

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 Department of Punjabi for the year 2020 was held on **08.01.2020** 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 2020:01:01

To plan for BoS and School Board Meetings

As per the IQAC calendar, meeting of BoS needs to be conducted between 30th January to 21st February, 2020 and School Board between 24th February to 27th March, 2020. Accordingly, it was decided that syllabus will be reviewed/revise at the CDC/AAC level till 30th January, so that BoS meeting can be conducted in the 2nd/3rd week of February.

Item 2020:01:02

To discuss time table received from centralized university system

Time table for 2nd and 4th semester of M.A. Punjabi was received from centralized system on 6th Jan, 2020 (annexure-I). The AAC discussed the received time table and it was found that some corrections were required in the same. So, it was decided that Dr. Amandeep Singh will coordinate with the concerned office for rectification and updation of the time table.

There was no other item on the agenda.

Dr. Zameerpal Kaur

Dr. Amandeep Singh

Dr. Ramanpreet Kaur

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(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 for the year 2020 was held on **28.02.2020** at 2:30 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
4. Dr. Lakhvir Kaur Lezia, Assistant Professor

Following items were discussed in the meeting:

Item 2020:02:01

To ratify the revised time table of M.A. Punjabi

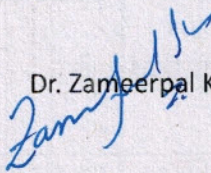
Consequent upon the joining of Dr. Lakhvir Kaur Lezia as Assistant Professor in the Department of Punjabi in January, courses were redistributed and time table was reframed on 21.1.2020 as annexure-I. The AAC ratified the revised time table.

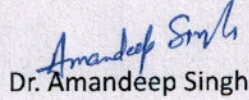
Item 2020:02:02

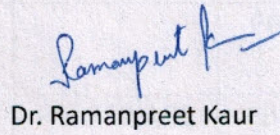
To finalize date sheet for first MST

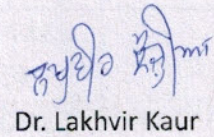
First mid semester test for 2nd and 4th semester of M.A. Punjabi are scheduled to be held from the 3rd of March, 2020. The AAC discussed the draft datesheet and finalized the same as per annexure-II.

There was no other item on the agenda.


Dr. Zameerpal Kaur


Dr. Amandeep Singh


Dr. Ramanpreet Kaur


Dr. Lakhvir Kaur

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(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 for the year 2020 was held on **06.03.2020** at 2:00 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
4. Dr. Lakhvir Kaur Lezia, Assistant Professor

Following items were discussed in the meeting:

Item 2020:02:01

To note the evaluation pattern for Discipline Enrichment Courses

Programme Development Section of the university has notified evaluation pattern for discipline enrichment courses vide letter no. CUPB/CC/20/11 dated 02.03.2020. In M.A. Punjabi students are having PBI.577 and PBI.578 as DEC. The AAC noted the pattern for implementation of the same (annexure-I).

Item 2020:02:02

To note down circular regarding attendance register

Due to the increasing threat of Corona virus, the university vide circular no. CUPB/RO/Estab./2020/357 dated 06.03.2020 (annexure-II) notified suspension of biometric attendance and asked to mark attendance in the register and HoD will be submitting the record to the DAA on daily basis. The AAC noted the circular for implementation.

There was no other item on the agenda.

Dr. Zameerpal Kaur

Dr. Amandeep Singh

Dr. Ramanpreet Kaur

Dr. Lakhvir Kaur

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(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 for the year 2020 was held on **30.04.2020** at 10 am through online mode using Google Meet. 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

Dr. Lakhvir Kaur Lezia, Assistant Professor could not attend due to network connectivity issues.

Following items were discussed in the meeting:

Item 2020:04:01

To complete the Syllabus through online mode

As per the academic calendar of the university and the directions received from the office, syllabus needs to be completed through online mode. The faculty members shared the status of their concerned courses and it was resolved that teaching will be finished within the stipulated time. However, it also came to notice that completion of Project Reports and Presentation might take some time as students are unable to work properly due to absence of books at home and some network connectivity issues. It was resolved that every effort will be made to complete all the components of the syllabus and rest of the activities where some physical presence in the university is required will be completed as per the further directions of the university.

Item 2020:04:02

To complete the surprize tests

In continuation of the previous agenda, it was also resolved that surprize tests for all the courses will be completed by 5th May, 2020.

Item 2020:04:03

To discuss status of admission applications for the upcoming session

The aac members discussed the issue of low number of applications for M.A. Punjabi. It was felt that most of the M.A. Punjabi candidates apply through cyber cafes and it is difficult to do so during the lockdown. Further, their qualifying exams are also pending, so many students are unable to decide about the next course. Still, it was resolved that more efforts will be made by all the faculty members to increase the number of applications.

There was no other item on the agenda.

No physical signatures could be obtained due to lockdown. Minutes approved through online mode.

