Department of Electronics Engineering, AMU, Aligarh

Date: 20-02-2020

Minutes

of the staff meeting of Electronics Engineering Department held on February 20, 2020 at 12.00 noon in the Committee Room of the department. Following were present:

1. Prof. Pervez Mustajab
2. Prof. Mirza Salim Beg
3. Prof. Omar Farooq (Chairperson)
4. Prof. Mohd. Jawaid Siddiqui
5. Prof. Athar Ali Moinuddin
6. Mr. Musiur Raza Abidi
7. Dr. Anwar Sadat
8. Dr. Mohd. Sharique
9. Dr. Naushad Alam
10. Dr. Mohd. Wajid
11. Dr. Mohd. Ayyub Khan
12. Ms. Raziya Shamsi
13. Dr. Rehan Muzammil
14. Mr. Mohd. Kashif
15. Mr. Sayeed Ahmad
16. Ms. Rafecda Siddiqui

Following items were discussed and decisions were taken:

1. Chairperson of the department, Prof. Omar Farooq, informed the members about the unspent fund available in the department. Chairperson was authorised to use this fund for the purchase of necessary items for the department.
2. Placement of newly acquired water cooler was discussed and place for its placement was identified.
3. Faculty members were requested for carrying out the twinning/mentoring activity (teaching a portion of signal processing and communication engg courses) at BGSBU, Rajouri under TEQIP-III during March 2020. Prof. Athar Ali Moinuddin, Mr. Musiur Raza Abidi, Dr. Mohd. Sharique and Dr. Mohd. Ayyub Khan gave their consent for the same.
4. Evaluation procedure for the B. Tech. Mini Project was discussed and it was decided that the sessional/internal evaluation of student’s Mini Project (Max Marks: 60) will have two components:
   (a) Supervisor’s Marks: 30 Marks, and (b) Report Writing & Demonstration: 30 Marks.
5. Colour code for Project-Report/Dissertation/Thesis submitted by the students of Electronics Engineering were discussed and decided as follows.
   (a) B. Tech. Project: To be submitted as soft bound report with ‘dark blue’ cover page-sheet
   (b) M. Tech. Project: To be submitted as soft bound report with ‘pink’ cover page-sheet
   (c) M. Tech. Dissertation: To be submitted as hard bound report with ‘black’ cover page-sheet.
   (d) PhD Thesis: To be submitted as hard bound report with ‘maroon’ cover page-sheet.
6. Formation of evaluation committee for Pre-PhD seminar presentation of PhD students (governed by old regulations) was discussed and it was decided that it will comprise of (a) Supervisor(s) of PhD student, (b) Subject Expert (to be suggested by the supervisor), and (c) Chairman’s Nominee.
7. Dr. Rehan Muzammil was requested to plan local trips of the students of B. Tech. (Electronics Engg) during current semester.

[Signature]
Chairperson

CHAIRPERSON
Electronics Engg. Department  
A.M.U., Aligarh