Minutes
of the Consultative Meeting of all Teaching Staff held on 29.10.2015 at 12.30 p.m. in the Multimedia Lab University Women’s Polytechnic.

Following Committees have been constituted till further order:

1. **Tour Incharges**
   i) Mrs. Harbhajan Kaur  
   ii) Mr. Tariq Ahmad

2. **Lab Incharges**
   i) Mrs. Shahba Subzposh (Incharge, Electronics Lab & Library)  
   ii) Dr. Farhat Shahin Siddiqui (Incharge, Automation Lab)  
   iii) Dr. Sheikh Mohd. Saliem (Incharge, Workshop Lab)  
   iv) Mrs. Harbhajan Kaur (Incharge, CD & GT Lab)  
   v) Dr. Abdus Samad, (Incharge, Computer Lab)  
   vi) Mr. Jahangir Alam (Incharge, Multimedia Lab)  
   vii) Mr. Shahnawazuddin (Incharge, Simulation Lab)  
   viii) Mrs. Savita Gautam (Incharge, Digital & Smart Class Room)

3. **Assistant Chief Tabulator & Tabulators**

   **Asstt. Chief Tabulator**
   i) Mr. Misbahur Rehman Siddiqui

   **Tabulators**

   **Diploma in Engineering (Electronics) (Annual and Semester System)**
   i) Mrs. Iffat Rehman Siddiqui  
   ii) Mrs. Savita Gautam

   **Diploma in Engineering (Computer & Info. Tech) (Annual and Semester System) & Advance Diploma in Interior Decoration**
   i) Mr. Jahangir Alam  
   ii) Mr. Tariq Ahmad

   **Diploma in OASP, CDGT & B.Voc. Degree in FD & GT**
   i) Mrs. Harbhajan Kaur  
   ii) Dr. Sheeba Kamala  
   iii) Mrs. Asifa Ishrat
4. **Course Registration Incharge**
   
i) Dr. Sheeba Kamal  (CDDM & SP Course)

ii) Mr. Misbahur Rehman Siddiqui  (All Engg. Courses)

5. **Poly-Society Incharge**
   
i) Dr. Sheeba Kamal

6. **Staff Secretary**
   
i) Dr. Sheeba Manzoor

7. **Time Table Incharge**
   
i) Dr. Abdus Samad

8. **Stock Verification Officers**
   
**Electronics Engg. Computer Engg. and Applied Science & Humanities Section**

   i) Dr. Nigar Minhaj
   
ii) Mr. Misbahur Rehman Siddiqui

iii) Mr. Shahnawazuddin

iv) Mr. Mohd. Ajmal Kafeel

**CDGT, OA & SP and General Section**

   i) Dr. Shahnaz Hasan
   
ii) Dr. Sheeba Manzoor

iii) Mrs. Harbhajan Kaur


**Convener**

i) Dr. Salma Shaheen

**Co-convener**

i) Prof. Yusuf uzzaman Khan

ii) Dr. Sheeba Manzoor

iii) Mr. Jahangir Alam

**Organizing Secretary**

i) Mr. Misbahur Rehman Siddiqui

10. **Financial Secretary (Workshop)**

i) Mr. Tariq Ahmad

(Dr. Salma Shaheen)

Principal