

Department of Geology
Central University of Punjab, Bathinda

**Subject: Minutes of the Academic & Administration Committee (AAC) meeting held on
5th November 2020**

Various matters of the Department (listed below) were discussed in the AAC meeting conducted at the HOD, office of Department of Geology with the attendees: Dr. Jitendra Kumar Pattanaik, Dr. K. K. Singh and Dr. K. Milankumar Sharma.

1. **Utilization of recurring budgets sanction at the Department:** The committee unanimously recommended utilizing the Recurring budgets of Rs. 10 lakh sanctioned at the Department. Each faculty member has to process the purchase of consumables items, software, Aerial photographs, etc. in the respective teaching and research laboratory maximum up to Rs. 2 lac. Budgets of Rs. 2 lacs is earmarked for the field work and remaining Rs. 2 lacs will be utilized for the purchase of teaching lab /office consumables, AMC/CMC/extension of warranty for equipment's, if any, maintenance and repairing, organizing seminar/webinar, etc.
2. **Utilization of Non-recurring budgets sanction at the Department:** The committee recommended the purchase of basic field and laboratory equipment's including GPS, Brunton, Hammers, pocket stereoscope, mirror stereoscopes, digital multi-parameter kits (PH/EC/TDS), ORP/DO digital kits, COD/BOD/DOC digital kits, water table measurement kits, dry and wet sieve shaker and other minor lab equipment.
3. **Guest faculties:** As discussed in the earlier AAC meeting, the committee recommended that the Department of Geology require at least one guest faculty for this academic session. In this regard, Dr. JK Pattanaik, (HOD) of the Department will again prepare a file requesting for one guest faculty for the Department along with the credit distributions of each faculty and the same will be submitted for the approval from the Competent Authority.
4. **Organizing a webinar and departmental seminar:** The committee discussed to organize a webinar for the department. The faculty members will finalize theme of the webinar and the detail planning of the same will be submitted for permission from the competent Authority. Departmental seminar in every fortnightly will be organized, where research scholar, faculty and M.Sc. student will deliver seminar.
5. **Requirement of furniture items of the Department:** Dr. JK Pattanaik, HOD of the Department, will prepare and submit the list of the furniture items require in the teaching and research laboratories of the department including stool, chairs, table, office table, etc. for procurement.

H. G.
5.11.2020

*K. Milankumar
Sharma*
5/11/2020

J. K. Pattanaik
5/11/2020

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6. **Change of the AAC convener:** The committee recommended that Dr. KK Singh (Associate Professor) would take up the charge of AAC Convener from the next AAC meeting to be held at the Department as the tenure Dr. K. Milankumar Sharma is over.

K. Milankumar Sharma
5/11/2020
Dr. K. Milankumar Sharma
Asst. Prof.
(Convener AAC)

1-9
5.11.2020
Dr. K.K. Singh
Associate Professor
AAC Member

Jitendra K. Pattanaik
5/11/2020
Dr. Jitendra K. Pattanaik
Associate Professor.
HOD & AAC Member

Sanil Ratta
Asso. Dean: