Dated: 31st December, 2019

**1st Meeting**

**Arrangement of Party**

* Meeting was held on 30th December 2019 (Monday) at 2PM in the staff room.
* Dr. M Abdul Qadir, Dean, Faculty of Computing presided.
* Following were present in the meeting:
* Dr. Muhammad Abdul Qadir Dean
* Dr. Ibrahim Shaheed HoD Mathematics
* Mr. Asim Amir Professor
* Mr. Hussnain Professor
* Ms. Maria Asim Assistant Professor
* Ms. Amina Ibrahim HoD English
* Ms. Mahnoor Lecturer

Ms. Aleena, Mr. Haroon could not attend the meeting with prior intimation.

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| **Item # 1** | **Party planning:** | **Action By** |
| **1.1**  **1.2** | Meeting was started with the recitation of Holy Quran by Dr. Ibrahim Shaheed. Then Dr. Muhammad Abdul Qadir welcomed all the Faculty Members.  Dean briefed the party planning by the student affairs office. Mr. Kamran was given the responsibilities and the preparation of the Party. | **Dr. Muhammad Abdul Qadir** |
| **Item # 2** | **Discipline in the campus:** |  |
| **2.1**  **2.2** | In the meeting Dr. Asim Amir discussed about the discipline in the campus that the dressing of the university must be followed according to the dressing code provided by the university in the party.  They arranged a team of students which handled the issue or problems faced in the party and try to solve that issue and maintain the discipline according to the instructions provided by the discipline controller. | **Mr. Asim Amir** |
| **Item # 3** | **Refreshment and Lunch in the party:** |  |
| **3.1**  **3.2** | Dr. Ibrahim the controller of the Food was given the responsibility of the Refreshment.  Dr. Ibrahim discuss that they have arranged the different variety of dishes and quality food for the students. The timing for the refreshment and lunch will at 3 PM. | **Dr. Ibrahim Shaheed** |
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The meeting ended with a vote of thanks to the Chair as well as the participants of the meeting.

**Prepared by:** **Checked by:**

**Mr. Kamran Qamar Dr. Muhammad Abdul Qadir**

Professor, Dean,

Department of Computer Science Department of Computer Science

**Distribution:**

* Vice Chancellor.
* All Faculty members CS Department.