The Dean,
Faculty of Engineering,
BUET-Khuzdar

Subject: Minutes of Meeting for expediting completion of remaining activities of Implementation Plan
Purpose of Meeting: To expedite the completion of remaining jobs suggested during the last year Self Assessment Process, and awareness about the Teachers & Courses Evaluations
Scope of Meeting: Completion of activities suggested in the Implantation plan
Date of Meeting: 10-11-2012
Venue of Meeting: QEC office

Responsible Staff:

1) Dean Faculty of Engineering
2) Chairman Department of Civil Engineering
3) Chairman Department of Electrical Engineering
4) Chairman Department of Mechanical Engineering
5) Chairman Department of IT
6) Director QEC
7) Data analyst and Senior Clerk QEC

In Attendance:
1) Prof. Dr. Zahoor Ahmed-DEAN

2) Prof. Dr. Mushtaq Shah (Chairman, Department of Mechanical)

3) Dr. Salahuddin (Chairman Department of Civil Engineering)

4) Assistant Profess Engr.Suhrab Khan (Department of IT)

5) Assistant Profess Engr.Ghulam Haider (Director QEC)

6) Mr. .Altaf Ahmed (Data Analyst)

7) Mr..Siraj Ahmed Senior Clerck

**Proceedings:**

Meeting started at 10:30 am with the recitation of few verse from the Holy Quran.

The following agenda points were discussed and actions were suggested unanimously for their implementation

1- **Installation of Audio System in Departments/Raising writing board by installation of platform/multimedia in each classroom.**

   **Decision:**
   
   Agreed and strongly recommended for installation of audio system and construction of a platform for raising writing board. Agreed on a cost effective system.

   **Action:** Civil and IT Department will prepare an estimate/BoQ and submit for getting instructions from VC.

2- **Person and place for placement bureau(computer etc.)**

   **Decision:** System is already started and Mr Siraj Ahmed senior clerk closely supervises this work. Space and computer would be provided to deputy director.

   **Action:** Director QEC/Siraj S.Clerk/Administration

3- **Use of maximum software tools in teaching**

   **Decision:**
   
   IT department will provide keys of available Microsoft Windows and further requests would be raised to HEC for support.(through proper channel)

   **Action:** Chairmen and Director QEC

4- **Evening and morning classes for more than 30 students.**

   **Decision:**
   
   The issue would be minimize by installation of Audio system and raising writing board by installation of a platform for teacher’s access ,however follow up requests would be furnished to VC by the Chairman Civil and IT.

   **Action:** Submission of estimates by civil and IT chairman/Project director

5- **Shortage of senior staff in civil department**

   **Decision:**
   
   2-3 senior teachers will join Civil Department by the next year after completing Master or PhD. This university always encourages experienced engineers. However it is a fact that there is a good demand of civil engineers in Balochistan.
Action: QEC is in touch with Administration about hiring of experienced engineers.

6-No of student in the final year project should not be more than 4

Decision:
: In Mechanical Engineering and CS&BS it is already being implemented. In Civil this could not be implemented due to lack of staff, but QEC will try to cover-up by utilizing more teachers on Projects. This is already notified by Dean and will be strictly implemented by the next year.

Action: chairmen, Dean and Director QEC

7-Safety precaution in the labs

Decision:
Each department would display safety signs in labs, on machines, and develop a Catalogue for the purpose. Demand for Fire extinguishers and PPEs (personal protection equipment’s) would be requested to VC by HODs.

Action: Chairman /Dean/Director QEC

8-E-Journal and online browsing facility in the central library

Decision:
: Furniture and some other facilities managed. Journal have been subscribed and coming on regular basis, but still need to subscribe journals from UET Pashawar, Lahor, GIK,NUST etc.

Action: Meeting with VC by Director QEC and chairman IT for follow up and instructions

9-Catalogue both hard copy and computerized for the easy access to the book.

Decision:
: Computerized catalogues are functional covering 17000 books, After completion hard copy would be prepared.

Action: QEC would make follow up for further actions and initiation of catalogues in hard copy and need cooperation by VC

10-Purchase of ASTM and BS Standards.

Chief librarian will find out bills and location of these standards if purchased. Currently it is not available in the central library and probably purchased and kept in somewhere as reported by teachers.

Action: Chief Librarian will check the actual situation and consult chairman Civil.

11-Each teacher must not 6 credit hours of theory classes and 2 credit hour in laboratory

Decision:
: This is now being minimised after hiring staff on contract.

Action: Chairmen, Dean and Director QEC would further assess load on teachers

12-Curriculum of EE has a credit hrs of 141 instead of 134. Network, communication and integrated circuit to delete.

Decision
It is being reduced

**Action:** No action is required

13-Subject of mechanical engineering in First year mechanical to be assigned to an BE ME lecturer

**Decision:**
It is being done

14-A new lab of machine design in ME department

**Decision:**
This is under process in VC office and further follow up is needed

**Action:** Chairman Mechanical and Director QEC

15-Less rooms for faculty in IT and equipping with computer net working

**Decision:**
BoQ and other related information were submitted and further follow up and guidance by VC and Chairman IT is needed

**Action:** Chairman IT and Director QEC

16-CISCO academy need to be established in BS computer sciences

**Decision:**
Installation of computer cabins and coves in progress

**Action:** Need to expedite by the chairman and Director QEC

17-Development of MIS in university

**Decision:**
Agreed and this needs initiation after getting opinions of VC

**Action:** Dean/Chairmen IT and Director QEC will expedite the process.

18-Expert for training /workshops-MATLAB etc.

**Decision:**
Dean and Director QEC in struggle for hiring an expert, but due to the law and order situations they could not find the expert and struggle is in progress.

**Action:** Dean/Director QEC

19-Registration with INQAHEE

**Decision:**
Within some days the draft would be sent through DEANS’s foreign currency account. This university has no foreign currency account in UBL and treasurer could not find a solution for this long impending issue by consulting UBL-Khuzdar

**Action:** Dean/Director QEC

20-Updating QEC website

**Decision:**
QEC would provide material to Dean and he will instruct network administrator for updating and the situation will improve as an additional computer expert is on board now.

**Action:** Implemented

### 21-Any others by participants
Dean/Chairmen and QEC staff would notify for check of COURSE FILES
HODs were requested to respond for QEC activities on priority.

### Strengthening QEC
- It is suggested for providing Photocopier, Digital camera, and training to staff.
- Enhancement cooperation by the departments and administration
- Administration’s support in publicizing QEC activities in Electronic and Print Media.(HEC requirement).
- A well-qualified staff to be on board as Deputy Director.

Meeting was finished by vote of thanks by the Director QEC.

**Director QEC**