

DAL/20/114

Department of Geology
Central University of Punjab, Bathinda

Subject: Minutes of the Academic & Administration Committee (AAC) meeting held on 18th June, 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. K. K. Singh, Dr. K. Milankumar Sharma.

1. **Examination for Discipline Enrichment Course (DEC), VAC and Practical courses:** The committee unanimously recommended to conduct the examination for Discipline Enrichment Course (DEC) by the Department. Dr. JK Pattanaik, will prepare the date sheets for the examination and circulate the notification for the examination to all the faculties and students. Above examinations will be completed on or before 17th July 2020.
2. **Submission of M.Sc. Dissertation/Project report:** The committee recommended that the M.Sc. 4th Semester students need to submit the final Dissertation/Project reports till 16th July, 2020 after satisfactorily revising their respective reports as per the suggestions and recommendation of expert faculties and supervisor given during presentation.
3. **Guest faculties:** The committee recommended that the Department of Geology will request for two (2 nos.) guest faculties for the coming session. In this regard, Dr. J. K. Pattanaik, (HOD) of the Department will prepare workload and send the request letter to Competent Authority for two guest faculties for the coming session.
4. **Preparation of Departmental Calendar:** The committee discussed to prepare Departmental Calendar for the coming academic session (2020-2021). Dr. K. K. Singh will take up the responsibility to prepare the Calendar by consulting with other faculties of the Department.
5. **Updating of Departmental Website:** It was discussed that Dr. K. K. Singh will take up the responsibility to update the Departmental Website from time to time.
6. **Arrangement of shifting of the Department at the Guddha Campus:** It was discussed that Dr. K. Milankumar Sharma will prepare a list of requirement of manpower, vehicle, and packer for shifting the Department from City Campus to Guddha Campus in consultation with other faculties.
7. **Space for sample processing laboratory of Geology Department:** The committee recommended that the Department will request additional space for sample processing laboratory to the competent authority. The requirement of the laboratory space is as follows:
 - i) Heavy duty working counters for mounting thin section preparation unit which will have 4 components,
 - ii) Low height (2 ft) table for final polishing of thin sections. (6ft x 2.5 ft x 2ft)

K. Milankumar Sharma

J. K. Pattanaik

Sunil Mittal