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**Subject: Minutes of the 51<sup>st</sup> Academic and Administrative Committee (AAC) Meeting of the Department of Zoology held on 20<sup>th</sup> January, 2020.**

The Department of Zoology held its 51<sup>st</sup> Academic and Administrative Committee (AAC) meeting on 20<sup>th</sup> January, 2020. The chairman proposed the welcome note to all the members. The meeting was presided by the chairman and the convener recorded the minutes of the meeting.

**The minutes of the proceedings are as follows:**

1. **Course structure:** All faculty members discussed the M.Sc. syllabus and decided that with minor relocation of VAC, no major modifications are required in M.Sc. course structure and syllabi. Ph.D. program syllabus will be updated as per the new UGC guidelines.
2. **MOOC Course:** All the Master students will take one MOOC course as per university norms. The information already circulated among the M.Sc. students.
3. **Book Purchase:** All members discussed about the books to be recommended towards purchase from the departmental budget (2019-20) and the recommendations of the faculty stand alone and through the book exhibition. HoD updated the list of books recommended as per the requirement of the stakeholders to be procured at the earliest.
4. **Ph.D. progress report:** All the Ph.D. students will present their progress seminar on 7<sup>th</sup> Feb. 2020.
5. **DST-FIST Grant:** Department awarded with DST-FIST grant amount Rs. 75 Lakhs. The purchase of instruments under this program will be taken up shortly.
6. **Almirah Purchased:** Two almirahs have been purchased to keep the departmental examination records.
7. **Teaching and Practical assignments:** The course distribution, teaching assignments and time table for the current semester has been discussed among the faculty members. A draft teaching load along with practical is proposed and discussed for the semester -II & semester IV.
8. **Board of studies (BoS) meeting:** All faculty members discussed the matter and decided that the BOS of the department will be schedule in the first week of the March 2020.
9. **Re. Ph.D. course work:** As per previous practice, all faculty members will be associated with the teaching during the current semester.
10. **Purchase of Instruments:** Purchase of the minor instruments from department budget (2019-2020) discussed among the faculty members and updated the status by Mr. Dhirender. (copy enclosed)

**AAC: Members:**

M. Anil Kumar  
(Anil K. Mantha) 5/2/2020  
Professor (HoD: charge)

ON Leave

(Aklank Jain)  
Associate Prof., & HOD/  
Chairperson

P. Sharma 25/12/2020  
(Jyoti Parkash)  
Assistant Prof. & Convener

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

S. K. Singh 5/2/2020  
(Sunil K. Singh)  
Assistant Prof.

Shehnaaz Khan  
S. R. Lone  
(DST-Ramanujan Fellow &  
Co-opted member)

**Submitted to DAA:**

- Copy to: Members of AAC (Department of Zoology) f
  - IQAC-office
  - DAA Office P. Sharma

DAA-3952  
5/2/2020

Enclosure with 51<sup>st</sup> A.A.C.

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Department of Zoology

S.No.	Name of Equipment	Qty.	Budget Booked Rs.	Remaining Budget
1	Semi Dry Blot System	01	2,49,900	--
2	Vertical Electrophoresis unit with power supply	01	1,34,399	--
3	Refrigerator	01	49,200	--
4	Hot air Oven	01	27,540	--
5	Agarose Electrophoresis unit	01	24,000	--
6	Mini centrifuge	02	20,400	--
7	Microwave oven	01	17,390	--
8	Steel Almirah	02	23,200	--
Total Budget Booked			5,46,029	53,971

D. P. Singh

M. Anil Kumar  
HOD: charge -5/2/2020

# Department of Zoology

Dated: 16<sup>th</sup> March, 2020

**Sub: Minutes of the 52<sup>nd</sup> Academic and Administrative Committee (AAC) Meeting of the Department of Zoology held on 12<sup>th</sup> March, 2020.**

The Department of Zoology held its 52<sup>nd</sup> Academic and Administrative Committee (AAC) meeting on 12<sup>th</sup> March, 2020. The chairman proposed the welcome note to all the members. The meeting was presided by the chairman and the convener recorded the minutes of the meeting.

**The minutes of the proceedings are as follows:**

- 1. Re. 7<sup>th</sup> Board of studies (BoS) meeting:** The Curriculum Design and Development Committee (CDDC) of Department of Zoology in its 7<sup>th</sup> meeting held on 19.2.2020 has incorporated minor modifications to the syllabus for M.Sc. and Ph.D. courses offered by the Department to be implemented from the forthcoming academic year (2020-21) (copy of minutes enclosed). Further, after fulfillment of necessary criteria laid down by IQAC the draft revised syllabus was approved by the Curriculum audit on 11.3.2020 (copy enclosed). In view of minor modifications made to the syllabus and also in view of the time constraint all the faculty members agreed to put forth the minorly revised draft syllabus before the 7<sup>th</sup> BoS of Zoology through E-mail for its further recommendation and inputs after the approval for the same is received from the competent authority.
- 2. Faculty and Student's attendance:** All faculty members discussed the matter of faculty and student attendance and it is unanimously resolved that due to constraints with respect to limited resources, manpower, classes scheduled and seating arrangement, the attendance would be recorded at the department level and submitted to the Office of Dean Academic Affairs and IQAC on a monthly basis.
- 3. Exam pattern for Discipline Enrichment Course:** As per instructions received from the IQAC cell, all the faculty members discussed and resolved that the MST (objective) will be scheduled during MST-II examination schedule for the 4<sup>th</sup> semester. ST will be taken by the concerned faculty and Assignment will be submitted by the students before the end term examination.
- 4. Choice of MOOC Course:** All the M.Sc. students would chose MOOC course for the present semester as per university norms.
- 5. Laboratory audit:** As per the laboratory audit recommendations, a cabinet for storage of hazardous chemicals; and annual maintenance contract (AMC) for the department laboratory instrumentation is a prerequisite. Hence, it is resolved by the members to seek necessary approvals for the purchase of the same.