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(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 for the year 2020 was held on **11.05.2020** at 11 am through online mode. 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

Dr. Lakhvir Kaur Lezia, Assistant Professor could not attend due to network problems.

Following items were discussed in the meeting:

Item 2020:05:01

Regarding Internal Academic Audit to be held on 15.05.2020

As per the email received from IQAC, Academic audit of the Department of Languages and Comparative Literature (January-June 2019) and Department of Punjabi (July-December 2019) will be held on 15.05.2019 at 3pm-4pm. The presentations for the same were discussed in the meeting and suggestions noted for incorporation in the presentation by 13.05.2020.

Item 2020:05:02

Review of Online Teaching, Syllabus Completion and Evaluation

With reference to note by the Hon'ble Vice Chancellor regarding 'Preparation for Post Lock-down period' and the revised academic calendar, AAC discussed the status of online teaching. It was found that all the teachers will complete their allotted syllabus by 17.05.2020. Further, term-papers and assignments have been received already. But, Project Reports and Seminar Presentations of final year students are pending. It was resolved that students will be asked to submit their final draft by 15th May, 2020 and their presentations will be scheduled between 18-22 May, so that they can incorporate the suggestions and submit final reports by 30th May.

Item 2020:05:03

Review of Admission status for the next academic session

Till 8.5.2020, only 12 applications were received for M.A. Punjabi and 25 for Ph.D. Punjabi, and the last date to apply is 23rd May, 2020. While expressing concerns at the very few applications, the AAC members resolved to make more efforts for creating awareness about the courses of the department through online and offline modes of communication.

Item 2020:05:04

Regarding Department of Punjabi website/social media pages

With the lengthy lockdown due to Covid-19 pandemic, online modes of education and communication have become much more important. So, it was decided that online presence of the department should be increased as much as possible. The AAC members reviewed the following online sources:

Department Official Webpage: http://cup.edu.in/dept_punjabi.php

Department Website: <https://www.cuplit.in/>

Facebook Page: <https://www.facebook.com/cupb.punjabi>

Youtube Channel: <https://www.youtube.com/channel/UCpgXhBSovGsk-wvYPutvtGw>

After discussion, it was resolved:

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(Department of Punjabi)

1. Every effort will be made to upload only authentic information and the faculty uploading the information will be responsible for her/his content. If any written/online complaint is received regarding any content, that content will be made offline immediately and will be reviewed in the next AAC.
2. Faculty will be encouraged to upload the content under their name and manage their individual pages with intimation to the department, however the department-level information will be reviewed in the AAC before or immediately after uploading the information.
3. Dr. Amandeep Singh will be the coordinator for Departmental Webpage/ Website/ Social Media Accounts till July 2020 when new duties will be assigned for the next academic session.

Item 2020:05:05

Proposal for Online Workshop on Website Creation

There are very few resources in Punjabi language regarding use of information technology, so, as a part of online learning initiative and to increase online visibility of the department, it is proposed to offer one week online workshop in Punjabi language by the department for those students, researchers, teachers and writers etc. who want to learn about creating a basic website using Google Sites. Workshop will be for 6 days with 2 hours daily tentatively from 25th May to 30th May, 2020 with 25 seats. There will be no financial implications for participants or for the university. Head of the Department, Dr. Zameerpal Kaur will be the Workshop Director and Dr. Amandeep Singh will coordinate this activity. After discussion, The AAC members approved the proposal for onward submission to the competent authority.

There was no other item on the agenda.

No physical signatures could be obtained due to lockdown. Minutes approved through online mode.

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ਪੰਜਾਬੀ ਵਿਭਾਗ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ

Department of Punjabi, Central University of Punjab

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

The Sixth meeting of the Academic and Administrative Committee (AAC) of the Department of Punjabi for the year 2021 was held on 9.06.2021 at 12:00 Noon in the office of HoD. The following members were present in the meeting:

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

In the meeting, first the faculty members congratulated to Prof. Zameerpal Kaur on taking the charge of Controller of Examinations (Officiating) and conveyed their best wishes.

The following items were discussed in the meeting:

Item 2021:06:01

To Review the Departmental Activities after the conduct of previous AAC meeting

Paper Publication: Sukhmanpreet Kaur & Ramanpreet Kaur published their paper titled, "Thitti Bhagat Kabir Jio Ki: Path-Vishleshanatmak Adhyan, in *Sheeraza*, Volume 222 (September-October 2020), J&K Academy of Art, Culture and Language, Jammu ISSN: 2319-5053, pp. 157-169 (Published in June 2021)

Item 2021:06:02

About the Date Sheet of MST for the 2nd Semester Students.

The End Semester Examination of 2nd semester students is scheduled from 16th June, 2021 to 25th June, 2021 as per the university calendar. In the meeting the draft was discussed and same was approved by the committee members. (Date sheet attached as Annexure-I)

There was no other item on the agenda.

