



Capital University of Science and Technology

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20th Meeting Academic Council

Minutes of the Meeting held on May 23, 2020

- The 20th meeting of Academic Council, CUST was held on Saturday, the 23rd May, 2020 at 11.00 am through Video Link.
- Professor Dr. M. Mansoor Ahmed, Vice Chancellor, presided the meeting.
- The following were present in the meeting:

The following members were available in the meeting through Video Link:-

• Dr. M. Abdul Qadir	Dean FoC	Member
• Dr. Imtiaz A. Taj	Dean FoE	Member
• Dr. Arshad Hassan	Dean FMSS	Member
• Dr. Amir Qayyum	Dean QEC	Member
• Dr. Nayyer Masood Dar	HoD CS	Member
• Dr. Aamer Nadeem	HoP SE	Member
• Dr. Mohammad Sagheer	HoD Math	Member
• Dr. Ishtiaq Hassan	HoD CE	Member
• Dr. Noor M. Khan	HoD EE	Member
• Dr. M. Mahabat Khan	HoD ME	Member
• Dr. Sahar Fazal	HoD BI & BS	Member
• Dr. Mueen Aizaz Zafar	HoD MS	Member
• Dr. Muzaffar Abbas	HoD Pharmacy	Member
• Dr. Fazal ur Rehman	Professor, EE	Member
• Dr. Mazhar Iqbal	Professor, MS	Member
• Dr. Shaukat Iqbal Malik	Professor, BI & BS	Member
• Dr. Majid Ali	Professor, CE	Member
• Dr. Ansir Ali Rajput	Associate Professor, MS	Member
• Dr. Shafqat Hussain	Associate. Prof., Math	Member
• Dr. Mahboob Alam	Assistant Prof, Pharmacy	Member
• Dr. M. Masroor Ahmed	Assistant Prof. CS	Member
• Malik Arshad Mahmood	Registrar	Member
• Mr. Hassan Mahmood Awan	CoE	Member

- The meeting started with recitation from the Holy Quran by Dr. M. Mansoor Ahmed.
- The Vice Chancellor welcomed the members of the Academic Council and expressed gratitude to them for their

attendance/presence in the 20th meeting of the Academic Council of the CUST. The Vice Chancellor informed the members that this special meeting of Academic Council is convened to consider the HEC guidelines on Examinations and Assessment and to chalkout plan to conduct online examinations for Spring-2020 semester.

- The Vice Chancellor appreciated continuous efforts of faculty and staff to adapt courses and teach remotely very efficiently and effectively. The University management recognize that this academic environment is challenging requiring flexibility and patience from all of us. The University continuous to plan for the future to ensure we serve our students and community as well both in this semester and throughout upcoming recovery and rebuilding after COVID-19.
- Subsequently, the Council deliberated upon different items at length and took following decisions:-

Item #1 Review of the last meeting minutes

- 1.1 The Council reviewed the last minutes of the meeting of Academic Council held on 20-04-2020 and confirmed the same.

Item #2 Extension in Spring-2020 semester by one week

- 2.1 It was apprised to the Council that there is a proposal regarding the extension of one week in Spring-2020 semester. In this backdrop, the Council observed that 8th July, 2020 is the grade notification date of Spring-2020. The Summer-2020 will start on 13th July, 2020. Subsequently, Summer will be closed on 8th September, 2020 and Fall-2020 semester will begin on 14th September. Therefore, it is very difficult to extend the current semester.
- 2.2 It was added by the Dr. Arshad Hassan, Dean FMSS that we have already consumed the Sports Week for classes. He said that there is very less chances of short classes in any department. Therefore, we should conclude our Spring-2020 semester as per announced Academic Calendar.
- 2.3 Dr. M. Abdul Qadir, Dean FoC and Dr. Nayyer Masood, HoD CS also endorsed the opinion of Dr. Arshad Hassan. Dr. Nayyer said that there is very less chances of any short classes, however, if we observe any short class, department will manage it locally. Furthermore, Dr. Nayyer pointed out that we have observed that Course Contents are not fully covered due to the Ramzan and Online Classes. Therefore, Council may consider and allow us to have extra classes where required, in order to cover the maximum level of course contents locally.

- 2.4 Dean FoE & HoD EE, ME and CE also agreed with the opinion that we should stick with the announced Academic Calendar and department may arrange extra classes where it is required.
- 2.5 It was decided by the Council that we should conclude Spring-2020 semester as per announced Academic Calendar. All departments and instructors are allowed to arrange extra classes in order to cover the maximum course contents, if required.