Rik-chaitanya  
20/3/2020

P. Sharma  
20/03/2020

P. Sankar  
20/3/2020

A. S. S.  
20/3/2020

M. Anil Kumar  
20/3/2020

P.T.O.

6. **Purchase of Instruments for the Department:** Purchase of minor instruments for the Department from the budget sanctioned (2019-2020) is under process and the status for the same is updated by Mr. Dhirender (copy attached as Annexure-A).

**AAC: Members:**

*M. Anil Kumar*  
*20/3/2020*  
**(Anil K. Mantha)**  
Professor

*Aklank Jain*  
*20/3/2020*  
**(Aklank Jain)**  
Associate Prof., & HOD/  
Chairperson

*Jyoti Parkash*  
*20/05/2020*  
**(Jyoti Parkash)**  
Assistant Prof. & Convener

*K.R. Chaitanya*  
*20/3/2020*  
**(Krishna R. Chaitanya)**  
Assistant Prof.

*S.K. Singh*  
*20/3/2020*  
**(Sunil K. Singh)**  
Assistant Prof.

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

*Debarishi Sarkar*  
*20/03/2020*  
**(Debarishi Sarkar)**  
Assistant Prof.

**Submitted to DAA:**

- Copy to: Members of AAC (Department of Zoology)
  - IQAC-office
  - DAA Office

## Department of Zoology

20<sup>th</sup> March, 2020

**Sub: Minutes of the supplementary 52<sup>nd</sup> Academic and Administrative Committee (AAC) Meeting of the Department of Zoology held on 20<sup>th</sup> March, 2020.**

The Department of Zoology held its supplementary 52<sup>nd</sup> Academic and Administrative Committee (AAC) meeting on 20<sup>th</sup> March, 2020. The chairman proposed the welcome note to all the members. The meeting was presided by the chairman and the convener recorded the minutes of the meeting.

**The minutes of the proceedings is as follows:**

1. **Re. Increase in the intake of M.Sc. Students (2020-2021 session):** With respect to draft prospectus for admission to Master's and Ph.D. Programme of Session 2020-2021 received via e-mail dated 18<sup>th</sup> March, 2020, the proposed increase in the intake of M.Sc. Students (2020-2021 session) of Department of Zoology from 30 to 50 (Page 7 of the draft prospectus) is practically not feasible due to limited space availability and lack of sufficient resources and necessary infrastructure. Hence, it is unanimously resolved that the total no. of seats to be offered for the M.Sc. Program be retained at 30 for the 2020-2021 session.

**AAC: Members:**

*M. Anil Kumar*  
(Anil K. Mantha) 20/3/2020  
Professor

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

*Debarshi Sarkar* 20/3/2020  
(Debarishi Sarkar)  
Assistant Prof.

*A. Jain*  
(Aklank Jain)  
Associate Prof., & HOD/  
Chairperson

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

*Jyoti Parkash*  
(Jyoti Parkash)  
Assistant Prof. & Convener

*Shahnoze Khan*  
S. R. Lone  
(DST-Ramanujan Fellow &  
Co-opted member)

**Submitted to DAA:**

- Copy to:
- Members of AAC (Department of Zoology)
  - IQAC-office
  - DAA Office
  - Office of Controller of Examination

The H.O.D.  
Department of Zoology,  
Central University of Punjab,  
Bathinda.

Subject :- Regarding the allotment of Supervisor.

Respected Sir,

I, Harkomal Verma, Ph.D. student in the department of Zoology. I joined the department on 14th January, 2020. I want Dr. Anil K. Mantha as my supervisor so that I can continue my research work under his guidance. So, I am requesting you to allot him as my supervisor.

Thanking You.

Yours obedient student,

Harkomal Verma H. Verma

Regd. No. - 19 Phdani 01

Date - 14-01-2020

Put up to the A.A.C - meeting scheduled on 17/1/2020 for approval at the department level.  
M. Anil Kumar

HOD: Zoology, 14/1/2020.  
(Charge)

I give my consent to serve as his ph.D. Supervisor.

M. Anil Kumar  
14/1/2020.  
Professor  
Dept. of Zoology.

## Department of Zoology

Dated: 01 May, 2020

**Sub: Minutes of the 53<sup>rd</sup> Academic and Administrative Committee (AAC) Meeting of the Department of Zoology held on 30<sup>th</sup> April, 2020 via online mode.**

The Department of Zoology held its 53<sup>rd</sup> Academic and Administrative Committee (AAC) meeting on 30<sup>th</sup> April, 2020 via online mode. The chairman proposed the welcome note to all the members and the meeting was presided by the chairman and the convener recorded the minutes of the meeting as per discussion via online mode of communication.