Zameerpal Kaur

Prof. Zameerpal Kaur

Amandeep Singh

Dr. Amandeep Singh

Ramanpreet Kaur

Dr. Ramanpreet Kaur

Lakhvir Kaur Lezia

Dr. Lakhvir Kaur Lezia

CC:

Dean In-Charge Academics for information

Director, IQAC for information

Seen
WRK
15/6/21

Dr. A. 598
15/6/21

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(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 for the year 2020 was held on **10.06.2020** at 11 am through online mode. The following members were present in the meeting:

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

Following items were discussed in the meeting:

Item 2020:06:01

To review the departmental activities after the conduct of previous AAC meeting

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

1. **Appointment of Prof. Zameerpal Kaur as Dean of the School:** Prof. Zameerpal Kaur was appointed as the Dean of the School of the Languages, Literature and Culture by the competent authority on 4.6.2020. Members of AAC congratulated Prof. Zameerpal Kaur on her appointment.
2. **Conduct of Online Workshop:** An online workshop about 'Learning How to Create a Website' was organized by the department from 25th to 30th May, 2020. 60 applications were received for the workshop and first 30 participants were sent the invitation letter for participation. Daily two hour sessions comprising of online-lecture, discussion and hands-on practice with Google Sites were conducted during the six-day workshop.
3. **Internal Academic Audit and School Board meetings:** Internal Academic Audit of the department was held on 15.05.2020 for the period of January-December 2019 through online mode. In this meeting, academic work of the department was reviewed and suggestions given for improvement. Meeting of the board of School of Languages, Literature and Culture was held on 05.06.2020 to review and approve the updated syllabi of different programmes including M.A. Punjabi and Ph.D. Punjabi for the next academic session.

The AAC resolved to note the above activities.

Item 2020:06:02

To ratify the end semester date sheet for 2nd and 4th semester

As per the instructions received from DR (exam) dated 1.6.2020, datesheet for MST-2 and end semester examination to be held in July 2020 was drafted and submitted to the examination cell as per annexure-I. The AAC reviewed and ratified the datesheet.

Item 2020:06:03

To discuss tentative distribution of courses for next academic session

To plan for the next academic session, a tentative course distribution was discussed and provisionally approved as per the following, subject to availability of classrooms, number of students and other conditions in the next academic session:

M.A. Punjabi - First Semester (2020-22)

Course Code	Course Title	Course Type	L	T	P	Cr	Teaching Faculty
PBI.506	ਗੁਰਮਤਿ ਸਾਹਿਤ	CC	4	0	0	4	Dr. Ramanpreet Kaur (4)
PBI.507	ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਕਾਵਿ	CC	4	0	0	4	Prof. Zameerpal Kaur (4)
PBI.509	ਸਾਹਿਤ ਸਿਧਾਂਤ	CC	4	0	0	4	Dr. Lakhvir Kaur Lezia (4)
PBI.515	ਖੋਜ-ਵਿਧੀ ਅਤੇ ਕੰਪਿਊਟਰ ਐਪਲੀਕੇਸ਼ਨਜ਼	CFC	3	0	0	3	Dr. Amandeep Singh (2) Computer Faculty (1)
PBI.516	ਕੰਪਿਊਟਰ ਐਪਲੀਕੇਸ਼ਨਜ਼ (ਪ੍ਰੋਗਰਾਮਿੰਗ)	CFC	0	0	2	1	Computer Faculty (1)
xxx	ਅੰਤਰ-ਅਨੁਸ਼ਾਸਨੀ ਕੋਰਸ (IDC)	IDC	2	0	0	2	-
Discipline Elective (Any one of the following*/MOOC)							
PBI.510	ਪੰਜਾਬੀ ਸਾਹਿਤ ਦਾ ਇਤਿਹਾਸ	DSE	4	0	0	4	Dr. Amandeep Singh (4)
PBI.511	ਪੰਜਾਬੀ ਬਿਰਤਾਂਤ ਕਾਵਿ	DSE	4	0	0	4	-
Interdisciplinary Courses (for other departments*)							
PBI.512	ਪੰਜਾਬੀ ਭਾਸ਼ਾ, ਲੋਕਧਾਰਾ ਅਤੇ ਸਭਿਆਚਾਰ (IDC)	IDC	2	0	0	2	Not offered
PBI.513	ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਸਾਹਿਤ (IDC)	IDC	2	0	0	2	Dr. Ramanpreet Kaur (2)
PBI.517	ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਲਿਪੀ: ਮੁਢਲੀ ਜਾਣ ਪਛਾਣ-1 (IDC)	IDC	2	0	0	2	Prof. Zameerpal Kaur (2)
PBI.518	ਸਮਕਾਲੀ ਪੰਜਾਬੀ ਸਿਨੇਮਾ (IDC)	IDC	2	0	0	2	Dr. Lakhvir Kaur Lezia (2)
Total Credits			21	0	2	22	-

M.A. Punjabi - 3rd Semester (2019-21)

