

Department Management Meeting 9/03/2020

Attendees:

Dr. Ahmed

Dr. Amalaki

Dr. Ugo

Dr. Gami

Dr. Chukwedebe

Prof. Anbueze

Meeting commenced @ 11:15am with a prayer by Prof. Anbueze.

The Ag. Director welcome all.

~~She said that the~~ project proposal

The Ag. Director said, he sent out memo on project proposal ~~only~~ so far she has only that of environment and polymer & textile. She urged other divisions to please submit by the end of the day. She informed that the project proposal will be used to draw time table for project review. She said once the proposal is made the mock seminar should commence and that Dr. Ahmed should chair the mock seminar presentation.

Assignment

Late on Friday, Achideme for the Division & Controller to the economy. She urged A & NAPPs to pls submit memo by end of work today for onward submission to the Ag. Dir. leave poster.

she informed that leave poster is out, and should be submitted by ~~start~~ 1st April.

Memo on late coming.

she informed that there is memo on late coming. Staff are expected to be on their duty post, & ensure that they did not come late.

as late coming & Absence is a punishable offence under the Civil Service rule

Departmental meeting

she suggested that the Departmental meeting be done once a month, preferable every 2nd Wednesday of the month by 11am she asked for the opinion of other members. Without any objection, the ^{new} meeting day was adopted.

Weighing balance in Lab 41

Dr. Sir, told ~~the~~ weighing balance ~~is~~ has been installed and ready for use.

Hand Sanitizer

she asked if the ~~was~~ gel type has been developed, and Dr. Iqbal informed that both the gel and the liquid one are also the gate for use.

Also, the Dr. Sir said hand sanitizer is not suppose to be at N*PPs ~~but~~ chemical technology. She sought for clarification on it. Dr. Iqbal said hand sanitizer not a project but an intervention by CFET for the institute, she informed directed that Dr. Ahmad should come up with a proposal on hand sanitizer and make it a project ~~at~~ for chemical Technology Division.

ADD

Dr. Ahmad Usmani

The meeting was @ 11:30am with a paper by Dr. S.A. Ajami

Departmental management meeting. 23/3/2020
Had a meeting with Ag. Dir. Head to hold with
Division head & Division heads to hold with the
members of their Division.

Its abt COVID-19. The decision taken follows.

- ACE & Clinic to work in Sydney.
- IT student, NYSC, interns send home till further
notice.
- Limited access to visitor. Restriction to meet
visitors at waiting room.
- Temperature Monitor,
 - To get water dispenser
 - Soap
 - Tissue
 - Hand Sanitizer.

Get order for
for the Department

Hand held thermometer.

- Self spacing/distance should be observed.
- Observed personal hygiene.
- Sick person shd be reported immediately.
- Limit contact.