**The minutes of the proceedings are as follows:**

1. All the faculty members taking their classes through online mode and progress report has been submitted to HOD every day before 9.00 AM for maintenance of attendance record and thorough evaluation of the students of Department of Zoology. The different mode of teaching adopted by the Department of Zoology i.e. Google classroom, Email, WhatsApp group of each subject etc. Most of the faculty members have completed more than 75% of their syllabus through regular and online class (present) mode.
2. All the faculty members discussed that they will continue online classes up to 15<sup>th</sup> May 2020 for the full completion of the course syllabus, assignments, term papers, as well as surprise tests.
3. The Curriculum Design and Development Committee (CDDC) of Department of Zoology in its 7<sup>th</sup> meeting held on 19.2.2020 has incorporated minor modifications to the syllabus for M.Sc. and Ph.D. courses offered by the Department to be implemented from the forthcoming academic year 2020-21. Further, after fulfillment of necessary criteria laid down by IQAC the draft revised syllabus was approved by the Curriculum audit on 11.3.2020 (copy enclosed). As 7<sup>th</sup> BoS of Zoology department is delayed due to pandemic spread of Covid-19. As per email received from IQAC on 28<sup>th</sup> April 2020 all the faculty members agreed to put forth the minor revised draft syllabus before the 7<sup>th</sup> BoS of Zoology through E-mail/telephonic conversation for its further recommendation and inputs for external experts. In this regard we received inputs/suggestions from the external members of BOS through email/telephonic conversation (copy attached). So in this regard Department of Zoology will submit the updated syllabus with all necessary modifications and suggestions by IQAC and external BoS members in the first week of May 2020.
4. **M.Sc. research project and supervisor allotment:**
  - a. It has been decided that the M.Sc. research project for the 4<sup>th</sup> Semester (batch 2018-20) will be literature review study or so.

*Ra* *Sj* *Sankar* *M.A* *A* *M* *(P)*

- b. The supervisor allotment to the 2<sup>nd</sup> semester (batch 2019-21) students shall be carried out in the 2<sup>nd</sup> week of August, 2020. Students will work in close coordination with the faculty member allotted in the coming two semesters.

**AAC: Members:**

*M. Anshuman*  
**(Anil K. Mantha)**

Professor

*R. K. Chaitanya*  
**(Krishna R. Chaitanya)**

Assistant Prof.

*Debarishi Sarkar*  
**(Debarishi Sarkar)**

Assistant Prof.

*A*  
**(Aklank Jain)**

Associate Prof., & HOD/  
Chairperson

*S. K. Singh*  
**(Sunil K. Singh)**

Assistant Prof.

*P. Sharma*  
**(Jyoti Parkash)**

Assistant Prof. & Convener

*Shahnoze Shama*  
**S. R. Lone**

(DST-Ramanujan Fellow &  
Co-opted member)

**Submitted to DAA:**

- Copy to: Members of AAC (Department of Zoology)
  - IQAC-office
  - DAA Office



## Department of Zoology

Dated: 26<sup>th</sup> May, 2020

**Sub: Minutes of the 54<sup>th</sup> Academic and Administrative Committee (AAC) Meeting of the Department of Zoology held on 14<sup>th</sup> May, 2020 via online mode.**

The Department of Zoology held its 54<sup>th</sup> Academic and Administrative Committee (AAC) meeting on 14<sup>th</sup> May, 2020 via online mode. The chairman proposed the welcome note to all the members and the meeting was presided by the chairman and the convener recorded the minutes of the meeting as per discussion via online mode of communication.

**The minutes of the proceedings are as follows:**

1. All the faculty members taking their classes through online mode upto 20<sup>th</sup> May 2020. The different mode of teaching adopted by the Department of Zoology i.e. Google classroom, Email, WhatsApp group of each subject etc. Most of the faculty members have completed more than 90% of their syllabus through regular and online class (present) mode.
2. All the faculty members discussed that they will take and evaluate online seminars of the 2<sup>nd</sup> semester students between 25<sup>th</sup> to 27<sup>th</sup> May 2020 (divided into 3 groups) for the full completion of the course work as well as availability of the faculty members.
3. PhD course work is in continuation with regular and online classes mode and all faculty members completed about 60% of their syllabus and will be continue till the completion of the course work. PhD students examination will be take place as per the instruction receive from the controller of examination CUP Bathinda.
4. As per the instructions received by the examination section Department of Zoology discussed and decided that practical for second semester will be conducted through online mode in three groups. As per the information and feedback received from the master students its very clear that we are able to cover 45% of the practical course. Department of Zoology will conduct practical examination as per guidelines from the controller of examination CUP Bathinda.
5. If in any case syllabus is not completed by any faculty member he will continue online classes till the completion of the course work and he will submit the progress report to the HOD to maintain evaluation record of the department as per COE guidelines.
6. **M.Sc. research project and supervisor allotment:**

R.K. Chaturvedi

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Sankar

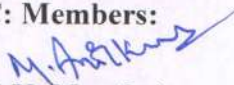
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S.K. Singh  
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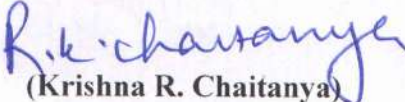
- a. It has been decided already that the M.Sc. research project for the 4<sup>th</sup> Semester (batch 2018-20) will be literature review and all faculty members evaluating students' dissertation and will be submitted on 30<sup>th</sup> May or before 15<sup>th</sup> June 2020 through online mode.
- b. The supervisor allotment to the 2<sup>nd</sup> semester (batch 2019-21) students shall be carried out in the 2<sup>nd</sup> week of August, 2020. Students will work in close coordination with the faculty member allotted in the coming two semesters.

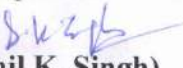
**AAC: Members:**

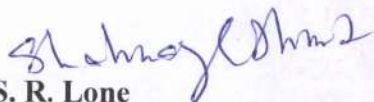
  
**(Anil K. Mantha)**  
Professor

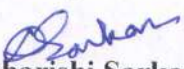
  
**(Akank Jain)**  
Associate Prof., & HOD/  
Chairperson

  
**(Jyoti Parkash)**  
Assistant Prof. & Convener

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

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

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

  
**(Debarishi Sarkar)**  
Assistant Prof.

**Submitted to DAA:**

- Copy to: Members of AAC (Department of Zoology)
  - IQAC-office
  - DAA Office

## Department of Zoology

Dated: 28<sup>th</sup> May, 2020

**Sub: Minutes of the supplementary 54<sup>th</sup> Academic and Administrative Committee (AAC) Meeting of the Department of Zoology held on 28<sup>th</sup> May, 2020 via online mode.**

The Department of Zoology held its supplementary 54<sup>th</sup> Academic and Administrative Committee (AAC) meeting on 28<sup>th</sup> May, 2020 via online mode. The chairman proposed the welcome note to all the members and the meeting was presided by the chairman and the convener recorded the minutes of the meeting as per discussion via online mode of communication.

