

Department of Animal Sciences

19/01/2018

Subject: Minutes of the 29th Academic and Administrative Committee (AAC) Meeting of the Department of Animal Sciences held on 12th January, 2018.

The Department of Animal Sciences held its 29th Academic and Administrative Committee (AAC) meeting on 12-01-2018. The chairman proposed the welcome note to all the members. The meeting was presided by the chairman and the minutes of the meeting were made by the convener.

The minutes of the proceedings are as follows:

1. Regarding procurement of chemicals for M.Sc. structured practicals (batch 2017-18), M.Sc. research projects ongoing 4th semester (batch 2016-17) and ongoing PhD research

- A. As per the requirement, each faculty member shall prepare a list of chemicals required to conduct the said above not exceeding Rs. 25,000/- for the current semester practicals.
- B. All faculty members supervising the 4th semester students (total of 14 no. of students) shall also submit the requirements of chemicals for M.Sc. research projects.
- C. Faculty members supervising PhD students shall also submit list of chemicals required for ongoing PhD research.

Note: The competent authority is kindly requested to accord approval for an amount of 12 lakh rupees for the same said above (A+B+C) (budget: 2017-18).

Without which the research and teaching activities of the department will not meet the requisites for this semester deadlines, as this year budget dispersal is not received so far, and no purchase requests made for consumables / plastic ware / glassware / chemicals or molecular biology reagents. (Only once Rs. 25,000/- was requested towards consumables so far this year).

2. 4th CDDC meeting will be scheduled on 16th January 2018 (Tuesday) at 4:00 pm.
3. 4th BoS: will be held on or by 24th of January 2018 for the required minor revisions in the syllabus of the M.Sc. and Ph.D. programs offered by the department.
4. Nisha Sharma, M.Sc. 4th semester student (who is a topper) will be co-opted as a student member for the 4th BOS meeting.
5. **Workload for M. Sc. Project supervision:** All faculty members have discussed and unanimously decided that each faculty can claim minimum of 2.5 hours per week per student

Shobha Sharma
19/01/18
M. Anil Kumar

Savitri

R. K. Chatterjee
19/1/18

P. Sharma
19/01/2018

A. Jain
19/01/2018

AAC
File

DAS/2-18/125/19.02-18

12/02/2018

(9)

Subject: Minutes of the 30th Academic and Administrative Committee (AAC) Meeting of the Department of Animal Sciences held on 07th February, 2018.

The Department of Animal Sciences held its 30th Academic and Administrative Committee (AAC) meeting on 07-02-2018. The chairman proposed the welcome note to all the members. The meeting was presided by the chairman and the minutes of the meeting were recorded by the convener.

The minutes of the proceedings are as follows:

- 1. Regarding PhD course credit requirement of Ms Lovlesh Thakur (PhD student, Batch: 2015-2016):** All faculty members have discussed the case of Ms Lovalesh Thakur and decided to start PhD course work this semester and suggested Ms Lovalesh Thakur to complete her required PhD course credits this semester.
- 2. Regarding Semester extension of Ms Swathi Ramachandran (M.Sc. student, Batch: 2017-2018):** All faculty members have discussed and reviewed about the Semester extension request received from Ms Swathi Ramachandran on medical ground (low back ache). All faculty members have unanimously recommend/resolved that department should communicate to Swathi and request her to join the department at the earliest before mid-semester I test if possible and continue her M.Sc. course otherwise she has to lose one year as per existing university rules.
- 3. Regarding equivalency certificate request received from the M.Sc. students (batch 2016-17) for M.Sc. Life Sciences sp. Animal Sciences to M. Sc. Zoology:** All faculty members have discussed over the various options and decided that departmental committee will further look over this matter and Dr. Chaitanya shall co-ordinate and do the needful accordingly.

The meeting was cordially conducted and concluded.

M. Anil Kumar
19/2/18
(Anil K. Mantha)
Chairperson & HOD

ON Leave
(Aklank Jain)
Associate Prof.

J. Sharma
15/04/2018
(Jyoti Parkash)
Assistant Prof.

K. R. Chaitanya
(Krishna R. Chaitanya)
Assistant Prof.

S. R. Lone
S. R. Lone
(DST-Ramajunaj Fellow)
Co-opted member

S. K. Singh
(Sunil K. Singh)
Assistant Prof. & Convener

Submitted to DAA:

Copy to: Members of AAC (Department of Animal Sciences)

✓ IQAC-office

Seen

File

15/2/18

DAA
8597
19.2.18

as a work load; while maximum hours to be allotted is subject to the faculty member's efforts and requirement.

