 students have submitted the fee in the first counselling for M.A. Punjabi, so 15 seats are still lying vacant. Even after five rounds of first and second counselling, no more students locked their preference and these seats are likely to remain vacant. Although, admission period is almost over and the possibility of getting new admissions is quite slim, still, an attempt can be made to admit those students who were unaware of the entrance test at that time and are now interested in taking admission. For such students, a special entrance test can be conducted and same/next day admission can be done, resulting in the optimum utilization of resources. The members of AAC resolved to send the recommendation to the higher authorities for the conduct of special entrance test for admitting those students who could not appear in the CUCET-2019.

There was no other item on the agenda


Dr. Zameerpal Kaur


Dr. Amandeep Singh


Dr. Ramanpreet Kaur

ਪੰਜਾਬੀ ਵਿਭਾਗ
(Department of Punjabi)

Subject: Minutes of the Academic and Administrative Committee (AAC) meeting

Second meeting of the Academic and Administrative Committee (AAC) of the Department of Punjabi was held on **07.08.2019** at 2 pm in the office of the HoD. The following members were present in the meeting:

1. Dr. Zameerpal Kaur, HoD and Chairperson, AAC
2. Dr. Amandeep Singh, Assistant Professor and Convener, AAC
3. Dr. Ramanpreet Kaur, Assistant Professor

Following items were discussed in the meeting:

Item 2019:02:01

To review the departmental activities after the conduct of 1st AAC meeting

Following is a review of activities/events/achievements/happenings at the departmental level after the conduct of first AAC meeting held on 20.07.2019:

1. Total 09 students joined the M.A. Punjabi 2019-20 batch programme while 01 student joined in Ph.D. Punjabi programme (annexure-I).
2. To fill the vacant seats in M.A. Punjabi programme, request was sent to the Controller of Examinations and special entrance test is scheduled on 13th August, 2019.
3. Allotment of Seminar Coordinators for PBI.543 Seminar-1 (3rd Semester) was done as per annexure-II.
4. On the occasion of the start of academic session for the new students, an Invited Lecture on "Introduction to Literature and Literary Studies" by Prof. Jaswinder Singh, Former Head, Department of Punjabi, Punjabi University, Patiala was organized on 29.07.2019 in the Seminar Hall.
5. Publications:
 - a. Sukhmanpreet Kaur, "ਏਥੋਂ ਰੇਗਿਸਤਾਨ ਦਿਸਦਾ ਹੈ ਨਾਵਲ ਵਿਚਲਾ ਚਿਹਨ ਪ੍ਰਬੰਧ", *Ajoke Shilalekh*, (July-September 2019), ISSN-2348-2664, PP 71-75
 - b. Sandeep Kaur, "ਮਾਇਆ: ਮਾਨਵੀ ਹੋਂਦ ਦੀ ਤਲਾਸ਼ ਦਾ ਪ੍ਰਵਚਨ", *Ajoke Shilalekh*, (July-September 2019), ISSN-2348-2664, PP 79-82

The AAC resolved to note the above activities and also resolved to make this agenda a permanent item of each monthly AAC meeting, so that departmental progress can be reviewed and documented each month.

Item 2019:02:02

Teaching of Punjabi to International Students

As per the information received from IQAC, International Students who have joined Central University of Punjab in the current academic session will be taught one non-credit course of Punjabi to familiarize them with the local language and customs. During discussion, it was found that there is a Two-Credit ID course PBI.517 ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਲਿਪੀ: ਮੁਢਲੀ ਜਾਣ ਪਛਾਣ (An Introduction to Punjabi Language and Script) which is already approved by the statutory bodies of the university for M.A. Punja batch. AAC resolved to approve that same course content may be offered to

International students as a Non-Credit Course. Dr. Zameerpal Kaur will be the course coordinator for the current semester for this course.