Item #3 Adoption of HEC COVID-19 Policy Guidelines No. 6 regarding Assessment and Examination

- 3.1 The HEC COVID-19 Policy Guidelines No. 6, regarding the Assessment and Examination, came under the detailed discussion of the Council. The salient features of the policy are as under:-
- a. **No Promotion Without Assessment:** Students shall not be promoted without conducting any form of assessment, based merely on their past performance. Examinations and assessments are an integral part of the teaching process, and attempts to eliminate assessment will have a detrimental impact on the quality of education and student achievement.
 - b. The policy after detailed deliberation was adopted by the Academic Council as proposed by the HEC.
 - c. **Semester Not to be Wasted:** As a general matter, an effort should be made to complete the Corona-affected semester within (or soon after) the time period originally stipulated. This principle is appropriate where there had been meaningful teaching and instruction provided to students during the semester. In cases where instruction has been sporadic and overall deficient, credit shall not be provided for the course merely based on a final assessment. The Academic Council supported the idea and checked the readiness of all the courses offered by the University under Online Education System and the same were approved. The detail of the courses are available at **Annex-A**.
 - d. **Consideration of Pass/Fail:** Where a University administration feels that because of the prevailing situation it is difficult to undertake a sophisticated evaluation of students' performance, it should give a choice to the students to opt for a pass/fail grade instead of a letter grade. In this case, the GPA of a passing student will not be affected. This is of course a less sophisticated metric, more suitable for evaluation

under conditions of limited information. Students who wish to receive a letter grade (presumably in order to improve their overall GPA) should not be forced to opt for a pass/ fail grade; rather, they may be required to undertake additional testing to collect the information needed to assign a letter grade.

- e. **Prevention of Cheating, Unpermitted Collaboration and Plagiarism:** These are problems even under normal circumstances, but may pose special challenges under the current context when students will be assessed without meaningful possibility of oversight or proctoring. The announced policy should be sensitive to this in two ways. First, an attempt should be made to forcefully reiterate to students the importance of academic honesty and the costs associated with engaging in dishonest conduct. Second, university leadership and faculty must ensure that the assessment methodologies employed are ones that do not encourage dishonest conduct (see Section 4 below for helpful guidelines in this regard).
- f. **To the Extent Possible, Use the same method of Assessment for students in a Course:** This would be preferable to maintain fair standards and objectivity. However, as stated in Section 5(c) below, this may not always be possible owing to the unique situation faced by a student, in which case (under limited situations) this principle may be relaxed.
- g. **Grievance Mechanism:** The publicly announced assessment policy shall include a grievance mechanism for students who face special difficulties. While a focal person may be designated, at least a three-member committee (comprising at least one faculty member and one member of the senior administration) shall be constituted to consider the complaints. The policy shall clearly provide the mechanism to file a complaint with the committee, and stipulate a timeline (of no more than one week) to respond to such grievances. The HEC may also set up an appellate system to follow up on the complaints of students whose cases remain unresolved.

- 3.2 In was resolved by the Academic Council to adopt the HEC COVID-19 Policy Guidelines No. 6 for implementation at CUST. In pursuance of the guidelines given by the HEC, the Academic Council of CUST has constituted the following Grievance Committee, in order to address the problems and difficulties faced by the students:-

Sr. No.	Name	Member
1.	Dr. Mueen Aizaz Zafar Professor/HoD MS	Convener
2.	Concerned HoD	Member
3.	Director Student Affairs	Member
4.	Controller of Examinations	Member

3.4 It was apprised to the Council that HEC proposed following three different Approaches for Assessment:-

- a. Open Book Exams
- b. End of Written Work
- c. Oral Exams and Presentations

3.5 The Academic Council finalized the following policy for the Final Online Examination and Assessment for Spring-2020 semesters:-

- i. The CUST will adopt the Option 'A' Open Book Exam of two hours duration. Student should submit his paper within one hour after the completion of exam time.
- ii. Exams will be held as per the announced datesheet of Spring-2020 semester.
- iii. The department has the liberty to conduct the paper in two parts or in one part.
- iv. In order to meet the requirements of University Portal, Exam should have 4 sections and each section carry 10 marks.
- v. If student is unable to submit his paper due to some problems within given time, then department will assess and allow the student extra time as a special case.
- vi. Clashes will be resolved in advance and Head of Departments will be informed.
- vii. In case instructor observes any kind of cheating, he/she can contact with the student within 72 hours for clarification.