Course Code	Course Title	Course Type	L	T	P	Cr	Teaching Faculty
PBI.551	ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਭਾਸ਼ਾ ਵਿਗਿਆਨ-1	CC	4	-	-	4	Dr. Ramanpreet Kaur (4)
PBI.552	ਪੰਜਾਬੀ ਕਹਾਣੀ	CC	4	-	-	4	Dr. Amandeep Singh (4)
PBI.553	ਪੰਜਾਬੀ ਵਾਰਤਕ	CC	4	-	-	4	Dr. Lakhvir Kaur Lezia (4)
PBI.554	ਪੰਜਾਬੀ ਨਾਟਕ ਅਤੇ ਰੰਗਮੰਚ	CC	4	-	-	4	Dr. Lakhvir Kaur Lezia (2) Prof. Zameerpal Kaur (2)
PBI.555	ਪਰਵਾਸੀ ਪੰਜਾਬੀ ਸਾਹਿਤ*	DSE *	4	-	-	4	Dr. Amandeep Singh (2)
PBI.556	ਪਾਕਿਸਤਾਨੀ ਪੰਜਾਬੀ ਸਾਹਿਤ						Dr. Ramanpreet Kaur (2)
PBI.557	ਵਿਸ਼ਵ ਸਾਹਿਤ						
PBI.558	ਭਾਰਤੀ ਸਾਹਿਤ						
PBI.543	ਸੈਮੀਨਾਰ-1	SDC	-	1	-	1	Prof. Zameerpal Kaur + Concerned Seminar Coordinator
**	Elective Foundation/Value Addition	EF/VA	1	-	-	1	-
Total Credits			16	6	-	22	-

Item 2020:06:04

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. Ramanpreet Kaur
Coordinator, IQAC, DPBI + Time Table + Date Sheet + Academic Activity Calendar + Admission/Registration Record of Students	Dr. Amandeep Singh
Convener, Curriculum Development Committee (CDC), DPBI + Syllabus updation record for BoS and School Board	Dr. Lakhvir Kaur
Programme Coordinators for M.A. Punjabi: M.A. 1st Year: Dr. Ramanpreet Kaur M.A. 2nd Year: Dr. Amandeep Singh + Programme Coordinators will also look into Swayam/MOOC/ID/Value Added Courses for their respective programmes Programme Coordinators for Ph.D. Punjabi: Prof. Zameerpal Kaur + Student Research Presentations/Seminars etc.	
Coordinator, Co-Curricular and Extra-Curricular Activities + Cultural/Sports/NSS records	Dr. Zameerpal Kaur
Coordinator, Alumni Relations, DPBI + Placement	Dr. Ramanpreet Kaur

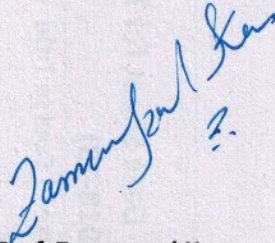
Above mentioned coordinators/convener will be primarily responsible for:

- 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

Tenure of above coordinators/convener will be from 1st July, 2020 to 30th June, 2021, when committees will be reorganized for the next academic session.

There was no other item on the agenda.

Minutes approved through online mode due to lockdown.

Zameerpal Kaur

Prof. Zameerpal Kaur
HoD, DPBI

CC:

Dean, Academic Affairs for information

Director, IQAC for information

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(Department of Punjabi)

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

The Seventh meeting of the Academic and Administrative Committee (AAC) of the Department of Punjabi for the year 2020 was held on 06.07.2020 at 4pm through online mode. The following members were present in the meeting:

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

Following items were discussed in the meeting:

Item 2020:07:01

About a proposal for sharing of Language Lab.

Language Lab at the Central University of Punjab was established in the erstwhile Centre for Comparative Literature. This centre was later closed and the faculty of the centre was transferred to separate independent departments of English, Hindi and Punjabi. As students and research scholars of all the language departments need access to the Language Lab for their academic and research work, so, it is proposed:

1. A three member joint committee consisting of one faculty each from the departments of English, Hindi and Punjabi may be formed to coordinate the optimum utilization of the lab resources.
2. One faculty from the concerned departments may be designated as In-charge, Language Lab for each academic session, on rotation basis.
3. The In-charge, Language Lab will be supposed to hand-over the key to the Dean of School's office in case of availing any type of leave, so that there should be no obstruction in the proper use of lab.

The AAC members recommended the above proposal and requested HoD, DPBI to communicate and coordinate with other concerned departments on this matter.

Item 2020:07:02

Plan to organize some activities during the month

To continue the academic activities of the department in this pandemic period, it is proposed to organize one bi-lingual webinar on "Problems of Languages and Literature Studies in the Corona Period" in collaboration with the Department of Hindi in the last week of the month of July. After the discussion, it was decided by the AAC members that HoD, DPBI will discuss for the joint proposal of webinar with the HoD, Dept. of Hindi.

