

## DEPARTMENT OF ENVIRONMENTAL SCIENCES AND TECHNOLOGY

Date: 16.01.2020

**Subject: Proceedings of the 19<sup>th</sup> academic and administrative committee meeting held on 16<sup>th</sup> January 2020**

### Minutes of the meeting

A meeting of the faculty of Department of Environmental Sciences and Technology was held on 16<sup>th</sup> January 2020 at 4.30 pm in the office of the Head of the department. The following members were present in the meeting:

- i. Dr. Sunil Mittal, Associate Professor, HOD
- ii. Dr. Yogalakshmi K N, Assistant Professor
- iii. Dr. Dhanya MS, Assistant Professor
- iv. Dr. Puneeta Pandey, Assistant Professor
- v. Dr. Prafulla Kumar Sahoo, Assistant Professor, FRP

The agenda discussed and the resolutions taken are as follows:

**Agenda 1:** Discuss regarding the non-recurring budget approved for the year 2019-20

Resolution: The committee discussed about the non-recurring budget of INR 6,00,000/- approved for the year 2019-20 and unanimously agreed to purchase workstations/ computers for EVST laboratories, UPS, Incubator shaker and any other if required. Dr. Dhanya MS will prepare the file for the purchase of workstations/ computers and UPS for EVST laboratories

**Agenda 2:** Utilization of budget under the EVST budget head – consumables for repairing RO system in EVST Lab 3 and purchase of miscellaneous items

Resolution: The committee discussed about the utilization of budget available under consumable head and agreed to repair the Rions RO system available in EVST lab no. 3. The committee also decided to utilize the budget for the purchase of miscellaneous items (tissue paper, aluminium foil, cotton etc.) for the different laboratories of the department.

**Agenda 3:** Discussion regarding the Ph.D. course work

Resolution: The committee decided to offer Ph.D. course work for the students registered in July 2019 and January 2020. Dr. Puneeta Pandey will prepare the work load allocation and time table for the Ph.D. course work.

**Agenda 4:** Discussion regarding the One credit ID course on 'Health and Hygiene' for non-biological students

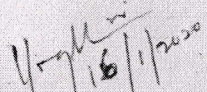
Resolution: The committee discussed about the one credit ID course on 'Health and Hygiene' offered for non-biological students initiated in connection with Swachh Bharat mission to achieve

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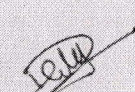


## DEPARTMENT OF ENVIRONMENTAL SCIENCES AND TECHNOLOGY

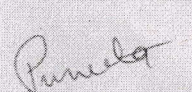
Clean India. It seems that the course has been inadvertently offered as one credit instead of two credits. As per the University guidelines, the ID course offered is to be of two credits. Hence it is recommended to take up the matter to competent authority and revise the same to two credits. The same will be rectified in the forthcoming BoS and School board for the existing semester (i.e) Batch 2019-20 and onwards.

  
16/11/2020


Dr. Yogalakshmi K N  
Associate Professor & Convenor



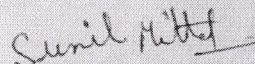
Dr. Dhanya M S  
Assistant Professor



Dr. Puneeta Pandey  
Assistant Professor



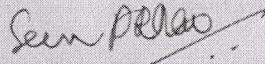
Dr. Prafulla K Sahoo  
Assistant Professor, FRP

  
Dr. Sunil Mittal  
Associate Professor, HOD

DAA

Copy to:

1. Vice Chancellor Office
2. Dean Academic Affairs
3. Dean SEES
4. Faculty members of EVST
5. IQAC





**Department of Environment Science and Technology**  
**Central University of Punjab, Bathinda**

Date: 08.04.2020

**Subject: Minutes of the Academic & Administration Committee (AAC) meeting held on 8/4/2020 through online video conferencing**

The Academic & Administration Committee (AAC) meeting was held on 8<sup>th</sup> April 2020 at 2 pm through video conferencing due to the current situation of Nationwide lockdown for fighting against the pandemic Covid-19. All the faculty members of the department attended the meeting. The HoD welcomed the committee and conveyed the minutes of the Dean's meeting held with the Hon'ble Vice Chancellor.

The agenda and resolutions of the AAC meetings is as follows.

**Agenda 1:** Completion of syllabus for the students of the Department of Environmental Science and Technology during the national lockdown

**Resolutions:** The matter was discussed among the faculty members and the committee unanimously resolved the following.

