

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

**Subject: Minutes of the Academic & Administration Committee (AAC) meeting held on 18th
September, 2020 through google meet**

Various matters of the Department (listed below) were discussed in the AAC meeting with the attendees: Dr. Jitendra Kumar Pattanaik, Dr. K. K. Singh, and Dr. K. Milankumar Sharma. With reference to the e-mail received from DIA, CUPB, dt: 14 Sept. 2020, agenda points were also discussed in this meeting.

1. **Preparation of roster for attending the University:** The committee unanimously recommended the formulation of roster for attending the University by the faculty members of the Department on rotation basis. Dr. JK Pattanaik will prepare the roster in consultation with other faculties.
2. **Maintenance of Alumni Group of the Department:** Batch wise Whatsapp group is already exists for the M.Sc. students. However, a new Whatsapp group and list of emails of departmental alumni will be prepared. It was discussed and decided that Dr. K. Milankumar Sharma will coordinate in the preparation of new Group and maintain email list of the alumni for getting information for progress in their career.
3. **Date Collection for NAAC and NIRF:** The committee unanimously recommended maintaining the data o of the Department for submission to NAAC and NIRF. Dr. Jitendra K. Pattanaik agreed for the task of collecting data for NAAC and NIRF including collecting data for publications and projects of the department for the submission to IQAC on a quarterly basis.
4. **Placement Cell at Department level:** Dr. K. Krishnakanta Singh agreed for the task of coordinating placement of students at department level and he will share the information with the University Placement cell. Other faculties and staff will support him.
5. **Visiting faculty for the Department:** The Committee decided to short out a list of the probable distinguish Professors of Geology across the country to be invited for visiting faculty at the Department of Geology, CUP Bathinda. It was decided that Dr. Jitendra K. Pattanaik will prepare the list in consultation with other faculty of the Department. Once the list is populated with few names, it will be sent for approval of CA through proper channel.

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

LG
Dr. K.K. Singh
Associate Professor
AAC Member

J. Pattanaik
Dr. Jitendra K.
Pattanaik
Associate Professor
HOD & AAC Member
18/09/2020

Asso. Dean: Sunil Mittal
29/9/20

DIA Secy. WPK
7/10/20

DIA-201
1/10/2020