

Item # 1 Reporting by VLE Committee Members

Action By

Dean QEC requested the committee members to share the current status of and problems, if any, being faced during execution of online classes. All the members presented their respective departmental reports. It was found that the status of online classes is satisfactory, and where there is problem it is being amicably handled and resolved.

Item # 2 CUST Portal Compliance Report

Every faculty member shared the status of the portal compliance based upon the report shared with them by VLE office. Portal compliance of Department of Computer Science, Department of Mathematics, Department of Management Science and Department of Electrical Engineering had pending data related to description part of few courses. Dean QEC asked individual member of the Department that the compliance should be completed 100% by today, to which each member agreed.

Member CS
Math, MS,
EE
Department

Item # 3 Assessment Mechanism

In discussion of the Assessment Mechanism, each member was of the opinion that due to the announcement of Mid Term exams the assessment mechanisms have been changed slightly. Weightage for quizzes and assignment have been reduced to accommodate for Mid Term Exam. All the members shared that quizzes and assignments are conducted on regular basis and proper guidance and support is provided to students if any problem related to its submission is faced. Few departments highlighted the issue of conducting Mid Term exam for FYP Part II, as many projects are based upon hardware design. Exams for hardware based project cannot be conducted online, therefore, departments will take a final decision in their departmental meetings.

Item # 4 Departmental Strategy to Increase Class Attendance

In discussion of the attendance status of students, members of all the departments were of the opinion that student's attendance of their respective departments is satisfactory. All of the members also highlighted the efforts their department is putting to increase student's attendance. It was further added that some departments have offered incentives in form of marks to students with high percentage of attendance. The committee members also deliberated upon the fact that the provision of proper counselling and alternative solutions to students from remote areas who are facing connectivity problem can increase attendance.

Item # 5 VLE Email

AD QEC members shared that the VLE Email has been created with address [vle@cust.edu.pk](mailto: vle@cust.edu.pk) to facilitate students for sharing of problems and feedback regarding online class. This email address was communicated to all the students of university by sharing it on the university website, social media networks and student app. Dean QEC requested all the members to ask the faculty members to verbally communicate this email to students in their classes. Further, it was shared that various complaints including connectivity issues, assignment/ quiz submission problems etc. are received from students. Student is acknowledged when the email is received. Head of Department of the concerned department is taken in loop, where required and all such complaints are resolved on priority basis. Data of all these emails is maintained for review.

Item # 6 Capacity Development for Online Classes

The committee members explained individually that to make the online classes more effective and to have learning favorable environment departments have organized various training sessions for their faculty members.

All
Committee
Members

Dean QEC added that short video tutorials for conducting online classes has been shared with all committee members via email. He asked each committee member to share it with all the faculty members of their respective departments as it would be quite helpful in conducting of smooth and effective classes.

Item # 7 Regulatory Authorities' Requirements

HEC Online Classes Policy and CUST Policy was shared in the committee. The members explained that the policies have been shared and discussed in detail within their departments.

Prepared By:

Approved By:

Umair Manzoor
Assistant Director QEC

Dr. Amir Qayyum
Professor/ Dean QEC