

MINUTES OF MEETING

63rd Miscellaneous Meeting

Meeting #: 63rd #ND: SSUET/REG/2021/3382

Date: 8 th Dec 2021	Venue: Conference Room, Block B	Time: 11:00 am
--------------------------------	---------------------------------	----------------

Composition of the Meeting	Names	Attendance
Deans	Prof. Dr. Mir Shabbar Ali Prof. Dr. Muhammad Aamir Prof. Dr. Aqeel ur Rehman	Attended Attended Attended
Directors	Mr. Abdul Munaf Advani Engr. Nadeem Akhtar Mr. Shahzad Ahmed	Attended Attended Attended
Additional Registrar	Mr. Zubair Hameedi	Attended
Manager IT	Mr. Kazi Salahuddin	Attended
Manager Networks	Mr Najeeb Usmani	Attended
Deputy Director Procurement	Mr. Atif	Attended
Chief Store Officer	Ms. Azra Jabeen	Attended

The meeting started with the recitation of Holy Quran. Respected Vice Chancellor then briefed attendees about the objective of the meeting.

Sr. No.	Agenda Item Discussed and Decisions Taken	Responsible Person	Original Target Date	Revised Target Date	Status (open/closed)
1)	<p>VC started the meeting and said that meeting has been called to discuss the progress of implementation of CMS. Following points were discussed.</p> <ul style="list-style-type: none"> • VC said that as per progress of CMS it is very important that we have adequate computing resources. • VC asked for an update of the purchases of computing resources as was discussed in the previous meeting. • Deputy Director Procurement said that currently 40 PCs are approved for Civil Department but there has been an observation from audit which needs to be satisfied. • Further, 55 computers have been procured for Software Engineering, but their installation is not done yet as certain renovation work needs to be carried out at the designated places. • It was informed that grills must be installed for the safety of the computers. • VC showed displeasure at the slow pace of welding work and said that it must be done straight away. 	<p>All concerned</p> <p>Dean CVA/Manager IT</p> <p>DDP</p> <p>DDP/DF/Dir. Maintenance</p> <p>Mr. Moazzam</p> <p>Mr. Moazzam</p>		--	Open

	<ul style="list-style-type: none"> • Mr. Atif said that cash prices are given from vendors at website and prices for tenders are different with inclusion of certain conditions like warranty etc. • VC asked Mr. Moazzam about the installation grill. • Mr. Moazzam said that there is a serious cable fault at the designated place and once it is repaired, grills will be installed. • VC said that if installation is not done by tonight, financial penalty will be applied on the relevant staff in the form of pay deduction for the loss of warranty period. • DDP said that paperwork of 3 air conditioners has not been received. DF said that has been processed and sent. • VC said that equipment of 3 labs have been procured but work has not been started. • VC instructed to depute two staff under supervision of Mr. Kazi Salahuddin for a month to carry out this urgent task. • Mr. Kazi said that certain computers of Pentium 4 and core duo 2 are not repairable and will be replaced. • Dr. Shabbar then provided the list of computers which require repair work. • After Civil and Software, Biomedical Engineering department's computers are also faulty or obsolete and need replacement. DF said that SE has a requirement of 55 plus 25 more PCs for lab. • It was discussed if stabilizers could be used to rectify the issue of power fluctuation as UPS will be too costly to procure. • DF said that 15 computers are being procured for Electronics Department. • Kazi said that a common room for each department should be made available for shared computer resources. • VC instructed to conduct a survey to decided where and in which department, common shared resources cold be installed. • VC asked Dean CVA to update the requirement list of computing resources across the university. VC said that photo copiers must not be procured for the time being till we devise a plan for centralized photo copying. 	<p>Mr. Moazzam</p> <p>ADR/DF/Mr. Moazzam</p> <p>DF/DDP</p> <p>ADR/Manager IT</p> <p>Manager IT</p> <p>All concerned</p> <p>All concerned</p>			
<p>The meeting ended with a vote of thanks to and from the Chair.</p>					

[Handwritten Signature]
Registrar

Distribution:

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