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Description automatically generatedBalochistan University of Engineering & Technology, Khuzdar**

**Biomedical Engineering Department**

**Minutes of the Meeting**

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| **Purpose of the Meeting** | **:** | 1st PEC ZERO VISIT PREPARATION | | | |
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| **Date of Meeting** | **:** | 22-November-2021 | **Time** | **:** | 11:30 hrs | |
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| **Venue** | **:** | Chairman Office, Bio-Medical Engineering Department, Balochistan University of Engineering & Technology, Khuzdar. | | | |
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| **Attended by** | **:** | **CHAIRED BY**   * Dr. Wazir Muhammad, Chairman, Bio-Medical Engineering Department   **INTERNAL MEMBERS**   * Dr. Talal Jamil Qazi * Engr. Nazia Ejaz * Engr. Muhammad Waqar   **EXTERNAL MEMBERS**   * N/A | | | |

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| **Agenda** | | **Resolution** | **Discussion** | **Action** | | **Status** |
| 1 | | Overview of Zero Visit Application form of Pakistan Engineering Council (PEC) | The chairman BMED, Dr. Wazir Muhammad, started meeting in the presence of all the concerned members. He presented the Zero Visit application form of PEC and asked Engr. Nazia Ejaz to explain the application form and distribute the tasks among faculty members. He also instructed the members to get the things done for the PEC zero visit at the earliest as per the instructions of the worthy Vice Chancellor of the BUETK. | All members agreed | | Closed |
| 2 | | Distribution of different tasks needed to be performed for filling the Zero Visit form of Pakistan Engineering Council (PEC) | After the task assigned by the worthy chairman BMED, Engr. Nazia Ejaz explained the form, required documents for the zero visit before the other members and then divided the tasks among the faculty members. The tasks distributed were as following:   1. Dr. Wazir Muhammad, chairman will work on students’ intake policy of the university and collection of library related data. 2. Engr. Nazia Ejaz will work on the management related tasks such as university’s organogram, OBE based curriculum design for all semesters, requirement of faculty and their availability plan and collection of documents related to finance department of the university. 3. Engr. Muhammad Waqar will work on the documents showing the available sports facilities for students in the university. 4. Engr. Muhammad Waqar will also be responsible for collecting the relevant documents, from the director P&D, for the overall infrastructure of the dedicated biomechanics lab and the biomedical engineering department. | All members agreed | | Closed |
| 3 | | Setting a deadline of tasks completion | The chairman BMED asked the members of the meeting to complete the PEC zero visit form before the winter vacation. | All members agreed | | Closed |

The meeting ended with a vote of thanks from the Chair.

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