Item 2019:02:03

To organize literary activities related to writers Ajmer Singh Aulakh and Ram Sarup Ankhi

As per the departmental calendar, two literary activities are scheduled to be organized in this month. First activity will be on 19.8.2019 about Punjabi Playwright Ajmer Singh Aulakh and second will be on 28.8.2019 on Punjabi novelist Ram Sarup Ankhi. Both the activities will be done in the classroom as per the schedule.

There was no other item on the agenda

Zameerpal Kaur
20/8/2019
Dr. Zameerpal Kaur

Amandeep Singh
21/8/19
Dr. Amandeep Singh

Ramanpreet Kaur
Dr. Ramanpreet Kaur

Received on 21/8/19

Please provide latest status about point 1 & 2 at forepage

HOD

VS
21/8/19

DAA
1640
21.08.19/23/8/19

To Convenor, AAC for providing details of points 1 & 2.

Zu Lr
22/8/2019

⇒ 02 students joined the M.A. Punjabi programme through Special Entrance Test for vacant seats. Thus total 9+2=11 admissions were done. However, 01 student cancelled her admission. So, as on 22.8.2019, Ten (10) students are registered in M.A. Punjabi. (2019-20 batch)

HOD
Zameerpal Kaur
23/8/19
DAA
VIP
23/8/19

Aman
23/8

ਪੰਜਾਬੀ ਵਿਭਾਗ
(Department of Punjabi)

Subject: Minutes of the Academic and Administrative Committee (AAC) meeting

Third meeting of the Academic and Administrative Committee (AAC) of the Department of Punjabi was held on **06.09.2019** at 2 pm in the office of the HoD. The following members were present in the meeting:

1. Dr. Zameerpal Kaur, HoD and Chairperson, AAC
2. Dr. Amandeep Singh, Assistant Professor and Convener, AAC
3. Dr. Ramanpreet Kaur, Assistant Professor

Following items were discussed in the meeting:

Item 2019:03:01

To review the departmental activities after the conduct of 2nd AAC meeting

Following is a review of activities/events/achievements/happenings at the departmental level after the conduct of previous AAC meeting:

1. **Literary Activities:** Literary programmes about Ajmer Singh Aulakh and Ram Sarup Ankhil were organized on 19.08.2019 and 28.08.2019 respectively in the classroom R-5. In these programmes, students and teachers of the department participated and discussed literary contribution and major works of these authors.
2. **Book Exhibition:** Department of Punjabi organized an exhibition of Books of Punjabi Language and Literature in collaboration with a group of students of Punjabi University, Patiala under their mission of "Books and Library in Each Home". The book exhibition was organized near the Academic Block Entrance (Gate No. 3) on Thursday, 29.08.2019 and students and teachers from various departments visited the book stall and purchased the books.
3. **Student Achievements:** In the Debate contest organized by NSS on 8.8.2019, interdepartmental team of Ph.D. scholar Ms. Amandeep Kaur of the department and Mr. Amandeep Bishnoi of MCCJ department participated and won the First Prize.

The AAC resolved to note the above activities.

Item 2019:03:02

To start Punjabi Language Classes for the interested faculty at the end of teaching session

It was proposed that language classes can be organized by the department for those faculty members who are interested in learning Punjabi. These classes will be for 3 weeks duration and can be offered at the end of the semester when teaching is not there and faculty is relatively free. The AAC discussed and accepted the proposal and authorized Dr. Zameerpal Kaur to plan and execute the same.

Item 2019:03:03

To start value added course on Translation

It was proposed that a course for teaching Translation can be offered as a value added course. It will help the students in learning a new skill which can help them while working in multilingual environments. During discussion, it was decided that

ZK
Ama
HK
AK

two language pairs i.e. Punjabi/Hindi and Punjabi/English can be part of the curriculum. After discussion, the AAC accepted the proposal and authorized Dr. Zameerpal Kaur to design the course and put it in the next CDC/BoS meeting.

