
	<b>MEHRAN UNIVERSITY OF ENGINEERING &amp; TECHNOLOGY</b>				Sept. 20, 2003	
	<b>Internal officememoFRM-001/01/QSP-006</b>					
INFO. ONLY	ROUTINE	<input checked="" type="checkbox"/>	URGENT	IMMEDIATE		

No. MUET/Reg/- 722 f 2020

Date 15/09/2020

From: The Registrar

- To:
1. Secretary to Pro Vice-Chancellor
  2. All Deans
  3. The Director Finance
  4. Prof. Dr. Rizwan Ali Memon (CE)
  5. Prof. Dr. Dur M. Pathan (ME)
  6. Prof. Dr. Faisal Kareem Shaikh (TL)
  7. The Advisor Student Affairs
  8. The Provost
  9. The Librarian
  10. The Controller of Examinations
  11. In-charge Transport
  12. The Purchase Officer

**Subject Minutes of the Second Meeting of IMPLEMENTATION COMMITTEE of MUET Jamshoro.**

Ref: No. SO(U)U&B/Misc./23-160/2020.

C.C: Secretary to the Vice Chancellor

The second meeting of **IMPLEMENTATION COMMITTEE** was held on September 14, 2020 at 2:00 pm at Vice Chancellor Secretariat to discuss SOPs issued by Universities & Boards (U&B) Department, Government of Sindh, vide letter No.SO(U)U&B/Misc./23-160/2020. The meeting was chaired by the Vice Chancellor and attended by the following.

1. Prof. Dr. Muhammad Aslam Uqaili (Vice Chancellor)
2. Prof. Dr. Tauha H. Ali (Pro Vice-Chancellor)
3. All Deans
4. Prof. Dr. Abdul Waheed Umrani (Registrar)
5. Director Finance
6. Director Services/In-charge Transport
7. Prof. Dr. Rizwan Ali Memon (Special Invitee)
8. Prof. Dr. Dur M. Pathan (Special Invitee)
9. Prof. Dr. Faisal Kareem Shaikh (Special Invitee)
10. Prof. Dr. Tanveer Phulpoto (Advisor Student Affairs)
11. Mr. Azam Halepoto (Librarian-Special Invitation)
12. Mr. Khalid Feroz Channa (Controller of Examinations)

The meeting started with recitation of verses of Holy Quran by Prof. Dr. Rizwan Ali Memon. Thereafter agenda items were taken and after due deliberations following decisions were made.

1. Actions Taken on 1<sup>st</sup> Meeting of IC Held on 10.09.2020:

S. No.	Item Nos.	Actions Taken
1	Implementation Committee (IC)	Notified vide. Letter No. Esst: (Teach:)/-895 of 2020 dated 11.09.2020
2	Control, Command and Coordination Cell (CCCC)	Notified vide. Letter No. Esst: (Teach:)/-894 of 2020 dated 11.09.2020.  Letters to District Health Officer (DHO), Jamshoro and MS LUMHS Hospital Jamshoro were issued accordingly to establish a medical Unit (24/7).
3	Faculty level Committees by Deans Concerned	Dean FoE: Notification issued vide letter No. MUET/DFoE/-481 of 2020.  Dean FEECE: Notification issued vide letter No. MUET/FEECE/-329 of 2020, dated 15.09.2020.  Dean FoHST: Notification issued vide letter No. ----- of 2020, dated 15.09.2020.  Dean FOACE: Notification issued vide letter No. ----- of 2020, dated 15.09.2020.
4	Purchase of thermos-guns, facemasks, hand-gloves hand-sanitizers, hand-wash facilities and other tools,	A Special Purchase Committee was constituted of following members to purchase these items:  1. The Director Services – Convener 2. The Librarian 3. The Store and purchase Officer 4. Mr. G. Nabi Rajar (SO) 5. Mr. Fahd Ali Memon (AO)  Most of the items were purchased and distributed to all concerned.
5	Purchase of fumigation machines, sprayers and spray.	A Special Purchase Committee was constituted of following members to purchase these items:  1. The Director Services – Convener 2. The Librarian

		<p>3. The Store and purchase Officer 4. Mr. G. Nabi Rajar (SO) 5. Mr. Fahd Ali Memon (AO)</p> <p>Most of the items were purchased and distributed to all concerned.</p>
6	Separate page on MUET Website	Actions by Chairman TL and Director ICPC
7	Hostels SOPs	Draft SOPs were developed and shared. It was resolved to form a three-member committee headed by the Registrar to consolidate the SOPs.
8	Plan to bring the Batches in phase wise.	<p>It was resolved to bring only two batches at a time as per COVID-19 SOPs.</p> <p>Examinations Time Table for F16 Batch were issued by Controller of Examinations.</p> <p>Occupancy at hostels is also reduced to facilitate only two batches. at a time instead of four batches as per SOPs.</p> <p>Provost informed the House that the students will be arriving in evening of 14.09.2020.</p>
9	Items 9 and 10: General and Specific SOPs	<p>Draft SOPs were developed by the committee and shared with the members. It was resolved to form following committee to consolidate the various SOPs and notify it accordingly</p> <p>1. Registrar –Convener 2. CoE –Member 3. Director HR –Member</p>

2. The chair requested Prof. Dr. Rizwan Ali Memon, Chairman CED to offer Fatiha for the departed soul of the mother of Syed Jawaid Ali Shah, Store and Purchase Officer.

Meeting ended with vote of thanks to the Chair.

REGISTRAR

