

Centre for Geography and Geology
Central university of Punjab, Bathinda

Ref No: CGG/CM/15/.....01.....

Date: 16 / 07 / 2015

Subject: Proceedings of the Centre meeting held on 16.07.2015.

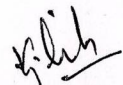
Venue: Room no: PC I

Time: 10.30 am

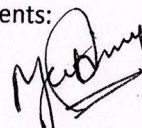
Centre for Geography and Geology is a new centre of CUPB and has offered two courses: M.A./M.Sc. Geography and M.Sc. Geology. At present there is only one faculty member in the centre so a meeting was called on 16.07.2015 to discuss few agendas with four students of Centre for South and central Asian Studies who are pursuing research under guidance of Dr. Kiran K Singh.

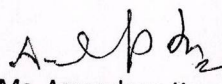
The following points were discussed in the meeting:

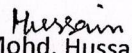
1. Students will help Dr. Kiran K Singh to prepare specifications of equipment and software to be purchased for Geography lab.
2. Students will also help in collection of Open source lectures from reputed sources such as Khan Academy/ Harvard/ MIT/ Berkely/ Stanford as directed by IQAC.
3. All the Ph.D. and M.Phil. students already have a whatsapp group for better connectivity with each other. The students will form a twitter and Research gate group to interact outside the classroom.
4. Senior students may be involved in tutoring M.A./M.Sc. junior students in coming academic session. This activity will be done in presence of course coordinator with aim to train students on teaching methods.

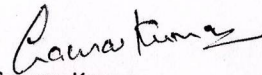

 Dr. Kiran K Singh
 Assistant Professor
 OIC, CGG

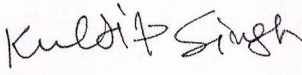
Students:


 Maninderjit Singh
 Ph.D. Scholar

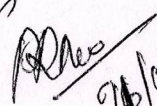

 Ms. Amandeep Kaur
 Ph.D. Scholar


 Hussain
 Mohd. Hussain Naik
 Ph.D. Scholar


 Gaurav Kumar
 Ph.D. Scholar


 Kuldip Singh
 M.Phil. Scholar

DAA

Pl discuss

 26/07/2015

(10)

Centre for Geography and Geology
Central University of Punjab, Bathinda

Ref No: CGG/CM/15...03

Date:.....04/08/15.....

Subject: Minutes of the Centre meeting held on 4th August, 2015

Various issues of the centre (listed below) were discussed in the Centre meeting with the attendees: Dr. Kiran K. Singh and Dr. Jitendra Kumar Pattanaik.

1. Syllabi of M.Sc. Earth and Geological Sciences and M.A./M.Sc. Geography was discussed and it was decided that syllabus will be modified.
2. Faculty will request the Competent authority to constitute BOS of the Centre.
3. Faculty members will prepare list of books for Geology and Geography.
4. Request will be made to Competent authority to allocate one lab to the Centre.
5. Centre's vision and missions were discussed.

K. Singh
04/08/15
Dr. Kiran K. Singh
AP & OIC

J. Pattanaik
04/08/15
Dr. Jitendra K. Pattanaik
AP

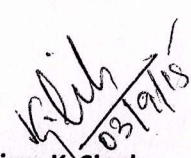
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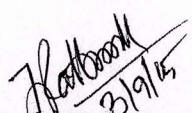
Centre for Geography and Geology
Central University of Punjab, Bathinda

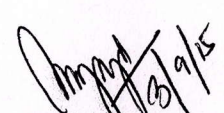
Subject: Minutes of the Academic & Administration Committee (AAC) meeting held on 3rd September, 2015

Various issues of the centre (listed below) were discussed in the AAC meeting with the attendees: Dr. Kiran K. Singh, Dr. Jitendra Kumar Pattanaik, Dr. L. T. Sasang Guite and Dr. K. Milan Sharma.

1. Faculty members will prepare the MCQs and submit to Examination Cell.
2. Faculty members will revise the syllabus for the upcoming BOS meeting.
3. Dr. Jitendra K Pattaniak and Dr. K Milan K Sharma will purchase the lab samples for practical work in M.Sc. EGS.
4. Dr. Kiran K Singh and Dr. LTS Guite will purchase stationeries, toposheets and maps for practical works in Geography.
5. Dr. Jitendra K Pattaniak will prepare and submit proposal for purchase of Microscope.
6. Dr. Kiran K Singh will prepare and submit proposal for purchase of computers and construction of Cartography, GIS and RS lab.
7. Faculty members discussed the timetable of M.A./M.Sc. and Ph.D. Programmes again and made few changes in the time table.
8. It was decided that all the faculty members will write proposal for Research Seed Money.

