

**Department of Geology**  
**Central University of Punjab, Bathinda**

Subject: Minutes of the Academic & Administration Committee (AAC) meeting held on 13<sup>th</sup> July, 2020

Various matters of the Department (listed below) were discussed in the AAC meeting conducted through Google Meet with the attendees: Dr. Jitendra Kumar Pattanaik, Dr. KK Singh and Dr. K. Milankumar Sharma.

1. **Preparation of Time Table:** The committee unanimously decided to finalize the timetable for the coming session. Dr. JK Pattanaik in consultation with other faculty members will finalize the timetable and submit for approval of the Competent Authority.
2. **Distribution of Workload for the faculty members:** The committee unanimously accepted the distribution of workload as attached herewith. Dr. JK Pattanaik will submit the same for acceptance to the competence Authority.
3. **Starting of online Classes:** It is discussed to start online classes for the 3<sup>rd</sup> Semester students as per the Academic Calendar of the University. Faculty members need to collect the online attendance.
4. **Preparation for Shifting at New Campus:** The committee discussed to get ready for shifting of the Department as soon the Competent Authority asks to do so.
5. **Updating department Webpage:** Dr. K. K. Singh briefed about the progress towards departmental page in the university website. He has also shared the documents with all the faculty members for their input. Updated page will be sent to the computer section for uploading shortly.

*K. Milankumar Sharma*

Dr. K. Milankumar Sharma  
Asst. Prof.  
(Convener AAC)

*on line*

Dr. K.K. Singh  
Associate Professor  
AAC Member

*Jitendra K. Pattanaik*

Dr. Jitendra K. Pattanaik  
Associate Professor.  
HOD & AAC Member

Asso. Dean at school: *Recommendation from Asso. Dean through email is enclosed.* *Jitendra*

DIA: *Seen*  
*WRK*  
*19/8/20*

DIA-55  
19/8/20