6. **Departmental Website update:** All faculty members will provide inputs as per their subject specialization aligning with the vision and mission of the department for updating the departmental website content at the earliest.
7. **Re. Amendments required in the examination system (if any) as per the letter received from the COE:** All the members have reviewed the existing M.Sc. and Ph.D. examination pattern and decided to forward their suggestions to the concerned section before the next AAC meeting.
8. **M.Sc. 4th semester project presentations:** As per the discussions, M.Sc. 4th semester students will present their seminars on 22nd January 2018 (timing 2:30 pm to 5:30 pm) and submit a brief project synopsis.
9. All faculty members have discussed the budget requirements for next financial year (2018-19) as per the letter received from the Finance office. The estimated budget requirements of the department will be sent with in the stipulated time frame.

The meeting was cordially conducted and concluded.

M. Anil Kumar
19/1/18
(Anil K. Mantha)
Chairperson & HOD

A Jain
19/01/2018
(Aklank Jain)
Associate Prof.

P. Sharma
19/01/2018
(Jyoti Parkash)
Assistant Prof.

R. K. Chaitanya
19/1/18
(Krishna R. Chaitanya)
Assistant Prof.

Shohnoy Johnson
S. R. Lone
(DST-Ramajunaj Fellow)
Co-opted member
19/01/2018

Sunil
19/1/2018
(Sunil K. Singh)
Assistant Prof. & Convener

Submitted for financial approval (sr. no. 1) through DAA:

Submitted for approval please:

Vice-Chancellor

AAC minutes are only information to DAA

Ramajunaj

19/1/18

7809
19.1.18

Page - (2)

DAS/2018/201/230318

Department of Animal Sciences

21/03/2018

Subject: Minutes of the 31st Academic and Administrative Committee (AAC) Meeting of the Department of Animal Sciences held on 14th March, 2018.

The Department of Animal Sciences held its 31st Academic and Administrative Committee (AAC) meeting on 14-03-2018. The chairman proposed the welcome note to all the members. The meeting was presided by the chairman and the minutes of the meeting were recorded by the convener.

The minutes of the proceedings are as follows:

1. **Re. AAC recommendation on the file initiated by Dr. Chaitanya's De novo Whole Transcriptome Sequencing and its Analysis** (As per the existing purchase rules for any amount of expenditure more than Rs. 2 lakhs needs AAC recommendation): AAC members reviewed the file initiated by Dr. Chaitanya related to the De novo Whole Transcriptome Sequencing on Illumina Platform and its Analysis by Ms. Excelris Pvt. Ltd. of a total cost Rs 7, 10,360/- from UGC start grant GP-86, the AAC in-principle recommended for its further process (immediately) without any further delay.
2. **Re. equivalency certificate request received from the M.Sc. students (batch 2016-17) for M.Sc. Life Sciences sp. Animal Sciences to M.Sc. Zoology:** All the AAC (faculty) members have discussed this issue once again (earlier also discussed in 30th AAC) and the needful actions/steps shall be initiated/coordinated at the earliest by Dr. Chaitanya.
3. **Re. requirement of two equipment for the Drosophila/Insectary Facility:** All the AAC (faculty) members have discussed over the requirement of two equipment [(i) Vertical Autoclave of 200 lit or higher capacity; and (ii) Drosophila incubator] for the research and teaching activities of the department. The members recommend for purchase of the same from the university funds with the due approval. Dr. Lone shall take the initiative and move the file for further purchase procedure.
4. **Re. updating the University website:** it has been resolved that all faculty members will do the needful and send their updated CV to Ms. Anupam, Computer center for the same at the earliest.

AJ
22/3/18

M. Anil Kumar
22/3/18

Shah
22/3/18

Shah
22/03/18

R. Chaitanya
22/3/18

P.T.O.

①

5. **Re. celebration of 'DNA Day' on 25th April, 2018:** All members have decided to celebrate the 'DNA Day' on 25th April, 2018. Dr. Aklank Jain shall take the initiative and submit a full proposal in this regard for further approval and be the coordinator of this event.
6. **Re. purchase of two no. each of laser pointers and HDMI/VGA/Laptop adaptors for the department:** All the members expressed a need for the purchase of laser pointers and HDMI/VGA/Laptop adaptors (two no. each) for teaching and seminar purposes of the department activities. In this direction, it is recommended for their purchase with the due approval from the competent authority as these two items come under the non-consumable nature. Dr. Sunil Singh will do the needful in this regard.

The meeting was cordially conducted and concluded.

AAC: members

M. Anil Kumar
22/03/18
(Anil K. Mantha)
Chairperson & HOD

AJ
22/3/18
(Aklank Jain)
Associate Prof.