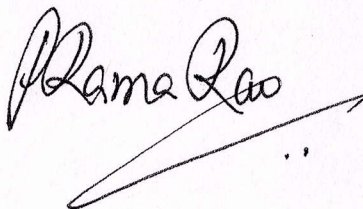

Dr. Kiran K. Singh
AP & OIC


Dr. Jitendra K. Pattanaik
AP


Dr. L. T. Sasang Guite
AP


Dr. K. Milan Sharma
AP

Academic & Administration Committee (AAC)


Rama Rao

Centre for Geography and Geology Central University of Punjab, Bathinda

Subject: Minutes of the Academic & Administration Committee (AAC) meeting held on 30th October, 2015

Various issues of the centre (listed below) were discussed in the AAC meeting with the attendees: Dr. Kiran K. Singh, Dr. Jitendra Kumar Pattanaik, Dr. L. T. Sasang Guite and Dr. K. Milan Sharma.

- 1. Work done in last one month:** Committee members have submitted the MCQs, revised the syllabus, and executed various activities for Geography and Geology lab viz. purchase of stationeries, lab samples, preparation and submission of files for purchase of Microscope, construction of Cartography, GIS and RS lab, purchase of computers.
- Dr. Kiran K. Singh informed the faculty members about the decision/outcome of the meetings on pre-preparations for forthcoming inspection of NAAC held on 30th October at 12.00 noon.
- 3. Write up for Centre's web page:** Dr. L.T. S. Guite agreed to write the content and circulate among the faculty members for their input/feedback before sending to the concerned official.
- 4. Preparation for BOS meeting:** As Prof. R. C. Shrama is out of station and currently Prof. A. K. Jain is in charge of the Dean of School, therefore, we will request the Competent Authority to allow Prof. A. K. Jain to chair the BOS meeting. In this regard Dr. Kiran K. Singh will send the request letter to the competent authority for approval. The date of BOS meeting on 16th November 2015 was decided with the consultation of Dean of School. It was decided that Dr. Kiran K. Singh will compile the syllabus for all the academic programme, course structure and the draft invitation letter for the experts. From dean office this invitation letter will be send to the experts on 2nd November (Monday).
- 5. Convener of AAC:** Dr. Jitendra Kumar Pattanaik agreed to be the convener of AAC and henceforth he will be convening the AAC meeting of the centre regularly.
- 6. Convener of Curriculum Development Committee (CDC):** Dr. L. T. S. Guite agreed to be the convener of CDC and henceforth he will be convening the CDC meeting of the centre regularly.
- Faculty members of the Centre need to prepare a **list of important Journal and E-books** for future subscription in the library.
- Faculty members need to prepare their self-assessment form and wait for the instruction from the competent authority.
- Committee will meet again on 4.11.2015 to discuss centre's budget, lab rules and any other as decided by the committee.

Kiran K. Singh
30/10/15
Dr. Kiran K. Singh
AP & OIC

Jitendra K. Pattanaik
30/10/15
Dr. Jitendra K. Pattanaik
AP

L. T. Sasang Guite
30/10/2015
Dr. L. T. Sasang Guite
AP

K. Milan Kumar Sharma
30/10/15
Dr. K. Milan Sharma
AP

Dean of School *H. Jain*
3/11/15

DAA
Pranav Rao
3/11/15

कुलपति कार्यालय / VCO
क्र./Sr. 8/58
दिनांक/Date 05/11/15

Filed for approval
Pranav Rao
OIC *Barne Rao*
3/11/15
Seen
7/11/15
13058
7.11.15

Centre for Geography and Geology Central University of Punjab, Bathinda

Subject: Minutes of the Academic & Administration Committee (AAC) meeting held on 04th November, 2015

Various issues of the centre (listed below) were discussed in the AAC meeting with the attendees: Dr. Kiran K. Singh, Dr. Jitendra Kumar Pattanaik, Dr. L. T. Sasang Guite and Dr. K. Milan Sharma.

