



Minutes of Meeting

Apropos to the Bi-weekly-CRC-cum-faculty-meet in the Department of ECE, IoT held in March 2023, the following agenda was set for future course of action in the Department (The name of Er. Bisma Bukhari is added post-facto to the minutes of meeting instead of Dr. Saba Mushtaq who has left the department):

1. There will be a proper student ECA mechanism in the department, to be set by Dr. Bilal A. Malik, Sr. Scientific Officer.
2. The various modalities for a strong T&P Policy and implementation will be worked out under Dr. Bilal A. Malik along with Dr. Irtiq, Er. Manasha and Er. Bisma Bukhari.
3. There will be emphasis on GATE-oriented teaching by the departmental faculty.
4. The following Faculty Mentor-mentee groups are established:
 - **Dr. A. M. Hafiz (Dept. Coordinator & Sr. Asst. Professor):**
Dr. Zaid, Dr. Farhana, Dr. Yusra, Er. Shazia
 - **Er. Rouf-Ul-Alam Bhat (Sr. Asst. Professor):**
Dr Bisma Bilal, Er. Samia, Dr. Mohsina
 - **Dr. Bilal A. Malik (Sr. Sci. Officer):**
Dr. Irtiq, Dr. Nadeem, Er. Manasha, Er. Bisma Bukhari
5. The faculty mentoring will include the following responsibilities of the permanent faculty binding upon the faculty mentees:
 - Teaching quality evaluation through regular student feedback
 - Regular attendance audit
 - Continuous assessment audit
 - Re-exam issues wherever applicable
6. In order to streamline the Dept. website, Er. Manasha will handle the Department website under supervision of Er. Rouf-Ul-Alam Bhat, Sr. Asst Professor.
7. The following departmental committees are established:
 - A) **Time-Table Committee:** Er. Rouf-Ul-Alam, Er. Shazia, and Er. Bisma Bukhari
 - B) **Examination Committee:** Dr. Bilal A. Malik, Er. Samia, Dr. Mohsina
 - C) **Purchase Committee:** Dr. A. M. Hafiz, Dr. Zaid, Dr. Nadeem
 - D) **T&P Committee:** Dr. Bilal A. Malik, Dr. Farhana, Dr. Irtiq
8. The Academic calendar for M.Tech, ECE which is of prime importance will be formulated by the Dept. Academic Incharge, Er. Rouf-Ul-Alam along with Ms. Samia, and Dr. Bisma Bilal.
9. The Notice Board will be updated regularly by the concerned dealing assistant of the office of the Department.
10. The respective coverage of various active semester courses was assessed under the bi-weekly CRC. The faculty were directed to strictly follow the academic calendar as per directions of Dean, School of Engineering.

(Dr. A. M. Hafiz)
Coordinator, DoECE