**The minutes of the proceedings are as follows:**

1. Department of Zoology faculty members discussed and decided that they will encourage 1<sup>st</sup> and 3<sup>rd</sup> semester students to take MOOC/Swayam courses as per the university guidelines. In this regard, Dr. Sunil Singh and Dr. Debarishi Sarkar will be the course coordinator for MOOC/Swayam program for years 2020-21.
2. Department of Zoology will follow the same term and condition for Discipline Enrichment Course provided by COE, CUP Bathinda.
3. As per the instructions received from COE office, Department of Zoology discussed and decided that all faculty members (course coordinator) will submit pdf copy of the award list of each subject online and also one copy to HOD before 31st May, 2020.

**AAC: Members:**

*M. Anil Mantha*  
**(Anil K. Mantha)**

Professor

*K. R. Chaitanya*

**(Krishna R. Chaitanya)**

Assistant Prof.

*D. Sarkar*

**(Debarishi Sarkar)**

Assistant Prof.

*A. Jain*

**(Aklank Jain)**

Associate Prof., & HOD/  
Chairperson

*S. K. Singh*

**(Sunil K. Singh)**

Assistant Prof.

*J. Parkash*

**(Jyoti Parkash)**

Assistant Prof. & Convener

*S. R. Lone*

**S. R. Lone**

(DST-Ramanujan Fellow &  
Co-opted member)

## Department of Zoology

Dated: 30<sup>nd</sup> June, 2020

**Sub: Minutes of the 55<sup>th</sup> Academic and Administrative Committee (AAC) Meeting of the Department of Zoology held on 22<sup>nd</sup> and 29<sup>th</sup> June, 2020 via online mode.**

The Department of Zoology held its 55<sup>th</sup> Academic and Administrative Committee (AAC) meeting on 22<sup>nd</sup> and 29<sup>th</sup> June, 2020 via online mode. The chairman proposed the welcome note to all the members and the meeting was presided by the chairman and the convener recorded the minutes of the meeting as per discussion via online mode of communication.

**The minutes of the proceedings are as follows:**

1. HOD and all the faculty members decided that Dr. Krishna R. Chaitanya will be the new convener of the AAC/CDCC meetings on the rotation basis as per the departmental rotation policy.
2. Plan of shifting to the main campus: All members discussed the matter and the members decided to prepare the list of instruments/office items for the shifting to the new campus on priority basis. Mr. Dhirender compiled the list of all the instruments and circulated among the faculty members. Demand of the packaging materials, manpower as well as transportation issue discussed and same information communicated with the concern authority.
3. HOD and other faculty members decided to conduct the Discipline Enrichment Course (DEC) examination on 8<sup>th</sup> July 2020. Department of Zoology will follow the same terms and conditions for the DEC examination provided by the examination branch.
4. All the faculty members conducted and evaluated online project seminars of the 4<sup>th</sup> semester (batch 2018-19) students for the successful completion of the course work and online submission of project reports to the examination branch.
5. AS per the instruction received from the IQAC section, the Department of Zoology decided to incorporate the project / dissertation work in our course curriculum.
6. The Department of Zoology already raised and submitted to facilitate towards establishing a n Animal house facility. Here with once again urged to look in to the matter of Animal house facility.
7. A Bio-Safety Level-3 (BSL-3) lab facility as a central facility may also be sanctioned/approved in the new Campus, Gudha.

MVA

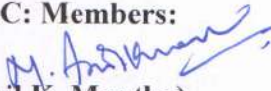
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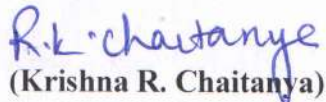
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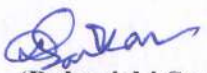
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8. As per the instructions received from the Dean, School of Basic and Applied Sciences, all the faculty members will update their CV as per the format provided and contribute for the upgradation of the departmental website.
9. The Department of Zoology faculty members discussed the draft arbitration rules circulated pertaining to CUPB and its stakeholders. All faculty members strongly feel that the draft in its present form has various anomalies and ambiguities, which are not best in the interest of the university and its employees. Here with we raise some issues related to the draft Arbitration rules received (copy attached)
10. **M.Sc. research project and supervisor allotment:** The supervisor allotment to the 3<sup>rd</sup> semester (batch 2019-21) students has been carried out on 29<sup>th</sup> of June, 2020. All students shall work in close coordination with the faculty member allotted in the coming two semesters (list of student allotment attached).

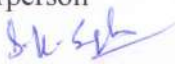
**AAC: Members:**


  
**(Anil K. Mantha)**  
Professor


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

  
**(Debarishi Sarkar)**  
Assistant Prof.

  
**(Akhank Jain)**  
Associate Prof., & HOD/  
Chairperson

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

  
**(Jyoti Parkash)**  
Assistant Prof. & Convener

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

**Submitted to DAA:**

- Copy to: Members of AAC (Department of Zoology)
  - IQAC-office
  - DAA Office

## Department of Zoology

Dated: 9.7.2020

**Sub: Minutes of the 56<sup>th</sup> Academic and Administrative Committee (AAC) Meeting of the Department of Zoology held on 6<sup>th</sup> July, 2020 via online mode.**

The Department of Zoology held its 56<sup>th</sup> Academic and Administrative Committee (AAC) meeting on 6<sup>th</sup>, July, 2020 via online mode. The chairman proposed the welcome note to all the members and the meeting was presided by the chairman and the convener recorded the minutes of the meeting as per discussion via online mode of communication.