- 1. Progress after the last AAC meeting:** As per the last AAC meeting, preparations for BOS meeting were carried out by the faculty members. Dr. L. T. S. Guite circulated the content of web page for the feedback from the other faculty members.
- 2. Purchase of quarterly stationary items for the Centre:** List has been prepared for the submission. (Copy is enclosed)
- 3. Purchase of Computer from the Budget allocated for the Centre:** For running GIS/RS lab computers are required. Committee decided that Dr. Kiran K. Singh will take the necessary steps for the procurement of 8 nos. desktop computers from the equipment budget head allotted for the Centre.
- 4. Internet networking in the Teaching/Research lab:** It has been decided that 10 internet LAN ports are required in the lab of Centre for Geography and Geology.
- 5. Invited Lecture by Prof. A. D. Ahluwalia, PU:** Dr. K. Milan Kumar Sharma agreed to arrange the required official communication and work for the lecture.
- 6. Procurement of Field gears for the Geography and Geology:** Dr. K. Milan Kumar Sharma and Dr. L. T.S. Guite will prepare list and get the approval for procurement of field gears for geological and geographical field work respectively. Above procurement will be made from the research and teaching budget head of the Centre.
- 7. In the next AAC meeting Centre's budget and lab rules will be discussed.**

K. Singh
4/11/15 ✓
Dr. Kiran K. Singh
AP & OIC

J. Pattanaik
4/11/15
Dr. Jitendra K. Pattanaik
AP

L. T. Sasang Guite
4/11/15
Dr. L. T. Sasang Guite
AP

K. Milan Kumar Sharma
4/11/15
Dr. K. Milan Sharma
AP

Dean of School ?

H. Sr.
17/11/15

DAA

DAA:

H. Sr.
17/11/15

To: VC for information

A. K. Sharma

A. K. Sharma
20/11/15

Copy to: NAAC / IQAC -

: DAA office *A. K. Sharma*
20/11/15

DAA
133-58
17.11.15

Centre for Geography and Geology Central University of Punjab, Bathinda

Subject: Minutes of the 4th Academic & Administration Committee (AAC) meeting held on 14th December, 2015

Various issues of the centre (listed below) were discussed in the AAC meeting with the attendees: Dr. Jitendra Kumar Pattanaik, Dr. L. T. Sasang Guite and Dr. K. Milan Sharma.

- 1. Progress after the last AAC meeting:** BOS meeting was conducted on 16th November, 2015; List of quarterly stationary items for the centre was submitted to the store and purchase; Dr. Kiran K. Singh initiated the purchase of desktop computer for Remote sensing and GIS lab.
- 2. Preparation for the School Board Meetings:** Agenda from the centre for the School Board meeting was discussed and finalized.
- 3. Purchase of previously approved lab items for teaching lab courses:** It has been decided that the previously approved lab items such as plastic and glass lab wares, chemicals, sieve sets and small lab equipments will be procured from the "purchase of consumables, chemicals and glassware/testing" and "Small lab equipment" budget head of the Centre.
- 4. Purchase of field equipments and other infrastructural facilities for the lab courses:** It has been decided that the field equipments and accessories, hand specimens of rock, fossils, minerals, crystal and structural models, tracing tables, storage racks and specimen tray will be procured from the "Small lab equipment" and "Research and Teaching grant" budget head of the Centre.
- 5. Finalizing the required teaching lab equipment, teaching cum research lab equipment and infrastructural facilities for running Geology program:** Dr. Jitendra K. Pattanaik and Dr. Milankumar Sharma finalized the list based on the priority and they will submit the documents for the approval.
- 6. Curriculum geological field work for the M.Sc. Earth and Geological Sciences students:** Dr. Jitendra K. Pattanaik and Dr. Milankumar Sharma will initiate the process for obtaining the approval and submit the financial requirement to the competent authority. As this field work is going to be for 10 days long, the financial requirement may exceed the allotted budget in the "Field work/study tour/educational trips/training/internship etc" budget head. Therefore, it has been decided that we will request competent authority to allot or redirect financial support from other budget head allotted to the centre.

Socioeconomic survey for MA Geography students: Dr. L. T. S. Guite and Dr. Kiran K. Singh will initiate the process for obtaining the approval and submit the financial requirement to the competent authority. This survey will be conducted for one week, hence the financial requirement will exceed the allotted budget. It seems that the centre require more funds in the "Field work/study tour/educational trips/training/internship etc" budget head".

<i>on leave</i> Dr. Kiran K. Singh AP & OIC	<i>Pattanaik</i> 19/12/15 Dr. Jitendra K. Pattanaik AP (OIC, 1/2)	<i>Sasang Guite</i> 19/12/15 Dr. L. T. Sasang Guite AP	<i>Milan Sharma</i> 19/12/15 Dr. K. Milan Sharma AP
<i>Milankumar</i> Dean of School			

DAA *Pattanaik*
31/12/2015

कुलपति कार्यालय / VCO
क्र./Sr. 9341
दिनांक/DL 4/1/16

To: VC
for information
Pattanaik 31/12/2015
Sear *ds*
4/1/16

To: DAA *gpc*
copy to (CoO), Geology
gpc
OAA
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