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4th Meeting of Virtual Learning Environment (VLE) Monitoring Committee

Minutes of Meeting held on May 07, 2020

- The 4th meeting of Virtual Learning Environment (VLE) Monitoring Committee was held on Thursday, May 07, 2020 through Video Link.
- The following were present:
 - Dr. Amir Qayyum Dean QEC/ Convener
 - Dr. M. Tanvir Afzal Member, SE Department
 - Dr. Muhammad Tahir Member, EE Department
 - Dr. Salman Sagheer Warsi Member, ME Department
 - Dr. Shujaa Safdar Gardezi Member, CE Department
 - Dr. Abdul Basit Siddiqui Member, CS Department
 - Dr. Mahboob Alam Member, Pharmacy Department
 - Dr. Arshia Amin Butt Member, Biosciences Department
 - Dr. Lakhi Muhammad Member, MS Department
 - Mr. Amir Waqas Azhar Member, IT Department
 - Mr. Alamgir Khan Member, Library
 - Mr. Umair Manzoor Assistant Director, QEC/ Secretary
 - Mr. Muhammad Farhan Assistant Director, ORIC
- Professor Dr. Amir Qayyum, Dean QEC, chaired the meeting.
- The meeting started with the recitation from the Holy Quran by Dean QEC. He welcomed all the participants of the meeting. Subsequently, the following meeting agenda points were discussed: -

Item # 1 Reporting by VLE Committee Members

Action By

Dean QEC requested the committee members to share the current status of student problems, if any, being faced during execution of online classes. All the members presented their respective departmental reports. Almost all of the members highlighted decrease in class attendance after the Mid Term exam. It was shared that this decrease in attendance is because of two reasons i.e., Ramzan and end of Mid Terms. It was also pointed that students are facing difficulty in attending the 8:00 AM class. Dean QEC suggested that with the approval of HoD, and if there is no class clash of students, the 8:00 AM class may be shifted at 9:00 AM to increase student's attendance.s

All
Committee
Members

All the committee members shared that Midterms have been conducted smoothly and as per schedule. Students who could not give their midterm due to internet connectivity problem were dealt amicably and Mid Term for those students was rescheduled.

Dean QEC asked the committee members to discuss strategy of Internships and Survey Camp (for CE department) in their respective departments. He further added that the same would be discussed in the next VLE monitoring committee meeting.

All
Committee
Members

Item # 2 CUST Portal Compliance Report

The portal compliance of all the departments was found complete and satisfactory.

Item # 3 Status of HEC Student Survey for Internet Connectivity

Dean QEC asked the committee members about the status of HEC students Survey for Internet Connectivity. He also requested the members that deadline for its submission to VLE committee is May 10, 2020. All the members shared that survey is in progress and about 80% students have responded, while efforts are being done to have maximum response from students. They also ensured that the survey forms will be submitted to VLE committee within due time.

All
Committee
Members

Item # 4 Capacity Development for Online Classes

Dean QEC informed the committee members that a training session for faculty members was conducted, to which overwhelming response was observed. Around 90 participants including senior and junior faculty members participated. He said that another training in this regard has been planned on Wednesday May 14, 2020. Dean QEC requested all the members to make sure maximum faculty members are available for the training session.

Item # 5 Evaluation of Assessment Mechanisms

Dean QEC briefed the committee members that in the light of the current situation due to COVID-19 pandemic, assessment mechanisms (for quizzes, assignments and exams) have been changed. Consequently, new mechanisms have replaced the standard assessment mechanisms. He asked the committee members to put forward their suggestions and experience. Following strategies were discussed:

- Exams can be divided into different sections, with students distributed into these section. Each group of students should have different sections to solve at one time.
- To conduct handwritten exam and upload the solution in a stipulated time.
- In order to make the assessment more effective, parameters of numerical problems may be replaced with registration number of the student, so that every student solves a different problem.
- Students can be asked the application of knowledge, and hence being assessed based upon their understanding.
- Handwritten exams can be followed by a viva in which students should be asked about how they have solved the problem. Division of handwritten and viva marks can be set according to the situation.
- Student may be allowed to send his/ her exam through email or WhatsApp, if he/ she is facing problem in uploading the document on Microsoft Teams within the due time.
- It may be taken care that the time for examination is enough for students to solve it completely.

Dean QEC asked committee members to communicate to respective departments to ensure that time for examination is enough for paper to be solved easily. He further added that departments should emphasize on efforts to ensure the integrity and fair assessment of the exams.

All
Committee
Members

Item # 6 HEC Online Teaching Policy

It will be discussed in the next meeting.

Prepared By:

Approved By:

Umair Manzoor
Assistant Director QEC

Dr. Amir Qayyum
Professor/ Dean QEC