



Central University of Punjab, Bathinda-151001.
Department of Mass Communication & Media Studies
(Established vide Act No. 25(2009) of Parliament)

Ref.No.- CUPB/MCMS/18/09/2020/327

Date: 18/09/2020

Minutes of AAC Meeting

An online AAC meeting was held on 18 September, 2020 at 11 am. Following members were present in the meeting:-

1. Dr Mahesh Kumar, Assistant Professor
2. Dr Paramveer Singh, Assistant Professor
3. Dr Chhavi Garg, Incharge

The minutes of the meeting are as follows:-

Agenda 1: The Vice Chancellor gave instructions to perform the following tasks by all departments:

1. Make WhatsApp group and list email for Alumni of the department for getting information regarding career progression of students.
Resolution: - WhatsApp group is already existing while a group on email would be created by Dr Chhavi Garg and a document asking for details would be created by Dr Mahesh Kumar
2. Assign a faculty member the task of collecting data for NAAC and NIRF. This faculty member will also collect data about publications and projects of the department and submit it to IQAC on a quarterly basis. The format will be provided by IQAC.
Resolution:- Dr Chhavi Garg would collect for this task as and when required
3. Assign specific faculty member(s) in the department the task of placement of students at the department level. All placement information should be shared with the University Placement cell.
Resolution: Dr Paramveer Singh would handle Placement Cell of the department
4. Visiting faculty: Each department has to propose a few visiting faculty through HoD. School-wise panel has to be approved by the competent authority. After approval, Dean will invite the visiting faculty on recommendation of HoD. (I got some queries from some of you regarding the nature of the visiting faculty and criteria for their selection. They should be senior faculty (Professor): retired or working. They should contribute to the development of your academic programmes. Your students and teachers should benefit from their subject expertise.)
Resolution: After ascertaining the number of visiting faculty from DIA, every faculty member would suggest names accordingly

Agenda 2: To discuss making of roster from 21 September, 2020

Resolution: Following roster was made:-

Days	Faculty members
Monday	Dr Rubal Kanozia
Tuesday	Dr Paramveer Singh
Wednesday	Dr Mahesh Kumar

Thursday	Dr Rubal Kanozia
Friday	Dr Paramveer Singh

Order of duty would reverse every week

Agenda 3: To discuss scheduling of presentations of Research projects are

Date	Students who are going to present their topics
28 September, 2020 from 3:30 to 5 pm	Ratan, Sumin, Albin, Habeeba, Swathy, Ansari, Nikita, Nishad, Astha, Archana
29 September, 2020 from 3:30 to 5 pm	Vamsi, Ashique, Fameesh, Dheera, Abhijeet, Subin, James, Ahad, Anu
1 October, 2020 from 9 to 10:30 a m	Abu. Ralph, Gaurav, Arti, Venkanna, Keerthana, Basith, Mousfer, Bushaira

Agenda 4: To finalize seminar topics and decide on scheduling of presentations

Resolution: Seminar topics would be finalised in the next meeting and presentations would be scheduled after ending of research projects' presentations

Dr Mahesh Kumar

Dr Paramveer Singh

Chhavi
Dr Chhavi Garg

All other members joined online and gave their consent.