Item 2020:07:03

About Departmental Academic Calendar

To prepare the Academic Calendar of the session 2020-2021 of the department, University's academic calendar is required first, which is still awaited. It is discussed that Dr. Amandeep

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(Department of Punjabi)

Singh, the coordinator of Academic Activity Calendar will prepare the draft of different academic, literary and cultural activities before the next AAC meeting.

Item 2020:07:04

To finalize the Time Table

In the absence of any instructions regarding resumption of teaching, time table for the next semester could not be prepared. However, provisional course distribution for the 1st and 3rd semester of the session 2020-2021 has been already approved in the previous AAC.

Item 2020:07:05

About Timely submission of End semester result of DECs

It was discussed that the result of Discipline Enrichment Courses (DECs) should be timely submitted to the examination branch. It will be ensured by the course coordinators that the result will be submitted within three days after conducting the examination.

Item 2020:07:06

About Shifting to Main Campus and to constitute the departmental committee for Shifting

As university is planning to shift to main campus in the month of August, to shift the departmental material related to faculties and class rooms, a two member committee (Dr. Amandeep Singh and Dr. Ramanpreet Kaur) of the department is constituted by the HoD for the execution of the same. The final inventory and list of material and requirements of packing material and vehicles has already been shared to the concerned section.

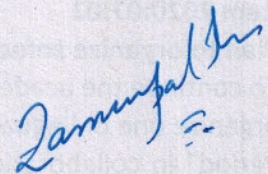
Item 2020:07:07

About weekly interaction with the students

In this pandemic situation, when the students are at home from a long period, this is very important to keep in touch with the students and interact with them on various issues related to their studies, preparation of exams and competitive exams and other problems they are facing. It is decided by the committee members that to motivate, proper guidance and teaching, at least one weekly interaction should be done by each faculty member.

There was no other item on the agenda.

Minutes approved through online mode due to lockdown.



Prof. Zameerpal Kaur
HoD, DPBI

CC:

Dean In-Charge Academics for information

Director, IQAC for information

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(Department of Punjabi)

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

The Eighth meeting of the Academic and Administrative Committee (AAC) of the Department of Punjabi for the year 2020 was held on 05.08.2020 at 11am through online mode. The following members were present in the meeting:

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

Following items were discussed in the meeting:

Item 2020:08:01

To Review the Departmental Activities after the conduct of previous AAC meeting

The department organized one day National Webinar on the Theme " Teachings of Language and Literature in the Present Situations: Problems and Solutions" in collaboration with Department of Hindi on 30th July, 2020. In this webinar three Resource Persons from different universities (Prof. Sheoraj Singh, Delhi University; Prof. Sudha Jitender, GNDU, Amritsar and Dr. Gurmeet Singh, Panjab University, Chandigarh) shared their views on the various challenges of the teaching and learning of Language and Literature during Corona pandemic. They also talked on the new techniques and platforms which are useful and can contribute positively in the teaching and learning of language and literature. 154 participants from different states of India attended the webinar.

Item 2020:08:02

To finalize the Time Table of M.A. 3rd Semester

In the sixth AAC meeting, a tentative course distribution of the new session 2020-21 was provisionally done. After reviewing it again, the workload of MA Punjabi third semester which is going to start online from August 17, 2020 was divided and finalized. The time table of the same is attached as Annexure-1.

Item 2020:08:03

To Finalize the draft of Departmental Academic Calendar

As decided in the previous AAC meeting, Dr. Amandeep Singh prepared the draft of various academic activities which will be organized from August 2020 to December 2020. In the meeting, all the activities in draft were discussed and finalized as per annexure-II. It was also decided that other activities will be added in the calendar after getting the University's Academic Calendar.

Item 2020:08:04

ਪੰਜਾਬੀ ਵਿਭਾਗ
(Department of Punjabi)

Seminar Coordinators for 3rd Semester

To allot the supervisors for the Seminar-1, PBI.543, it was discussed and decided by the committee that every student will be asked to submit her/his three preferences through Google form by August 17, 2020 and the list of allotment of supervisors will be finalized after that.

There was no other item on the agenda.

Minutes approved through online mode due to lockdown.



Prof. Zameerpal Kaur
HoD, DPBI

CC:

Dean In-Charge Academics for information

Director, IQAC for information

ਪੰਜਾਬੀ ਵਿਭਾਗ
(Department of Punjabi)

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

The Ninth meeting of the Academic and Administrative Committee (AAC) of the Department of Punjabi for the year 2020 was held on 02.09.2020 at 5 pm through online mode. The following members were present in the meeting:

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

Following items were discussed in the meeting:

Item 2020:09:01

To Review the Departmental Activities after the conduct of 8th AAC meeting

Dr. Amandeep Singh presented his paper titled "ਪੰਜਾਬੀ ਦਾ ਆਨਲਾਈਨ ਅਧਿਆਪਨ: ਮੁਢਲੇ ਪ੍ਰਭਾਵ", in the International Webinar "ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੇ ਆਨਲਾਈਨ ਅਧਿਆਪਨ ਦੀਆਂ ਅਕਾਦਮਿਕ, ਤਕਨੀਕੀ ਅਤੇ ਵਿਹਾਰਕ ਸਮੱਸਿਆਵਾਂ" organized by Department of Punjabi, Punjabi University, Patiala on August 18, 2019.