Item 2019:03:04

To plan for an extension lecture/activity in the month of October

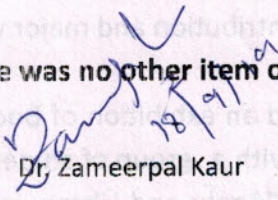
It was proposed that an interaction with Punjabi author and Media Officer, Punjab Arts Council, Chandigarh, Mr. Ninder Ghugianvi may be planned in the month of October. Mr. Ninder Ghugianvi is a famous Prose writer of Punjabi and has a number of books to his credit. His interaction will be useful for the students of literature. The AAC recommended the proposal.

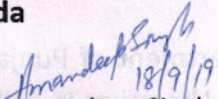
Item 2019:03:05

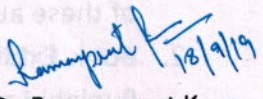
To organize literary activities related to writers Paash and conduct of First MST

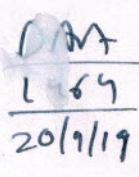
As per the departmental calendar, one literary activity is scheduled to be organized in this month. This activity will be on 9.9.2019 about Punjabi Poet Paash. Further, as per university academic calendar, Mid-Semester-Tests are scheduled to start from 16th September, 2019 which will be conducted by the department. Date sheet and Duty List for the MST is attached herewith.

There was no other item on the agenda


Dr. Zameerpal Kaur


Dr. Amandeep Singh


Dr. Ramanpreet Kaur


DM
1487
20/9/19

ਪੰਜਾਬੀ ਵਿਭਾਗ
(Department of Punjabi)

Subject: Minutes of the Academic and Administrative Committee (AAC) meeting

Fourth meeting of the Academic and Administrative Committee (AAC) of the Department of Punjabi was held on **16.10.2019** at 2 pm in the office of the HoD. The following members were present in the meeting:

1. Dr. Zameerpal Kaur, HoD and Chairperson, AAC
2. Dr. Amandeep Singh, Assistant Professor and Convener, AAC
3. Dr. Ramanpreet Kaur, Assistant Professor

Following items were discussed in the meeting:

Item 2019:04:01

To review the departmental activities after the conduct of 3rd AAC meeting

Following is a review of activities/events/achievements/happenings at the departmental level after the conduct of previous AAC meeting:

1. Paper Presentations:

1. Dr. Ramanpreet Kaur presented her paper titled "The Enhancement of Punjabi Language and Literature Learning: In the Context of Emerging Technology" in the 8th World Conference of GERA on the theme *Enhancing Learning with Emerging Technology*, at King Mongkut's University of Technology Thonburi, Bangkok-Thailand, from September 9-10, 2019.
2. Dr. Ramanpreet Kaur presented her paper titled "ਮਾਨਵਵਾਦ ਅਤੇ ਸਿੱਖ ਧਰਮ ਦੇ ਬੁਨਿਆਦੀ ਆਧਾਰ" (Spiritual Foundations of Humanism and Sikhism), In the International Seminar sponsored by ICSSR on the theme *Glorious Legacy of Guru Nanak in the Era of Globalization*, at Panjab University, Chandigarh, from October 11-13, 2019.

2. **Conduct of National Level Punjabi Workshop under TLC:** Faculty of the Department, Dr. Amandeep Singh and Dr. Ramanpreet Kaur conducted One Week National Workshop, for the teachers, titled "ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਸਾਹਿਤ ਅਧਿਆਪਨ: ਸਮੱਸਿਆਵਾਂ ਅਤੇ ਸਮਾਧਾਨ" under Literature Studies discipline of Teaching Learning Centre (TLC), PMMMMMTT scheme. The workshop was conducted from 1st to 5th October in which 42 participants from various colleges and university departments and 10 subject experts took part.

The AAC resolved to note the above activities.

Item 2019:04:02

To purchase Computer Mouse from the departmental budget

Dr. Zameerpal Kaur submitted that mouse of her office computer is not working properly and needs to be replaced. Approx. cost for the same is Rs. 400/-. The AAC recommended the purchase of one computer mouse from the departmental budget.

