**MINUTES OF THE MEETING OF DEAN FACULTY OF ENGINEERING WITH HEAD OF DEPARTMEMNTS HELD ON 01-08-2023**

A meeting of all Heads of Engineering Departments was held under the chairmanship of Dean Faculty of Engineering on 1st August 2023 in the office of Dean Faculty of Engineering.

The following attended:

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|  | Dr. Zahoor Ahmed Baloch,  Dean Faculty of Engineering |
|  | Dr. Raza Haider  Dean Faculty of Sciences |
|  | Dr. Abdul Quddous  Chairman Department of Civil Engineering |
|  | Dr. Abdullah Mengal  Chairman Department of Mechanical Engineering |
|  | Dr. Atta ullah khidrani  Chairman Department of Electrical Engineering |
|  | Dr. Noor Uddin  Chairman Departments of Computer Systems and Science/Software Engineering |
|  | Dr. Altaf Alam Noonari  Chairman Department of Energy System Engineering |
|  | Dr. Shazia Baloch  Chairperson Department of Electronics Engineering |
|  | Dr. Wazir Ahmed Leghari  Chairman Department of Biomedical Engineering |
|  | Ghulam Sarwar  Deputy Controller of Examinations |

Proceedings of the meeting started with the name of Almighty Allah, the most beneficent and most merciful. The following agenda points were discussed in the meeting and recommendation were made thereof.

**Agenda-1**. **Summer camp for failure students**

All the chairpersons agreed on the proposal discussed verbally (notification need to be issued) between Pro Vice chancellor and Deans that the summer camp will be started from 15th August 2023 and to be ended on 16th September 2023.

* All the chairpersons will invite application/registration from students, right from tomorrow by displaying notices.
* The registration fee shall be 5000 rupees for each course.
* The basic condition of minimum number of students needed to be registered to offer a course is decided by concerned chairperson, however it should not be less than five students per course.
* There shall be class teaching of at least 36 credit hours or equivalent to 12 weeks teaching for a 3 credit hour course.
* Lab shall be conducted in same formula (explained above) to be conducted on each Saturday.
* The compilation and declaration of result of current examination might be late by examination branch, Hence it is decided, in compliance of verbal instruction of honorable Vice Chancellor that all teachers shall convey overall result of current examinations to students so that they should not face any difficulty in selection of courses to register for summer camp.

**Agenda-2**. **Commencement of Fall Semester 2023**

It was decided that fall semester 2023 shall be started from 18th September 2023 and shall end on 8th December 2023. In this span of time, there shall be class teaching teaching/lab work equivalent to 14 to 16 weeks.

**Agenda-3**. **Examinations and declaration of Results**

The semester and midterm examinations of spring 2023 are running. Thereof, following decisions were made:

* The chairpersons shall ensure speedy and qualitative assessment of manuscripts.
* All award lists must be signed by course teacher, concerned chairperson and concerned Dean.
* After assessment, the course teacher shall convey the result to students and invite them to see their paper within 2 days.
* There shall be committees at departmental, faculty, Pro VC levels to address the reservation/complaints of the students regarding the examinations and assessment. Vice Chancellor shall be the appellate authority.
* At the start of each semester, the chairpersons shall ensure that all the faculty shall have displayed the “Office Hours” on the door of their offices.
* Numerous requests were received from students that they should be allowed to cancel and reappear in the papers held on 10th,11th, and 12th July 2023 as they could not did their paper well because of students’ strike and in presence of atmosphere of fear. The committee agreed with their request and recommend that they should be allowed to reappear in these papers after canceling their papers in written request.

**Agenda-4**. **Utilization of software for OBE based Results**

PEC in his last visit had appreciated the efforts of BUETK for developing a software for OBE based result and it was ensured to the team that the next result shall be over this software. Hence the committee requests the authority and exam branch to ensure its proper utilization.

The meeting was ended with the vote of thanks to the chair.

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|  | Dr. Zahoor Ahmed Baloch,  Dean Faculty of Engineering | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Dr. Raza Haider  Dean Faculty of Sciences | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Dr. Abdul Quddous  Chairman Department of Civil Engineering | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Dr. Abdullah Mengal  Chairman Department of Mechanical Engg. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Dr. Atta ullah khidrani  Chairman Department of Electrical Engg. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Dr. Noor Uddin  Chairman Departments of Computer Systems and Science/Software Engineering | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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|  | Ghulam Sarwar  Deputy Controller of Examinations | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |