

**Proceedings of the Academic and Administrative Committee of Department of Biochemistry held on 23 March, 2023, 3:00 pm**

The following committee members attended the meeting and put up their opinion:

1. Prof. Ramakrishna Wusirika, Member
2. Dr. Baljinder Singh, Associate Professor, Member
3. Dr. Vijay Kumar Prajapati, Associate Professor, Member
4. Dr. Shashank Kumar, Assistant Professor, Member
5. Dr Manju Jain, Assistant Professor, Member
6. Dr. Vinay Kumar Bari, Assistant Professor, Member
7. Dr. Ravindresh Chhabra, Assistant Professor, Member

**The following agenda items were discussed and resolved in the meeting:**

1. On account of Dr Prajapati's resignation, the course distribution for Semester is modified as mentioned in Annexure 1
2. The consumables ordered by Dr Prajapati will be used in the common lab for Masters students
3. The Ph.D. six monthly progress seminars will be on 17-18 Apr
4. The non-functional instruments (refrigerator, water bath, BOD incubator, vortex, magnetic stirrer) will be repaired and put up in the department's Porta cabin Lab 05. The instruments beyond repair will be written off and returned to the store as per the university guidelines.
5. To enable the use of "Biochemistry analyser" by the users from other institutions, the policy will be framed with regards to the usage charges and the same will be uploaded on the university's website.
6. The syllabus needs to be modified and instead of making superficial changes, routine discussions should be held among faculty members.

Sd /-  
Dr Baljinder Singh  
Associate Professor & HoD

Sd /-  
Prof. Ramakrishna Wusirika  
Professor

Sd /-  
Dr. Vijay Kumar Prajapati  
Associate Professor

Sd /-  
Dr. Shashank Kumar  
Assistant Professor

Sd /-  
Dr. Manju Jain  
Assistant Professor

Sd/-  
Dr. Vinay Kumar Bari  
Assistant Professor

Sd /-  
Dr. Ravindresh Chhabra  
Assistant Professor  
(Convener)

**Proceedings of the Academic and Administrative Committee of Department of Biochemistry held on 18 Apr, 2023, 4:00 pm**

The following committee members attended the meeting and put up their opinion:

1. Prof. Ramakrishna Wusirika, Member
2. Dr. Baljinder Singh, Associate Professor, Member
3. Dr. Shashank Kumar, Assistant Professor, Member
4. Dr Manju Jain, Assistant Professor, Member
5. Dr. Vinay Kumar Bari, Assistant Professor, Member
6. Dr. Ravindresh Chhabra, Assistant Professor, Member

**The following agenda items were discussed and resolved in the meeting:**

1. The budget for repairing equipment is approved as per the quotation received by HoD, Biochemistry. Since the cost of repair of the BOD incubator and ice flaking machine is on the higher side, they will not be repaired at the moment.
2. For allotment of master students' for dissertation, the google form will be prepared by Dr Vinay Bari and circulated to the students by HoD, Biochemistry
3. Dr Baljinder and Dr Ravindresh will prepare the technical details of the symposium and submit to different funding agencies. The tentative dates for the said symposium will be 4th and 5th Oct, 2023

Sd/-  
Dr Baljinder Singh  
Associate Professor & HoD

Sd/-  
Prof. Ramakrishna Wusirika  
Professor

Sd/-  
Dr. Shashank Kumar  
Assistant Professor

Sd/-  
Dr. Manju Jain  
Assistant Professor

Sd/-  
Dr. Vinay Kumar Bari  
Assistant Professor

Sd/-  
Dr. Ravindresh Chhabra  
Assistant Professor  
(Convener)

**Proceedings of the Academic and Administrative Committee of Department of Biochemistry held on 10 May, 2023, 4:00 pm**

The following committee members attended the meeting and put up their opinion:

1. Dr. Baljinder Singh, Associate Professor, Member
2. Dr. Shashank Kumar, Assistant Professor, Member
3. Dr Manju Jain, Assistant Professor, Member
4. Dr. Vinay Kumar Bari, Assistant Professor, Member
5. Dr. Ravindresh Chhabra, Assistant Professor, Member

Prof. Ramakrishna Wusirika could not attend the meeting as he was busy with external academic and research audit.

