

**Department of Computer & Information Systems Engineering
Academic Activities 2017 - Tracker and Responsibilities**

Undergraduate Programme	Responsible Person	Spring Semester					Fall Semester									
		Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov			
Class Advisors	Proposal through Dean / Appointment by VC	CSD	✓								✓					
Teaching Load	Finalization and Communication	CSD	✓								✓					
Visiting Faculty	Proposal, Approval & Appointments	CSD	✓								✓					
Time Tables (Classes)	Finalization and Display	Class Advisors	✓								✓					
Laboratory Schedule	Finalization and Display	Time Table Coordinator	✓								✓					
Text Books	List Update & Communication to Library	Class Advisors		✓							✓					
FE Orientation	Tour of Departmental Facilities for FE Students	Class Advisor FE		✓							✓					
LAN Access for Students	Distribution of Portal Logins and Passwords to FE Students	Class Advisor FE / IT Managers		✓							✓					
Course Plans	Preparation and Submission	Course Teachers		✓							✓					
Schedule of Practicals	Submission in respective laboratories	Practical Teachers / Laboratory Incharges		✓							✓					
Students' Records Updation	Update of phone numbers, postal and e-mail addresses of students	IT Managers / Class Advisors		✓							✓					
Sessional Marks Distribution Plan (Practical)	Memo to teachers for communication of said plan to students	Practical Course Teachers		✓							✓					
Attendance Sheets	Preparation and Updates for theory subjects	Class Advisors		✓							✓					
	Preparation and Updates for practical subjects	Class Advisors / UGC/AC ISO		✓							✓					
Panel of Examiners	Proposal to BOF through BOS	CSD			✓							✓				
Shortage of Attendance	Letters to Parents (eight weeks)	AC ISO			✓							✓				
Students Feedback	Online feedback for every teacher	AC ISO / Class Advisors				✓										✓
Sessional Marks	Display (for at least one week)	Course Teachers					✓									✓
Faculty Course Review Report	Collection of reports from all teachers	AC ISO					✓									✓
Internships	Placement for TE and BE students	Class Advisors TE, BE	✓					✓	✓	✓	✓					✓
Final Year Projects	Final Year Project Ideas Seminar	Final Year Project Coordinator														✓
	Proposal Submission by TE students	Final Year Project Coordinator														✓
	Proposal Defence	FYP Assessment Committee	✓	✓												
	Mid-semester and Mid-year Evaluations	All teachers				✓					✓					
	Poster Presentation	FYP Assessment Committee														✓
Workbooks	Updation	All teachers		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓
	Review	Workbook Review Committee	✓	✓							✓	✓				
Examination	Proposal of Internal/External Examiners to COE	CSD				✓										✓
	Attendance Condonation Cases to Dean/ VC	Class Advisors / CSD						✓								✓
	Deputation of Factotum / Invigilators	Class Advisors / CSD						✓								✓
	Final Year Projects Submission / Viva-Voce	All teachers	✓	✓												
Summer/ Winter Session (If offered)		CSD	✓	✓	✓					✓	✓	✓				
Postgraduate Programme M.Engg. (Coordinator)			Spring Semester					Fall Semester								
Admission Process	Application / Merit List / Registration	M.Engg. Coordinator / CSD					✓	✓	✓	✓						
Registration in other semesters		M.Engg. Coordinator		✓							✓	✓				
Teaching Load	Finalization and Communication	M.Engg. Coordinator / CSD	✓	✓						✓	✓					
Time Tables	Finalization and Display	M.Engg. Coordinator	✓	✓						✓						
Course Plans	Preparation and Submission	Course Teachers		✓								✓				
Attendance	Display (for at least one week)	M.Engg. Coordinator	✓			✓		✓	✓					✓		✓
Student's Feedback	Feedback forms for every teacher	M.Engg. Coordinator						✓								✓
Semester Examination	Proposal of Examination Time Table to COE	M.Engg. Coordinator							✓							✓
	Smooth Conduct of I-grade Examinations	M.Engg. Coordinator / CSD		✓						✓						
Departmental			Spring Semester					Fall Semester								
Laboratory Equipment Procurement	Preparation of list for indent	Laboratory Coordinators / Laboratory Incharges														✓
Stationery Items	Preparation of list	Laboratory Coordinators / Laboratory Incharges		✓				✓				✓				✓
BOS Meeting	Board of Studies Meetings	Area Coordinator - ISO	✓				✓				✓				✓	
Faculty Meeting	Discussion of important issues	CSD	✓								✓					
Staff Attendance	Communication to DF through Portal	Office Assistant / CSD	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Student Magazine	Creation of Team	Magazine Incharge		✓												
	Finalization of Content	Magazine Incharge										✓	✓			
	Launch Ceremony	Magazine Incharge														✓
Project Competition / Exhibition	Announcement of Timeline	Event Incharge		✓												
	Event Commencement and Prize Distribution	Event Incharge														✓
Website update	Updation of Departmental Webpage	Website Incharge	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Open Day	Arrangments for University's Open Day	CSD														✓

Dr. Syed Abbas Ali
Area Coordinator

Dr. -Ing Shehzad Hasan
Chairman