All the members thanked the outgoing convener, Dr Jyoti Parkash and welcomed the present convener, Dr. R.K. Chaitanya

**The minutes of the proceedings are as follows:**

**Transport Allowance:** As per the communication received from the finance office dated July 2<sup>nd</sup>, 2020 seeking the details of departmental faculty attending the university during the vacation period for the purpose of transport allowance, it is to be conveyed to the finance section that all the faculty members of the department had actively participated in all the academic activities including AAC meetings, project presentations, statutory body meetings, question paper setting for the end semester examinations, revision of M.Sc. syllabus, and also met regarding the shifting plans of the department to the new campus. Hence, the finance section may act in accordance with the guidelines issued by the Government of India from time to time.

**Updation of the departmental website:** The Department of Zoology faculty members discussed regarding the updation of the departmental website as well as the individual CVs as per the directions of the Dean of the School received on July 5<sup>th</sup>, 2020 and would do the needful before the scheduled time period.

**M.Sc. course allotment for the next semester:** The course allotment for the upcoming semester will be finalized at the earliest as and when the clarity is obtained from the concerned authorities in this regard.

**Departmental advance:** Departmental advance is sought for the purchase of stationery, repair of UPS and the printer cartridge for office use.

**AAC: Members:**

  
(Anil K. Mantha)

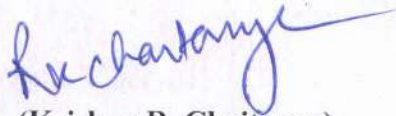
Professor

  
(Aklank Jain)

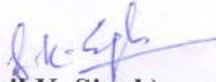
Associate Prof., & HOD/  
Chairperson

  
(Jyoti Parkash)


Assistant Prof.



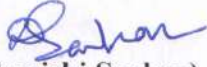
**(Krishna R. Chaitanya)**  
Assistant Prof. & Convener



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



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



**(Debarishi Sarkar)**  
Assistant Prof.

- Copy to:      Members of AAC (Department of Zoology) (circulated through online)
  - IQAC-office
  - DAA Office

**Department of Zoology**

11.8.2020

**Sub: Minutes of the 57<sup>th</sup> Academic and Administrative Committee (AAC) Meeting of the Department of Zoology held on 10<sup>th</sup> August, 2020 via online mode.**

The Department of Zoology held its 57<sup>th</sup> Academic and Administrative Committee (AAC) meeting on 10<sup>th</sup>, August, 2020 via online mode. The chairman proposed the welcome note to all the members and the meeting was presided by the chairman and the convener recorded the minutes of the meeting as per discussion via online mode of communication.

The minutes of the proceedings are as follows:

**Time table for online classes for 3<sup>rd</sup> semester:** As per the notification Ref. No.:CUPB/CC/Acad./20-21/ 340 dated 31.07.2020, the online classes for the M.Sc. Zoology third semester students are scheduled from 17<sup>th</sup> August, 2020. The teaching allotment and time table for the same has been discussed and approved unanimously (Annexure 1). The attendance shall be recorded either on zoom/google classroom platforms.

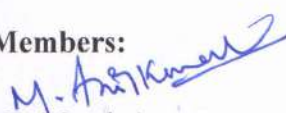
**Practical examination for the 2<sup>nd</sup> semester:** The pattern of the practical examination scheduled on 14<sup>th</sup> August, 2020 from 10-1 AM was discussed and unanimously approved to be as per the previously laid down guidelines of the department (20 M major question, 10 M minor question, 10 M Viva Voce and 60 M internal assessment). The respective faculty would organize the same for their allotted student batches based on the previous semester and the 2<sup>nd</sup> semester practical's conducted and submit the final marks.


**Project/Dissertation soft copy submission:** All the soft copies of the 4<sup>th</sup> semester MSc students will be sent to the HoD (official mail id) on or before 15<sup>th</sup> August, 2020 by all the department faculty.


**MSc 2<sup>nd</sup> semester marksheet submission:** All the marksheets for the online end semester examination conducted for the 4<sup>th</sup> semester as per the approved timetable and procedure will be submitted to the HoD and the same would be submitted to the DAA/Examination section.

**MOOC course coordinator:** It is decided that Dr. Sunil Singh will be MOOC course coordinator for this semester (August -Dec 2020).

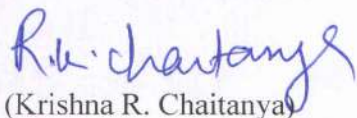
**AAC Members:**

  
(Anil K. Mantha)  
Professor

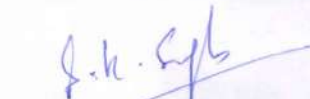
  
(Akank Jain)  
Associate Prof., & HOD/  
Chairperson

  
(Jyoti Parkash)  
Assistant Prof.

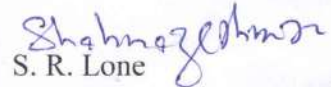




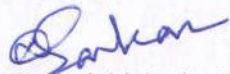
(Krishna R. Chaitanya)  
Assistant Prof. & Convener



(Sunil K. Singh)  
Assistant Prof.



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



(Debarishi Sarkar)  
Assistant Prof.

Annexure: MSc. Zoology: 3<sup>rd</sup> semester Time table

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  - DAA Office

**Department of Zoology**

24<sup>th</sup> September, 2020

**Sub: Minutes of the 58<sup>th</sup> Academic and Administrative Committee (AAC) Meeting of the Department of Zoology held on 15<sup>th</sup> September, 2020 via online mode.**

The Department of Zoology held its 58<sup>th</sup> Academic and Administrative Committee (AAC) meeting on 15<sup>th</sup>, September, 2020 via online mode. The chairman proposed the welcome note to all the members and the meeting was presided by the chairman and the convener recorded the minutes of the meeting as per discussion.

