

Item # 1 Reporting by VLE Committee Members**Action By**

Dean QEC informed the members that a form for the weekly reporting of VLE Committee members has been created and uploaded on Microsoft Teams. This form will be weekly filled by all the committee members before the start of the meeting. Issues faced by the departments in the execution of online classes will be reported in this form.

All
Committee
Members

Some of the committee members shared the issues related to the uploading of students' attendance on university portal. Dean QEC suggested that the departments that are uploading attendance on university portal should discuss this issue in their departmental meeting, as this may disbar some students from final examination due to attendance shortage. Whereas, as per the university's policy, students will be facilitated if they have short attendance due to some valid reason.

Item # 2 Implementation of Recommendations Regarding VLE

All the members shared that the recommendations regarding VLE were circulated through email, and were discussed in departmental meeting. It was assured that all the recommendations are now being implemented in true letter and spirit.

Item # 3 CUST Portal Compliance Report

Dean QEC informed the committee that CUST Portal was randomly checked to confirm 100% compliance. He shared that a few anomalies were observed in some of the course details of Mechanical Engineering Department, and one course of Biosciences Department. He requested both the members to get the missing details uploaded at earliest. He also requested all the other committee members to re-check the course details of their respective departments to ensure 100% compliance.

All
Committee
Members

Item # 4 Status of Midterm One Hour Test

All the committee members shared that overall status is satisfactory for Midterm Exams. There were few problems, that were amicably solved internally by the department. Committee recommended that a makeup exam will be arranged for any student who couldn't take the midterm exam due to connectivity or electricity issue.

Item # 5 HEC Student Survey for Online Teaching

Dean QEC informed the committee members that an email has been received from HEC saying that a student survey should be conducted to assess the internet connectivity of students. He shared the survey form with the committee. The committee deliberated upon the methodology of survey conduction, and it was decided that the survey will be conducted on departmental level. All the departments will use the survey form (without changing its wording and sequence) to collect the data from students online. All the departments will submit the students' response in excel sheet to QEC before May 10, 2020.

All
Committee
Members

Item # 6 HEC Students Grievance Survey

Dean QEC shared that HEC has also instructed to conduct a Students Grievance Survey, but its deadline hasn't been shared. He said that this survey will be conducted after the Student Survey for Online Teaching. He added that the experience of first survey will help in execution of this survey.

Item # 7 Capacity Development for Online Classes

Dean QEC shared that a training session has been arranged for the faculty staff of CUST. He informed that Mr. Salman Ahmed, Lecturer CS Department will be the focal person of training on Microsoft Teams. He added that an email with the details of training session will be forwarded to all the committee members. He requested all the committee members to forward that email to all the faculty members of their respective departments.

All
Committee
Members

Item # 8 VLE Email

Assistant Director QEC informed the committee that so far 70 emails have been received from students at vle@cust.edu.pk. He informed that different issues pertaining to online classes were registered from students. He apprised that almost all of the complaints were addressed and their issues were resolved with the support from HoDs of various departments.

Prepared By:

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