Item 2020:09:02

To Ratify the allotment of supervisors for the seminar of M.A. 3rd Semester

The list of supervisors allotment for the Seminar-1, PBI.543 was ratify after the discussion on the preferences given by the 3rd semester students. The approved list of the supervisors attached as Annexure-I.

Item 2020:09:03

Roster of faculty presence in university from 21-09-2020 to 30-09-2020

As per the university office order No. CUPB/Estt.2020/order/1337, Dated 1-9-2020, for the smooth working of the departmental activities, a roster of the presence of 50% faculty prepared and finalized after the discussion. The roster attached as Annexure-II

There was no other item on the agenda.

Minutes approved through online mode due to lockdown.



Prof. Zameerpal Kaur
HoD, DPBI

CC:

Dean In-Charge Academics for information
Director, IQAC for information

Annexure-I

ਪੰਜਾਬੀ ਵਿਭਾਗ
(Department of Punjabi)

M.A. Punjabi 3rd Semester (2019-20 batch)

Allotment of Seminar Coordinators for PBI.543 ਸੈਮੀਨਾਰ-1

On the basis of preferences received from the students and availability of seats with the concerned faculty, following is the allotment of Seminar Coordinators for PBI.543 ਸੈਮੀਨਾਰ-1 course.

Prof. Zameerpal Kaur will be the course coordinator for this course and individual guidance regarding the seminar will be provided by the respective seminar coordinators:

S.No.	Regd. No.	Name of the Student	Seminar Coordinator
1	19mapunj01	Parminder Kaur	Dr. Amandeep Singh
2	19mapunj02	Kawaljeet Kaur	Dr. Ramanpreet Kaur
3	19mapunj03	Sukhvir Kaur	Dr. Lakhvir Kaur Lezia
4	19mapunj04	Hardeep Singh	Dr. Ramanpreet Kaur
5	19mapunj06	Jaspreet Kaur	Prof. Zameerpal Kaur
6	19mapunj07	Ramandeep Kaur	Prof. Zameerpal Kaur
7	19mapunj08	Jagdeep Singh	Dr. Lakhvir Kaur Lezia
8	19mapunj09	Manpreet Kaur	Dr. Lakhvir Kaur Lezia
9	19mapunj10	Parwinder Kaur	Prof. Zameerpal Kaur
10	19mapunj11	Ravinderpal Kaur	Dr. Amandeep Singh

HoD, DPBI

Zameerpal Kaur
Annexure-II

Faculty Presence Roster from 21st September to 30th September, 2020

Date/Day	Name of the Faculty	Name of the Faculty
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ਪੰਜਾਬੀ ਵਿਭਾਗ
(Department of Punjabi)

21-09-2020 Monday	Dr. Amandeep Singh	Dr. Ramanpreet Kaur
22-09-2020 Tuesday	Dr. Ramanpreet Kaur	Dr. Lakhvir Kaur Lezia
23-09-2020 Wednesday	Dr. Lakhvir Kaur Lezia	Dr. Amandeep Singh
24-09-2020 Thursday	Dr. Amandeep Singh	Dr. Ramanpreet Kaur
25-09-2020 Friday	Dr. Ramanpreet Kaur	Dr. Lakhvir Kaur Lezia
28-09-2020 Monday	Dr. Lakhvir Kaur Lezia	Dr. Amandeep Singh
29-09-2020 Tuesday	Dr. Amandeep Singh	Dr. Ramanpreet Kaur
30-09-2020 Thursday	Dr. Ramanpreet Kaur	Dr. Lakhvir Kaur Lezia


HoD, DPBI

ਪੰਜਾਬੀ ਵਿਭਾਗ
(Department of Punjabi)

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

The Eleventh meeting of the Academic and Administrative Committee (AAC) of the Department of Punjabi for the year 2020 was held on 18.11.2020 in the office of HOD at 2pm. The following members were present in the meeting:

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

Following items were discussed in the meeting:

Item 2020:11:01

To Review the Departmental Activities after the conduct of previous AAC meeting

Dr. Ramanpreet Kaur delivered one online lecture on "ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦੀ ਸਥਿਤੀ ਅਤੇ ਸੰਭਾਵਨਾਵਾਂ" in the web series of seven days National Webinar dedicated to Punjabi Language, by Sant Baba Bhag Singh University, Jalandhar on 4th November, 2020

Item 2020:11:02

To prepare the list of Text Books and Reference Books

In the reference of email received from the Assistant Librarian, It was discussed and decided that each faculty member will prepare and submit the list of text and reference books in the prescribed proforma, related to the courses they have taught in the previous semester and teaching presently, by 19.11.2020 before 9 am to the HoD. The compiled list will be submit to the library on same day.