P. Sharmg
22/03/2018
(Jyoti Parkash)
Assistant Prof.

K. R. Chaitanya
22/03/18
(Krishna R. Chaitanya)
Assistant Prof.

Shahnoor Johnson
22/03/18
S. R. Lone
(DST-Ramajunaj Fellow)
Co-opted member

Sunil
22/03/18
(Sunil K. Singh)
Assistant Prof. &
Convener

Submitted to DAA:

Sen PR

Copy to: Members of AAC (Department of Animal Sciences)
✓ IQAC-office

DAA
an7
23.3.18

Department of Animal Sciences

16/04/2018

Subject: Minutes of the 32nd Academic and Administrative Committee (AAC) Meeting of the Department of Animal Sciences held on 11th April, 2018.

The Department of Animal Sciences held its 32nd Academic and Administrative Committee (AAC) meeting on 11-04-2018 at 4:00 pm. The chairman proposed the welcome note to all the members. The meeting was presided by the chairman and the minutes of the meeting were recorded by the convener.

The minutes of the proceedings are as follows:

1. **Re. MST II schedule:** All AAC members have discussed and finalized the MST II exam schedule as per Annexure I.
2. **Re. M.Sc. 2nd Semester lab practical exam schedule:** All AAC members have resolved to conduct the M.Sc. 2nd semester lab practical (Lab course -II) exam on 14/05/2018 (Monday) under 2 sessions (10:00 am to 1:00 pm and 2:00 pm to 5:00 pm). Practical copy submission date is scheduled between **07/05/2018** to **09/05/2018**.
3. **Re. M.Sc. 4th Semester project submission schedule:** All AAC members have discussed and resolved that M.Sc. 4th semester student's research project pre-submission and presentation on **11/05/2018** and students can submit their final project preferably by **25/05/2018** or latest by **28/05/2018**.

Further it has been discussed and recorded that the department has not received funds during this financial year towards research, faculty members express that they have undergone hardship to supervise M.Sc. research projects which was also recorded in previous AAC minutes. It is requested and submitted to the competent authority that funds for the current financial (2018-19) year may be released at the earliest so that M.Sc. research projects of the students can be supervised in a smooth manner.

4. **Re. equivalency certificate request received from the M.Sc. students (batch 2016-17) for M.Sc. Life Sciences sp. Animal Sciences to M.Sc. Zoology:** All the AAC members have discussed this issue once again (earlier also discussed in 30th/31st AAC). Dr. Chaitanya briefed that needful actions/steps have been completed and the file will be submitted in a day or two.

R. K. Chaitanya
17/4/2018

Sharma
17/04/2018

M. Anilkumar
17/4/2018

Sharma
17/04/2018

Sharma
17/04

P. T. O.

- 5. **Re. MCQ Submission:** All members discussed about MCQ submission and the respective coordinator of the course along with the associated faculty member (s) will upload the MCQ on online database as per the email / notification received from the examination branch.
- 6. **Re. Research Advisory committee:** Consequent to the revised UGC guidelines for PhD, all faculty members felt that Departmental Research Committee (DRC) shall be constituted for PhD students to periodically monitor and facilitate in conducting quality research in the department as per revised UGC guidelines. In future, we adopt the same for further academic session as per the University guidelines.

The meeting was cordially conducted and concluded.

AAC: members

M. Anil Kumar
17/4/18
(Anil K. Mantha)
Chairperson & HOD

A. Jain
17/4/18
(Aklank Jain)
Associate Prof.

P. Sharma
17/04/2018
(Jyoti Parkash)
Assistant Prof.

R. K. Chaitanya
17/4/2018
(Krishna R. Chaitanya)
Assistant Prof.

Shahmuzzaman
17/4/18
S. R. Lone
(DST-Ramajunaj Fellow)
Co-opted member

Sunil
17/04/2018
(Sunil K. Singh)
Assistant Prof. &
Convener

Submitted to DAA: *(For information only)* Seen *RR Rao*
18/4/18

Copy to: Members of AAC (Department of Animal Sciences)
IQAC-office

RRM
351
17.4.18

DAS/2018/308/21.5.13

Department of Animal Sciences

18/05/2018

Subject: Minutes of the 33rd Academic and Administrative Committee (AAC) Meeting of the Department of Animal Sciences held on 15th May, 2018.

The Department of Animal Sciences held its 33rd Academic and Administrative Committee (AAC) meeting on 15-05-2018 at 3:30 pm. The Chairman proposed the welcome note to all the members. The meeting was presided by the Chairman and the minutes of the meeting were recorded by the Convener.