Item 2019:04:03

To organize literary activities related to Punjab Day and conduct of Second MST

As per the departmental calendar, one literary activity is scheduled to be organized in this month. This activity will be on 1.11.2019 about Punjab Day. Further, as per

Aman

Zu Lu

S.K.

DAA
2349
21.10.19
23.10.19

university academic calendar, Second Mid-Semester-Tests for the third semester students are scheduled to start from 16th October, 2019 which will be conducted by the department. Date sheet and Duty List for the MST is attached herewith.

Item 2019:04:04

Regarding Student Council nominations and elections

As per the notice no. CUPB/CC/RO-69/2019/339 dated 09.10.2019 regarding nomination/election of students for the Student's council, following names were approved to be sent to the Presiding Officer:

Under point 2 iii. One Research Scholar to be nominated by the HoD:

Ms. Amandeep Kaur, Ph.D. Punjabi, Reg. No. 16phd1cl01

Under point 2 v. One Elected Representative of the Department:

Mr. Jagdeep Singh, M.A. Punjabi, Reg. No. 19mapunj08 elected unanimously

There was no other item on the agenda.

Zameerpal
12/10/19
Dr. Zameerpal Kaur

Amandeep Singh
18/10/19
Dr. Amandeep Singh

Ramanpreet Kaur
18/10/2019
Dr. Ramanpreet Kaur

Dean, Academic Affairs for information pl.

Aman
23/10

Seen

[Signature]
23/10/19

AAO
[Signature]
23/10/19

ਪੰਜਾਬੀ ਵਿਭਾਗ

(Department of Punjabi)

Subject: Minutes of the Academic and Administrative Committee (AAC) meeting

Fifth meeting of the Academic and Administrative Committee (AAC) of the Department of Punjabi was held on **06.11.2019** at 2 pm in the office of the HoD. The following members were present in the meeting:

1. Dr. Zameerpal Kaur, HoD and Chairperson, AAC
2. Dr. Amandeep Singh, Assistant Professor and Convener, AAC
3. Dr. Ramanpreet Kaur, Assistant Professor

Following items were discussed in the meeting:

Item 2019:05:01

To review the departmental activities after the conduct of 4th AAC meeting

Following is a review of activities/events/achievements/happenings at the departmental level after the conduct of previous AAC meeting:

1. **Foreign Visit:** Dr. Zameerpal Kaur visited IB Centre, Cardiff University, UK from 23-25 October, 2019 to attend and to give inputs regarding curriculum of language and literature in the Group-1 authors meeting.
2. **Paper Presentations:** Dr. Ramanpreet Kaur presented her paper titled "ਗੁਰੂ ਨਾਨਕ ਬਾਣੀ ਚਿੰਤਨ ਅਤੇ ਅੰਤਰ-ਧਰਮ ਸੰਵਾਦ", in the National Seminar sponsored by Sahit Academy on the theme ਗੁਰੂ ਨਾਨਕ ਬਾਣੀ: ਚਿੰਤਨ ਦੇ ਵਿਭਿੰਨ ਪਰਿਪੇਖ, at GHG Khalsa College, Gurusur Sudhar, Ludhiana, on October 25, 2019.

The AAC resolved to note the above activities.

Item 2019:05:02

To conduct a tri-lingual Kavi Darbar

The university has received a letter from the Punjab Urdu Academy, Malerkotla regarding conduct of a tri-lingual mushiara (kavi darbar) in which they will sponsor the poets. After discussion it was decided that the program may be conducted in the last week of November and Dr. Zameerpal Kaur will coordinate the event.

There was no other item on the agenda.