The minutes of the proceedings are as follows:

**Review of smooth conduction of online classes for 3<sup>rd</sup> semester:** As per the notification Ref. No: CUPB/CC/Acad./20-21/ 340 dated 31.07.2020, the online classes for the M.Sc. Zoology third semester students are started from 17<sup>th</sup> August, 2020. All the faculty reviewed and expressed satisfaction over smooth conduction of the online classes. Further a set of two practical experiments are proposed by each faculty which shall be explained and the required material be provided to the students for the time being.

**Smooth conduction of practical examination for the 2<sup>nd</sup> semester:** The practical examination on 14<sup>th</sup> August, 2020 has been conducted smoothly and the final marksheet has been submitted to the Controller of Examination by the HoD.

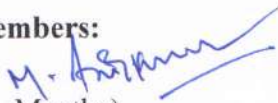
**M.Sc. 4<sup>th</sup> semester dissertation:** All the soft copies of the M.Sc. Project/Dissertation are submitted by all the students to the HoD mail Id.


**Shifting of the Department to the Main Campus:** It is resolved that the shifting of the Department to the Main campus and space allotment will be finalized as and when relevant directions are obtained from the concerned authority in this regard.


**Action taken report regarding instructions from Dean, Incharge Academics:** As per the instructions of the Dean, Incharge Academics through mail on 14<sup>th</sup> September, 2020 the following tasks are assigned to each faculty of the Department:

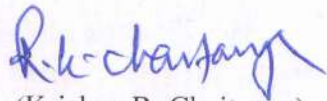
- WhatsApp group and list of E-mail for Alumni of the department for getting information regarding career progression of students & the task of placement of students at the department level: Prof Anil K Mantha and Dr. Aklank Jain
- The task of collecting data for NAAC and NIRF (The format to be provided by IQAC): Dr. Jyoti Parkash and Dr. R.K. Chaitanya
- Collection of data about publications and projects of the department and submission to IQAC on a quarterly basis (The format to be provided by IQAC): Dr. Sunil Singh and Dr. Debarshi Sarkar
- Visiting faculty: The Department will propose the list of expert names relevant to Department of Zoology on or before 30<sup>th</sup> September, 2020 to the concerned authority

**AAC Members:**

  
(Anil K. Mantha)  
Professor

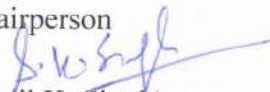
  
(Aklank Jain)  
Associate Prof., & HOD/

  
(Jyoti Parkash)  
Assistant Prof.



(Krishna R. Chaitanya)  
Assistant Prof. & Convener

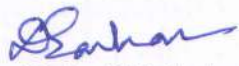
Chairperson



(Sunil K. Singh)  
Assistant Prof.



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



(Debarishi Sarkar)  
Assistant Prof.

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  - IQAC-office

Department of Zoology

7<sup>th</sup> October, 2020

**Sub: Minutes of the 59<sup>th</sup> Academic and Administrative Committee (AAC) meeting of the Department of Zoology held on 6<sup>th</sup> October, 2020 via online mode.**

The Department of Zoology held its 59<sup>th</sup> Academic and Administrative Committee (AAC) meeting on 6<sup>th</sup>, September, 2020 via online mode. The chairman proposed the welcome note to all the members and the meeting was presided by the chairman and the convener recorded the minutes of the meeting as per discussion.

The minutes of the proceedings are as follows:

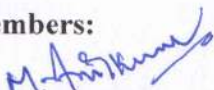
1. **Shifting of the Department to main campus, Ghudda:** The Departmental shifting to the main campus at Ghudda is initiated from 2.10.2020 and is currently under process. The air-conditioners, table fans and porta glass cabin partitions of the Department are yet to be shifted. In this regard, it is resolved that all the pending structures/items of the Department to be shifted will be conveyed to the shifting committee/space allocation committee for further necessary action.
2. **M.Sc. laboratories/individual laboratory allocation:** Room No. 406-412 were allocated to the Department. Room 406 and 407 are allocated as M.Sc. laboratories. However, in view of space constraint for the newly recruited faculty (Dr. Debarshi Sarkar) as well as the Ramalingaswamy fellow (Dr. Shahnaz Lone) of the Department, it has been unanimously resolved that, Lab no. 407 will be allocated to these two faculty members till they are provided with the individual laboratory space. Room No. 408 is allocated to Prof. Anil K mantha. Room No. 409 is allocated to Dr. Aklank Jain, Room No. 410 is allocated to Dr Jyoti Parkash, Room No. 411 is allocated to Dr. R.K. Chaitanya and Room No. 412 is allocated to Dr. Sunil Kumar Singh
3. **Pressing requirement of extra space/rooms for the DST-FIST facility as well as the two faculties:** The current intake of incoming M.Sc. students is 40. In consideration of both odd and even semesters, 80 students would be working in the M.Sc. laboratories as batches in the future department. The DST-FIST grant worth 75 lakhs has been recently sanctioned to the department under which a flow cytometer facility, real time pcr system and a computer facility for the department has to be purchased and set up within next 6 months. All the faculty opined that there is a severe crunch of space and also there is an immediate space requirement for the DST-facility and the two other faculties which are temporarily accommodated in the MSc laboratory. Hence, it was resolved that a separate

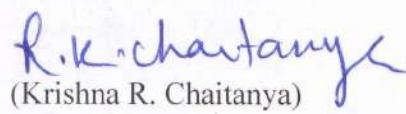



representation has to be given to the space allocation committee keeping in view of the urgent and pressing requirement of space.

