



SHAH-I- HAMADAN INSTITUTE OF ISLAMIC STUDIES

University of Kashmir, Srinagar-190006-India

NAAC Accredited Grade "A+"

Tele. HOD: 2225; Office: 2226, Faculty: 2227/2228/2282

Minutes of the Meeting

The meeting of the members of the Departmental Committee was held today on 25-06-2019 in the office chamber of the Head of the Department under his chairmanship. The Head at the very outset welcomed all the members and presented before them the agenda of the meeting. After thorough deliberations on the agenda by esteemed members it was resolved as:

Item No. 01: Journal 2018

Dr. Burhan Rashid will submit the final version of the journal within two days only to the Head of the Department.

Item No. 02: Distance Education Study Material

All the teachers (editors) are requested to submit the edited study material pertaining to Islamic Studies (DDE) by or before 30-06-2019.

Item No. 03: Setting of OE & GE Question Paper

The concerned teachers will set the question paper and submit to the Head of the Department by or before 01-07-2019.

Item No. 04: Submission of the Monthly Attendance Report of PG Students

All the teachers will submit the attendance of their respective classes on the last working day of the month to the Head of the Department positively including OE & GE courses.

Item No. 05: Seeking Permission before leaving the Department during duty hours

All the faculty members should ensure to ask for proper permission to the Head of the Department if they leave the department during duty hours. If the Head is not available same thing should be communicated to the next senior teacher.

Item No.06: Departmental Picnic

Dr. Burhan Rashid will be picnic incharge and handle all the affairs related to the picnic including collecting undertakings from the students. Tentative date for the picnic to Yusmarg has been fixed as 11-07-2019.

Item No. 07: Consolidating List of Books

Prof. Abdul Rashid Bhat will consolidate the list of books from teachers and send the same to Allama Iqbal Library within two days only.

The meeting ended with a warm thanks to the chair

Signature of the Departmental Committee Members

1. Prof. Manzoor Ahmad Bhat (Chairman)

2. Prof. Abdul Rashid Bhat (member)

3. Dr. Nasir Nabi (member)

Head of the Department