

MINUTES OF MEETING 28th (B) Deans Meeting

Meeting #: 28th (B)/NOSSUET/REG/2021/2562

Date: 02 Sep 2021	Venue: Conference Room- Block B	Time: 12:00 pm
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Composition of the Meeting	Names	Attendance
President (Chairman)	Prof. Dr. Vali Uddin	Attended (In Chair)
Registrar	Engr. Syed Sarfraz Ali	Attended
Deans/Associated Dean	Prof. Dr. Aqeel ur Rehman	Attended
	Prof. Dr. Mir Shabbar Ali	Attended
	Prof. Dr. Muhammad Aamir	Attended
Directors	Mr. Abdul Manaf Advani	Attended
	Engr. Mr. Akhtar Nadyme	Attended
Additional Registrar	Mr. Zubair Hameedi	Attended
Convener QA Committee	Mr. Nadeem Qayyum	Attended
Deputy Registrar HR	Mr. Faisal Saleem	Attended
HR Co-ordinator	Mr. Suhaib	Attended

The meeting started with the recitation of Holy Quran by Director QEC. Respected Vice Chancellor then briefed attendees that the objective of the meeting is to discuss issues related to HR as the follow up of the 28th Deans meeting.

Sr. No.	Agenda Item Discussed and Decisions Taken	Responsible Person	Original Target Date	Revised Target Date	Status (open/closed)
1)	<p>HR ISSUES:</p> <p>VC started discussion by briefing attendees about the role of HR in university and adoption of best practices to effectively deliver the expected benchmarked performance. VC said that the objective of the meeting is to assess the level of follow up of previous meeting where HR issues were highlighted. Following points were discussed or highlighted.</p> <ul style="list-style-type: none"> Report on pending files was presented by DR HR who said that 80% of the list identified as pending is under progress. Excel file is to be developed for tracking of files from HR department. VC instructed that files must move from HR department within 3 working days irrespective of the decision. The file must move to next stage in hierarchy. 	<p style="text-align: center;">DR HR</p> <p style="text-align: center;">DR HR</p> <p style="text-align: center;">ADR</p>		--	Open

	<ul style="list-style-type: none"> • VC instructed that proper reply should be given by HR department to all queries received by the HR department so that enquirer should know the stage and expected outcome of the query. • VC said that grades of employees need to be fixed according to recently approved organizational structure and straight away cases be fixed at the earliest. • VC said that rationalized compensation should be given to all employees and any disparity in compensation to eligible employees should be removed. • Faculty load of Civil Department was discussed. VC said that course allocation can only be done through Deans and Chairpersons. • Biometric attendance and its verification was discussed. Its impact on proposed flexible working hours and avoidance of unnecessary overtime charging were also discussed. • It was decided that once flexible working hour policy is in place, extra workforce will be required in evening and weekends. • VC said that HR management now need to be really strong and asked ADR to delegate certain powers to his subordinate staff to focus more on core HR functions. 	<p>ADR/DR HR</p> <p>ADR</p> <p>ADR</p> <p>Deans/Chairpersons</p> <p>ADR/Dir IT</p> <p>ADR</p>			
<p>The meeting ended with a vote of thanks to and from the Chair.</p>					


 Syed Sarfraz Ali
 Registrar

Distribution:

1. PS to Chancellor
2. PS to Vice Chancellor
3. All Concerned