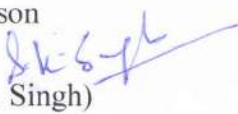
4. **Visiting professor for Department of Zoology:** Based on the previous communication from the DIA office, names of eminent professors (in service/retired) in the field of Zoology will be suggested (at least one) by all the faculty members along with their details for subsequent discussion and forwarding.
5. **External academic audit:** All the faculty would add relevant data (Aug, 2019-July, 20 only) to the slides provided as per the proforma for the upcoming external academic audit of the Department and submit their updated CVs for the same to the concerned person.
6. **Animal House facility for the Department:** The Department of Zoology although progressing in leaps and bounds, it is severely handicapped without a full-fledged, animal house facility of its own which has been the major shortcoming and it is agreed upon that there is a urgent need of animal house for harboring various animal models for teaching and research purposes of the department. This issue has been represented in many official meetings with higher authorities and the statutory bodies in the past many times. All the faculty resolved that Department of Zoology should be sanctioned a separate wing of Animal facility as their requirements are very specific and does not match with that of other departments. It is also to be pointed out that all the established universities and institutes where Department of Zoology/Animal Biology exists, there is a separate and dedicated animal house facility for the same. It is also to be noted that multiple animal models are being used/studied at the department unlike any other department. In view of this, it is unanimously resolved that, a separate proposal has to be sent for the animal house facility of the department to the higher authorities and pursue it proactively and immediately. Dr Jyoti Parkash will finalize the proposal with all the inputs discussed and HoD will represent the case strongly to the concerned authority on behalf of the Department.


**AAC Members:**

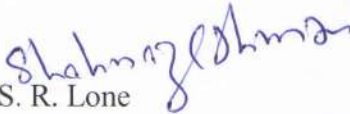
  
(Anil K. Mantha)  
Professor


  
(Krishna R. Chaitanya)  
Assistant Prof. & Convener

  
(Akhank Jain)  
Associate Prof., & HOD/  
Chairperson

  
(Sunil K. Singh)  
Assistant Prof.

  
(Jyoti Parkash)  
Assistant Prof.

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



(Debarishi Sarkar)  
Assistant Prof.

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  - DIA Office
  - IQAC-office



## Department of Zoology

1<sup>st</sup> November, 2020

**Subject: Meeting-minutes regarding upcoming 1<sup>st</sup> semester (batch 2020-22) student's orientation and the start of classes.**

The Department of Zoology held an urgent meeting in the Ghudda campus, Bathinda, on 31<sup>st</sup> October 2020 at 2:30 pm as per the call of HoD. The meeting was attended by Prof. Anil Mantha, Dr. Aklank Jain, Dr. Sunil, and Dr. Shahnaz Lone.

Dr. Jyoti could not attend the meeting because of his some last-minute work, he informed through the WhatsApp message.

Dr. Chaitanya RK could not participate as he reported through email that, he has mild flu symptoms and have currently given a test for RT-PCR and waiting for the result.

Dr. Debarishi Sarkar could not attend the meeting; as he mentioned through email that "due to some unavoidable reasons, it is difficult for him to be present in person".

The minutes of the meeting are as follows:

1. Re. **Time Table:** Keeping in view of the working time table of the 3<sup>rd</sup> semester students and 6 - days working for the 1<sup>st</sup> semester, the time table was discussed in detail, and Prof. Anil and Dr. Sunil prepared a tentative time table.

A minor modification made in the on-going 3<sup>rd</sup> semester student's time table to accommodate 1<sup>st</sup> semester student's time table. It was also decided that the tentative time table will be shared with the faculty members, and a final time table shall be made after further deliberations with the members of the department.

In this regard, it was also decided that on Monday i.e. 2<sup>nd</sup> November 2020, all the faculty members to be present in the department to finalize the time table. So we can share with students, IQAC office, and DIA office, without any delay.

2. Re. **1<sup>st</sup> semester student's (batch 2020-22) Orientation program at the department level:** On 2<sup>nd</sup> November, 2020 there will be an orientation for the upcoming 1<sup>st</sup> semester students.


All faculty members shall be present at the main campus Ghudda, and participate in the orientation program for the newly enrolled master program students.

The timing of orientation program shall be from 11.30 am onwards. The HOD shall introduce the faculty members to the students and present a brief introduction about the department and its achievements since its inception 2015.


All faculty members shall introduce about them-self and enlighten the new students.

3. Re. **Academic Calendar:** It was discussed by the members that the academic calendar will be prepared by the department in the coming week and all the members of the department will participate in the exercise to include various academic activities as per the time line provided by the university admin for the current Academic Calendar.


AAC Members:

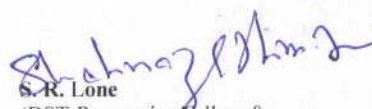
  
(Anil K. Mantha)  
Professor


  
(Aklank Jain)  
Associate Prof., & HOD

  
(Jyoti Parkash)  
Assistant Prof.

  
(Krishna R. Chaitanya)  
Assistant Prof.

  
(Sunil K. Singh)  
Assistant Prof.

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

  
(Debarishi Sarkar)  
Assistant Prof.

Copy to:

- Members of AAC (Department of Zoology, to be circulated through online)
- DIA Office

# Department of Zoology

15<sup>th</sup> December 2020

**Sub: Minutes of the 61<sup>st</sup> Academic and Administrative Committee (AAC) meeting of the Department of Zoology held on 9<sup>th</sup> December, 2020**

The Department of Zoology held its 61<sup>st</sup> Academic and Administrative Committee (AAC) meeting on 9<sup>th</sup> December, 2020 at 2.30 PM. The chairman proposed the welcome note to all the members and the meeting was presided by the chairman and the convener recorded the minutes of the meeting as per discussion.

