



Capital University of Science and Technology

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21st Meeting Academic Council

Minutes of the Meeting held on June 08, 2020

- The 21st meeting of Academic Council, CUST was held on Monday, the 8th June, 2020 at 11.00 am in Conference Room, D-Block.
- Professor Dr. M. Mansoor Ahmed, Vice Chancellor, presided the meeting.
- The following were present in the meeting:

• 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. Mohammad Sagheer	HoD Math	Member
• Dr. Aamer Nadeem	HoP SE	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. 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 Awan	COE	Member

- The meeting started with recitation from the Holy Quran by Dr. M. Mansoor Ahmed.
- Dr. Mazhar Iqbal, Professor, MS could not attend the meeting due to his class. Dr. Ishtiaq Hassan also could not attend the meeting as he got infected with Corona Virus.
- Mr. Saqib Naveed, Director Admissions also attended the meeting in order to explain the matters pertaining to his office/department.

- The Vice Chancellor welcomed the members of the Academic Council and expressed gratitude to them for their attendance/presence in the 21st meeting of the Academic Council of the CUST. The Vice Chancellor informed the members of the Council that this meeting is convened in continuation of previous one to finalize the conduct of Examinations and Assessment for Online Examinations of Spring-2020 semester.
- 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 23-05-2020 and confirmed the same with some additions/alterations as mentioned below:-
- 1.2 The HEC COVID-19 Policy Guidelines No. 6, regarding the Assessment and Examinations, came under the detailed discussion of the Council. The salient features of the policy are as under:-

#	HEC Policy	University Action
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.	The University is in compliance with the guidelines of HEC. It is resolved by the Council that as per its published policy and in compliance to HEC guidelines there shall be no promotion without assessment.
b	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.	University has established Virtual Learning Environment (VLE) after meeting all the codal formalities to ensure that the semester should not be wasted and there should be no compromise on the quality of education.
c	Consideration of Pass/Fail: Where a University administration feels that because of the prevailing situation it is difficult to undertake a sophisticated	The University rules are well defined and the University is fully satisfied with the evaluation of student's performance. Therefore, the University is not going to

	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.	the option Pass/Fail grade. As such, the CUST will stick on prevailing grading policy and in case where there is pending lab work I grade shall be awarded.
d	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).	The guidelines given by the HEC are adopted by the University. The concerned HoD will ensure that the cheating part is not there during the conduct of Online Examinations. Following measures should be taken:- <ul style="list-style-type: none"> i. Multiple Papers ii. Reshuffling of questions iii. Variables definition link with student's registration iv. Keeping the student online for the entire duration of the paper
e	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	The points suggested by the HEC were debated at length and it was decided that a uniform assessment policy as already in practice in the University, shall be adopted by all faculty. The Dean of the faculty will ensure that all of its program/courses shall have a uniform assessment policy and the same shall be published on the University portal for student's information.
f	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	The University has announced the assessment policy including grievance mechanism for students who face special difficulties. The Academic Council has approved a Grievance Committee in order to address the problems and difficulties being faced by the students. The Academic Council has also approved the name of COE as Focal Person to deal with the students difficulties and he will also act as secretary of the Grievance Committee.

	students whose cases remain unresolved.	
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Item No. 5(5.4) The Academic Council resolved that Dr. Nayyer Masood HoD CS who was requested to prepare a proposal regarding special arrangement for video conferencing room, should prepare his proposal ready and present in the next 22nd meeting of Academic Council. HoD CS

Item No. 6(6.4) The decision recorded under this item was revised. The Chair informed the Council that the road map prepared by the Dean/HoD CS was discussed. It was resolved that the students of pre-medical will be allowed to take admission in CS. HoD CS

The Academic Council approved the proposal.

Item #2 Final Examination Spring-2020

2.1 The date sheet for the Final Examinations Spring-2020 came under the detailed discussion of the Academic Council including all modalities and problems. After hectic discussion and having opinion of all members, the Council took the following unanimous decisions:- CoE

- i. The University will stick with the published date sheet.
- ii. The instructors of relevant courses will be available during the conduct of examinations.
- iii. Micro problems will be solved at spot.
- iv. Final instructions regarding conduct of Final Examinations Spring-2020 will be issued by the COE by next Monday, the 15th June, 2020 4 pm.

2.2 **Labs and Final Year Project (FYP) Evaluation (FOE):**

The Dean FoE presented the proceedings of a meeting of all HoDs held on May 29, 2020 tasked in 20th Academic Council regarding the assessment and evaluation if labs and final year projects especially the psychomotor part in the wake of current COVID-19 situation.

2.3 During the course of discussion, Dr. Imtiaz A. Taj, Dean FOE informed the Council that a meeting to chalkout plan/guidelines for the labs and final year projects for Engineering domain students was held at PEC. The outcome of meeting has yet to be notified by the PEC for the guidance of Universities. Therefore, he suggested that in view of the present situation of COVID-19 in the country as the students have to attend this examination from the remote areas, we should wait for the issuance of guidelines from the PEC. After

receipt of instructions/guidelines of PEC, we should decide accordingly. Till such time, we should pend this agenda item.

