

Central University of Punjab, Ghudda- Bathinda
School of Legal Studies
Department of Law

Minutes of the Special Meeting of AAC

A meeting of the AAC was held in Room No. 106 on 3. 15 p.m. on 25 April 2022 to distribute the assignments and responsibility for preparation of NAAC. Following members of the AAC were present:

1. Prof. Deepak Kumar Chauhan
2. Dr. Puneet Pathak
3. Dr. Sukhwinder Kaur
4. Dr. Raj Kumar Yadav
5. Dr. Ravinder Kaur
6. Prof. Tarun Arora, Head

The HOD introduced the faculty members with agenda of the special meeting of AAC. As per the instructions received from AAC, the following preparations is required and the faculty members have agreed to share the responsibilities as given below:

SN	Item	Faculty Members	ATR
1	Agenda and Minutes of BOS Meetings: also include previous BOS	Dr. Sukhwinder Kaur and Dr. Puneet Pathak	27 April
2	Agenda and Minutes of School Board meetings	Dr. Sukhwinder Kaur and Dr. Puneet Pathak	27 April
3	Agenda and Minutes of Academic Administrative Committees	Dr. Sukhwinder Kaur and Dr. Puneet Pathak	27 April
4	Agenda and Minutes of Curriculum Development Committees	Dr. Sukhwinder Kaur and Dr. Puneet Pathak	27 April
5	Syllabus of all courses (it can be shown from website too and please check on website if all file are opening)	Dr. Raj Kumar Yadav and Sh. Gurpreet Singh	27 April
6	List of publications of the faculty with Impact Factor	Dr. Ravinder Kaur Dr. Tarun Arora	27 April
7	One copy of reprints of all publications (first page)	Dr. Ravinder Kaur Dr. Tarun Arora	27 April
8	CV of all faculty members including Visiting Professors	Dr. Ravinder Kaur Dr. Tarun Arora	27 April
9	Proof of all awards and honours	Dr. Ravinder Kaur	

Ravinder

Dr. Raj Kumar Yadav

Dr. Sukhwinder Kaur

Chauhan

Dr. Puneet Pathak

the record of attendance register of classes or data when the classes were conducted online.	Dr. Raj Kumar to ensure its compliance	
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The lecture/classroom allotted should be neat and tidy and should have: (Sh. Gurpreet Singh)

- a. White and green board
- b. LCD projector and screen
- c. No broken furniture
- d. Podium
- e. Departments having smart classrooms should make sure that it's functional and used properly.
- f. Classrooms should have the pictures and contributions of renowned personalities from respective fields (both Indian and from abroad).
- g. There should be no papers etc. hanging or pasting on the door.
- h. Please check all lights, fans and AC etc. Lodge a complaint, if these are not working.

9. Regarding the students the following is required:

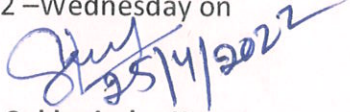
- a. Prepare a list of all students of your centre and display programme wise and year wise (Dr. Sukhwinder Kaur and Ravinder Kaur)
- b. Proof of diversity of students and faculty (Dr. Sukhwinder Kaur and Ravinder Kaur)
- c. Profile of students year wise i.e. number of applications and number of students admitted. (Dr. Sukhwinder Kaur and Ravinder Kaur)
- d. List of NET qualified students year wise (Sh. Gurpreet Singh)
- e. Results of students (Sh. Gurpreet Singh)
- f. Any thesis submitted (Sh. Gurpreet Singh)
- g. Maintain a department level library. (Sh. Gurpreet Singh)

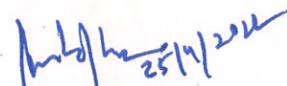
10. Make a display board of your centre to display various activities- Dr. Sukhwinder Kaur and Dr. Ravinder Kaur

The follow up meeting of the above assignment shall be held on 4th May, 2022 –Wednesday on 3.15 p.m. at room number 106, Transit Block.

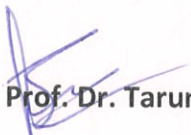

Dr. Ravinder Kaur


Dr. Raj Kumar Yadav


Dr. Sukhwinder Kaur


Dr. Puneet Pathak


Prof. Dr. Deepak Kumar Chauhan


Prof. Dr. Tarun Arora