CoE

Undergraduate Labs:

- i. It was advised to the respective Deans to conduct meeting with their HoDs and chalkout a plan for the experimental arrangements for the final year students and all other batches of their respective degree programs. The Deans will submit their proposal to the Vice Chancellor Secretariat in due course of time.
- 3.6 It was also decided by the Academic Council that all those students who are fee defaulter shall not be allowed to sit in the Final Examination of Spring-2020 Semester. Any other default would be decided by the department case to case. Attendance defaulter will never be considered in this semester.
- 3.7 Dr. Arshad Hassan, Dean FMSS apprised the Council that two students of BS Psychology had not submitted their midterm examination. Our department contacted them and asked them to submit their midterm exam. It was informed by the students that they lived in Kashmir near to India Pakistan Border and they don't have the access of internet that is why they are unable to submit their midterm exam.
- 3.8 The Council after detailed discussion, it was advised to the Dean FMSS to freeze the semester of above mentioned students of BS Psychology program and their fee should be carried forward in the next semester. It was further decided by the Academic Council that all department should ensure that any student who have genuine electricity and connectivity problems and he/she wants semester break. All such genuine students should be give semester freeze and semester freeze fee should not be charged. All HoDs
- 3.9 Dr. Noor apprised the Council that a student of BS Electrical Engineering got infected with COVID-19 Virus and did not submit his midterm examination during exams days. He added that as a special case we have conducted his paper later on with the permission of Vice Chancellor. He said that they are expecting such kind of cases in final examination as well.
- 3.10 The Council resolved that the cases of student's facing medical problems will be discussed and decided by the Vice Chancellor and Director Students Affairs. Director SA
- 3.11 The VC advised all HoDs to that such kind of special students who got any special treatment should be documented and a letter for permission/approval may be sent to the Vice Chancellor Secretariat. Documentary proof may also be placed on the website under the Capital Online tab. All HoDs

Item #4 Status of Pharmacy Spring-2020 Semester

- 4.1 The HoD Pharmacy briefed to the Council that the Spring-2020 semester has been started on March 30, 2020 for Pharm-D program of CUST. Midterm exams of Labs have been conducted and exam of theory courses will be held after Eid. Required quizzes and assignments have already been uploaded on the portal. The HoD informed the Council that we have 4 courses which have the Labs, therefore, required permission to allow the students to come University to complete the practical work.
- 4.2 It was advised to the HoD Pharmacy to place his proposal regarding the Lab Experiment work of Students in the meeting department meeting which will convene by the Dean. After deliberation in the light of Government and HEC guidelines, prepare a proposal and submit to the Vice Chancellor Secretariat.

HoD
Pharmacy

Item #5 Adoption of HEC MS/PhD Assessment Policy

- 5.1 The Director Graduate Studies (DGS) briefed the Council that during Fall-19 and Spring-2020, 102 MS thesis were received, 100 MS defense have been conducted so far. 30 results have been sent to the CoE. He further briefed to the Council that on the instructions of Vice Chancellor, so far 49 MS defense are carried out through Video Link.
- 5.2 The progress report given by the DGS was found satisfactory. The efforts made by the Graduate Office were appreciated. It was further decided by the Council that in future we should have to invite the relevant external examiners from other cities of the country and abroad to participate in the defense through video link.
- 5.3 It was apprised to the Council that in order to have examiners remotely, University required some special arrangements i.e; a dedicated room for video conferencing, high speed internet and high definition camera etc.
- 5.4 In this backdrop, Dr. Nayyer was requested to prepare a proposal and submit before the next meeting of the Academic Council.
- 5.5 Policy given by the HEC for MS/PhD Assessment Mechanism was also came under the consideration of the Academic Council of CUST. After detailed evaluation and discussion, it has been noted that the CUST announced policy is 100% complied with HEC policy.

DGS

HoD CS

DGS

Item #6 Waiver of Mandatory Admission Test Requirement for Fall-2020 Admissions

- 6.1 It was apprised to the Council that as per out announced regulations, Admission Test is mandatory for all program. However, in the current pandemic situation, the Government waive off the examinations of 2nd year for FSc students and ask the Universities to admit the students on the basis of 1st year result. In this backdrop, a proposal has been floated that we should allow the applicants for one time waiver during this Pandemic situation in the country.
- 6.2 It was decided by the Council that Undergraduate and Master students will be admitted on the basis of their previous credentials. However, an online interview through video link should be conducted for the applicants of PhD programs.
- 6.3 Dr. M. Abdul Qadir, Dean FoC apprised to the Council that Computing Council decided that the students of Medical and Bio are allowed to admit in the Computer Science and Software Engineering program along with extra 6 Cr. Hours.
- 6.4 The Council considered and debated on the proposal of Dean FoC and it was advised to the HoD CS to prepare a roadmap and other requirements that how can these students will admitted and move in their degree program. The proposal present before the next meeting of Academic Council.

Director
Admissions

HoD CS

The meeting ended with a vote of thanks to the Chair.

Malik Arshad Mahmood
Registrar

Prof. Dr. Muhammad Mansoor Ahmed
Vice Chancellor