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6th Meeting of Virtual Learning Environment (VLE) Monitoring Committee

Minutes of Meeting held on May 21, 2020

- The 6th 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. Muhammad Sagheer, DSA Member
 - 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
 - Dr. Dure Shehwar Member, Math Department
 - Mr. Amir Waqas Azhar Member, IT Department
 - Mr. Alamgir Khan Member, Library
 - Mr. Umair Manzoor Assistant Director, QEC/ Secretary
- 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 briefly share any issue observed in online classes of their respective Departments. All the committee members shared that the online classes are being held smoothly and no big issue is observed.

All
Committee
Members

The members reported that student's emails received regarding their issues in online classes and exams were dealt amicably and facilitated case to case. Dr. Tahir Awan apprised that capacity building tutorials were arranged for student by the Department. Dr. Mahboob Alam shared that MidTerm exam of Pharmacy students is in progress and held online as per university policy.

After a deliberate and comprehensive discussion, the committee decided that students who have failed to submit their semester fee within the stipulated time and being removed from their respective courses will not be added to the class until clearance of their dues.

Item # 2 Assessment Mechanisms

Dean QEC briefed the committee members that assessment mechanism was discussed in detail in 4th VLE committee meeting. He asked the committee members to emphasize in their respective Departments to practice the online assessment mechanism rigorously.

He further added that it is more likely that the final exam will be held online therefore, teacher should ensure an exam which would result in fair assessment of students. Dean QEC asked each committee member to emphasize in their departmental meeting on maintaining the integrity of exam by following best practices. Dr. M. Sagheer also endorsed the suggestion of Dean QEC and said that teacher should do their best to reduce cheating and have fair assessment.

All
Committee
Members

Item # 3 Capacity Development for Online Classes

Dean QEC informed committee members that QEC has started chain of trainings for faculty members to make the online teaching more effective and interactive. In this regard three webinars for faculty training have been conducted successfully. He asked opinion of VLE members to share their suggestion for opportunity of improvement in future, he also asked them to share a topic of interest via email to vle@cust.edu.pk.

All
Committee
Members

Item # 4 Student Internships/Survey Policy

Dean QEC requested the committee members to share departmental plan for student internships and survey camp (if any) under current situation of the country. Dean QEC briefed that Department should decide mechanism of Internship specially for final year students and students whose degrees have

All
Committee
Members

exceeded 04 years. The committee members shared that due to current lockdown situation of the country it is hard to have internships for students, therefore, the Department is looking for alternate options to conduct these internships amicably.

Dr. Tahir Awan shared that Department is working on engaging various companies for student internships. Dr. Salman Sagheer said that the department has identified 15 students who are graduating and their internship is missing, for these students an 08 weeks' internship proposal is being finalized by the department and will be submitted to higher authority of the University for approval. Dean QEC added that it should be made sure that the proposal in line with the PEC guidelines. Dr. Shuja Safdar briefed that guidelines are finalized regarding student internships and survey camp in a detailed meeting with Dean FoE. Internships have been divided into three Tiers.

All
Committee
Members

- a. Tier 1: Students will be asked to arrange internships on their own in organizations easily accessible to them
- b. Tier 2: Department will arrange online internships for students in various organization
- c. Tier 3: Student left after Tier 1 & Tier 2 will be adjusted for internships in winter break or next academic year.

Dr. Shuja further added that as survey camps are conducted in remote areas therefore, it will be arranged in winter break if the situation gets better. If the current situation prevails than the survey camp will be delayed to next academic year.

Item # 5 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.

While discussing about CUST digital library, Librarian CUST briefed that CUST digital library will be fully functional after 29th May, 2020 (Eid Break).

Being no further item for discussion the meeting was adjourned with a vote of thanks to the chair and participants.

Prepared By:

Approved By:

Umair Manzoor
Assistant Director QEC

Dr. Amir Qayyum
Professor/ Dean QEC