**The following agenda items were discussed and resolved in the meeting:**

1. The departmental budget will be distributed equally among the faculty members who will use it for their respective lab work. Rs 25,000 will be used for repair of instruments in the M.Sc. Teaching Lab and Rs 75,000 will be kept aside for expenses associated with practicals for M.Sc. students. The faculty will try to minimize sending purchase files below Rs 25,000 Wherever possible and try to club the order at departmental level so as to reduce the number of purchase files as per guidelines of the University
2. Dr Shashank will collect the feedback on course curriculum from the alumni of the department.
3. Dr Baljinder Singh being the HOD will be the chairperson of the curriculum design and development Committee (CDDC). Dr Vinay Bari will work as the convener of CDDC

Sd/-  
Dr Baljinder Singh  
Associate Professor & HoD

Sd/-  
Prof. Ramakrishna Wusirika  
Professor

Sd/-  
Dr. Shashank Kumar  
Assistant Professor

Sd/-  
Dr. Manju Jain  
Assistant Professor

Sd/-  
Dr. Vinay Kumar Bari  
Assistant Professor

Sd/-  
Dr. Ravindresh Chhabra  
Assistant Professor  
(Convener)

**Proceedings of the Academic and Administrative Committee of Department of Biochemistry held on 6 Jun, 2023, 4:00 pm**

The following committee members attended the meeting and put up their opinion:

1. Dr. Baljinder Singh, Associate Professor, Member
2. Dr. Shashank Kumar, Assistant Professor, Member
3. Dr. Vinay Kumar Bari, Assistant Professor, Member
4. Dr. Ravindresh Chhabra, Assistant Professor, Member

Prof. Ramakrishna Wusirika could not attend the meeting.

Dr Manju Jain was on leave so could not attend the meeting.

**The following agenda items were discussed and resolved in the meeting:**

1. The department will focus on increasing the research output. The faculty members will try to develop multi-institutional collaborations with the aim to secure more research grants. The faculty will also work towards increasing the number of quality publications and patent applications from their research work.
2. The faculty will try to develop e-content and MOOCs courses in the coming semester
3. The Ph.D progress seminars will be scheduled in the 1st week of July.
4. The journal club of the department will be held on the last Friday of every month. Every month, one Ph.D student will present a research article from their respective field. It is mandatory for all Ph.D. students to attend. A roster will be circulated mentioning the date on which each student will present. All the faculty members will coordinate the event on a rotation basis. Dr Manju Jain and Dr Ravindresh Chhabra will be co-coordinators for the journal club for the first six months.

Sd/-  
Dr Baljinder Singh  
Associate Professor & HoD

Sd/-  
Prof. Ramakrishna Wusirika  
Professor

Sd/-  
Dr. Shashank Kumar  
Assistant Professor

Sd/-  
Dr. Manju Jain  
Assistant Professor

Sd/-  
Dr. Vinay Kumar Bari  
Assistant Professor

Sd/-  
Dr. Ravindresh Chhabra  
Assistant Professor  
(Convener)

**Proceedings of the Academic and Administrative Committee of Department of Biochemistry held on 5 Jul, 2023, 4:30 pm**

The following committee members attended the meeting and put up their opinion:

1. Prof. Ramakrishna Wusirika, Member
2. Dr. Baljinder Singh, Associate Professor, Member
3. Dr. Shashank Kumar, Assistant Professor, Member
4. Dr Manju Jain, Assistant Professor, Member
5. Dr. Vinay Kumar Bari, Assistant Professor, Member
6. Dr. Ravindresh Chhabra, Assistant Professor, Member

**The following agenda items were discussed and resolved in the meeting:**

1. The 4th semester students must be asked to submit their thesis by 10th July
2. The soft copy of the M.Sc. dissertation students must include the scanned copy of the certificates signed by the student and the supervisor.
3. The journal club will begin in Aug, 2023 and the schedule will be communicated by HoD to all the PhD students and the faculty
4. There was a discussion about sending representation to CIL for some instruments.