The minutes of the proceedings are as follows:

1. **Re. Department budget allocation:** All AAC members have discussed over the department budget allocated for the current fiscal (2018-19) year and felt that allocated budget will not meet the requisites for the procurement of consumables for M.Sc. structured practicals (coming batch 2018-19), M.Sc. research projects (batch 2017-18) and ongoing PhD research.

Keeping in view of the expected total student strength (i.e. approx. 50) for the coming session, the competent authority is kindly requested to double the allocated departmental budget for smooth conduction of research and teaching activities of the department.

2. **Re. Evaluation of M.Sc. 4th Semester research projects:** M.Sc. 4th semester student's research project pre-submission seminars/presentations being successfully conducted on 15/05/2018. All the students are advised to submit their final project reports preferably by 25/05/2018 or latest by 28/05/2018. The M.Sc. research projects will be evaluated as per the guidelines of CUPB.
3. **Re. Ph.D. End Semester Examination:** All AAC members have resolved to conduct the Ph.D. course work (end semester) examinations on 21/05/2018, 23/05/2018, 25/05/2018, and 28/05/2018. Each course coordinator shall take the responsibility to conduct the examination and submit the results at the earliest.
4. **Re. Supplementary MST Examination schedule:** All AAC members have resolved to conduct the Supplementary MST Examination of M.Sc. Life Sciences (specialization in Biochemistry and Microbial Sciences) students for the course Animal Physiology and Cell Biology on 17 & 19, May 2018 and 21 & 23, May 2018, respectively. Dr. Anil Mantha, Dr. Jyoti Parkash and Dr. Chaitanya shall do the needful.
5. **Re. Ph.D. CUCET Entrance Exam:** All AAC members discussed the guidelines provided for the cut of marks for shortlisting Ph.D. students through CUCET entrance exam (2018-2019) and observed that 50% cut of marks along with the negative marking will be affecting the intake of the students.

It is recommended to forward the request to the competent authority through the Dean (School of Basic and Applied Sciences) and IQAC for kind consideration in relaxing the cut-off decided.

St. abh...
19/05/18

M. Anil Kumar
18/5/18

Aje
18/5/18

Re
18/5/18

Sharma
27/05/18
18/5/18

6. All the members approve the minutes of 5th CDDC meetings held on 09-05-2018 and 15-05-2018 (supplementary meeting).

The revised course structure of M. Sc. program with minor modifications along with the 5th CDDC minutes of the meeting will be e-mailed to the external experts of BoS of Animal Sciences via E-mail / Skype to receive their necessary inputs / recommendations for further approval through the higher statutory bodies of CUPB for its implementation during the academic session 2018-2019.

7. Further, members also recommend Dr. Chaitanya R.K, Asst. Prof. of the Department as a co-opted BOS faculty member for the 5th BoS.
8. In addition, Ms. Navrattan Kaur (Ph.D. student) and Ms. Nisha Sharma (M.Sc. - 4th semester student) would be the co-opted student representative members for the 5th BOS.

The meeting was cordially conducted and concluded.

AAC: members

M. Anilkumar
21/5/2018
(Anil K. Mantha)
 Chairperson & HOD

AJ = 15/5/18
(Aklank Jain)
 Associate Prof.

P. Sharma
21/05/2018
(Jyoti Parkash)
 Assistant Prof.

K.R. Chaitanya
(Krishna R. Chaitanya)
 Assistant Prof.

S. R. Lone
S. R. Lone
 (DST-Ramajunaj Fellow)
 Co-opted member

Sunil K. Singh
15/5/18
(Sunil K. Singh)
 Assistant Prof. &
 Convener

(*) *Transparent and interactive mode preferred for BoS*

- (*) All efforts are being made to invite the external members. *(followed)*
- * The dept. has *full* transparency in past and also for the current meeting scheduled.
- * members should discuss during the meeting if any concern is there not to point out while signing.

Submitted to DAA:

Copy to: Members of AAC (Department of Animal Sciences)

IQAC-office

Seen

PRN

M. Anilkumar
21/5/2018

081
1010
21.5.18

Department of Animal Sciences

DAS/2018/2/142/6.12.18

24/07/2018

Subject: Minutes of the 34th Academic and Administrative Committee (AAC) Meeting of the Department of Animal Sciences held on 06th July, 2018.

The Department of Animal Sciences held its 34th Academic and Administrative Committee (AAC) meeting on 06-07-2018. The chairman proposed the welcome note to all the members. The meeting was presided by the chairman and the minutes of the meeting were recorded by the convener.

