

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

**Minutes of the Academic & Administration Committee (AAC) meeting held on 22/07/2021
at the office of HOD, Geology, CUPB**

Various matters were discussed in the AAC meeting with the attendees of Dr. J. K. Pattanaik, HOD, Dr. K. K. Singh and Dr. K. M. Sharma. The following is the list of subject matters that put forth for discussion and its recommendation:

To intensify the preparation in view of the upcoming NAAC visit in the department,

1. Preparing draft of MoU: To strengthen research and collaboration work it was decided that department should enter in to MoU with reputed institute. Dr. Jitendra K Pattanaik initiated discussion with the Inter-University Accelerator Center (IUAC), New Delhi and National Institute of Oceanography (NIO), Goa; and agreed to prepare the first draft of MoU. Dr. K. Milankumar Sharma initiated talk with National Center for Polar and Ocean Research (NCPOR) regarding MoU and agreed to prepare the first draft.
2. Finalization of time schedule for second semester final examination: Towards preparation of date sheet, preference from students was collected and the AAC members discussed on the dates. It was decided that seminar and field training presentation will start from 29th July 2021. The final date sheet will be circulated to the students and faculty.
3. Status of Internal Assessment: Matter was discussed and all the faculty agreed to complete the evaluation of term paper, surprise test and other internal assessment prior to the end semester examination.
4. Management of the departmental library: As decide earlier, departmental library was set up. All the dissertation/ project work report submitted to department (HOD copy) will be kept in the departmental library. Faculty may donate journal, book, report or any other print material to the departmental library. A record of all the report, book, article will be prepared by Ms. Neha Yadav, Lab assistant under the supervision of HOD. Based on the request from student she may issue report/book/journal to the students after consultation with HOD. She will maintain the record of issue and return.

The meeting ended with vote of thanks to and from the chair.

K. Milankumar Sharma
22/7/2021
Dr. K. Milankumar Sharma
Assistant Professor
AAC Member

K. K. Singh
22.07.21
Dr. K. K. Singh
Associate Professor
(Convener)

J. K. Pattanaik
22/7/2021
Dr. J.K. Pattanaik
Associate Professor
HOD and AAC Member

Dean: *Sunil Arora*
22/7/2021