

SIR SYED UNIVERSITY OF ENGINEERING & TECHNOLOGY
REGISTRAR OFFICE

Ref. No. SSUET/REG/VC-DEAN/

1 December 2019

Minutes of 16- A Meeting of Deans & Chairpersons
held on Friday, 29 November 2019 at 10:00 a.m. in Conference Room Block B

Chaired by the Vice Chancellor, the meeting was attended by the following:

1. Dean Basic & Applied Sciences
2. Dean Faculty of Engineering
3. Director Quality Enhancement Cell
4. Director SP&D
5. Associate Dean, Engineering/Chairperson TED
6. Chairperson, Electronic Engineering Department
7. Chairman, Computer Engineering Department
8. Chairman, Civil Engineering Department
9. Chairman, Architecture and Environmental Design
10. Chairman, Software Engineering Department
11. Chairman Bio Medical Engineering Department
12. Controller of Examinations
13. Associate Chairman Electrical Engineering
14. Director Maintenance & Services
15. Chief Security Officer

The meeting commenced with recitation from the Holy Quran by Director QEC, Mr. Akhtar Nadyne.

Meeting started with the follow up on the implementation status of 13th meeting decisions.

Fire & Safety Report

The Vice Chancellor asked about the fire & safety report which has not been received by VC office yet. Director SP&D explained that the report is still being prepared by Director Students Affairs and will be submitted shortly. Director SP&D also said that most dysfunctional locks have been replaced. He also said new digital locks with display costing approximately Rs.7000-8000 per lock have not been procured yet and instead non-digital locks with stickers costing around Rs.700-800 are being procured. Similarly, wash room symbols have been bought from market and are being affixed at required places. Director SP&D said all these things will be ready by end of next week.

(Action by: Director SP&D/DSA/Director Procurement)

Academic Programme

Dr. Aamir explained the efforts faculty members are putting in for Academic programme. He said regular meetings are being held and by next week many things

will be in their final shape. The Vice Chancellor commented that management is trying to implement the OBE software from this Semester. **(Action by: Chairpersons)**

Follow Up

The Vice Chancellor asked about the poster design content submission. Dr. Aamir explained that poster design content and list of venues where these posters will be pasted will be submitted by the next week once the graphic designer of the University prints the poster. **(Action by: Chairpersons/Graphic Designer)**

List of laboratories

The Vice Chancellor asked about a comprehensive list of existing labs within the university to get a better idea of departmental lab usage. The Vice Chancellor then fixed a deadline of 6th November for this. Availability of Emergency Medical Box was also discussed. The Vice Chancellor instructed to procure standard size emergency medical boxes for each lab and chairperson office.

(Action by: Chairmen/Director Procurement)

Cafeteria

The condition of available cafeteria in the university was discussed. Dr. Aamir suggested that cafeteria must obtain license from Sindh Food Authority to operate as this is a requirement of Sindh Food Authority. Chairman Architecture also endorsed this view and VC instructed that cafeteria must meet all regulatory requirements to operate within the university.


Fire Extinguishers

The Vice Chancellor asked about the progress on fire extinguisher drill as was decided previously. Chief Security Officer explained the current status. It was decided that fire extinguisher drill will be held on 25-26 Nov and the empty containers will be refilled right after the drill. **(Action by: DSA/CSO)**

Feedback Form

Director QEC presented the report on the progress of feedback form. The Vice Chancellor commended the efforts of QEC as significant progress has been made in feedback collection.

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


Syed Sarfraz Ali
Registrar

Distribution: The Vice Chancellor
All attendees of the meeting