The minutes of the proceedings are as follows:

- 1. Regarding time table of current semester (I & III) M.Sc. program:** All faculty members discussed this issue and decided to follow the ^{tentative} time slots to be provided by the university time table committee.
- 2. Regarding Ph.D. Interview:** All the AAC members collectively decided that all the faculty members of the department will be part of the Ph.D. interview/selection panel and candidates will be selected based on their performance/merit keeping in view of current departmental specialization requirements.
- 3. Course distribution and credit hours:** All faculty members have discussed the M.Sc. program courses being allotted to the concerned faculty depending on the requirement (Annexure I).
- 4. Convener (AAC and CDDC) for the current semester:** All faculty members discussed and decided that Dr. Aklank Jain will take the charge as new convener of AAC and CDDC for the next six months.

The members also thanked the outgoing convener Dr. Sunil Singh.

The meeting was cordially conducted and concluded.

M. Anil Kumar
(Anil K. Mantha) 24/7/18
Chairperson & HOD

AJ
(Aklank Jain)
Associate Prof.

ON leave
(Jyoti Parkash)
Assistant Prof.

R. Chaitanya
(Krishna R. Chaitanya)
Assistant Prof.

Shahbaz Khan
S. R. Lone 24/7/18
(DST-Ramajunaj Fellow)
Co-opted member

Sunil
(Sunil K. Singh)
Assistant Prof. &
Convener

Submitted to DAA:

Copy to:

- Members of AAC (Department of Animal Sciences)
- IQAC-office
- DAA Office

DAA. 285/
25/7/18

Jeon
PKA

DAS/2018/507/29-8-18 (8)

Department of Animal Sciences

DAS/2018/21/142/6.12.18

Dated: 24/08/2018

Subject: Minutes of the 35th Academic and Administrative Committee (AAC) Meeting of the Department of Animal Sciences held on 09th and 21st August, 2018.

The Department of Animal Sciences held its 35th Academic and Administrative Committee (AAC) meeting on 09/08/2018 and a supplementary meeting on 21/8/2018. The chairman proposed the welcome note to all the members. The meeting was presided by the chairman and the minutes of the meeting were recorded by the convener.

The minutes of the proceedings are as follows:

1. **Time Table;** The time table of 1st and 3rd semester of M.Sc. program is finalized after required amendments (Annexure – I).
2. **Re. Departmental Academic Calendar:** As per the requirement, the department prepared its *Departmental Academic Calendar – 2018-19*. All the members unanimously approved the same (Annexure – II).
3. **Regarding M.Sc. research project to dissertation in line with UGC 2018 regulations:** Since the new UGC 2018 guidelines are out, all the members expressed view to get a clear policy of the IQAC-CUPB, how they are going to adopt the new policy on M.Sc. research project Vs dissertation, which has 2 points towards API score.
4. **Regarding Ph.D. coursework for the newly admitted students:** All the AAC members collectively decided to start the Ph.D. course work with one core course and two elective courses for the newly admitted students. As this will help them to finish their coursework on time, and subsequently they can submit the synopsis at the earliest. The time table is appended as Annexure – III.
5. **Sharing of the student feedback with the faculty:** All the faculty members discussed and expressed their opinion that for the betterment of students and the teachers, the student feedback forms should be shared with the concern teachers' time to time semester wise.

sl

M. Anilkumar

AJ...

Isk...

R. Ch...

P.T.O. (11)

- 6. **Reminder with respect to M.Sc. degree equivalency certificate:** As lot of students are inquiring about the equivalency certificate, it was recommended to remind again to the examination section for the application submitted for the equivalency certificate by the students of the department.
- 7. **M.Sc. research project – date of synopsis presentation:** It was discussed and decided that 3rd semester students will present their M.Sc. research project - synopsis presentations during 1st week of November 2018 (as per the departmental academic calendar).
- 8. **Resolution with respect to the money sanctioned to the department for the year 2018-19:** All the faculty members have discussed this issue in details, and it was decided that department will use the sanctioned money for the purchase of consumable items required for the Ph.D. research scholars, M.Sc. research projects of batch 2017-18, and for the lab work of M.Sc. students (both batches 2017-18 and 2018-19). This will really help in the growth and development of the department collectively without any disagreement with in the faculty members of the department. Submitted for kind consideration please.

M. Anil Kumar
(Anil K. Mantha) 29/8/2018
 Chairperson & HOD

A. Jain
(Aklank Jain)
 Associate Prof. & convener

J. Sharma
(Jyoti Parkash) 29/08/2018
 Assistant Prof.

(Krishna R. Chaitanya)
 Assistant Prof.
K.R. Chaitanya
 29/8/18

ON leave
S. R. Lone
 (DST-Ramajunaj Fellow)
 Co-opted member

Sunil K. Singh
(Sunil K. Singh)
 Assistant Prof.

