

MINUTES OF MEETING (Faculty Meeting)

Meeting #: 1(Fall 2023)

Date: 4/10/2023		Venue: F-block conference room		Time: 3.30pm	
S.No	Participants	Designation	S.No	Participants	Designation
1.	All Faculty members(EED)		2.	Allied Faculty	

S.No	Matter Discussed and Decisions Taken	Responsible Person	Original Target Date	Revised Target Date	Status (open/closed)
1)	<u>Admission of Fall 2023</u> ●All faculty members are requested to actively participate in Fall 2023 admission campaign. ●In this regard, open house will be held on October 14 so faculty availability is mandatory.	Faculty members			closed
2)	<u>Readiness of Fall 2023 semester</u> ●Course and lab teachers are advised to prepare CIS, LIS and lab manual according to the pre-defined format and submit it to VLE for students reference ●Assignments must be properly designed in aligned with the corresponding CLOs statements ●Introductory lecture must be delivered related to OBE system and course information sheet (CIS)	Course/lab teachers			closed
3)	<u>Class checking</u> All teachers are informed that random checking of their classes or labs may be done by the respectable Vice Chancellor or Dean's committee in upcoming semester to check the assessment tools, solutions and course contents according to the CIS & LIS respectively	Faculty members			closed
4)	<u>E-file submission</u> All course and lab teachers are again requested to kindly submit their E-file according to the bench mark as soon as possible as the PEC visit is scheduled soon.	Course/lab teachers			closed
5)	<u>CLO/PLO attainment lacking</u> ●Course teachers are advised to assign ungraded assignment to those students who were lacking their CLOs/PLOs in Spring 2023 session. ●Course teachers are also advised to prepare file of ungraded assignment according to the given format and submit it to the department latest by Oct 15, 2023	Faculty members			closed
6)	<u>Course up gradation (If any):</u> All Course coordinators are advised to kindly update their course and lab contents according to the latest market trends, current research and updated technologies for the upcoming IAB & BOS respectively.	Course Coordinators			closed

SIR SYED UNIVERSITY OF ENGINEERING AND TECHNOLOGY

7)	<u>FYDP matters</u> All internal supervisors of batch 2020S and 2020F are requested to contact their respective groups to find out their project progress	FYP Supervisors			closed
8)	<u>Industrial visits/seminars :</u> Faculty members are advised to engage the students for different industrial visits/seminars for the development of knowledge and skills.	Faculty members			closed

Minutes Prepared By:

Name: Muhammad Aamir Khan

Designation: Assistant Professor

Date: 4-10-2023

Minutes Approved By:

Name: Dr Lubna Farhi

Designation: Chairperson, EED

Date: 5-10-2023