

Online

Department of Geography
Central University of Punjab, Bathinda

**Minutes of the Academic & Administration Committee (AAC) meeting held on 8/4/2020
through online video conferencing**

Various matters of the Department (listed below) were discussed in the AAC meeting with the attendees: Dr. Sunil Mittal, Dr. Kiran K. Singh, Dr. L.T. Sasang Guite, Dr. Pritam Chand and Dr. Sk. Mustak

- 1. Intensification of online classes for Completion of syllabus:** As regular classroom teaching are not possible due to the current situation of Nationwide lockdown for fighting against the pandemic Covid-19, the committee seriously discussed the matter of completion of the syllabus for each course running at the Department. It is unanimously resolved to intensify the online classes for each faculty to complete the syllabus of each course on time as per the academic calendar of the university.

It was also discussed that reading materials and other related articles, information related to online teaching may be circulated through the various social media like whatsapp group, facebook etc. To strengthen online teaching existing Whatsapp group for 2nd semester and 4th semester, Google class, group mail may be used intensely. Associate Dean of school suggested opening another Whatsapp group with all PG students to post question related CSIR/UGC-NET and to discuss different topics for beneficial of the students and compiled into question bank for the student preparing competitive and NET exams.

- 2. Submission for status of online education:** As per instruction from the university, status of online education will be submitted on daily basis. If any student is not reachable or find difficulties to access online teaching, then same may be reported to the university. The status of faculty will be compiled by HOD of the department and send to Asso. Dean of School.
- 3. Submission for Status of Online Teaching and Evaluation from time to time:** The committee discussed to submit the status of syllabus completed though online mode, and details of the evaluation of the test, assignment and term paper, etc. All the faculties will submit their respective status to the HOD, and the HOD in turn will compile the status for submission to the Competent Authority. Status of Online Teaching and Evaluation up to 20th April 2020 will be submitted to the University.
- 4. Conducting credit seminar / surprise or class test / term paper presentation online:** Credit seminar for both 2nd semester and 4th semester will be conducted through online mode. Similarly term paper presentation / viva, if any, for both 2nd and 4th semester may be conducted online through video conferencing. Faculty should explore and use different online mode such as quiz assignment through Google classroom and other to conduct surprise or class test / quiz for continuous assessment.