Submitted to DAA:

Copy to:

- DAA Office
- IQAC-office
- Members of AAC (Department of Animal Sciences)

Seen
PRD
 29/8/18

funded to HVC FYI. *PRD*
PRD
 29/8/18
Seen
g/s
 31/8/18
 what about Contingency
 of Research Fellows?

कुलपति कार्यालय
 W/S: 2501
 30/8/18
 5/9/18

PRD
 3855
 29.8.18
 21.8.18 (2)
 To: HOD, DAA

Sir,

The Ph.D. fellow's contingency shall be used by the student for their requirement as per need towards printing/travel/conference/miscellaneous etc.

submitted please

M. Anilkumar
4/9/2018

What about CIL charges?

There are also to be paid from Contingency
5/9/18

✓ Through DAA:

Rama Rao
4/9/18

To HoD, DAS

Rama Rao
5/9/18

* Noted directions of C.A and do the needful accordingly.

M. Anilkumar
6/9/2018

✓ submitted through DAA:-

for information to H'ble

Rama Rao
7/9/18

Secy
11/9/18

To HoD, DAS

Rama Rao
15/9 to 17/9/18

DAS/2018/05/28/03.10.18

Department of Animal Sciences

DAS/2018/21/142/6.2.18.

Dated: 28/09/2018

①

Subject: Minutes of the 36th Academic and Administrative Committee (AAC) Meeting of the Department of Animal Sciences held on 18th September, 2018.

The Department of Animal Sciences held its 36th Academic and Administrative Committee (AAC) meeting on 18/09/2018. The chairman proposed the welcome note to all the members. The meeting was presided by the chairman and the minutes of the meeting were recorded by the convener.

The minutes of the proceedings are as follows:

1. **Re. purchase of the books through the library:** Due discussion was done on this matter, and it was decided that each member will provide list of books required to the librarian through proper channel.
2. **Re. departmental budget (2018-19):** As the departmental budget resolution (35th AAC) is approved by the competent authority, all faculty members of the department will make a list of items to be procured. It was also decided that first we will try to get items from the GEM, and if not available, then will be procured through the normal purchase process.
3. **Re. repair and maintenance of departmental equipment and office equipment:** After discussion, it was decided that all departmental things, including lab instruments, computer, computer peripherals, UPS, overhead projector, refrigerator, -20 °C and others, which are currently non-functional and requires maintenance will be repaired through the departmental repair and maintenance budget head.
4. **Re. Lab audit:** The IQAC has scheduled the lab audit of Animal Sciences on 8th October. All faculty members will direct their research students to do the needful for the same and take part in this process.
5. **Re. the Tri-Partite MoU between 'CUPB-MHRD-UGC' and the Quarter - 1 (Q1) departmental report to be submitted to the DAA office:** After the due on the modality of the Q1 report to be submitted, it was decided that, faculty members will submit the required information (Annexure - A) as per the letter received. Consolidated report shall be prepared and submitted to the DAA office before the dead line (3rd October, 2018). *Annexure A*

A2 =

M. Anil Kumar
21.11.18

R. K. Chaturvedi
3/10/18

J. K. Singh
3/10/18

Shahbaz Khan
3/10/18

P. J. O

6. Re. the meeting held between 'DAA and HODs' for any additional faculty requirement: HoD has briefed the out come of the preliminary meeting held with the DAA in regard to requirement of additional faculty members. It was discussed on this matter and unanimously it was decided that right now we are OK with the numbers of faculty sanctioned to the department to carry out the two ongoing programs (M.Sc. and Ph.D.). However, it was also felt that the two vacant posions (already sanctioned i.e. 1 no. of Asst. Professor and 1 no. of Professor) need to be filled at the earliest.

The meeting concluded with a thank note.

M. Anil Kumar
(Anil K. Mantha) 3/10/18
Chairperson & HOD

AJ
(Aklank Jain)
Associate Prof. & Converer

ON medical.
(Jyoti Parkash)
Assistant Prof.

R. Chaitanya
(Krishna R. Chaitanya) 3/10/18
Assistant Prof.

Sunil
(Sunil K. Singh) 3/10/18
Assistant Prof.

Shohm-3l Shm or
S. R. Lone
(DST-Ramajunaj Fellow)
Co-opted member

Submitted to DAA:

Copy to:

- DAA Office
- IQAC-office
- Members of AAC (Department of Animal Sciences)

Seen
[Signature]

DAM
4693
4.10.18

DAB/2018/11/87/26.10.18

1

Department of Animal Sciences

Dated: 24/10/2018

Subject: Minutes of the 37th Academic and Administrative Committee (AAC) Meeting of the Department of Animal Sciences held on 18th October, 2018.

