

COMSATS Institute of Information Technology Lahore

## Department of Computer Science

# **Minutes of Ph.D. Faculty Meeting**

# Held on 20-Jan-2011 at 3:30 pm

The 1st meeting of Ph.D. faculty was held in HOD office of Computer Science Department. The meeting started with the name of Allah SWT. Six faculty members out of seven attended the meeting (Appendix A). Discussion was started on DARC (Departmental Academic Review Committee). Competent authority requires three senior faculty members for DARC from every department. However CS dept. feels the need of more members due to growing number of sections and faculty. Therefore the names of all Ph.D. faculty (Seven members) are proposed for the final approval of director. Minutes of meeting are summarized below:

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| --- | --- | --- | --- | --- | --- |
| **#** | **Agenda** | **Proposed by** | **Documents / papers submitted before meeting** | **Discussion/Ref.** | **Action / Recommendation** |
|  | N/A |  | Competent authority requires three senior faculty members for DARC from every department. However CS dept. has recommended all its Ph.D. faculty for the final approval of director. | Approval is granted and the list of DARC members is available in Appendix B. |  |
|  | Required Committees of CS Dept. (Titles will be finalized) | Dr. Zulfiqar |  | Seven committees are proposed and coordinators / conveners of these committees are also almost finalized. Detail is available in Appendix B. Committee members will be finalized in another meeting. |  |
|  | Tracks in Ph.D. program | Dr. J. S. Mirza | Working paper is submitted and attached as Appendix C. |  |  |
|  | Can we start MS classes with the start of BS? | Dr. Zulfiqar |  | We can try to shift back the MS calendar without compromising on number of classes of current semester. More working is required and would be finalized in DARC meeting. |  |
|  | Results collection time frame | Dr. Zulfiqar |  | Collection of all results and grading is a very serious matter and effecting the whole system if here is some delay from any faculty. Different modals are discussed. It is to be finalized yet in DARC meeting. |  |
|  | Same courses for MS & Ph.D. | Dr. Zulfiqar |  | Is there any condition in B&W that MS courses can’t be offered for the course work of Ph.D. We can have sufficient number of students in a class if there is no such condition. Dr. J. S. Mirza is already in contact with Dean office on this matter. | Dr. J. S. Mirza is requested to explore the required information. |
|  | Frequency of DARC meetings | Dr. Zulfiqar |  | Emergency meeting of DARC can be called any time. Regular meetings are decided every month during the 1st week of month subject to the sufficient number of agenda items. However the day/time is not finalized yet and decided to fix the day/time slot of one and half hour for any kind of meeting or activity.  This slot can be reserved on first come first serve bases. | Mr. Imran Raza is requested to ensure one day in time tables with no class during 11:30 to 1:00 with the coordination of other departments (if necessary) and report to HOD before the start of semester. |

Appendix B

CS Department Committees (Tentative)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Committee Title** | **TOR** | **Convener** | **Coordinator** | **Members** |
|  | Departmental Academic Review Committee (DARC) |  | Dr. Zulfiqar | Dr. Zulfiqar | 1. Dr. Zulfiqar Habib (HOD) 2. Dr. J. S. Mirza (Advisor) 3. Dr. Mudassar Naseer (AP) 4. Dr. Tauseef Gulrez (AP) 5. Dr. Muhammad Ghulam Abbas Malik (AP) 6. Dr. Rizwan Jameel Qureshi (AP) 7. Dr. Tabbsum Naz (AP) 8. Mr. Syed Kashif Ejaz Bukhari (DCO), Secretary |
|  | NCEAS Committee |  | Dr. J. S. Mirza | Dr. J. S. Mirza |  |
|  | Advisory Council |  | Dr. J. S. Mirza | Faculty:  Students:  Probations:  Dr. Mudassar |  |
|  | Probation Cases Dealing Committee | Warning cases | Dr. Zulfiqar | Dr. Mudassar |  |
|  | Newsletter Committee |  | Dr. J. S. Mirza | Dr. J. S. Mirza |  |
|  | Graduate Program Committee |  | Dr. Zulfiqar | 1. Dr. J. S. Mirza (Ph.D. Program)  2. Dr. Abbas (MS Program) |  |
|  | Undergraduate Program Committee |  | Dr. Zulfiqar | Mr. Imran Raza |  |
|  | Proctor Committee |  | Dr. J. S. Mirza | Dr. J. S. Mirza |  |
|  | Quality Assurance Committee |  | Dr. Zulfiqar | Dr. Tauseef |  |
| 8. | Courses Coordination Committee |  | Dr. Zulfiqar | Dr. Zulfiqar |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |
| 11. |  |  |  |  |  |