The minutes of the proceedings are as follows:

1. **Formulation of Specifications for procurement of Flow Cytometry instrumentation:** Based on the DST-FIST sanction for the Department as well as the subsequent external presentation from two firms, the specifications will be formulated by Dr. Jyoti Parkash and Dr. Sunil K Singh and the file will be processed after approval of all the AAC members.
2. **Purchase of small equipment for the Department:** All the AAC members approved the purchase of small equipment including pH meter, water bath and shaker under the recurring head of the department and forwarded the same for necessary approval and action.
3. **Spinwin (microfuge REMI make) shifting:** All the members approved the shifting of mini spinwin (REMI make) from the teaching laboratory to Lab No. 410 where departmental cell culture facility is being established.

Further, all the AAC members agreed upon that the equipment/furniture of the Department transferred or placed in the individual laboratories of the faculty shall be compiled and made available for all as and when required. All the chemicals procured for the department will be placed in the M.Sc. teaching laboratory and a register will be maintained by the technical staff (Mr. Dharendra P Singh) for the issue of the same.

4. **Repair of minor equipment:** All the AAC members approved that the equipment of the department lying non-functional to be repaired under the recurring grant sanctioned to the department to put them back to use.
5. **Distribution of laboratory practicals:** All the AAC members approved that the handling of 1<sup>st</sup> semester practicals by Prof Anil K Mantha, Dr R.K. Chaitanya, Dr. Debarishi Sarkar

Re

Sarkar

M. An

✓

Sunil K Singh  
Ishwar



and Dr. Shashnaz Lone; and handling of 3<sup>rd</sup> semester practicals by Dr. Aklank Jain, Dr. Sunil K Singh and Dr. Jyoti Parkash for the current semesters.

6. **Shifting of the departmental Refrigerator (REMI make) to Dr. Debarishi Sarkar:** All the AAC members approve the shifting of departmental refrigerator (4 °C) of REMI make to the work place under Dr. Debarshi Sarkar for his research work.
7. **Ph.D. Course work for the academic year:** All the AAC members approve the start of Ph.D. course for the newly registered student(s) as per the notification issued by the academic section.

**AAC Members:**



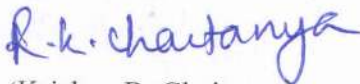
(Anil K. Mantha)  
Professor



(Aklank Jain)  
Associate Prof., & HOD/  
Chairperson



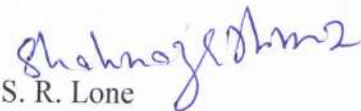
(Jyoti Parkash)  
Assistant Prof.



(Krishna R. Chaitanya)  
Assistant Prof. & Convener



(Sunil K. Singh)  
Assistant Prof.



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



(Debarishi Sarkar)  
Assistant Prof.

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  - IQAC-office

Department of Zoology

22<sup>nd</sup> December, 2020

**Sub: Minutes of the supplementary Academic and Administrative Committee (AAC) meeting of the Department of Zoology held on 17<sup>th</sup> December, 2020**

The Department of Zoology held its supplementary Academic and Administrative Committee (AAC) meeting on 17<sup>th</sup>, December, 2020 at 1 PM. The chairman proposed the welcome note to all the members and the meeting was presided by the chairman and the convener recorded the minutes of the meeting as per discussion.

The minutes of the proceedings are as follows:

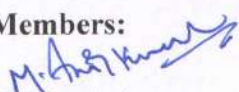
1. **The shortfall of students attending classes:** It has been observed by all the faculty members that the number of student attending the classes online is less than the number of students admitted in the department. In this regard, HoD has personally enquired with the students and omitted all those who have left without prior intimation. The final list of the students with registration numbers to be sought from the Examination section
2. **Online webinars/seminars at the department level:** In the current semester, all the faculty would invite national and international experts from academia and industry and conduct online webinars for knowledge dissemination, expanding horizons and greater exposure of the students
3. **Ph.D. coursework examination:** All the faculty approved for the conduction of the Ph.D. coursework examination of previous batch in the first week on January. The date sheet is provided as Annexure 1.
4. **Ph.D. students' journal club/presentation:** All the faculty approved for initiation of PhD students' journal club bi-weekly, to develop communication skills and further to inculcate scientific vigor and exchange of ideas and methodologies among the students. The modalities and datesheet will be finalized shortly.
5. **6-months progress report of Ph.D. students:** It is decided by all the faculty that the Research Advisory Committee of each PhD student would be formed at the earliest and the work progress of the Ph.D. students will be monitored every six months along with submission of a brief report of the work done in the past six months.
6. **Inclusion of Alumni/industry person as our BoS member:** All faculty approved that the Board of Studies will include alumni (one M.Sc and one Ph.D.) based on merit and

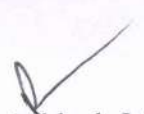

  
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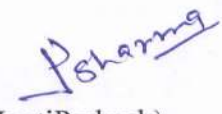
seniority and also will include industrial experts. The CVs of the the experts would be forwarded to Dean of the School for final approval.


7. **3<sup>rd</sup> semester end examination date sheet:** The date sheet for the 3<sup>rd</sup> semester examination to be held in the month of January is herewith attached (Annexure 2)

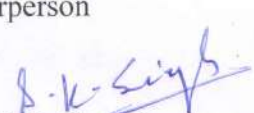
**AAC Members:**

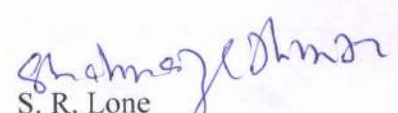
  
(Anil K. Mantha)  
Professor

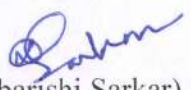
  
(Akank Jain)  
Associate Prof., & HOD/  
Chairperson

  
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Assistant Prof.

  
(Krishna R. Chaitanya)  
Assistant Prof. & Convener

  
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Assistant Prof.

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

  
(Debarishi Sarkar)  
Assistant Prof.

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