The Department of Animal Sciences held its 37th Academic and Administrative Committee (AAC) meeting on 18/10/2018. The chairman proposed the welcome note to all the members. The meeting was presided by the chairman and the minutes of the meeting were recorded by the convener.

The minutes of the proceedings are as follows:

- 1. Regarding setting up a new program(s) in our department:** After extensive discussion on this matter, collectively it was decided that our department will float new program(s) after relocating to the permanent campus. Currently, the department do not have enough facilities / space to run more program(s), with a great difficulty the ongoing programs being carried out by the department. In addition, the department is also short of two regular faculties (one at the Professor and one at the Assistant Professor level), which was also recorded in the 36th AAC.
- 2. Regarding Re-examination of MST exam:** It has been noticed that sometime students do not appear for the MST exam and later they come to HoD for the re-examination of a particular subject. All faculty members of the department have discussed this issue in detail, and unanimously it was resolved that only in extreme personal condition(s) of a student, the department shall under take re-exam of a student in consultation with the course coordinator of that subject on the basis of good conduct of that student.
- 3. Book list:** The HoD/chairman informed the members that list of books needed for our department has been submitted to the librarian for further process/procurement.

M. Anil Kumar
25/10/2018
(Anil K. Mantha)
Chairperson & HOD

A. Jain
25/10/18
(Aklank Jain)
Associate Prof. & convener

P. Sharma
25/10/2018
(Jyoti Parkash)
Assistant Prof.

ON Leave
(Krishna R. Chaitanya)
Assistant Prof.

Shahnoze Khan
S. R. Lone
(DST-Ramajunaj Fellow)
Co-opted member
26/10/2018

Sunil
25/10/2018
(Sunil K. Singh)
Assistant Prof.

Submitted to DAA:

Copy to:

- Members of AAC (Department of Animal Sciences)
- ✓ IQAC-office
- ✓ DAA Office

Seen
26/10/2018

12 Nov
5166
26.10.18

DAS/2018/16/44/15.11.18

Department of Animal Sciences

Dated: 13/11/2018

Subject: Minutes of the 38th Academic and Administrative Committee (AAC) Meeting of the Department of Animal Sciences held on 12th Nov, 2018.

The Department of Animal Sciences held its 38th Academic and Administrative Committee (AAC) meeting on 12/11/2018. The chairman proposed the welcome note to all the members. The meeting was presided by the chairman and the minutes of the meeting were recorded by the convener.

The minutes of the proceedings are as follows:

1. **Regarding the End-semester Practical Examinations:** As per the Ac. Calendar, the Date Sheet of 1st Semester and 3rd Semester final practical examination was prepared and notified to the students (attached as Annexure -I).
2. **Book purchase:** All members agree to give a look to the University book exhibition and will suggest relevant books for procurement.
3. **MCQs for end semester examination:** It was decided that faculty members will try their best to upload the MCQs on online exam portal with in the stipulated time.
4. **Internal assessment marks:** It was decided that course coordinator will submit the internal assessment marks through proper channel to COE office on time.
5. **Ph.D. course work examination:** The HoD informed the faculty members about the Ph.D. course work examination i.e. going to start from 3rd December, 2018. Associated faculty member and course coordinator shall ensure for the completion of the syllabi on time.
6. **Status of instrument tenders:** It was informed by the HoD that technical bids of 5 instruments out of 6 have been received at the department level. Further, it was decided that very soon we will discuss on the technical specifications of the received tenders, once they are compiled by Mr. Dharendra (TA).
7. **Electrical load of the laboratories at the main campus:** This matter was discussed thoroughly, and a draft electrical load sheet will be submitted with an approximate electrical load to the campus engineer (Annexure - II).

M. Anilkumar
(Anil K. Mantha) 15/11/18
Chairperson & HOD

R.R. Chaitanya
(Krishna R. Chaitanya)
Assistant Prof.

AJ
(Aklank Jain)
Associate Prof. & convener

Shahnozeahma
S. R. Lone
(DST-Ramajunaj Fellow)
Co-opted member

Jsharma
(Jyoti Parkash)
Assistant Prof.

Sunil
(Sunil K. Singh)
Assistant Prof.

Submitted to DAA:

Copy to:

- ✓ Members of AAC (Department of Animal Sciences)
- ✓ IOAC-office
- ✓ DAA Office

Seen
[Signature]
12/11/18

[Signature]
5490
15.11.18

Department of Animal Sciences

(10)

Dated: 17th Dec. 2018

Subject: Minutes of the 39th Academic and Administrative Committee (AAC) Meeting of the Department of Animal Sciences held on 3rd and 5th Dec., 2018.

