

**Department of Applied Agriculture
Central University of Punjab**

**Minutes of the Meeting Departmental Academic Advisory Committee held on 08-08-2018
at 4:00 PM onwards**

Present

Prof. Anjana Munshi (officiating HoD) Chairman
Dr. Chidanand Patil
Dr. Khetan Shevkani
Dr. Yashi Srivastava
Dr. Mohit Sharma
Mrs. Anupam

While welcoming the members Prof. Anjana Munshi briefed the members that the meeting of the Academic Advisory Committee (AAC) is being held as a follow up to the mail by Prof. (Mrs.) S K Bawa, HoD, Director, IQAC on regular AAC. Thereafter, the agenda items were discussed.

Agenda 1: Appointment of Coordinator for Academic Advisory Committee (AAC):

Since this being the first formal meeting of AAC, Prof. Anjana Munshi informed the members that there is a need to nominate Coordinator for Academic Advisory Committee (AAC) to coordinate AAC meetings on every first Wednesday of the each month.

Resolve: It was approved that Dr. Yashi Srivastava will be the Coordinator of Academic Advisory Committee (AAC) for Department of Applied Agriculture. The terms of reference for the Coordinator shall be to collect the agenda in consultation with the faculty members for putting up to AAC for consideration and prepare the minutes of the meeting for approval by HOD.

Agenda 2: Requirement of Lab Attendant in FST lab

Resolve: As Mr. Radha kishan has resigned from the post of lab attendant so committee has decided to forward a letter for the requirement of lab attendant to the registrar.

Agenda 3: Finalizing the amount for conducting practical in M.Sc FST (Sem III).

Resolve: Committee finalized Rs. 5000/- for purchase of practical material from local market to run practical of course code FST. 506, FST.530 and FST.532.

Agenda 4: Finalization of Date sheet for summer training of Agribusiness Management (ABM)

Resolve: The final Date sheet for summer training presentation will conduct in Room No. 104 (3:00-4:00pm) on Thursday and Friday from 16.08.2018 to 30.08.2018.

Agenda 5: Requirements of study chair in FST lab-cum-lecture room (no. 11) and Room no. 1 & 2 (02/each)

Resolve: Committee members decided to request with Dr. SK Bawa regarding chairs requirement in FST lab-cum-lecture room (no. 11) and Room no. 1 & 2 (02/each).

Agenda 6: Transfer of lab equipment to Dr. Yashi

Resolve: After resignation of Dr. Marwaha, officiating HoD Dr. Anjana Munshi has transferred all lab equipments except Projector, Projector Stand, Visitor chair, notice board which will be transferred to Mr. Sweet Singh as per circulated notification and Dr. Bawa's instruction.

Dr. Chidanand Patil

Dr. Khetan Shevkani

Dr. Yashi Srivastava

Dr. Mohit Sharma

Mrs. Anupam

Officiating HoD