



Capital University of Science and Technology

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7th Meeting of Virtual Learning Environment (VLE) Monitoring Committee

Minutes of Meeting held on June 04, 2020

- The 7th meeting of Virtual Learning Environment (VLE) Monitoring Committee was held on Thursday, June 04, 2020 through Video Link.
- The following were present:
 - Dr. Amir Qayyum Dean QEC/ Convener
 - Dr. Muhammad Sagheer, DSA Member
 - Dr. Nadeem Anjum 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
 - 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 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. During discussion the committee members raised the point that students are removed from online classes due to excess number of absentees. The committee members deliberated upon this issue and also discussed it with Mr. Ahsan, Deputy Registrar, CUST. It was found out that student's portal of those students who have more than 08 absentees is being blocked while the MS Teams account remains instated. Dr. Sagheer added that Deputy Registrar office should discuss and address this point with higher authorities.

Mr. Ahsan
(Deputy
Registrar)

Item # 2 HEC Guidance Policy No. 06 on Assessment and Examinations

The HEC Guidance Policy No. 06 on Assessment and Examinations was discussed comprehensively and point by point. Dean QEC briefed the committee members that CUST will adopt HEC Guidance Policy No. 06 on Assessment and Examinations as approved in 20th Academic Council meeting, held on May 23, 2020. The salient features of the policy are as:

- 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

Dean QEC further added that a four-member grievance committee has been constituted by the Academic Council in pursuance to the guidelines given by HEC, in order to address the problems and difficulties faced by students.

Dr. Shuja Safdar suggested that support to the faculty members should be provided by the University in conduction of exam, Dean QEC agreed to the suggestion and said that the point will be discussed with the higher Authorities.

Dean QEC

Dean QEC requested all committee members and asked them to ensure that the VLE proceedings are shared in their departmental meetings. He also requested all members to share in detail the CUST online assessment and examination policy as approved in academic council at their departmental meetings.

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 four webinars for faculty training have been conducted successfully. He further added that fifth webinar by Dr. Irfan Anjum Manarvi, Professor, Department of Mechanical Engineering is scheduled on June 05, 2020.

All
Committee
Members

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

Item # 3 PEC Online Teaching Policy

Pended.

Prepared By:

Approved By:

Umair Manzoor
Assistant Director QEC

Dr. Amir Qayyum
Professor/ Dean QEC