

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

**Minutes of the Academic & Administration Committee (AAC) meeting held on 01/01/2021 at the office of  
HOD, Geology, CUPB**

To intensify the preparation in view of the upcoming NAAC visit in the department, various matters were discussed in the AAC meeting with the attendees of Dr. JK Pattanaik, HOD, Dr. KK Singh, Dr. KM Sharma and Dr. R Mukherjee. The following is the list of subject matters that put forth for discussion and its recommendation:

1. The members discussed and recommended to possess official stamps and seals of HOD, individual faculty members and stock registrar for official purposes. The committee requested Dr. JK Pattanaik to initiate the official necessary action for its approval from the competent authority and its execution.
2. The members discussed the set-up arrangement of departmental library and resolved to initiate procurement of two book shelves for which Dr. JK Pattanaik was requested to take the lead.
3. The committee recommended and resolved to organize an online alumni interaction session for their feedback and suggestions towards the current curriculum for further improvement. The AAC requested Dr. JK Pattanaik to proceed all the necessary actions to conduct the meeting as soon as possible.
4. The AAC members discussed and resolved to install red notice boards showcasing the individual research articles in the respective research labs and for which two red boards are to be procured. The committee assigned Dr. KK Singh to coordinate and implement the same in this regard.
5. The members discussed and recommended to install bilingual name plates of department, faculty, staff, research labs and teaching lab. Dr. KK Singh was recommended to take the lead in this regard.
6. The committee unanimously agreed to prepare and install approximately 16 photo frames of renowned geoscientists in the research labs and teaching lab for which Dr. KK Singh was suggested to take up the necessary action further.
7. The members recommended and resolved to prepare both wooden plate and digitally printed frame display showcasing chronological stakeholders of the department such as HOD, faculty, staff, research scholars, gold medalists etc. Dr. KM Sharma was requested to co-ordinate the task and take the necessary action.
8. The AAC members resolved and recommended to develop a alumni database acquiring information such as name, address, contact number, designation, type of job, salary, donation etc. for which Sharma was assigned to take the lead and coordinate the matter.

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

Dr. Rahul Mukherjee,  
Guest Faculty

*R. Milankumar Sharma*  
01/01/21  
Dr. K. Milankumar Sharma  
Assistant Professor  
(AAC Member)

*K. K. Singh*  
01.01.21  
Dr. K. K. Singh  
Associate Professor  
Convener, AAC

*J. K. Pattanaik*  
01/01/2021  
Dr. J.K. Pattanaik  
Associate Professor  
HOD and  
AAC Member

Dean :

*Sanil Mittal*  
01/01/21  
Sanil Mittal  
01/01/21

DIA :