Zakura Campus

Center for

DESIGN YOUR DEGREE

Institute of Technology, University of Kashmir

Departmental Committee Meeting Minutes

The Departmental Committee meeting of Centre for Design Your Degree was held in the chamber of Coordinator, Centre for Design Your Degree, on Wednesday, **02-04-2026** and the committee comprised of the following members:

1.	Prof. Syeda Afshana	Coordinator	Chairperson
2.	Dr. Baasit Abubakr	Assistant Professor (Cont.)	Member
3.	Dr. Nahida Shafi	Assistant Professor (Cont.)	Member
4.	Dr. Farah Deeba	Assistant Professor (Cont.)	Member

The committee deliberated upon the important issues concerning the Centre and charting out a robust roadmap to streamline the activities of the Centre for the upcoming academic session. The committee **resolved** to assign specific roles and responsibilities to the faculty members for efficient functioning of the Centre.

The committee **resolved** that the faculty members and their roles and responsibilities will be as follows:

Dr. Baasit Abubakr	**Dr. Nahida Shafi**	**Dr. Farah Deeba**
1. Incharge Minutes of Meetings	1. Incharge Publicity and Awareness Campaign	1. Incharge Field Visit Coordination
2. Incharge Time-Table	2. Incharge Results	2. Incharge Guest Lectures Coordination
3. Incharge Website	3.Incharge for Accompanying on Field Visits	3. Incharge Picnics & Recreation
4. Incharge Examination & Admissions	4. Incharge Student Affairs	4. Incharge Attendance
5. Incharge Project Supervision		5. Incharge Cultural Affairs
6. Incharge Sports		

The meeting ended with a vote of thanks.

Signatories:

Dr. Baasit Abubakr **Dr. Nahida Shafi** **Dr. Farah Deeba**

Prof. Syeda Afshana

Coordinator 06/04/2026

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1. Dean Academic Affairs
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