Minutes of the meeting of the Deans of the faculties & members of the University Website Committee with the Vice-Chancellor held on 07.05.2013 at 03:00 p.m. in the Committee Room of the Administrative Block to appraise, approve & discuss the new inputs & modalities regarding the University Website.

The meeting was attended by the following:
2. Prof. Abu Bakar Khan, Dean, Faculty of Unani Medicine
3. Prof. Javed Alam Khan, Dean, Faculty of Commerce
4. Prof. Mohammad Hanif Beg, Dean, Faculty of Medicine
5. Prof. Arunima Lal, Dean, Faculty of Science
6. Prof. Shabahat Hussain, Dean, Faculty of Social Science
7. Prof. M. Saud Alam, Dean, Faculty of Theology
8. Prof. Sohail Ahsan, Dean, Faculty of Arts
9. Prof. Hamid Ali, Dean, Faculty of Engineering & Technology
10. Prof. Irfan Ahmad, Dean, Faculty of Life Science
11. Prof. M. Khalid Azam, Dean, Faculty of Management
12. Prof. Iqbal Ali Khan, Department of Law
13. Prof. Parvez Qamar Rizvi, Representative of Dean, Faculty of Agricultural Sciences
14. Dr. Mohammad Rizwan Khan with the Dean, Faculty of Arts
15. Dr. Bilal Mustafa Khan, Department of Business Administration
16. Dr. Omar Farooq, Department of Electronics Engineering
17. Mr. Moht. Ajmal Kafeel, Women's Polytechnic
18. Dr. Afifullah Khan, Department of Wildlife Science
19. Dr. Abid Ali Khan, Department of Mechanical Engineering
20. Mr. Malik Hayat Hashmi, System Programmer, Computer Centre
21. Prof. Mohd. Gulrez, Department of West Asian Studies (Chairman, University website committee)
22. Dr. Asfar Ali Khan, Department of Electrical Engineering (Coordinator, University website committee)

The meeting was called to order by the permission of the Vice-Chancellor.

Prof. Mohd. Gulrez, Chairman, University Website Committee welcomed the Vice Chancellor, Dean's of the faculties, members of the Website committee & thanked the Vice Chancellor for his patronage, support & keen interest in the formulations and deliberations of the University Website. Prof. Gulrez also appreciated the efforts by the members of the Website Committee in managing the university Website.

The participants were appraised that the university Website is updated on a daily basis and its review committee meeting takes place twice a week. The distinguished members were informed that since the launch of the Website - new inputs with more information, graphics and contents have been added in terms of Students Services, University out-reach activities, Employee Services, dedicated page for DSW Office, Proctor's Office, Women's Education at AMU, University Games Committee, National Service Scheme etc. This is in addition to providing personal profile of the faculty members with login pass words in their respective departments etc.
In his address, the Vice-Chancellor showed his appreciation and satisfaction on the quality and contents of the website matching to the standard of other international universities and appreciated the efforts of the members of the Website Committee. He emphasized that to make it more viable, interesting and useful it is of utmost importance that Chairmen and faculty members ensure that students attendance, individual and departmental time tables are put on the Website on a regular basis. He informed that he would hold regular meetings with the Chairmen of the departments between 1st June to 10th June 2013 to review the progress made so far. The Vice Chancellor further desired that a letter be sent on the alumni networks inviting all “Alums” to register through the official university website as a consolidated alumni database was required. This would enable greater interaction with the alumni.

The following issues were discussed, deliberated upon for follow up action:

1. As a new initiative a dedicated web page for Dean’s of Faculties was formally inaugurated and respective Dean’s were handed over the Login & passwords for putting contents & regular updates. Subsequently for the benefit of the Dean’s of the faculties, Dr Abid Ali Khan, Member, Web Committee and Mr. Malik Hayat Hashmi, System Programmer in the Computer Centre demonstrated the process of uploading information and contents on the dummy page of the Dean’s office prepared for the purpose. (Action: Dean’s of Faculties)

2. It was also resolved that the respective Deans of faculties and Chairmen of the departments must ensure handover of Login & Password to the incumbent Dean & Chairman as & when takes over the charge of the faculty/department. (Action: Dean’s of Faculties & Chairmen)

3. Monthly students’ attendance of the particular months to be uploaded on the Departmental Website latest by 5 day of the next month. (Action: Chairmen of the Department)

4. Time Table, course wise time tables of the faculty such as B.A History (main), M.Sc Chemistry etc. to be uploaded in the respective page of the faculty & the department. (Action: Dean’s of Faculties & Chairmen)

5. Individual Time Table including consultations hours of respective faculty members to be uploaded on the respective web page of the department (Action: Chairman, individual faculty members).

6. An IT Policy should be evolved for putting contents on the Webpage & usage of University Internet facility provided by the university. (Action, Director, Computer Centre)

7. It was also resolved that series of workshops for the faculty members & staff be organized for learning skills for putting contents on the website. (Action: Director Computer Centre)

8. A schedule is to be finalized for VCs meeting with the Chairmen for discussing the web contents and its updation on the departmental website between 1st June to 10th June. (Action: Coordinator of the website Committee in consultation with the Vice-Chancellor)

In the end, Coordinator of the Web Committee thanked the Vice Chancellor and the Dean’s of the faculties for making it possible to participate and for their fruitful suggestions.

D.No: 160/vco dt: 14.05.2013
Copy to: 1. All Deans of Faculties
2. All Chairman, Department of studies
3. Members, University Website committee
4. AR, VC Secretariat for information of VC