Sd/-  
Dr Baljinder Singh  
Associate Professor & HoD

Sd/-  
Prof. Ramakrishna Wusirika  
Professor

Sd/-  
Dr. Shashank Kumar  
Assistant Professor

Sd/-  
Dr. Manju Jain  
Assistant Professor

Sd/-  
Dr. Vinay Kumar Bari  
Assistant Professor

Sd/-  
Dr. Ravindresh Chhabra  
Assistant Professor  
(Convener)

**Proceedings of the Academic and Administrative Committee of Department of Biochemistry held on 4 Aug, 2023, 10:00 am**

The following committee members attended the meeting and put up their opinion:

1. Dr. Baljinder Singh, Associate Professor, Member
2. Dr. Shashank Kumar, Assistant Professor, Member
3. Dr Manju Jain, Assistant Professor, Member
4. Dr. Ravindresh Chhabra, Assistant Professor, Member

**The following agenda items were discussed and resolved in the meeting:**

1. The date sheet for End Semester Exams of M.Sc.- 2nd Sem will be prepared by Dr Vinay Bari.
2. The time table for M.Sc.- 1st Sem and 3rd Sem has been finalized and is attached as Annexure 1
3. The faculty members will try to place the order from the non-recurring budget within a month so that the bills can be processed in time
4. In order to prepare the students for competitive exams like CSIR and DBT-JRF and to improve the qualifying percentage for JRF-NET in the department, the faculty members have discussed the issues and decided to give special attention and prepared a model for both M.Sc.- 1st Sem and M.Sc.- 3rd Sem students.

Sd/-  
Dr Baljinder Singh  
Associate Professor & HoD

Sd/-  
Prof. Ramakrishna Wusirika  
Professor

Sd/-  
Dr. Shashank Kumar  
Assistant Professor

Sd/-  
Dr. Manju Jain  
Assistant Professor

Sd/-  
Dr. Vinay Kumar Bari  
Assistant Professor

Sd/-  
Dr. Ravindresh Chhabra  
Assistant Professor  
(Convener)

**Proceedings of the Academic and Administrative Committee of Department of Biochemistry held on 13 Sep, 2023, 4:00 pm**

The following committee members attended the meeting and put up their opinion:

1. Prof. Ramakrishna Wusirika, Member
2. Dr. Baljinder Singh, Associate Professor, Member
3. Dr. Shashank Kumar, Assistant Professor, Member
4. Dr Manju Jain, Assistant Professor, Member
5. Dr. Vinay Kumar Bari, Assistant Professor, Member
6. Dr. Ravindresh Chhabra, Assistant Professor, Member

**The following agenda items were discussed and resolved in the meeting:**

1. It was decided that if the external experts are needed for any departmental event, the online mode should be preferred. If any faculty member wants to organize a talk in the offline mode, the honorarium and TA/DA of the expert should be paid by the respective faculty from the departmental budget allocated to him/her.
2. There was a discussion on the ways to make classroom teaching more effective and ensure that students do not miss out classes. It was also emphasized that the first year students must be made aware that 75% attendance is mandatory for appearing in the exams.
3. It was decided that the non-credit tutorial classes for the 1st Semester students will be taken up by all the faculty members one after the other. All the faculty members will solve students' subject problems and prepare students for the UGC NET ,CSIR, DBT JRF exam.

Sd/-  
Dr Baljinder Singh  
Associate Professor & HoD

Sd/-  
Prof. Ramakrishna Wusirika  
Professor

Sd/-  
Dr. Shashank Kumar  
Assistant Professor

Sd/-  
Dr. Manju Jain  
Assistant Professor

Sd/-  
Dr. Vinay Kumar Bari  
Assistant Professor

Sd/-  
Dr. Ravindresh Chhabra  
Assistant Professor  
(Convener)





**Proceedings of the Academic and Administrative Committee of Department of Biochemistry held on 18 Oct, 2023, 4:00 pm**

The following committee members attended the meeting and put up their opinion:

1. Dr. Baljinder Singh, Associate Professor, Member
2. Dr. Shashank Kumar, Assistant Professor, Member
3. Dr Manju Jain, Assistant Professor, Member
4. Dr. Vinay Kumar Bari, Assistant Professor, Member
5. Dr. Ravindresh Chhabra, Assistant Professor, Member

Prof. Ramakrishna Wusirika could not attend the meeting because of his busy schedule.

**The following agenda items were discussed and resolved in the meeting:**

1. Dr Vinay Kumar Bari will finalize the date sheet for the upcoming MST exams after consultation with the faculty members
2. There was a discussion on improving the course content of M.Sc. and Ph.D. Biochemistry. Several points were put forth which will be deliberated further in the upcoming AAC meeting.