Item 2020:11:03

About an Invited Lecture and inauguration of Punjabi Language Learning Course for Faculty and Staff

In the previous AAC meeting it was proposed and decided that a short term online Punjabi Language Learning course will start after getting the approval of the competent authority. The committee decided that to formally inaugurate this course an invited lecture will be organize by the department in the first or second week of the month December.

There was no other item on the agenda.

ਪੰਜਾਬੀ ਵਿਭਾਗ
(Department of Punjabi)

Prof. Zameerpal Kaur

Dr. Amandeep Singh

Dr. Ramanpreet Kaur

Dr. Lakhvir Kaur

CC:

Dean In-Charge Academics for information

Director, IQAC for information

ਪੰਜਾਬੀ ਵਿਭਾਗ
(Department of Punjabi)

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

The Tenth meeting of the Academic and Administrative Committee (AAC) of the Department of Punjabi for the year 2020 was held on 06.10.2020 at 11am through online mode. The following members were present in the meeting:

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

Following items were discussed in the meeting:

Item 2020:10:01

To Review the Departmental Activities after the conduct of previous AAC meeting

Dr. Ramanpreet Kaur attended a Five Days Online National Workshop on "ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਜੀ ਦੀ ਬਾਣੀ: ਟੀਕਾਕਾਰੀ ਅਤੇ ਕੋਸ਼ਕਾਰੀ", by Guru Gobind Singh Department of Religious Studies & Guru Gobind Singh Chair, Punjabi University, Patiala, From 01.10.2020 to 05.10.2020

Item 2020:10:02

About External Academic Audit scheduled on October 16, 2020

AS per the email of Director IQAC, dated 5.10.2020 the External Audit of the department is scheduled on 16.10.2020. The committee discussed the criteria in detail and decided to prepare the final presentation by 12.10.2020.

Item 2020:10:03

About MST Date sheet draft of 3rd Semester

With reference to the university notification Ref. No.:CUPB/Acad./418, dated 29-09-2020 the MST of students of 3rd semester will be held from 28th October 2020 to 12 November 2020. In the light of this notification, the committee discussed the draft of Date Sheet of 3rd Semester and the same was approved (copy of the tentative date sheet attached as Annexure-I).

Item 2020:10:04

To Implement additional VACs guidelines issued by the University

In the University notification, Ref. No.:CUPB/Acad./400, dated 18-09-2020 the Examination Section has notified guidelines on VACs vide letter No. CUPB/CC/COE/19/471 dated 31-07-2019. Apart from these guidelines the executive council has approved some additional guidelines on VACs vide agenda item No. EC:36:2020:20. In the meeting it was decided by the committee that these additional guidelines for VACs (Value Added Courses) will be implemented in the department.

ਪੰਜਾਬੀ ਵਿਭਾਗ
(Department of Punjabi)

Item 2020:10:05

About deadline of Term papers and Assignments submission of 3rd Semester

It was discussed and decided that the 3rd semester students will submit the Term papers of three courses (PBI.552 ਪੰਜਾਬੀ ਕਹਾਣੀ, PBI.553 ਪੰਜਾਬੀ ਵਾਰਤਕ & PBI.554 ਪੰਜਾਬੀ ਨਾਟਕ ਅਤੇ ਰੰਗਮੰਚ) by October 25th, 2020 and the remaining three courses (PBI.551 ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਭਾਸ਼ਾ ਵਿਗਿਆਨ-1, PBI.555 ਪਰਵਾਸੀ ਪੰਜਾਬੀ ਸਾਹਿਤ and PBI.505 ਰਚਨਾਤਮਕ ਲੇਖਣ (VAC)) by 10 November, 2020. It was also decided that the students will submit their assignments of all the courses by December 15, 2020.

Item 2020:10:06

To ratify ATR of special AAC meeting conducted in September

The committee ratified the ATR (Action Taken Report) related to the Items for Implementation by the department in special AAC meeting held on 14 September, 2020.

Item 2020:10:07

To review about a Presentation on Punjabi Learning and putting it online on our official web page

In the meeting one presentation on "Punjabi Learning" prepared by Prof. Zameerpal Kaur was discussed and it was decided by the committee that this presentation will be linked or uploaded with the IDC course PBI.517 ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਅਤੇ ਲਿਪੀ: ਮੁਢਲੀ ਜਾਣ-ਪਛਾਣ.

Item 2020:10:08

To start Spoken Punjabi Language Course for Faculty and Staff

As we know that in our university majority of faculty and staff from different states of India. To interact with locals they feel the need to learn Punjabi Language. Some faculty and staff members of the university showed their interest to learn speaking of Punjabi Language many times. The committee discussed that there is need to start a special short term course for one month on "Spoken Punjabi Course" for faculty and staff. It was decided that after getting the approval from the competent authority this course will be started.