The Department of Animal Sciences held its 39th Academic and Administrative Committee (AAC) meeting on 3rd and 5th Dec., 2018. The chairman proposed the welcome note to all the members. The meeting was presided by the chairman and the convener recorded the minutes of meeting.

The minutes of the proceedings are as follows:

1. **Regarding Ph.D. course work examination:** As per the Ac. Calendar, the date Sheet of Ph.D. course work examination was prepared and notified to the students (attached as Annexure -I).
2. **Book purchase:** All members discussed about the books to be recommended towards purchase from the departmental budget (2018-19) and the recommendations of the faculty stand alone and through the book exhibition. A final list of the same is attached as Annexure -II.
3. **Interview for admission into Ph.D. program:** It was decided that the department would conduct the interview on 11th Dec., 2018 at the HoD office, and Mr. Dhirendra and Ms. Sarupinder will assist for the smooth conduction of the same.
4. **Re. teaching assignment / Courses for the next semester:** The courses which each faculty member is going to take during the next semester was discussed thoroughly, and after discussion tentative courses were allotted to faculties (attached as Annexure- III).

It was also felt by the faculty members of the department that allocation and scheduling of the timetable should be a part of the department activity. As last time faced a lot of difficulties in managing the teaching / conducting seminars / presentations using shared classrooms with other department(s).

5. **Non-recurring budget:** The HoD informed the faculty members that for this financial year (2018-2019), the university has kindly allocated Rs 54 lakhs to the department for spending towards **non-recurring** – infrastructure, equipments and other capital needs of the department. It was decided that Mr. Dhirendra (TA) in consultation with HoD and faculty members will make a list of instruments/items need to be procured for the department and circulate among the faculty members for further needful action at the earliest.
6. **Re. indent C118 & C119D closed - of the tenders floated for procurement of PCR and Real Time PCR machines, respectively:** As per the email note received from the purchase section dated 22nd Nov. 2018 re. closing out of the two tenders with indent no. C118 and C119D, for an amount of Rs. 5 Lakhs and Rs. 15 Lakhs, respectively.

sh

✓

A2

To, IQAC.

9

These two files were moving since long time and Rs 20 lakhs was allocated for the said instruments from the FY 2017-18. In this regard, HoD has communicated to the Finance section, and received a note to rebook for the same from the current FY 2018-19 budget (enclosed as Annexure - IV).

All the faculty members unanimously appeal to the competent authority to carry forward the previously booked budget or allocate an additional budget for these instruments, as the departmental needs are growing, keeping in consideration of moving out to the main campus shortly, the present allocation of the funds will not meet the requirements of the department.

- 7. Re. procurement of consumable items from QIAGEN dated back to 9-3-2017 and STE issued Ref. no. CUPB/18-19/SPO/446 dated 2/6/2018 – indent raised by Dr. Chaitanya towards teaching purpose.

It has been brought to the notice of AAC by Dr. Chaitanya about the file mentioned above and its delay in procurement by 20 months, budget booking for the FY 2016-17. Now it has come for some kind of clarification from the procurement section and budget rebooking recommendation for the FY 2018-19. The consumable / recurring budget allocated for the FY 2018-19 is very limited and accommodating previous booking/file will make the needs of the department very tight.

It also requested to the competent authority to carry forward the previously booked budget or allocate an additional budget for the same so that items may be procured at the earliest.

- 8. Members felt seriously that due to delayed procedures and procurement hurdles, the allocated budget to the department is not able to be utilized.

Same is the case with the sr. no. 6 and sr. no. 7 of this AAC minutes, this will seriously affecting the functioning and growth of the department.

- 9. AAC/CDDC convener: As the term of current convener is going to end on this month, it was decided that our next AAC/CDC convener would be Dr. Jyoti Parkash for next six months starting from January 2019.

M. Anilkumar
 (Anil K. Mantha) 18/12/18
 Chairperson & HOD

AJ
 17/12/18
 (Aklank Jain)
 Associate Prof. & convener

ON vacation
 (Jyoti Parkash)
 Assistant Prof.

ON vacation
 (Krishna R. Chaitanya)
 Assistant Prof.

Shahinazesham
 S. R. Lone
 (DST-Ramanujan Fellow)
 Co-opted member

ON DUTY (leave)
 (Sunil K. Singh)
 Assistant Prof.

Note: minutes are communicated to all members for their consideration and approval through email.

Submitted to DAA:

Copy to:

- Members of AAC (Department of Animal Sciences)
- ✓ IQAC-office
- DAA Office

Seen
AKB

DAA-5993
18/12/18