Sd/-  
Dr Baljinder Singh  
Associate Professor & HoD

Sd/-  
Prof. Ramakrishna Wusirika  
Professor

Sd/-  
Dr. Shashank Kumar  
Assistant Professor

Sd/-  
Dr. Manju Jain  
Assistant Professor

Sd/-  
Dr. Vinay Kumar Bari  
Assistant Professor

Sd/-  
Dr. Ravindresh Chhabra  
Assistant Professor  
(Convener)

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

**Proceedings of the Academic and Administrative Committee of Department of Biochemistry held on 8 Nov, 2023, 4:00 pm**

The following committee members attended the meeting and put up their opinion:

1. Dr. Baljinder Singh, Associate Professor, Member
2. Dr. Shashank Kumar, Assistant Professor, Member
3. Dr. Vinay Kumar Bari, Assistant Professor, Member
4. Dr. Ravindresh Chhabra, Assistant Professor, Member

Dr Manju Jain did not attend the meeting due to personal reasons. Prof. Ramakrishna Wusirika could not join because he was busy in another academic meeting at the same time.

**The following agenda items were discussed and resolved in the meeting:**

1. The committee discussed and finalized the terms for usage of I-Stem equipments in the department.
  - a. The users should drop an email to [hod.biochemistry@cup.edu.in](mailto:hod.biochemistry@cup.edu.in) at least one week before the experiment and book the slot for using the instruments.
  - b. The users are required to bring the consumables, kits and plasticware necessary for the experiment. They should ensure that everything is compatible with the instrument. The department is not responsible for providing any of the consumables required for the experiment.
  - c. The charges for the use of I-Stem equipment are mentioned in the following table:

S. No	Instrument	Internal Academic user of CUP (other than own department)	External Academic user	National research lab user	Start-Up company	Industry User	International user
1.	Multimode plate reader	Rs 20 per hour	Rs 200 per hour	Rs 200 per hour	Rs 250 per hour	Rs 500 per hour	10\$ per hour
2.	Real Time PCR	Rs 30 for one run	Rs 200 for one run	Rs 200 per hour	Rs 250 for one run	Rs 500 for one run	15\$ for one run
3.	Biochemical Analyzer	Rs 50 per hour	Rs 200 per hour	Rs 200 per hour	Rs 250 per hour	Rs 500 per hour	15\$ per run

Sd/-  
Dr Baljinder Singh  
Associate Professor & HoD

Sd/-  
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Professor

Sd/-  
Dr. Shashank Kumar  
Assistant Professor

Sd/-  
Dr. Manju Jain  
Assistant Professor

Sd/-  
Dr. Vinay Kumar Bari  
Assistant Professor

Sd/-  
Dr. Ravindresh Chhabra  
Assistant Professor  
(Convener)

**Proceedings of the Academic and Administrative Committee of Department of Biochemistry held on 19 Dec, 2023, 3:00 pm**

The following committee members attended the meeting and put up their opinion:

1. Dr. Baljinder Singh, Associate Professor, Member
2. Dr. Shashank Kumar, Assistant Professor, Member
3. Dr Manju Jain, Assistant Professor, Member
4. Dr. Vinay Kumar Bari, Assistant Professor, Member
5. Dr. Ravindresh Chhabra, Assistant Professor, Member

Prof. Ramakrishna Wusirika could not attend the meeting.

**The following agenda items were discussed and resolved in the meeting:**

1. The course distribution for 2nd Semester was finalized.
2. Dr Vinay Kumar Bari will prepare the time table for the upcoming semester after consultation with the faculty members.
3. The synopsis presentation for the M.Sc. 3rd Semester student is tentatively scheduled on 5th Feb, 2024
4. The faculty members will finalize the purchase requirement for the M.Sc. practicals in the coming semester.

Sd/-  
Dr Baljinder Singh  
Associate Professor & HoD

Sd/-  
Prof. Ramakrishna Wusirika  
Professor

Sd/-  
Dr. Shashank Kumar  
Assistant Professor

Sd/-  
Dr. Manju Jain  
Assistant Professor

Sd/-  
Dr. Vinay Kumar Bari  
Assistant Professor

Sd/-  
Dr. Ravindresh Chhabra  
Assistant Professor  
(Convener)