1. To complete the syllabus for the 4<sup>th</sup> Semester and 2<sup>nd</sup> Semester students by 30<sup>th</sup> April 2020 and 15<sup>th</sup> May 2020, respectively through online mode using various apps such as google classroom, google meet, Jisti meet, Whats app and Microsoft team. For students of Jammu and Kashmir, the classes will be conducted through audio conferencing.
2. The reading materials, lecture notes and power point presentations will be shared with the students to increase the understandability of the online lectures conducted by the faculty.
3. The students will also be encouraged to use the SWAYAM and e PG pathshala for the various topics. The relevant links of video lectures from e PG pathshala will also be shared by the faculty.
4. To strengthen effective communication, the existing Whats app groups created for the students shall be utilized for online teaching.
5. The committee also unanimously agreed to create a separate Whats app group for coaching the students of the department for UGC-NET, CSIR-NET, ASRB-NET, GATE and other competitive exams. Questions will be posted by the faculty and the required discussion will be done in the platform. The same will also be utilized for the Discipline enrichment courses of the curriculum.
6. The credit seminars of the 2<sup>nd</sup> semester students will be scheduled in the last week of April 2020 and conducted through various online modes and audio conferencing as per the facility available with students. Similarly, term paper presentation / viva, if any, for both 2<sup>nd</sup> and 4<sup>th</sup> semester will be conducted online.
7. The students will be regularly assessed through surprise tests that will be conducted through reliable softwares.
8. The committee agreed to the directions of the Deans committee meeting and decided to convert the project work to review based report.



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Central University of Punjab, Bathinda**

**Agenda 2:** Submission of online teaching and evaluation status report to the competent authority

**Resolution:** As per instruction from the university, status of online teaching and evaluation will be submitted by the faculty to the HoD on daily basis which might then be compiled by the HoD and submitted to the competent authority by the 20<sup>th</sup> of April 2020.

**Agenda 3:** Ph.D. students progress

**Resolution:** The supervisors were advised to stay in contact with their research students and encourage them to write research and review papers. Moreover, students who are in the last stage of completion of their thesis should be advised to do result compilation and complete the chapter writing.

The next meeting will be scheduled on the 1<sup>st</sup> week of May 2020 to access the progress of syllabus completion and decide the further course of action according to the then existing situation.

Prof. V. K. Garg

Dr. Yogalakshmi KN  
Convener, AAC

Dr. Dhanya M S

Dr. Puneeta Pandey

Dr. Prafulla Sahoo

Dr. Ajay Kumar

Dr. Sunil Mittal

HOD and Assoc. Dean of School

DAA

Copy to:  
VC Office for information  
DAA office  
IQAC office  
Dean of the School  
All faculty of EVST



**Department of Environment Science and Technology  
Central University of Punjab, Bathinda**

Date: 19.09.2020

**Subject: Minutes of the Academic & Administration Committee (AAC) meeting held on 19/9/2020 through online video conferencing**

The Academic & Administration Committee (AAC) meeting was held on 9<sup>th</sup> September 2020 at 12.30 pm through video conferencing due to the current situation of Nationwide lockdown for fighting against the pandemic Covid-19. All the faculty members of the department attended the meeting. The meeting was convened to discuss the tasks assigned by Hon'ble Vice chancellor through email from DAA dated 14<sup>th</sup> September 2020.

The agenda and resolutions of the AAC meetings is as follows.

**Agenda 1:** Make WhatsApp group and list email for Alumni of the department for getting information regarding career progression of students.

**Resolution:** WhatsApp group for the alumni of the department already exists. Dr. Yogalakshmi K N is the faculty coordinator for this activity.

**Agenda 2:** Assign a faculty member the task of collecting data for NAAC and NIRF. This faculty member will also collect data about publications and projects of the department and submit it to IQAC on a quarterly basis. The format will be provided by IQAC.

**Resolution:** The committee unanimously nominated Dr. Dhanya MS and Dr. Ajay Kumar to coordinate with other faculty of the department and collect data regarding publications and projects and submit it to the office of IQAC on timely basis.

**Agenda 3:** Assign specific faculty member(s) in the department the task of placement of students at the department level. All placement information should be shared with the University Placement cell.

**Resolution:** It was resolved that Prof. VK Garg and Dr. Sunil Mittal will arrange for the placement of students. Dr. PK Sahoo will update the information with the University Placement cell.

**Agenda 4:** Visiting faculty: Each department has to propose a few visiting faculties through HoD. School-wise panel has to be approved by the competent authority. After approval, Dean will invite the visiting faculty on recommendation of HoD.