Dr. Zameerpal Kaur

Dr. Amandeep Singh

Dr. Ramanpreet Kaur

ਪੰਜਾਬੀ ਵਿਭਾਗ

(Department of Punjabi)

Subject: Minutes of the Academic and Administrative Committee (AAC) meeting

Sixth meeting of the Academic and Administrative Committee (AAC) of the Department of Punjabi was held on **19.12.2019** at 11 am in the office of the HoD. The following members were present in the meeting:

1. Dr. Zameerpal Kaur, HoD and Chairperson, AAC
2. Dr. Amandeep Singh, Assistant Professor and Convener, AAC
3. Dr. Ramanpreet Kaur, Assistant Professor

Following items were discussed in the meeting:

Item 2019:06:01

To review the departmental activities after the conduct of 5th AAC meeting

Following is a review of activities/events/achievements/happenings at the departmental level after the conduct of previous AAC meeting:

1. **Tri-Lingual Kavi Darbar:** The department organized a Tri-Lingual Kavi Darbar with financial assistance from Punjab Urdu Academy, Malerkotla in the university auditorium on 25th November, 2019. Vice Chancellor Prof. R. K. Kohli presided over the function while Secretary of the Urdu Academy and SDM Phagwara, Mr. Latif Ahmed was the chief guest. Renowned Urdu Poets such as Dr. Mohammad Rafi, Dr. Mohammad Salim Zuberi, Sahibzada Ajmal Khan Sherwani and Zafar Ahmad Zafar presented their poems. Hindi poets Sandeep Kumar Bishnoi and Dr. Rajinder Kumar and Punjabi poet Dr. Zameerpal Kaur also shared their meaningful poems. Dean, Academic Affairs, Registrar, Faculty and students of different departments of the university were present on this occasion.
2. **Paper Presentations:**
 - a. Dr. Ramanpreet Kaur presented her paper titled "The conceptual structure of *Guru* in Guru Nanak Bani and in Indian Philosophical Thought", in the Annual Integration Conference on "Revisiting Guru Nanak Dev, His Bani and Visions" at Indian Institute of Advanced Study (IIAS), Shimla on November 26, 2019.
 - b. Dr. Ramanpreet Kaur presented her paper titled "ਬਾਰਾਮਾਹ ਤੁਖਾਰੀ: ਅਰਥ ਜੁਗਤ", in the 'Dera Baba Nanak Sahit Utsav' organized by the Govt. of Punjab on the theme of "ਗੁਰੂ ਨਾਨਕ ਪਰੰਪਰਾ: ਸਮਕਾਲ ਅਤੇ ਵਿਸ਼ਵ-ਦ੍ਰਿਸ਼ਟੀ" at Dera Baba Nanak on November 11, 2019.

The AAC resolved to note the above activities.

Item 2019:06:02

To discuss course distribution and time table for the January-June 2020 semester

Classes for January-2020 semester are going to start from 6th January, 2020. So, distribution of courses and time table was discussed and finalized as per annex.-I.

Aman Jpk

Item 2019:06:03

To discuss and approve the Academic Calendar of the Department for Even Semester

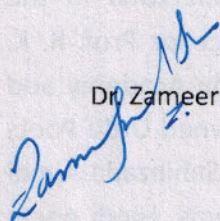
Academic Calendar detailing Curricular/Co-Curricular and Extra-Curricular activities was placed in the meeting and after discussion, calendar was finalized as attached at annex-II.

Item 2019:06:04

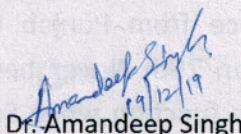
To propose constitution of the Board of Studies

After the creation of new department of Punjabi in July 2019, Board of Studies for the department needs to be constituted as per the rules of the university. Accordingly, the matter was discussed and the constitution of the committee was proposed as per annexure-III to be sent to the competent authority.

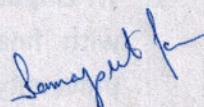
There was no other item on the agenda.



Dr. Zameerpal Kaur



Dr. Amandeep Singh



Dr. Ramanpreet Kaur