



Capital University of Science and Technology

Islamabad Expressway, Kahuta Road, Zone-V, Islamabad

Phone: +92 51 111 555 666, Fax: 92 51 4486705

Email: info@cust.edu.pk, Website: <http://www.cust.edu.pk>

10th Meeting of Virtual Learning Environment (VLE) Monitoring Committee

Minutes of Meeting held on July 16, 2020

- The 10th meeting of Virtual Learning Environment (VLE) Monitoring Committee was held on Thursday, July 16, 2020 through Video Link.
- The following were present:
 - Dr. Amir Qayyum Dean QEC/ Convener
 - Dr. M. Sagheer Director, Student Affairs
 - Dr. Muhammad Tahir Member, EE Department
 - Dr. Dur-e-Shehwar Sagheer Member, Math Department
 - Dr. Abdul Basit Siddiqui Member, CS Department
 - Dr. Nadeem Anjum Member, SE Department
 - Dr. Mahboob Alam Member, Pharmacy Department
 - Dr. Arshia Amin Butt Member, Biosciences Department
 - Dr. Lakhi Muhammad Member, MS Department
 - Mr. Alamgir Khan Member, Library
 - Mr. Umair Manzoor Assistant Director, QEC/ Secretary
- Professor Dr. Amir Qayyum, Dean QEC, chaired the meeting.
- Dr. S. Shujaa Safdar, Dr. Salman Sagheer Warsi and Mr. Amir Waqas Azhar couldn't attend 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: -

Action By

Item # 1 Suggestions for Summer Semester

Dean QEC requested the committee members to share their suggestions that can help in further improvement of classes for Summer-2020 semester. All the members presented their suggestions, that are summarized below:

- a) Student class participation should be given special attention. Departments can formulate strategies to improve students class participation. Capacity building sessions for students in this regard can also help motivate students to actively participate in class.
- b) Assessment can be further improved by using some strategies. Midterm and final term examinations' assessments can be further enhanced if students are asked to use camera and mic during exams. Viva can be conducted where required.

Item # 2 Suggestions for Reopening of University

Dean QEC shared that HEC has allowed universities to take decisions for reopening of universities according to their own circumstances, taking into consideration the SOPs to avoid spread of COVID-19. He requested all the committee members to share their suggestions that how students should be called to university, so that there is a minimal chance of corona spread. Further, he requested that all members should bring suggestions from their respective departments in this regard in the next meeting. Following suggestions were shared by the members:

All
Members

- a) Students can be divided in two groups. One day, students of Group 1 can take on campus classes, and the Group 2 will take online classes. The next day, it is swapped, Group 2 will take on campus classes and Group 1 will take online classes from their homes. This will help reduce the strength of students in campus.
- b) Class Sections can be further divided into sub-sections to reduce the strength of class.
- c) Course instructors can be asked to provide the contents that can be effectively taught online. Such contents can be covered through online classes, whereas, the contents that are difficult to be taught online and need physical presence of students in class can be taught on-campus. Online option should be available for all the students. So that, if any student feels that he/ she has low immune level, or can't live in hostel, they may cover their course through online classes.
- d) Students can be called to campus department-wise. For one day, students of not more than 3 or 4 departments may come to campus for their classes. Further, to reduce the strength of students, courses of social sciences subjects can be taught online.

- e) Classes can be arranged in two shifts. One shift of students will take their classes between 08:00 a.m. and 01:00 p.m. and the second shift of students will take their classes between 01:30 p.m. and 06:30 p.m.
- f) Section size should be reduced to a maximum of 24 students, rather than dividing students in two classrooms, one group sitting in front of course instructor, and the other attending the lecture online in other classroom. Such setting will create discomfort among students, who are in the other classroom attending the lecture online.
- g) Students of first semester need special attention for effective learning, and skills development. Similarly, students from the last semester also need to use labs for their final year projects and other research activities, and need frequent meetings with their supervisors. These students from the first and last semester only should be called for on campus classes. Rest of the students may continue to take online classes.
- h) Guidelines of Regulatory Authorities' should be given special attention. University must have an effective plan against Regulatory Authority's decision if any student is found COVID positive within campus. If mishandled, this may bring a bad name to the university.

Item # 3 Weekly Feedback Report

Dean QEC requested that all the committee members who are having classes for Summer semester in their departments should regularly give their weekly report. All Members

Prepared By:

Approved By:

Umair Manzoor
Assistant Director QEC

Dr. Amir Qayyum
Professor/ Dean QEC