There was no other item on the agenda.

Minutes approved through online mode due to lockdown.



Prof. Zameerpal Kaur
HoD, DPBI

CC:

Dean In-Charge Academics for information

Director, IQAC for information

Annexure-1

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

The Twelfth meeting of the Academic and Administrative Committee (AAC) of the Department of Punjabi for the year 2020 was held on 16.12.2020 in the office of HOD at 11:30am. The following members were present in the meeting:

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

Following items were discussed in the meeting:

Item 2020:12:01

To Review the Departmental Activities after the conduct of previous AAC meeting

1. Dr. Zameerpal Kaur presented an Introductory lecture on the theme "Punjabi Language Learning" on 20 November, 2020 in an exchange programme organized by Ministry of Youth Affairs and Sports, Govt. of India under Ek Bharat Shreshth Bharat Abhyan.
2. To Inaugurate the Proficiency in Punjabi Language Course for Faculty and Staff, the department organized an invited lecture in online mode on the theme "Punjabi Language, Literature and Culture" on 9th December 2020. Prof. (Dr.) P. S. Sidhu, Former Head and Professor, School of Punjabi Studies, G.N.D.U. was the Resource Person. In his lecture, Prof. Sidhu talked about the concept of language and the importance of language in the context of Indian linguistic philosophical tradition and highlighted the correlation of a culture and language.

Item 2020:12:02

About the Constitution of Curriculum Development Committee (CDC) for next academic session

As per the direction of IQAC, for the next academic session in the Curriculum and Development Committee of department one expert from Industry and two students (one Alumni and one from present batch) are required as stakeholders. The Committee proposed three names for the new constitution of CDC including Mr. Rajiv Arora, Station Director, All India Radio, FM Bathinda as Industry Expert and Ramandeep Kaur and Harmandeep Kaur. Annexure-1

Item 2020:12:03

Requirement of Departmental Laptop, Printer, Wi-Fi Dongles and Room Heater

Department of Punjabi is one of the newly established department of the university and till date there is no Laptop and printer issued to the department for official use. So the committee discussed that one Laptop is required in the department to conduct the students and Research scholars seminars and other academic/co-curricular activities, and there is also necessity of common printer for office work including multiple printouts for the smooth working of the department during CDC, BOS, School Board meetings and MSTs times and other purposes. It

was also discussed that due to the slow Internet speed of Wi-Fi in the present faculty offices in Transitive Hostel, faculty members are facing connectivity problems during online classes and other online activities. The committee purposed to purchase four dongles for individual use by the faculty. In the meeting, Dr. Lakhvir Kaur given her requirement of one room heater to protect from the extreme cold, which was approved by the committee.

It was decided by the committee that to purchase the above mentioned requirements, the proposal will be submitted through proper channel and Dr. Lakhvir Kaur will pursue this purchase matter.

Item 2020:12:04

To organize a Webinar in the month of January

In the meeting it was discussed and decided that to encourage and develop the multi-lingual interest in the students, one webinar on Sanskrit or Urdu language will be organize by the department between January 14-20, 2020.

Item 2020:12:05

To prepare Date Sheet of End Semester Examination (ESE) for 3rd Semester

As per the letter Ref. No. CUPB/CC/COE/2020-21/590, dated 9/12/2010, the End Semester Examination (ESE) of 3rd semester is scheduled from January 1-14, 2021. It was decided in the meeting that, the date sheet of the MA Punjabi 3rd semester will be prepared and finalized by December 25th and the same will be shared with the examination branch.

Item 2020:12:06

To Plan for the coming NAAC

For the coming NAAC preparation, the first meeting of NAAC committee was held on 10.12.2020 under the chairmanship of Hon'ble Vice Chancellor. In the light of various agenda items discussed in that meeting, the AAC committee decided to take action and start working on below areas:

- I. **Mentor-Mentee System:** It was decided by the committee that to streamline the Mentor-Mentee system in the department, at least one monthly meeting will be conduct by all the mentors and the record will be maintained.
- II. **Parent-Teacher online Interaction:** It was discussed that there is need to start parent teacher online interaction and one meeting will be held in the first week of February.
- III. **Alumni Meet:** The committee decided that the first Alumni meet of the department will be organized in the third week of January.
- IV. **To create Departmental Library:** It was also discussed that to establish departmental library each faculty member needs to create and maintain one book shelf.
- V. **Interaction with Industry:** To practically create an interaction with industry one lecture will be organized in the month of February from one of these areas like Media, Publication, Journalism and translation.
- VI. **Preparation of Departmental Activity Board and Wall Magazine:** To maintain the record of departmental activities, a departmental activity board will be maintained with news items. Work on wall magazine will be also initiated within three weeks.

There was no other item on the agenda.



Prof. Zameerpal Kaur



Dr. Amandeep Singh



Dr. Ramanpreet Kaur



Dr. Lakhvir Kaur

CC:

Dean In-Charge Academics for information
Director, IQAC for information