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| 2.4 | The Council after having been briefed by the Dean FoE and other members of the Academic Council, resolved to pend this agenda item till the receipt of instructions/guidelines from the PEC. | Dean FoE |
| 2.5 | The Labs and Final Year examinations of all other departments viz Faculty of Computing and Biosciences/Bioinformatics also came under the discussion of the Council. All members of the Council were given an opportunity to express his/her views. | |
| 2.6 | Based on the opinion of all members of the Council, it was resolved that we should wait for the guidance from the Computing Council in this regard. In case, no instructions are received from the Computing Council, the University should go for online examinations. | Dean FoC |

Item #3 Approval of Minutes of the meeting – BOF, FOE

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| 3.1 | Dean FoE presented the following minutes of the BOF and BOS details of which are given hereunder:-

<div style="margin-left: 40px;"> i. Minutes of meeting of BoS, Civil Engineering held on 22-01-2020
 ii. Minutes of BoS, Mechanical Engineering held on 11-02-2020
 iii. Minutes of BoS, Electrical Engineering held on 21-02-2020 </div> | |
| 3.2 | After detailed briefing, the Dean FoE requested the Council to approve the above minutes. The Council approved the same. | All HoDs |
| 3.4 | The HoD EE apprised the Council that half of curriculum of EE along with its respective CLOs was revised which may be approved by the Council. | |
| 3.5 | The Council reviewed the revisions in the course contents as well as in their CLOs and approved the same as at Annex-A . | HoD EE |
| 3.6 | The HoD EE requested the Council to approve the remaining curriculum of EE in anticipation. The Council agreed to it. | |
| 3.7 | The Chair advised that CLOs may be given to Mr. Rehan Pervaiz, Assistant Registrar for placing them on the website and for revision in the prospectus. A notification in this regards may also be issued by the Office of the Registrar. | Mr. Rehan Pervaiz |
| 3.8 | The Dean FoE also presented the Principle of Digital Communication as the pre-requisite course of another | Dean FoE |

Graduate Course Advanced Digital Communication which was also approved by the Council.

- 3.9 The Council also advised that in future a proper summary of the minutes of BOS and BOF may be prepared and placed before the Council for the approval instead of minutes of the meetings. All Deans and HoDs

Item #4 Generic Discussions

- 4.1 After concluding the regular agenda, the Chair invited generic suggestions from the members of the Council.
- 4.2 Dr. Imtiaz A. Taj pointed out that in view of the COVID-19, the Industrial Open House-2020 which was scheduled in July, 23, 2020 will not be held. However, simulation and software based projects will be evaluated through video link. Students will present and demonstrate their projects online.
- 4.3 The Council resolved that in view of the current situation, the event of Industrial Open House may be pended. It was advised to the concerned departments that Industrial personals may be added in the panel for the evaluation of the projects. All Concerned
- 4.4 Dr. Nayyer Masood, HoD CS informed the Council that the department is trying to help the Graduating Students for their placements for internship/jobs in software houses. Besides, he proposed that the University should consider to start different certifications regarding Computer Science domain. In addition, we should also consider for mobile programing course and in this regards certificate will be issued to the students after completion.
- 4.5 The Council considered the proposal given by the HoD CS and unanimously approved for launch of certification in the domain of Computer Science.
- 4.6 The proposal of Dr. Aamer Nadeem to include some technology oriented courses in the roadmap of Software Engineering program was considered by the Council.
- 4.7 It was resolved by the Council and advised to the department to prepare and submit complete proposal to the VC Secretariat. The Council approved the proposal in principle to include course. HoP SE
- 4.8 Dr. Shuakat Iqbal Malik, Director VIS informed the Council that majority of the graduating students have completed their VIS except some students. Therefore, he sought decision from the Council in view of the present situation of the COVID-19.

- 4.9 The Council discussed the matter and resolved that a waiver may be given to the remaining students. Such students may be advised to route their requests through their departments. The VIS Directorate was advised to coordinate with the departments accordingly. It was also emphasized by the Council all out efforts and sympathies should be with the students. Director VIS
- 4.10 It was further resolved that one pager policy should be prepared in this regard by the Director VIS and sent to the office of the Registrar and also to the concerned students. Director VIS
- 4.11 The HoD EE apprised the Council that online internship for graduating students of batch-163 has been arranged without any problem. The department is thinking about the internship of batch 173 and trying to arrange for their internship in the NESCOM, PTCL etc.
- 4.12 The Council advised that the decision taken in the case of Computer Science should practically be implemented in the EE also and should be pursued. HoD EE
- 4.13 The HoD ME informed the Council that they have arranged Online Training for their Graduating Students in the reputed firms and the same is conducted satisfactorily. Dr. Khawar Naveed Abbasi and Dr. Javed Haider are coordinating with certain reputed organizations for seeking Internships for students.
- 4.14 Dr. Majid Ali, Professor CE department apprised the Council that their students are already on the Internship with different firms and same will be completed soon. They are regularly monitoring their progress.
- 4.15 The Dean and HoD MS department apprised the Council that MS department has already conducted two meetings to chalk out the plan for Final Projects. Mr. Umar Toor is the Coordinator of the Projects. The department contacted with Alumni's who are working in reputed organization to provide the opportunities to the CUST students for Final Year Project.
- 4.16 The HoD Pharmacy apprised the Council that their Pioneer Batch of Pharm-D program is in the 2nd semester and their online classes are going well and there is a good response from the students.
- 4.17 On a query, from a honorable member, the Council resolved that there will be a local execution and no question paper will be collected from COE office. The teachers will do this task themselves. The paper will be transmitted after the conduct of the Exam. COE

Conclusion:

The Vice Chancellor appreciated the continuous efforts of faculty and staff to teach remotely very efficiently and effectively. The University management recognize that this academic environment is challenging requiring flexibility and patience from all of us. Since, the outbreak of COVID-19, the University is trying its best efforts to serve our students and community in this semester and throughout upcoming recovery and rebuilding after COVID-19. He lauded that the Capital University of Science and Technology is in full compliance to the HEC guidelines received from time to time.

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



Malik Arshad Mahmood
Registrar



Prof. Dr. Muhammad Mansoor Ahmed
Vice Chancellor