**Resolution:** The committee unanimously resolved that Dr. Puneeta will coordinate with other faculty of the department and prepare the list of visiting faculties.

**Agenda 5:** Completion of syllabus for the Ph.D. students of the Department of Environmental Science and Technology

**Resolutions:** The completion status of Ph.D. syllabus was discussed and HOD conveyed that the exams for the same would be held by the 2<sup>nd</sup> week of October 2020.



**Department of Environment Science and Technology  
Central University of Punjab, Bathinda**

**Agenda 6:** Status of syllabus completion of 2<sup>nd</sup> semester M.Sc. students for the conduct of MST exams

Resolutions: The status of syllabus completion was discussed. Dr. PK Sahoo was assigned with the duty to compile the syllabus completed in different courses offered in Semester II.

Dr. Yogalakshmi KN  
Convener, AAC

Prof. V. K. Garg

Dr. Dhanya M S

Dr. Puneeta Pandey

Dr. Prafulla Sahoo

Dr. Ajay Kumar

Dr. Sunil Mittal

HOD and Assoc. Dean of School

DAA

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All faculty of EVST

**Department of Environment Science and Technology  
Central University of Punjab, Bathinda**

Date: 24.11.2020

**Subject: Minutes of the Academic & Administration Committee (AAC) meeting held on 24/11/2020**

The Academic & Administration Committee (AAC) meeting was held on 24<sup>th</sup> November 2020 at 11.30 am in the office of the HoD of the department. All the faculty members of the department attended the meeting.

The agenda and resolutions of the AAC meetings is as follows.

**Agenda 1:** Allocation of funds for consumables

**Resolution:** The committee unanimously decided to allocate INR 1.0 lakh to each faculty and INR three lakhs allotted for teaching.

**Agenda 2:** Constitution of committee for starting of PG diploma course in Remote sensing.

**Resolution:** A committee with following members has been recommended for approval from competent authority to initiate the process of PG diploma course in Remote sensing in association with Punjab Remote Sensing Centre.

Members

HoD Department of Environmental Science and Technology

HoD Department of Geology

HoD Department of Geography

Dr. Puneeta Pandey, Assistant Professor, EVST

**Agenda 3:** Initiate the process of starting an M.Tech. course in Environmental Science and Technology

**Resolution:** Dr. Sunil Mittal, Dr. Yogalakshmi K N and Dr. P K Sahoo will work out and decide on the papers and syllabus for the M.Tech. course.

**Agenda 4:** Department webpage updation.

**Resolution:** The committee unanimously resolved that Dr. Dr. Yogalakshmi K N, Dr. P K Sahoo and Dr. Ajay Kumar will design and update the school and EVST department webpage.

**Agenda 5:** Question paper preparation for third semester students

**Resolutions:** It was resolved to prepare multiple choice questions for the upcoming End semester examinations of the Semester III students.

**Agenda 6:** Status of syllabus completion of Ph.D. students of Batch 2019

*(Handwritten signatures and names)*  
Yogalakshmi K N  
Puneeta Pandey  
Ajay Kumar  
P K Sahoo  
Sunil Mittal



**Department of Environment Science and Technology  
Central University of Punjab, Bathinda**

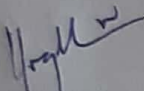
Resolutions: The status of syllabus completion was discussed and it was unanimously decided to complete them by the end of December 2020 (30<sup>th</sup> December 2020).

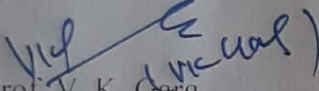
**Agenda 7: Renewal of MoU with Punjab Remote Sensing Centre**

Resolutions: The renewal of MoU with Punjab Remote Sensing Centre is pending. The committee unanimously decided to recommend the renewal of the MoU for 5 years.

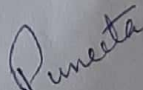
**Agenda 8: Appointment of incharge to look after the consultancy work of the Department**

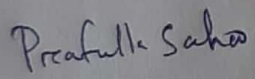
Resolutions: The committee unanimously decided that the HoD of the department will be incharge for the paper work related to consultancy obtained by the department

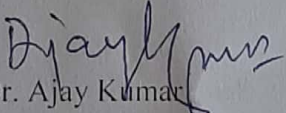
  
Dr. Yogalakshmi KN  
Convener, AAC

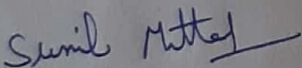
  
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Dr. Dhanya M S

  
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