[illegible]

[illegible]

[illegible]

Members Present:

[illegible]	[illegible]	—	**Convenor/Member**
[illegible]	[illegible]	—	Member
[illegible]	[illegible]	—	Member
[illegible]	[illegible]	—	Member
[illegible]	[illegible]	—	Member
[illegible]	[illegible]	—	Member
[illegible]	[illegible]	—	Member
[illegible]	[illegible]	—	Member
[illegible]	[illegible]	—	Member
[illegible]	[illegible]	—	Member
[illegible]	[illegible]	—	Member
[illegible]	[illegible]	—	Member
[illegible]	[illegible]	—	Member

[illegible]

Agenda for the Digital Meeting: Complaints of information and creation of notes for academic departments in view of Covid-19 crisis.

Resolutions: In view of the Morning Policy Committee (MPC) advisory for suggestions regarding complaining of information and creation of notes for academic departments. The members on the basis of the survey on their respective departments expressed the need of required notes like handouts of lectures, courses, course plans, syllabus, courses, CPE. In this regard, the committee unanimously agreed upon depending the requisite authority to exercise the [illegible] with respective departments for each programme. This would give a freedom to the departments to compile their information and course notes as required. In this regard, after approval of each item, it is suggested to submit such proceedings through the Dean of the respective departments following the Internal Financial Rule (IFR) 2017. It is also suggested that the heads of respective departments should be given freedom to use their own identity materials and prescribe their procedures. The Bursar and academic authorities may require certificates and material records to verify such procedures and other needs of necessary [illegible]