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5th Meeting of Virtual Learning Environment (VLE) Monitoring Committee

Minutes of Meeting held on May 14, 2020

- The 5th meeting of Virtual Learning Environment (VLE) Monitoring Committee was held on Thursday, May 14, 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 all the committee members to share any issue observed in online classes of their respective departments. It was observed that class attendance has been improved, that decreased after midterm exams. All the committee members shared that HEC Online Survey has been conducted successfully within their respective departments and the survey form has been submitted. It was shared that students participated actively and with a good percentage in the survey.

The members reported that student's emails received regarding their issues in online classes and exams were dealt amicably and facilitated to solve their issues. Dr. Tanvir Afzal pointed out that few cheating cases were caught in SE department that have been reported to the Controller of Examination office.

Dr. Arshia Amin pointed out the difficulty faced by their departmental students in FYP-II. She shared that department is working to solve the issue affably.

Item # 2 HEC Students Grievance Survey

The committee deliberated upon the methodology of HEC Student Grievance Survey. It was decided that the complaints received at university's official email address vle@cust.edu.pk will be submitted to HEC in this regard. This email address was created to receive and address the complaints and grievances of students during their online classes. A good number of emails have been received so far, therefore, grievances shared in these emails may be summarized and tabulated. It was agreed that the same tabulated summary may be shared with HEC.

Item # 3 Capacity Development for Online Classes

Dean QEC apprised the committee that a series of trainings have been started for faculty members to make the online teaching more effective. In this regard two webinars for faculty training have been conducted successfully. He further added that third webinar is being scheduled on Wednesday at 2:30 PM by Dr. Sabahat Haqqani, Assistant Professor Department of Management Sciences.

All
Committee
Members

Dean QEC requested all members to assure that maximum faculty members are available for the training session

Item # 4 Assessment Mechanisms

Dean QEC briefed the committee members that assessment mechanism was discussed in detail in 4th VLE committee meeting. He requested the committee members to emphasize in their respective departments to practice the online assessment mechanism in true letter and spirit.

All
Committee
Members

Item # 5 Student Internships

Dean QEC requested the committee members to share departmental plan for student internships and survey camp (for CE department) under the current situation due to COVID-19. The committee members shared that due to current lockdown situation of the country, it will be challenging to assure internships for all students, therefore, the department is looking for alternate options to conduct these internships. Dr. Salman Warsi, member ME department shared that the department is working on supervised internships, under supervision of faculty for 08 weeks, especially for students of 8th semester students. Dr. Tahir shared that EE Department is planning to cover the lab hands-on portion by providing 08 weeks' rigorous assignment to students, the students will be responsible to submit a final report followed by a viva. Dr. Shuja Safdar, Member CE department shared that a proper subject for internship is under discussion in the department.

Item # 4 HEC Online Teaching Policy

The HEC online teaching policy was discussed comprehensively point by point. It was observed that the HEC policy is already being followed and implemented in true letter and spirit at the university.

Prepared By:

Approved By:

Umair Manzoor
Assistant Director QEC

Dr. Amir Qayyum
Professor/ Dean QEC